F O C U S

Challenge Reaction? Insight? Action

Chapter One – Getting the Right Start

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Getting the Right Start

Each chapter in **FOCUS on Community College Success** (FCCS) begins with a challenge case spotlighting a student and their story. Chapter 1 begins with the Darnell William's challenge case on pages 2-3. Read Darnell's story then review the *REACTION – What Do YOU Think?* questions. Does Darnell's story relate to your own experience in some way?

You will be given an assignment within this chapter titled Instructor Interview. With this assignment you will interview one of your instructors. The purpose of this assignment is to open the lines of communication with your instructor early. In Darnell's story, that you read on pages 2-3, notice that Darnell is given a paper back with a note on the top "see me." (Staley 3). There may be times when you are asked to come by an instructor's office … don't necessarily see it as a red flag for being in trouble. College instructors may invite you to their office to discuss progress, assist with advising, discuss career options, or help with coursework you may be struggling with at the time.

It is good to get off on the right track with your instructor and build a positive relationship with him or her. Communication with your instructor is vital. By interviewing the instructor you may like the least, you will open of the door of communication.

The best way to begin the semester is to make a GREAT first impression! Let's review some guidelines to help you make a good first impression with your instructor (Santrock/Halonen page101-105.)

Good First Impression

Buy the right stuff – review your syllabus to see what is needed for your class. Make sure you have the supplies and your text in class EVERY class meeting.

Be Prepared – again, review your syllabus … be prepared for your class meeting. That includes reading the text and doing your homework.

Make Contact – get to know your instructor. Participate in class.

Maintaining the Connection

Stay on Task– continue communicating with your instructor

Do the Work on Time – turn your work in on time. Many instructors are not flexible with deadlines

Use the Syllabus – as we discussed earlier, your syllabus is your contract with your instructor. You are responsible for all assignments in your syllabus

Ask it this Way - your text makes a great point. When you are absent do not ask your instructor "Did I miss anything important?" Of course, if you were absent you missed something important! Instead ask, "May I make up any of the work missed in class?" Also, either call or e-mail your instructor if you are going to be out. This shows responsibility!

Stay Straight - bluntly … DON'T CHEAT! This is college … your academic integrity has heightened. College instructors are great detectives! Don't miss out on your dream because you took the wrong short cut!

Stay Cool – As a college student – you are now an adult. You are expected to act as an adult. If you have a problem with an instructor or fellow student, follow the proper procedure to resolve the problem.

Let's talk for a moment about why you are at Greenville Technical College. Why did you choose to go to college? Did you motivate yourself or were you motivated by your parents, employer, friends, or did it just seem like the logical next step? Whatever the reason may be … you are here at Greenville Tech now. Yes, you could have been motivated by someone else, but the ball is in your own court now. You must take the steps to make your journey a successful one.

Reason 1: Transitioning from High School to College & Reason 2: Going Back to School After a Break (5-6, Staley)

The easiest way to begin college is to understand the challenges you face. As a new Greenville Tech student, what has been the biggest challenge you are facing as a new college student? As a new college student you may have just graduated high school or you may be returning to school after being out of high school for a number of years.

Stantrock and Halonen (p. xxxiii) list several differences between high school and college

College classes are much larger, more complex and more impersonal.

While the number of students in a Greenville Tech class is similar to your high school class, should you decide to transfer to a four-year college you could be in a Chemistry class with 100 students taught predominantly by a graduate assistant.

In college, attendance may be up to you.

When you were in high school, a school representative typically called your home if you were absent from school. However, at college your instructors are not going to call your parents when you are absent. Attendance is up to you. Attendance is important in college.

College instructors give fewer tests.

While in high school, you were given many grading opportunities. However, in college you may only be given a mid-term and a final that will determine your grade for the semester. Your instructors are also less likely to allow you to make -up missed assignments or provide extra credit.

In college nobody treats you like a kid anymore.
As a college student RESPONSIBILITY falls into your lap! Instructors will not hand hold you through assignments. At the beginning of each semester you will be given a syllabus. A syllabus is your contract with your instructor for the semester. In high school your instructor may say you need to read pages 1-20; however, in college that assignment will be posted in your syllabus and it will be your responsibility to read the assignments posted in the syllabus whether mentioned by the instructor or not.

You have to do much more reading in college.
College courses require a great deal of reading. It is important to understand that you will be responsible for the reading assignments stated in your syllabus. You may be tested on the reading assignments whether it was discussed in class or not.

Good grades are harder to get in college.
Since there are fewer graded assignments, it may be harder to pull up low grades.

Your college classmates may be of diverse ages and backgrounds from many different ethnic backgrounds. As you begin your college journey, learn to appreciate the individualization of your classmates and learn from them.

What is Your Major

What is a major? "a college major, or field of concentration, is a series of courses that provides a foundation of learning in an academic discipline." (Santrock/Halonen, 41) At Greenville Tech you could be enrolled in a college transfer major such as Associate of Arts or Associate of Science degree. Or, you could be majoring in a specific discipline such as Associate of Computer Technology with an emphasis in Programming, or Certificate in Public Service with an emphasis in Forensics or an Engineering Diploma in Mechanical Technology. Whatever major you have chosen make sure you pay close attention to your course choices each semester to make sure you are taking the appropriate pre-requisites and co-requisites needed.

Not sure about your major? That is okay. Sometimes it takes a semester or two to clearly define where your interests and skills are located. During the semester you will be exploring career options with your Career Notebook assignment. Within the Career Notebook Assignment you will take interest and skills inventories and complete Internet searches that may help you choose the best major for you.

Also, each chapter in the text has a FocusOn Careers to help you focus on your own career choice.

Explore Degrees

What is an associate degree? What is the difference between a certificate, diploma, associate degree and a bachelors degree? Let's define these terms. By understanding the differences, you will be able to plan your educational goals more effectively.

Certificate – (available at GTC) Minimum of 8 credit hours and a maximum of 40 credit hours. Generally certificates are made up of program specific courses without general education courses.

Diploma – (available at GTC) Minimum of 41 credit hours and a maximum of 52 credit hours. Diplomas typically include program specific courses and general education courses but less hours than an associate degree

Associate Degree – (available at GTC) Minimum of 60 credit hours and a maximum of 84 credit hours. Associate degrees include a required number of general education courses in addition to program specific courses. Your text states that many courses you take for an associate degree usually transfers to a four year school. This is not necessarily true. It is important that you find out the transferability of your program if you plan to attend to transfer to a four-year college or university. Also, once you have chosen a four-year college or university

to, transfer it is important that you work with your GTC advisor and an advisor at the college or university to ensure you are taking the correct courses at Greenville Tech.

Bachelors Degree – (not available at GTC) There are many transfer options and articulation agreements to four-year universities available at Greenville Tech. If you are enrolled in an Associate of Art or Associate of Science degree, you are more than likely planning to transfer to a four-year university. If you have chosen your transfer college/university, make sure you are taking courses in line with your transfer destination. If you are not sure, visit the Advising Center located in the Admissions and Registration Center (ARC) at McAlister Square and speak to one of the professional advisors about the college/university which you are planning to attend. Don't wait until it is time to transfer! Do this early!!!!

After completing a bachelors degree you may continue your education to received a masters degree then a doctoral degree.

BE ADVISED! THE TOP TEN ADVISING MISTAKES STUDENTS MAKE(Staley,p12-13)

1. **Not using the campus advising office or your faculty advisor**

   Advisors are located in the Advising Center of the Admissions and Registration Center(ARC) at McAlister Square. Advisors are available to help you map out a road map for your college course plan. They are an excellent resource to learn more about services available at GTC. You might be assigned a faculty advisor from your program. To find out who your advisor is, log on to GTC4ME … WebAdvisor then click on MY PROFILE and you will find your advisor's information.

2. **Not Planning Ahead**

   Planning ahead on your academic roadmap will save you time and money! Some courses are not offered every semester, so it will be important that you forecast ahead.

3. **Procrastinating**

   Not registering for classes early will leave you with a schedule you may not like and even more importantly without a class you need!

4. **Skipping Prerequisites**

It is tempting to want to jump ahead. For instance, why do I have to take MAT 101? Placement tests are given for a reason. They are to place students in classes where they have the opportunity to be most successful with the information they have previously mastered. If you were missing key concepts in the MAT 101 course, you would struggle in MAT 102 from the first week and more than likely have to repeat it. Prerequisite courses ensure that you have covered the material needed to be successful in the next course.

5. **Choosing the wrong major**

   Counselors at Greenville Tech can help direct you to resources to help you make a career choice that suits you. Many times students enter college with one career in mind … and by the end of the first semester, they have landed on what they really want to do! Also, visit the Career Center located in the ARC – Room 24 for career counseling assistance.

6. **Taking Too Many Credits or Too Few**

   Great quote … "plan your work … work your plan." As you are planning what courses to

take the next semester, consider your life puzzle … family, work, and school. Plan the number of hours you will need to study in addition to the time you spend on campus. And, always plan to have some fun too! Once you have figured how many hours you have to fully commit to school, schedule your classes. For example, if you scheduled 12 hours and only passed 9 with a C, you could have possibly scheduled 9 hours and ended up with a 3.0. Which is more productive in the long run?

7. *Ignoring Problems*
   The best way to tackle a problem … is "just do it." Waiting to correct a financial aid error for example could lead to your classes being purged. The perfect schedule is now gone!

8. *Being Afraid to Drop a Course*
The withdrawal option is there for a reason. Your GPA weathers much better with a W, which doesn't count against the GPA, than with a F, which really pulls the GPA down. Before withdrawing it is always good to speak to your instructor to discuss your options and also meet with a College Counselor for advice.

9. Not Looking At the Big Picture
   Figure out what you need to do to complete your degree during your first semester. Do you need to plan to attend a summer session? Do you need to take at least 12 hours? Are your clinical hours only offered during the day? … There are many other questions such as these to consider.

10. *Not Doing Transfer Research On Your Own*
   If you are planning to transfer to a four-year college or university talk to them early! Depending on the university and program you are planning to transfer to, you may be required to take specific courses at Greenville Tech. For example, some schools prefer Western Civilization and some prefer World History.

Making the Grade: Computing Grades and Keeping Grades Up
GRADE POINT AVERAGE (GPA)
See *Calculating GPA* attachment in the Learning Module for explanation on how to calculate your GPA each semester. Also, your text has a good explanation of calculating your GPA.
Academic Progress
   Academic warning –
       1 semester below 2.0 (or 1.5 depending upon hours enrolled)
   Academic probation –
       2 semesters below 2.0 (or 1.5 depending upon hours enrolled). May only register for 9 credit hours.
   Academic suspension –
       3 semesters below 2.0 (or 1.5 depending upon hours enrolled). Must sit out one semester.
Realize the Value of Remediation Material
Master the Syllabus
Your syllabus is your class "contract" … read it thoroughly and refer to it often
Get Involved! Avoid the PCP Syndrome: Parking Lot, Class, Parking Lot

It is very easy to get into your car after class and leave for home or work. However, there are many opportunities available for you at Greenville Tech through campus organizations, clubs, and activities. Being involved in extracurricular work is impressive on your resume as well. Below is a listing from the Greenville Tech website of the campus organizations and clubs.

STUDENT ORGANIZATIONS
EXTRACURRICULAR ACTIVITIES
Student Activities provides services and programs to assist Greenville Technical College students in strengthening their organizational leadership skills, and in developing more meaningful interpersonal relationships through event planning, management and execution. This is accomplished through programs such as recreational and athletic events, social activities, cultural performances, field trips, leadership programs, informational seminars, performing arts, clubs, and organizations.

The Student Activities office publishes a monthly campus newsletter, the Spotlight, which features news items of interest to Greenville Tech faculty, staff, students and their families. The newsletter is distributed campus-wide on information boards in most buildings located throughout the college and can be viewed electronically on the "Current Students" tab above and scrolling down to "Student Resources/News."

CLUBS AND ORGANIZATIONS
Associated General Contractors Student Chapter
(Ed Abraham, Advisor)
This national organization is open to students in Construction Engineering Technology. Its purpose is to help keep students abreast of the latest developments in the construction industry. Contractors' representatives assist in placing students after graduation.

Baptist Collegiate Ministry
(Tracie Raines, Advisor)
The purpose is to reflect the life of Christ in members' lives and to those lives around them, to strengthen and unify the members, to provide a ministry to individuals within the campus community, and to nurture them in the Christian life and faith.

Campus Crusade for Christ
(Dr. Hala Nestberg, Advisor)
The purpose is to dispel misconceptions that people have about Jesus Christ and to give people an opportunity to hear the claims of Christ. Its purpose, also, is to help students at Greenville Tech grow into their relationship with God. Campus Crusade for Christ is an interdenominational Christian organization on college campuses across the nation and around the world.

The Critics' Choice
The purpose of this organization is to better acquaint members with the elements and design of theater, to familiarize members with the theaters offered in the Upstate and to give members an opportunity to interact with the actors, directors and the technicians of local theaters in an educational environment. Membership is open to any interested students, regardless of their program of study.

Greenville Tech LAMBDA Gay-Straight Alliance (GTC-LAMBDA-GSA)
(Sharon Bellwood and Elizabeth Purcell, Advisor)
The purpose of this organization shall be to strive to educate others and ourselves on LGHT and Straight issues and to work toward enlightening those who are unaware and inspiring those who

remain silent in uniting the LGBT and Straight communities on campus in order to create an accepting environment, to be a safe place where everyone can feel comfortable and supported and to foster an active and diverse culture at Greenville Technical College.

Helping U Succeed: Human Services Student Organization
(Bonnie J. Smith, Advisor)
The objective is to provide a forum for communication among Human Services students, to provide opportunities for Human Services students to participate in community service activities, and to sponsor workshops/seminars addressing issues relating to human service professions

International Student Organization
(Chirinjev Peterson, Karen White, Reginald Bruster and Dr. Suzy Hill, Advisors)
The purpose of the International Student Organization is to provide a forum for foreign-born students to support the internationalization of Greenville Technical College and in turn to receive support from the college, the faculty and each other in their efforts to understand and to function in the United States.

Lambda Nu-Alpha Chapter
(Michael E. Dyches, Advisor)
Lambda Nu is a national honor society for students in radiologic and imaging sciences programs. Purposes of this organization are to foster academic scholarship at the highest levels, promote research and investigation in the radiologic and imaging sciences, recognize exemplary scholarship, mentor students, and promote community service.

Muslim Student Association
(Dr. Susan N. O'Brien, Advisor)
The purpose of this organization is to strengthen the sense of unity and equality between Muslim and non-Muslim students at Greenville Technical College, as well as foster an environment of peace, goodwill, cohesion and understanding to its students, faculty and staff where they are educated on the true nature of Islam.

National Technical Honor Society
(India Fulkerson, Advisor)
Getting accepted into the National Technical Honor Society (NTHS) is America's highest award for excellence in career and technical education. More than 2,500 schools and colleges throughout the United States are affiliated with the society. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. For more information, view the NTHS website.

Philosophy Club
(Dr. Malcolm Munson, Advisor)
The purpose of this club is to provide a casual, education environment for students to discuss philosophical ideas, thoughts, and concepts, and come to a greater understanding of such subjects through a provided open forum of guest speakers, lectures, and special presentations. The club also strives to engage in relationships with other philosophical societies and organizations at other campuses and institutions.

Phi Theta Kappa
(Dianne Chidester, Advisor)
Phi Theta Kappa recognizes and encourages scholarship, leadership and service among the students in the two-year colleges in America.
To accomplish this purpose, the group provides opportunities for the development of leadership and

service, an intellectual climate for the exchange of ideas and ideals, stimulation of interest in continued academic excellence and fellowship. Students who are in associate degree programs, who have at least two remaining semesters and who have accumulated 12 credit hours and a 3.4 cumulative grade point average are eligible to apply. Graduating members receive special recognition at the graduation ceremony.

Physical Therapist Assistant Association
(Jean Hamrick, Advisor)
The purpose of this organization is to educate the public about the nature of the profession of physical therapy, to instill in the students the importance of community service, and to promote teamwork in achieving goals of the Physical Therapist Assistant program at Greenville Tech.

The Poetry Club
(Tom Treffinger, Advisor)
The purpose of this organization is to promote classical and modern poetry reading, the discussion of poets and poetry, and the creation of new works of poetry by club members. The club is open to all Greenville Technical College students and available to college faculty and staff.

The Psychology Club
(Michael Vargo, Advisor)
The purpose of this club is to promote interest in psychology for Greenville Technical College students; to facilitate open, objective discussion of psychological topics; and to engender an experiential appreciation and understanding of the role of empirical research in developing this discipline's knowledge base.

Rotaract
(Mary S. Locke, Chrinjev Peterson, Mary A. Ryan-Morris, Advisors)
The purpose of this organization is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. The membership of this club shall consist of young men and women of good character and leadership potential between the ages of 18 and 20.

South Carolina Upstate Paralegal Association (SCUPA)
(Nick Fisher, Liaison)
Students enrolled in the Paralegal program are encouraged to join the South Carolina Upstate Paralegal Association (SCUPA) as student members. SCUPA holds monthly luncheon meetings with speakers who address a wide variety of issues affecting the paralegal career field. SCUPA also is involved in educational and community service activities. SCPA periodically provides a scholarship to a deserving and outstanding paralegal student. SCUPA is a member of the South Carolina Alliance of Legal Assistants Association (SCALAA). SCUPA also is affiliated with the National Association of Legal Assistants (NALA). NALA offers its Certified Legal Assistant (CLA) exam through SCUPA. Greenville Tech Paralegal program graduates are qualified and encouraged to take this exam.

Spanish Club
(Leei Mao, Advisor)
The purpose is to promote awareness of Hispanic people and their culture, to integrate the Hispanic and American community through different activities, and to provide tutoring for both Spanish and non-Spanish-speaking students at Greenville Tech.

The Student Art Club
(Mark V. Roper, Advisor)

The purpose of this organization is to serve the community in a beneficial capacity through art projects and volunteer opportunities, to help encourage and support Visual Arts students through monthly meetings, workshops and community events, to raise an awareness of the professionalism of the Visual Arts students and his/her work on the campus of Greenville Technical College and Upstate South Carolina. This club will also help provide a positive networking of the students enrolled in the Visual Arts program and the working arts of Upstate South Carolina and assist in promoting and marketing the artwork of students enrolled in the Visual Arts program of Greenville Tech.

Student Government Association (SGA)
(Brett Gaffney, Advisor)
Every registered Greenville Tech student may consider himself or herself to be a member of the Student Government Association. This organization provides students a voice in student affairs and college procedures as well as an opportunity to engage in the democratic process on campus. The types of activities generally sponsored by the SGA include student elections, leadership workshops, campus and community service projects, various kinds of entertainment and approving new organizations. The student council consists of a maximum of four students from each academic division. Two students from each division are elected in the fall. All representatives serve a Semester of one year. Students interested in actively participating in the Student Government Association should contact the office of the SGA or the director of Student Activities in the Student Center, Room 104.

Student Occupational Therapy Association
(Jennifer Coyne, Advisor)
The purpose of this organization is to educate the public about the nature of the profession of occupational therapy, to instill in the students an appreciation of their role in health care and to encourage the development of professional skills and behavior among those students preparing for a future in the field of occupational therapy.

Women in Science and Engineering (WISE)
(Diane Granger-Jackson, Advisor)
The purpose of this organization is to retain women enrolled in the Engineering Technology, Science and Industrial programs and assist with the recruitment of other women to the programs. WISE also will work to introduce women to opportunities in non-traditional role jobs.

USE CAMPUS RESOURCES: HELP IS NOT A FOUR LETTER WORD (Staley, 18-19)

Please refer to your text, however; for my discussion here I will reference specific Greenville Tech resources.

◆**How can I meet other students?**
There are many clubs/organizations available for you to join. Find one that meets your interest. It is a great way to meet new friends. To access the clubs and organizations available at Greenville Tech go to the GTC website - http://www.gvltec.edu/display.aspx?id=362

◆**How can I find out if I have a learning disability?**
If you have a physical or mental disability that may require classroom assistance, please contact the Student Disabilities Office located in the Student Center, building #105 on Barton Campus. Sharon Bellwood is the Director of the Students with Disabilities Office. You may reach Ms. Bellwood at Sharon.Bellwood@gvltec.edu or by calling 250-8408.

What if I need help with a challenging course?
If you know at the beginning of the semester that you are not strong in a given subject, then sign up for a tutor early. It is much easier to get a tutor at the time you may need early in the semester rather than waiting until later. Remember the Covey Habit – *Be Proactive Instead of*

Reactive. Tutoring services are available through many options at Greenville Tech. Student Support Services offers tutoring for most classes taught at GTC for qualifying students. Student Support Services is located on the Barton Campus in the Student Center (bldg 105). Students who do not meet the Student Support Services requirements may apply for tutoring through the Institutional Support Program available at all campuses.

Learning Resource Center – The LRC is located on the Barton Campus in the University Transfer Building (#104). The LRC includes an open computer lab, the Math Center and Writing Center. The Math Center is staffed by math faculty. The Writing Center is staffed by English faculty. The Writing Center staff will critique papers for other classes as well. (They will NOT write your papers … but, will give you excellent guidance!) Brashier and Greer campuses also have Math Center and Writing Center hours. In addition, many programs have individual tutoring labs such as Information Technology, Engineering Technology and Health Sciences. Beginning Fall 2009, the Learning Commons will open on the 3rd floor of the University Transfer Building on the Barton Campus and will have tutoring available for developmental courses.

◆**I'm not sure which classes to take next. Who can help me? Advisors**

◆**I'm thinking of dropping a class. How do I do it?**

A few key terms to make sure you drop a class correctly

Add/Drop – check the campus schedule for the add/drop dates for your course. Depending on the length of the course, i.e., 15 weeks, determines the add/drop dates. Typically for a 15 week semester class, add/drop is during the first 5 days of the course. During that time you may add or drop a class without penalty.

Withdraw – After the add/drop period the only way to get out of the class is to withdraw. Based on the school's refund policy, depending on the time you withdraw will depend on if a refund will be made. Each class will have a withdrawal date. After the withdrawal date you no longer have the option to withdraw from the class.

◆**What if I need a counselor?**

Counselors offer personal, academic and career counseling. Counselors are located at the Barton Campus in each division. There is also a counselor at the Greer and Brashier campuses. Go to the course WebLinks for a link to Counseling Services on the GTC website.

Counselor Contact Information

- Travis Gleaton - Arts and Sciences/University Transfer Division: University Transfer Building , Room 116
- Dianne Granger-Jackson - Engineering/Industrial Technologies Division: Engineering Technologies Building , Room 120
- TBA – Developmental Studies / Arts and Sciences: University Transfer Building , Room 355
- Gina Power - Business/Public Service Division: Hospitality Education Building , Room 247
- Robert Gregory - Health Sciences: Hospitality Education Building, Room 109
- Nita Chambers - Nursing: Nursing Sciences Building , Room 329
- Jackie Williams - Brashier Campus: Ralph S. Hendricks Building , Room 102
- Julie Gianelloni - Greer Campus: Building 301, Room 176
- ◆**What if I have a technology crisis?**
- **OPEN COMPUTER LABS**
- Each campus has an open computer lab. The open computer labs are available for you to type papers, access the Internet, work on online classes, etc. You will find a listing of open computer labs at Greenville Tech in the front of your text book or on the Greenville Tech website.

- ***BlackBoard–***As a GTC student you need to log into *BlackBoard* every day. It is the communication portal of the college. This is where you will find campus announcements. In addition, within *BlackBoard* you have access to Gmail, and course information.
- **WebAdvisor**
- WebAdvisor is accessed through GTC4ME. Within WebAdvisor you may add/drop classes during the Add/Drop period, check your grades, check your transcript, check your class schedule, check financial aid status and pay for classes online. Be advised, Greenville Tech does not mail grades. The only way to view your end of semester grades is through WebAdvisor.
- **◆Are health services available to students?**
- Greenville Tech does not have health services available on campus for students.
- **◆What do I want to be when I grow up?**
- The Career Center is located at the Admissions and Registration Center (ARC) in Rooms 25 & 26
- **◆Is child care available?**
- Greenville Tech does not have a child care center for students. However, you may qualify for childcare assistance through the Transition Grant with Robert Gregory. Or, you may apply for a spot at the Greenville Tech Childcare Center.
- **◆Where can I buy my books?**
- The Bookstore is located at the Admissions and Registration Center (ARC). In addition there is a bookstore at each of the satellite campuses offering books for courses taught at those campuses.
- **◆Where can I get other pieces of information I may need?**
- **ASK!!**
- **◆What if I need the help of Campus Security?**
- Greenville Tech has Campus Police available 24/7. The number for Campus Police is 250-8911. In addition, if you lock your keys in the car or have a flat tire, Public Safety is available to assist you. Tip: Campus Police also writes parking tickets. When on campus be sure to park in the student designated areas. Blue spaces are designated for handicap parking and greens spaces are designated for faculty/staff parking. You may also be ticketed for not having a parking sticker. You may get a parking sticker at the Greenville Tech Police Department located at the main entrance of the Barton Campus.
- **Delve into the Library (text reference 4-5)**
- The Greenville Technical College library is located in the Technical Resource Building (#102). In addition, you have access to the GTC library via the internet www.gtc/library/org Through the Internet site you have access to databases such as *Infotrac, ERIC,etc.*
- **Get to Know Your College Catalog http://www.gvltec.edu/catalog/**
  A college catalog is vitally important as you pursue your college goals. Your catalog lists program requirements, course descriptions, course pre-requisites/co-requisites, and college transfer courses. Pre-requisites are classes or scores that you must have met prior to entering the class. For instance, to enter an ENG 101 class you must have either completed ENG 100 with a C or higher OR have appropriate SAT, ASSET or COMPASS placement scores . Co-requisites are courses you must take simultaneously in a given semester.
- In addition, the GTC catalog includes your GTC Student Handbook. Within the handbook, you will find the college academic policies and rules.

- You can find a copy GTC college catalog on the Greenville Tech webpage http://www.gvltec.edu/catalog/ . The catalog/handbook holds many of the answers for the Scavenger Hunt you should be working on at this time. You do not get a new catalog each year. You will continue to follow the catalog and year which you enrolled.

- **Transfer Credits**
  What are transfer credits? If you are planning to transfer to a college/university after GTC make sure the courses you are taking are transferable. There are some courses you take or may be required to take at GTC toward the associate degree or certificate you are pursuing that may not transfer to the four-year college/university. For instance, MAT 155 – Contemporary Mathematics satisfies the math requirement for some associate degrees. However, MAT 155 will not transfer to most four-year colleges/universities. This course COL 103 – College Skills, is a college transfer course, it may transfer in to a four-year college/university for their college skills or freshmen orientation course. This does not mean that every college will accept the transfer.

- **FINANCIAL AID**
- There are a variety of financial aid options available. To receive any financial aid, you must first complete a FAFSA (**F**ree **A**pplication for **F**ederal **S**tudent **A**id). The FAFSA may be completed online or mailed.
- Grants – typically do not have to be repaid
- Loans – must be repaid. Most student loan payments do not begin until 6 months after graduation.
- Lottery – typically does not have to be repaid. Lottery is NOT need based. A millionaire could receive lottery funds if they meet the minimum requirements (SC resident for 1 year, enrolled in minimum of 6 hours, not receiving federal grants, not receiving the Life Scholarship)
- Scholarships – great opportunity! A one page application that must be submitted to the financial aid office by the first of May each year.
- Work-study – eligible students can work up to 20 hours per week in a college area earning around $7 per hour.
- Financial Aid Probation is different from Academic probation. If you are on Financial Aid probation, you do not lose your aid. It is a warning that if you do not make a 2.0 in 2/3 of your classes you will lose you aid the next semester.
- Financial Aid Ineligible – if you are placed on ineligible status, you will not be able to receive any financial aid for the next semester. To receive aid again, you would have to pay for at least 6 hours and make a 2.0 in 2/3 of your classes.