



# **PACE** Dual Enrollment ORIENTATION GUIDE 2024-2025



**PROGRAM FOR ACCELERATED COLLEGE ENROLLMENT**

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# PACE ORIENTATION GUIDE

## PROGRAM for ACCELERATED COLLEGE ENROLLMENT

HGTC is committed to providing access to higher education for high school students in Horry and Georgetown counties through the PACE program. Our partnership with the Horry and Georgetown County school districts allows high school juniors and seniors to enroll in college courses. We also welcome students from all our local private, charter, and homeschool associations. Earning dual credit toward high school graduation and college degree requirements enables students to get a head start on their college career—saving them time and money.

Dual enrollment courses are taught on one of the three HGTC campuses, online, or at select high school campuses. Students must meet the eligibility requirements and follow dual enrollment guidelines established by their school, district, or other governing body. Tuition and textbook costs not paid for by the school district (if applicable) are the student and parent's responsibility, as stated in the guidelines.

Financial assistance is available for high school dual enrollment students through the SC Lottery Tuition Assistance program, further reducing tuition costs. To be eligible, students must be a SC resident for at least one year and enrolled in two PACE courses (6 credit hours) in one semester.

## CONTACT INFORMATION

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## BENEFITS OF DUAL ENROLLMENT

Taking PACE dual credit 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; PACE grades weigh the same as AP/IB/Dual Credit at the top tier of the SC Uniform Grading Scale.
- Standing out from the crowd; PACE 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.



# PACE ORIENTATION GUIDE

## STUDENT RESPONSIBILITIES

Dual enrollment students are responsible for:

- Obtaining the approval of their high school counselor and parent/guardian(s) to enroll in PACE courses.
- Providing transportation to the HGTC campus if applicable. Students must register their vehicle and obtain a parking decal from the Public Safety Office on campus.
- Coordinating their high school class schedule and district calendar with their PACE schedule, along with the holiday and exam schedule, as outlined in the PACE Academic Calendar. Communicate with your professor in advance regarding an absence for statewide mandatory testing dates at your high school.
- Paying tuition costs and purchasing their textbooks/supplies for their course(s).

## TUITION COSTS, TEXTBOOK COSTS, AND LOTTERY TUITION ASSISTANCE (LTA)

Tuition and textbook costs are the responsibility of the student and parent/guardian unless otherwise noted by the school counselor or representative at the student's respective school. Dual enrollment high school students can receive financial assistance from the SC Lottery Tuition Assistance (LTA) program, reducing tuition costs. To qualify, high school students must be a SC resident for at least one year and enrolled in two PACE courses (6 credit hours) in a semester. LTA is **NOT** based on financial need; therefore, many high school dual enrollment students receive significant tuition savings through the Lottery Tuition Assistance program, making college more affordable. Dual enrollment students will receive a bill by mail each semester for any remaining balance due after any applicable Lottery Tuition Assistance, grant, or district funding has been applied. Students are expected to pay their balance once this bill is received. Holds will be placed on the student's account for any outstanding balances, which will forfeit their ability to register for future courses. Bills are typically mailed 6-8 weeks after the start of the term, meaning no payment is due upfront. **Dual enrollment students may disregard any college-wide announcements regarding payment deadlines.**

## TEXTBOOKS

Students are responsible for purchasing their textbook(s) and other required course materials unless otherwise directed by their school/counselor. Books need to be paid for at the time of purchase. **\*Horry County high school students may be provided textbooks for certain classes. Check with your high school counselor. You may access bookstore information online at [hgtc.edu/bookstore](http://hgtc.edu/bookstore).** Once you have been registered for courses, bring a copy of your schedule from myHGTC and take it to the HGTC Bookstore located on any campus. The staff there will assist you in finding the required books for your course(s). The Barnes & Noble Bookstore at HGTC will have new, used, and rental textbooks (where available).

## myHGTC AND HGTC STUDENT IDENTIFICATION CARD

Students can view their schedule, grades, and unofficial transcripts via their myHGTC account. Students must check their college email account daily for college updates, announcements, or emails from professors. Students are also expected to obtain an HGTC Student Identification card. The ID card will contain the student's picture, name, and H-number. Students may get an ID from TECH Central on any of the three HGTC campuses. PACE students attending classes on campus should obtain their ID **before** the start of the term at HGTC. To receive a Student ID card, students must bring a picture ID and a printed copy of their current semester schedule from myHGTC to TECH Central.

## HGTC PARKING DECALS

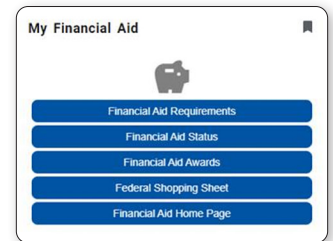
All student vehicles must be registered with Public Safety and have a parking decal to park on all HGTC campuses. To obtain a parking decal, students must bring their driver's license, vehicle registration card, HGTC Student ID, and a printed copy of their schedule from myHGTC to Public Safety on any of the three HGTC campuses.

# PACE ORIENTATION GUIDE

## FAFSA WAIVER

Students **MUST** sign the FAFSA waiver in their myHGTC student portal annually to receive financial assistance funds. To complete the FAFSA waiver for the 2024-2025 school year, please follow these instructions:

1. Sign in to 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).
  4. Select aid year 2024-2025 from the drop-down menu.
  5. Click on "FAFSA Waiver for PACE Student."
  6. Complete the form and sign it 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](mailto:financialaid@hgtc.edu).



## DUAL CREDIT GRADES AND HIGH SCHOOL TRANSCRIPTS

Students may view their final letter grades in myHGTC: Student Dashboard>Student Profile>View Grades. Students can also access their individual assignment grades and attendance during the semester in D2L.

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

**Important Note:** For courses to transfer to another two- or four-year college, students must earn a grade of "C" or higher (70 and above). Failure to complete these courses with a "C" or better may result in a lower overall GPA and ineligibility for financial aid after graduation. In addition, PACE grades will appear on the student's college transcript and are significant to their overall college GPA. Therefore, student performance in PACE courses taken for dual credit directly affects high school records, GPA, graduation requirements, and scholarship opportunities after graduation.

## WITHDRAWING FROM A COURSE

PACE/dual enrollment staff are solely responsible for dropping or withdrawing students. **Please do not contact the Registrar's office to be dropped or 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 an "F" or "WF" (50 average) on the student's college and high school transcript, which will affect the student's overall GPA.

Students may not drop or withdraw themselves from a course. Additionally, students should not stop attending a course because they are no longer interested. Students must contact their high school counselor to drop or withdraw from a course. The high school counselor will then contact HGTC's PACE/dual enrollment staff to authorize a 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. Additionally, the college may drop students enrolled in online classes who do not complete their weekly assignments or attendance verification for non-attendance.

## COLLEGE TRANSCRIPT AND TRANSCRIPT REQUESTS

All PACE/dual enrollment attempts and grades will appear on your official HGTC College Transcript. Students can order official transcripts from their myHGTC account:

Log in to myHGTC > Student Resources > Student Dashboard > Student Profile > Official Transcript

## PACE ORIENTATION GUIDE

Seniors should request HGTC to send their final transcript to any college or university they plan to attend in the Fall after graduation. They can request this before graduation in June but must select **HOLD FOR GRADES**, so HGTC does not send transcripts before faculty post final Spring semester grades. However, students must make all payments to HGTC before the college can release any final transcripts.

Students can also print an unofficial academic transcript for course enrollment verification and early acceptance: Log in to myHGTC > Student Resources > Student Dashboard > Student Profile > Unofficial Transcripts

To view course transferability to two- and four-year SC public universities and colleges, go to [www.hgtc.edu/PACE](http://www.hgtc.edu/PACE) and click on University Transfer. Select the college you are transferring to, search course equivalencies, and type in the course name (i.e., ENG 101).

### FERPA

Family Education 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 PACE 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 dual enrollment program. Parents also authorize this release in the Parent Agreement form.

### ACADEMIC SERVICES AND ACADEMIC SUPPORT: HGTC LIBRARY, STUDENT SUCCESS & TECHNOLOGY CENTER (SSTC), AND WRITING CENTER

Each campus has a full-service library providing study areas and computers with internet access. To help students further achieve academic success, 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: academic tutors for most subject areas, Writing Center support, college success skills, online tutoring, academic support resources, and professional/interpersonal communication coaching in the EPIC Labs. The Writing Center provides free individual help with writing skills and writing assignments. To receive academic support, please access "Make a tutoring appointment" on myHGTC under the "Student Resources" card or email [sstc@hgtc.edu](mailto:sstc@hgtc.edu).

### SERVICES FOR STUDENTS WITH DISABILITIES

Appropriate and reasonable accommodations are available to assist students with a documented disability.

**Students must contact Disability Services at [disabilityservices@hgtc.edu](mailto:disabilityservices@hgtc.edu) and self-identify.** Students must also provide documentation of the high school IEP or 504 Plan to receive accommodations.

### HOW TO REQUEST ACCOMMODATIONS

**Step 1:** Student identifies themselves to Counseling and Disability Services.

**Step 2:** Student provides documentation from a qualified professional. Students may use the online Accommodations Intake Form to self-identify and submit their documentation.

**Step 3:** Documentation is evaluated and an accommodation plan is generated on the online Faculty Acknowledgment Form.

**Step 4:** Student signs their part of the Faculty Acknowledgment Form to approve their accommodation plan with their digital signature for each class.

**Step 5:** Faculty Acknowledgment Forms are automatically sent to instructors after obtaining the student's signature.

**Note: Students must request Faculty Acknowledgment Forms accommodations with Counseling and Disability Services and complete Steps 6 and 7 at the beginning of each semester.** Accommodations will not be applied retroactively; thus, it is imperative that students request their Faculty Acknowledgment Forms at the beginning of each semester.

**Step 6:** Student coordinates a time to speak with his/her instructor (outside of class) to discuss implementation of accommodations.

**Step 7:** Student submits the online Accommodations Intake Form each semester to request renewal of their accommodations.

# PACE ORIENTATION GUIDE

## PACE CLASS SCHEDULE

PACE dual enrollment students may attend college classes on an HGTC campus with other college students. PACE courses taught on a high school campus will provide college expectations within the high school setting. College-level courses can be more challenging and will require additional work. In-person PACE classes are on a Monday/Wednesday or Tuesday/Thursday schedule, with no Friday classes. Arriving on time is crucial, as excessive tardies will count as an absence. Please adhere to the professor's and college's policies. Students taking courses on the HGTC campus can request late arrival at their high school or early dismissal.

## COURSE INSTRUCTIONAL PACKET

Each course will provide the Instructional Packet and Instructor's Course Information Sheet via D2L. Carefully read all information provided by your professor on the first day. These documents contain essential information about course expectations, key dates, attendance, 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, be sure to ask questions. Keep your packet, all your tests, papers, reports, exams, and other assignments in a secure location that is easily accessible.

## ATTENDANCE AND GRADES IN D2L

You can view weekly/monthly course grades and attendance in D2L ONLY during the window of time the semester is in session. Thus, keeping copies of this information is crucial. Taking screenshots of your grades before your final exam is also helpful; after Saturday at 11:59 pm of Exam Week and the semester's end, you will no longer have access to grades in D2L. The course D2L window will close, and ONLY final grades will show in myHGTC. Therefore, the weighting of weekly assignments, quizzes, exams, and papers listed in the professor's Course Instructional Packet in D2L will assist you in determining your final grade before the semester's end.

## PACE STUDENT EXPECTATIONS

- Take responsibility for completing all required work outlined in the Course Instructional Packet.
- Arrive on time. Professors often view tardiness as a student's lack of interest or dependability. Your professor will count excessive tardies as an absence.
- Always come prepared and ready to learn.
- Be respectful and considerate of other students and their opinions. They may have different ideas, but they still deserve the same level of respect from you as you would like from them.
- Respect your professor. Communicate regularly with them regarding questions, assignments, and participation expectations. Use your myHGTC college Outlook account to email your professor or to 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 during class.
- When struggling with your coursework, seek assistance. Use the resources available to students at the Student Success and Technology Center (SSTC) on any HGTC campus. Academic tutoring and writing/editing assistance are available at no charge.

# PACE ORIENTATION GUIDE

## COURSE ASSIGNMENTS & QUIZZES COMPLETED IN D2L

Students must turn course assignments in on time. In general, professors will not accept late assignments in college. Quizzes taken in D2L have a limited window of time to be completed. If you have technical issues with your quiz, email your professor immediately and contact TECH support at [techcentral@hgtc.edu](mailto:techcentral@hgtc.edu) or 843-349-TECH (8324).

## ONLINE COURSE INFORMATION

PACE online courses are asynchronous; they do not meet on a specific day and time. However, students enrolled in online classes **MUST log into D2L the FIRST WEEK of the semester** to complete attendance verification assignments. Failure to do so may result in the professor withdrawing the student for non-attendance. After the first week, **students MUST log in weekly to D2L and complete all assignments, quizzes, or exams.** Failure to do so after two consecutive weeks will also result in the professor withdrawing the student from the course for not meeting HGTC's Academic and Attendance Policies.

**Note:** Online students may be required to attend the HGTC Testing Center or use an online proctoring service to complete exams or course assignments.

## CLASS ATTENDANCE

Students must attend all scheduled PACE classes on the days they meet and complete all required assignments, exams, or quizzes. Promptly discuss with your professor any schedule conflicts with your high school break or required event. **Additionally, please notify your professor of the mandatory testing dates for the PSAT, SAT, ACT, or any career readiness tests you will be taking on your high school campus.** An absence due to mandatory testing will not count against the student's absences at HGTC. Extracurricular activities, such as sporting events, are not excused absences. Please save your allowed absences to use if needed for such events. Always contact your professor before an absence to make alternate arrangements to turn in assignments.

Students must follow the HGTC holiday/exam schedule noted in the [HGTC Dual Enrollment Academic Calendar](#) and coordinate it with their school district's calendar. Please note that HGTC's and the school district's holiday schedules and semester start/end dates may not align. Also, please refer to your professor's attendance policy outlined in their Course Instructional Packet. Attendance policies in high school regarding excused absences may differ from your professor's attendance policy in your college course. It is the student's responsibility to follow the professor's course guidelines and attendance policy.



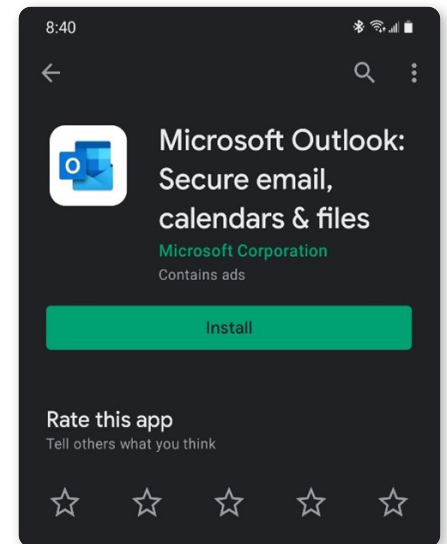
## COMMUNICATION WITH HGTC PROFESSORS

HGTC professors will **ONLY** use the student's college myHGTC 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 professors regarding any coursework concerns, absences, or technical issues. All professors include their HGTC Outlook email address in the Instructor Information Sheet within the Course Instructional Packet via D2L. **Remember, your professors are here to help you. Open communication is the key to academic success.**

## SETTING UP YOUR HGTC STUDENT OUTLOOK EMAIL ON YOUR PHONE

1. On your phone open the Play Store (Android) or the App Store (Apple).
2. Search for Outlook in the corresponding store.
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, your **myHGTC** password.



## PACE/DUAL ENROLLMENT RESOURCES

Students and parents can access supplemental PACE resources on the PACE webpage at [www.hgtc.edu/PACE](http://www.hgtc.edu/PACE). The comprehensive PACE Dual Enrollment Guide can assist students and parents with additional questions or concerns.

## HGTC GRADE REVIEW POLICY

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 course's professor first; the Department Chair will address requests for further grade review and coordinate the review process and response.

## DISTINCTION BETWEEN A COURSE WITHDRAWAL ON THE COLLEGE TRANSCRIPT VS. HIGH SCHOOL TRANSCRIPT

HGTC's withdrawal without penalty deadlines are **November 3** for Fall semester and **March 19** for Spring semester resulting in a "W" on the student's HGTC Transcript.\* Per the SC Uniform Grading Policy, after the high school's drop/add period students may receive a "WF" (50 average) on their high school transcript.

## HGTC POLICY FOR REPEATING A COURSE

Students who plan to repeat a course should register during the designated registration periods. Students are responsible for verifying eligibility for financial aid, Veteran's Administration assistance, and other funding for repeated courses. Students must contact Financial Aid for requirements regarding 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.**

## HGTC STUDENT CODE OF CONDUCT

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

## HGTC ACADEMIC MISCONDUCT

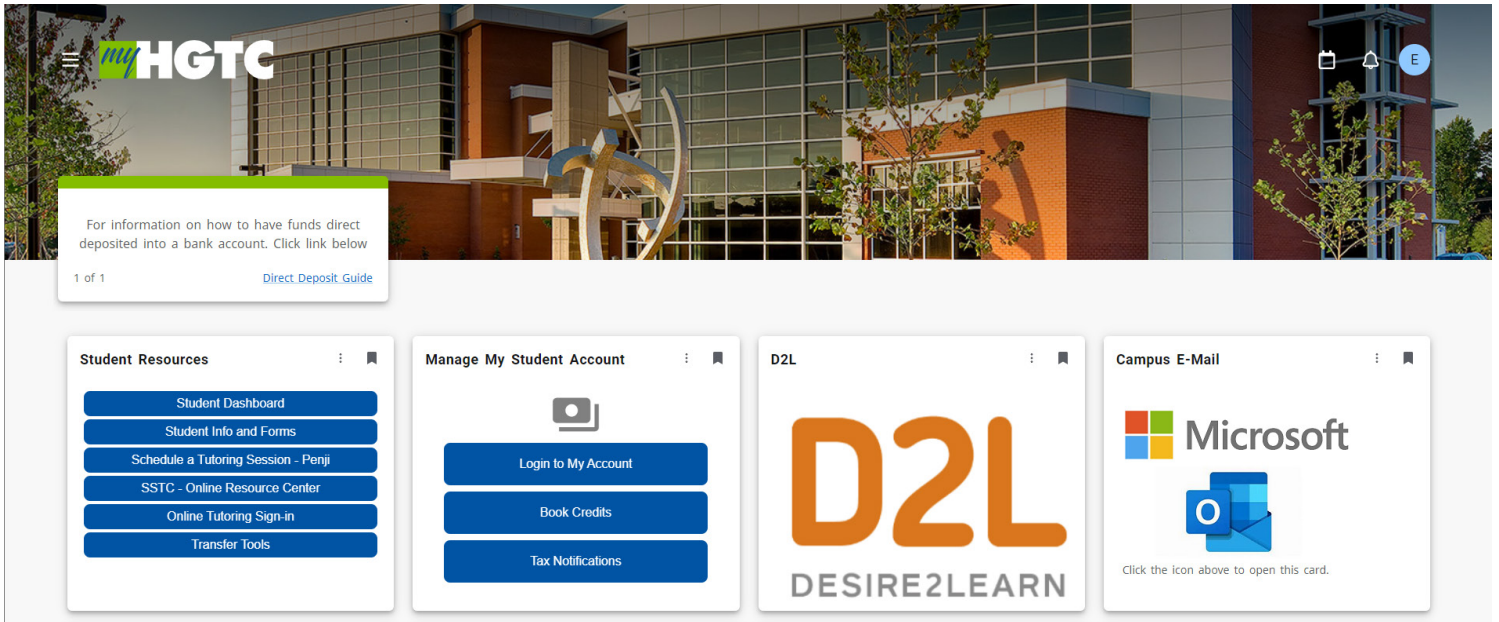
All forms of academic misconduct include, but are not limited to, the following: cheating on tests, plagiarism, collusion, and falsification of information, and will thus call for discipline. Alleged violations will be handled according to the procedures presented in the HGTC Student Code of Conduct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

# PACE ORIENTATION GUIDE



## INTRODUCING myHGTC – GETTING STARTED

Click on myHGTC to view and access HGTC informational cards providing student resources.

The portal homepage will display the following:

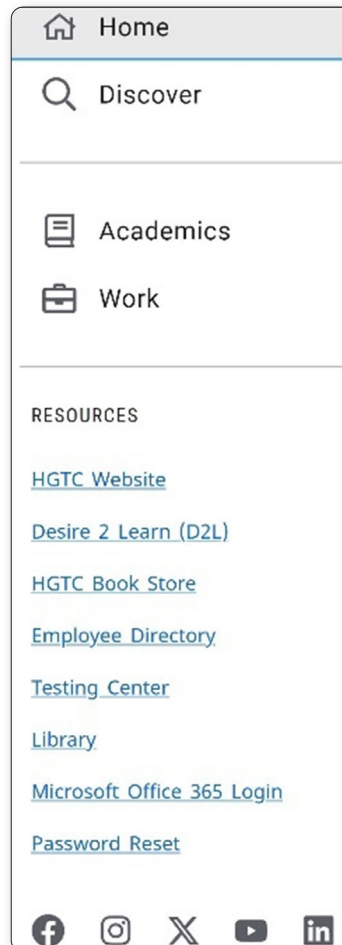
- 1) Main Menu
- 2) Notifications
- 3) Announcements
- 4) HGTC Informational Cards

## MAIN MENU

Click on the Main Menu (hamburger icon in the top-left corner) to access links to HGTC's various resources

Customize your homepage by rearranging, removing, or adding cards.

To organize cards, click and hold to rearrange the order of the cards most frequently used. To add or remove a card from showing on the homepage, click the banner in the upper right-hand corner. To find additional cards not being displayed, click the "DISCOVER MORE" button at the bottom of the page.

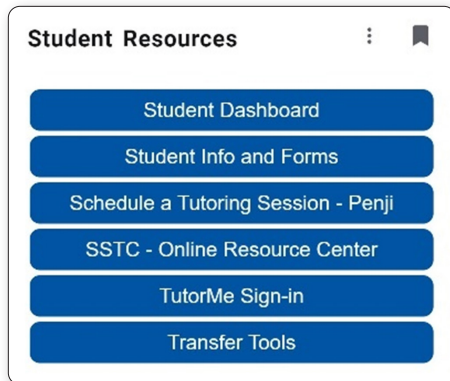


 **DISCOVER MORE**

# PACE ORIENTATION GUIDE

## ADDITIONAL HGTC INFORMATIONAL CARDS

Locate the Student Dashboard under the Student Resources card to access the following resources:

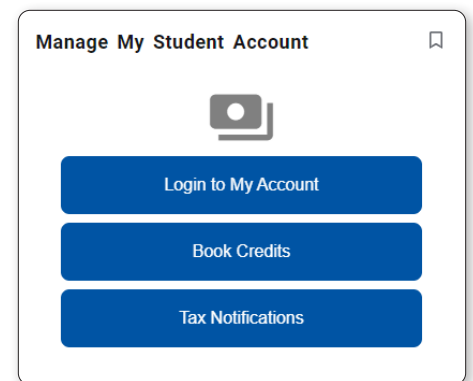


- Student Profile
  - Unofficial Transcript
  - Official Transcript
  - Final Grades
  - Enrollment Verification
- Class Schedule

Locate the Manage My Student Account card to access the following resources:

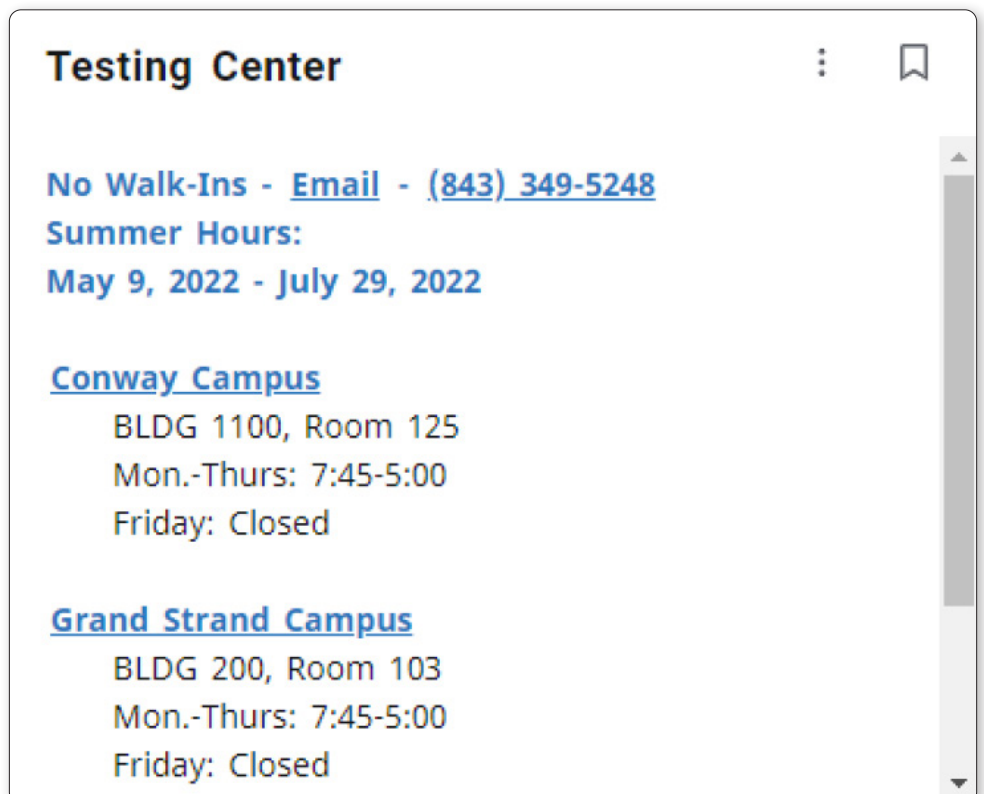
- Tuition Balance
  - Make Payment
- Book Credits

**Note:** Account balances may not reflect applicable aid until after classes begin.



## HGTC Testing Center

The HGTC Testing Center will test by appointment only. Therefore, please be aware of the Testing Center's hours of operation, as all three campuses are different. Students may utilize the Testing Center to complete make-up tests for in-person classes or take online course exams. Students must schedule exam appointments in advance through the HGTC website: [www.hgtc.edu/admissions/testing-center/](http://www.hgtc.edu/admissions/testing-center/). Students must also bring a photo ID with them to test.





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## HOW TO READ YOUR HGTC CLASS SCHEDULE

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
2552	PSY 201 116	General Psychology	Online	3.000	CR	Aug 22, 2022	Dec. 10, 2022		<u>TBA</u>	<u>TBA</u>	
1308	SPC 205 S01	Public Speaking	Grand Strand	3.000	CR	Aug 22, 2022	Dec. 10, 2022	MW	8:00 am - 9:20 am	BLDG 200 & Fore Wing Gr Strand 131	Ramberg Bauer

**CRN** is the specific course number.

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

- Courses are designated by a **Section Code**:
  - **Online** = "I."  
Example: I01
  - **Grand Strand** Campus = "S."  
Example: S01
  - **Conway** Campus = "C."  
Example: C01
  - **Georgetown** Campus = "G."  
Example: G01
- Courses taught on select **high school campuses** = "P."  
Example: P01

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

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

**Credits** are the credit hours earned toward degree or graduation requirements.

**Level** identifies the credits to be awarded upon successful completion of the course.

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

**Days** identify 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."

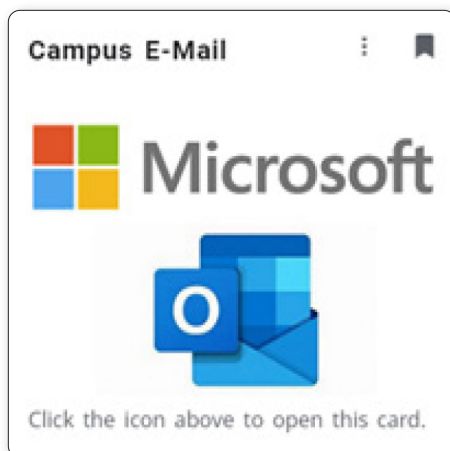
**Location** notes the course's specific building number, room number, and campus; online classes = "TBA."



### ACCESS D2L

Locate the D2L card to access the following resources:

- Course Information
- Assignments
- Deadlines
- Quizzes/Exams
- Attendance
- Grades



### ACCESS YOUR HGTC MICROSOFT OUTLOOK EMAIL ACCOUNT

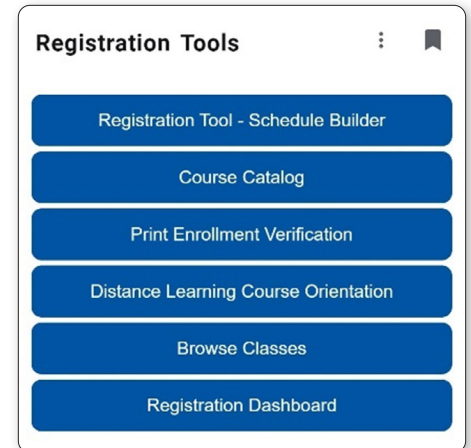
Locate the Campus E-mail card to access your student e-mail account.

**NOTE:** Professors will communicate with you using @hgtc.edu email address rather than your personal or school email address.

# PACE ORIENTATION GUIDE

## IMPORTANT NOTE: DUAL ENROLLMENT STUDENTS ARE NOT TO USE THE REGISTRATION TOOLS CARD

HGTC dual enrollment staff register students based on their counselor's approval. Therefore, students should not register themselves using the Schedule Builder tool while in high school. Self-registration may result in discipline at the high school counselor's discretion.

A screenshot of a web application menu titled "Registration Tools". It contains six blue buttons stacked vertically: "Registration Tool - Schedule Builder", "Course Catalog", "Print Enrollment Verification", "Distance Learning Course Orientation", "Browse Classes", and "Registration Dashboard".

## ACCESS OFFICE 365 WITH myHGTC

To help our students prepare for success, HGTC provides Office 365 free of charge:

- Work in the latest version of Word, Excel, PowerPoint, OneNote, Teams, and much more.
- Install and use your Office 365 on up to 5 compatible devices: PCs, Macs, and Tablets.
- Use this Office 365 subscription for as long as you are a student at Horry-Georgetown Technical College.

## HOW TO DOWNLOAD MICROSOFT OFFICE 365

1. Log in to your myHGTC account. Your username and temporary password are in the PACE Acceptance Letter mailed to you.
2. Click the Main Menu (hamburger icon in the top-left corner). Under "Resources," click Microsoft Office 365 Login.
3. Click the "Install Office" button in the top-right corner to download.

**Install Office** ▼

## TECH CENTRAL/IT SUPPORT ASSISTANCE

Students having trouble with their myHGTC login information may contact HGTC's TECH Central at 843-349-TECH (8324) and follow the prompts to reset their password or email [techcentral@hgtc.edu](mailto:techcentral@hgtc.edu).

### Conway Campus

Building 1100A, Room 132D

### Grand Strand Campus

Building 200, Room 136

### Georgetown Campus

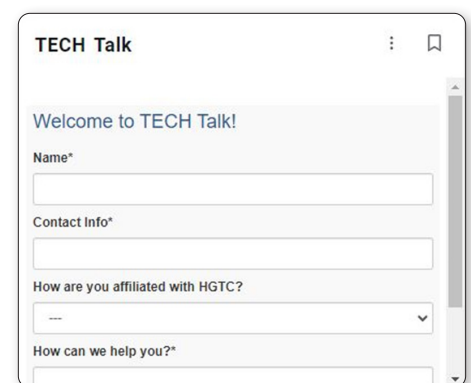
Building 100, Room 107

### TECH Talk: Live Chat via myHGTC

**TECH Talk** is a live chat feature for the HGTC community. Students can access the live chat feature on their myHGTC portal, TECH Central's webpage, or by texting.

TECH Central's webpage: [www.hgtc.edu/admissions/student\\_information/](http://www.hgtc.edu/admissions/student_information/)

Text: 843-375-8552

A screenshot of a web form titled "TECH Talk". It includes a welcome message "Welcome to TECH Talk!". Below are input fields for "Name\*", "Contact Info\*", and a dropdown menu for "How are you affiliated with HGTC?". At the bottom is a dropdown menu for "How can we help you?".

Students experiencing technical difficulties can also contact the Technology Solutions Service Desk at [servicedesk@hgtc.edu](mailto:servicedesk@hgtc.edu) or submit a ticket online through their myHGTC portal under the Technology Solutions card.

## D2L STUDENT ORIENTATION VIDEO

All new PACE/dual enrollment students must watch the HGTC DLi Student Orientation video at [hgtc.edu/PACE](http://hgtc.edu/PACE) under "D2L Resources." Click on "DLi Student Orientation" to view the video.

A screenshot of a web application titled "Technology Solutions". It features the "TECHNOLOGY SOLUTIONS" logo and a blue button labeled "Service Desk Portal".

# PACE ORIENTATION GUIDE

## 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.

Locker Calendar Wednesday, June 9, 2021

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

- Locker – cloud storage for personal files
- Calendar – displays upcoming deadlines & 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.

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

- **Content** – This is where your instructor will share course documents, assignment sheets, videos, readings, PowerPoint slides, links, etc.
- **Assignments** (dropdown menu contains several different tool options)
  - **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 Calendar tool (home page of course also displays upcoming events for that course)

## HGTC CONWAY CAMPUS

2050 Hwy 501 E, Conway, SC 29526

### BUILDING 100

Administration  
Finance Department  
Marketing Department  
Payroll Department  
President's Office  
Procurement Department

### BUILDING 200

Advanced Manufacturing  
Barnes & Noble College  
Bookstore  
Classrooms  
College Grounds  
Deans' Office  
Human Resources  
Print Shop  
Science Labs

### BUILDING 300

Civil Engineering Technology  
Classrooms  
Electronics Technology  
Golf & Sports Turf Management  
Technology

### BUILDING 500

Cosmetology

### BUILDING 700

Classrooms  
CSI Labs

### BUILDING 800

Early Care & Education

### BUILDING 900

Faculty Offices

### BUILDING 1000

Classrooms

Computer Technology  
General Business Technology  
Office Systems Technology  
Science Labs

### BUILDING 1100A

Admissions & New  
Student Advising  
Financial Aid/Veterans Affairs  
Library  
Office of Career Services  
Registrar  
Services for Students with  
Disabilities  
Student Financial Services  
Student Information Center –  
TECH Central  
Student Success &  
Tutoring Center  
Testing Center  
Upward Bound  
VP for Student Affairs

### BUILDING 1100B

Burroughs & Chapin Auditorium  
Child Care Development Center  
Chomp's Hangout  
Chomp's Serene Space  
Classrooms  
Conference Rooms  
Public Safety Office  
Richardson Art Gallery

### BUILDING 1400

Automotive Technology

### BUILDING 2000

Advanced Manufacturing Center  
*250 Allied Drive, Conway*

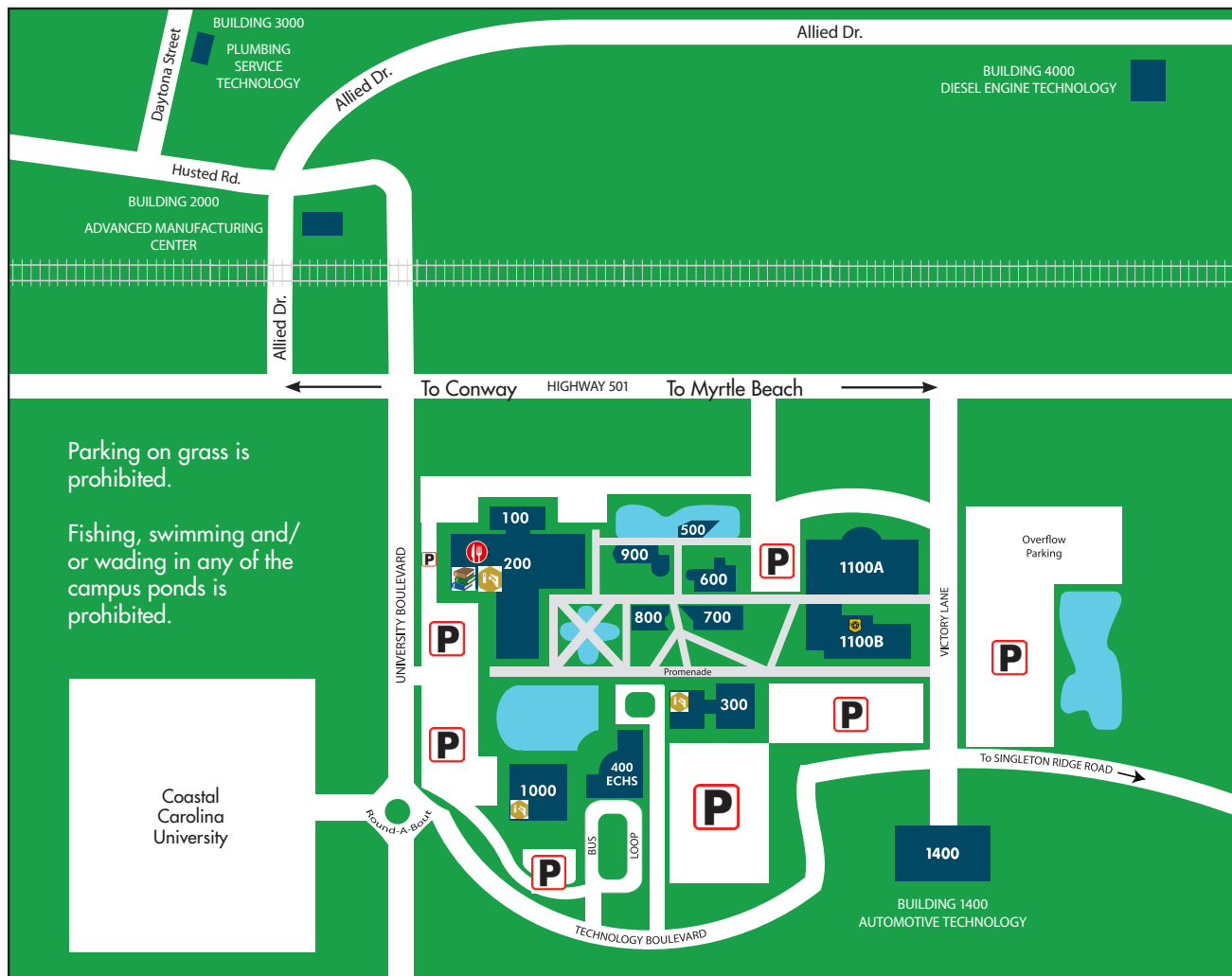
### BUILDING 3000

Plumbing Service Technology  
*209 Daytona Street, Conway*

### BUILDING 4000

Diesel Engine Technology  
*470 Allied Drive, Conway*

 Vending  Parking  Public Safety





## HGTC GRAND STRAND CAMPUS

743 Hemlock Avenue, Myrtle Beach, SC 29577

### BUILDING 100

Classrooms

### BUILDING 200

Administration

Admissions

Classrooms

Clinics:

Esthetics Clinic

Massage Therapy Clinic

MJ Fore Science Wing

Provost

Public Safety

Student Engagement

Student Information Center –

TECH Central

Student Financial Services

Student Success &

Tutoring Center

Testing Center

### BUILDING 200D

Science Labs

### BUILDING 300

3639 Pampas Drive, Myrtle Beach

Barnes & Noble Bookstore

HGTC Foundation

Library

Mock Courtroom

### BUILDING 500

920 Crabtree Lane, Myrtle Beach

International Culinary  
Institute of Myrtle Beach

### BUILDING 600

950 Crabtree Lane, Myrtle Beach

Conference & Business Center

Thomas C. Maeser Auditorium

Workforce Development

### BUILDING 1000

3501 Pampas Drive, Myrtle Beach

Dr. Robert E. Speir, Jr. Healthcare

Education Center

Allied Healthcare Programs

Dental Science Department

Public Safety



Vending Machines



Parking



Public Safety



# PACE ORIENTATION GUIDE

## HGTC GEORGETOWN CAMPUS

4003 South Fraser Street, Georgetown, SC 29440

### BUILDING 100

#### ROOM 107

Information, Financial Aid & Admissions/Counseling

#### ROOM 107

Administration

#### ROOM 129

Testing Center

### ROOM 140

Barnes & Noble Bookstore

### ROOMS 141, 142 & 147

Forestry/Wildlife

### ROOM 149

Student Lounge

### ROOM 150

Student Game Room

### ROOMS 152, 214 & 215

Computer Labs

### ROOM 153

Public Safety

### ROOM 206

Library & Student Success Tutoring Center

### ROOM 304

HVAC Lab

### ROOMS 305 & 309

Science Labs

### ROOMS 409-420

Nursing

### BUILDING 500

Boat Building & Outboard Marine

### BUILDING 1000

Georgetown Center for Advanced Manufacturing

Machine Tool

Mechatronics

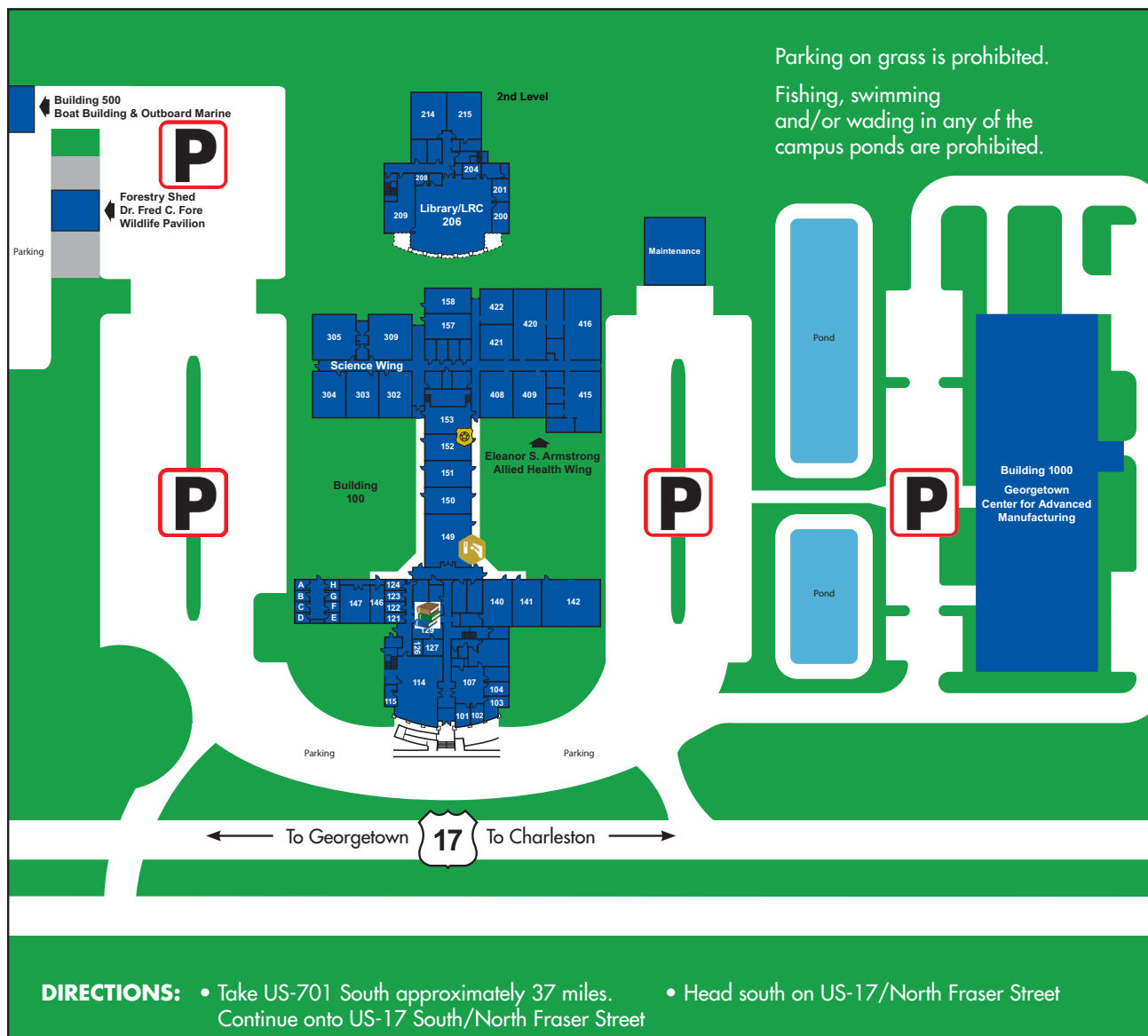
Welding Technologies



Vending Machines

Parking

Public Safety



**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.

# HGTC DUAL ENROLLMENT ACADEMIC CALENDAR 2024-2025

## FALL SEMESTER 2024

- **August 26**  
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.
- September 1  
• September 2  
• November 5  
• November 6  
Important Note: **Last Day to Add/Drop Classes** for Fall semester – **Submitted by Guidance**  
*Labor Day Holiday – College Closed*  
*Election Day – NO Classes*  
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 25-26  
• Nov 27-29  
• December 10  
• **Dec 11-14**  
• December 16  
• December 18  
• Dec 20–Jan 3  
*Fall Break, No Classes*  
*Thanksgiving Holidays – College Closed*  
Last Day of Classes for Fall Semester  
**Exams Fall Semester**  
Grades due to the Registrar by 5:00pm  
Students can view grades 5:00pm  
*Winter Break – College Closed*

## SPRING SEMESTER 2025

- **January 13**  
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 19  
• January 20  
• March 17-23  
• March 25  
Important Note: **Last day to Add/Drop Classes** for Spring Semester – **Submitted by Guidance**  
*Martin Luther King, Jr. Day – College Closed*  
*Spring Break – No Classes*  
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 30  
• **May 1-6**  
• May 7  
• May 12  
Last Day of Classes for Spring Semester  
**Exams Spring Semester**  
Grades due to the Registrar by 5:00pm  
Students can view grades by 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.

# PACE ORIENTATION GUIDE

## IMPORTANT CONTACTS for Conway, Grand Strand and Georgetown Campus

### HGTC Bookstore – Barnes & Noble Bookstore at HGTC – [www.hortec.bncollege.com](http://www.hortec.bncollege.com)

Conway Campus  
Phone: 843-349-5220  
Building 200

Grand Strand Campus  
Phone: 843-477-2089  
Building 300 (GS Library)

Georgetown Campus  
Phone: 843-545-9898  
Building 100,  
next to the Student Canteen

### HGTC Disability Services

All Campuses  
Email: [disabilityservices@hgtc.edu](mailto:disabilityservices@hgtc.edu)

### HGTC TECH Central

Conway Campus  
Phone: 843-349-8324  
Building 1100, Room 132D

Grand Strand Campus  
Building 200, Room 117  
Georgetown Campus  
Building 100, Room 107

Phone: 843-349-TECH (8324)  
Email: [techcentral@hgtc.edu](mailto:techcentral@hgtc.edu)  
Text: 843-375-8552

### IT Support

Submit a ticket: myHGTC  
Technology Solutions card →



Email: [servicedesk@hgtc.edu](mailto:servicedesk@hgtc.edu)

### HGTC Library

Conway Campus  
Phone: 843-349-5268

Grand Strand Campus  
Phone: 843-477-2012

Georgetown Campus  
Phone: 843-520-1424

### HGTC Public Safety Office

Conway Campus  
Phone: 843-349-7806

Grand Strand Campus  
Phone: 843-477-2115

Georgetown Campus  
Phone: 843-446-1869

### HGTC Student Success & Technology Center (SSTC) and EPIC Labs

Conway Campus  
Phone: 843-349-7872

Grand Strand Campus  
Phone: 843-477-2113

Georgetown Campus  
Phone: 843-520-1455

### HGTC Testing Center

Conway Campus  
Phone: 843-349-5248  
Building 1100, Library, Room 201

Grand Strand Campus  
Phone: 843-477-2106  
Building 200, Room 134

Georgetown Campus  
Phone: 843-520-1451  
Building 100, Room 200

### HGTC Registrar's Office

Conway Campus  
Phone: 843-349-5285

### HGTC Student Accounts

Conway Campus  
Phone: 843-349-5310

