

# PACE Admissions Guide



**HORRY GEORGETOWN**  
**TECHNICAL COLLEGE**



**PACE**  
Program For  
Accelerated College  
Enrollment





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## From the PRESIDENT



Dear Student,

By enrolling at Horry Georgetown Technical College, you've made a big step towards a rewarding future. You've selected one of the best technical colleges in the South.

Nearly 8,000 students enrolled in more than eighty-five academic programs make all three campuses of Horry Georgetown Technical College dynamic year-round. From culinary arts to nursing, forestry to engineering technology, HGTC students choose from more career options today than ever before. Eighty-five percent of HGTC graduates get jobs or transfer to four-year colleges, and about ninety percent merit some form of financial aid. Tuition remains reasonable, and under the Program for Accelerated College Enrollment program (PACE), high school juniors and seniors earn college credit, saving families thousands of dollars in college costs.

HGTC's job focused programs are why we say, "Real jobs start here." Students have opportunities for internships in their chosen fields and access to a career resource center that helps students network with prospective employers. HGTC's student-friendly faculty sustain strong networks among local business and industry, while imparting in classes the knowledge to succeed.

And when you're not in class, remember that college is also about having fun. So join a student organization and meet others who may well become lifelong friends.

Thank you for choosing HGTC, and best wishes for fulfilling your dreams,

A handwritten signature in dark ink, reading "H. Neyle Wilson". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

H. Neyle Wilson  
President  
Horry Georgetown Technical College

# **DUAL ENROLLMENT PACE PROGRAM for Accelerated College Enrollment for Rising High School Juniors and Seniors**

## ***Welcome Prospective PACE High School Students!***

Congratulations on beginning the important journey on your pathway to future academic, college and career success! HGTC offers dual enrollment PACE courses earning students both high school and college credit. Taking college classes while in high school increases students' college readiness skills providing a seamless transition from high school to college enabling them to be more successful. Students will have the opportunity to get an early start on their college career being able to transfer PACE college credits to their selected college's general education, major, or degree requirements saving students valuable time and money!

Students are encouraged to contact the colleges they are interested in to confirm course transferability of the PACE courses and be advised concerning appropriate course selection(s) for their major.

## ***PACE Application Packet, HGTC College Admissions, and PACE Orientation***

- Rising Juniors and Seniors in high school must contact their high school guidance counselor for a PACE Application Packet to be completed and returned to Guidance along with their required test scores for admissions. Students may also consult a PACE Academic Advisor on the HGTC campus regarding course selection questions they may have. During the PACE Orientation, high school students will log into WaveNET, HGTC's college e-mail account, allowing access to PACE grades, enabling students to e-mail professors, and to receive college announcements. The WaveNET username/password is included in the PACE acceptance letter received in the mail.

## ***Test Score Requirements for Admissions to PACE***

- Students must submit either SAT, ACT scores or take the COMPASS Placement test administered on an HGTC Campus or at their base high school if offered. These college entrance and placement scores are used to qualify students for admissions to the PACE program.

PACE college courses are a valuable opportunity for students that will require personal responsibility and commitment to ensure success. PACE grades are included in the student's high school GPA/Rank and will be weighted as Dual Credit/Advanced Placement (AP)/International Baccalaureate (IB) in accordance with the South Carolina Uniform Grading Scale. Failure to complete these courses with a "C" or better may result in a lower overall GPA and ineligibility or loss of financial aid later on. In addition, PACE grades will appear on the student's college transcript and are important to their overall college GPA.

HGTC is honored to have dedicated, hardworking high school students willing to commit to the rigors of college classes continuing on their pathway to future success and realizing their academic potential!

Sincerely,

Dr. Kimberly Britt, Department Head, Dual Enrollment PACE Program

# HORRY GEORGETOWN TECHNICAL COLLEGE *Mission*

## **Mission**

The mission of Horry Georgetown Technical College is to provide accessible, affordable, high-quality, comprehensive two-year collegiate education and workforce development; to provide a student centered environment and inspire lifelong learning; to promote learning through teaching excellence; to promote community service and embrace diversity; to promote economic growth; and to embrace technological innovation in instruction and workplace applications.

## **About HGTC**

Horry Georgetown Technical College is a comprehensive two-year technical/community college offering more than 80 associate degree, diploma, and certificate programs for students who are either seeking quick entry into the workforce or desiring to transfer to a four-year senior institution to pursue a bachelor's degree.

As a member of the South Carolina Technical College System, the College is a public, two-year technical college, enrolling 7,500 to 9,000 college-credit-curriculum students during the fall semester and providing non-credit courses and programs for workforce development and training.

## ***PACE Program for Accelerated College Enrollment***

HGTC has a dual enrollment agreement with Horry and Georgetown County School Districts to provide high school students with the opportunity to earn dual credit through the PACE Program earning both high school and college credit. Students in PACE can take either University Parallel (86 courses approved by the SC Commission on Higher Education for transfer from two-to four-year public institutions--go to [www.sctrac.org](http://www.sctrac.org) for details) or Applied Technology (courses that may or may not carry transfer credit to a four-year college); however, they must meet the same admissions criteria as any other student.

The following criteria must be met for acceptance into PACE:

- Obtain high school junior status;
- Be recommended by his/her high school guidance counselor, principal or other designated school official as someone who can benefit from the program;
- Have a letter of permission from parent(s) or guardian(s); and,
- Submit scores from one of the following college entrance/placement tests:

**SAT:** Critical Reading 480    SAT: Math 440 (Math 120) Prob. & Stat.    SAT: Math 480 (Math 110) College Algebra

**ACT:** Reading 19    ACT: English 19    ACT: Math 21 (Math 120)    ACT: Math 23 (Math 110)

**COMPASS Test:** Reading 85    Writing 78    Algebra 46 (Math 120)    Algebra 62 (Math 110)

Minimum test scores must be met to enroll in college level courses.

\*If a student's SAT or ACT Reading or Math scores don't meet the eligibility criteria, COMPASS scores may be used in place of these.

**\*Note: Students are responsible for checking with the institution(s) to which they will apply to or will attend after high school graduation to ensure transferability of courses within their major.**

The South Carolina Commission on Higher Education has created a web portal, [www.sctrac.org](http://www.sctrac.org), designed to facilitate college course transfer and articulation in the state. All South Carolina public institutions of higher education, two-and four-year alike, work together to make it easier for students to transfer academic credit. Learn more about college transfer credits at SCTRAC.



## More Information About PACE

### ***PACE Orientation for Students and Parents***

Students admitted to the PACE Program will receive an acceptance letter in the mail from HGTC listing Orientation Dates/Times/Locations for students and parents to select a session. Students are to register for their preferred PACE Orientation date and bring their Student ID "H" Number along with their WaveNET "Username" and "Password" included in their PACE acceptance letter.

### **WaveNET**

WaveNET is your gateway to online college services. You can find a link to WaveNET on the HGTC homepage at [www.hgtc.edu](http://www.hgtc.edu) and enter the username and password provided to you in your acceptance letter. WaveNet is the source for communications by HGTC to students. Each student who is admitted to the College receives a WaveNet username and password and must retain the username and password in order to access WaveNet. At the time of admission, students also receive an "H number," which is the student's unique student identification number.

**Regular use of WaveNET is critical for student success at HGTC!** WaveNET is the online communication tool for all students, providing access for e-mail from the college, allowing students to e-mail their professors, viewing grades, and receiving announcements of College activities, services, and cancellations. It is the responsibility of students to login to WaveNet frequently to review grades, be aware of announcements, and receive e-mail and updates.

### **WaveNET Central: The Student Information Center**

WaveNet Central provides students with access to computers and the staff to teach students how to use WaveNet for discovering all the resources that WaveNet can provide, including accessing additional student services.

### **WaveNet Central is available at Conway, Grand Strand and Georgetown Campuses:**

Conway Campus: Building 1100, Room 132D

Hours: Monday-Thursday, 7:45 a.m.- 6 p.m. and Friday, 8 a.m.-12:30 p.m.

### **Grand Strand Campus:**

Building 200, Room 117D - Hours: Monday-Thursday, 7:45 a.m.- 6 p.m. and Friday, 8 a.m.-12:30 p.m.

### **Georgetown Campus:**

Building 100, Room 150 - Hours: Monday-Thursday, 7:45 a.m.- 5 p.m. and Friday, 8 a.m.-12 p.m.

Visit our website/online live chat at [www.hgtc.edu/wavenetcentral](http://www.hgtc.edu/wavenetcentral) or text 843-375-8552 for more information on The Student Information Center: WaveNET Central.

**Note:** If you forget your WaveNET login information or your login information does not allow you to access WaveNET, you can have your password reset by the Help Desk. If you do not receive HGTC e-mail or announcements for several days, you should contact the Help Desk.

### **HGTC Student Identification (ID) Card and "H" Number**

ID cards are available at the Public Safety Office on the Conway Campus and Student Services/Admissions Office at Georgetown and Grand Strand Campuses. ID cards are required for certain services, and student engagements. Students should replace lost ID cards immediately.

**\*PACE students may obtain their HGTC student ID cards on the HGTC campus they will attend.**

## More Information About PACE

### HGTC Student Identification (ID) Card and “H” Number

Students admitted to HGTC, will be assigned an “H” number (Identification ID number). Students should keep their “H” number available at all times, since this number is required for many activities. Students are advised to keep copies of the “H” number in several different places for ready access. Students should have their ID cards and H-number while on campus. “H” number retrieval is available through a student’s WaveNET account.

### HGTC Parking Decals

Students may use only designated parking areas not reserved for faculty, staff, visitors, individuals with disabilities or other restricted areas. Restricted areas are marked by blue curbing and/or signage designating special use. \*Parking decals for high school PACE students may be obtained from Public Safety on each campus. A driver’s license and vehicle registration is required.

To park on HGTC property, vehicles must be registered with the college and have an appropriate decal properly displayed. Parking decals may be obtained on each campus at no charge. To register a vehicle, you must have a valid driver’s license, College identification number (“H” number) and current vehicle registration. Parking decals are valid for one year, from August to August.

Students who demonstrate a valid need to use parking areas designated for individuals with disabilities may obtain a campus parking permit for use of those designated spaces. Parking violation appeal forms may be obtained from the Public Safety office on the Conway Campus. At the Grand Strand and Georgetown Campuses, parking violation appeal forms may be obtained from the front desk. All violation appeal forms must be submitted within seventy-two (72) hours from the time of the violation.

### PACE Class Schedule: Monday/Wednesday OR Tuesday/Thursday at HGTC

PACE classes are scheduled on either Monday /Wednesday or Tuesday/Thursday with no classes on Friday. Students will follow the HGTC holiday/exam schedule for PACE classes and coordinate their district’s calendar with the HGTC Academic Calendar. \*(Late Arrival to High School or Early Dismissal)

### Academic Support Services: Student Success & Technology Center (SSTC)/ The Writing Center

The Student Success and Technology Center (SSTC) is a FREE student support center for students who need assistance in academics and technology at HGTC. To help you achieve academic success, the center provides tutoring assistance and technology support on each campus. Tutoring for math, computer technology, writing, study skills and other college success skills training is available. The purpose of the SSTC is to provide all students with an equal opportunity to succeed in college by addressing students’ unique educational, career, and personal needs. Log into WaveNet in the Student Services tab to sign up for tutoring.

The Student Success and Technology Center (SSTC) provides the following free services:

- Academic, Writing Center and College Skills Tutoring
  - Schedule one-on-one or group tutoring using TutorTrac in WaveNet
  - Schedule Campus2Campus/Virtual tutoring across campuses by contacting the SSTC
- Technology support and training on the use of HGTC-related technologies, such as:
  - WaveNet/D2L- MyIT Lab - My MathLab
- Access to learning materials at the Online Resource Center as posted in WaveNet on the Student Services tab
- View online workshops that teach an assortment of useful skills, including but not limited to computers, time/stress management, study skills, test-taking and more



## More Information About PACE

### **The Student Success and Technology Center (SSTC) provides the following free services:**

- Assistance with SMARTHINKING, our 24 -hour Online Tutoring Center, including LIVE support via WaveNet
- Live workshops and tutorials on college skills, technology and more42 [www.HGTC.edu](http://www.HGTC.edu)

For more information about the SSTC, including locations on each campus, hours and information on SSTC services, visit [www.hgtc.edu/sstc](http://www.hgtc.edu/sstc) AND the Student Services tab in WaveNET.

### **Library**

At all campus locations of Horry Georgetown Technical College, traditional library services are blended with academic computing resources to provide centralized support centers where students can read, study, conduct research, and complete assignments. Each campus has a full service library providing study areas, private study rooms, computers with wireless internet access, and video viewing facilities. The three campus library collections include resources and equipment selected to support the academic and personal needs of students, faculty and staff and members of the community.

The library website is the gateway to library resources and services making them accessible on or off campus. Through the home page, access is provided to the library catalog, eBooks, research databases, online tutorials and library guides. HGTC libraries participate in multiple partnership agreements which increase the amount of resources available to patrons. The general library collection is available for check out with an HGTC student ID card. Materials may be requested from any campus and items are delivered to the campus most convenient, free of charge.

Reference services are provided in person at each campus, via e-mail, texting, chat, and social media websites or by telephone. Library orientations and instruction sessions are available for individuals, classes or other groups. These instruction sessions actively promote information literacy and the development of lifelong learning skills. Service hours for each semester are posted on the library website and at each campus library. Special hours during holidays or breaks will be posted at each library. More information on library services is available at [www.hgtc.edu/library](http://www.hgtc.edu/library).

### **HGTC Library Contact Information:**

Conway Campus  
Circulation Desk (843) 349-5268  
Reference Desk (843) 349-5394  
Fax Number (843) 349-7811

### **Grand Strand Campus:** Elizabeth Mattocks Chapin Memorial Library

Circulation Desk (843) 477-2012  
Reference Desk (843) 477-2018

### **Georgetown Campus**

Circulation Desk (843) 520-1424  
Reference Desk (843) 520-1423

### **HGTC Services for Students with Disabilities**

HGTC is committed to providing an accessible environment for students with disabilities. The primary purpose of Services for Students with Disabilities is to improve the educational development of students with disabilities through the understanding and support of the campus environment.

## More Information About PACE

### HGTC Services for Students with Disabilities

This mission is accomplished through direct assistance to students with disabilities, encouragement of their independence, creation and maintenance of an accessible physical environment, and the provision of a supportive psychological environment so that students may achieve their educational objectives.

The College understands that students with disabilities may require unique appropriate academic accommodations and must have their needs assessed on a case-by-case basis. Inquiries may be directed to the Director of Student Development on the Conway Campus or the Director of Campus and Support Services on the Georgetown and Grand Strand Campuses, who will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

### Important Note:

It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

For information regarding Student Services available for students with an IEP or a 504 Plan contact one of the following advisors at the HGTC Conway Campus, Grand Strand Campus, or Georgetown Campus.

- Conway: Jocelyn Williams, Director for Disability Services 843-349-5249
- Grand Strand: Jim Ratliff, Counselor 843-477-2055
- Georgetown: Jaime Davis, Counselor 843-520-1403

### Statewide Articulation of 86 Courses for Transfer for Dual Enrollment Students

The statewide agreement of 86 courses approved by the SC Commission on Higher Education for transfer from two-to-four year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. Students should be aware that courses on this list are evaluated by the receiving institution for awarding credit. In instances where an institution does not have a course synonymous to one on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. The list of 86 Transfer Courses is available online at [www.sctrac.org](http://www.sctrac.org) & at [www.che.sc.gov](http://www.che.sc.gov).

### University Transfer Among South Carolina Public Colleges and Universities

South Carolina has 33 public higher-education institutions, including 13 universities, 16 technical colleges, and 4 two-year regional campuses of the University of South Carolina. HGTC offers students the opportunity to earn a degree, diploma, or certificate and is a gateway to four-year senior colleges and universities.

The South Carolina Commission on Higher Education has created a web portal, [www.sctrac.org](http://www.sctrac.org), designed to facilitate college course transfer and articulation in the state. All South Carolina public institutions of higher education, two-year and four-year alike, work together to make it easier for students to transfer academic credit. Learn more about college transfer credits at SCTRAC.

### A Transfer Guide for General Education Dual Enrollment Coursework Taken in High School Applicable to Public Colleges and Universities in South Carolina

<http://www.che.sc.gov/AcademicAffairs/TRANSFER/DualEnroll.pdf>

## PACE Makes Good Financial Sense

In this tough economy, PACE makes good financial sense for families with students who intend to pursue a two-year or four-year degree.

**Tuition cost of a 3-credit hour transfer course at HGTC is 1/3 the cost of tuition at a SC public four-year college or university.**

- Lottery Assistance will pay over half of the tuition cost of when a student enrolls in two PACE classes (six credit hours) in a semester.
- To qualify, Lottery Tuition Assistance (LTA) requires that students are a South Carolina resident for at least a year and enrolled in two classes (six credit hours) per semester. High school students must complete/sign the FAFSA Waiver Form included in their PACE Dual Enrollment Admissions Packet.

### **Lottery Tuition Assistance Is Available to PACE Dual Enrollment Students**

PACE Dual Enrollment high school students who have been a South Carolina resident for at least one year and enrolled in two PACE classes (six credit hours) in a semester are eligible to receive Lottery Tuition Assistance (LTA) paying over half of tuition costs. Complete/sign the FAFSA Waiver Form included in the PACE Application packet. Check with your high school guidance counselor. Other grants and assistance may be available through your school district's dual enrollment policy guidelines.

A portion of the Education Lottery revenues are used to fund tuition assistance for technical college students. The actual amount of tuition assistance available to each student will be determined each semester by the State Board for Technical Education. Most student financial aid is awarded on the basis of financial need. ***Lottery Tuition Assistance is an exception and is not awarded on the basis of financial need. Many high school dual enrollment PACE students and graduates will benefit from LTA.***

### **To be eligible for Lottery Tuition Assistance, a PACE dual enrollment student must:**

- (Dual Enrollment) Qualify for in-state residency; (High school graduates must be a SC Resident)
- \*(For high school graduates) \*Complete a Free Application for Federal Student Aid (FAFSA); however, Lottery Tuition Assistance is not awarded on the basis of financial need; or (Dual Enrollment) Complete the FAFSA Waiver form—this form is only used for high school students enrolled in a dual enrollment program (PACE); \*(For high school graduates) \*students who have earned a bachelor's degree or students who are enrolled in programs which aren't eligible for Title IV aid;
- \*(For high school graduates) \*Enroll in a certificate, diploma or associate degree program and/or (Dual Enrollment) maintain at least six credit hours (2 classes) per semester. (High school graduates must take 6 credit hrs./semester) Continuing Education programs, which are non-credit, are not eligible;
- \*(For high school graduates) \*Make clear progress toward completion of a certificate, diploma or associate degree; not have received Lottery Tuition Assistance for more than one certificate, diploma or degree earned within any five-year period, unless the additional certificate, diploma or degree constitutes progress in the same field of study (as determined by the institution);
- \*(For high school graduates) \*Not be a LIFE scholarship award recipient; and,
- \*(For high school graduates) \*Not be in default on any government student loan program.

### **HGTC Grading Scale**

HGTC has a standardized, recommended grading scale for academic courses. The grading scale requires that grades within the indicated range be defined as:

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: Below 60

### **PACE Grade Conversions on High School Transcripts as Required by the SC Uniform Grading Policy**

PACE Grades will Transfer on a High School Transcript as: A = 96 B= 88 C= 80 D=73 F=61

## More Information About PACE

### High School SC Honors Diploma

Students may apply a PACE dual credit class towards one of the three AP, IB, or Dual Credit courses required to meet one of the criteria for students seeking the distinction of an SC Honors Diploma.

### Boost Your High School GPA/ Class Rank

Grades in PACE classes, as well as AP or IB, are given a full quality point higher on the SC Uniform Weighted Grading Scale than the same grade received in a high school college prep (CP) class on your high school transcript which can benefit the student's high school GPA and class ranking.

### Privacy of Student Educational Records (FERPA)

The Family Educational Right to Privacy Act (FERPA) affords students certain rights with respect to their education records. Under FERPA, "Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an 'eligible student' and all rights primarily given the parent under FERPA transfer to the student."

***However, the Dual Enrollment Application for Admission Form signed by PACE students and their parents/guardians includes an HGTC Enrollment Agreement allowing the College to release educational and attendance records for dual credit courses to parents, guardians, and high schools for the current academic year.***

HGTC students will have access to their grades on their college WaveNET e-mail account. The student's WaveNET username and password are included in the PACE student's Acceptance Letter received in the mail. At the PACE Orientation, students will need to bring their WaveNET username and password in order to log in and access their college e-mail account.

### College Transcripts

A transcript is an official record of your academic history at the College listing all completed courses along with the grades and credit hours earned for each course. Once a semester is completed, a copy will be sent to the student's high school guidance department at no charge. Additional copies must be ordered by the student from the Registrar's Office.

An official transcript is required by other colleges or universities when students transfer their college credit hours earned at HGTC. All requests for HGTC transcripts are handled by the Office of the Registrar on the CONWAY CAMPUS ONLY. The Registrar's Office is located in Building 1100 on the Conway Campus. Students may go online to print an HGTC Transcript Request Form to submit to the Registrar's Office along with the \$15 fee for each transcript (E-Transcripts \$10) requested. Be sure to include the exact mailing address where the transcript is to be mailed.

### The Registrar's Office Contact Information on the HGTC Conway Campus

Phone: (843) 349-5285 • Fax: (843) 234-2213

### Transcript Request Forms Can Be Mailed to the Registrar's Office

HGTC Registrar's Office  
PO Box 261966  
Conway, SC 29528

### HGTC Transcript Request Form Online

Go online to HGTC's webpage <http://www.hgtc.edu/>  
Go to "Search/Quick Links". Click on "Transcripts." Click on "Transcript Request Form."  
<http://www.hgtc.edu/documents/currentstudents/transcripts/TranscriptRequest.pdf>  
Click on "Print Form."

## **PACE Makes Good Financial Sense**

### **Further Reduce Your College Course Load by Attending HGTC Summer Sessions Following Your College Freshman, Sophomore, and Junior Years**

Many PACE students after graduating from high school and completing their freshman year at a two- or four-year college or university will return to HGTC to take Summer Session classes to continue getting ahead on their degree requirements at a reduced cost. Taking advantage of the many courses offered during the summer sessions following your freshman, sophomore, or junior years is a great way to continue saving tuition dollars at HGTC reducing your overall college costs! Adding summer credit transfer hours that can be applied towards scholarships such as LIFE is a smart investment of time and money!

## **Expectations of a PACE STUDENT**

### ***Students are expected to...***

- Meet all course requirements set forth by the professor and successfully complete all coursework as outlined in the course syllabus. Students will receive a syllabus at the beginning of each college class. This is a contract between the student, professor and the college establishing guidelines, procedures and policies regarding student expectations, assignments, grading and class attendance.
- Adhere to the Horry Georgetown Technical College Student Code of Conduct while participating in the college class.
- Communicate with their college professor about any issues that could affect their grade.
- Attend all college classes as scheduled.
- Study at least one to three hours outside of class for every class period depending on the difficulty of the course content and course requirements.
- Notify their Guidance Counselor if there is a need to withdraw from a class within the appropriate drop/add dates.

## **COLLEGE ACADEMIC Terms**

- Dual Credit/Dual Enrollment – eligible high school juniors and seniors are provided the opportunity to take college classes while still in high school earning both high school and college credit. PACE transfer college credits can be applied towards high school graduation and college degree requirements. The credits earned are transferable to all SC public colleges and universities, as well as many private and out of state colleges.
- Course Syllabus – similar to a contract where course information, expectations, policies, and requirements are provided by the professor. Coursework, grading, and attendance policies are outlined. Due dates for assignments, as well as test and exam schedules are often listed.
- Cumulative GPA – a cumulative GPA is the Grade Point Average for a college transcript. A student's grade point average is the equivalent of his or her average for all college course work. Each letter grade has an equivalent point value: The grade point average is found by adding the total grade point values for all courses and dividing by the total number of credits attempted.

## COLLEGE ACADEMIC Terms

- HGTC Grading Scale– A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: Below 60
- PACE Grade Conversions on High School Transcripts as Required by the SC Uniform Grading Policy - PACE Grades will Transfer on a High School Transcript as: A = 96 B= 88 C= 80 D=73 F=61
- Withdrawal – Any student who finds it necessary to withdraw from any course for which he/she is registered must contact their high school counselor for instructions.
- Credit Hours – The credit hour is the basic unit of measure for college credit. Most semester courses award three credit hours for successful completion of coursework. Courses requiring an additional lab generally earn four credit hours, i.e., foreign language or lab sciences
- Associate Degree – Typically a Two-Year Degree that includes general education courses along with courses within a major. Associate degrees are usually a minimum of 60 credit hours and a maximum of 84 credit hours. After earning an associate degree, students may transfer to a four year college applying these college credits towards a bachelor's degree fulfilling many of their general education degree requirements for their major.
- Bachelor's Degree – Typically a Four-Year Degree that includes general education courses along with courses within a major. Bachelor's degree programs usually require the completion of approximately 120 to 150 credit hours. Although it can vary from one course to another, a typical college course usually counts as three credit hours toward a degree.

## PACE DUAL ENROLLMENT “Frequently Asked Questions”

### What Are PACE Dual Enrollment Classes?

PACE classes are college classes you can take while you're still in high school. Getting a head start on college means you can lighten your load in college or even graduate early. You'll save money too, since Horry Georgetown Technical College is affordable and tuition grants may be available. And since PACE classes award college credit in high school, they are a great way to begin your college career. Ask your counselor about the SC Lottery Tuition Assistance provided for students taking 6 college credit hours (two PACE classes) in a semester that reduces course costs significantly. Also, talk more with your counselor about dual credit, earning both high school and college credit for PACE classes.

### Who Is Eligible To Participate In PACE College Classes?

High school juniors or seniors must demonstrate the ability to be successful on the higher level, more advanced college coursework and have the necessary work ethic to handle the increased rigor of college classes. Learning time management and study skills becomes even more important. Eligible students must meet the course prerequisites, the minimum test score requirements for admission, have parental permission, and the approval of the high school counselor to participate in PACE.

### Where Are PACE Courses Taught?

Eligible high school juniors and seniors may participate in PACE classes online, in their respective high school when available, or on one of the three HGTC Campuses, Conway, Grand Strand, and Georgetown when providing their own transportation. PACE classes meet on a Mon./Wed. or Tues./Thurs. schedule.





# **PACE DUAL ENROLLMENT “Frequently Asked Questions”**

## **What Are The PACE College Credit Transfer Courses Frequently Requested Through HGTC?**

Courses include: English 101, English 102, Math 110 (College Algebra), Math 120 (Probability & Statistics), Music 105 (Music Appreciation), Art 101 (Art History & Appreciation), Theater 101 (Intro to Theater), Psychology 201, Sociology 101, Spanish 101, Spanish 102, and Speech 205 (Public Speaking)

## **When Do PACE Classes Begin?**

PACE Fall Semester classes begin in August and PACE Spring Semester classes begin in January. Refer to the HGTC Academic Calendar located online at [www.hgtc.edu](http://www.hgtc.edu). Students will follow the HGTC college calendar for attendance, drop-add dates, and final exams for PACE.

## **Where Can I Get A PACE Dual Enrollment Application Packet?**

Contact your high school guidance counselor to receive an application packet. The PACE Application Packet includes the HGTC Application, FAFSA Waiver, and Attendance Agreement. The Academic Testing and Course Recommendation section on the application form must be signed by the school counselor.

## **Is Orientation Provided For PACE Students?**

PACE Orientation is required to introduce WaveNET and HGTC Student Services available to students.

## **What Is WaveNET?**

WaveNET at [www.hgtc.edu](http://www.hgtc.edu) is the student's connection to online college e-mail and services available. The student's individual login allows access to important HGTC student information, announcements, campus events, and college e-mail. Online tools and resources found on WaveNET include the HGTC Library, Student Success and Technology Center, and the Career Resource Center.

## **Where Do I Get My HGTC WaveNET Login For My PACE Classes?**

PACE students will receive an HGTC acceptance letter in the mail with username, password, and H-number (your HGTC ID number). Keep these in a safe, secure place with easy access.

## **What Is The Best Way To Contact My PACE Professor?**

Students can e-mail their PACE professors on WaveNET. Check your course syllabus or college directory for your professor's e-mail address. E-mail your professors with any issue or concerns you have, to schedule a time to meet with them to discuss your questions, or to notify them of a class absence.

## **What Type Of Credit Is Earned For PACE Classes?**

College credit earned in PACE courses identified as University Transfer are accepted as transfer credit at all two-and four-year SC public colleges, many private colleges, and out-of-state colleges. Students are encouraged to contact their prospective colleges about specific guidelines on transfer credits and appropriate course selections for their major. [www.sctrac.org](http://www.sctrac.org) and [www.che.sc.gov](http://www.che.sc.gov)

## **I Want To Earn A Two-Year Associate Degree Then Transfer To A Four-Year University. I Want To Earn A Bachelor's Degree In College. Are PACE Classes Recommended For Me?**

Whether your college plans include earning an associate's degree, a bachelor's degree or a career-specific major, PACE is the perfect way to get started. For students planning to earn a two-year Associate of Arts or an Associate of Science Degree then transfer to a four-year college, this will give you a head start on earning credits towards your bachelor's degree. For example, HGTC students earning an Associate Degree then transferring to Coastal Carolina University will have their core curriculum requirements waived. This valuable opportunity saves HGTC students both time and money by allowing students to get a four year degree in less time! Get a head start NOW at HGTC!

# **PACE DUAL ENROLLMENT “Frequently Asked Questions”**

## **How Important Are PACE Grades? Do They Affect My High School GPA, Class Rank, & Scholarships?**

The PACE grades earned will be the first grades to appear on your college transcript. Failure to complete these courses with a “C” or better may result in a lower overall GPA and ineligibility or loss of financial aid later on. PACE grades are important and will affect High School GPA, Class Rank, and Scholarships.

## **Can Taking Pace Classes Help Raise My High School GPA?**

Grades in PACE dual credit classes, as well as AP or IB, are given a full quality point higher on the SC Uniform Weighted Grading Scale than the same grade received in a high school college prep (CP) class on your high school transcript.

## **Is Transportation Provided To The HGTC Campus?**

Students must provide their own transportation to PACE classes taught on the HGTC campus. However, many students carpool. HGTC parking decals may be obtained through Public Safety on campus.

## **Are PACE Students Eligible For SC Lottery Tuition Assistance Funds?**

SC resident students enrolled in two PACE classes (6 credit hours) per semester are eligible for Lottery Tuition Assistance funds, paying over half of tuition costs. Ask your counselor about other grants/assistance that may be available. International students/non-residents are not eligible for LTA.

## **What Services Are Provided For A PACE Student With A Disability?**

For information regarding Student Services available for students with an IEP or a 504 Plan contact one of the following advisors at the HGTC Conway Campus, Grand Strand Campus, or Georgetown Campus.

- Conway Campus: Jocelyn Williams, Director for Disability Services 843-349-5249
- Grand Strand Campus: Jim Ratliff, Counselor 843-477-2055
- Georgetown Campus: Jaime Davis, Counselor 843-520-1403

## **What Are The Advantages Of Taking PACE College Credit Classes NOW In High School?**

Taking PACE dual credit classes in high school offers important advantages and benefits, including:

- Earn credits NOW that apply to high school AND college degree requirements.
- Transition smoothly into the rigorous academic expectations of college.
- Save money on tuition costs now at HGTC through affordable tuition which reduces overall college costs.
- Save time by getting a head start on your college associate’s degree or on a bachelor’s degree.
- Reduce the course load during the college freshman and sophomore years, improving the student’s ability to meet the “B” average required to keep scholarships such as LIFE.
- Earn transferable college credit upon successful completion of a PACE course rather than having to take an additional national exam (AP) in order to become eligible to earn college credit. AP classes are yearlong classes that require a national exam score of 3 to earn credit.
- Earn college credit in a PACE course successfully completed in a semester rather than in a year.
- Receive one full quality point for a PACE dual credit course added to the base CP (College Prep) weighting on the SC Uniform Grading Scale which can benefit the student’s high school GPA and class ranking. PACE Dual Credit grades are weighted the same as an AP or an IB course.
- Apply the PACE dual enrollment course towards one of the three AP, IB, or Dual Credit courses needed to meet one of the criteria for students seeking the distinction of a SC Honors Diploma.
- Enroll in two PACE classes per semester (6 credit hours) and be eligible for Lottery Tuition Assistance funds, saving over half of tuition costs. Other grants and assistance may be available. Students must be SC residents in order to be eligible for LTA. LTA is not based on financial need and does not affect LIFE or

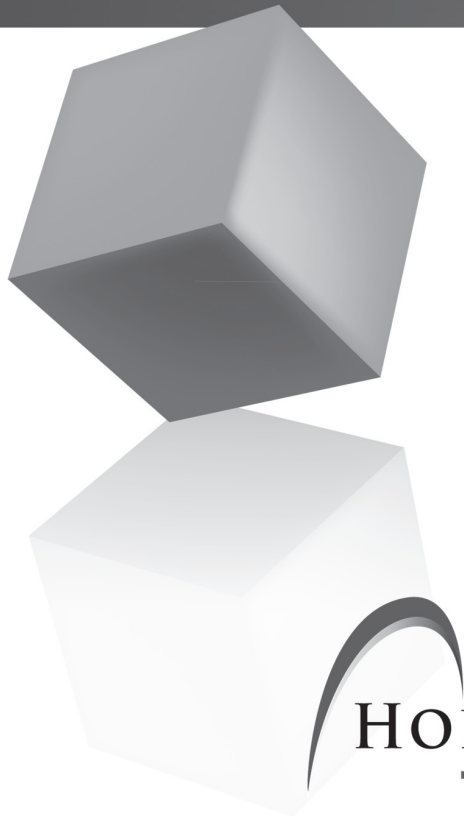
## **PACE DUAL ENROLLMENT “Frequently Asked Questions”**

Palmetto scholarships which begin after completion of high school.

- Prepare high school students to be more successful upon graduation for the next level.
- Develop important time management and study skills.
- Make students more competitive when applying to a two or four year college.
- Get a head start on college means students can lighten their load in college, finish college on time, or even graduate early while saving both time AND money.
- Begin to ease the transition from high school to college before graduation.
- Get the best of both worlds... enjoying your high school activities, having the support of family and friends, and increasing your academic skills in college credit classes that will transfer.
- Have access to a nurturing learning environment in a college setting with dedicated faculty.



# PACE Information & Forms

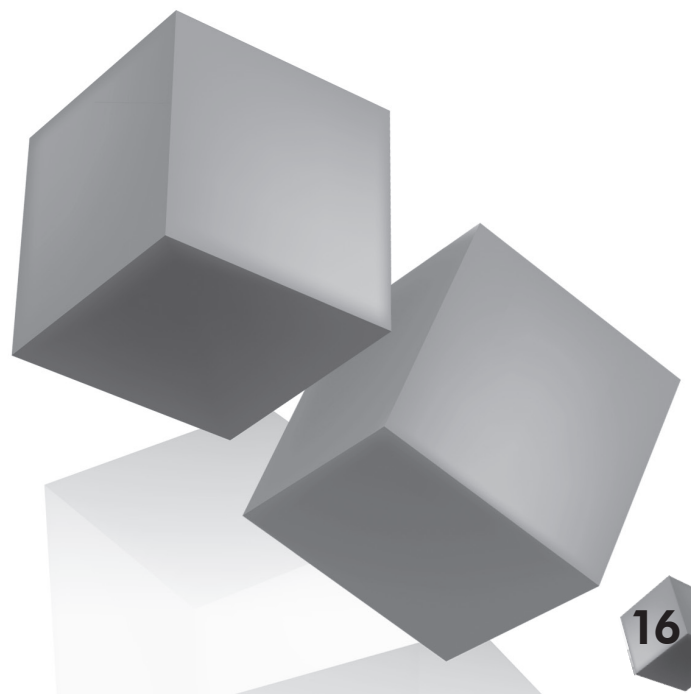


**HORRY GEORGETOWN  
TECHNICAL COLLEGE**



**PACE**

Program For  
Accelerated College  
Enrollment



## Dual Enrollment / PACE

The Program for Accelerated College Enrollment (PACE) provides opportunities for qualified high school juniors and seniors to get a head start on college by taking college credit courses that will also meet high school graduation requirements. Courses are normally approved for dual-credit if requested by the PACE student through his/her high school.

Dual enrollment/PACE courses are offered on all 3 HGTC campuses as well as in many area high schools.

To be eligible to enroll in Horry Georgetown Technical College courses prior to receiving your high school diploma, a student must:

1. **Complete and return Dual Enrollment Application** to the high school guidance office for submission to HGTC by the high school.
  - **Show Parent/Guardian permission** via signature on the HGTC Dual Enrollment Agreement portion of the application.
  - **Show School permission** via completion of the Academic Testing & Course Recommendation portion of the application, which requires an official signature from a high school counselor/principal.
  - **Submit test scores** from either SAT, ACT or the COMPASS Test (HGTC's placement test). COMPASS is offered at several area high schools as well as our Testing Centers. Please refer to the enclosed brochure for testing at any of the HGTC Testing Centers.
2. **Include signed FAFSA Waiver Form** with application (enclosed in envelope with Dual Enrollment Application).
  - Students receive Lottery Tuition Assistance **only** when enrolled in at least 6 credit hours for the semester.
3. The high school must submit completed packets to HGTC by **June 1<sup>st</sup> for the Fall term** and **December 1<sup>st</sup> for the Spring term** in order to reserve a student's place in class. After these dates, students will be registered only as seats are available.

### Test Score Minimums:

Required scores for enrollment in any university parallel course.	SAT		ACT		COMPASS	
	Critical Reading	480	Reading	19	Reading	85
ENG 101			English	19	Writing Skills	78
*MAT 120	Math	440	Math	21	Algebra	46
*MAT 110	Math	480	Math	23	Algebra	62

\*Math 120 (Probability and Statistics)

\* Math 110 (College Algebra)

- **All of the above should be given to your high school counselor.** HGTC will coordinate processing of the applications through the high school.
- If HGTC is unable to fulfill your course request, due to capacity or cancellation, you will be notified and will be required to work with your high school to select additional courses for registration.
- Tuition amounts for the academic year are determined by the College in July. Bills are mailed at the beginning of the semester and are payable upon receipt.
- Any questions regarding whether your school is paying for your courses should be answered by the PACE coordinator in your school Guidance Office.





## DUAL ENROLLMENT APPLICATION FOR ADMISSION

Including PACE / Early College

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

Former Name(s) \_\_\_\_\_  
(Include maiden name & any other name that your personal records may include)

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 \_\_\_\_\_

Ethnic Background: ☐ Black, not of Hispanic origin ☐ Asian or Pacific Islander ☐ White, not of Hispanic Origin  
☐ Hispanic ☐ American Indian or Alaska Native ☐ Other

Emergency Contact \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Last Name First Name Middle Name

High School Attending \_\_\_\_\_  
High School / Homeschool Association

Anticipated Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### RESIDENCY DECLARATION

You must complete the residency portion of the application. Applicants that fail to complete all residency questions will be classified as non-residents and billed the *out of state* tuition rate and lottery tuition assistance will not apply.

Are you a Citizen of the U.S.?

☐ Yes - Complete residency questions below the box.

☐ No - Complete entire residency section including the boxed section below.

Are you a legal immigrant (permanent resident alien) of the USA? ☐ Yes - attach copy of front & back of your green card ☐ No

Country of Citizenship \_\_\_\_\_ Permanent Residents: Resident Alien Number \_\_\_\_\_

Are you here on a Visa? ☐ Yes - attach copy of the visa page of your passport ☐ No

Are you requesting an I-20 form for a student visa? ☐ Yes ☐ No

Are you a legal resident of South Carolina? ☐ Yes - Date present stay in SC began: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ No

In which county do you reside? ☐ Horry ☐ Georgetown ☐ Other Date present stay in county of residence began: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you licensed to drive? ☐ Yes - State: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ No

Do you have a motor vehicle registered in your name? ☐ Yes - State: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ENROLLMENT PLANS

I will take classes (check one): ☐ Fall term (Aug. – Dec.) ☐ Spring term (Jan. – May) ☐ Summer term (May – Aug) Year \_\_\_\_\_

## ACADEMIC TESTING & COURSE RECOMMENDATION

This section should be completed by a school administrator. Students must have qualifying test scores on one of the following to be eligible for PACE courses. Please include a copy of score reports upon submission.

ACT: English \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ SAT: Critical Reading \_\_\_\_\_ Math \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

HGTC COMPASS: Reading \_\_\_\_\_ Writing \_\_\_\_\_ Pre Algebra \_\_\_\_\_ Algebra \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

COMPASS may only be taken twice in a 6 month period of time in efforts to obtain qualifying scores.

Location of COMPASS test: ☐ Conway Campus ☐ Grand Strand Campus ☐ Georgetown Campus ☐ High School

PACE student is approved & recommended to take the following HGTC courses:

If recommended courses are unavailable due to capacity limits or cancelations, changes will have to be authorized by the student's high school.

FALL TERM		SPRING TERM	
Course Name	Days/Times	Course Name	Days/Times

I verify that the PACE application is complete and this student is qualified for course placement.

School Official Name (Print) \_\_\_\_\_

School Name \_\_\_\_\_

Date \_\_\_\_\_

→

School Official Signature \_\_\_\_\_

## HGTC ENROLLMENT AGREEMENT

In preparation to participate in Horry Georgetown Technical College Dual Enrollment, I understand and agree:

- Dual enrollment Students are responsible for adhering to all HGTC policies and procedures, which can be accessed at [www.hgtc.edu](http://www.hgtc.edu)
- There will be a cost for tuition and books. Dual Enrollment students are responsible for ensuring payment.
- I 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 costs of collection, including but not limited to attorney and collection agency fees.
- The performance in these classes, including withdrawals, will directly affect high school record and graduation requirements.
- It is the student's responsibility to verify transferability of PACE coursed to his/her college of choice.
- Grades earned, including withdrawals, in Dual Enrollment coursed directly affect eligibility for SC state scholarship programs.
- Any student providing false information may be subject to dismissal from the college.
- HGTC will release educational/ attendance records regarding courses taken for dual credit to parents/ guardians/ high schools/ governing home schools for the academic year listed above.
- It is understood that the student's image (photo or video) may be used by the college for marketing or instructional purposes in the normal course of the college classes and activities.
- S.C. Lottery Tuition Assistance is available by filling out the FAFSA Waiver Form; the student must be a S.C. resident and enrolled in at least two classes per semester to qualify.
- 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 US citizen, a legal permanent resident in the United States, or an alien lawfully present in the US. In addition, the college may require you to submit documentation that supports your claim.

I have read and understand I certify all application responses are true to the best of my knowledge. I understand any intentional falsification or failure to provide complete information may result in disciplinary action including denial of admission or dismissal after admission.

Student name (Print) \_\_\_\_\_

Date \_\_\_\_\_

→

Student Signature \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



## FAFSA Waiver

_____ Last Name		_____ First Name	_____ Middle Initial	<u>H</u> _____ Student ID
_____ Street		_____ City		_____ State/Zip
_____ Students Home Phone Number			_____ Email Address	

**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 (check all that apply):**

- I am a high school student enrolled in a dual enrollment program. \_\_\_\_\_
- I have already earned a Bachelor's Degree (Transcript(s)/Diploma(s) required). \_\_\_\_\_
- I am not enrolled in a program that is eligible for Title IV Federal Aid. \_\_\_\_\_
- I am a dependent student who cannot get my parent's or guardians' tax form. \_\_\_\_\_

**By not submitting the FAFSA, I acknowledge that:**

- I will not be eligible to receive other Title IV aid, which includes the Pell Grant, Federal Supplemental Educational Opportunity Grant, Perkins Loan, Direct Stafford Loans, Federal Work Study and the SC Need-based Grant. Also, I will not be able to participate in other loan programs offered by the South Carolina Student Loan Corporation or other state assistance programs that require the submission of the FAFSA. Further, I understand that neither the state of South Carolina nor the institution can be held liable for any amount of federal or state funds that I forgo by signing this waiver.
- I do not owe a refund or repayment of a state grant, Pell Grant, or Supplemental Education Opportunity Grant, and I am not in default on a loan under the Federal Perkins Loan, Direct Federal Stafford Loan, William D. Form Federal Loan, or any state loans. I understand that the institution will verify this.

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 circumstances affecting eligibility, I can be subject to the college/university's code of student conduct and applicable civil or criminal penalties.

**This waiver is not valid until all requested documentation is provided to the Financial Aid Office, and all documentation has been verified.**

_____ Student Signature		_____ Date	
_____ Financial Aid Signature	_____ Date	_____ Approved	_____ Not Approved

# Get A Jump Start On College With Dual Enrollment!

## Dual Enrollment through PACE

### (Program for Accelerated College Enrollment)

Through the Program for Accelerated College Enrollment (PACE) at Horry Georgetown Technical College, eligible high school juniors and seniors can satisfy high school graduation requirements AND earn college credit at the same time, getting an early start on a college degree! High school students may earn college/university credit as PACE students through online courses, through requested courses taught on the high school campus, or through courses taught on an HGTC campus. PACE university/courses are transferable to all South Carolina two- and four-year colleges and universities, as well as many private and out of state colleges. Students are encouraged to contact the college to which they intend to transfer to confirm course transferability and be advised concerning appropriate course selections for their major.

## The Advantages of PACE Dual Enrollment

PACE Dual Enrollment classes offered through HGTC helps students to:

- **Earn credits NOW that apply to high school AND college degree requirements;**
- **Reduce the course load during the college freshman and sophomore years, improving students' ability to meet and maintain the "B" average required to keep scholarships such as LIFE;**
- **Provide a pathway to smooth the transition from high school to the academic demands of college;**
- **Boost high school GPA/Class Rank;**
- **Apply a PACE course towards a SC Honors Diploma;**
- **Improve SAT scores; and**
- **Reduce overall college cost significantly.**

## Dual Credit through TAP (Technical Advanced Placement)

Students interested in careers in technology and business can maximize their opportunities through TAP, the Technical Advanced Placement program. TAP is designed to provide transfer credit to HGTC for specific courses taken while still in high school or credit for technology courses taken by high school students on a HGTC campus. The HGTC on-campus classes are typically provided at NO COST to participating high school students if the course is not available at the student's high school. Interested students should contact their high school guidance counselors.

## For More Information & Admission Requirements

Students or parents who want more information about dual enrollment options should contact their high school guidance office or the HGTC

Admissions Office at 843-349-5277 or log onto  
[www.HGTC.edu/highschool](http://www.HGTC.edu/highschool).

HORRY GEORGETOWN  
TECHNICAL COLLEGE



**PACE**

Program For  
Accelerated College  
Enrollment



## PACE Makes \$en\$e

*In this tough economy, PACE makes good financial sense for families with students who intend to pursue a two or four-year degree.*

2013-2014 Average tuition cost of 3-credit hour course at S.C. public university:

**\$1,281**

Tuition cost of 3-credit hour transfer course at HGTC:

**\$417**

(\$864 average savings)

Enroll in 2 courses per semester (6 cr. hrs.) and with Lottery Tuition Assistance\*, your total cost is:

**\$264**

\*Requires South Carolina resident status and enrollment in six or more credit hours. Other requirements may apply.

Check with your high school guidance counselor.

Other grants and assistance may be available.

Call the HGTC Admissions Office for information.



## Transcript Request

Office of the Registrar  
PO Box 261966, Conway, SC 29528-6066

College ID Number : H \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last Year of Attendance: \_\_\_\_\_

Name: (Please list all names attended under) \_\_\_\_\_

Current Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- ☐ Send out transcript immediately.
- ☐ I will graduate from HGTC this semester and want my degree posted before transcript is sent.
- ☐ I am currently enrolled at HGTC and want my transcript held for final grades to be posted.

1. \_\_\_\_\_  
Name of College/University Address City, State, Zip

2. \_\_\_\_\_  
Name of College/University Address City, State, Zip

3. \_\_\_\_\_  
Name of College/University Address City, State, Zip

4. \_\_\_\_\_  
Other Address City, State, Zip

I give permission to HGTC to release my academic transcript to address(es) as indicated.

\_\_\_\_\_  
Student Signature Date

I authorize \_\_\_\_\_ to pick up my transcript. They must must present proof of ID.

TRANSCRIPTS ORDERED IN PERSON OR BY MAIL: \$15.00 EACH  
E-TRANSCRIPTS ORDERED THROUGH PARCHMENT EXCHANGE: \$10.00

WE DO NOT ACCEPT A FAXED REQUEST FOR A TRANSCRIPT  
WE DO NOT FAX ANY TRANSCRIPTS

## More Information And Forms

### HGTC ADMISSIONS OFFICE - PACE ACADEMIC ADVISORS

Conway Campus

Phone: 843-349-5277

Jennifer Overholt-Mau 477-2062

Grand Strand Campus

Phone: 843-477-2060

Jennifer Overholt-Mau 477-2062

Georgetown Campus

Phone: 843-520-1403

Jaime Davis 520-1403

### HGTC BOOKSTORE: BARNES & NOBLE BOOKSTORE AT HGTC • [www.hortec.bncollege.com](http://www.hortec.bncollege.com)

Conway Campus

Phone: 843-349-5220

M-TH 7:45 am - 7:00 pm

Fri. 7:45 - 12:30 pm

Building 200

Grand Strand Campus

Phone: 843-477-2089

M-Th 8:30 am - 1:00 pm

And 3:00 pm - 7:15 pm

Elizabeth Mattocks Chapin Bldg.  
(GS Library)

Georgetown Campus

Phone: 843-545-9898

Hours Posted

\*Next to the Student Canteen

\*Building 100

### HGTC DISABILITY SERVICES AND DISABILITY SERVICES COUNSELOR

Conway Campus

Phone: 843-349-5249

Jocelyn Williams, Director

Grand Strand Campus

Phone: 843-477-2055

Jim Ratliff

Georgetown Campus

Phone: 843-520-1403

Jaime Davis

### HGTC HELP DESK CENTER FOR WAVENET AND D2L INFORMATION TECHNOLOGY SUPPORT & ASSISTANCE

Phone: 843-349-5340

E-mail: [helpdesk@hgtc.edu](mailto:helpdesk@hgtc.edu)

Conway Campus

Building 200, Room 213

Grand Strand Campus

Building 200, Room 111

Georgetown Campus

Building 100, Room 103

### HGTC LIBRARY

Conway Campus

Phone: 843-349-5268

Grand Strand Campus

Phone: 843-477-2012

Georgetown Campus

Phone: 843-520-1424

### HGTC PUBLIC SAFETY OFFICE • HGTC PARKING DECALS

Conway Campus

Phone: 843-349-7806

Grand Strand Campus

Phone: 843-477-2115

Georgetown Campus

Phone: 843-446-1869

### HGTC REGISTRAR'S OFFICE

Conway Campus Only

HGTC Transcripts

Phone: 843-349-5285

### HGTC STUDENT SUCCESS AND TECHNOLOGY CENTER (SSTC) ACADEMIC TUTORING/WRITING CENTER

Conway Campus

Phone: 843-349-7872

Grand Strand Campus

Phone: 843-477-2113

Georgetown Campus

Phone: 843-520-1455

### HGTC TESTING CENTER • COMPASS TESTING

Conway Campus

Phone: 843-349-5248

Grand Strand Campus

Phone: 843-477-2106

Georgetown Campus

Phone: 843-520-1451



