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,

Kimberly Britt, Ph.D., Department Head, Dual Enrollment PACE Program
DUAL ENROLLMENT STUDENT GUIDE

PACE Dual Enrollment/Dual Credit College Courses

HGTC is committed to providing access to higher education for high school students in Horry and Georgetown counties through the PACE Program for Accelerated College Enrollment. Its partnership with Horry and Georgetown County School Districts has allowed high school juniors and seniors to enroll in college courses NOW. Earning dual credit towards high school graduation AND college degree requirements enables students to save time and money by getting an early start on their college degree.

Dual Enrollment Classes

Dual enrollment classes are college courses taught on one of the three HGTC campuses, online, or in select high schools. Students must meet the eligibility requirements and follow dual enrollment guidelines established by their school district. According to the school district’s dual enrollment policy, tuition or textbook costs not paid for by the school district will become the responsibility of the student and parent as stated in the guidelines.

Financial assistance is available for high school dual enrollment students through the S.C. Lottery Tuition Assistance program pays over half of tuition costs. To be eligible, students must be an S.C. resident for at least a year and enrolled in two PACE classes in a semester.

Contact Information

Kimberly Britt, Ph.D.
Department Head of PACE and Dual Enrollment Programs
Phone: 843-349-7158
Email: kimberly.britt@hgtc.edu
Benefits of Dual Enrollment

- Earning college credit in high school can help students to complete their college degree requirements sooner and can assist them in maintaining scholarships such as LIFE.

- Taking dual enrollment classes can reduce overall college costs significantly.

- Taking advantage of college classes not offered in their high school increases the number of college transfer credits students can earn reducing their course load in college.

- Providing students with additional academic skills prepares them to be more successful in college and can smooth the transition from high school to college.

- Taking college classes in high school, allows students more flexibility and more options in college to pursue an additional major or minor, participate in educational internships, or study abroad.
Tuition and Textbook Costs:
Lottery Tuition Assistance (LTA)

Any tuition and textbook costs not paid for by the school district are the responsibility of the student and parent (guardian). The school district’s dual enrollment policy determines if the course’s tuition and textbook costs are the responsibility of the student as outlined in the district’s dual enrollment guidelines. Lottery Tuition Assistance is available and can be applied towards tuition costs only.

Dual enrollment high school students are eligible to receive financial assistance from the SC Lottery Tuition Assistance (LTA) program pays over half of tuition costs. To qualify, high school students must be a SC resident for at least a year and enrolled in two PACE classes (6 credit hours) in a semester. LTA is not based on financial need, therefore many high school dual enrollment students receive significant tuition savings through the Lottery Tuition Assistance program.

Important Note: Eligibility for Lottery Tuition Assistance as a dual enrollment student does not affect the LIFE or Palmetto Scholarships which begin after completion of high school.

Student Eligibility for PACE

High school juniors and seniors must meet the following criteria to enroll in the PACE Program:

- Capable of being successful in college level courses and committed to doing the work required
- Receiving approval from the high school guidance counselor and parent permission
- ACT, SAT, or COMPASS test scores meeting the following eligibility requirements:
  - ACT: Reading 19  ACT: English 19  ACT: Math 21
    (Math 120*)  ACT: Math 23 (Math 110*)
  - SAT: Critical Reading 480  SAT: Math 440 (Math 120*)
    SAT: Math 480 (Math 110*)
  - COMPASS: Reading 85  Writing Skills 78
    Algebra 46 (Math 120*) Algebra 62 (Math 110*)

  *Math 120 (Probability & Statistics)
  *Math 110 (College Algebra)

COMPASS Testing: Schedule an appointment to take the COMPASS Placement Test at the Testing Center on any HGTC campus or test at the high school if available. The COMPASS Test is untimed and is completed in approximately an hour and a half to two hours. It’s administered on a computer. COMPASS has three sections on the test: Reading, Writing, and Math. Prior to testing, complete practice exercises at www.act.org/compass/sample/ to become familiar with the test, to improve your test scores, and to increase score validity. Taking your time and getting the best score possible is worth the extra effort!
PACE Application Process:

1. Meet with Your High School Guidance Counselor to Discuss the PACE Dual Enrollment Program and Eligibility Requirements.

   - Determine which college courses to enroll in and how they will fit with your high school schedule. PACE classes held at HGTC may require late arrival to high school or early dismissal.
   - Inquire if your district pays tuition and textbook costs for select dual enrollment courses.
   - Obtain a PACE Application Packet from your counselor and inquire about application deadline dates. Schedule to take the SAT, ACT, or COMPASS test if you have not taken any of these tests and/or don’t have qualifying test scores to submit. Also, COMPASS scores can be used in place of specific content area scores for SAT or ACT not meeting the eligibility requirements.

2. Complete the PACE Dual Enrollment Application Packet. Submit Your Completed Application Packet to Your High School Counselor.

   - Complete the “Dual Enrollment Application for Admission” Form. Obtain all signatures required.
   - Complete/Sign the “FASFA Waiver” Form, with Social Security Number or “HGTC ID “H” Number
   - Submit ACT, SAT, or COMPASS qualifying test scores.
   *(H Number for Returning PACE Students)

3. Bring Your HGTC Student ID “H” Number and WaveNET “User Name” and “Password” Included In Your PACE Acceptance Letter to PACE Orientation.

Your PACE acceptance letter is mailed to you. The letter will include PACE Orientation dates and times, your student ID “H” number, as well as your “User Name” and “Password” for accessing your personal WaveNET college e-mail account. WaveNET allows you to view your course grades, receive college announcements/updates, and e-mail your college professor. Students will receive instructions and assistance in logging into their personal WaveNET account during PACE Orientation. PACE Orientation is held on each campus. Students will select a date/time and register to attend. Bring your student ID “H” number, WaveNET “User Name” and “Password” with you to Orientation. Store or write this important information in a secure location that is easily accessible.
Academic Advising, Course Selection, and Approval

Consult with your high school counselor when selecting courses to ensure your academic needs and career interests are being met, your courses fulfill high school graduation, as well as college degree requirements. Students are encouraged to contact the college to which they intend to transfer to confirm course transferability and be advised concerning appropriate course selection(s) for their major. View SC College Transfer Credits at http://www.hgtc.edu/academics/university_transfer.html or at www.sctrac.org.

Course Scheduling

PACE classes meet either on a Monday and Wednesday or on a Tuesday and Thursday schedule with no Friday classes.

Student Responsibilities

Dual enrollment students are responsible for -

- Obtaining the approval of their high school counselor and parent(s) to enroll in PACE classes.
- Providing transportation to the HGTC campus. Students must register their vehicle and obtain a parking decal from the Public Safety Office on campus. Some students may decide to carpool with other PACE students from their high school.

Class Preparation

Tuition and Purchasing Textbooks

Dual enrollment students are responsible for paying tuition costs, purchasing their own textbooks and/or supplies for their course in the event their school district does not pay for their PACE course as outlined in the district’s dual enrollment policy guidelines.

When purchasing textbooks, books must be paid for at the time of purchase. Once you have been registered for classes, you can take your schedule to the HGTC Bookstore located on campus. The staff will assist you in finding the required books for your class.

Student Identification “H” Number and ID Card

Students are expected to obtain an HGTC Student ID card. The ID card will have the student’s picture, name and H-number printed on it. Students may get an ID from the Public Safety Office on the Conway Campus, from the Admissions Office at the Grand Strand Campus, or at the Front Office on the Georgetown Campus. PACE students obtain their ID at orientation.

Attend Orientation

PACE Orientation dates, times, and locations are included in the PACE acceptance letter received in the mail and are located at www.hgtc.edu/PACE. Students will need to register for an Orientation session and parents are welcome to attend.
Using WaveNET
Students will receive information about accessing WaveNET, your student college e-mail account, in your PACE acceptance letter received in the mail. Bring your WaveNet login information to Orientation. You can view your schedule, grades, and unofficial transcripts through WaveNET. Students are encouraged to check their college e-mail account regularly for college updates and announcements. View grades on “My Student” Tab and “My Student Grades.”

Academics and Student Conduct
Dual Credit Grades, High School Transcripts, & SC Honors Diploma
PACE dual credit grades are included in your high school transcript. A report of your final course grades will be provided to your high school counselor at the end of the semester. Students may view their grades in WaveNET under “My Student” Tab. Click on the “My Student Grades.” The following grading system is used at HGTC for courses and college transcripts:

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

*The Following PACE Grade Conversions will be Listed on High School Transcripts as Required by the SC Uniform Grading Scale:
A=96        B=88        C=80        D=73        F=61

PACE, Dual Credit, grades are weighted the same as AP (Advanced Placement) and IB (International Baccalaureate) receiving one full quality point higher on a student’s high school GPA than a CP (College Prep) class. One PACE course can also be applied towards the eligibility criteria for a SC Honors Diploma.

Student Conduct
As a dual enrollment student at Horry Georgetown Technical College, you are held to the same code of conduct as a traditional college student while on campus or participating in an HGTC college course.
The College Experience

College Setting
PACE dual enrollment students may attend college classes on an HGTC campus along with other college students. PACE courses taught on a high school campus will provide college expectations within the high school setting. College level courses can be more challenging and will require additional work. Be sure to attend every PACE class, arriving on time, and adhering to the professor’s and college’s policies.

PACE College Class Schedule
PACE classes are scheduled to meet either on Monday and Wednesday or on Tuesday and Thursday with no Friday classes. When taking courses on the HGTC campus, students may be scheduled for late arrival to their high school or for early dismissal.

Class Attendance
Students must attend class and complete all required assignments and tests. It is your responsibility to follow the course guidelines and attendance policy provided by the professor. Students are expected to attend all PACE classes the days they are scheduled to meet. Check your district’s school calendar and compare it to the HGTC Academic Calendar. The holiday schedules may not be the same. Discuss with your professor classes scheduled during your high school break. Refer to your professor’s attendance policy outlined in the course syllabus. Attendance policies in high school regarding excused absences may differ from your professor’s attendance policy in your college class.

Course Syllabus
Carefully read your course syllabus provided by your professor on the first day of class. It contains essential information about course expectations, key dates, class attendance, projects, and grading. Policies for each class are outlined in the professor’s syllabus. Be sure you understand what is expected of you for each class. If you don’t understand, be sure to ask questions! Keep your syllabus, all of your tests, papers, reports, exams, and other assignments in a secure location that is easily accessible.

Course Assignments
Course assignments are to be turned in on time. Generally, late assignments are not accepted in college.

Withdrawing From a Course
Students may not drop or withdraw from a course unless they receive approval from their high school counselor. Students should not simply stop attending a class. They must be officially dropped from the course by completing the official drop form. There are deadlines for dropping a course with a “W” grade and courses dropped after that date will result in an “F” or “WF,” which will affect the student’s grade point average. The high school counselor will contact HGTC to authorize a student’s withdrawal from a course.
College Expectations

PACE Student Expectations for the Classroom

- Take responsibility for your education. Study and learn the course material provided each week. It’s important to listen, ask questions, and complete all of the required work outlined in the course syllabus.
- Arrive on time. Tardiness can often be viewed as a student’s lack of interest or dependability. Coming to class late is a distraction for other students and for your professor.
- Always come to class prepared. Bring pencils, pens, a notebook, textbooks, and any required assignments or other materials requested.
- Be respectful and considerate of other students.
- Ask appropriate questions related to the assignments and the classroom discussion.
- Be courteous. Disruptions such as talking and texting are not allowed in class. Cell phones should be turned off during class.
- Respect the opinions of others. They may have different ideas and opinions but deserve the same level of respect from you as you would like from them.
- Respect your professor. Communicate regularly with your professor regarding questions, assignments, and class expectations. Use your student WaveNET college account to e-mail your professor or to schedule an appointment with your professor during office hours.
- When struggling with your coursework, seek assistance. Use the resources available to students at the Student Success and Technology Center (SSTC) on the HGTC campus. Academic tutoring is available and assistance with writing/editing papers is provided to the student at no charge.

Student Support Services

Academic Services and Academic Support: HGTC Library

Student Success & Technology Center (SSTC) and Writing Center
Each campus has a full service library providing study areas and computers with internet access. To help students achieve academic success, HGTC also provides tutoring assistance and technology support on each campus at the Student Success and Technology Center. SSTC provides free tutoring and study skills/college success skills training, supplemental materials to assist students, as well as technology support and training, assistance with SMARTTHINKING, WaveNET, and D2L. The Writing Center provides free individual help with writing skills and writing assignments.

Services for Students with Disabilities
Appropriate and reasonable accommodations are available to assist students with a documented disability. The student must “self-identify” and must provide documentation of the disability to the Disability Services Counselor on the HGTC campus to begin the process for receiving accommodations.

HGTC Disability Services Contact Information
Disability Services Counselors for the Conway, Grand Strand and Georgetown Campus

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<tr>
<th>Conway Campus</th>
<th>Grand Strand Campus</th>
<th>Georgetown Campus</th>
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<tbody>
<tr>
<td>Phone: 843-349-5249</td>
<td>Phone: 843-477-2055</td>
<td>Phone: 843-520-1403</td>
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<tr>
<td>Jocelyn Williams, Director</td>
<td>Jim Ratliff</td>
<td>Jaime Davis</td>
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### Important Numbers for Horry Georgetown Technical College

**Conway, Grand Strand and Georgetown Campus**

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<th>Conway Campus</th>
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<tr>
<td><strong>HGTC Admissions Office</strong></td>
<td>Phone: 843-349-5277</td>
<td>Phone: 843-477-2060</td>
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<td>Jennifer Overholt-Mau 477-2062</td>
<td>Jennifer Overholt-Mau 477-2062</td>
<td>Jaime Davis 520-1403</td>
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<td><strong>HGTC Bookstore</strong></td>
<td>Phone: 843-349-5220</td>
<td>Phone: 843-477-2089</td>
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<td>M-TH 7:45 am - 7:00 pm</td>
<td>M-Th 8:30 am - 1:00 pm</td>
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<td>Fri 7:45 - 12:30 pm</td>
<td>and 3:00 pm - 7:15 pm</td>
<td>*Next to the Student Canteen</td>
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<td></td>
<td>Building 200</td>
<td>(Grand Strand Campus Library)</td>
<td>*Building 100</td>
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<td><strong>HGTC Disability Services</strong></td>
<td>Phone: 843-349-5249</td>
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<td>Jocelyn Williams, Director</td>
<td>Jim Ratliff</td>
<td>Jaime Davis</td>
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<td><strong>HGTC Help Desk Center for WaveNET and D2L</strong></td>
<td>E-mail: <a href="mailto:helpdesk@hgtc.edu">helpdesk@hgtc.edu</a></td>
<td>Building 200 Rm. 213</td>
<td>Building 100 Rm. 103</td>
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<td><strong>HGTC Library</strong></td>
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<td>Phone: 843-477-2012</td>
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<td><strong>HGTC Public Safety Office</strong></td>
<td>Phone: 843-349-7806</td>
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<td><strong>HGTC Registrar’s Office</strong></td>
<td>Phone: 843-349-5285</td>
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<td><strong>HGTC Student Success and Technology Center (SSTC) • Academic Tutoring/Writing Center</strong></td>
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<td><strong>HGTC Testing Center</strong></td>
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