1. Earn College Credits in High School
2. PACE Application Process
3. PACE Eligibility Test Score Requirements and/or Multiple Measures
4. PACE Course Selections for Fall & Spring Semester
5. Dual Enrollment Policies
6. Academic Policies & Services
7. Tuition, Textbooks, Student Accounts & Financial Aid
8. Testing Center & Disability Services
9. PACE Class Schedules & Course Expectations
10. To-Do’s
STEP 1
Earn College Credits in High School
Get a Jump Start on College...
Earn College Credits NOW in High School

The PACE Dual Enrollment Program allows eligible high school students to earn both high school AND college credits by successfully completing college courses on an HGTC Campus, in select high schools, or online. In accordance with South Carolina state policy, students earn one unit toward their high school diploma for each three-semester-hour college course they successfully complete. As such, student performance in PACE courses taken for dual credit directly affects high school records, GPA, high school graduation requirements, and scholarship opportunities offered after graduation.

Flexible scheduling allows students to take online and/or on campus classes best suited to their high school schedule. The PACE/Dual Enrollment Program reduces students’ course load during their college freshman and sophomore years, saving thousands in tuition costs.

PACE grades are weighted as AP/IB/Dual Credit on the SC Uniform Grading Scale, which boosts high school GPA and class rank. This allows students to be more competitive, stand out in the college admissions process, and have the potential to earn additional scholarship funds.

Please review the PACE Orientation Guide, the PACE Orientation Online Modules, the D2L Student Orientation Video, the Student Resource Guide, and all additional resources available at hgtc.edu/PACE for more information.
STEP 2
PACE Application Process
PACE APPLICATION PROCESS

Step 1  Complete the PACE Online Application at hgtc.edu/pace/apply.  
*Create an account, save your username and password, and complete the application.

It is strongly recommended to have your parent/guardian present when you complete your application due to the parent/guardian information required. It is important you complete all information, especially residency questions, to ensure quick processing of your application. There is no fee for applying. If you received a fee notification, you have mistakenly accessed the College’s application for high school graduates. Do not proceed.

Step 2  Sign and submit the following PACE admissions supplemental forms below online using the DocuSign links provided. This gives you easy access to upload required signatures and documentation.

- Verification of Citizenship & Upload your ID  
  (If your DMV-issued ID says, “Not for Federal Identification,” you will need to submit a copy of your Social Security card or passport instead.)
- Dual Enrollment Parent Agreement

Step 3  Notify your School Counselor of the completion status of your application.

Step 4  Submit high school transcript and test scores.  
Counselors will submit your high school transcript required for admission and multiple measures placement. SAT and ACT scores can also be used for course placement.  
View Admissions Eligibility Requirements at hgtc.edu/pace.

Step 5  High School approval is required. Your Counselor will provide final approval and submit your course selections for Fall and/or Spring semester. An official acceptance letter will be sent to the mailing address provided.

Priority deadlines for Fall and Spring semester are May 1 and November 1.

Afterward, applications will continue to be processed, but the availability of preferred course selections may have limited seating.

If you have any questions or technical issues with your online application, please call 843-477-2097.
STEP 3
Dual Enrollment Placement Requirements and/or Multiple Measures Placement Criteria
DUAL ENROLLMENT PLACEMENT REQUIREMENTS

Students must receive approval from their high school counselor, principal, or designee before completing a dual enrollment application. An unofficial high school transcript is required for admission and will be reviewed for multiple measures course placement. SAT and ACT scores can also be used for course placement. In alignment with state policy, dual enrollment will be limited to junior and senior students in high school. Documented exceptions may be made for freshman and sophomore students. Please see the Exceptional Ability Recommendation document for more details.

### PACE Eligibility Test Score Requirements

<table>
<thead>
<tr>
<th>Class Code</th>
<th>ACT</th>
<th>New SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Reading 19</td>
<td>Evidence-Based Reading &amp; Writing 480</td>
</tr>
<tr>
<td></td>
<td>English 19</td>
<td></td>
</tr>
<tr>
<td>*MAT 120</td>
<td>15</td>
<td>420</td>
</tr>
<tr>
<td>Probability and Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*MAT 122</td>
<td>19</td>
<td>500</td>
</tr>
<tr>
<td>Finite College Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*MAT 110</td>
<td>22</td>
<td>560</td>
</tr>
<tr>
<td>College Algebra</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: ACT and SAT Scores are valid for three years from the date taken for admission.

### MULTIPLE MEASURES PLACEMENT CRITERIA

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 110 &amp; 120</td>
<td>Algebra I, Algebra II &amp; Geometry = B Average (80)</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English I, II &amp; III = B Average Below a B = take the writing diagnostic. OR English I &amp; II = A Average (90)</td>
</tr>
</tbody>
</table>

Students who do not meet the placement criteria for ENG 101 are eligible to enroll in the following courses: ENG 101: ANT 101, ART 101, GEO 101, GEO 102, HIS 101, MUS 105, THE 101.

Students meeting the placement criteria for ENG 101 are eligible to enroll in the following courses: SOC 101, PSY 201, SPA 101 & 102, SPC 205, and PHI 110.
STEP 4
PACE Course Selections for Fall & Spring Semesters
PACE Course Selections for Fall and Spring Semesters

High school Counselors will discuss course recommendations with students and parents. Counselors will submit course requests, ACT or SAT scores, and high school transcripts directly to HGTC.

PACE Courses Offered on HGTC Campuses, Select High Schools, and Online

PACE courses are taught on the HGTC Conway, Georgetown, and Grand Strand Campuses, at select high schools, or online when unable to attend on campus. If requested courses are unavailable due to capacity limits or cancellations, changes will have to be authorized by the student’s high school counselor. Course offerings for classes taken on the high school campus will be provided for you by your counselor.

The courses listed below are typically taken as a college freshman or sophomore and are the top requested by our high school dual enrollment students. These, and many others, are available on-campus or online providing more opportunities and flexibility.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>SOC 101</td>
<td>Intro to Sociology</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition I</td>
<td>SPA 101</td>
<td>Elementary Spanish I</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>SPA 102</td>
<td>Elementary Spanish I</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability &amp; Statistics</td>
<td>SPC 205</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music Appreciation</td>
<td>PHI 110</td>
<td>Ethics</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art History &amp; Appreciation</td>
<td>GEO 101</td>
<td>Intro to Geography</td>
</tr>
<tr>
<td>THE 101</td>
<td>Intro to Theater</td>
<td>GEO 102</td>
<td>World Geography</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Most general education courses transfer to all SC two-year and four-year public colleges, as well as many private and out-of-state colleges. The receiving four-year college determines the transferability of credits. When selecting courses, students should consult the institutions to which they may transfer because requirements vary from college to college and from major to major. It is the student’s responsibility to obtain information regarding the transferability of courses from the colleges they will apply to and possibly attend. Learn more about transferable credits by accessing the South Carolina Commission on Higher Education’s web portal, www.sctrac.org, designed to facilitate college course transfer and articulation in the state.

PACE Course Schedule

PACE class schedules may be viewed in the student’s myHGTC account. Student Resources>Student Dashboard>Class Schedule>Select Term. However, access to the course syllabus, instructor information, and course materials will not be viewable in D2L until the first day of the semester.
STEP 5
Dual Enrollment Policies
DUAL ENROLLMENT POLICIES

Impact of Dual Credit Grades on High School Records

Student performance in dual credit courses will directly affect high school records and graduation requirements. South Carolina school districts are required to enter the earned numeric grade on the student’s high school transcript. In calculating the student’s GPA, all earned numeric grades for college-level dual credit courses are weighted the same as high school AP- and IB-level courses and receive an additional one-point weighting.

Confidentiality of Student Records

HGTC complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA). This law guarantees the privacy of student educational records and protects the student’s right to access those records.

Note: Because Dual Enrollment students are completing courses that will affect their high school transcripts, parents, high school counselors, and administrators have the right to information regarding the students’ coursework and attendance. PACE students and their parents signed the HGTC Dual Enrollment Agreement, allowing the college to provide this educational information.

Grading Procedures

HGTC will report the earned numeric grade for PACE students to the respective high school or home school association at the end of each semester. Interim grades are not provided. Upon receipt of official grades from the HGTC Registrar each semester, the high school counselor or designee will enter the dual credit grades in PowerSchool on the high school transcript in accordance with the SC Uniform Grading Scale.

HGTC Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

Transferability of Courses

PACE course credits with grades of a “C” or above will transfer to all in-state two-year and four-year public colleges in addition to many private or out-of-state colleges.

Repeating a Course

Students who plan to repeat a course should register during the designated registration period. It is the student’s responsibility to verify eligibility for financial aid. All grades earned for the course will appear on the student’s college transcript. The highest grade earned in the course will be the grade used to calculate the student’s college GPA.
STEP 6
Academic Policies & Services
Course Withdrawal Policy

IMPORTANT: Before withdrawing from a course, students must check with their high school counselor to determine the impact this will have on their high school records and graduation requirements. It is important to refer to the Drop/Add Period listed on the HGTC Academic Calendar. The last day to withdraw from a course and receive a grade of “W” is published in the HGTC Academic Calendar. If a student withdraws from a fall course, the grade of “W” will be entered on the HGTC college transcript. This grade will not affect the student’s college GPA. HGTC’s Withdrawal Without Penalty deadline for Fall is early November; for Spring it is mid-March. It is the student’s responsibility to contact the high school counselor to withdraw from a course. The school counselor will contact the parent and notify the PACE Advisor at HGTC. Per the SC Uniform Grading Policy, students may receive a “WF” (50) average on their high school transcript if withdrawn after the high school’s drop/add period.

Online PACE Courses

In addition to courses offered face-to-face, on campus, or at select high schools, students may opt to take their PACE courses online when approved by the school counselor. HGTC online classes are asynchronous, meaning they do not meet on a specific day or time. Students need to regularly log in to check assignment deadlines, professor discussion boards, announcements, and updates, and to complete quizzes and exams. Quizzes and exams have a limited window of time to be completed; access will be denied after the window closes. Students taking an online course must complete the required attendance verification assignment the first week or they will be dropped for non-attendance. Online class attendance is tied directly to the completion and submission of assignments in D2L. Students MUST submit work weekly to avoid being dropped by the faculty for non-attendance.

What is D2L?

Desire2Learn (D2L) is an online learning platform used by HGTC for all courses: online and in-person. Understanding how to utilize D2L resources is important for your success in PACE courses. Access to course materials in D2L begins the first day of the semester. Students are allowed access to grades, attendance, completed assignments, etc. until the final day of the semester (Saturday at 11:59 pm of final exam week). View the D2L Student Orientation Video, D2L Quick Start Guide for Students, and Student Resource Guide at www.hgtc.edu/PACE for more information.

Academic Services and Academic Support: HGTC Library, SSTC, Writing Center

Each campus has a library providing study areas and computers with internet access. To help students achieve academic success, HGTC provides FREE academic tutoring and writing assistance through the Student Success & Tutoring Center (SSTC). Whether you want to prepare for a test, review an assignment, or receive professional assistance with understanding a tough concept—the SSTC can assist you!

SSTC tutors are available to help with the following subject areas: Writing and Public Speaking (papers, essays, reports, MLA/APA style, speeches, and presentations for any subject), Math, Sciences, Social Sciences/Humanities (PSY, SOC, HIS), and more. Tutoring appointments may be scheduled one-on-one, either in-person on all three campuses or online, and scheduled weekly support is available. You can also meet online with tutors via TutorMe, a FREE 24/7 service for students. Schedule an appointment today and find out how SSTC can help YOU achieve college success!
STEP 7
Tuition, Textbooks, Student Accounts, & Financial Aid
Tuition
Tuition cost at HGTC is 1/3 the cost of a 4-year college providing significant overall college savings. SC Lottery Tuition Assistance (LTA) for eligible students provides additional funding, making college more affordable for students.

PACE students taking courses for dual credit are responsible for the cost of the tuition and textbooks unless otherwise directed by the high school counselor or representative. Students are responsible for paying any portion of the tuition not covered by Lottery Tuition Assistance (LTA) or through district programs.

Financial Aid
Lottery Tuition Assistance (LTA) is available to SC resident students taking two PACE classes (6 credit hours) in a semester paying over half of tuition costs. LTA is not based on financial need. LTA does NOT affect LIFE or Palmetto Scholarships, which begin AFTER high school graduation. LTA is paid directly to the student’s college account. The amount of LTA is set by the state before the beginning of the semester.

South Carolina Workforce Industry Needs Scholarship (SC•WINS)
The SC•WINS Scholarship is available to Dual Enrollment students who are already receiving Lottery Tuition Assistance (LTA) for the current academic year and majoring in a critical workforce area as defined by the State Board for Technical and Comprehensive Education. An additional affidavit will need to be completed and submitted to the Office of Financial Aid.

Textbooks
PACE students taking courses for dual credit are responsible for the cost of textbooks unless otherwise directed by the high school. Textbooks must be paid for at the time of purchase. Once you have been registered for classes, you can take your schedule and HGTC Student ID to the HGTC Bookstore located on each Campus. The staff will assist you in finding the required book(s) for your class. Students can make purchases in the store or online at the bookstore’s website, www.hgtc.edu/bookstore.

Billing
Students are responsible for reviewing their account in their myHGTC student portal. Students eligible for LTA and/or additional district funds are not expected to make any payment until the award has been posted to the student’s account. Students will receive a bill in the mail from HGTC several weeks after the semester begins for any remaining balance after all additional funds have been posted to their accounts.

All payments are due by the end of the semester in which the balance is owed. Students who fail to make payment will not be registered for courses in subsequent terms. Additionally, HGTC will withhold transcripts until all balances have been cleared.

PACE students can disregard all posted payment deadlines for the College. Funds will not be owed until bills are sent out mid-semester by the Office of Student Accounts.
STEP 8
Testing Center & Disability Services
HGTC Testing Center

The HGTC Testing Centers test by appointment only. Please make sure you are aware of the Testing Center hours of operation, as all three Campuses are different.

Students will utilize the Testing Center to complete make-up tests for an in-person class or to complete an online course exam. Testing Center appointments must be made 24 hours in advance through your myHGTC account under Student Resources. Final exams must be scheduled well in advance.

Students need an HGTC Parking Decal from Public Safety to park on campus for use of the Testing Center and must present an HGTC Student ID when arriving for their testing appointment. Refer to the “To-Do’s” Section on how to obtain an HGTC Parking Decal and Student ID.

HGTC Testing Center Locations

Conway Campus Testing Center
Building 1100, Room 125
843-349-5248

Grand Strand Campus Testing Center
Building 200, Room 103
843-477-2106

Georgetown Campus Testing Center
Building 100, Room 129
843-520-1451

Hours

Monday–Thursday: 10:00am–5:00pm
Friday: 8:00am–12:30pm Conway Campus Only

Disability Services

Students must contact Disability Services at disabilityservices@hgtc.edu and self-identify. Documentation of the high school IEP or 504 Plan must be provided by the student to receive classroom or testing accommodations as a student enrolled in HGTC courses.

Accommodations are outlined in the Faculty Acknowledgment Forms prepared by the Office of Disability Services and are sent to the student’s HGTC email to digitally sign. Students receive and sign one form per class. Once a student digitally signs a form, that form is automatically sent to the instructor of that course.

Students MUST request to renew their accommodations with the Office of Disability Services every semester.
STEP 9
PACE Class Schedules & Course Expectations
PACE College Class Schedule

PACE courses are offered on all three HGTC campuses, in several area high schools, as well as online. **PACE classes are scheduled to meet on Monday and Wednesday (M/W) and/or Tuesday and Thursday (T/R) with no Friday classes.** Foreign Language courses are four credit-hour courses with extended class times on days met on campus. **Note:** When taking courses on the HGTC campus, students may be scheduled for late arrival to their high school or early dismissal. Students are responsible for providing transportation to the HGTC campus. Students must register their vehicle and obtain a parking decal from the Public Safety Office on campus.

PACE class schedules can be viewed on the student’s myHGTC account. Student Resources>Student Dashboard>Class Schedule>Select Term. Course name, campus building/room number, days/times, and professor are listed. **Online classes do not meet on a specific day/time and are listed as TBA on your class schedule.**

**Class Attendance**

Students must attend class and complete all required assignments and tests. It is the student’s 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 in advance classes scheduled during your high school break or any mandatory high school events. Refer to your professor’s attendance policy outlined in the Course Instructional Package in D2L. Attendance policies in high school regarding excused absences may differ from your professor’s attendance policy in your college class.

**Students may also be dropped (withdrawn) from an online course if multiple assignments have not been received or students have failed to log in for attendance and coursework.** If this occurs after the Drop/Add Period, the student may receive a “WF” on their high school transcript, which will affect their GPA/class rank and scholarship opportunities. Students enrolled in face-to-face classes on campus with excessive absences and/or missing assignments may also be withdrawn by the professor for not meeting HGTC attendance and academic standards.

**Course Instructional Package and Instructor Information Sheet**

Students should carefully read their Course Instructional Package and Instructor Information Sheet provided by their professor on the first day of class and or in D2L. It contains essential information about course expectations, key dates, class attendance, projects, and grading. Policies for each class are outlined in the professor’s Course Instructional Package. Students should be sure to understand what is expected of them for each class. If they don’t understand, they need to ask questions! Students should keep their Course Instructional Package, all their tests, papers, reports, exams, and other assignments in a secure location that is easily accessible.

**Access Attendance, Grades, and Quizzes in D2L**

Weekly/monthly course grades and attendance can only be viewed in D2L while the semester is in session. Keeping copies of this information is important for students. At the end of the semester, the course in D2L will close and only Final Grades will be posted in myHGTC. Quizzes/Exams taken in D2L have a limited window of time to be completed. For final exams, once the window closes on Saturday at 11:59 pm, at the end of final exam week, students will NOT be able to access the test to complete it.
STEP 10
To-Do’s
myHGTC Portal, Student Email, and D2L

PACE acceptance letters mailed to students will include their HGTC Student ID Number (H-Number) and their college myHGTC account username and password. myHGTC is the most important tool for students to communicate with their college professors, check grades, review class schedules, and view their tuition payment account. Students may receive technology support and assistance with their myHGTC account from the Technology Solutions Service Desk on the HGTC Campus and also by contacting the Technology Solutions Service Desk for myHGTC and D2L at 843-349-TECH (8324) or by email, ServiceDesk@hgtc.edu.

NOTE: All PACE students are required to view the D2L Student Orientation Video on the PACE Online Application, which provides them with an additional resource in navigating D2L. In addition, students need to access and review the D2L Quick Start Guide for Students located in the PACE Orientation Guide on the PACE webpage, www.hgtc.edu/PACE.

HGTC Technology Solutions Service Desk and IT Support

For help navigating your myHGTC student portal, or other general questions, please stop by the Technology Solutions Service Desk on campus. For technical assistance with your myHGTC log-in information or D2L, contact the Technology Solutions Service Desk at 843-349-TECH (8324) and follow the prompts, or email ServiceDesk@hgtc.edu.

Conway Campus 843-349-5340 Building 1100, Room 132D
Grand Strand Campus 843-477-2076 Building 200, Room 116

HGTC ID and Parking Decal

The HGTC Student ID Card may be obtained in TECH Central on the Conway and Grand Strand Campuses as well as the Admissions Office on the Georgetown Campus. Students are to bring a current picture ID. Your first ID card is free; however, replacements will cost $5.

An HGTC Parking Decal is required to park on campus. Decals are obtained in the Public Safety Office. Students need to bring a current vehicle registration, a valid driver’s license, their Student ID, and a copy of their class schedule. Students taking PACE courses on campus, as well as online students coming to campus, will need a Student ID Card and a Parking Decal.

PACE Orientation and Orientation Guide

PACE Orientation is offered on the HGTC Campus the first two weeks in August. Students are to view the PACE Orientation Guide outlining specific procedures, student services, and important HGTC contact information. Parents are encouraged to attend. Students must complete the online PACE Orientation found in the myHGTC student portal before the first day of class. When you log in your myHGTC account with your username and password received in your PACE Acceptance Letter, you should see the “Orientation” Card. If it is not on your home screen, please click on “Discover More” to locate the “Orientation” Card to begin.

Access the PACE webpage at www.hgtc.edu/PACE for additional information and valuable resources including the PACE Enrollment Guide, D2L Quick Start Guide for Students, and the PACE Orientation Guide.
Ann Reed Springs  
PACE Program Director  
843-477-2064  
Ann.Springs@hgtc.edu

Hope Wofford  
Dual Enrollment Director  
843-477-2097  
Hope.Wofford@hgtc.edu

Evelyn Scott  
Georgetown County  
Dual Enrollment Advisor  
843-477-2062  
Evelyn.Scott@hgtc.edu

Jaime Davis  
Georgetown County  
Dual Enrollment Advisor  
843-520-1403  
Jaime.Davis@hgtc.edu

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT  
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.

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.