STEP-BY-STEP
PACE Dual Enrollment Guide

HORRY GEORGETOWN
TECHNICAL COLLEGE

PROGRAM FOR ACCELERATED COLLEGE ENROLLMENT
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STEP 1
Earn College Credits in High School
Get a Jump Start on College...
Earning College Credits NOW in High School

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 courses offered 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. Student performance in PACE courses taken for dual credit directly affects high school records, GPA, and high school graduation requirements as well as scholarship opportunities offered after graduation.

Please review the PACE Orientation Guide, D2L Student Orientation video and Student Resource Guide, and all additional resources available at hgtc.edu/PACE.
STEP 2
PACE Application Process
PACE APPLICATION PROCESS

Step 1  Complete the PACE Online Application at hgtc.edu/pace/apply

*Create an account, saving 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  Submit your ACT or SAT test scores and the remainder of this packet to your Guidance Counselor for approval and course selections. If you have not taken either of these or your scores do not meet the minimum requirements, your counselor will submit your high school transcript for review.

Step 3  Return all items below in your PACE Envelope to your Guidance Counselor who will then provide their approval, submit your course selections for Fall and/or Spring Semester, and send your application to HGTC for processing.

- Verification of Citizenship
- Copy of Approved Form of Identification
- Dual Enrollment Parent Agreement
- FAFSA Waiver
- Qualifying Test Scores and/or High School Transcript

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

Afterwards, applications will continue to be processed but 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
PACE Eligibility Test Score Requirements and/or Multiple Measures
PACE ELIGIBILITY REQUIREMENTS/TEST SCORE MINIMUMS

Submit qualifying ACT or SAT scores to your counselor. If you have not taken either of these or your scores do not meet the minimum requirements, HGTC will use Multiple Measures or a combination of the two as a means for admission and placement during the enrollment process. High school transcripts will be reviewed by Dual Enrollment staff to admit students and place students into courses.

### PACE Eligibility Test Score Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT</th>
<th>New SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENG 101</strong></td>
<td>Reading 19</td>
<td>Evidence-Based</td>
</tr>
<tr>
<td></td>
<td>English 19</td>
<td>Reading &amp; Writing</td>
</tr>
<tr>
<td><strong>MAT 120</strong></td>
<td>15</td>
<td>420</td>
</tr>
<tr>
<td>Probability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MAT 110</strong></td>
<td>22</td>
<td>560</td>
</tr>
<tr>
<td>College Algebra</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Eligibility Math Scores Required for Students Enrolling in Math.

### DUAL ENROLLMENT MULTIPLE MEASURES PLACEMENT CRITERIA

High School transcripts reflecting an Unweighted GPA > 2.6 may be submitted for review.

<table>
<thead>
<tr>
<th>Dual Enrollment Math</th>
<th>Algebra I, Algebra 2 &amp; Geometry</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Averages</td>
<td>91 &amp; above—MAT 110</td>
</tr>
<tr>
<td></td>
<td>81-90—MAT 122</td>
</tr>
<tr>
<td></td>
<td>71-80—MAT 120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dual Enrollment English</th>
<th>English I, II &amp; III – 81% and above – ENG 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Averages</td>
<td>Below 81% = take the writing diagnostic.</td>
</tr>
</tbody>
</table>

General education university transfer courses that students can take when not eligible to take ENG 101: ANT 101, ART 101, GEO 101, GEO 102, HIS 101, MUS 105, THE 101

Enrollment in SOC 101, PSY 201, SPA 101 & 102, SPC 205, and PHI 110 courses requires ENG 101 admission requirements are met.
STEP 4
PACE Course Selections for Fall & Spring Semester
PACE Course Selections for Fall and Spring Semester

High School Guidance Counselors will discuss course recommendations with students and parents. Counselors will submit course requests, ACT or SAT test scores, and/or high school transcript directly to HGTC. The courses listed below are typically taken as a college freshman or sophomore.

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

PACE courses are taught on the HGTC Conway, Georgetown, and Grand Strand Campus, at select high schools, or online when unable to attend on campus. When possible, face-to-face classes are recommended. 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 Guidance Counselor.

<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>

PACE courses are transferable to all SC 2-and 4-year public colleges/universities, as well as many SC private colleges and out-of-state colleges. Access SCTRAC, the South Carolina Transfer and Articulation Center, on the PACE webpage. Click on University Transfer which links CHE approved HGTC PACE Courses, select the college institution you may transfer to, then search course equivalencies. Type in course name i.e., ENG 101, SPC 205, ART 101, etc. to view the course equivalency for the specific university or college.
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 Credit students are completing courses that will affect their high school transcripts, parents, high school guidance counselors and administrators have the right to information regarding the students’ course work and attendance. PACE students and their parents signed the HGTC Dual Enrollment Agreement which allows the college to provide this educational information.

Grading Procedures
HGTC will report the earned numeric grade for each student 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 on the high school transcript in accordance with the SC Uniform Grading Scale.

HGTC Grading Scale
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Transferability of Courses
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 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. A link to SCTRAC is also provided on the PACE webpage under University Transfer.
STEP 6
Student Responsibilities
Course Withdrawal Policy
IMPORTANT: Before withdrawing from a course, students must check with their high school guidance 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 course, the grade of “W” will be entered on the HGTC permanent academic record. This grade will not affect the student’s college GPA.

After the drop/add period, withdrawing from a PACE class or being withdrawn by a professor for failing to meet attendance and academic standards of HGTC could result in a failing grade (50 average) on the high school transcript as required by the SC Uniform Grading Policy.

It is the student’s responsibility to contact the High School Guidance Counselor in order to withdraw from a course. The school counselor will contact the parent and notify the PACE Advisor at HGTC. Failure to do so will result in the grade of “WF” on the student’s permanent academic record which will affect the student’s high school grade point average and class rank.

Online Pace Courses
Students enrolled in PACE courses on the HGTC Campus or at select high schools will benefit from direct interaction with their college professor and classmates. However, highly motivated students possessing technology skills, as well as time management skills may benefit from PACE courses offered online when unable to attend courses on campus.

Students enrolled in online PACE courses must login the first class day of the semester (Fall or Spring) or will be dropped (withdrawn) from the course due to non-attendance.

Students must also set up their myHGTC College email and D2L account prior to the first week of classes. TECH Central located on each HGTC Campus can provide assistance to students in setting their account. myHGTC Login Username and Password are included in the student’s PACE Acceptance letter along with their HGTC Student ID (H-Number).

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 college's drop/add period, the student will receive a “WF” on their high school and college transcript which will affect their GPA/Class Rank and scholarship opportunities.

What is D2L?
Desire2Learn (D2L) is an online course tools package allowing students to access course material and resources online. Understanding how to utilize D2L resources is important for your success in PACE courses.

View the D2L Student Orientation video and Student Resource Guide to learn how to access attendance, grades, assignments, as well as contact information for your instructor at www.hgtc.edu/PACE.

Academic Services & 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 also provides free tutoring assistance and technology support on each campus at the Student Success and Technology Center(SSTC). 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 TutorMe, myHGTC, and D2L. The Writing Center provides free individual help with writing skills and writing assignments.
STEP 7
Tuition, Textbooks, Student Accounts, & Financial Aid
Tuition
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 or through district programs.

Financial Aid
Lottery Tuition Assistance (LTA) is available to SC resident students taking 2 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. Students receiving LTA may also qualify for the SC WINS Scholarship if they receive Free and Reduced lunch in high school further reducing tuition costs. The amount of LTA is set by the state prior to the beginning of the semester.

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 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
After the student is registered for courses the initial bill appears on the student’s myHGTC college account. Students and their parents are responsible for reviewing the student’s account and ensuring payment. All payments are due by the end of the semester in which the balance is owed. Students eligible for LTA, SC WINS, or additional district funds are not expected to make payment for the tuition until the award has been posted to the student’s account. Students and parents should continue to monitor the student account and ensure payment once the LTA or any additional awards have been made. Students will receive a bill in the mail from HGTC several weeks after the semester begins for the remaining balance after monies have been posted in their myHGTC account. Payment plans are available if needed.

NOTE: Students who fail to make payment will not be registered for courses in subsequent terms. Additionally, HGTC will withhold transcripts until all payments have been made.
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. Exams must be scheduled as soon as possible. Testing Center Appointments must be made in advance through your myHGTC Account under Student Resources.

Students must bring a photo ID with them in order to test. 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: 7:45am–6:00pm
Friday: 8:00am–12:30pm
Saturday: 9:00am–1:00pm (twice monthly)

Disability Services
Students must contact the Director of Student Development, Beth Havens, on the Conway Campus at 843-349-5249 and self-identify. Documentation of the high school IEP or 504 Plan must be provided by the student in order to receive classroom or testing accommodations as a student enrolled in HGTC courses.
STEP 9
PACE Class Schedules & Course Expectations
Pace College Class Schedule
PACE courses are offered on all 3 HGTC Campuses, in several area high schools, as well as online. PACE classes are scheduled to meet either on Monday and Wednesday (M/W), Tuesday and Thursday (T/R) with no Friday classes. Foreign language courses are a 4 Credit Hour Course with extended class times on days met on campus. They may possibly be listed on the student PACE schedule as (M/W/F) or (T/R/F) when taken on the high school campus. Note: When taking courses on the HGTC campus, students may be scheduled for late arrival to their high school or for 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. Some students may decide to carpool with other PACE students from their high school.

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 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 packet in D2L. Attendance policies in high school regarding excused absences may differ from your professor’s attendance policy in your college class.

Course Instructional Package
Carefully read your course instructional package provided by your professor on the first day of class and viewable 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 instructional package. Be sure you understand what is expected of you for each class. If you don’t understand, be sure to ask questions! Keep your instructional package, all of your tests, papers, reports, exams, and other assignments in a secure location that is easily accessible.

Access Attendance, Grades & Quizzes in D2L
Weekly/monthly course grades and attendance can only be viewed in D2L during the window of time the semester is in session. Keeping copies of this information is important for students. At the end of the semester, the course D2L window closes and only Final Grades are posted in myHGTC. Quizzes/Exams taken in D2L have a limited window of time to be completed. Once the window closes, students will NOT be able to access to complete.
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 communication tool for students to communicate with their college professors, to check grades, class schedules, and tuition payment account. Students may receive technology support and assistance with their myHGTC account from TECH Central on the HGTC Campus and also by contacting TECH Central for myHGTC and D2L at 843-349-TECH (8324) or by email, techcentral@hgtc.edu.

**NOTE:** All PACE students are required to view the D2L Student Orientation video on the PACE webpage, www.hgtc.edu/PACE.

**HGTC TECH Central Support Assistance**

For technical assistance with your myHGTC Log-In information or D2L contact TECH Central at 843-349-TECH(8324).

- **Conway Campus** 843-349-5340  Building 1100, Room 132D
- **Grand Strand Campus** 843-477-2076  Building 200, Room 136

**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, your student ID, and a copy of your class schedule. Students taking PACE courses on campus as well as online students will need an 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 RSVP to an Orientation session and may view the PACE Orientation Guide outlining specific procedures, student services, and important HGTC contact information for PACE dual enrollment students. Parents are encouraged to attend.

Access the PACE webpage at www.hgtc.edu/PACE for additional information and valuable resources including the PACE Enrollment Guide and the PACE Orientation Guide.

Horry-Georgetown Technical College prohibits discrimination against students and employees. Please direct discrimination and accessibility issues to the Office of Student Affairs at 843-349-5228.