



SPARTANBURG COMMUNITY COLLEGE

**Handbook for Dual Enrollment, Concurrent
Enrollment, and Early College High School
Students**

2019-2020

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SPARTANBURG COMMUNITY COLLEGE OVERVIEW

Spartanburg Community College (SCC), established in 1963, is one of 16 colleges in the South Carolina Technical College System. Its service area is comprised of Spartanburg, Cherokee, and Union Counties located in upstate South Carolina. SCC offers 70 certificate, diploma, and degree programs in the following areas: university transfer, health sciences, and technologies. The mission of SCC is to provide exceptional, accessible, learning centered education and workforce development programs and services. The vision of SCC is to be a catalyst in changing lives, building the future of our students and citizens, and developing the economy of the Upstate.

WELCOME TO SCC EARLY COLLEGE

Spartanburg Community College provides the opportunity for eligible high school students to enroll in college courses. This handbook provides students and their families with information about SCC Early College policies and practices. SCC Early College is the umbrella for the three models through which students access college courses: dual enrollment, concurrent enrollment, and early college high school. These terms are defined in the section below. In many cases, policies and practices are the same regardless of the model. Areas of policy and practice that vary according to program model are highlighted in this handbook.

DEFINITION OF TERMS

Dual Enrollment: Students are simultaneously enrolled at their high school and at the college. These students may be enrolled at their high school in college classes taught by SCC faculty; in classes taught on a SCC campus; or in online classes.

Dual Credit: Students are enrolled at their home high school and the college simultaneously and are taking a course(s) that counts as both a college credit and a high school credit (i.e. English Composition I-ENG 101 on their college transcript equates to ENG 4 on their high school transcript). The partner high school is responsible for how the college course is transcribed on the high school transcript.

Concurrent Enrollment: Concurrent enrollment is a subset of dual enrollment in which students are enrolled in college-credit bearing courses taught by college-approved high school teachers. This definition is set forth by The National Alliance of Concurrent Enrollment Partnerships (NACEP). Concurrent enrollment students are typically enrolled at their high school or career/technology center but they may be taking their classes on a SCC campus if a college-approved high school faculty member is teaching a cohort class of high school students on the campus.

Early College High School: A defined population of students with similar characteristics, to include but not be limited to the following characteristics: first generation college status, free or reduced lunch eligibility, and/or residence in a single-parent household. These students are enrolled in a cohort-based structured curriculum pathway which provides the opportunity to earn both a high school diploma and an associate's degree by the end of the student's senior year in high school.

SCC partners with the Spartanburg County School Districts to operate two early college high schools, Viking Early College and Spartanburg County Early College High School. Students are admitted to these programs during their freshman year in high school. Viking Early College is a partnership between SCC

and Spartanburg County School District Seven. Students take high school classes at Spartanburg High School and college classes at the SCC Downtown Campus until the second semester of their senior year when they have the option to take classes at the SCC-central Campus. This all-male program, which began in 2013, addresses the underrepresentation of males (particularly minority males) in college. Spartanburg Early College High School is a partnership between SCC and Spartanburg County School Districts One, Two, Three, Four, Five, Six, and Seven. This program is coed; students take both high school and college classes at the SCC-central Campus. Each program has dedicated faculty and staff employed by a school district who are responsible for daily program operations, including a director or dean. Students admitted to these programs receive a Viking Early College or Spartanburg County Early College High School student handbook from their program administrator detailing procedures specific to those programs.

PHILOSOPHY, MISSION, VISION OF SCC EARLY COLLEGE

Philosophy

- Some high school students have the capacity to successfully complete college courses.
- Dual enrollment, concurrent enrollment, and early college high school students often respond positively to high academic expectations.
- Participation in dual enrollment, concurrent enrollment, and early college high school programs can be a transformative experience in the lives of high school students.

Mission

To provide students with an opportunity to earn college credit while they are still enrolled in high school.

Vision

A diverse population of students will discover and enroll in SCC academic and career pathways which help them transition from “here” to “there.”

DUAL ENROLLMENT BENEFITS

- Dual enrollment provides the vehicle for students to earn college credit while still in high school.
- Dual enrollment provides students with the opportunity to learn about college expectations and how to take on the role of college student. (Karp, 2012)
- Dual enrollment instills confidence in students regarding their ability to handle college courses.
- Research indicates dual enrollment has positive effects on several outcomes, including high school completion, college access and enrollment, college credit accumulation, and college degree completion. (U.S. Department of Education, 2017)

DUAL ENROLLMENT RISKS

- Like good grades, poor grades may also be reflected on students’ high school and college transcripts.
- Poor grades can jeopardize future college financial aid eligibility.
- Failing grades can jeopardize high school graduation if college classes are being used to meet high school graduation requirements.

DUAL ENROLLMENT STUDENT RESPONSIBILITIES

- Take your college courses seriously and understand you are accountable for your dual enrollment experience and outcomes.
- Make sure to consult with your high school counselor about how your courses will be applied to your high school transcript.
- Read, understand, and follow your course syllabus and addendum.
- Abide by the SCC Student Code of Conduct.
- Attend class on a regular basis.
- Study and work on class assignments outside of class.
- Know how and where to reach out for help with academic resources.
- Contact your instructor when you have questions or challenges related to your class.
- Know important dates (assignments/tests, final exams, drop date, withdrawal date)
- Do your own research about how your courses apply toward SCC programs and, if applicable, to your major at your next college.
- Students and their families are responsible for making timely tuition payments.

DUAL ENROLLMENT PARENT RESPONSIBILITIES

- Support, track, and encourage your student's academic progress.
- Allow your student to conduct academic business with his/her instructor independently.
- Take time to research transferability of dual enrollment courses with your student.
- Help your student understand the accountability he/she has in taking dual enrollment classes.
- Encourage your student to use SCC resources (The Learning Center, Library, Career Services, etc.)
- Students and their families are responsible for making timely tuition payments.

ACADEMIC CALENDAR

Dual enrollment, concurrent enrollment, and early college high school class schedules are built according to the SCC academic calendar. It is the student's responsibility to make sure that his/her SCC schedule is compatible with the high school class schedule and, if the student is taking classes on the SCC campus, that the high school has approved of the college class meeting times. See Appendix A for the 2019-2020 Spartanburg Community College Academic Calendar.

ENROLLMENT PROCESSES

EARLY COLLEGE APPLICATION AND REGISTRATION STEPS

Step One: Consult with Your School Counselor

Consult with your high school or career center guidance counselor about your interest in taking college courses and discuss which courses you can enroll in if eligible. The courses you enroll in for dual credit will be those which lead to an associate's degree or a certificate program that leads to an industry-recognized credential. Students may apply for open course enrollment or enrollment in a limited range of courses. Students permitted to enroll in classes under the open enrollment category may choose any eligible course offered as long as the required prerequisites are met. A list of concurrent enrollment courses offered at partner schools and career/technology centers during the 2019-2020 academic year

is available in Appendix B. Concurrent enrollment courses have the same teaching strategies, learning outcomes, and assessments as traditional courses taught on the SCC campus. All faculty members teaching dual and concurrent enrollment courses must meet the appropriate faculty credentialing guidelines required by the Southern Association of Colleges and Schools Commission on Colleges (SACS COC). Your final grade will be recorded on an official Spartanburg Community College transcript. Additional dual enrollment courses are available on the SCC campus or online.

Step Two: Complete Application

Complete and submit the 2019-2020 *Spartanburg Community College Early College Application*, which consists of a Prospect and Application Form; a Permission and Registration Form that requires signatures from the student, parent/legal guardian, and high school or home school association principal or designee; and the SCC Lottery Tuition Assistance FAFSA Waiver Form for High School Students. See Appendix C for a copy of the application.

If you will not be 16 years old or classified as a high school junior by the time classes begin, you must complete the *Spartanburg Community College Admissions Appeal Form for Early College Admission*. Typically, approved applicants are permitted to enroll in either concurrent enrollment courses or online courses. If you will be 16 years old and a high school junior by the time classes begin, you do not have to complete this form. See Appendix D for a copy of the appeal form.

Step Three: Establish Eligibility

Enrollment in college courses is based on individual course requirements and not on SCC certificate, diploma, or degree program entry requirements. SCC Early College considers multiple measures in determining eligibility criteria for high school students to take college courses. The use of multiple measures encourages broader access of students to dual enrollment while still ensuring students are prepared to be successful in the courses for which they enroll. The range of multiple measures includes the following: Weighted High School GPA of 3.0 or higher; SAT score of 510 Evidence Based Reading and Writing and 580 Math; ACT score of 19 English and 22 Math; Next Generation Accuplacer test scores (eligible scores determined for individual courses); or a combination of these measures. Individual high schools and career/technology centers may require students to meet two of the multiple measures and may also require students to meet additional eligibility criteria beyond what is outlined above. See Appendix E for the dual enrollment multiple measures chart outlining requirements for individual school partners. Appendix F is the SCC course eligibility chart for dual enrollment courses; Appendix G is the SCC course eligibility chart for concurrent enrollment courses. The requirements for individual courses in this chart match the requirements for the same courses listed in the dual enrollment chart.

- **Next Generation Accuplacer Assessment**

Next Generation Accuplacer is the SCC course placement assessment administered on every SCC campus free of cost for all applicants, traditional and dual enrollment. This untimed computer-based assessment measures skills in reading, writing, and math. Students should do their best on this assessment as it is used to determine eligibility for and placement in college courses. Accuplacer placement scores for individual courses does not vary according to program model. Students who take the assessment and do not meet the eligibility requirements for the course(s) in which they want to enroll may retake the assessment. Typically, students do not

retake the assessment more than once per academic term unless there are extenuating circumstances. Standard testing hours at the SCC-central Campus are Monday-Thursday 8:00 a.m. – 4:00 p.m. or 8:00 a.m. – 3:00 p.m. Friday (no appointment necessary). Students who wish to take the Accuplacer at a different campus should call to make an appointment. SCC Tyger River Campus: 864-592-6121; SCC Downtown Campus: 864-592-4050; SCC Cherokee County Campus: 864-206-2723; SCC Union County Campus: 864-466-1060. Standard testing hours may vary during the summer or holiday periods. Students should bring a state-used picture ID, driver's license, or high school or college ID to test.

- **Exemption Credit**

Spartanburg Community College awards exemption credit for various courses to students who make a 3, 4, or 5 on an Advanced Placement test. Many students are interested in taking dual enrollment English. SCC awards exemption credit for both English Composition I (ENG 101) and English Composition II (ENG 102) with a score of 3 or higher on either the English Language and Composition Advanced Placement test or the English Literature and Composition Advanced Placement test. It is recommended that students who are awarded this ENG credit take a 200 level literature course at SCC. However, students must consider their individual college transfer plans and the impact of financial aid regulations on their course of study when making decisions about which courses to take. Students who receive exemption credit at SCC for ENG 101 and ENG 102 and then transfer to another college or university should understand the exemption credit does not transfer and their Advanced Placement scores will be reevaluated upon transfer. SCC must have an official copy of the Advanced Placement score report in order to award credit.

- **Eligibility for Viking Early College and Spartanburg County Early College High School programs**

Early college high school students and other freshmen and sophomores cannot establish eligibility for college courses based on High School GPA. They must take the Next Generation Accuplacer assessment and make appropriate scores in order to meet eligibility criteria or present eligible SAT or ACT test scores. In addition, other factors considered for early college high school students are as follows: 8th grade report card; attendance and discipline history; standardized test scores; teacher, counselor, and administrator recommendations; and a student interview with an interview team comprised of school district and college representatives.

Step Four: Get Registered

Meet with SCC representative (Early College Counselor or Admissions Counselor, depending on SCC campus) to be advised and to register. If you are taking classes at your high school or career/technology center or if you are an early college high school student, the SCC Early College Office will register you after the appropriate application forms have been completed and you have established eligibility for your courses. All students sign the SCC *Early College Registration Form*.

Step Five: Make Tuition Payment

Make your tuition payment according to your category of enrollment:

Students enrolled in dual enrollment classes on the SCC campus or online: Make your tuition payment at SCC by the tuition payment deadline.

Students enrolled in dual or concurrent enrollment classes at the high school or career/technology center: Make your tuition payment as directed to the high school or career/technology center.

Students enrolled in early college high schools: Tuition and fees are covered by your Viking Early College or Spartanburg County Early College High School program.

TUITION PAYMENT INFORMATION

The cost to participate in the Early College program follows the current and applicable College tuition and fees schedule and the Dual Credit Fee Schedule for courses offered at high school and career/technology center locations, both of which are approved by the Spartanburg County Commission for Technical and Community Education on an annual basis.

Standard Business Office hours for all campus locations are as follows:

SCC-central Campus

Monday and Tuesday: 7:30am-6:00 pm

Wednesday and Thursday: 7:30 am-5:00 pm

Friday: 7:30 am-1:30 pm

SCC-Cherokee County Campus

Monday-Thursday: 8:00 am-5:00 pm

Friday: 8:00 am-1:30 pm

SCC-Downtown Campus (Evans Academic Center)

Monday-Thursday: 7:30 am-4:00 pm

Friday: 8:00 am-1:00 p.m.

SCC-Tyger River Campus

Monday-Thursday: 8:00 am-5:00 pm

Friday: 8:00 am-1:30 pm

SCC Union County Campus

Monday-Thursday: 8:00 am-5:00 p.m.

Friday: 8:00 am-1:30 pm

SCC PARKING DECAL AND SCC STUDENT PLANNER AND HANDBOOK

Students enrolled in classes on a SCC campus who plan to drive a vehicle to and from that campus should request a parking decal from the SCC Business Office as they make their tuition payment.

There is no additional fee required to get a decal. The 2019-2020 *SCC Student Planner and Handbook* is available at SCC Business Offices, at the Early College Office at the SCC-central campus, and

electronically on the SCC website at

<https://www.sccsc.edu/uploadedFiles/Resources/PDFs/Publications/2019-2020-SCC-Planner-Handbook-web.pdf>.

TEXTBOOKS

Textbooks for all courses are available at the Book Inn (SCC bookstore). The SCC Book Inn does not assume any responsibility for textbook purchases made anywhere other than in this bookstore.

COLLEGE CONDUCT POLICIES

SCC STUDENT CODE

Early College students are governed by The Student Code for Spartanburg Community College outlined on pages 179-192 of the *SCC 2019-2020 Student Planner and Handbook*: Early College students must also abide by the Classroom/Lab Conduct Expectations established by the College and explained on pages 147-149 of the *SCC 2019-2020 Student Planner and Handbook*. All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information, may call for disciplinary action.

LEGAL RIGHTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Spartanburg Community College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U. S. Patriot Act of 2001 also apply to the release of student records. The purpose of the Family Educational Rights and Privacy Act of 1974, known as FERPA or the “Buckley Amendment”, applies to all educational institutions and educational agencies that receive funds under any program administered by the U. S. Secretary of Education. The purpose of the Act is two-fold: (1) to assure students attending an institution of postsecondary education access to their education records; and (2) to protect such individuals’ rights to privacy by limiting the transferability of their records without their consent. In accordance with FERPA, the College is restricted as to the release of certain educational records information without the written consent of the student. The College can release “directory information” which includes name, program of study, full or part-time status, degrees and awards, and dates of attendance without the student’s written permission. Students must notify the Registrar in writing that he or she does not want any or all of the information designated as directory information disclosed. Students must develop accountability for their enrollment and performance in college courses as well as advocacy and communication skills to be able to discuss academic questions and concerns on their own with their college instructors. Parents should not attempt to contact college instructors regarding their students’ grades and academic progress. High school and career center guidance counselors should not anticipate receipt of ongoing and specific updates from college instructors regarding their students’ academic progress throughout the semester. The director of Viking Early College and dean of the Spartanburg County Early College High School request and receive academic progress information from instructors and have the authorization as intermediaries to share information with parents. Students in these programs sign a *Consent to Release Confidential Information Form* authorizing this type of information-sharing (see Appendices H and I). Similarly, Union County

Career and Technology Center students enrolled in pathway programs at the Career and Technology Center and at the SCC Union Campus also sign a consent form authorizing the High School/Career and Technology Center to serve as intermediaries and get academic progress information from SCC faculty in order to follow up with students and share this as needed with parents if special concerns arise.

Parents may gain access to their student's official record kept in the Registrar's Office if they submit verification to the SCC Registrar's Office that they claimed the student as a dependent on their most recent Federal Income Tax return or if the student completes and submits an Authorization For Release of Student Records form to the Registrar's Office. This release of information only applies to information from the official (frozen) record of a student that is maintained in the Registrar's Office for records that were generated at Spartanburg Community College. This does not apply to academic progress information as classes are underway. This form remains in effect for one year. Additional information is available in the following SCC website link: <https://www.sccsc.edu/ferpa/>.

ACADEMIC ADVISEMENT

AM I TAKING A REAL COLLEGE COURSE?

Yes! Regardless of the class location and whether or not the other students in your class are high school or traditional students, you are enrolled in a real college course. Your course has the same teaching strategies, learning outcomes, and assessments as any other SCC course. Students should develop a good understanding of what is expected of them in a college learning environment. Early College students will be exposed to the same content as older students who are taking these courses. Instructors are not expected to alter standard course content or discussion topics to accommodate a younger audience. Students should be prepared to read, hear, or see course content that includes mature and sometimes provocative, controversial academic topics and be able to respond in a mature way to such subject matter.

HIGH SCHOOL TO COLLEGE TRANSITION

The transition from high school to college (or for early college high school students, from middle school to college) can, understandably, be a challenging one. See Appendix J for some tips to help you better understand examples of this transition. Participation in Early College presents a great opportunity for students. However, this opportunity comes with an expectation that students are ready to accept great responsibility and to be accountable for their academic progress. Frequently, students will need to quickly develop stronger study and time management skills. College involves more unstructured time students have to manage independently. Often classes meet twice a week for 15 weeks versus daily for 18 weeks. Assessments (tests, projects, assignments) may be less frequent. A's and B's may be more challenging to achieve. Additional study time and work is required outside of class. Makeup tests and extra credit opportunities may not be an option in some classes. The management of accommodations is different in high school than it is in college. In high school, School districts are responsible for identifying, evaluating students, and planning educational programs. (IDEA 2004-Individuals with Disabilities Education Improvement Act). In college, students are responsible for self-identifying to the college and providing documentation of their disability. (Section 504 of the Rehabilitation Act of 1973; ADA (Americans with Disabilities Act of 1980)). See Appendix K for an explanation of the differences in obtaining approval for high school and college accommodations.

COURSE DROPS and COURSE WITHDRAWALS

If you drop a full-semester fall 2019 class during the drop-add period by August 26, 2019, a full-semester spring 2020 class by January 21, 2020, or a full summer term 2020 class by May 26, 2020, the class(es) will not appear on your college transcript. If you need to drop a class after these dates, it will be considered a course withdrawal as long as you officially withdraw by the College deadline. The deadline to withdraw from a full-semester fall 2019 class is November 8, 2019. The deadline to withdraw from a full-semester spring 2020 class is April 8, 2020. The deadline to withdraw from a full summer term 2020 class is July 10, 2020. Information about final withdrawal dates for full semester and flex-term sessions are included in the 2019-2020 SCC Early College Academic Date Chart found in Appendix L of this handbook. This dates in this chart are the same as the dates in the Academic Date Chart for traditional students. The class(es) from which you withdraw will appear on your SCC transcript as a "W." There is no academic penalty assigned to a withdrawal but there may possibly be future financial aid implications related to the College policy for Satisfactory Academic Progress (SAP Policy). Also, students are still charged tuition for classes from which they withdraw. If you need to drop or withdraw, consult first with your instructor and your high school or career/technology center school counselor. Due to SCC Early College protocol, you will not be able to drop or withdraw yourself from a course on your own. Your next step is to make sure that the SCC Early College is notified about your decision in a timely fashion so they can assist you in finalizing your course withdrawal. Contact Brian Tucker, Early College Counselor, at tuckerb@sccsc.edu; 864-592-4256 or Eugenia Hooker, Director, Early College at hookere@sccsc.edu; 864-592-4263. Students must initiate and follow the college-approved steps to withdraw from courses. Class abandonment or notifying your high school guidance counselor only about withdrawing from courses does not constitute official SCC course withdrawal. SCC instructors are not allowed to withdraw college students from classes, even if students have stopped attending. Please note that students who withdraw from college courses may earn a WF (50) on their high school transcript. Make sure to consult with your high school guidance counselor for information about the impact a course withdrawal may have on your high school transcript.

FINAL EXAMS

Final exams may be given on the last day of class or may be scheduled on a different day of the week and at a different time than your regular class meeting time. Check your syllabus at the beginning of the term and plan ahead.

FINAL GRADES

Final grade assignments are made according to a universal college 10-point grading scale: A=90-100; B=80-89; C=70-79; D=60-69; F=below 60. Upon completion of College courses, grades will be placed on individual student college transcripts and reported on the student's high school transcript. Credit earned by the student is recorded on the high school transcript based on courses completed. Advanced Placement weighting may be awarded for many classes that count toward SCC associate degree programs. All college orientation courses are assigned College Preparatory weighting based on South Carolina Department of Education regulations. The application of credit on the high school transcript is determined by the high school. Make sure to consult with your school counselor about how your college classes apply to your high school transcript and how credit will be determined. The SCC Registrar's Office sends both letter and numeric grades to public, private, charter, and virtual high school partners which are assigned school codes in the college database. Grades for individual students are not sent to

homeschool associations. Students may obtain both their final numeric and letter grades in the D2L Brightspace learning management system up to fourteen (14) days after the last day of the term. Homeschool students may also order an official transcript through Parchment Exchange for a processing fee of \$2.85 per transcript and have this sent to their homeschool association. Numeric grades will not be included in the transcript.

COURSE TRANSFERABILITY

Course transfer is impacted by your final grade (must be a C or higher), your college major, and the college or university you choose to attend after SCC. It is the responsibility of the student and his/her family to determine the transferability of individual courses to colleges other than those in the South Carolina Technical College System.

You may use the following link to access the South Carolina Transfer and Articulation Center (SC TRAC): <https://www.sctrac.org>. SCC has a statewide articulation agreement with all the state supported, public colleges and universities in South Carolina. This agreement includes a list of 86 courses offered in the South Carolina Technical System which are universally transferable to state supported colleges and universities. See Appendix M. A recent articulation agreement between the South Carolina Technical College System and the South Carolina Independent Colleges and Universities (SCICU) has expanded the scope of transfer opportunities to private and independent colleges. The list of 86 transferable courses also applies to SCC graduates entering the private and independent colleges listed in the MOA between the SCTCS and the SCICU.

SCC has a Direct Connect agreement with USC-Upstate. Any SCC student who graduates with an Associate of Science, Associate of Arts, Associate in Applied Science in Nursing, or Associate in Applied Science in Electronic Engineering Technology is guaranteed admission to USC-Upstate through this agreement.

The SPECTRA program (Student Pathways in Engineering and Computing for Transfers) is a special new transfer agreement between SCC and Clemson University which allows students to start in an Associate in Science degree program at SCC and transfer into a Bachelor of Science program in several selected engineering or computer science degree programs at Clemson. Students targeted for this program are academically talented students who meet eligibility criteria based on financial need, first generation college status, and/or other characteristics such as underrepresentation in these degree programs.

Pathway discussions pertaining to various healthcare programs are underway between SCC and the Medical University of South Carolina (MUSC).

Students may use the Dual Enrollment Course Tracking Worksheet in Appendix N as a tool for keeping track of their college courses. Students are advised to retain their syllabus and addendum for each class in case they need to provide it to their next college for assessment of course comparability and subsequent awarding of credit.

TRANSCRIPT REQUESTS

As you enroll in Early College courses, you are building a Spartanburg Community College transcript. If you are applying to a college or university other than Spartanburg Community College, you will need to request that an official copy of your SCC transcript be sent to that college or university in addition to your high school transcript. Additional information about ordering transcripts can be found on our web site: <http://www.sccsc.edu/transcripts>.

REAPPLYING TO SCC AS A TRADITIONAL COLLEGE STUDENT AFTER HIGH SCHOOL GRADUATION

Spartanburg Community College offers quality and affordable options for high school graduates interested in a university transfer, technology, or health science program. All Early College students interested in attending SCC after high school graduation must complete the standard college application process in order to be accepted as a traditional college student and to enroll in classes. It is free to apply! Make sure to create a login account using a personal email address rather than your SCC email address. High School Seniors: Although you will technically still be enrolled in high school as summer classes at SCC begin mid-May, you are required to submit the standard SCC application if you would like to take classes during the summer in which you graduate from high school. Also, the *Lottery Tuition Assistance FAFSA Waiver Form* only remains in effect through the spring semester of your senior year. See Appendix for enrollment checklist. Viking Early College and Spartanburg County Early College High School students reapply as traditional students during their final term of enrollment in order to declare a program from which they can graduate. The College must have official transcripts which include the principal's signature, a final GPA calculation, and a date of graduation before their degree credential can be released. Early college high school students are encouraged to participate in the annual SCC commencement each May. Occasionally, individual dual enrollment students also complete Associate in Arts or Associate in Science degrees. The same protocol applies to these students.

INCLEMENT WEATHER

In case of inclement weather, SCC and your high school may both be open or both be closed. However, it is possible that your high school will be closed but SCC is open and classes are in session. To learn what the inclement weather schedule is for SCC, you can do one of the following: opt in to the College social media to get Twitter notifications; call the College Information line at 864-592-4325; watch the front page of the SCC website for official announcements; or watch the local news or check the local newspaper for official announcements. CE or DE classes at the high school or career/technology center: If your concurrent or dual enrollment class meets at the high school or career/technology center and the school is closed for inclement weather, your SCC class will not meet. When all Spartanburg County School Districts are closed, Viking Early College and Spartanburg County Early College High Schools are closed. For dual enrollment students taking classes at the SCC campus, please consider your personal safety and welfare as your top priority. If your class meets and you determine that you cannot attend, you are responsible for and should be proactive about catching up on any missed work. You should notify your instructor by phone and/or email that you cannot attend. You should submit any assignments due electronically if possible.

STUDENT SUPPORT SERVICES

ACCOMMODATIONS

SCC provides reasonable accommodations to qualified individuals who have, have a history of, or are regarded as having a disability. Qualified students who are seeking accommodations are required to self-identify with the office of Student Disability Services (SDS) and provide documentation of their disability. Individualized Education Plans (IEPs) and 504 plans do not automatically transition to the college setting and further documentation of disability may be required before registration with SDS can be completed. Additionally, documentation provided, including IEPs and 504 plans, will be reviewed to determine which accommodations are appropriate for college/post-secondary courses and programs. Certain accommodations, such as extended time for assignments and retake of quizzes, tests, and exams are not provided for college courses. Accommodations in the college/post-secondary setting are reviewed and approved individually for each student and each class for which the student is registered. Early College students who wish to seek accommodations should contact Josh Holmes, the Coordinator of Student Disability Services. Mr. Holmes' office phone is 864-592-4734; his e-mail address is holmesj@sccsc.edu. This process is applicable for all courses offered by SCC including those offered on the College campus or that of the high school or career/technology center.

LEARNING AND CAMPUS RESOURCES

THE LEARNING CENTER (TLC) & TESTING CENTER

The Learning Center provides free walk-in tutorial services, study space, and access to computers on the SCC-central, Downtown, Tyger River, and Cherokee County campuses. Professional tutoring is available in the following areas: Accounting, American Sign Language, Computer, English, Math, Sciences, and Spanish. Hours and availability of tutors in various subjects varies by campus. Remote tutoring is available from central campus to each SCC satellite campus for students needing access to a tutor who is not available on their campus. To access the remote tutoring service, students complete a form, and they will then receive an email confirmation. Upon confirmation, they will go to the satellite campus library and request a computer to use for remote tutoring. The librarian will assist the student in accessing Skype for Business at the appointed time for a 30 minute remote tutoring session. Students may also use the Ask-A-Tutor Service (askatutor@sccsc.edu) by submitting essays, math questions, or English questions to get assistance from a tutor. Additional information about TLC services is available at <https://www.sccsc.edu/tlc/>. Dual enrollment, concurrent enrollment, and early college high school students need a SCC identification card to use TLC and Testing Center services. Tutorial services are available for the SCC classes in which they are currently enrolled. Testing services are available for online students and face-to-face students as directed by the instructor. Central campus offers walk-in services while appointments are necessary at the satellite campuses. These support areas look forward to assisting students to achieve success!

SCC LIBRARY

The SCC Library supports the academic needs of students by providing access to high-quality, relevant information resources and through conducting an information literacy program that teaches students how to find, evaluate, and use information appropriately. The Library's resources include access to books, eBooks, journals, magazines, research databases, videos, and more. Each of the four SCC Library locations is equipped with computers, internet access, and other equipment to aid students, as well as

space to study and work. Assistance with research assignments is available in-person at any location, via phone, or via our Ask-A-Librarian email services. Materials at one location can be requested to be transferred to another location for pick-up. This service usually takes one business day. In-person, a student can access print materials as well as electronic materials. Every library location offers computers that students may use to access electronic materials via the library's website (students log on to these computers with their SCC Web ID and password). Dual enrollment, concurrent enrollment, and early college high school students need an SCC ID card to check out and print materials. See website and Appendix O for hours and details. Students may also remotely access research articles in Library databases. For database access off-campus, visit library.sccsc.edu, select your database, and log in using your SCC Portal username and password. You may refer to the Library web page at <http://library.sccsc.edu> for details.

NEWSPAPER SUBSCRIPTION

As a SCC student, you can access the link to a free subscription to *The New York Times* by going to the A-Z Database list found on the "find articles/databases" link from the SCC Library page, <http://libguides.sccsc.edu/az.php?a=n>. Or students may go to the following link to subscribe: www.accessnyt.com.

CAREER EXPLORATION

Students have access to the following free resources to help explore future careers: Career Coach Assessment (access from front page of the College website) and TypeFocus Career Assessment (access inside the SCC Portal). They may also schedule an appointment with our Career Services Office located in the P. Dan Hull Building at the SCC-central campus: <https://www.sccsc.edu/career/>. Services provided through Career Services include the following: career assessment assistance, resume critiques, mock interviews, career fairs, and job board listings. The Technical Scholars program is also administered through this office.

SCC STUDENT PORTAL ACCESS

Students' email accounts, grades, transcripts, class schedules, Desire2Learn (D2L) learning management system are accessed using the SCC Portal. See Appendix P for SCC Portal login instructions and Appendix Q for the D2L login guide.

SCC E-MAIL

Students should check their student email on a regular basis, as this is the official method of correspondence at SCC. Instructions about accessing student e-mail will be provided during the Early College orientation. If students need technical assistance during the time they are enrolled at SCC, please contact the SCC IT Helpdesk at (864) 592-4682 or 877-722-2754 from Monday-Thursday 7:30 a.m. - 9:00 p.m. or Friday 7:30 a.m. - 1:30 p.m. The e-mail address is ITSupport@sccsc.edu.

OFFICE 365-FREE DOWNLOAD

Students are entitled to download Office 365 on up to five personal devices during the time they are enrolled at SCC. Follow this link from the SCC website and scroll down to *Technology You Need for Your SCC Success* to watch a You Tube that explains how to download this resource: <https://www.sccsc.edu/portal/>.

SCC IDENTIFICATION CARD

Students enrolled in classes on a SCC campus are required to get a SCC ID card. Students may make an ID card in the Office of Enrollment Services (Admissions Office) at the SCC-central campus with a paid tuition receipt and photo ID. To make an ID at the SCC-Cherokee County Campus, contact Jackie Byars at 864-206-2723. Contact Laura Moore at 864-592-6121 to make an ID at the SCC-Tyger River Campus. Contact Reggie Wilburn at 864-592-4053 to make an ID at the Downtown Camus. Students need a SCC ID card to access the SCC Library and The Learning Center privileges.

REFERENCES

Mechur Karp, M. (2012), "I don't know, I've never been to college!" Dual enrollment as a college readiness strategy. *New Directions for Higher Education*, No. 158, 2012:21-28.

U.S. Department of Education, Institute of Education Services (February 2017). What Works Clearinghouse Intervention Report, Transition to College: Dual Enrollment Programs.
https://ies.ed.gov/ncee/wwc/Docs/InterventionReports/wwc_dual_enrollment_022817.pdf

APPENDICES

Spartanburg Community College

2019-2020 Academic Calendar

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 5 Academic Year begins

FALL 2019	
Aug 19/Dec 6	Fall Semester Starts/Ends
Sept 2	Labor Day
Oct 10	Midpoint: fall
Nov 28	Thanksgiving Day
Dec 12	Enter fall grades

SPRING 2020	
Jan 13/Apr 29	Spring Semester Starts/Ends
Jan 20	Martin Luther King Jr. Day
March 3	Midpoint: spring
March 30 - April 5	Spring Break
May 4	Enter spring grades
May 7	Graduation
May 2	Last day, 9-month faculty

SUMMER 2020	
May 18/Jul 23	Summer Semester Starts/Ends
June 19	Midpoint: summer
May 25	Memorial Day
July 4	Independence Day
July 24	Enter summer grades
July 31	Academic Year ends

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		




May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Registration	
	Open (Begins)
Fall '19	4/15/2019
Spring '20	10/14/2019
Summer '20	3/16/2020

Open/Arena Registration			
	Fall	Spring	Summer
Central	Aug 14-16	Jan 8-10	May 13-15
CCC	Aug 13	Jan 7	May 12
Tyger	Aug 13	Jan 7	May 12
Union	Aug 13	Jan 7	May 12
Downtown	Aug 13	Jan 7	May 12

Key	
	Closed
	Optional/faculty
	Exams
Rev 7.10.19 Spg Brk	
EC Approved 4.10.18	



SPARTANBURG
COMMUNITY
COLLEGE

Concurrent Enrollment Classes 2019-2020

ACC 101 Accounting Principles I Class: 3 Credits: 3

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. Emphasis is also placed on accounting for current and long-term assets, current and long-term liabilities, statement of cash flow and financial statement analysis.

Partner School: Dorman High School

AHS 102 Medical Terminology Class: 3 Credits: 3

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Partner Schools: Daniel Morgan Technology Center, R. D. Anderson Applied Technology Center, Swofford Career Center, Union County Career and Technology Center

AHS 104 Medical Vocabulary Class: 3 Credits: 3

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

Partner School: Daniel Morgan Technology Center, Union County Career and Technology Center

BIO 101 Biological Science I Class: 3 Lab: 3 Credits: 4

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

Partner Schools: Byrnes High School, Chesnee High School

BIO 112 Basic Human Anatomy and Physiology Class: 3 Lab: 3 Credits: 4

This course is a basic integrated study of the structure and function of the human body.

Partner School: Byrnes High School

CGC 115 Digital Photography Class: 3 Credits: 3

This course is the study of digital photography from digital cameras to the computer-based printer/digital media. Artistic, theoretical, and technical aspects will be considered. Topics include: information on types and purchasing digital cameras; theory, mechanics, and the art of digital imagery.

Partner School: Swofford Career Center

CHM 110 College Chemistry I Class: 3 Lab: 3 Credits: 4

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.

Partner School: Byrnes High School

CUL 129 Storeroom and Purchasing Class: 3 Credits: 3

This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.

Partner School: Swofford Career Center

CUL 155 Sanitation Class: 3 Credits: 3

This course is a study of local, state, and national regulations governing sanitary food handling practices.

Partner School: Swofford Career Center

EGT 152 Fundamentals of CAD Class: 3 Credits: 3

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.

Partner School: Daniel Morgan Technology Center, Swofford Career Center

EGT 245 Principles of Parametric CAD Class: 3 Credits: 3

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

Partner School: Daniel Morgan Technology Center

ENG 101 English Composition I Class: 3 Credits: 3

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Partner Schools: Chesnee High School, Gaffney High School, Spartanburg High School, Woodruff High School

ENG 102 English Composition II Class: 3 Credits: 3

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

Partner Schools: Gaffney High School, Spartanburg High School, Woodruff High School

MAT 110 College Algebra Class: 3 Credits: 3

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.

Partner Schools: Chesnee High School, Dorman High School, Gaffney High School, Spartanburg High School

MAT 111 College Trigonometry Class: 3 Credits: 3

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. (Prerequisite: College Algebra)

Partner School: Spartanburg High School

MAT 120 Probability and Statistics Class: 3 Credits: 3

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.

Partner Schools: Chesnee High School, Dorman High School, Gaffney High School

MAT 130 Elementary Calculus Class: 3 Credits: 3

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions; and interpretation and application of these processes. (Prerequisite: College Algebra)

Partner School: Spartanburg High School

MKT 101 Marketing Class: 3 Credits: 3

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

Partner School: Dorman High School



APPENDIX C

**USE BLUE OR BLACK INK TO COMPLETE THIS APPLICATION.
2019-2020 EARLY COLLEGE PROSPECT AND APPLICATION FORM**

Please print full name:

First

Middle

Last

Please print full address:

Street

City

State

Zip Code

Student Telephone Number _____

Student Email Address _____

Parent/Legal Guardian Telephone Number _____

Parent Email Address _____

Name of High School Currently Attending (Prospective Viking Early College and Spartanburg County Early College High School students should provide the name of their home high school beginning in the 9th grade.) _____

Anticipated month and year of high school graduation (Example: May 2020)

Date of Birth _____

Social Security Number _____

***This information is used for statistical purposes only:**

***Gender:** Male _____ Female _____

***Ethnicity:** Hispanic/Latino _____ OR Non-Hispanic/Latino _____

***Race (check all that apply):**

American/Alaskan Native _____

Asian _____

Black/African American _____

Hawaiian/Pacific Islander _____

White _____

Other (please insert) _____



2019-2020 EARLY COLLEGE PROSPECT AND APPLICATION FORM, CONTINUED

RESIDENCY INFORMATION:

Have you been a South Carolina resident for at least the past 12 consecutive months?

Yes _____ No _____

In what county do you reside (Spartanburg, Cherokee, Union, etc.)?

If you live outside of Spartanburg, Cherokee, or Union County, are you a dependent of a permanent, full-time employee who works in one of these three counties? Yes _____ No _____

In which county does this full-time employee work? _____

CITIZENSHIP/RESIDENCY AFFIDAVIT:

Declaration of Citizenship or Legal Presence in the United States

The South Carolina Illegal Immigration Reform Act (SC Code Ann.59-101-430 (Westlaw 2008)) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. Residency documentation supporting statements 2 and 3 must remain in good standing and not be allowed to expire. In addition, the College may require you to submit documentation that supports your claim. Any student providing false information may be subject to dismissal from the College. By signing this statement below, you attest that you are a US Citizen, OR a legal permanent resident in the United States, OR an alien lawfully present in the United States. Check only ONE of the following statements that applies to you residency status:

1. I am a United States citizen. _____

OR

2. I am a legal permanent resident in the United States. ("green card"/permanent residency card) _____

OR

3. I am an alien lawfully present in the United States. (approved VISA, DACA, EAD card) _____

OR

4. None of the above statements apply to me.

Please describe: _____

Student Name (please print) _____

Student Signature _____ Date _____

Spartanburg Community College does not discriminate on the basis of race, color, religion, sex, national origin, ethnic origin or disability in its admissions policies, programs, activities or employment practices.



2019-2020 EARLY COLLEGE PERMISSION AND REGISTRATION FORM

I. STUDENT PERMISSION AND REGISTRATION

Name of Student

**High School or Home School
Association**

SEMESTER(S) STUDENT PLANS TO ENROLL IN EARLY COLLEGE CLASSES

Fall 2019 _____ Spring 2020 _____ Summer 2020 _____

In which grade will you be enrolled during the 2019-2020 academic year?

(Check one of the following):

Grade 9 _____ **Grade 10** _____ **Grade 11** _____ **Grade 12** _____

I understand and authorize the following:

- I authorize Spartanburg Community College (SCC) to enroll me in college courses.
- I understand that I will be registered based on the information available to my College advisor at the time of registration and that I am ultimately responsible for courses I choose to enroll in.
- I understand that my final course grades will be entered on my SCC transcript. If I enroll at SCC after high school graduation, all courses attempted (including Early College courses) will count in the evaluation of satisfactory academic progress and may affect my future financial aid eligibility.
- I understand that if I need to withdraw from any course(s), it is my responsibility to notify the Early College Department or appropriate College advisor in order to follow the College-approved steps to withdraw from courses. Class abandonment or notifying my high school guidance counselor about withdrawing from courses does not constitute official SCC course withdrawal. Instructors are also not allowed to withdraw college students from classes, even if they are no longer attending. Lack of notification will result in academic and financial penalties.

Signature of Student

Date

2019-2020 EARLY COLLEGE PERMISSION AND REGISTRATION FORM, CONTINUED

II. PARENTAL PERMISSION

_____ has my permission to enroll in college courses
at Spartanburg Community College.

I understand and authorize the following:

- I authorize the College to release to the designated High School a copy of my child's grades. I understand that my consent for release of grades will remain in effect unless I submit a written request to the SCC Office of Student Records to discontinue the release.
- I understand that I am responsible for any tuition, fee, supply and textbook costs associated with enrollment in these courses.
- I understand that if my student subsequently enrolls at SCC after high school graduation, all courses attempted will count in the evaluation of satisfactory academic progress and may affect financial aid eligibility.
- I understand that my student will be registered based on the information available to the College counselor at the time of registration and that the student and his/her family are responsible for approving the courses my student enrolls in.
- I understand that it is our responsibility to determine the transferability of individual courses to colleges other than those in the South Carolina Technical College system.

Signature of Parent or Legal Guardian

Date

III. HIGH SCHOOL AND CAREER/TECHNOLOGY CENTER PERMISSION

Please indicate the appropriate permission level below:

This student is using a 3.0 or higher High School GPA to establish eligibility in lieu of ACCUPLACER placement assessment.

Yes _____ No _____

LIMITED

_____ The above-named student has permission to enroll in the Spartanburg Community College (SCC) courses listed below during the 2019-2020 academic year. Please refer to current SCC Catalog to identify courses using SCC course codes (examples: ENG 101, MAT 110, SPC 205, AHS 102).

COURSE CODES _____

OPEN

_____ The above-named student has permission to enroll in any course that meets Early College criteria provided that high school and SCC prerequisites are met, eligibility is established through assessments, and courses fit into the student's high school class schedule.

Signature of High School/Career/Technology Center/
Home School Association Representative or Designee

Date

Spartanburg Community College does not discriminate on the basis of race, color, religion, sex, national origin, ethnic origin or disability in its admissions policies, programs, activities or employment practices.



Lottery Tuition Assistance FAFSA Waiver Form for High School Students 2019-2020

SCC ID: _____

Last Name First Name MI Social Security Number

I request a waiver to the Lottery Tuition Assistance eligibility requirement relating to the submission of the Free Application for Federal Student Aid (FAFSA) for the following reason:

- I am a dually enrolled high school student.

By not submitting the FAFSA, I acknowledge that:

- I do not owe a refund or repayment of a state grant, Federal Pell Grant or FSEOG. I am not in default on a loan under the Federal Perkins Loan, Federal Stafford Loan, William D. Ford Federal Loan or any state loan program(s). I understand that the institution will verify this acknowledgment.
I understand that to receive Lottery Tuition Assistance I will be accepted into an eligible academic program.
The provided information is correct and if any of the information is false, I understand participation in the Lottery Tuition Assistance Program will be cancelled and reimbursement of Lottery Tuition Assistance funds will be required. Further, I understand that if I have attempted to obtain or have obtained Lottery Tuition Assistance through means of a willfully false statement or failure to reveal any material fact, condition or circumstance affecting eligibility, I can be subject to the College's code of student conduct and applicable civil or criminal penalties.
I understand that I may only receive SC Lottery Assistance funding from one eligible Institution per academic term/semester.
Note: Students must enroll in at least half-time, 6-8 credit hours to receive Lottery Assistance.
This waiver is not valid until all requested documentation is provided to the SCC financial aid office, and all documentation is verified.

SC WINS - Are you receiving free or reduced-price lunches? Yes/No (circle) - If yes, you must have high school official sign this form:

Name: _____ Signature: _____
Title: _____ Date: _____

Note: Home Schools or Private High School students should contact the Office of Financial Aid and Veteran Affairs Office (888)592-3810 ask for FA Counselor or E-mail: FA-Questions@scsc.edu

Student Signature Date



Additional SCC Early College Application Notes for Prospective Students and Parents
Students/parents: review and keep this page (page 6) for your records. Do not return.

- Family Educational Rights and Privacy Act (FERPA): Spartanburg Community College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U. S. Patriot Act of 2001 also apply to the release of student records. The purpose of the Family Educational Rights and Privacy Act of 1974, known as FERPA or the “Buckley Amendment”, applies to all educational institutions and educational agencies that receive funds under any program administered by the U. S. Secretary of Education. The purpose of the Act is two-fold: (1) to assure students attending an institution of postsecondary education access to their education records; and (2) to protect such individuals’ rights to privacy by limiting the transferability of their records without their consent. In accordance with FERPA, the College is restricted as to the release of certain educational records information without the written consent of the student. The College can release “directory information” which includes name, program of study, full or part-time status, degrees and awards, and dates of attendance without the student’s written permission. Students must notify the Registrar in writing that he or she does not want any or all of the information designated as directory information disclosed. Additional information is available in the following SCC website link: <https://www.sccsc.edu/ferpa/>. Students must develop accountability for their enrollment and performance in college courses as well as advocacy and communication skills to be able to discuss academic questions and concerns on their own with their college instructors. Parents should not attempt to contact their student’s college instructors regarding student grades and academic progress. This policy is applicable for all courses offered by SCC regardless of class location.
- Accommodations: SCC provides reasonable accommodations to qualified individuals who have, have a history of, or are regarded as having a disability. Qualified students who are seeking accommodations are required to self-identify with the office of Student Disability Services (SDS) and provide documentation of their disability. Individualized Education Plans (IEPs) and 504 plans do not automatically transition to the college setting and further documentation of disability may be required before registration with SDS can be completed. Additionally, documentation provided, including IEPs and 504 plans, will be reviewed to determine which accommodations are appropriate for college/post-secondary courses and programs. Certain accommodations, such as extended time for assignments and retake of quizzes, tests, and exams are not provided for college courses. Accommodations in the college/post-secondary setting are reviewed and approved individually for each student and each class for which the student is registered. Early College students who wish to seek accommodations should contact Josh Holmes, the Coordinator of Student Disability Services. Mr. Holmes’ office phone is 864-592-4818; his e-mail address is holmesj@sccsc.edu. This process is applicable for all courses offered by SCC including those offered on the College campus or that of the high school or career/technology center.



APPENDIX D

SPARTANBURG COMMUNITY COLLEGE ADMISSION APPEAL FORM FOR EARLY COLLEGE ADMISSION

Spartanburg Community College (SCC) provides eligible junior and senior high school students who are 16 years of age or older an opportunity to enroll in SCC courses prior to graduation from high school. Enrollment in the Early College program should be limited to students who (a) are at least 16 years of age (b) have completed their sophomore year in high school; (c) meet the minimum scores on placement tests for curriculum courses at SCC or SAT/ACT scores that meet the minimum college requirement, and (d) complete and submit SCC's Early College application package. Any exception for admission under an early admission program must be approved by the SCC Associate Vice President of Enrollment Management and Retention. Please complete and submit this form along with the accompanying documentation to the SCC Enrollment Services Center at the address listed below. In signing this Admissions Appeal Form, the student, his/her parent or legal guardian, and the student's high school, career/technology center, or homeschool association acknowledge that SCC programs and courses and their content are developed and delivered for adult, college-level students. Minor students (under age 18) will be exposed to the same content as older students who are taking these courses. Instructors are not expected to alter standard course content or discussion topics to accommodate a younger audience. Students should be prepared to read, hear, or see course content that includes mature and sometimes provocative, controversial academic topics and be able to respond in a mature way to such subject matter. Further, it is understood that the student enrolling in face-to-face course sections will experience classroom presentation and discussion among students and faculty which are vibrant, essential parts of the college experience. Outside of the classroom, students may choose to utilize on-campus resources such as the campus libraries, tutoring services, career services, and open computer labs. They may also choose to participate in campus events and activities hosted by SCC Student Life, Recruiting/Admissions Services, SCC Early College, and various academic and student services departments. Minor students should recognize they are utilizing resources and participating in events and activities in an open, adult college campus environment and are expected to govern and conduct themselves accordingly.

Name of Student _____ Date of Birth: _____

Address: _____
Street/PO Box City State Zip Code

SSN _____ Term of Enrollment: Fall Spring Summer Year _____

Name of course(s) _____

Location of course(s)

Name of High School/Career Center/Home School Association_____

Name and Title of High School/Career Center/Home School Designee:_____

Phone_____ Email_____

Statement of Appeal (attach appropriate documentation to support this statement):

Signatures:

Signature of High School/Career Center/Home School Designee

Date

Student Signature

Date

Parent or Legal Guardian Signature

Date

.....
For SCC Use Only:

Approval is granted not granted for the above named student to enroll in the Early College Program

Signature of Director of Recruiting and Admissions Services

Date

Approval is granted not granted for the above named student to enroll in the Early College Program

Signature of Associate Vice President of Enrollment
Management and Retention

Date

*Spartanburg Community College Admissions Center
Attention: Lynn Dale, Associate Vice President of Enrollment Management and Retention
P.O. Box 4386, Spartanburg, SC 29305
(864) 592-4800 or toll free (866) 591-3700*

*Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex,
national origin/ethnic origin or disability in its admissions policies, programs, activities or employment
practices.*

**MULTIPLE MEASURES CHART FOR CONCURRENT ENROLLMENT PARTNERS
APPENDIX E**

SCHOOL	HIGH SCHOOL GPA	ACT	SAT	ACCUPLACER SCORES
Chapman High School	3.0 High School GPA	19 English ACT 22 Math ACT	510 Evidence-Based Reading and Writing; 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments
Landrum High School	3.0 High School GPA	19 English ACT 22 Math ACT	510 Evidence-Based Reading and Writing; 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments
Boiling Springs High School	3.0 High School GPA	19 English ACT 22 Math ACT	510 Evidence-Based Reading and Writing 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments
Chesnee High School	3.0 High School GPA	19 English ACT 22 Math ACT	510 Evidence-Based Reading and Writing 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments
Broome High School	3.0 High School GPA	19 English ACT 22 Math ACT	510 Evidence-Based Reading and Writing 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments

SCHOOL	HIGH SCHOOL GPA	ACT	SAT	ACCUPLACER SCORES
Woodruff High School	3.0 High School GPA	19 English ACT 22 Math ACT	510 Evidence- Based Reading and Writing 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments
Byrnes High School	3.0 High School GPA	19 English ACT 22 Math ACT	510 Evidence- Based Reading and Writing 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments
Dorman High School	3.0 High School GPA and Eligible Accuplacer Scores	19 English ACT 22 Math ACT	510 Evidence- Based Reading and Writing 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments
Spartanburg High School	3.0 High School GPA	19 English ACT 22 Math ACT	510 Evidence- Based Reading and Writing 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments
Blacksburg High School	3.0 High School GPA and (for English 101) 80 or higher English III Honors or 90 Or higher English III College Prep	19 English ACT 22 Math ACT	510 Evidence- Based Reading and Writing 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments
Gaffney High School	3.0 High School GPA and (for English 101) 80 or higher English III Honors or 90 Or higher English III College Prep	19 English ACT 22 Math ACT	510 Evidence- Based Reading and Writing 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments

SCHOOL	HIGH SCHOOL GPA	ACT	SAT	ACCUPLACER SCORES
High Point Academy	3.0 High School GPA and Eligible Accuplacer Scores	19 English ACT 22 Math ACT	510 Evidence-Based Reading and Writing 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments
Homeschools and Virtual Schools	3.0 High School GPA	19 English ACT 22 Math ACT	510 Evidence-Based Reading and Writing 580 Math	Eligibility for individual courses based on course prerequisites required by academic departments



SPARTANBURG
COMMUNITY
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APPENDIX F

2019-2020 EARLY COLLEGE COURSE ELIGIBILITY CHART

COURSES	PREREQUISITES	NEXT GENERATION ACCUPLACER SCORES
GENERAL EDUCATION COURSES		
ART 101 Art History and Appreciation	RDG 100 ENG 100	Reading 250-300 Writing 250-300
ASL 101 American Sign Language I	ENG 032 with minimum grade of "C"	Reading 205-236 Writing 237-249
ASL 102 American Sign Language II	ASL 101	N/A
BIO 101 Biological Science I	High School Biology or Chemistry with minimum grade of "C" RDG 100 ENG 100 MAT 101 or MAT 152 or MAT 103	Reading 250-300 Writing 250-300 Quantitative Reasoning, Algebra, and Statistics 237-262
BIO 102 Biological Science II	BIO 101 with minimum grade of "C"	N/A
BIO 112 Basic Human Anatomy and Physiology	High School Biology with minimum grade of "C" RDG 100 ENG 100 MAT 032	Reading 250-300 Writing 250-300 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
CHM 110 College Chemistry I	High School Chemistry with a minimum grade of "C" RDG 100 ENG 100 MAT 110	Reading 250-300 Writing 250-300 Advanced Algebra and Functions 263-300
COL 101 College Orientation COL 103 College Skills	None	Reading 205-236
CRJ 101 Introduction to Criminal Justice	RDG 100 ENG 100	Reading 250-300 Writing 250-300
ENG 101 English Composition I	RDG 100 and ENG 100 or ENG 165 with minimum grade of "C"	Reading 250-300 Writing 250-300
ENG 102 English Composition II	ENG 101 with minimum grade of "C"	N/A

COURSES	PREREQUISITES	NEXT GENERATION ACCUPLACER SCORES
ENG 165 Professional Communications	RDG 032 ENG 032	Reading 237-249 Writing 237-249
ENG 201, 202, 205, 206, 208, 209, 235, 236, 238 Any Literature or Creative Writing	ENG 102 with minimum grade of "C"	N/A
ENG 228 Studies in Film Genre	RDG 100 ENG 100	Reading 250-300 Writing 250-300
HIS 101, 102, 104, 105, 115, 201, 202 Any History	RDG 100 ENG 100	Reading 250-300 Writing 250-300
MAT 103 Quantitative Reasoning	RDG 032 MAT 032	Reading 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
MAT 155 Contemporary Mathematics	RDG 032 MAT 032	Reading 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
MAT 170 Algebra, Geometry, and Trigonometry I	RDG 032 MAT 032	Reading 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
MAT 110 College Algebra	RDG 100 ENG 032 MAT 102	Reading 250-300 Writing 237-249 Quantitative Reasoning, Algebra, and Statistics 263-300 Advanced Algebra and Functions 200-262
MAT 120 Probability and Statistics	RDG 100 ENG 032 MAT 102	Reading 250-300 Writing 237-249 Quantitative Reasoning, Algebra, and Statistics 263-300 Advanced Algebra and Functions 200-262
MUS 105 Music Appreciation	RDG 100 ENG 100	Reading 250-300 Writing 250-300
PHI 101 Introduction to Philosophy	RDG 100 ENG 100	Reading 250-300 Writing 250-300
PSC 201 American Government	RDG 100 ENG 100	Reading 250-300 Writing 250-300
PSY 201 General Psychology	RDG 100 ENG 100 MAT 101 or 155 or 160 or 170 or 103 with minimum grade of "C"	Reading 250-300 Writing 250-300 Quantitative Reasoning, Algebra, and Statistics 237-262

COURSES	PREREQUISITES	NEXT GENERATION ACCUPLACER SCORES
REL 101 Introduction to Religion	RDG 100 ENG 100	Reading 250-300 Writing 250-300
REL 201 Religions of the World		
SOC 101 Introduction to Sociology	RDG 100 ENG 100	Reading 250-300 Writing 250-300
SPA 101 Elementary Spanish I	RDG 032 ENG 100	Reading 237-249 Writing 250-300
SPA 102 Elementary Spanish II	SPA 101 with minimum grade of "C"	N/A
SPC 205 Public Speaking	RDG 100 ENG 100	Reading 250-300 Writing 250-300
THE 101 Introduction to Theatre	RDG 100 ENG 100	Reading 250-300 Writing 250-300
ALLIED HEALTH SCIENCE COURSES		
AHS 102 Medical Terminology	RDG 032 ENG 032	Reading 237-249 Writing 237-249
AHS 104 Medical Vocabulary/Anatomy		
TECHNOLOGIES COURSES		
ACC 101 Accounting Principles I	RDG 032 ENG 032 MAT 032	Reading 237-249 Writing 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
ACC 102 Accounting Principles II	ACC 101 with a minimum grade of "C"	N/A
BAF 101 Personal Finance	RDG 032 ENG 032 MAT 031	Reading 237-249 Writing 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
CGC 115 Digital Photography	RDG 100 ENG 032 MAT 032	Reading 250-300 Writing 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
CPT 101 Introduction to Computers	RDG 032 ENG 032 MAT 032	Reading 237-249 Writing 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236

COURSES	PREREQUISITES	NEXT GENERATION ACCUPLACER SCORES
CUL 155 Sanitation	RDG 032 ENG 032 MAT 032	Reading 237-249 Writing 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
CUL 129 Storeroom and Purchasing		
ECO 210 Macroeconomics	RDG 032 ENG 032 MAT 032	Reading 237-249 Writing 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
ECO 211 Microeconomics		
EEM 107 Industrial Computer Techniques	None	Reading 205
EEM 117 AC/DC Circuits I	None	Reading 205
EEM 151 Motor Controls I	None	Reading 205
EGT 152 Fundamentals of CAD	None	Reading 205
IMT 102 Industrial Safety	None	Reading 205
IMT 114 Benchwork and Assembly	None	Reading 205
IMT 161 Mechanical Power Applications	None	Reading 205
IMT 131 Hydraulics and Pneumatics	None	Reading 205
MKT 101 Marketing	RDG 032 ENG 032	Reading 237-249 Writing 237-249
WLD 106 Gas and Arc Welding	None	Reading 205
WLD 103 Print Reading I	None	Reading 205
WLD 105 Print Reading II	None	Reading 205
WLD 115 Arc Welding III	WLD 106	N/A
WLD 212 Destructive Testing	WLD 106	N/A
WLD 132 Inert Gas Weld Ferrous	WLD 106	N/A

NOTES

1. This chart lists many but not all course options. Please ask your school or college counselor about additional course options not included in this chart.
2. Spartanburg Community College (SCC) provides reasonable accommodations to qualified individuals who have, have a history of, or are regarded as having a disability. Students who want to request to take the alternative test to Accuplacer (Companion) due to a disability should inform an Early College or Admissions Office representative in order to get a referral to SCC Student Disability Services for assistance.
3. Eligibility for Early College students is based on individual course requirements and not on SCC program entry requirements. Early College students must meet the same requirements for an individual course as other college students.
4. The following SAT and/or ACT scores are also accepted in lieu of Next Generation or Classic Accuplacer, Companion, Compass or Asset scores. Please note that prerequisite requirements must still be met in all areas indicated above.
 - ACT: English 19 or higher; Math 22 or higher
 - For SAT tests taken **after** March 2016
SAT: Evidence Based Reading and Writing 510 or higher; Math 580 or higher
 - For SAT tests taken **before** March 2016
SAT: Critical Reading 480; Math 560 or higher
5. Students with a weighted 3.0 High School Grade Point Average may place into dual enrollment courses without taking the College placement test with parental and high school approval indicated on the 2019-2020 SCC Early College Permission and Registration Form. School superintendents or homeschool association representatives must consent to use of this GPA measure. Individual high schools, homeschools, and career/technology centers may choose to impose additional requirements for placing students. Additional recommendations for students and school counselors to consider are as follows:
 - ENG 101: final grade of 85 in English III
 - MAT 110: final grade of 85 in Algebra II
 - BIO 101: 3.25 GPA; B average in science and math courses; 85 or higher on the High School Biology End of Course test
6. Spartanburg Community College (SCC) awards exemption credit for both ENG 101 and ENG 102 when students earn a score of 3 or higher on either the English Language and Composition Advanced Placement test or the English Literature and Composition Advanced Placement test. It is recommended that Early College students, including those who also plan to matriculate at SCC post high school graduation, take a 200 level literature course at Spartanburg Community College when they are awarded exemption credit for both ENG 101 and ENG 102. However, students should consider their individual college transfer plans and the impact of financial aid regulations on their course of study when making decisions about which courses to take. Students who receive exemption credit at SCC for ENG 101 and ENG 102 and then transfer to another college or university should understand that the exemption credit does not transfer and that their Advanced Placement scores will be reevaluated upon transfer.



**2019-2020 EARLY COLLEGE COURSE ELIGIBILITY CHART
CONCURRENT ENROLLMENT COURSES**

APPENDIX G

COURSES	PREREQUISITES	NEXT GENERATION ACCUPLACER SCORES
GENERAL EDUCATION COURSES		
BIO 101 Biological Science I	High School Biology or Chemistry with minimum grade of "C" RDG 100 ENG 100 MAT 101 or MAT 152 or MAT 103	Reading 250-300 Writing 250-300 Quantitative Reasoning, Algebra, and Statistics 237-262
BIO 112 Basic Human Anatomy and Physiology	High School Biology with minimum grade of "C" RDG 100 ENG 100 MAT 032	Reading 250-300 Writing 250-300 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
CHM 110 College Chemistry I	High School Chemistry with a minimum grade of "C" RDG 100 ENG 100 MAT 110	Reading 250-300 Writing 250-300 Advanced Algebra and Functions 263-300
ENG 101 English Composition I	RDG 100 and ENG 100 or ENG 165 with minimum grade of "C"	Reading 250-300 Writing 250-300
ENG 102 English Composition II	ENG 101 with minimum grade of "C"	N/A
MAT 110 College Algebra	RDG 100 ENG 032 MAT 102	Reading 250-300 Writing 237-249 Quantitative Reasoning, Algebra, and Statistics 263-300 Advanced Algebra and Functions 200-262
MAT 120 Probability and Statistics	RDG 100 ENG 032 MAT 102	Reading 250-300 Writing 237-249 Quantitative Reasoning, Algebra, and Statistics 263-300 Advanced Algebra and Functions 200-262
MAT 111 College Trigonometry	MAT 110 with a minimum grade of "C"	N/A
MAT 130 Elementary Calculus	MAT 110 with a minimum grade of "C"	N/A
ALLIED HEALTH SCIENCE COURSES		
AHS 102	RDG 032	Reading 237-249

Medical Terminology AHS 104 Medical Vocabulary/Anatomy	ENG 032	Writing 237-249
TECHNOLOGIES COURSES		
ACC 101 Accounting Principles I	RDG 032 ENG 032 MAT 032	Reading 237-249 Writing 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
CGC 115 Digital Photography	RDG 100 ENG 032 MAT 032	Reading 250-300 Writing 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
CUL 129 Storeroom and Purchasing CUL 155 Sanitation	RDG 032 ENG 032 MAT 032	Reading 237-249 Writing 237-249 Arithmetic 250-300 Quantitative Reasoning, Algebra, and Statistics 200-236
EGT 152 Fundamentals of CAD	None	Reading 205
EGT 245 Principles of Parametric CAD	None	Reading 205
MKT 101 Marketing	RDG 032 ENG 032	Reading 237-249 Writing 237-249

NOTES

1. Spartanburg Community College (SCC) provides reasonable accommodations to qualified individuals who have, have a history of, or are regarded as having a disability. Students who want to request to have the alternative sister test to Accuplacer (Companion) administered to them due to a disability should inform an Early College or Admissions representative in order to get a referral to SCC Student Disability Services.
2. Eligibility for Early College students is based on individual course requirements and not on SCC program entry requirements. Early College students must meet the same requirements for an individual course as other college students.
3. The following SAT and/or ACT scores are also accepted in lieu of Next Generation or Classic Accuplacer, Companion, Compass or Asset scores. Please note that prerequisite requirements must still be met in all areas indicated above.
 - ACT: English 19 or higher; Math 22 or higher
 - For SAT tests taken **after** March 2016
SAT: Evidence Based Reading and Writing 510 or higher; Math 580 or higher

- For SAT tests taken **before** March 2016
SAT: Critical Reading 480; Math 560 or higher
4. Students with a weighted 3.0 High School Grade Point Average may place into dual enrollment courses without taking the College placement test with parental and high school approval indicated on the 2019-2020 SCC Early College Permission and Registration Form. School superintendents or homeschool association representatives must consent to use of this GPA measure. Individual high schools, homeschools, and career/technology centers may choose to impose additional requirements for placing students. Additional recommendations for students and school counselors to consider are as follows:
 - ENG 101: final grade of 85 in English III
 - MAT 110: final grade of 85 in Algebra II
 - BIO 101: 3.25 GPA; B average in science and math courses; 85 or higher on the High School Biology End of Course test
 5. Spartanburg Community College (SCC) awards exemption credit for both ENG 101 and ENG 102 when students earn a score of 3 or higher on either the English Language and Composition Advanced Placement test or the English Literature and Composition Advanced Placement test. It is recommended that Early College students, including those who also plan to matriculate at SCC post high school graduation, take a 200 level literature course at Spartanburg Community College when they are awarded exemption credit for both ENG 101 and ENG 102. However, students should consider their individual college transfer plans and the impact of financial aid regulations on their course of study when making decisions about which courses to take. Students who receive exemption credit at SCC for ENG 101 and ENG 102 and then transfer to another college or university should understand that the exemption credit does not transfer and that their Advanced Placement scores will be reevaluated upon transfer.



APPENDIX H

CONSENT TO RELEASE CONFIDENTIAL INFORMATION Spartanburg County Early College High School

Spartanburg Community College (SCC) complies with The Educational Rights and Privacy Act of 1974 (FERPA) and section 507 of the U. S. Patriot Act of 2001 regarding the release of student information and student records. The Educational Rights and Privacy Act allows the release of “directory information” without the student’s prior authorization. SCC defines the following categories as directory information and may permit disclosure without written authorization of the student: student’s name, academic program/degree, dates of attendance, graduation information to include degree earned, specialization, certification, honors, awards received, and/or date of graduation. Except to the extent that FERPA authorizes disclosure without consent, personally identifiable information contained in the student’s educational record not listed as “directory information” will not be disclosed without prior written consent of the student.

Spartanburg County Early College High School students must sign this *Consent to Release Confidential Information* document if they want to 1-authorize their sponsoring school district to release confidential information about themselves to SCC and 2-authorize SCC to release confidential information to their sponsoring school district pertaining to their course grades, academic performance and progress, and other factors that may have a bearing on satisfactory progress in the program. Any communication of information about grades, attendance, and other matters related to the academic performance of Spartanburg County Early College High School students (other than direct communication between students and instructors) will occur between SCC instructors and the dean of the Spartanburg County Early College High School (SCECHS) or designated SCECHS faculty/staff members as requested or needed. Parents of students enrolled in the program may not contact their students’ SCC instructors directly for information regarding grades, attendance, or academic performance. Parents are encouraged to 1-help foster their students’ self-advocacy skills by encouraging them to communicate directly with their instructors and 2-communicate with the Spartanburg County Early College High School dean or designated SCECHS faculty/staff members as academic questions and concerns arise.

Consent of Spartanburg County Early College High School Student:

I authorize SCC to release confidential information to my sponsoring school district and the Spartanburg County Early College High School program and for my sponsoring school district and the Spartanburg County Early College High School program to release confidential information to SCC pertaining to my course grades, academic performance and progress, and any other factors that may have a bearing on my ability to make satisfactory progress in the program. This information may be provided to my parents. I also authorize SCC Student Disability Services and the Spartanburg County Early College High School to share information regarding my accommodations and for the Spartanburg County Early College High School dean to participate as needed in Student Disability Services meetings during which accommodations are discussed. This authorization remains in effect as long as I remain in the SCECHS program.

Student’s Signature _____ Date _____
Parent/Legal Guardian’s Signature _____ Date _____
Parent/Legal Guardian’s Signature _____ Date _____

Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin, ethnic origin or disability in its admissions policies, programs, activities or employment practices.



SPARTANBURG
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APPENDIX I

CONSENT TO RELEASE CONFIDENTIAL INFORMATION

Viking Early College

Spartanburg Community College (SCC) complies with The Educational Rights and Privacy Act of 1974 (FERPA) and section 507 of the U. S. Patriot Act of 2001 regarding the release of student information and student records. The Educational Rights and Privacy Act allows the release of “directory information” without the student’s prior authorization. SCC defines the following categories as directory information and may permit disclosure without written authorization of the student: student’s name, academic program/degree, dates of attendance, graduation information to include degree earned, specialization, certification, honors, awards received, and/or date of graduation. Except to the extent that FERPA authorizes disclosure without consent, personally identifiable information contained in the student’s educational record not listed as “directory information” will not be disclosed without prior written consent of the student.

Viking Early College students must sign this *Consent to Release Confidential Information* document if they want to 1-authorize Spartanburg County School District Seven to release confidential information about themselves to SCC and 2-authorize SCC to release confidential information to Spartanburg County School District Seven pertaining to their course grades, academic performance and progress, and other factors that may have a bearing on satisfactory progress in the program. Any communication of information about grades, attendance, and other matters related to the academic performance of Viking Early College students (other than direct communication between students and instructors) will occur between SCC instructors and the site administrator, dean, counselor or other authorized staff of the Viking Early College as requested or needed. Parents of students enrolled in the program may not contact their students’ SCC instructors directly for information regarding grades, attendance, or academic performance. Parents are encouraged to 1-help foster their students’ self-advocacy skills by encouraging them to communicate directly with their instructors and 2-communicate with the Viking Early College dean/administrator/counselor as academic questions and concerns arise.

Consent of Viking Early College Student (remains in effect throughout the student’s tenure in the program):

I authorize SCC to release confidential information to Spartanburg County School District Seven and the Viking Early College program and for Spartanburg County School District Seven and the Viking Early College program to release confidential information to SCC pertaining to my course grades, academic performance and progress, and any other factors that may have a bearing on my ability to make satisfactory progress in the program. This information may be provided to my parents. I also authorize SCC Student Disability Services, Spartanburg County School District Seven, and the Viking Early College to share information regarding my accommodations and for the Viking Early College counselor/dean/administrator to participate as needed in Student Disability Services meetings during which accommodations are discussed.

Student’s Signature _____

Date _____

Parent or Legal Guardian’s Signature _____

Date _____

Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin, ethnic origin or disability in its admissions policies, programs, activities or employment practices.

APPENDIX J

HOW IS COLLEGE DIFFERENT FROM HIGH SCHOOL?

FOLLOWING THE RULES IN HIGH SCHOOL	CHOOSING RESPONSIBLY IN COLLEGE
* High school is <i>mandatory</i> and usually <i>free</i> .	* College is <i>voluntary</i> and <i>expensive</i> .
* Your time is structured by others.	* You manage your own time.
* You need permission to participate in extracurricular activities	* You must decide whether to participate in cocurricular activities.
* You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.	* <i>You</i> must balance your responsibilities and set priorities. You will face moral and ethical decisions you have never faced before.
* Each day you proceed from one class directly to another, spending 6 hours each day--30 hours a week-in class.	* You often have hours between classes; class times vary throughout the day and evening and you spend only 12 to 16 hours each week in class
* Most of your classes are arranged for you.	* You arrange your own schedule in consultation with your adviser. Schedules tend to look lighter than they really are.
* You are not responsible for knowing what it takes to graduate.	* Graduation requirements are complex, and differ from year to year. You are expected to know those that apply to you.
* Guiding principle: You will usually be told what to do and corrected if your behavior is out of line.	* Guiding principle: You are expected to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

GOING TO HIGH SCHOOL CLASSES	SUCCEEDING IN COLLEGE CLASSES
* The school year is 36 weeks long; some classes extend over both semesters and some don't.	* The academic year is divided into two separate 15week semesters, plus a week after each semester for exams.
* Classes generally have no more than 35 students.	* Classes may number 100 students or more.
* You may study outside class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.	* You need to study at least 2 to 3 hours outside of class for each hour in class.
* You seldom need to read anything more than once, and sometimes listening in class is enough.	* You need to review class notes and text material regularly.
* You are expected to read short assignments that are then discussed, and often re-taught, in class.	* You are assigned substantial amounts of reading and writing which may not be directly addressed in class.
* Guiding principle: You will usually be told in	* Guiding principle: It's up to you to read and
class what you need to learn from assigned readings.	understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.
HIGH SCHOOL TEACHERS	COLLEGE PROFESSORS
* Teachers check your completed homework.	* Professors may not always check completed homework, but they will assume you can perform the same tasks on tests.
* Teachers remind you of your incomplete work.	* Professors may not remind you of incomplete work.
* Teachers approach you if they believe you need assistance.	* Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.

* Teachers are often available for conversation before, during, or after class.	* Professors expect and want you to attend their scheduled office hours.
* Teachers have been trained in teaching methods to assist in imparting knowledge to students.	* Professors have been trained as experts in their particular areas of research.
//* Teachers provide you with information you missed when you were absent.	* Professors expect you to get from classmates any notes from classes you missed.
* Teachers present material to help you understand the material in the textbook.	* Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or they may expect <i>you</i> to relate the classes to the textbook readings.
* Teachers often write information on the board to be copied in your notes.	* Professors may lecture nonstop, expecting you to identify the important points in your notes. When professors write on the board, it may be to amplify the lecture, not to summarize it. Good notes are a must.
* Teachers impart knowledge and facts, sometimes drawing direct connections and leading you through the thinking process.	* Professors expect you to think about and synthesize seemingly unrelated topics.
* Teachers often take time to remind you of assignments and due dates.	* Professors expect you to read, save, and consult the course syllabus (outline); the syllabus spells out exactly what is expected of you, when it is due, and how you will be graded.
* Teachers carefully monitor class attendance.	* Professors may not formally take roll, but they are still likely to know whether or not you attended.
* Guiding principle: High school is a teaching environment in which you acquire facts and skills.	* Guiding principle: College is a learning environment in which you take responsibility for thinking through and applying what you have learned.

TESTS IN HIGH SCHOOL	TESTS IN COLLEGE
* Testing is frequent and covers small amounts of material.	* Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a semester.
* Makeup tests are often available.	* Makeup tests are seldom an option; if they are, you need to request them.
* Teachers frequently rearrange test dates to avoid conflict with school events.	* Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
* Teachers frequently conduct review sessions, pointing out the most important concepts.	* Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.
* Guiding principle: Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.	* Guiding principle: Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.
GRADES IN HIGH SCHOOL	GRADES IN COLLEGE
* Grades are given for most assigned work.	* Grades may not be provided for all assigned work.
* Consistently good homework grades may raise your overall grade when test grades are low.	* Grades on tests and major papers usually provide most of the course grade.
* Extra credit projects are often available to help you raise your grade.	* Extra credit projects cannot, generally speaking, be used to raise a grade in a college course.

<p>* Initial test grades, especially when they are low, may not have an adverse effect on your final grade.</p>	<p>* Watch out for your <i>first</i> tests. These are usually "wake-up calls" to let you know what is expected--but they also may account for a substantial part of your course grade. You may be shocked when you get your grades.</p>
<p>* You may graduate as long as you have passed all required courses with a grade of D or higher.</p>	<p>* You may graduate only if your average in classes meets the departmental standard--typically a 2.0 or C.</p>
<p>* Guiding principle: "Effort counts." Courses are usually structured to reward a "good-faith effort."</p>	<p>* Guiding principle: "Results count." Though "good-faith effort" is important in regard to the professor's willingness to help you <i>achieve</i> good results, it will not <i>substitute</i> for results in the grading process.</p>

HOW TO MAKE THE TRANSITION TO COLLEGE

- Take control of your own education: think of yourself as a scholar.
- Get to know your professors; they are your single greatest resource.
- Be assertive. Create your own support systems, and seek help when you realize you may need it.
- Take advantage of the Learning Center; go to a workshop, use the homework lab, work with a tutor.
- Take control of your time. Plan ahead to satisfy academic obligations and make room for everything else.
- Stretch yourself: enroll in at least one course that really challenges you.
- Make thoughtful decisions: don't take a course just to satisfy a requirement, and don't drop any course too quickly.
- Think beyond the moment: set goals for the quarter, the year, your college career.

Southern Methodist University Website:

<https://www.smu.edu/provost/sasp/NeatStuffforNewStudents/HowIsCollegeDifferentFromHighSchool>

APPENDIX K

Comparisons of IDEA '04 and Section 504

Section 504 and the ADA, which apply to post high school education, are very different from the Individuals with Disabilities Education Improvement Act (IDEA '04), which covers preschool through grade 12 or through age 21. This means that some adjustments of the perspectives of student, parents, and instructors are necessary when making the transition from high school to college.

	High School	College or Post-Secondary School
What is the law?	IDEA '04 (Individuals with Disabilities Education Improvement Act).	Section 504 of the Rehabilitation Act of 1973; ADA (Americans with Disabilities Act of 1980).
What is the intent of the law?	Free appropriate education for all students with disabilities in the least restrictive environment.	Ensure that no otherwise qualified person is discriminated against in federally funded programs.
Who is covered under the law?	All infants, children and youth requiring special education until age 21 or graduation from high school.	All qualified persons who meet entry criteria of the college and can document a disability as defined by ADA.
What is a disability?	IDEA provides a list of disabilities and includes specific learning disabilities.	Any physical or mental impairment that substantially limits one or more major life activities.
Who is responsible for identifying and documenting needs?	School districts are responsible for identifying, evaluating students, and planning educational programs.	Students are responsible for self-identifying to the college and providing documentation of their disability.
Who is responsible for initiating service delivery?	School districts are responsible for providing special instruction, individualized instruction plans, and/or accommodations.	Students are responsible for requesting disability services and/or accommodations. These are provided at no cost to the individual or family.
How are services documented?	Focused on the creation of an individual Education Program (IEP) that will help the student participate in the general curriculum as much as possible.	Few colleges have "plans". Most outline accommodations without regard to goals or progress.
How is the curriculum affected?	Often involves significant modifications of the curriculum and of assessments. For example, student may learn only the major concepts of a unit, may be able to take shortened tests, or be exempt from certain assignments.	Instructors are not required, nor encouraged, to fundamentally alter the content or goals of their courses, though they may be required to make changes that do not affect essential content or goals.

<p>What related services are mandated?</p>	<p>School districts must provide rehabilitation counseling, medical services, personal aides, social work and other services as needed in the school day.</p>	<p>Colleges provide physical, academic, and program access. Related services of a personal nature are the responsibility of the individual or family.</p>
<p>What about self advocacy?</p>	<p>The parent or guardian in the primary advocate. Students learn about their disability, the accommodations they need, and ways to become a self-advocate.</p>	<p>Students are expected to be their own advocates.</p>
<p>Who is responsible for enforcing the law?</p>	<p>IDEA is basically a funding statute, enforced by the Office of Special Education and Rehabilitation Services in the U.S. Department of Education.</p>	<p>ADA and Section 504 are civil right statutes, enforced by the Office for Civil Rights (OCR), the Department of Justice, and the Equal Employment Opportunity Commission (EEOC).</p>

Spartanburg Community College – Early College
 Academic Date Chart
 2019-2020

APPENDIX L

Fall 2019						
Term	Term Name	Start Date	End Date	Last Day to Drop/100% Refund	Withdrawal Deadline	Grades Due
2019FA	Full Fall Term 2019	8/19/19	12/6/19	8/26/19	11/8/19	12/12/19
2019FA1	Flex 10 Week Fall Term 2019	9/24/19	12/6/19	10/1/19	11/19/19	12/12/19
2019FA2	First 7.5 Week Fall Term 2019	8/19/19	10/8/19	8/21/19	9/26/19	10/9/19
2019FA3	Second 7.5 Week Term 2019	10/14/19	12/6/19	10/16/19	11/19/19	12/12/19
2019FA4	1 st 5 Week Fall Term 2019	9/24/19	10/30/19	9/26/19	10/21/19	10/31/19
2019FA5	2 nd 5 Week Fall Term 2019	10/31/19	12/6/19	11/5/19	11/26/19	12/12/19
Spring 2020						
Term	Term Name	Start Date	End Date	Last Day to Drop/100% Refund	Withdrawal Deadline	Grades Due
2020SP	Full Spring Term 2020	1/13/20	4/29/20	1/21/20	4/8/20	5/4/20
2020SP1	Flex 10 Week Spring Term 2020	2/13/20	4/29/20	2/20/20	4/13/20	5/4/20
2020SP2	First 7.5 Week	1/13/20	3/3/20	1/15/20	2/21/20	3/4/20

	Spring Term 2020					
2020SP3	Second 7.5 Week Spring Term 2020	3/4/20	4/29/20	3/6/20	4/17/20	5/4/20
2020SP4	1st 5 Week Spring Term 2020	2/13/20	3/18/20	2/17/20	3/11/20	3/19/20
Spring 2020						
2020SP5	2nd 5 Week Spring Term 2020	3/19/20	4/29/20	3/23/20	4/21/20	5/4/20
Summer 2020						
Term	Term Name	Start Date	End Date	Last Day to Drop/100% Refund	Withdrawal Deadline	Grades Due
2020SU	Full Summer Term 2020	5/18/20	7/23/20	5/26/20	7/10/20	7/24/20
2020SU1	Summer Flex Term 2020	6/1/20	7/1/20	6/5/10	6/24/20	7/6/20
2020SU2	First 5 Week Summer Term 2020	5/18/20	6/18/20	5/20/20	6/11/20	6/19/20
2020SU3	Second 5 Week Summer Term 2020	6/22/20	7/23/20	6/24/20	7/16/20	7/24/20

APPENDIX M

Statewide Articulation Agreement: 86 Courses that Transfer Among and Between the Public Colleges and Universities in South Carolina

Universally Transferable Course	Credit Hours	Universally Transferable Course	Credit Hours
ACC 101 - Accounting Principles I	3	HIS 102 - Western Civilization Post 1689	3
ACC 102 - Accounting Principles II	3	HIS 201 - Am. History Discovery to 1877	3
ANT 101 - General Anthropology	3	HIS 202 - Am. History 1877 to Pres.	3
ART 101 - History and Appreciation of Art	3	MAT 110 - College Algebra	3
ART 105 - Film as Art	3	MAT 111 - College Trigonometry	3
AST 101 - Solar System Astronomy	4	MAT 120 - Probability and Statistics	3
AST 102 - Stellar Astronomy	4	MAT 122 - Finite College Mathematics	3
BIO 101 - Biological Science I	4	MAT 130 - Elementary Calculus	3
BIO 102 - Biological Science II	4	MAT 140 - Analytical Geo. and Calc. I	4
BIO 210 - Anatomy and Physiology I	4	MAT 141 - Analytical Geo. and Calc. II	4
BIO 211 - Anatomy and Physiology II	4	MAT 240 - Analytical Geo. and Calc. III	4
BIO 225 - Microbiology	4	MAT 242 - Differential Equations	4
CHM 110 - College Chemistry I	4	MUS 105 - Music Appreciation	3
CHM 111 - College Chemistry II	4	PHI 101 - Introduction to Philosophy	3
CHM 112 - College Chemistry II	4	PHI 105 - Introduction to Logic	3
CHM 211 - Organic Chemistry I	4	PHI 106 - Logic II Inductive Reasoning	3
CHM 212 - Organic Chemistry II	4	PHI 110 - Ethics	3
ECO 210 - Macroeconomics	3	PHI 115 - Contemporary Moral Issues	3
ECO 211 - Microeconomics	3	PHY 201 - Physics I	4
ENG 101 - English Composition I	3	PHY 202 - Physics II	4
ENG 102 - English Composition II	3	PHY 221 - University Physics I	4
ENG 201 - American Literature I	3	PHY 222 - University Physics II	4
ENG 202 - American Literature II	3	PHY 223 - University Physics III	4
ENG 203 - American Literature Survey	3	PSC 201 - American Government	3
ENG 205 - English Literature I	3	PSC 215 - State and Local Government	3

ENG 206 - English Literature II	3	PSY 201 - Introduction to Psychology	3
ENG 208 - World Literature I	3	PSY 203 - Human Growth & Development	3
ENG 209 - World Literature II	3	PSY 208 - Human Sexuality	3
ENG 214 - Fiction	3	PSY 212 - Abnormal Psychology	3
ENG 218 - Drama	3	SOC 101 - Introduction to Sociology	3
ENG 222 - Poetry	3	SOC 102 - Marriage and the Family	3
ENG 230 - Women in Literature	3	SOC 205 - Social Problems	3
ENG 236 - African American Lit	3	SOC 206 - Social Psychology	3
ENG 260 - Adv. Tech. Communication	3	SOC 210 - Juvenile Delinquency	3
FRE 101 - Elementary French I	4	SOC 220 - Sociology and the Family	3
FRE 102 - Elementary French II	4	SOC 235 - Thanatology	3
FRE 201 - Intermediate French I	3	SPA 101 - Elementary Spanish I	4
FRE 202 - Intermediate French II	3	SPA 102 - Elementary Spanish II	4
GEO 101 - Intro to Geography	3	SPA 201 - Intermediate Spanish I	3
GEO 102 - World Geography	3	SPA 202 - Intermediate Spanish II	3
GER 101 - Elementary German I	4	SPC 205 - Public Speaking	3
GER 102 - Elementary German II	4	SPC 210 - Oral Interp. of Literature	3
HIS 101 - Western Civilization to 1689	3	THE 101 - Introduction to Theatre	3



Dual Enrollment Course Tracking Worksheet

COURSE CODE (Ex: ENG 101)	COURSE TITLE (Ex: English Composition I)	CREDIT HOURS (Ex: 3 hours)	COURSE TERM (Ex: Fall 2019)	FINAL GRADE (Ex: A)	NOTES

Tip: Keep your syllabus and addendum from each class in a file if you plan to transition to another college in the future. These materials may be requested by your next college to assess course transferability.

APPENDIX O

Central Campus Spartanburg

First floor of the Library
Learning Resources Building

Monday-Thursday:
7:30 am - 9:00 pm
Friday: 7:30 am - 1:30 pm

(864) 592-4764
or toll-free (866) 542-2779

Downtown Campus Spartanburg

Second floor of the Evans
Academic Center

Monday-Thursday:
8:00 am - 6:00 pm
Friday: 8:00 am - 1:00 pm

(864) 592-4058

Cherokee County Campus Gaffney

First floor of the Peeler
Academic Building

Monday-Thursday:
7:30 am - 6:00 pm
Friday: 7:30 am - 1:00 pm

(864) 206-2656

Tyger River Campus Duncan

Bottom floor of the Tyger
River Building

Monday-Thursday:
7:30 am - 5:00 pm
Staff available 9:00 am - 1:00 pm
Friday: 7:30 am - 1:00 pm

(864) 592-6220



Web: <http://library.sccsc.edu>

Need help? <http://library.sccsc.edu/askalibrarian>

The **SCC Library** helps students reach their academic, personal, and professional goals by providing access to high-quality, relevant information resources and by providing an information literacy program that teaches students how to find, evaluate, and use information. The Library's resources include:

- Books
- Journals
- Research Databases
- E-books
- Magazines
- DVDs & Videos

Each campus includes:

- Computers
- Study Rooms
- Scanners & Copier
- AV Equipment
- Reading/Workspace
- Print Collection
- Access to Databases & E-books
- Next-Day Inter-Campus Delivery
- Inter-Library Loan from S.C. Partner Libraries

Library staff assist students with:

- Research
- MLA & APA Citations
- D2L & MySCC Portal
- Computers & Copiers
- Evaluating Sources
- Information Literacy

Off-campus Database Access

Visit library.sccsc.edu and select the desired database. You will be prompted to log in.

Username: Your SCC web ID (shown on the back of your student ID card)

Password: Your SCC Portal password

Library services require SCC student ID



**SPARTANBURG
COMMUNITY
COLLEGE**

**SCC Library
PO Box 4386
Spartanburg, SC 29305**

APPENDIX P

Password Help

What's my Password?

The first time a student / employee logs onto the MySCC Portal their password will be in the following format:

Format Example = FL##1234

F = First Name Initial (CaSe SenSitive)

L = Last Name Initial (CaSe SenSitive)

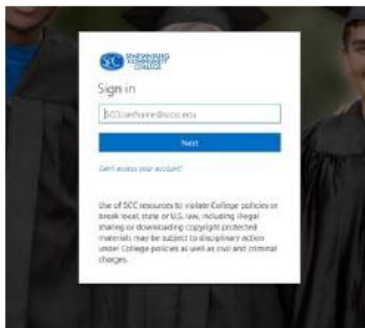
= the symbols #

1234 = whatever the last four digits of your social security number are.

So Charlie Brown's password would be CB##0000

Note: The CapsLock key cannot be used or this will not work. Student must use the Shift key.

Step 1: Enter your college email address:



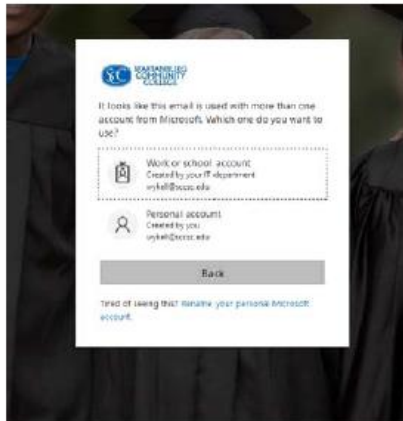
Step 2: Type in your password



Step 3: Stay signed in:



Step 4: Choose Work or school account:



Step 5: One time only you will be asked to choose 2 ways to verify yourself. You may choose to send a verification code to your phone by text or a call to your number. You may choose to send a verification code to your email address. If you prefer you may choose to set up 5 questions. When you change your password through the Forget Your Password – Get Back into Your Account you will be asked to verify by text, call, email or by answering at least 3 of the 5 questions you had set up.

Accessing your email (Office 365)

Once you've logged into MySCC Portal, click on the 9 white dots (making a square) from the top left corner. Click on the Outlook app. If you do not see Office 365 call the IT Support Helpdesk.

For any technical problem call IT Support 1-800-592-4682 or email ITSupport@scsc.edu.

Note:

Students do not have to use special symbols when choosing a new password.



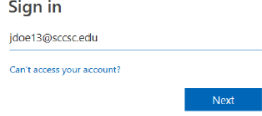
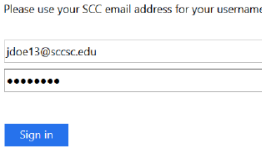
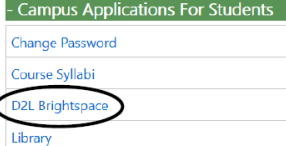
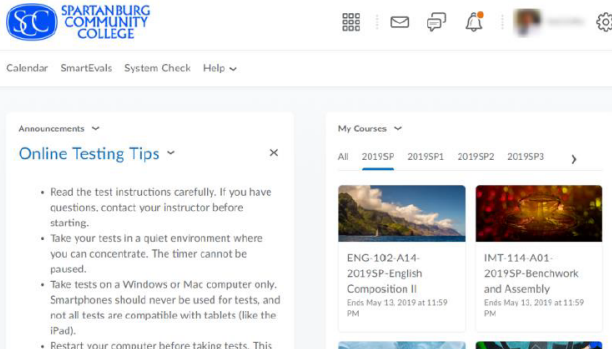
Password Problem:

If the above fails try the following:

1. Go to the My SCC Portal block
2. Look for - **Problem connecting?**
3. Forget Password (Click here for help)
5. Type in your full college email address
6. Type in the comical letters shown
7. You are then instructed to create a new password. The password must include at least 1 capital letter, 1 number and at least 8 alphanumeric characters.

APPENDIX Q

LOGGING INTO D2L BRIGHTSPACE

ACTION	VIEW
<p>1. Log into the college website at http://www.sccsc.edu. Click on the MySCC Portal link at the top of the page.</p>	
<p>2. The MySCC Portal page will display. Click the MySCC Portal Log In button. Use the links below the button if you need to reset your password or look up your WebID (username).</p> <p>The default password is your initials capitalized, two # symbols, and the last 4 digits of your SSN (e.g. JD##1234). Contact the IT Helpdesk at the number listed if you cannot log in.</p>	
<p>3. Depending on the prompt, either enter your full SCC email account (e.g. jdoe13@sccsc.edu) or select it from a list.</p>	
<p>4. Enter your email address and password in the dialog box and click Sign In. You might be asked if you wish to stay signed in. Do not answer Yes if you are on a lab, library, school laptop, or other shared computer.</p>	
<p>5. The portal homepage will appear. Click on the D2L Brightspace link in the Campus Applications area in the right-hand column. You will be logged in automatically.</p>	
<p>6. Your D2L homepage will appear where you can select a course from the My Courses area.</p> <p>After selecting a course, you will see course announcements and links to course content, discussions, quizzes, and other tools. Get started by clicking on Content and the Start Here module. Grades are under the Grades/Progress menu.</p> <p>If you are missing a course, email sconline@sccsc.edu and include your student ID# and the course and section number listed on your schedule (e.g. ENG-101-A99N).</p>	

Rev. 5/2019



Phone: (864) 592-4961 or (888) 364-9080 toll free -- E-mail: sconline@sccsc.edu -- Web: <https://online.sccsc.edu>

D2L BRIGHTSPACE REQUIREMENTS

Computer

- Reliable high-speed Internet access
- Windows 7, 8, or 10
- Mac OS X (10.9 Mavericks or newer)
- Speakers or headphones
- Microphone *
- Webcam *

* Required only for certain classes

Software

- Web Browser – current version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari (Mac only)
- Updated anti-virus software (IT recommends Microsoft Security Essentials)
- Microsoft Office (free download from MySCC Portal)
- Respondus LockDown Browser
- Adobe Flash

Software download links available from D2L homepage. Scroll down below the News section. If course-specific downloads are required, that information should be in the **Start Here** module in Content.

Note: Windows XP/Vista and Internet Explorer are no longer supported by D2L, Panopto, and SCC.

ONLINE STUDENT TIPS FOR SUCCESS

- Purchase textbooks before the first day of class. Some courses may use an access code that comes with the book, so check before discarding any packaging.
- Log in as soon as possible to check that your computer and Internet connection are set up correctly.
- Carefully read the course syllabus, addendum, and any other information in the Start Here module.
- Each course has an initial assignment that you must complete. Don't get dropped!
- Schedule time to read, study, and work on assignments in a quiet place. 6-10 hours weekly is typical for a three credit hour course.
- Communicate with your instructor if you are having difficulty or falling behind.
- Let your instructor know during the first week if you will take proctored tests somewhere other than the Testing Center on Central Campus. There may be a charge for non-SCC testing centers.
- Take advantage of free tutoring and writing assistance through the TLC.
- The SCC Library offers help with selecting topics, research, and bibliographies.
- Keep track of important dates and deadlines. Most online instructors do not take work late.
- Have a backup plan for computer access. Most online instructors do not give extra time for technical problems.
- You can use your phone or tablet with D2L, however not all course content or activities are compatible with these devices, so you will still need access to a PC or Mac.