

HORRY-GEORGETOWN TECHNICAL COLLEGE

ADMISSIONS APPLICATION



**HORRY
GEORGETOWN
TECHNICAL COLLEGE**

There's More.

HGTC PROGRAMS

Associate Degrees • Certificates • Diplomas

Advanced Manufacturing Technology

Associate Degree
Machine Tool Technology
Mechatronics Technology —
Industrial Maintenance
Certificate
Advanced Welding Technologies
Automotive Technology
Boat Building
Commercial Refrigeration & Air
Conditioning
Diesel Engine Technology
Machine Tool Operations
Mechatronics — Industrial Maintenance
Outboard Marine Technology
Residential & Commercial Electrical
Technician
Residential HVAC Service Technician

Arts, Sciences & University Transfer

Associate Degree
Associate in Arts
Associate in Science
Certificate
University Studies

Business

Associate Degree
Accounting
Business Administration
Certificate
Basic Business
Customer Service Specialist
Human Resources

Computer Technology,

Digital Arts & Cybersecurity

Associate Degree
Computer Technology
Programming
Cybersecurity
Digital Arts
Network Systems Management
Certificate
Certified CISCO®
Networking Associate
Cybersecurity
Medical Administrative Assistant
Networking

Criminal Justice, Paralegal & Human Services

Associate Degree
Criminal Justice Technology
Human Services
Paralegal
Certificate
Paralegal Specialist
Police Pre-Academy Training

Culinary Arts

Associate Degree
Baking & Pastry Arts
Culinary Arts Technology
Hospitality/Tourism
Management — Hotel, Restaurant &
Events Management
Certificate
Kitchen & Food Preparation
Techniques
Professional Cooking

Dental Sciences

Associate Degree
Dental Hygiene
Certificate
Expanded Duty Dental Assisting

Education

Associate Degree
Early Care & Education
Teacher Education
Certificate
Early Childhood Development

Engineering Technologies and Golf & Sports Turf Management

Associate Degree
Civil Engineering Technology
Construction Management
Technology
Construction Management
Technology Transfer Path
Electronics Engineering Technology
General Engineering Technology
Golf & Sports Turf Management
Certificate
Electrical Lineman Technician
Robotics Technology
Surveying

Emergency Medical Technology & Health Care Sciences

Associate Degree
Emergency Medical Technology
Advanced Placement for EMT
Respiratory Care
Certificate
EMT — Basic
EMT — Paramedic
Fire Science
Medical Coding & Billing

Forestry & Wildlife

Associate Degree
Forestry Management Technology
Wildlife Management Path

General Technology & Aviation Maintenance

Associate Degree
General Technology
Aviation Maintenance Path

Imaging Sciences

Associate Degree
Radiologic Technology
Certificate
Computerized Axial Tomography
Diagnostic Medical Sonography
Vascular Sonography

Nursing & Associated Health Care Services

Associate Degree
Nursing — ADN
Advanced Placement for Nursing
Certificate
Health Care
Nursing Assistant
Patient Care Medical Assistant
Phlebotomy
Diploma
Nursing — PN

Personal Services

Certificate
Cosmetology
Esthetics Technician
Massage Therapy

Physical Therapist Assistant/Occupational Therapy Assistant & Health Care Sciences

Associate Degree
Medical Laboratory Technology
Occupational Therapy Assistant
Physical Therapist Assistant
Surgical Technology

APPLICATION FOR ADMISSION

Please print in ink.

PERSONAL INFORMATION

H# (To be completed by HGTC staff):

Social Security No. _____ - _____ - _____

Date of Birth ____ / ____ / ____

Gender: Female Male

Name _____
(As it appears on Social Security card) Last First Middle Suffix

Preferred Name _____

Former Name _____

Mailing Address _____
Street Address City State Zip

County (if within South Carolina) _____

Permanent Address _____
(Include only if different from mailing) Street Address City State Zip

Home Phone () _____ Work Phone () _____ Cell Phone () _____

Email Address _____

Are you Hispanic or Latino? Yes No

Select one or more of the following races: American Indian or Alaska Native Asian Black / African American
 Native Hawaiian or other Polynesian White

Emergency Contact _____ Phone () _____
Last First Middle

EDUCATIONAL BACKGROUND

The requirement of high school graduation/GED completion varies by program of study. However, for financial aid eligibility proof of high school graduation/GED criteria must be met. See the current HGTC catalog available online at hgtc.edu for details.

High School Attended _____
High School (or Home School Association) City State

I will earn or have earned (please select one):

- High School Diploma Date of graduation: ____/____/____
- Certificate or Individualized Diploma Date of graduation: ____/____/____
- GED Date of graduation: ____/____/____
- I will not complete Secondary Education, but I read at an 8th grade reading level.
- I will not complete Secondary Education and do not read at an 8th grade reading level.

Please list any prior college(s) attended:

College / University Name	City, State	Dates Attended		Degree Earned
		From	To	
		From	To	
		From	To	
		From	To	
		From	To	

To receive transfer credits for previous course work, request ALL official transcripts to be sent to HGTC Admissions, PO Box 261966, Conway SC 29528-6066 or emailed to transcripts@hgtc.edu. Credit expiration dates and transferability limits are listed in the current HGTC catalog, available online at hgtc.edu.

EDUCATIONAL PLANS

I am a: New Student – no previous college experience Transfer Student – has course work from another college/university
 Visiting Student – visiting from another college/university for one semester (Please attach transient form.)

I will begin (check one): Fall semester (Aug. – Dec.) Spring semester (Jan. – May) Summer semester (May – Aug.) Year _____

Major: _____

I plan to: Earn an Associate Degree Earn a Diploma Earn a Certificate
 Transfer to a 4-year college (List institution if known) _____
 Take classes for personal interest/other reason (no degree)

Some programs of study require background checks, urine drug screenings and/or immunizations as part of the admissions process. There will be additional fees for these requirements. Unsatisfactory results on the criminal background check or urine drug screenings or failure to complete any required health/immunizations standards WILL prevent enrollment or result in removal from enrollment in the program of study. Admission to any of the programs is conditional. A list of these programs can be found online at https://www.hgtc.edu/documents/admissions/general_forms/backgroundcheck.pdf.

CITIZENSHIP

You must complete the citizenship portion of the application.

What is your citizenship status? (Please select one)

- US Citizen
- Permanent Resident (possess a green card)
 - If yes, you must provide your Permanent Resident Card and State Issued ID to the Admissions Office for verification.
- DACA (Deferred Action Childhood Arrival) or Non-Resident with Employee Authorization card
 - If yes, you must provide your DACA or Employee Authorization card and State Issued ID to the Admissions Office for verification.
- International
 - Do you currently have a Visa to study in the US? Yes No
 - If yes, you must provide your Student Visa to the Admissions Office for verification.
 - What is your Student Visa type? _____
 - Are you requesting an I-20 form? Yes No

Declaration of Citizenship or Legal Presence in the United States

The South Carolina Illegal Immigration Reform Act (S.C. 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. By signing this statement you attest that you are a United States citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. 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. Any student who is found to be unlawfully present in the United States will be dismissed from the college.

_____ (Print Name) _____ (Date of Birth)

_____ (Signature) _____ (Date)

RESIDENCY

- You must complete the Residency portion of this application, the answers to these question will determine your residency classification for tuition purposes. Applicants who fail to complete all residency questions will be classified as non-residents and billed the out-of-state tuition rate.
- If you provide more than 50% of your financial support, you are usually considered **INDEPENDENT** and your residency claim is based upon your information.
- If someone else provides more than 50% of your financial support, you are usually considered **DEPENDENT** and your residency claim is based upon that person's information.
- Please complete one of the Residency Forms on the next page.

INDEPENDENT RESIDENCY INFORMATION

Applicant: If you provide more than 50% of your financial support, complete this INDEPENDENT residency form with your information.

Applicants who claim South Carolina residence for tuition and fee purposes must complete this form in its entirety. Additional information may be requested per SC Law 59-112. Residency requirements may be found online at www.che.sc.gov.

An INDEPENDENT student is defined as one who will provide more than half of his/her support for the 12 months immediately preceding his/her enrollment or re-enrollment and will NOT be claimed as a dependent or exemption on the income tax return of a parent, guardian or spouse.

STUDENT'S / APPLICANT'S INFORMATION

Name of Student: _____

Do you reside in South Carolina? Yes No
If yes, date present stay began. _____

Do you reside in Horry or Georgetown County? Yes No
If yes, date present stay began. _____

Who claims you for federal income tax purposes? Self Both parents Father Mother Other _____

Do you have a valid Driver's License? Yes No If no, do you have a State Issued Identification Card? Yes No
If yes, Driver's License Number: _____ State: _____ Date Issued: _____ Expiration Date: _____
 New (first issued) Renewed Transferred from another state

Do you have a vehicle registered in your name? Yes No
State: _____ Date Issued: _____ Renewed Transferred from another state New Purchase Purchase Date: _____
(mm/dd/yy)

If you relocated to South Carolina, what was your previous state of residence? _____

What is your employment status? Full-time Part-time Unemployed Retired Disabled
Employer Name: _____ Telephone: (_____) _____
Employment Dates: From (mm/yy) _____ / _____ To (mm/yy) _____ / _____

If your claim to South Carolina resident status is based upon active military assignment to the state, please submit a copy of current military orders to the Office of Admissions.

Branch of Service: USAF USA USN USMC USCG Home of Record on L.E.S.: _____

- I hereby certify that the information I have provided on this application is complete and correct. I understand that falsification or failure to provide the correct information or omission of previous college attendance may lead to disqualification of my application for admission and immediate cancellation of registration at Horry- Georgetown Technical College.
- I understand that this information will be used to determine South Carolina residency status for tuition and fee purposes.
- I understand that pursuant to the S.C. Family Privacy Act of 2002, my personal information is subject to public scrutiny or release.
- I understand that my image (photo or video) may be used by the college for marketing or instructional purposes in the normal course of college classes and activities.
- I understand that I am responsible for paying all charges and educational costs. I also understand that should the college deem it necessary to refer any unpaid expenses and/or interest to an attorney or collection agency that I am responsible for all cost of collection, including but not limited to attorney and collection agency fees.
- I understand the FERPA Act of 1974 is a federal law that protects the privacy of and grants certain rights to my educational records. This law allows HGTC to share directory information, such as name, dates of attendance, and awards. Information is also used to publish honor list, commencement programs, and other student recognition programs.

Signature _____ Date _____

Statement of Equal Opportunity

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in the educational programs and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations, Title IX Coordinator & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu. Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Title IX, Section 504, & Title II Coordinator Horry-Georgetown Technical College, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Student Right to Know and Campus Security Act

The Student Right to Know and Campus Security Act (Public Law 101-542), signed into law in November 1990 by the U.S. Department of Education, applies to institutions of higher education participating in federal financial assistance programs. Under this policy, current and prospective students must be informed of completion or graduation rates of students seeking certificates, diplomas or degrees. The act also requires reporting of security policies and crime statistics to students, employees, and the U.S. Department of Education. Horry-Georgetown Technical College, in compliance with Student Right to Know, provides current information on these topics at www.hgtc.edu/righttoknow.

State Authorization Reciprocity Agreement

Horry-Georgetown Technical College is an approved member of the State Authorization Reciprocity Agreement (SARA). As a SARA member, HGTC adheres to an established set of standards for offering distance learning among SARA member states, districts and territories. Currently, HGTC does not offer online instruction within the following states: CA, CT, FL, KY, MA, NJ, NY, PA, UT and WI.

DEPENDENT RESIDENCY INFORMATION

A DEPENDENT student is defined as one who will receive more than half of his/her support for the 12 months immediately preceding his/her enrollment or re-enrollment from a parent, guardian or spouse and will be claimed as a dependent or exemption on that individual's income tax returns.

Applicants who claim South Carolina residence for tuition and fee purposes must complete this form in its entirety.
Additional information may be requested per SC Law 59-112. Residency requirements may be found online at www.che.sc.gov.

STUDENT / APPLICANT

Name of Student: _____ Date of Birth: _____

Are you licensed to drive? Yes No If no, do you have a State Issued Identification Card? Yes No

If yes, Driver's License or ID Number: _____ State: _____ Date Issued: _____ Expiration Date: _____

New (first issued) Renewed Transfer from another state

With whom do you reside? Self Both Parents Father Mother Spouse Other _____

Who claims you for federal income tax purposes? Self Both Parents Father Mother Spouse Other _____

Parents/Guardian Marital Status: Single/never married Married Divorced/separated Widowed Remarried Not applicable

If parents are divorced or separated, who is the custodial parent? Father Mother Shared custody Not applicable

PARENT'S / GUARDIAN'S/SPOUSE'S INFORMATION

Information of person who provides more than 50% of your financial support:

First Name: _____ Last Name: _____ Relationship: _____

Citizenship: U.S. citizen Permanent Resident Other — Specify: _____

Does this person reside in South Carolina? Yes No If yes, date present stay began. _____

Does this person reside in Horry or Georgetown County? Yes No If yes, date present stay began. _____

What is his/her address? (Street, City, State, Zip code): _____

Does this person have a valid Driver's License? Yes No If no, does this person have a State Issued Identification Card? Yes No

Driver's License Number: _____ State: _____ Date Issued: _____ Expiration Date: _____

New (first issued) Renewed Transfer from another state

Does this person have a vehicle registered in his/her name? Yes No

Vehicle Registration State: _____ Date Issued: _____ Renewed New Purchase Date: _____ Transfer from another state

If your parent/guardian relocated to South Carolina, what was the previous state of residence? _____

What is their employment status?: Full-time Part-time Unemployed Retired Disabled

Employer Name: _____ Telephone: (_____) _____

Employment Dates: From (mm/yy) _____ / _____ To (mm/yy) _____ / _____

If his/her claim to South Carolina resident status is based upon active military assignment to the state, please submit a copy of current orders to the Office of Admissions.

Branch of Service: USAF USA USN USMC USCG Home of Record on L.E.S.: _____

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Student Signature _____ Date _____

ADMISSIONS & FINANCIAL AID CHECKLIST

Use this checklist and complete every step to make sure the enrollment process run smoothly and efficiently. Remember, submitting your admissions and financial aid application is only the beginning of the enrollment process.

- Pay close attention to deadlines for application processes, registration, and payment.
- Follow up on all requests from the Admissions and Financial Aid Offices.
- Act early to diminish your chances of standing in long lines and to reduce delays in processing your applications.

GET STARTED!

Apply for Admission

Fill out the admissions application.

Request Transcripts Immediately

All Students: Have an official final high school transcript or GED mailed to the Office of Admissions at PO Box 261966, Conway, SC 29528-6066 or emailed to transcripts@hgtc.edu.

Transfer Students: Have official copies of all prior college/university transcripts mailed to the Office of Admissions at PO Box 261966, Conway, SC 29528-6066 or emailed to transcripts@hgtc.edu.

Submit ACT or SAT scores to the Office of Admissions.

Apply for Financial Aid

You should apply for financial aid at the same time that you apply for admissions. Although you do not have to be admitted or registered for classes before you apply for financial aid, these two steps go hand in hand and should be completed together.

Visit www.fafsa.ed.gov to fill out the online Financial Aid Application and use School Code 004925 to have your information sent to HGTC.

Get myHGTC Login Information

You will receive myHGTC login information after you have been admitted to HGTC. The Office of Admissions will provide your myHGTC username and password in your acceptance letter.

Meet with a New Student Advisor

After you've been accepted, meet with your new student advisor to develop your academic plan and to determine which courses you need to take.

Register for Classes

Log in to myHGTC with your username and password to sign up for your classes. You must sign up for classes through your myHGTC account. Pick the courses required for your major as recommended by the new student advisor on the days, times, and campus locations that work best for your schedule.

Orientation

Attend an orientation session to become familiar with the services and resources available at the college. Check your myHGTC account for more information.

Pay for Classes

Check myHGTC to be certain your financial aid has been awarded and is in place for the semester. You may be required to cover some expenses out-of-pocket if you do not receive full financial aid benefits. Classes may be paid for in the Student Accounts Office on any campus or online via myHGTC.

Statement of Equal Opportunity

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All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

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CONWAY CAMPUS

2050 Highway 501 East
Conway, SC 29526
843-347-3186

GRAND STRAND CAMPUS

743 Hemlock Avenue
Myrtle Beach, SC 29577
843-477-2094

GEORGETOWN CAMPUS

4003 South Fraser Street
Georgetown, SC 29440
843-546-8406