



DUAL ENROLLMENT STUDENT HANDBOOK



**HORRY
GEORGETOWN
TECHNICAL COLLEGE**

CONTENTS

- 2** HGTC Student Code of Conduct and Academic Misconduct
- 3** Program for Accelerated College Enrollment (PACE)
Benefits of Dual Enrollment
Student Responsibilities
- 4** Dual Enrollment Placement Criteria
- 5** Application Process
Family Educational Rights and Privacy Act (FERPA)
- 6** Course Options
Dual Credit Grades and High School Transcripts
- 7** Counseling and Disability Services
How to Request Accommodations
Academic Services and Support
HGTC Writing Diagnostic
- 8** Tuition and Textbook Costs
Financial Aid
Financial Aid Forms
- 9** Class Attendance
Withdrawing from a Course
- 10** myHGTC Student Portal
HGTC Student Identification Card
HGTC Parking Decal
- 11** Desire2Learn (D2L) Quick Start Guide for Students
- 12** Online Courses at HGTC
Navigating Course Assessments in D2L
Attendance and Grades in D2L
HGTC's Grade Review and Course Retake Policies
- 13** Communication With Your Professor(s)
How to Access Your College Email
Course Instructional Packet and Information Sheet
Classroom Expectations
- 14** Student Schedule
- 15** HGTC Dual Enrollment Academic Calendar
- 16** HGTC Campus Maps
- 17** Important Contacts

HGTC Student Code of Conduct and Academic Misconduct

Dual enrollment students are held to the same code of conduct as traditional college students while on campus or participating in an HGTC course. Please refer to the full Student Code of Conduct found in the HGTC Catalog and Student Handbook.

- Be respectful and considerate of other students and their opinions.
- Respect your professor. Communicate regularly with them regarding questions, assignments, and participation expectations. Use your myHGTC college Outlook account to email your professor or schedule an appointment during office hours.
- 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, silenced, or put away.

All forms of academic misconduct include, but are not limited to, the following: cheating on tests, plagiarism, collusion, and falsification of information, and will thus call for discipline. Alleged violations will be handled according to the procedures presented in the HGTC Student Code of Conduct Policy Section IV.B outlined in the HGTC Catalog and Student Handbook.

1. Cheating on tests is defined and includes, but is not limited to, the following:
 - a. Copying from another student's test.
 - b. Using materials or equipment during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test before its administration.
 - e. Bribing any other person to obtain tests or information about tests.
 - f. Substituting for another student or permitting any other person to substitute for oneself.
 - g. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as:
 - a. The appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
 - a. Submitting content for academic purposes that are created by artificial intelligence (AI), technology platforms, or writing services, and representing that such content is the person's own work product.
3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

Falsification of information and other unlawful acts with intent to deceive are defined as:

1. Forgery, alteration, or misuse of college documents, records, or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

Program for Accelerated College Enrollment (PACE)

The PACE program offers opportunities for high school juniors and seniors to get a head start on college! Through the cooperation of the Horry and Georgetown County School Districts and other area high schools, the PACE program enables qualified students to meet high school graduation requirements while taking college credit courses. These college credits may apply to programs of study at Horry-Georgetown Technical College or transfer to senior institutions.

BENEFITS OF DUAL ENROLLMENT

Taking dual enrollment classes in high school offers significant advantages and benefits, including:

- Earning credits now that apply to high school and college degree requirements. No additional national exams (AP) are necessary.
- Gaining transferable college credits with affordable tuition and funding assistance, saving time and money.
- Boosting your high school GPA and class rank; dual enrollment grades weigh the same as AP/IB/Dual Credit at the top tier of the SC Uniform Grading Scale.
- Standing out from the crowd; dual enrollment classes will make you more competitive in the college admissions process for two and four-year colleges.
- Choosing from various courses; flexible class scheduling on an HGTC campus, online, or a combination allows you to select courses best suited to your high school schedule and after-school activities.
- Easily transitioning from high school to college; small class sizes with dedicated college professors available to meet with you will better prepare you for college after graduation.
- Reducing the course load during the first two years in college, improving your ability to meet the “B” average required to keep scholarships such as LIFE, and giving you more options to pursue an additional major or minor, participate in educational internships, or study abroad in college.
- Gaining access to HGTC’s many FREE student resources: Microsoft Office 365, technology assistance, tutoring (in person or virtual), and use of the HGTC library.

STUDENT RESPONSIBILITIES

Dual enrollment students are responsible for:

- Obtaining the approval of their high school counselor and parent/guardian to enroll in dual enrollment courses.
- Providing transportation to a HGTC campus if applicable. Students must register their vehicle and obtain a parking decal from the Public Safety Office to park on campus.
- Paying tuition costs and purchasing their textbooks/supplies for their course(s).
- Coordinating their high school class schedule and the district calendar with their HGTC schedule and the Dual Enrollment Academic Calendar.
- Communicating with their professor(s) in advance regarding absences due to statewide mandatory testing at their high school.

DUAL ENROLLMENT PLACEMENT CRITERIA

An unofficial high school transcript is required for admission to the PACE program and will be reviewed for Multiple Measures course placement. Multiple Measures is a system that looks at a student's high school grades to determine their eligibility to enroll in certain college courses. SAT and ACT scores can also be used for course placement.

To be eligible for MAT 110, MAT 120, MAT 122, and so on, students must meet one of the following requirements:

- Have a B (80) average in Algebra I, Geometry, and Algebra II.
- Have an ACT Math score of at least 15 (for MAT 120), 19 (for MAT 122), or 22 (for MAT 110).
- Have an SAT Math score of at least 420 (for MAT 120), 500 (for MAT 122), or 560 (for MAT 110).
- Take and pass the HGTC Math Placement Assessment.

To qualify for ENG 101, SOC 101, PSY 201, SPA 101, SPC 205, PHI 110, and so on, students must meet one of the following requirements:

- Have an A (90) average in English I and II.
- Have a B (80) average in English I, II, and III.
- Have an ACT Reading and English score of at least 19 or a SAT Evidence-Based Reading & Writing score of at least 480.
- Take and pass the HGTC Writing Diagnostic (see page 7).

MULTIPLE MEASURES PLACEMENT CRITERIA	
MAT 110, 120, & 122	Algebra I, Algebra II & Geometry = B Average
ENG 101	English I & II = A Average English I, II & III = B Average Below a B = Take the writing diagnostic.

STANDARDIZED TEST SCORE PLACEMENT CRITERIA		
	ACT	SAT
ENG 101	Reading 19 English 19	Evidence-Based Reading & Writing 480
*MAT 120 Probability & Statistics	15	420
*MAT 122 Finite College Mathematics	19	500
*MAT 110 College Algebra	22	560
Note: ACT & SAT scores are valid for three years from the date taken for admission.		

APPLICATION PROCESS

Complete the online Dual Enrollment Application at hgtc.edu/pace/apply.

Create an account, save your username and password, and complete the application.

Parent/guardian information is required, so we strongly recommend that a parent/guardian be present while completing the application. Please complete all information, especially residency questions, to the best of your ability to ensure quick processing of your application. There is no fee for applying.

Sign and submit the following Dual Enrollment Admissions supplemental forms online:

- Student Verification of Citizenship Form + upload your ID—
signed by you, the student
 - *Note: if your DMV-issued ID reads, “Not for Federal Identification,” you must upload your SS card or passport instead.*
- Parent/Guardian Agreement Form—signed by your parent or legal guardian

HGTC dual enrollment staff will notify your high school counselor of the completion status of your application. In the meantime, please do not submit multiple applications or supplemental forms.

Once your application is complete, your counselor will submit your high school transcript and applicable test scores. High school approval is necessary. Your counselor will provide HGTC staff with final approval and submit your fall and/or spring semester course selections online.

Homeschooled students: approval from your association/parent/guardian is required. Please submit your transcript, applicable test scores, and course selections to pace@hgtc.edu.

Once you are admitted to the college, we will send an official acceptance letter to the mailing address provided in your application. Please do not discard this informational packet. It contains your myHGTC student portal login information. If you do not receive an acceptance letter or happen to misplace it, please email pace@hgtc.edu.

Priority deadlines for fall and spring semesters are May 1 and November 1.

Afterward, applications will continue to be processed, but course options may be limited.

If you have any questions or technical issues with the online application, please email pace@hgtc.edu.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) secures the confidentiality of students' educational records. As federal law requires, HGTC may not disclose information about dual enrollment students' grades nor permit others to view or access their records. However, the online Dual Enrollment Application, signed by the student, authorizes HGTC to release educational, attendance, and financial aid records regarding courses taken for dual credit to parents/guardians and the high school staff while enrolled in the program. Parents/guardians also authorize this release in the Parent/Guardian Agreement Form.

COURSE OPTIONS

Dual enrollment courses are taught on the Conway, Grand Strand, and Georgetown campuses, at select high schools, and online. 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.

ENG 101 (English Composition I)	SOC 101 (Introduction to Sociology)
ENG 102 (English Composition II)	SPA 101 (Elementary Spanish I)
MAT 110 (College Algebra)	SPA 102 (Elementary Spanish II)
MAT 120 (Probability & Statistics)	SPC 205 (Public Speaking)
MUS 105 (Music Appreciation)	PHI 110 (Ethics)
ART 101 (Art History & Appreciation)	GEO 101 (Introduction to Geography)
ART 105 (Film as Art)	GEO 102 (World Geography)
THE 101 (Introduction to Theatre)	

These courses, as well as 71 others not listed here, will transfer to all South Carolina two-year and four-year public colleges/universities. For private and out-of-state colleges/universities, students should consult with the institutions to which they may transfer. To learn more about transferable credits, please visit the South Carolina Commission on Higher Education's web portal, www.sctrac.org.

General education university transfer courses students can take when not eligible for ENG 101 and ENG 101-based courses: ANT 101 (General Anthropology), ART 101 (Art History & Appreciation), ART 105 (Film as Art), GEO 101 (Introduction to Geography), GEO 102 (World Geography), HIS 101 (Western Civilization to 1689), MUS 105 (Music Appreciation), and THE 101 (Introduction to Theatre).

DUAL CREDIT GRADES AND HIGH SCHOOL TRANSCRIPTS

HGTC uses the following grading system for courses and college transcripts:

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

Dual Credit grades are weighted the same as Advanced Placement (AP) and International Baccalaureate (IB) grades, receiving one full quality point higher on a student's high school transcript than a College Prep (CP) class. HGTC does not provide interim grades, but will send final numeric grades to the high school counselors at the end of each semester.

For courses to transfer to another two-year or four-year college/university, students must earn a final grade of "C" or higher (70 and above). Failure to complete these courses with a "C" or better may lower a student's overall high school GPA, impacting their ability to qualify for scholarships such as LIFE and Palmetto Fellows after graduation.

COUNSELING AND DISABILITY SERVICES

Appropriate and reasonable accommodations are available to assist students with a documented disability. **Students must contact Counseling and Disability Services at disabilityservices@hgtc.edu, self-identify, and provide documentation of the high school IEP or 504 Plan to begin the process.**

How to Request Accommodations

1. Identify yourself to Counseling and Disability Services.
2. Provide documentation from a qualified professional. Students may use the online Accommodations Intake Form to self-identify and submit their documentation.
3. Counseling and Disability Services staff will evaluate your documentation and generate an accommodation plan on the online Faculty Acknowledgment Form.
4. Sign your part of the Faculty Acknowledgment Form to approve your accommodation plan for each class.
5. Your Faculty Acknowledgment Form(s) are automatically sent to your instructor(s) after obtaining your signature.
6. Coordinate a time to speak with your instructor(s) (outside of class) to discuss the implementation of your accommodations.
7. Submit the online Accommodations Intake Form each semester to request renewal of your accommodations.

Note: Students must request Faculty Acknowledgment Forms with Counseling and Disability Services and complete Steps 6 and 7 at the beginning of each semester.

Accommodations will not be applied retroactively.

ACADEMIC SERVICES AND SUPPORT

Each campus has a full-service library providing study areas and computers with internet access. HGTC also provides tutoring assistance and technology support on each campus at the Student Success and Technology Center (SSTC). The SSTC offers all students the following FREE resources: in-person and online academic tutors for most subject areas, Writing Center support, college success skills training, and professional/interpersonal communication coaching with the EPIC Labs. The Writing Center provides free individual help with writing skills and writing assignments. To receive academic support, please locate the "Tutoring – SSTC" card in myHGTC and select "Schedule a Tutoring Session" or email sstc@hgtc.edu.

HGTC WRITING DIAGNOSTIC

The HGTC Writing Diagnostic involves writing a short essay to be evaluated by the English Department Chair for best course placement. Students are given a choice of three writing prompts based on common knowledge and that do not require research. A typed, five-paragraph essay must be completed within two hours. All essays will be vetted using [Turnitin.com](https://www.turnitin.com). To begin, please contact a dual enrollment staff member.

TUITION AND TEXTBOOK COSTS

Tuition and textbook costs are the responsibility of the student and parent/guardian unless otherwise noted by the school counselor or representative. Tuition at HGTC is 1/3 the cost of a four-year college, providing significant overall college savings.

Students will receive a bill by mail 6-8 weeks after the start of each semester for any remaining balance due after all applicable funding has been applied. **Please disregard any college-wide announcements regarding payment deadlines.** 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.

FINANCIAL AID

SC Lottery Tuition Assistance (LTA): Dual enrollment high school students can receive financial assistance from the **SC Lottery Tuition Assistance (LTA)** program, reducing tuition costs. Qualifying students **must have been SC residents* for at least one year and enrolled in two courses (6 credit hours) per semester.** LTA is **NOT** based on financial need, so it does **NOT** affect LIFE or Palmetto Fellows scholarships after high school graduation. However, grades earned in dual enrollment courses do affect your college GPA and can impact eligibility for future scholarships.

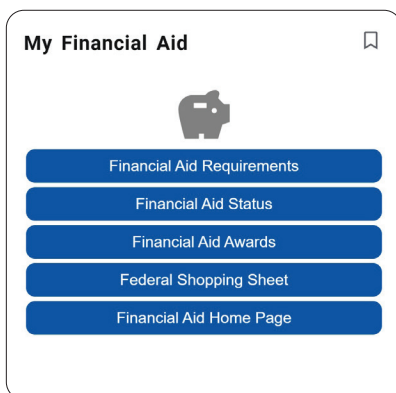
South Carolina Workforce Industry Needs Scholarship (SC WINS): The **SC WINS Scholarship** is available to **SC residents* enrolled in 3 or more credit hours** for the current academic year **if tuition costs are not being covered by the district or other grant funding.** An additional affidavit will need to be completed and submitted to the Office of Financial Aid through your myHGTC portal. For students in the Associate in Arts and Associate in Science majors, SC WINS funding can only be applied to tuition and cannot be used to purchase textbooks.

Students who are classified as South Carolina residents for the purposes of tuition and fees, in accordance with the guidelines established by the South Carolina Commission on Higher Education. **Out-of-state or unknown students are ineligible and will be responsible for all out-of-state tuition charges.*

FINANCIAL AID FORMS

Students **MUST** complete all requested forms in their myHGTC student portal annually to receive financial assistance.

1. Sign into your myHGTC Student Portal.
2. Locate the "My Financial Aid" card with the Piggy Bank icon.
3. Click on "Financial Aid Requirements" (the top blue button).
3. Select "Aid Year 2025-2026" from the drop-down menu.
5. Click the link(s) of the missing requirement(s).
6. Complete the form(s) and sign electronically. Please be sure to hit "Submit Form" when finished. If you have any questions, please call 843-349-5251 or email financialaid@hgtc.edu.



CLASS ATTENDANCE

Students are required to attend all scheduled classes on the days and times they meet and complete all assigned work on time. Students taking online courses are also required to log into D2L weekly and complete their coursework by the deadlines provided.

Students must inform their professor(s) about mandatory testing dates for the PSAT, SAT, ACT, or any career readiness tests they will be taking at their high school. Absences due to mandatory testing will not count against the student's attendance at HGTC. However, absences for extracurricular activities, such as sporting events or family vacations, are not considered excused. Please reserve allowed absences for such events if necessary. Always contact your professor(s) before an absence to arrange for submitting missed assignments, tests, or quizzes. *Note: myHGTC and D2L are not available online outside of the United States. Students going on international trips should notify their professor(s) and plan to complete all work due while they are absent ahead of time.*

Students must adhere to the HGTC holiday and exam schedule noted in the HGTC Dual Enrollment Academic Calendar and coordinate this with their school district's calendar. Please be aware that the holiday schedules and semester start and end dates for HGTC may not align with those of the high school. If there are any scheduling conflicts with high school events or breaks, students must discuss these promptly with their professor(s).

Attendance policies regarding excused absences may vary between high school and college courses. Students are responsible for following the professor's guidelines and attendance policy noted in their Course Instructional Packet; failure to do so may result in being withdrawn from the course for non-attendance.

WITHDRAWING FROM A COURSE

Dual enrollment staff are solely responsible for withdrawing students from courses.

Students are therefore not permitted to withdraw themselves from a course or contact the Registrar's Office to be withdrawn from a course.

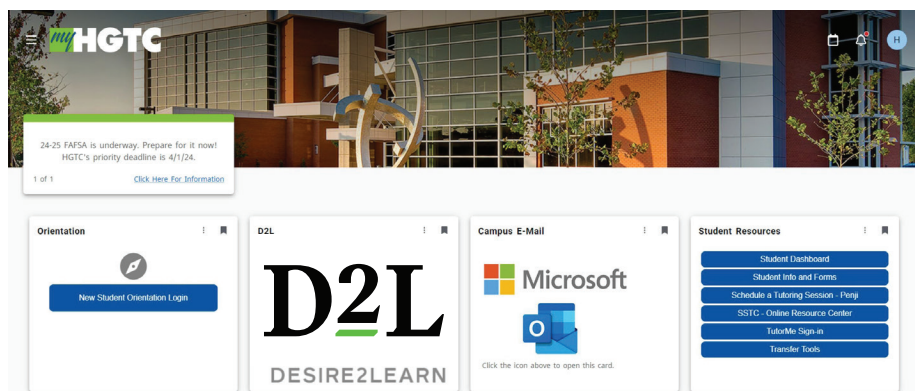
Withdrawing from a course will result in a "W" grade on the student's college transcript and a "WF" (50 average) grade on the student's high school transcript as required by the SC Uniform Grading Policy. **However, there are deadlines for dropping a course with a "W" grade for HGTC.** Courses dropped after these deadlines will result in a "F" or "WF" (50 average) on the student's college and high school transcript, which will affect the student's overall GPA. Please see the HGTC Dual Enrollment Academic Calendar for more information (page 15).

To withdraw from a course, students must first contact their high school counselor.

The high school counselor will then contact HGTC's dual enrollment staff with approval, and a member of our staff will complete the request. Homeschool associations and/or parents/guardians of homeschooled students can reach out to a dual enrollment staff member directly to approve their student's withdrawal from a course.

Professors may withdraw students with excessive absences and/or multiple missing assignments for failing to meet HGTC's Academic and Attendance Policies.

myHGTC STUDENT PORTAL



myHGTC is the one-stop hub for all things HGTC-related. Here, students can view college-wide announcements, log into HGTC's online learning platform, Desire2Learn (D2L), check their schedule, access their HGTC student Outlook email address, make a payment, view final grades, request unofficial and official transcripts, retrieve their FREE Office365 account, and so much more!

HGTC STUDENT IDENTIFICATION CARD

Students attending in-person classes should obtain their FREE student ID card before the start of the semester, as it is required to access certain resources on campus. Although online students and those taking dual enrollment courses at their high school are not required to have a student ID, we highly recommend obtaining one. Student discounts at various stores and restaurants are available to all students with an HGTC ID.

Scan the QR code or visit <https://hgtc.auth.onlinephotosubmission.com> to upload your ID photo. Please select "PACE Student" and the campus location that is most convenient for you. You will receive a confirmation email when your ID is ready for pickup.



HGTC PARKING DECAL

All student vehicles must be registered with Public Safety and have a parking decal to park on all HGTC campuses. To obtain a FREE parking decal, students must bring the following to Public Safety on any HGTC campus:

- Driver's license
- Vehicle registration card
- HGTC Student ID card
- A copy of their current semester schedule from myHGTC (online or printed)

DESIRE2LEARN (D2L) QUICK START GUIDE FOR STUDENTS

The navigation bar, also known as the “navbar,” will always be displayed at the top of the page in D2L. This navbar contains a tile grid for course selection, quick access to your email and important notifications, and your name/profile/settings.



On the D2L home page (displayed when you first log into D2L), you will see additional links to your **Locker** and **Calendar**.

- **Locker** – cloud storage for personal files.
- **Calendar** – displays upcoming deadlines and important dates for your courses (may not be used by all instructors).

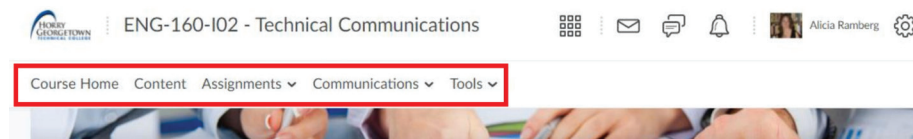
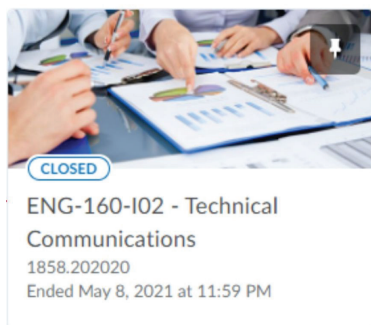
To access a specific course, use the tile grid shortcut in the navbar or select a course from the “My Courses” list on the right side of the screen.

Course access will be available on the day the class begins.

Use the tabs within each course to navigate through the materials and assignments.

My Courses ▼

All Pinned



Here are some of the key tools you will be using; your instructor may use additional features as well:

- **Content** – area for course documents, rubrics, videos, readings, PowerPoint slides, links, etc.
 - **Getting Started** – contains the course syllabus, instructional packet, and info sheet.
- **Assignments**
 - **Discussions** – area for posting messages and replying to other classmates' messages.
 - **Dropbox** – used for submitting written (and similar) assignments.
 - **Quizzes** – area for taking quizzes, exams, and other similar assessments.
- **Communications** – contains shortcut links to news, email, and chat.
- **Tools**
 - **Attendance** – contains your attendance records for the course.
 - **Grades** – contains your grades earned on assignments in the course.
 - **Classlist** – list of all students enrolled in the course.
 - **Calendar** – quick link to the Calendar tool (the course home page also displays upcoming deadlines/events).

ONLINE COURSES AT HGTC

HGTC utilizes Desire2Learn (D2L) as the college's online learning platform. Online courses are therefore asynchronous, meaning that they do not meet on a specific day and time. **Students enrolled in online classes must log into D2L the first week of the semester to complete attendance and ID verification assignments.** Attendance verification requires submitting a designated academic assignment. ID verification requires the student to submit a photograph of themselves holding a visible photo ID (HGTC student ID, high school student ID, or driver's license/permit) next to their face for comparison. **Failure to submit both assignments may result in the professor dropping the student for non-attendance.** After the first week, students must log into D2L weekly and complete all assignments, quizzes, or exams, as online attendance is directly tied to the submission of coursework. **Failure to submit academic assignments for two consecutive weeks may also result in the professor withdrawing the student from the course** for not meeting HGTC's Academic and Attendance Policies.

NAVIGATING COURSE ASSESSMENTS IN D2L

Regardless of course modality (online or in-person), students must turn in course assignments, quizzes, exams, etc., on time via D2L unless otherwise noted by their professor. Quizzes and exams taken in D2L have a limited window of time to be completed. Similarly, the Dropbox for course assignments and discussion board for class discussions are only open for a limited time. If you have technical issues with your quiz/exam or assignment submission, immediately email your professor and contact tech support by submitting a ticket in myHGTC or by calling 843-349-TECH (8324). Professors do not accept late work, so please manage your time appropriately.

ATTENDANCE AND GRADES IN D2L

Students can view course grades and attendance in D2L while the semester is in session. On the Navigation ("Nav") Bar in the course's D2L page, click on the "Tools" tab, then "Grades" or "Attendance." Once the semester is over, the course in D2L will close, and only final grades will show in myHGTC. To determine your final grade before the semester's end, please check your professor's Course Instructional Packet in D2L for the weighting of weekly assignments, quizzes, exams, discussion posts, etc., and calculate accordingly.

HGTC'S GRADE REVIEW AND COURSE RETAKE POLICIES

Students have the right to request a review of an assigned grade no later than the end of the semester immediately following the semester in which the grade was assigned. Students should **contact the professor of the course first**; requests for further grade review must be addressed with the Department Chair who will coordinate the review process and response.

Students planning to repeat a course should register during the designated registration periods. Students are responsible for verifying eligibility for financial aid and other funding. Students must also contact the Financial Aid office regarding any requirements for the aid dispersed for repeated courses. **All grades earned for the course will appear on the student's record, but the highest grade earned will be the grade used to calculate the student's GPA.**

COMMUNICATION WITH YOUR PROFESSOR(S)

HGTC's professors will only use the student's college @hgtc.edu Microsoft Outlook email address when sending notifications, updates, academic alerts, etc. Professors will not use personal, high school, or D2L email addresses. **Students must check their Outlook email weekly and use it as their primary method of out-of-class communication with their professors.**

Students should communicate early and often with their professor(s) regarding any coursework concerns, absences, or technical issues. All professors include their HGTC Outlook email address in the Instructor Information Sheet within the course D2L page. **Remember, your professors are here to help you. Open communication is the key to academic success.**

HOW TO ACCESS YOUR COLLEGE EMAIL

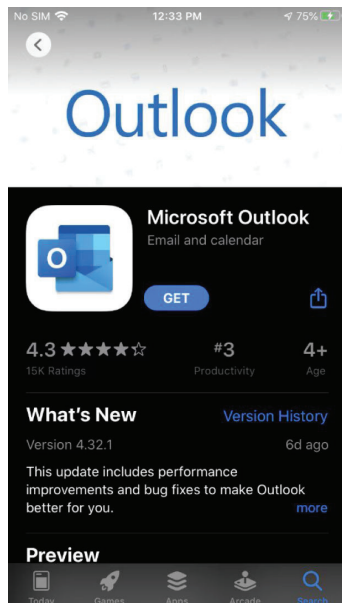
1. On your phone, open the Play Store (Android) or the App Store (Apple).
2. Search for "Outlook."
3. In the results, tap on "Microsoft Outlook" and then tap "Install."
4. Once Outlook finishes installing, open the app.
5. Tap "Add Account."
6. If prompted with a list of accounts, tap "Skip." In the email address line, type your myHGTC email address and follow the on-screen instructions. When prompted for a password, type your myHGTC password.

COURSE INSTRUCTIONAL PACKET AND INFORMATION SHEET

Each course will provide the Instructional Packet and Course Information Sheet in D2L. On the Navigation ("Nav") Bar in the course's D2L page, click on the "Content" tab, then "Getting Started." Carefully read all information provided by your professor on the first day of each semester. These documents contain essential information about course expectations, deadlines, attendance and tardy policies, projects, and grading. Be sure you understand what your professor expects of you for each course you are registered for. **If you do not understand something, please ask questions!**

CLASSROOM EXPECTATIONS

- Arrive on time. Excessive tardies will count as an absence.
- Always come prepared and ready to learn.
- Be respectful and considerate of your professor and classmates.
- Ask appropriate questions related to the assignments and the classroom discussion.
- Communicate regularly with your professor via your myHGTC college Outlook email account regarding questions, assignments, and participation expectations.
- When struggling with your coursework, seek assistance. Academic tutoring and writing/editing assistance are available at no charge.



Students can view their schedule in myHGTC following the steps below:

-

Transfer Tools

Course identifies the name of the class as listed in the HGTC Course Catalog.

- Title** is the course description as listed in the HGTC Course Catalog.

Campus identifies where the course is or if it is online.

Start Date and **End Date** note the length of the semester.

Days identifies when the course meets.

- **"MW"** = Monday/Wednesday
- **"TR"** = Tuesday/Thursday
- There are no Friday classes.

Time states when the class begins and ends; **online classes** = "TBA."

Location notes the course's specific building number, room number, and campus;
online classes = "TBA."

Note: HGTC dual enrollment staff are solely responsible for registering students following the high school counselor's approval.* Students are not permitted to register for, drop, or withdraw themselves from courses. To add, drop, or withdraw from a course, please get in touch with your high school counselor.

**Homeschooled students will need approval from their association/parent/guardian to add, drop, or withdraw from a course.*

HGTC Dual Enrollment Academic Calendar 2025-2026

FALL SEMESTER 2025

- **August 25**
Important Note: **Classes Begin**
Online classes **REQUIRE** students to complete the attendance verification assignment the first week of classes. Students will be dropped for failing to complete.
- August 31 **Last Day to Add/Drop Classes** for Fall semester –
Submitted by Guidance
- *September 1* *Labor Day Holiday – College Closed*
- November 4 HGTC Deadline for withdrawals non-punitive grade =
W on the HGTC Transcript
Resulting in a WF and a Grade of 50 on the High School Transcript
***Required by the SC Uniform Grading Scale**
- November 24-28 *Fall Break, No Classes*
- Nov 27-30 *Thanksgiving Holidays – College Closed*
- **Dec 8-15** **Exams Fall Semester**
- December 18 Students can view grades in myHGTC after 5:00pm
- Dec 22–Jan 2 *Winter Break – College Closed*

SPRING SEMESTER 2026

- **January 12**
Important Note: **Classes Begin**
Online classes **REQUIRE** students to complete the attendance verification assignment the first week of classes. Students will be dropped for failing to complete.
- January 18 **Last day to Add/Drop Classes** for Spring Semester –
Submitted by Guidance
- *January 19* *Martin Luther King, Jr. Day – College Closed*
- *March 16-20* *Spring Break – No Classes*
- March 31 HGTC Deadline for withdrawals non-punitive grade =
W on the HGTC Transcript
Resulting in a WF and a Grade of 50 on the High School Transcript
***Required by the SC Uniform Grading Scale**
- **April 27–May 4** **Exams Spring Semester**
- May 6 Students can view grades in myHGTC after 5:00pm

Be sure to follow the HGTC Dual Enrollment Academic Calendar. The HGTC schedule may differ from the Horry and Georgetown County School Schedules. You are responsible for attending class any time HGTC is in session. Notify professors in advance of any class schedule conflicts due to high school exams or mandatory testing to receive instructions for completing coursework. HGTC Spring Break dates differ from high school dates.

Dual Enrollment Courses provide you with a special opportunity to get a jump-start on college.
Your success depends on your effort. Failure to attend class or submit assignments may result in a withdrawal or failure in the course. Students online attendance is directly tied to submitting weekly assignments.

Fairfield Inn & Suites
Coastal Carolina Conway

Three Campus Locations To Better Serve You

Horry-Georgetown Technical College provides higher education and training to Horry and Georgetown counties, one of the largest service areas in South Carolina. To better serve our students and community, HGTC provides classes and services on three campuses, so access to a quality education at an affordable price is close to home, no matter where you live.

HOURS OF OPERATION

Monday–Thursday: 7:45am–5:00pm

Friday: 8:00am–12:30pm

The College Call Center will remain open on Friday to support students. For immediate assistance, please call 843-347-3186 and choose option 1 to be connected to our Call Center, or email info@hgtc.edu. You may also access many services online by logging into your myHGTC account.

**Scan the QR Code to view
Maps, Virtual Tours, and more.**



Important Contacts

Bookstore – Barnes & Noble (www.hortec.bncollege.com)

Conway Campus
843-349-5220
Building 200

Grand Strand Campus
843-477-2089
Building 300

Georgetown Campus
843-545-9898
Building 100

TECH Central – 843-349-8324 – techcentral@hgtc.edu

Conway Campus
Bldg. 1100A, Room 132D

Grand Strand Campus
Bldg. 200, Room 117

Georgetown Campus
Bldg. 100, Room 107

Student Success & Tutoring Center (SSTC) and EPIC Labs

Conway Campus
843-349-5268
Bldg. 1100A, Room 201

Grand Strand Campus
843-477-2113
Bldg. 200, Room 134

Georgetown Campus
843-520-1455
Bldg. 100, Room 200

Testing Center

Conway Campus
843-349-5248
Bldg. 1100A, Room 125

Grand Strand Campus
843-477-2106
Bldg. 200, Room 103

Georgetown Campus
843-520-1451
Bldg. 100, Room 129

Public Safety Office

Conway Campus
843-349-5268
Bldg. 1100B

Grand Strand Campus
843-477-2115
Bldg. 200

Georgetown Campus
843-520-1455
Bldg. 100, Room 153

IT Support – servicedesk@hgtc.edu

Submit a ticket in myHGTC
or call 843-349-8324.

Disability Services

disabilityservices@hgtc.edu
843-349-5217

Student Accounts

studentaccounts@hgtc.edu
843-349-5310



Statement of Equal Opportunity/
Non-Discrimination Statement:
hgtc.edu/policies

Technology Solutions



Service Desk Portal



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