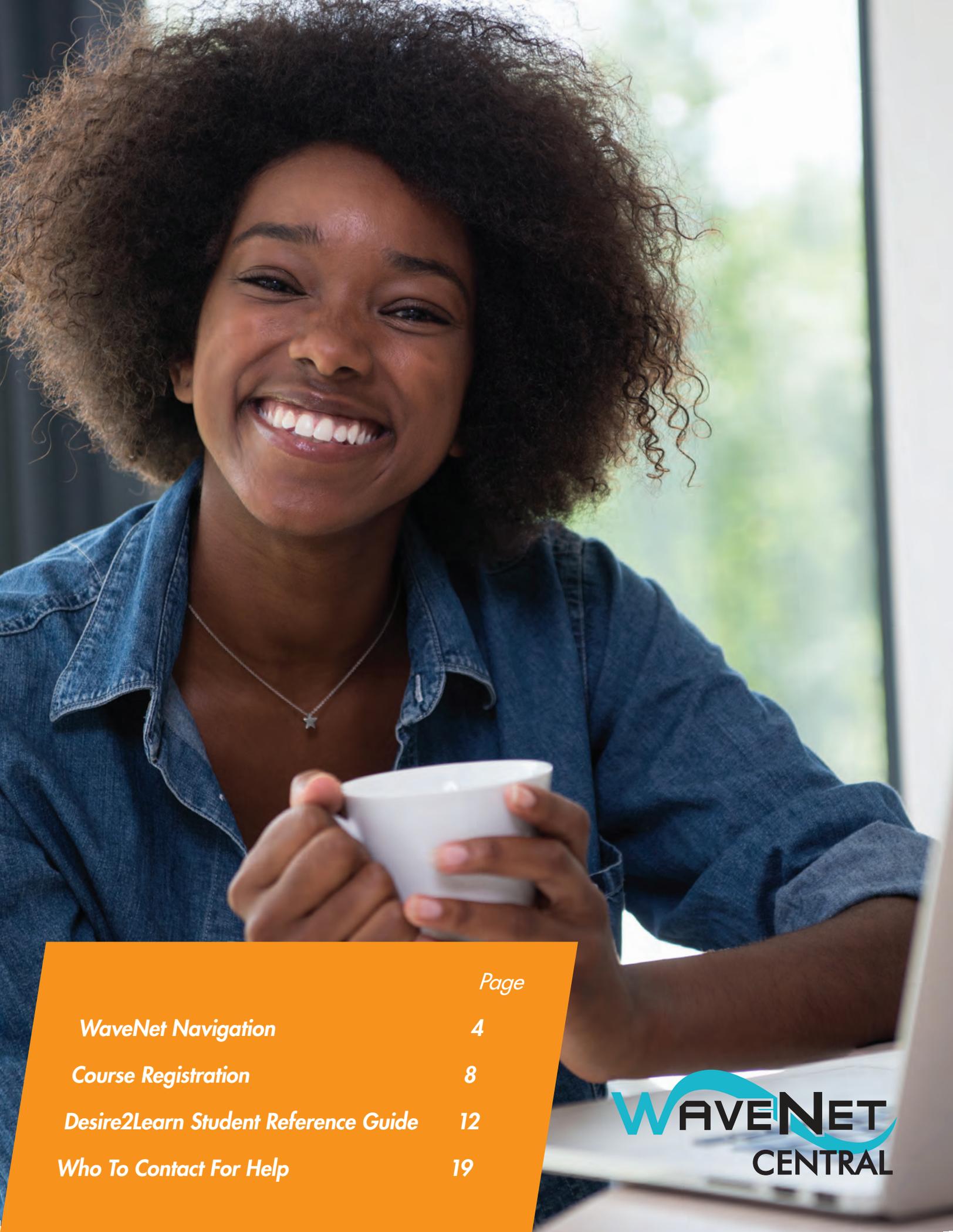


# WaveNet & D2L Navigation Guide





*Page*

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<i>Course Registration</i>	<i>8</i>
<i>Desire2Learn Student Reference Guide</i>	<i>12</i>
<i>Who To Contact For Help</i>	<i>19</i>



## REGISTRATION – TYPES OF CLASSES

Horry-Georgetown Technical College offers courses in various formats to match as many of our students' learning needs as possible; classes are offered in the following ways:

### ON-CAMPUS

The most common types of classes offered at HGTC would be on-campus courses. You will be in a classroom where instructors can easily assist you in a safe learning environment. Classes are taught through lecture so that you can easily obtain the information first hand.



### HYBRID

A hybrid class combines classroom instruction with online learning. In a hybrid course, a significant portion of the instruction activities are online which reduces the amount of time spent in a traditional, face-to-face classroom. This type of course can greatly benefit students who have limited time for in-person classroom attendance.



### ONLINE

An online course offers the convenience of completing coursework from any computer at any location. Online courses use various methods to teach such as pre recorded lecture, readings from the book, and much more. Course participation and assignments may include discussion board posts, quizzes, papers, etc.



***NOTE: For both hybrid and online classes, prior to registration, a student is required to complete the distance learning course orientation.***

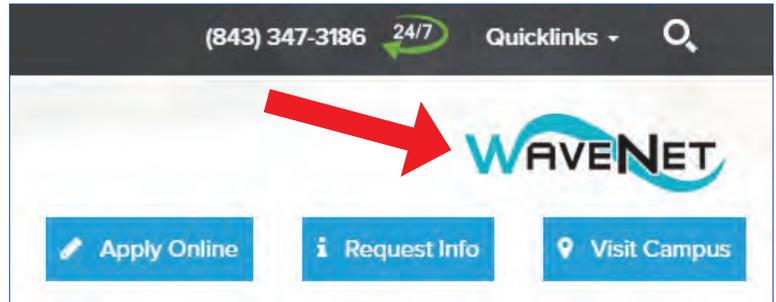
# Getting Started in WaveNet

## How do I obtain my WaveNet username and password?

Once you complete the admissions process, you will receive an acceptance letter in the mail with your username, password, and H number.

## How do I log into WaveNet?

- 1 Go to [www.hgtc.edu](http://www.hgtc.edu)
- 2 Click on the WaveNet icon at the top of the page.
- 3 Log into WaveNet with the username and password provided to you.
  - Change the temporary password to a new password of your own.

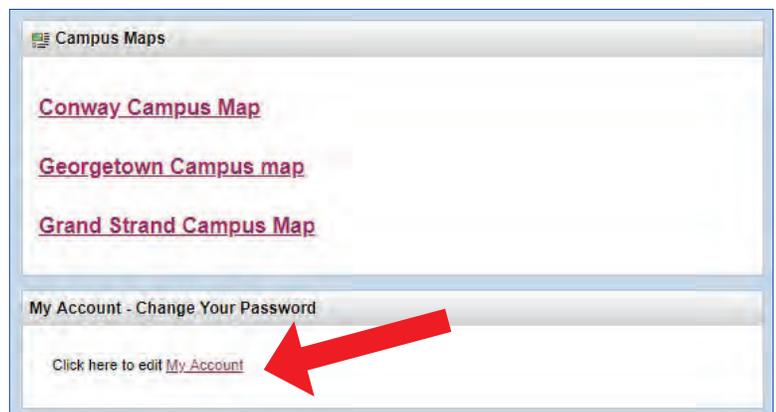


## What do I do if I can't remember my account information?

- If you do not have a WaveNet username and password, contact Admissions at 843-349-5277.
- If you do not remember your username or password and are ON campus at either our Conway or Grand Strand locations, visit WaveNet Central. Be sure you have your H number and a valid Photo ID.
- If you are not on campus, contact the OIT Help Desk at 843-349-5340.

## How can I change my password?

- 1 Log into WaveNet.
- 2 On the "Home" tab click the "My Account" link (third box down, on the left).
- 3 Enter your old password, then the new password in the corresponding boxes.
- 4 Click "Save Changes" at the bottom of the screen; you will see a confirmation stating "Password Changed Successfully" at the bottom of the screen.



# INTRODUCING WAVENET – THE HOME TAB

## The Home Tab

This is the first tab you will see when you log into WaveNet; as such it contains a large amount of the tools you would need on a daily basis.

## ACCESS MY COURSES

Your point of access for D2L which is the schools online learning portal

## CAMPUS MAPS

Provides digital access to maps of all three campuses

## MY ACCOUNT

This tool allows you to change your WaveNet password

## SEMESTER INFORMATION

Provides basic information about registration

## QUICK LINKS

A collection of useful tools to aid in your success while attending HGTC

## MY MAIL

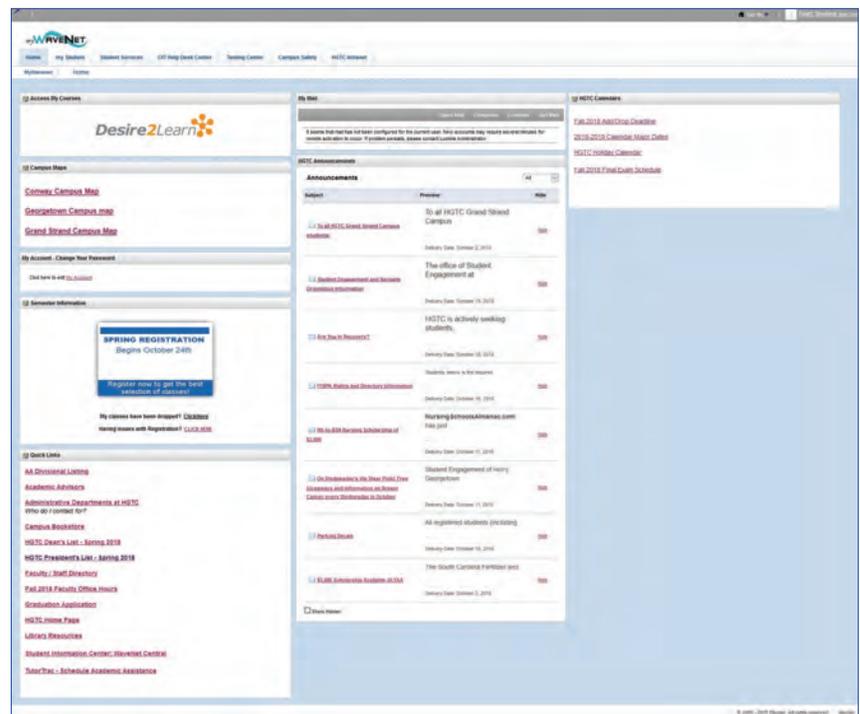
Your student email is located here

## HGTC ANNOUNCEMENTS

Any important events on or around the school will be posted here

## HGTC CALENDARS

This is a group that contains the various calendars for the school



## INTRODUCING WAVENET – THE MY STUDENT TAB

### **The My Student Tab**

This tab serves as your main access point to your student information for not only registration but payment and financial aid as well.

### **WHO'S MY ADVISOR?**

Provides quick access to your faculty advisor's contact information.

### **ACCESS MY COURSES**

Provides access to Desire2Learn, the schools online portal for coursework.

### **PERSONAL INFORMATION**

This section is used to update your contact information for the school.

### **MY DEGREE WORKS**

Used to view details about your degree such as grades and what courses are still needed to graduate.

### **REGISTRATION TOOLS**

Provides access to registration tools, your student schedule, transcripts, enrollment verification, and the Distance Learning Course Orientation.

### **MY FINANCIAL AID REQUIREMENTS**

This tool serves as your main means of checking what items financial aid needs and what they have received.

### **FINANCIAL AID AWARDS**

Contains award package information.

### **MANAGE MY ACCOUNT**

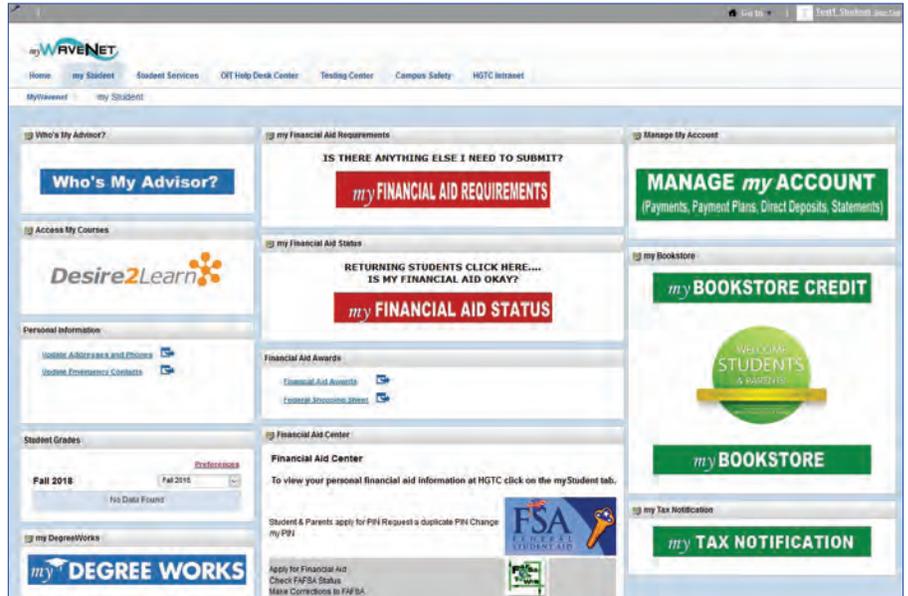
Used to access the online payment system.

### **MY BOOKSTORE**

Provides links to the bookstore and view of bookstore credit.

### **MY TAX NOTIFICATION**

Contains the 1098T form for taxes.



# INTRODUCING WAVENET – THE STUDENT SERVICES TAB

## The Student Services Tab

This tab serves as a good source of information as to what resources the school provides to the student which aid in your success while attending HGTC.

## NAVIGATE

The online new student orientation for the school. Students are encouraged to take this before beginning their first semester.

## STUDENT FAQ

This section contains a variety of common questions and answers that students ask.

## SSTC

The SSTC is the school's tutoring service that is available to all students free of charge. This section contains the links to make appointments both for in person tutoring and online through Brainfuse, for those who need more flexible times.

## STUDENT RESOURCES

This section contains links to various resources a student might need.

## TITLE IX TRAINING

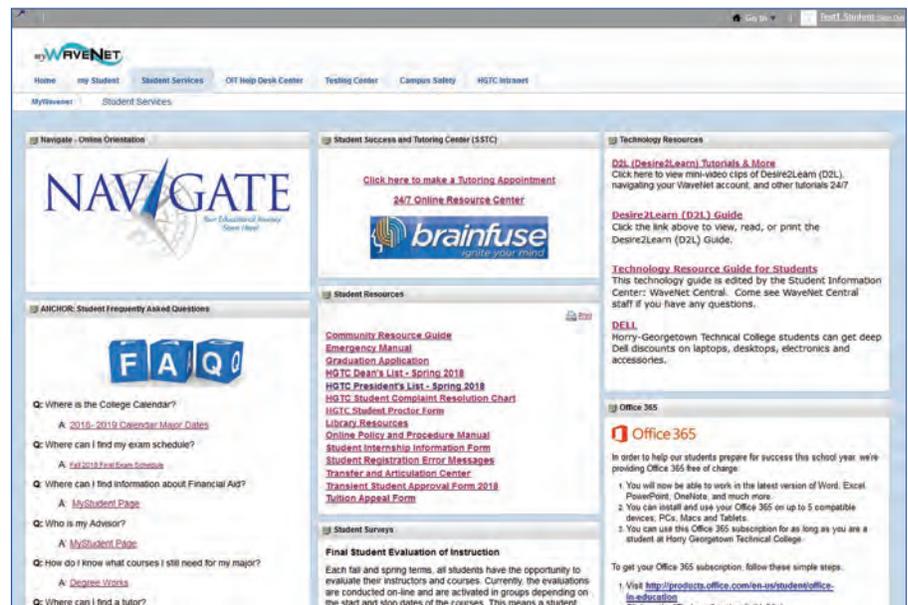
This is a link to the Title IX training information for the school which covers how the school handles Title IX Information.

## TECHNOLOGY RESOURCES

This section contains links to online D2L Guides and other technology related items.

## OFFICE 365

HGTC as a school offers Microsoft Office to students for free as long as they are a student. The instructions on how to make use of this offer are listed here.

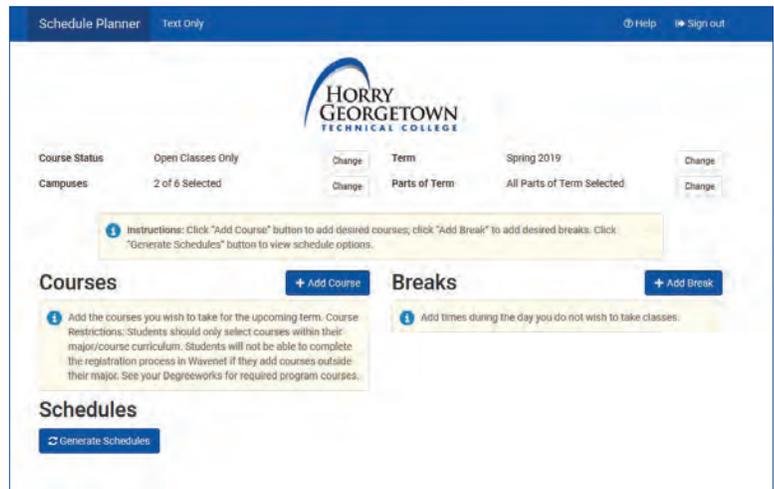


## REGISTRATION – USING SCHEDULE PLANNER

Schedule planner is a tool that assists you as a student in creating an optimal schedule for your needs. This is done by selecting your preferred classes, campus, and break times.

### ACCESSING SCHEDULE PLANNER

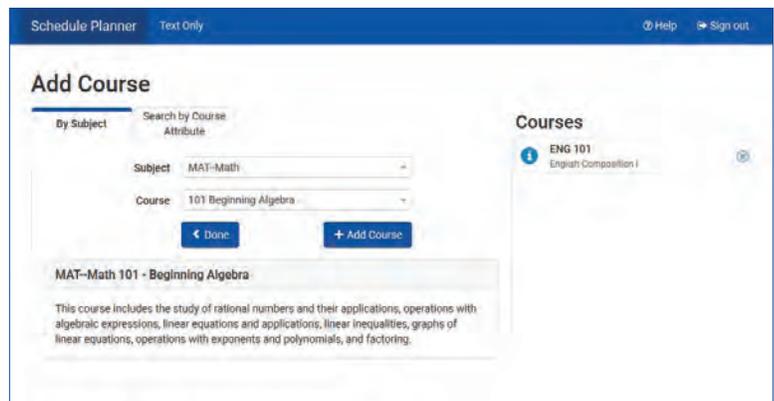
- 1 Log into your WaveNet account.
- 2 Click on the “my Student” tab.
- 3 Under Registration Tools click on “Launch Schedule Planner NEW”
- 4 At this point you will be redirected to the Schedule Planner system
- 5 If you are prompted to select a term, choose the semester you desire to register for; then click “Save and Continue”.
- 6 You will now be on the “select campus” screen. Here you will choose which campus or campuses you wish to attend. Then click “Save and Continue”
- 7 You will now be on the “home page” of Schedule Planner. If necessary, changes to campuses or part of term can be made from this screen.



**NOTE:** If you choose multiple campuses be sure to watch which campus the classes are on to make sure you allow time for travel.

### CREATING A SCHEDULE

- 1 Click on the “Add Course” button to choose the courses you wish to take for the term.
  - a. Select the subject from the drop down list.
  - b. Select the Course from the drop down list
  - c. Click the “Add Course” button.
  - d. Repeat this process until you have selected all of the courses you wish to take.
  - e. Click the “Done” button at this point, this will take you back to the main menu.
- 2 Click the “Generate Schedules” button under Schedules.



**NOTE:** Depending on what campus or campuses you choose, the system may generate hundreds of schedule options. To narrow your results you can change your campus selections as well as part of term or add breaks to restrict times. Once you have made changes you will need to click the “Generate Schedules” button again to show the new list of potential schedules.

### CREATING A BREAK

- 1 Click the “Add Break” button.
- 2 Name the break; chose the start and end time as well as the days of the week.
- 3 Click the “Add Break” button.
- 4 Click the “Generate Schedules” button for your changes to take effect.

### Add New Break

*i* Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time  :

End Time  :

Days  Select Weekdays

MON  TUE  WED  THU  FRI  SAT  SUN

### REVIEWING SCHEDULE OPTIONS

- 1 There are two ways to view the schedules, one is to hover over the  icon. For side by side comparisons you can view up to four schedules by clicking the checkbox next to the icon.
- 2 The second way to view the schedules is to click “View” next to one of the schedules.
  - a. After clicking “View”, a new screen will show detailing the course information for that particular schedule. To see the next schedule option click  (the “Next” button) in the top right corner.

### REGISTERING

- 1 Click “View” next to the desired schedule if necessary to bring up the detailed schedule.
- 2 Click on the “Send to Shopping Cart” button.
- 3 Click the “Register” button below the list of courses.
- 4 If you receive any registration errors either call or visit WaveNet central on the Conway or Grand Strand Campus or Admissions on the Georgetown campus.

#### Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	1406	MAT	101	C06	Beginning Algebra	-
<input checked="" type="checkbox"/>	1971	ENG	101	C07	English Composition I	-

### MODIFYING YOUR SCHEDULE

If you need assistance modifying your schedule please call or visit WaveNet central on the Conway or Grand Strand campuses or visit admissions on the Georgetown campus.

**NOTE:** If you click on the  button at the top of the scree, you will be able to view support videos that will walk you through how to create a schedule, customize options, narrow down schedules, and more.

## REGISTRATION – USING ADD/DROP CLASSES

### REGISTERING FOR CLASSES

- 1 Log into WaveNet (If necessary).
- 2 Click on the “my Student” tab then in the registration tools channel click on “Add or Drop Classes”.
- 3 After clicking on the “Add or Drop classes” link you will be taken to the Select Term Screen. Click the drop down box next to “Select a Term” to select the semester you are planning to register for and then click on the “Submit” button.

Registration Term

Select a Term:

RELEASE: 8.7.1

Subject:

- ACC--Accounting
- ACR--Air Conditioning Refrig
- AHS--Allied Health Science
- AMF--Aircraft Maintenance
- ANT--Anthropology
- AOT--Administrative Office Tec
- ART--Art
- ARV--Digital Arts
- AST--Astronomy
- BAF--Banking and Finance

- 4 Click on the “Course Search” button at the bottom of the screen.
- 5 You will now be on the look up classes screen, from here you may click on either “Course Search” to find the availability for each individual section in that subject area or “Advanced Search” for more control over course and availability options. We will be using advanced search option for this guide.

- 6 As you proceed you will need to fill in the following information in the appropriate fields.
  - a. Course Subject – Ex. ENG for English
  - b. Course Number – Ex. 101 for ENG 101
  - c. Campus if you wish to specify which campus
  - d. Part of term – Ex. Full term if you only wish to see full semester classes
  - e. Start Time
  - f. End time
  - g. Days
- 7 At this point once you have applied the filters you need click on the “Section Search” button.

Subject:

Course Number:

Title:

Schedule Type:

Instructional Method:

Credit Range:  hours to  hours

Campus:

Part of Term:

Session:

Attribute Type:

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

**NOTE:** Depending on what campus or campuses you choose, the system may generate hundreds of schedule options. To narrow your results you can change your campus selections as well as part of term or add breaks to restrict times. Once you have made changes you will need to click the “Generate Schedules” button again to show the new list of potential schedules.

### REGISTERING FOR CLASSES

- 8 On this screen, you will find all courses, sections, times and instructors of the sections that matched your criteria. From this list you will select the one that best suits your needs by clicking the checkbox beside the course you want and then clicking the “Register” button at the bottom of the screen
- 9 After you choose a class and click the “Register” button, the courses you selected will be displayed on this screen. This screen also tells you what date (under the status heading) you registered for the course.

**NOTE:** If you receive an error message on this screen, please contact your advisor, call/visit WaveNet central on the Conway or Grand Strand campuses, or visit admissions on the Georgetown campus.

### DROPPING CLASSES

- 1 Log into WaveNet
- 2 Click on the “my Student” tab, in the registration tools box click on “Add or Drop Classes”
- 3 After clicking on the “Add or Drop Classes” link you will be taken to the Select Term Screen. Click the drop down list below “Select a Term” to select the semester you are planning to drop classes for and then click on the “Submit” button
- 4 On the add or drop classes screen simply choose the option from the drop down menu for the class you wish to drop for “Web Drop/Withdrawal” under the action heading, then click the “Submit Changes” button at the bottom of the page. This will drop you from the class.



## WAVENET, D2L LOGIN AND COURSE ACCESS

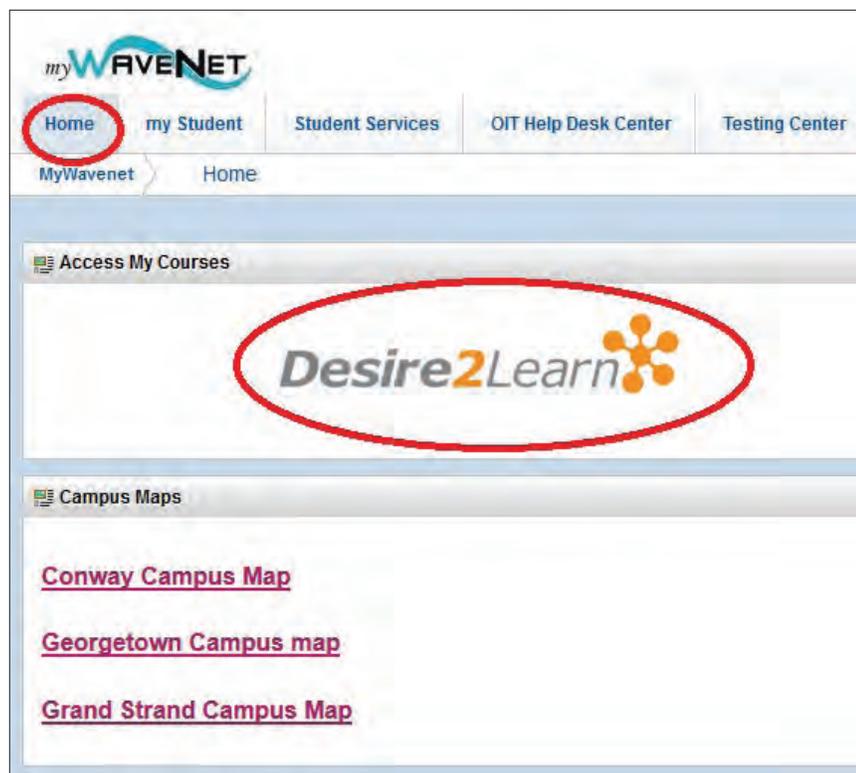
### ACCESSING WAVENET AND D2L

1 - Direct your browser to the HGTC home page using the provided URL: [www.hgtc.edu](http://www.hgtc.edu)

2 - At the top of the page, click on the [WaveNet](#) link. (You will need to log on using the provided credentials in your HGTC acceptance letter).



3 - Once logged into WaveNet, on Home page, click the [D2L](#) icon.



## D2L USERS GUIDE

This will direct you into D2L, and from there, you can navigate your courses within D2L using the **My Courses** tab on the right of the page.

### NEWS ITEMS

Notifications are an important section within a D2L course, as major communications regarding HGTC and your courses can be posted here. Make sure to read all notifications and News items on your homepage and in your class.

## HOW TO START

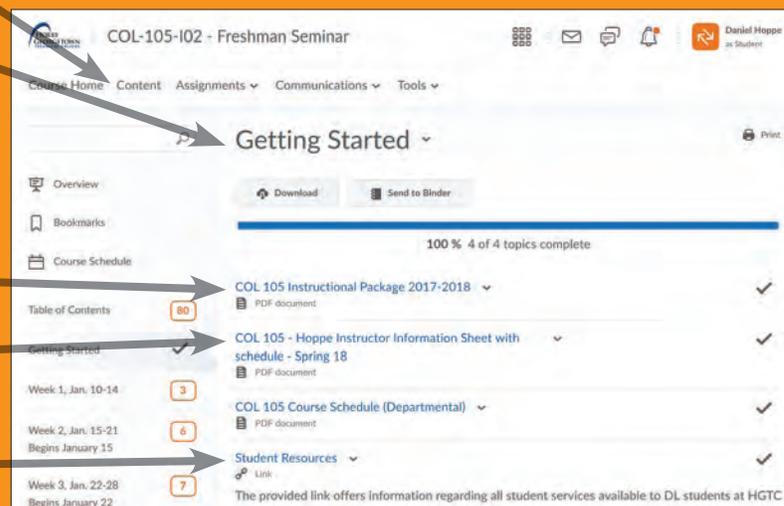
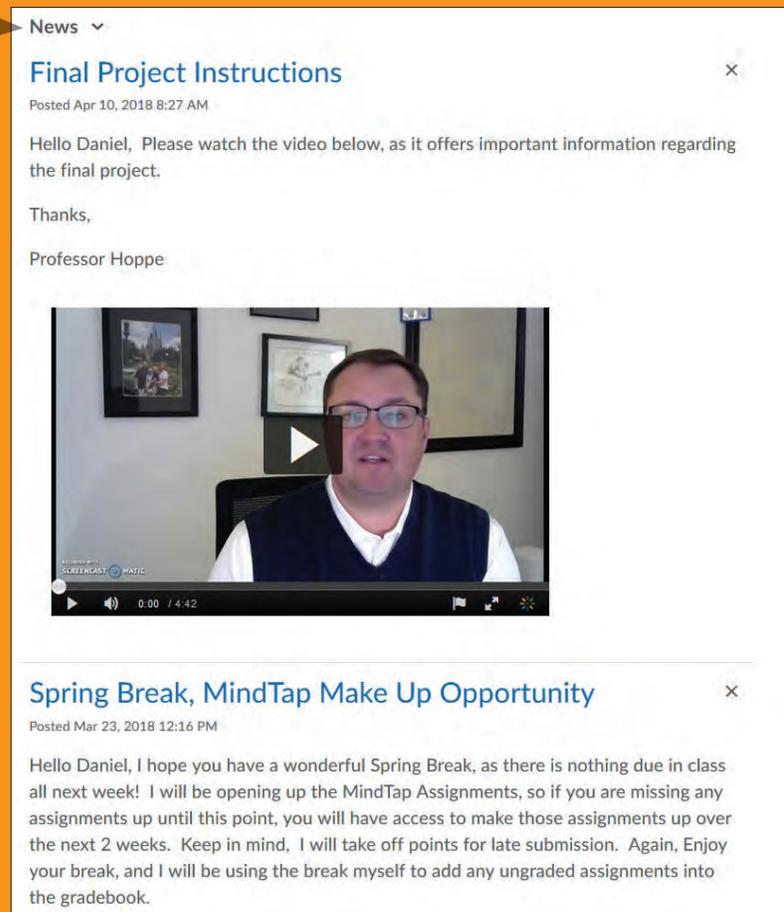
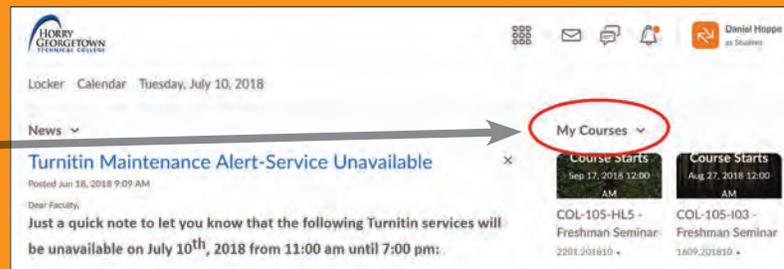
### CONTENT TAB

Once in your online class, all course materials and instructions can be found under the Content Tab, which is located at the top of your online class.

### GETTING STARTED MODULE

The first place to visit under the Content Tab is the "Getting Started" module. This section will include:

- your instructional package,
- instructor information sheet, and
- valuable resources you will need to be successful.



## DROPBOX

The dropbox allows you to submit an assignment to your instructor. Multiple files can be added to the dropbox at a time. Make sure you consult with your instructor regarding the correct document format needed in order for the assignments to be read and graded.

### ASSIGNMENT SUBMISSION

#### ACCESSING DROPBOXES

Click the **Assignments Tab** and choose **Dropbox** to access available dropboxes for your course.

#### INSTRUCTIONS

While most instructors at HGTC prefer to place all of their assignment instructions within the course content, you may find additional instructions here.

#### FILES

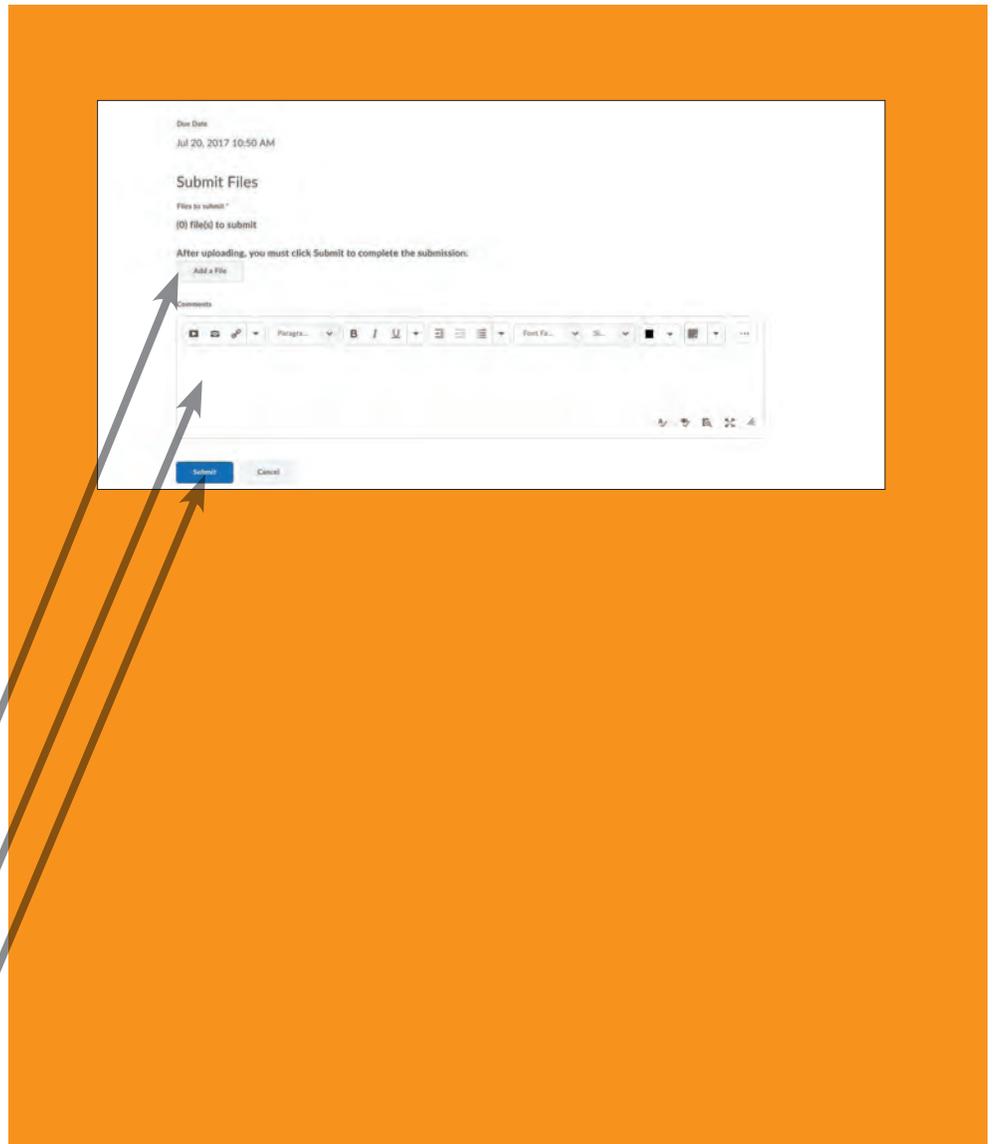
Attach your files here.

#### COMMENTS

A short memo for your instructor can go here.

#### SUBMIT

Click to submit your assignment.



## TAKING A QUIZ

### ACCESSING QUIZZES

Click the Assignment Tab and choose Quizzes to access available quizzes and exams for your course.

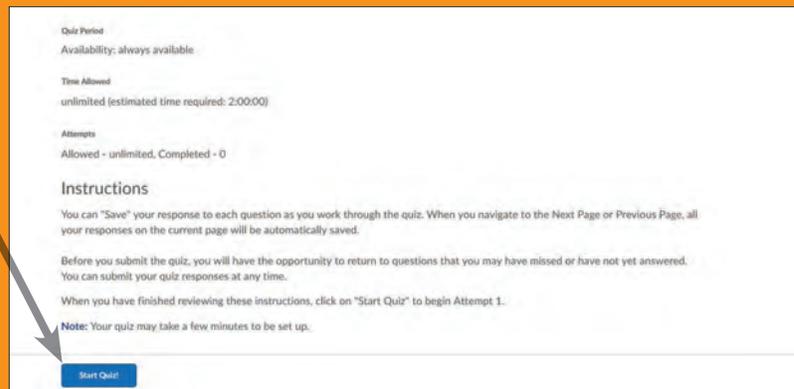
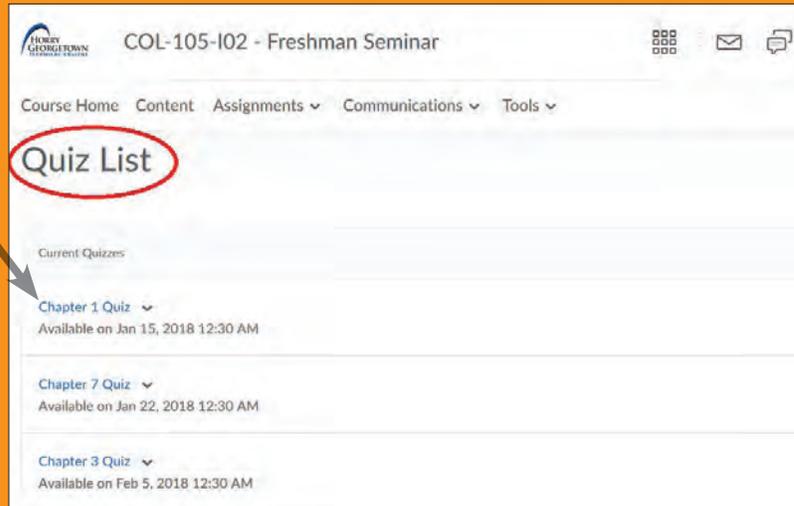
### QUIZ

Click the link for the quiz you need to take.

### START QUIZ

Take time to review the details of your quiz: when it is due, what the time limit is, how many attempts you have, and any additional information your instructor has provided under "Instructions." When you are ready, click the "Start Quiz" button.

*Your instructor may require you to take a quiz or exam as a proctored assessment. This would require you to either utilize an HGTC Testing center, arrange for the exam to be completed at an approved testing center or through HGTC's online proctoring service, RPNOW. Please refer to page 21 of this guide for more details regarding testing options.*



## DISCUSSIONS TAB

### ACCESSING DISCUSSIONS

Click the Assignments Tab and choose Discussions to access available discussions for your course.

### START A NEW THREAD

Click to start a new message.

### MESSAGES

Messages posted by other students appear at the bottom of the screen.

### SUBJECT

This text appears in bold and explains the purpose of your message.

### MESSAGE

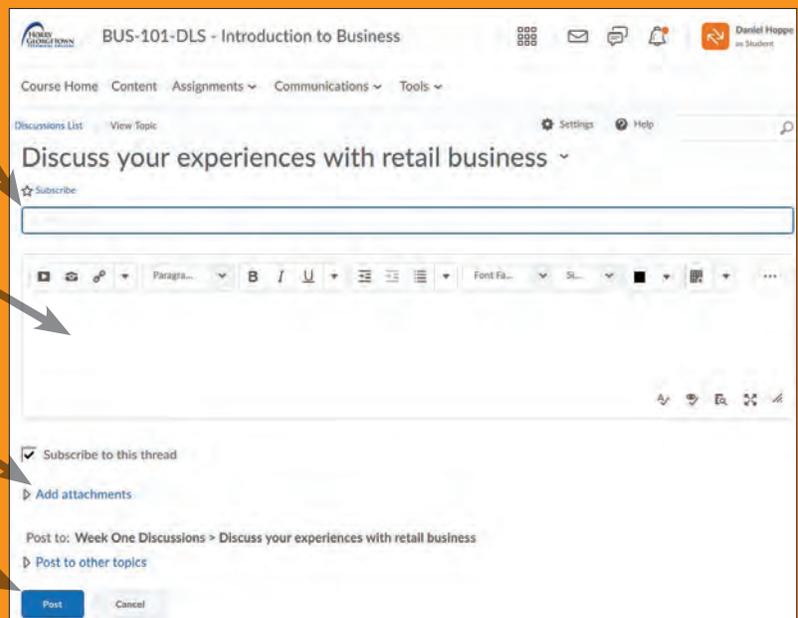
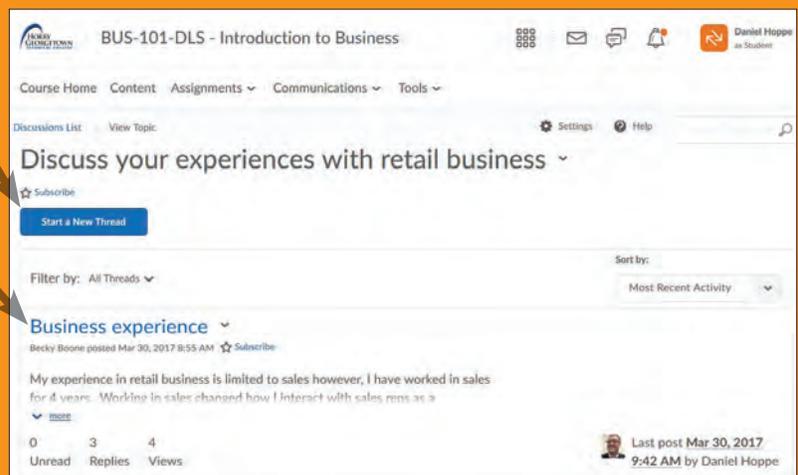
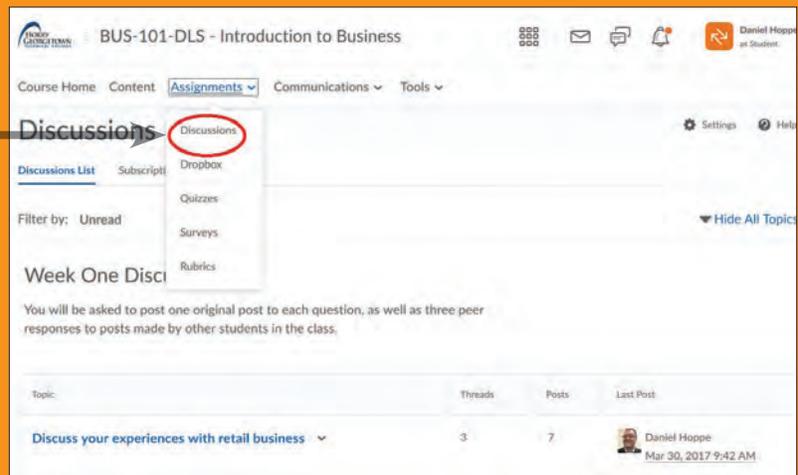
Your message can be typed or copy/pasted into this area. Use the toolbar for formatting.

### ATTACHMENTS

Attach a file to your message.

### POST

Click to submit your message.



## GRADES

### STUDENT GRADEBOOK VIEW

The student view of the gradebook does not show files returned by the instructor. Note that you will need to return to the dropbox in order to see these.

### ACCESSING GRADES

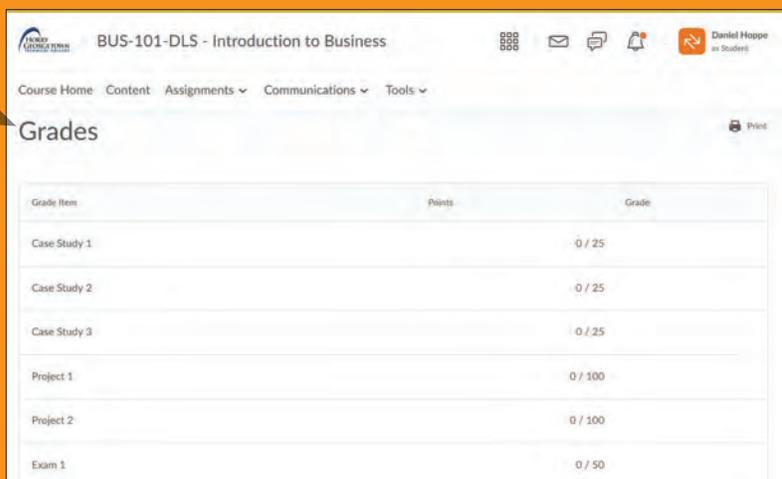
Click the **Tools** Tab and choose Grades to view your grades for your course.

Official grades are provided to students through WaveNet, by clicking the **My Student** tab and scrolling down to **Student Grades**.

The D2L gradebook is provided for student convenience only. Contact your instructor if you have questions regarding your course grade.

### ACCESSING ATTENDANCE

Click the **Tools** Tab and choose Attendance to view your attendance for your course.



Grade Item	Points	Grade
Case Study 1		0 / 25
Case Study 2		0 / 25
Case Study 3		0 / 25
Project 1		0 / 100
Project 2		0 / 100
Exam 1		0 / 50

### ATTENDANCE POLICY FOR DISTANCE LEARNING COURSES:

Students enrolled in online courses for which campus attendance is not required must fulfill the following attendance requirements: You **MUST** establish contact with your professor within the **FIRST 5** class days of the semester – failure to do so may cause you to be dropped from the course. Contact can include visit, phone, e-mail or course activity. \*Failure to contact is the equivalent of failure to attend; student will be dropped and refunds are not automatically issued.

Distance learning students must maintain interaction with the professor as stipulated in the course instructional package. Failure to contact according to this schedule is considered excessive absence. Students must have a weekly presence in their online courses to be considered in attendance.

\*Students dropped from courses for excessive absences as defined by these requirements are automatically assigned a “W” grade prior to the two-thirds point; after the two-thirds point, an instructor may assign a grade of “WF”.

\*Students who fail to complete a scheduled test without contacting the professor are subject to be dropped for absence. Failure to be present and active for two weeks in an online course will result in a withdrawal.

If you find that you’re unable to complete a course, notify the professor immediately by e-mail or by phone. Also, you should go to Registration Tools under the My Student Tab in your WaveNet account to withdraw from the class. Please pay attention to the withdraw and refund deadlines printed in the academic calendar. The grade of “W” will be awarded through the two-thirds point of the semester. Afterwards, a grade of “WF” (Withdraw Failing) may be assigned if the student is failing the class or a “W” if the student is passing.

Refunds are provided to students who register for an online class only if the withdrawal process is completed and meets the refund date deadlines. The College Catalog at [www.hgtc.edu](http://www.hgtc.edu) explains refund deadlines.

## HGTC AND DLI POLICIES

Below are the policies and procedures that differ with online courses compared to traditional courses.

### **HGTC POLICY ON NETWORK COMMUNICATION:**

All users of the College's computers and data network understand and accept that all electronic communications, regardless of their subject, content, nature or format, are "public records" of the State, subject to release through the South Carolina Freedom of Information Act. Except for the limited exemptions specified in Section 30-4-40 of the Act, neither the institution, nor the individual has a right to privacy. Therefore, all electronic actions and communications should be created and distributed under the assumption that the whole world may see them.

### **DISTANCE LEARNING PROGRAMS COMPLAINT PROCEDURE:**

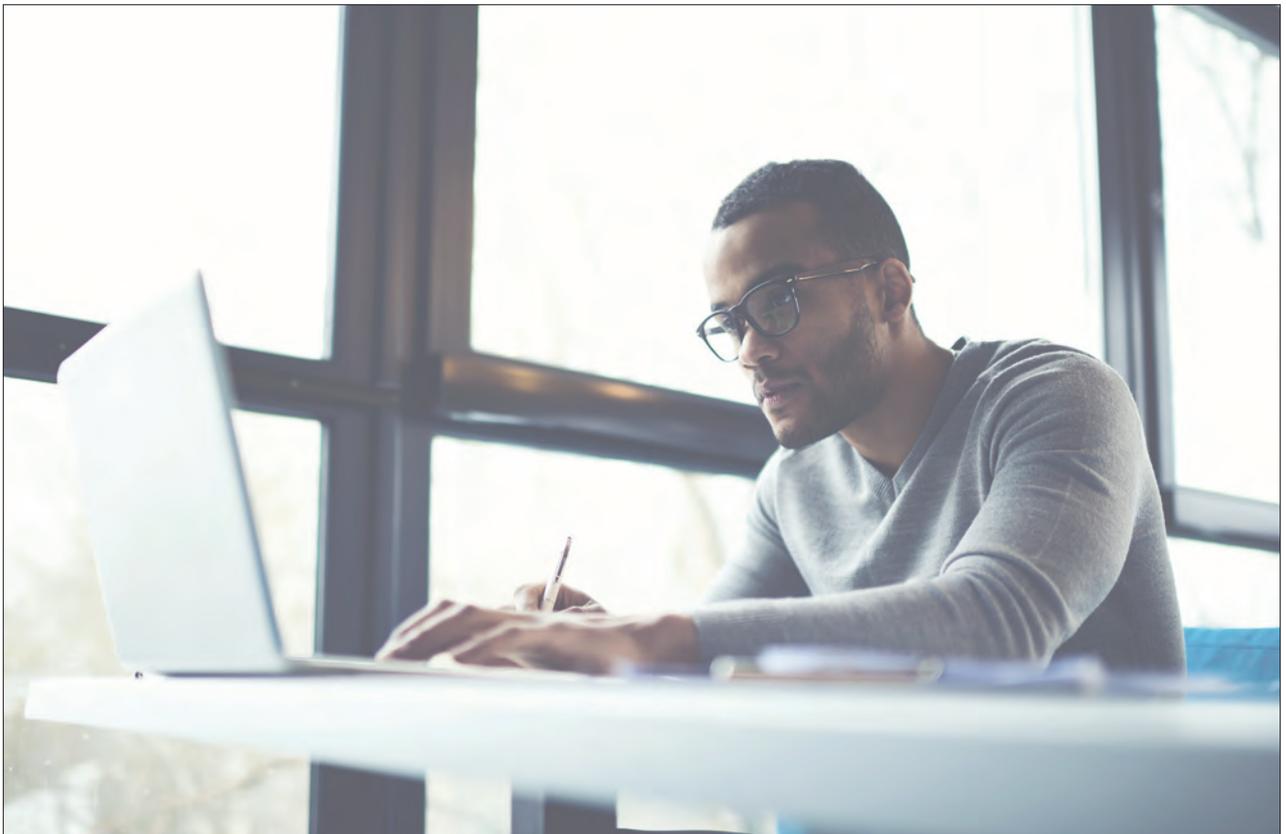
Complaints related to college-specific concerns including academic, curricula, and professionalism should first be directed to the instructor of the course, followed by the Chair of the department.

College-related complaints to include student programs, technology, library services, counseling services, student accounting, and other services should be directed to the appropriate Associate Vice President. Please refer to the student resolution chart on WaveNet for other available options.

In the event of a complaint, the student is encouraged to attempt to resolve the issue with the College through the College's grievance procedure found in the College catalog. The student does have the option of filing a complaint concerning HGTC's Distance Learning Program with the appropriate authority in the state in which he/she resides. Directory of State Authorization Agencies and Lead Contacts is available from The State Higher Education Executive Officers (SHEEO) at <http://www.shceo.org/our-members>.

### **ATTENDANCE POLICY FOR DISTANCE LEARNING COURSES:**

Please refer to page 14 for information regarding HGTC's attendance policy.





# Who to Contact for Help

## DEPARTMENT CONTACT INFORMATION

DEPARTMENT	CONWAY	GEORGETOWN	GRAND STRAND	EMAIL
<b>Admissions</b>	843-349-5277	843-546-8406	843-477-2094	admissions@hgtc.edu
<b>Bookstore</b>	843-349-5220	843-477-2089	843-520-1472	
<b>Career Resource Center</b>	843-349-7899			careerresourcecenter@hgtc.edu
<b>Disability Services</b>	843-349-5277			
<b>Distance Learning Institute (DLi)</b>	843-349-5357			distancelearning@hgtc.edu
<b>Financial Aid</b>	843-349-5251	843-546-8406	843-477-2005	financialaid@hgtc.edu
<b>Library</b>	843-349-5268	843-520-1403	843-477-2012	referencedesk@hgtc.edu
<b>OIT Help Desk</b>	843-349-5340			helpdesk@hgtc.edu
<b>Print Services</b>	843-349-5277			
<b>Registrar</b>	843-349-5285			registrar@hgtc.edu
<b>SSTC – Tutoring</b>	843-349-7872	843-520-1455	843-477-2113	sstc@hgtc.edu
<b>Student Accounts</b>	843-349-5310			
<b>Testing Center</b>	843-349-5248	843-520-1455	843-477-2106	CW-Testing-FD@hgtc.edu
<b>WaveNet Central</b>	843-349-5182		843-477-2076	wavenetcentral@hgtc.edu



There's More.