

Distance Learning Services

OCtech offers distance learning courses to individuals who desire alternative instructional delivery. All student support services, including but not limited to, counseling, advising, assessment, career planning, tutoring, and financial aid are available and accessible to students enrolled in Internet courses at the College. OCtech provides distance education in four ways:

1. OCtech credit internet courses.
2. Continuing Education courses offered via the internet.
3. SCETV digital satellite system: OCtech serves as a receiver site for undergraduate and graduate courses originating from the University of South Carolina. Students interested in this option should contact the University of South Carolina Distance Education Department to arrange for this service. OCtech also serves as a viewing site for training provided by the Criminal Justice Academy, the SC Bar Association and other state agencies.

Student support services are available to students who are enrolled in OCtech distance education courses. Students may find the following services beneficial or necessary to their success in these and other courses at the College. Students are encouraged to utilize information on the College's website at www.octech.edu to access detailed information about services available.

Distance Learning Admissions

Students may apply for distance education courses through OCtech's Office of Admissions by submitting an application for admission via our web site, traditional mail, or by a personal visit to the College. The application for admission is available at www.octech.edu. Applications may also be requested by telephone or mail.

A student who is enrolled at OCtech and other colleges concurrently must meet the admissions criteria of each college for the particular program or course in which he/she plans to enroll. Although OCtech has an "open door" admissions policy, some programs of study require specific admissions criteria relative to that particular curriculum.

Student Success Center

The Student Success Center provides resources and services to support the academic excellence of all students, including online students. Services include tutoring, peer-assisted study sessions and workshops. Hours for the Center are Monday - Thursday, 8:00 am to 5:00 pm and Friday 8:00 am to 1:30 pm. Online students may access services by scheduling a virtual appointment. Please call 803.535.1376 or email success@octech.edu. All services are provided free of charge and are available in person or online.

Distance Learning Academic Advising, Scheduling and Registration

OCtech employs qualified staff and faculty to assist distance education students with course selections and class scheduling to address student needs. Advising and scheduling are typically conducted on campus with faculty advisors or Student Services counselors by appointment or on a walk-in basis. Students are also permitted to schedule classes by telephone, providing all admissions requirements have been satisfied. Students may pay required tuition and fees to the College's Business Office by mail, in person, by telephone or online through Self service.

Distance Learning Orientation

Distance education students are invited and encouraged to participate in OCtech's online orientation program. Online orientation is conducted for new students at the beginning of each new term.

Distance Learning Personal and Academic Counseling

Distance education students may utilize counseling services by visiting the OCtech Student Services Office. Counseling services are available to students in the Patrick Student Services building, Monday through Thursday, from 8:00am until 6:00pm. Students may make an appointment with a counselor by calling 803.535.1224 or (toll free) 1.800.813.6519. Distance Education students may access all student services through www.octech.edu.

Distance Learning Career Services

Career Services are available to distance education students. This is a free service and includes resume information and assistance, cover letter information, interviewing techniques, and job referrals. Students may visit Career Services in Student Services. Students may also inquire about Career Services by calling 803.535.1278 or sending an email through the Career Services page on the website.

Distance Learning Student Identity Verification

Each distance education course requires a minimum of one proctored assignment/examination in order to validate student identity. Students may use the online proctoring provided by the College or they may use the OCtech Testing Center.

Distance Learning Student Activities

Students who are enrolled in distance education courses are encouraged to participate on the Student Advisory Board, in honor societies and student clubs on campus. Information on various student organizations may be obtained from Student Services counselors and faculty advisors on campus. Consult a counselor in the Student Services Office for more information.

Distance Learning Student Financial Aid

Financial aid services are available to students enrolled in distance education courses. Students must submit the Free Application for Federal Student Aid (FAFSA) and maintain the same Satisfactory Academic Progress standards as established for all other OCtech students. For additional information, call 803.535.1224 or toll free at 1.800.813.6519 ext.1224.