The ultimate responsibility for making decisions about your career goals and your educational plans rests with You, the student/advisee.
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The information provided here is meant to be a quick reference. For more details students should consult the MTC Catalog or the Student Handbook. Both are available online at www.midlandstech.edu.
GAMECOCK GATEWAY

Gamecock Gateway is an exciting one-year residential program offered jointly by the University of South Carolina and Midlands Technical College. This invitation-only program by USC provides first-time college students with comprehensive support from both institutions.

Gamecock Gateway extends from Fall 2012 through Spring 2013. To successfully complete the program, students must earn 30 transferrable credit hours at Midlands Technical College and earn at least a 2.25 GPA within the designated time frame. Some majors may have additional GPA requirements. Students are required to live on campus at USC so that they benefit fully from the program.

Note to students with dual enrollment credit from another regionally accredited college or university or with AP exam scores:

Advanced standing cannot be awarded until official transcripts and/or reports have been received by the MTC Admissions Office and evaluated by the Student Academic Credentialing Office. Proper advisement can only take place when previous transcripts have been officially evaluated.

Gamecock Gateway Offices

AIRPORT CAMPUS
Student Center 220
Dustin Etheridge/Coordinator
(803)822-3512

AIRPORT CAMPUS
Academic Center 134
Susan Vinson/ Advisor
(803)822-7080
STUDENT RESPONSIBILITIES FOR ADVISEMENT & REGISTRATION

Before the Meeting with an Advisor:
- Contact the Gamecock Gateway Office for an appointment.
- Become familiar with program requirements for your transfer major.
- Give thoughtful consideration to personal, educational, and career goals.
- Remain aware of requirements that you must meet to progress in Gamecock Gateway. ALWAYS stay in communication with your advisor.
- Investigate the specific degree requirements for your intended major.
- Develop a written list of questions or topics to cover with your advisor.
- Understand requirements for maintaining eligibility for scholarships and financial aid.

During the Advising Appointment:
- Keep your appointment and BE ON TIME!
- Be honest – If you are having trouble with a specific course or all of them, be prepared to discuss this with your advisor.
- Discuss your short-term and long-term goals with your advisor.
- Be open to your advisor’s suggestions about course sequencing, career counseling, and/or using the Academic Success Center’s tutoring services.
- Discuss courses for the upcoming semester and listen carefully to your advisor’s recommendations.
- Check all prerequisites for the courses you want to take.
- Ask questions about your progress for transferring.
- Ask questions about confusing information and procedures.
- Be honest about your work and family responsibilities as you and your advisor discuss your academic course load. For transfer students, maintaining a solid GPA is important.
- Keep copies of your program plan, the pink copy of the advisement form, and any notes you take for future reference. Make a folder for these records and include any college correspondence and financial aid information.

After the Appointment: (Gamecock Gateway advisor will assist you with this process.)
- Accept responsibility for course choices and decisions.
- On July 10, go to MyMTC and view your schedule. Check the Online Learning webpage for orientation information for any internet or hybrid courses for which you have registered.
- For your Spring 2013 classes, verify your schedule on or after October 30, 2012. Remember to check the Online Learning webpage for orientation information for any internet or hybrid courses for which you have registered.
- Verify that tuition and fees are paid prior to the published deadline.(by 1:30PM August 17, 2012 for Fall 2012, and by 1:30PM December 14, 2012 for Spring 2013.) This is EXTREMELY IMPORTANT! Even if your fees are paid through financial aid, it is YOUR responsibility to make certain that everything has been processed successfully PRIOR to the fee-payment deadline. Do NOT assume that everything is “okay”!
- Check your MTC college email at least three times a week during the summer in case there is crucial information from the college that you need to respond to.
GENERAL ACADEMIC INFORMATION

ACADEMIC INTEGRITY
All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion and falsification of information, will call for discipline. For more information, refer to The Student Handbook.

ATTENDANCE
The attendance policy varies from department to department within the college. You should refer to the syllabus for each course for accurate attendance requirements. Because there are no excused absences, you should save your absences for unavoidable emergencies or illness so that you do not get removed from your classes for overcutting.

CREDIT HOURS REQUIRED
GG students must be enrolled full-time in order to have any hope of getting the 30 transferrable hours within the 2012-2013 academic year. To avoid having to attend summer school in 2013, you will need to earn 15 transferable hours in both Fall and Spring semesters.

DISABILITY
Students who think they need special accommodations due to a disability must consult with MTC Counseling Services.

FINANCIAL AID
Financial aid is not an advising issue. If you are receiving financial aid, you should monitor your aid closely. If you are receiving the LIFE scholarship, you will need to be aware of all the regulations concerning that scholarship. It is your responsibility to advise the Financial Aid office of any changes that might impact your financial aid, such as loss of income or a change in the number of hours you are taking or plan to take in a semester.

FOREIGN LANGUAGE PLACEMENT TESTS
Students wishing to take a foreign language course should take the foreign language placement test (FLPT) at the assessment center. The score on that test will determine appropriate placement and will remove the registration block for the language courses. FLPT waivers for students who have never studied the language may be given through an advisor, but these require an appointment with an advisor during the scheduled advisement/registration period. The FLPT is given in the Student Assessment office on either Airport Campus (Airport Student Center 262) or Beltline Campus (Wade Martin 249).

GRADES
Grades of D can count toward graduation requirements as long as your overall GPA is 2.0. However, grades below C will not transfer to USC and therefore will not count as part of the 30 hours you need to be successful in the Gamecock Gateway program. Different departments within the college may have different grading scales. Consult the syllabus for each course for the grading scale for that course.
REPEAT GRADES POLICY
If you repeat a course, ALL grades will be entered on your permanent academic record. The higher of the two grades will be included in the grade point average calculated for MTC.
  o USC uses ALL grades in calculating your “transfer GPA.”
  o If you receive financial aid, remember that all coursework attempted will be calculated for academic progress standards for financial aid.

STANDARDS FOR ACADEMIC PROGRESS
To remain in good standing with MTC, you must maintain a minimum credit hour Grade Point Average (GPA) of 2.0. For USC, you must maintain a minimum 2.25 or higher, depending on the required GPA for your intended major at USC.

If your Fall GPA is below 2.0, you will be required to complete additional tasks, such as meeting regularly with your advisor and attending tutoring, to help you raise your GPA during the Spring Semester.

STUDENT CONDUCT
No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research or other activity authorized or conducted on the campus of the college or at any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary action. USC will also be notified of any breach of conduct by a Gamecock Gateway student; misconduct may result in the inability to continue in the GG program. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities. For more information refer to The Student Handbook.

WITHDRAWAL
Do NOT withdraw from any of your classes without first consulting your Gamecock Gateway advisor as well as the Financial Aid office. If you think you are failing a class or are too overloaded to complete all of your classes successfully, you should explore withdrawal as an option first with your instructor and then with your GG advisor before midterm.

If you miss more classes than allowed, your instructor will withdraw you from the class.
GENERAL TRANSFER INFORMATION

• General education requirements may vary greatly from major to major at the same college/university. For example, what is appropriate for a business major might not be appropriate for a computer science major. **If you change your mind about your major at USC while you are at MTC, you must let your Gamecock Gateway advisor know as soon as possible.**

• **Keep your GPA high!** Most 4-year colleges and universities do not substitute grades from repeated courses, so your MTC GPA may not be the same as your Transfer GPA.

• **Keep good records!** This includes any advisement information as well as copies of course work, such as term papers, art projects, attendance at music and theatre productions or art galleries. Keep course syllabi. These may be useful to you for meeting certain requirements at your senior college/university.

• **Check web-pages frequently.** Most colleges and universities prefer that students check their websites for the most up-to-date information regarding admission requirements, degree requirements, and transfer equivalencies. Generally, transfer information is found in the undergraduate admission area of the college’s webpage. You will also find contact information for admissions/or transfer officers if you need additional information.

GPA CALCULATOR

Want to know how many courses and what grades you would need to make to achieve a certain GPA? Try this website:

http://www.midlandstech.edu/edu/sds/gpa/gpa/gap4.htm
RESOURCES AVAILABLE ON THE WEB

General College Information

From the Midlands Technical College website (www.midlandstech.edu), you can find links to:

- Academics
- Calendar and Events
- On-line Learning
- Course Search
- Library
- Online Catalog
- Bookstore
- Exam Schedule (for the current semester)
- Employment Resources
- Students Form

Important college information, including financial aid awards, is sent to you through your MTC college e-mail account. You should check this account at least \textit{three times a week} or forward your college account, \textit{MyMTC Email}, to your regular e-mail so that you will not miss any important updates or announcements.

Under the \textbf{ENROLLED STUDENTS} tab, you will find the links to the following departments and resources:

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<td>Student Assessment (Testing Services)</td>
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<td>Student Employment Services</td>
<td>MyMTC Email</td>
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<td></td>
<td>Pony Express (Student Newspaper)</td>
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<td>Real World Learning Opportunities</td>
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<td>ROTC at MTC</td>
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<td>S.C. Transfer and Articulation Center</td>
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<td>Success at MTC</td>
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<td></td>
<td>Desire 2 Learn (D2L)</td>
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Important college information, including financial aid awards, is sent to you through your MTC college e-mail account. You should check this account at least \textit{three times a week} or forward your college account, \textit{MyMTC Email}, to your regular e-mail so that you will not miss any important updates or announcements.
Using Your MyMTC Account

Because MyMTC contains your own personal and confidential information, you will need to log in first.

- Go to MyMTC at https://mymtc.midlandstech.edu (This website is best viewed using Internet Explorer). The first time you attempt to “Log In,” you will be directed to the “MTC Password Security Application.”
- Enter your User Name. Your User Name is your first name, middle initial, and last name. Use all lower case letters and no spaces. You may verify your User Name for your account by clicking on “What is my User Name?”
- Select “I don’t know my password,” or “This is my first time logging in.”
- You will be prompted to verify your identity by providing the following information:
  - Your MTC ID number
  - Your birthday
  - The last 6 of your SSN

- You will then be allowed to select three security questions and create your new password.

After logging into the MyMTC from the Students Menu, you will have links to the following:

Class Search
- Search for Classes
- Express Search for Sections

Registration
- Check Registration Status/Student ID
- Register for Classes

Academic Profile
- Program Evaluation
- Class Schedule
- Grade Point Average by Term
- MTC Transcripts/Grades
- Transfer Transcript Summary
- Test Score Summary
- Student Academic Standings
- Transcript Request Status
- Change/Add a Major

Financial Aid Profile
- What Do I Owe?
- Pay on My Account
- Higher One
- MTC Debit Card
- View My 1098-T Forms

Payment Plan
- What is the NELNET (formerly FACTS Management) Payment plan?
- NELNET (formerly FACTS Management) Payment Plan

Course Evaluation
- Evaluate Courses

Emergency Alert
- MTC Alerts Login/Sign-up

Account Information
- How to Login
- Change Password
- What’s My User ID?
- What’s My Password
- Check Registration Status
- My Profile
- Address Change

Additional Services
- Check Student E-mail (Outlook Live)
- Records Office
- Order a Transcript
- Advisement
- Cumulative GPA Calculator
- Pre-Health GPA Calculator
- Pre-Nursing GPA Calculator
- Exam Schedule
- Search for Classes
- MTC Self Serve
- Counseling and Career Services
- Services to Students with Disabilities
- Student Employment Services
- Student Life
- Academic Success Center
- Transfer Course Equivalency
SCTRAC
South Carolina Transfer and Articulation Center

MTC has articulation agreements with many post secondary institutions. All public four-year colleges/universities are required to have transfer information on their websites. This information is usually found in the undergraduate admission area.

However, South Carolina has introduced a new transfer and articulation site which can be found at www.sctrac.org.

At this site, students can:

- Locate information related to transfer, including application deadlines, requirements concerning the transfer of credit, and contact information for institutional transfer officers;
- Access transfer agreements that exist among the state’s public institutions as well as statewide articulation agreements; and
- Search for course equivalencies to determine how courses taken at one institution may transfer to another.

Note: When you select “Class Schedule,” your entire schedule will not appear if you are taking 10-week or session classes. You must select those by TERM.

All of the above links are available to every student, except “Register for Classes.” You must be web-enabled to register on-line. See page 7 for “Who is Web-Enabled in AA/AS.”
**USC DEPARTMENT WEBSITES**

<table>
<thead>
<tr>
<th>Department</th>
<th>Website</th>
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<tbody>
<tr>
<td>Moore School of Business</td>
<td><a href="http://www.mooreschool.sc.edu/">www.mooreschool.sc.edu</a></td>
</tr>
<tr>
<td>College of Education</td>
<td><a href="http://www.ed.sc.edu/">www.ed.sc.edu</a></td>
</tr>
<tr>
<td>College of Engineering and Computing</td>
<td><a href="http://www.engr.sc.edu/">www.engr.sc.edu</a></td>
</tr>
<tr>
<td>School of the Environment</td>
<td><a href="http://www.environ.sc.edu/">www.environ.sc.edu</a></td>
</tr>
<tr>
<td>College of Hospitality, Retail, and Sport Management</td>
<td><a href="http://www.hrsm.sc.edu/">www.hrsm.sc.edu</a></td>
</tr>
<tr>
<td>College of Arts &amp; Sciences</td>
<td><a href="http://www.cas.sc.edu/">www.cas.sc.edu</a></td>
</tr>
<tr>
<td>College of Mass Communications &amp; Information Studies</td>
<td><a href="http://www.sc.edu/cmcis/">www.sc.edu/cmcis</a></td>
</tr>
<tr>
<td>School of Music</td>
<td><a href="http://www.music.sc.edu/">www.music.sc.edu</a></td>
</tr>
<tr>
<td>College of Nursing</td>
<td><a href="http://www.sc.edu/nursing/">www.sc.edu/nursing</a></td>
</tr>
<tr>
<td>College of Pharmacy</td>
<td><a href="http://www.cop.sc.edu/">www.cop.sc.edu</a></td>
</tr>
<tr>
<td>Arnold School of Public Health</td>
<td><a href="http://www.sph.sc.edu/">www.sph.sc.edu</a></td>
</tr>
</tbody>
</table>
CONTACTS FOR ARTS AND SCIENCES

VICE-PRESIDENT FOR ACADEMIC AFFAIRS
Dr. Ron Drayton
Office: LET 118    Beltline Campus
Phone: (803) 738-7606   Fax: (803) 738-7853
E-mail: draytonr@midlandstech.edu

ASSOCIATE VICE-PRESIDENT FOR ARTS AND SCIENCES
Dr. Diane Carr
Office: AC 104    Airport Campus
Phone: (803) 822-3599   Fax: (803) 822-3571
E-mail: carrd@midlandstech.edu

ARTS & SCIENCES DEPARTMENT CHAIRS
Mr. Rick Bailey, Mathematics
Office: LET 421C    Beltline Campus
Phone: (803) 738-7618    Fax: (803) 738-7530
E-mail: baileyr@midlandstech.edu

Dr. Rhonda Grego, English
Office: WM 416    Beltline Campus
Phone: (803) 738-7754    Fax: (803) 738-7509
E-mail: gregor@midlandstech.edu

Dr. Geralyne Lopez de Victoria, Science
Office: RO 104     Airport Campus
Phone: (803) 822-3443    Fax: (803) 822-6198
E-mail: lopezg@midlandstech.edu

Ms. Mary Thomas, Developmental Studies (Interim)
Office: AC 210     Airport Campus
Phone: (803) 822-3239    Fax: (803) 822-3547
E-mail: thomasm@midlandstech.edu

Ms. Elena Martinez-Vidal, Humanities
Office: WM 317A    Beltline Campus
Phone: (803) 738-7707    Fax: (803) 738-7848
E-mail: vidale@midlandstech.edu

Mr. Shickre Sabbagha, Social & Behavioral Sciences
Office: RO 227     Airport Campus
Phone: (803) 822-3311    Fax: (803) 822-3076
E-mail: sabbaghas@midlandstech.edu
Student Services

- **Academic Success Center** - Academic Center #151
- **Library** - Academic Center 2nd Floor
- **Bookstore** – Student Center #113
- **Parking** - No permit needed; however, DO NOT park in areas designated for parking permits, visitors, or wheelchair access. *Violators will be ticketed.*
- **Student ID card** – Student Center #126. Take your fee receipt and picture ID. Refer to [www.midlandstech.edu/studentlife/stuid.html](http://www.midlandstech.edu/studentlife/stuid.html) for dates and times.
- **College email account** – All students receive a free “My MTC” email account. Once you log into your account, check it daily. Official information, including changes to financial aid awards, will only be sent to this account.

Referral Information

**ASSESSMENT**
- [www.midlandstech.edu/testcenter](http://www.midlandstech.edu/testcenter)
- Student Center #262 (803)822-3659

**FINANCIAL AID**
- [www.midlandstech.edu/financialaid](http://www.midlandstech.edu/financialaid)
- Student Center #254 (803)738-7792
- Option 7

**COUNSELING & CAREER SERVICES**
- [www.midlandstech.edu/counseling](http://www.midlandstech.edu/counseling)
- Student Center #237 (803)822-3505

**STUDENT SUPPORT SERVICES**
- [www.midlandstech.edu/sss](http://www.midlandstech.edu/sss)
- Academic Center #201 (803)822-3032

**CASHIER**
- [www.midlandstech.edu/finance/Cashier.html](http://www.midlandstech.edu/finance/Cashier.html)
- Reed Hall #114 (803)822-3262

**ACADEMIC SUCCESS CENTER**
- [www.midlandstech.edu/learning](http://www.midlandstech.edu/learning)
- Academic Center #151 (803)822-3545

**RECORDS**
- [www.midlandstech.edu/records](http://www.midlandstech.edu/records)
- Student Center #223 (803)822-3656

**VETERANS AFFAIRS**
- [www.midlandstech.edu/edu/ba/sa/va/veterans.html](http://www.midlandstech.edu/edu/ba/sa/va/veterans.html)
- Student Center #259 (803)822-3519