PACE Orientation 2021-2022

HORRY GEORGETOWN TECHNICAL COLLEGE

PACE Program For Accelerated College Enrollment

Agenda

- **Public Safety**

- **FERPA**

- **Disability Services and Accommodations**

- **Tuition and Textbooks**

- **Academic Calendar**

- **myHGTC, D2L and Office365**

- **The College Classroom**

- **Communicating with your Professor**

- **TECH Central**

- **Student Email**

- **Grades and Withdrawals**

- **Transcripts and Transfer**

- **Student Support Services & Resources**

- **Testing Center**

Campus and Public Safety

HGTC is committed to maintaining a safe and secure environment for students, employees, and visitors to campus. In order to ensure that safe environment, the College has partnered with Coastal Carolina University and local law enforcement to provide professional public-safety services 24 hours a day, seven days a week.

Campus Public Safety Contact Information:

Conway Campus
Office: 843-349-7806
Cell: 843-251-6111

Grand Strand Campus
Office: 843-477-2115
Cell: 843-251-9405

Georgetown Campus
Office: 843-520-1400
Cell: 843-446-1869

CCU Dispatch,
NON ER: 843-349-2177

Campus and Public Safety

- Issues **parking decals** so you can park on campus while in class, when taking a test at the testing center, or visiting the Library

- Stores personal items left in classrooms in the Public Safety office

- Can unlock your car if keys are left inside

- Available to jump start your car

- Can provide a safe escorts to your car when leaving the library after dark if requested

- Available any time the college campus is open for business or classes.

Public Safety Hours:
Monday-Thursday 7:45 am -5pm, Friday 8am -12:30pm

Family Educational Rights and Privacy Act

FERPA requires schools to receive consent before releasing educational records to anyone other than the student.

As a PACE student you consented in your online application and your parent signed the **HGTC Dual Enrollment Parent Agreement,** allowing HGTC to release information about your grades, attendance, financial aid and payment status, as well as other academic concerns to your parents and high school representatives while you are enrolled in the PACE program.

Accessibility and Disability Services

- There is a different process at the collegiate level versus high school for students with an IEP or 504 Plan.

- To access services and accommodations, students must first self-identify, obtain documentation of the disability, and make an appointment with an appropriate staff member.

Director of Student Development
Beth Havens
843-349-5249
beth.havens@hgtc.edu

Counselor
Kimberly Lewis
843-349-3689
Kimberly.Lewis@hgtc.edu

Financial Benefits of SC Lottery Tuition Assistance

- SC provides Lottery Tuition Assistance (LTA) to high school Dual Enrollment students paying over half of tuition costs.

- LTA is NOT based on financial need. It does not affect scholarship opportunities after graduation such as LIFE, state or federal funds.

- SC Lottery Tuition Assistance (LTA) eligibility requirements include:
  1. SC resident for at least a year
  2. Enrolled in 2 classes in 1 semester

- An SC WINS Scholarship fund also provides additional tuition savings for LTA recipients receiving free/reduced lunch. Students will receive a letter from the district notifying them of their eligibility for the current school year and a copy of this documentation must be sent to Hope Wofford at hope.wofford@HGTC.edu.

Student Account

- Tuition costs per semester may be viewed in myHGTC under the **Manage My Student Account** card.

- The amount posted at the beginning of the semester will NOT reflect additional funding sources the student is eligible for and therefore may not be the amount the student will owe.

Important Note: **Payment dates posted on the HGTC website are NOT for Dual Enrollment students nor are any alerts or emails regarding payment due dates or risk of being dropped from courses for non-payment. These messages are intended for full-time college students at HGTC.**

Manage My Student Account

Login to My Account

Book Credits

Tax Notifications
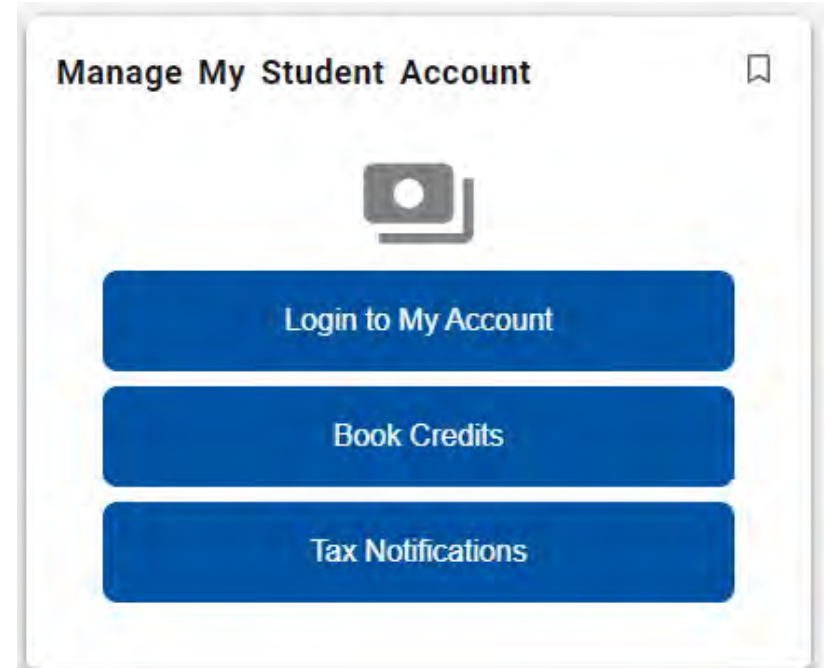
PACE Tuition

- Payment will be due after the semester begins. PACE students will typically receive a bill in the mail from HGTC by mid to late semester after any additional funding has been applied directly to the student's account.

- HGTC will subtract any Lottery Tuition Assistance (LTA), Horry County School District (HCSD) payment or SC WINS scholarship monies from tuition posted on your myHGTC account and will bill you for any remaining balance.

- **HCSD will pay for select classes.** Please check with your Guidance Counselor and review the HCS Dual Enrollment Student Commitment Form to see if your class is covered. **NOTE: If HCSD pays for the class, the High School Guidance Counselor will also provide the textbook to the student.**

Exciting News!

- **For the 2021-2022 academic year (ending in June 2022), dual enrollment students will NOT have any out-of-pocket tuition and fee costs. HGTC will cover any remaining tuition balance* not otherwise paid for by other sources such as a school district or by grant funding.** **after all applicable aid has been applied, including SC Lottery Tuition Assistance (LTA) and SC Workforce and Industrial Needs Scholarship (SC WINS).*

- In addition, for the Fall 2021 and Spring 2022 semesters, HGTC will give a **book allowance of up to $150** for each course not covered by other sources such as a school district or by grant funding to be used in the College bookstore.

Fall 2021 Bookstore Credit Information

- If the high school, district, or some other grant (Technical Scholars, etc.) isn't providing the textbook, HGTC will provide up to $150 per course for textbooks

- Students can start charging books ONLINE beginning August 11th

- Students can make in-store charges starting August 16th

- All credits will expire on August 30th

- The bookstore on the Grand Strand/Market Common campus will remain closed for Fall 2021 due to construction.

2021-2022 HGTC Dual Enrollment Academic Calendar

FALL SEMESTER 2021

August 23	**Classes begin** – Fall
August 29	**Last Day to ADD/Drop Classes- Submitted by Guidance**
September 6	Labor Day Holiday – College Closed
November 1	HGTC Deadline for Withdrawals Non-Punitive Grade = W on the HGTC Transcript Resulting in WF on High School Transcript (Grade of 50)
November 24	No Classes, College Closed at 1:45 pm
Nov 25-26	Thanksgiving Holidays
Dec 7-11	**PACE Exams** – Fall Semester
December 15	Students can view grades 5:00 pm

SPRING SEMESTER 2022

January 10	**Classes begin** – Spring
January 16	**Last Day to ADD/Drop Classes- Submitted by Guidance**
January 17	Martin Luther King, Jr. Day – College Closed
March 13-19	HGTC Spring Break – No classes
March 22	HGTC Deadline for Withdrawals Non-Punitive Grade = W on the HGTC Transcript Resulting in WF on High School Transcript (Grade of 50)
May 2-7	**PACE Exams** – Spring Semester
May 11	Students can view grades by 5:00

HGTC Final Transcripts are held until Fall and/or Spring Tuition Payment is received.

Note: **The HGTC Schedule may differ from HCS & GCSD school schedules. You are responsible for attending your HGTC class. 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 semester begins on **Monday, January 10th**

- An overlap in completing your fall semester high school classes, End of Course (EOC) testing, exams, and the start of your new PACE classes will occur.

- Students must confirm the days you can/cannot attend your new PACE classes scheduled on campus. Contact your professor by email. ***Check D2L every day as there may be online assignments due the first week.***

- If you can attend class as scheduled, you are expected to do so!

- **Please note that HGTC will be in session during the high school Spring Break and other high school vacation days.**

- PACE students are expected to attend all days that HGTC is in session.

- Refer to the **HGTC Dual Enrollment Academic Calendar** in the PACE Orientation Guide and on the PACE webpage www.hgtc.edu/PACE.

myHGTC

HGTC's new Student Portal *Formerly WaveNet

Checking your Schedule in myHGTC
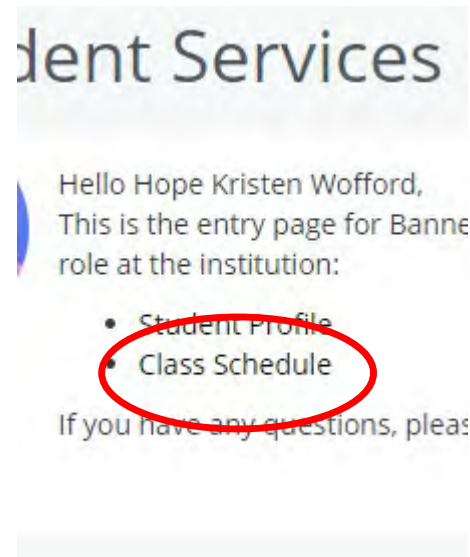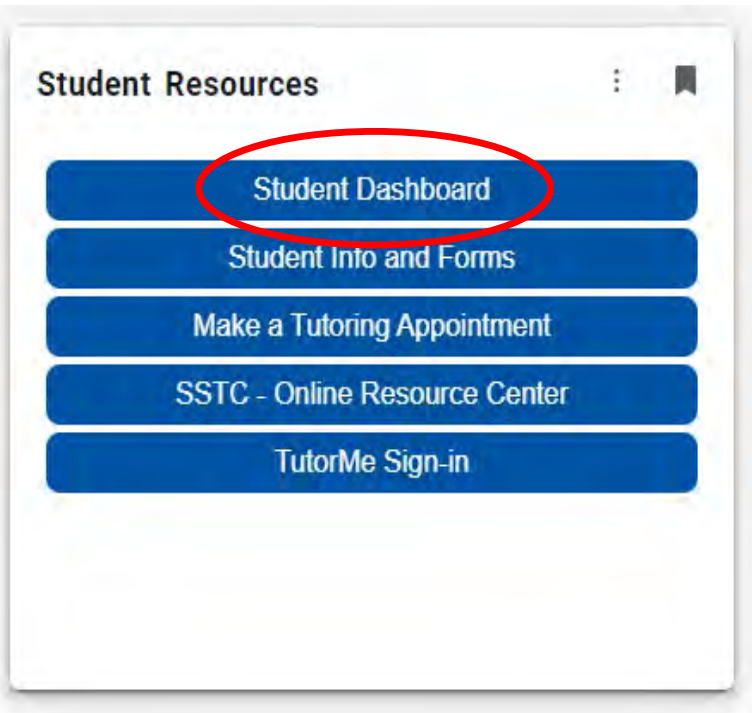
This schedule will indicate your course name, section #, professor and whether the course is online, hybrid or in-person. Online classes will show TBA for time and location.

Classes Card

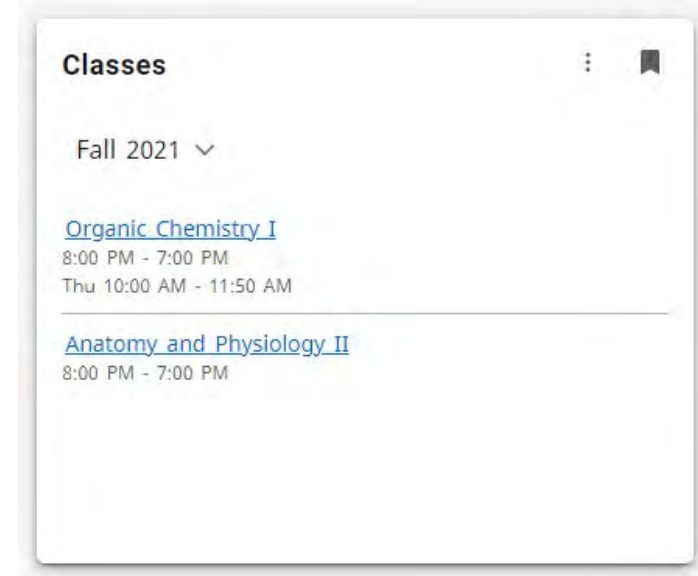**Access your Class Schedule on the Classes Card**

To View:

- Building, campus and room #

- Class days and times (TBA means it's online)

- Final grades at the end of the semester

Double click on each Course Name

To View:

- Professor's name with direct email link

- D2L announcements and assignments for class

Navigating myHGTC

The new myHGTC portal allows you to arrange your "cards" just like apps on your phone. You can drag and drop to an order that works for you. We recommend you pin the below cards for easy daily access:

- Student Resources
- Classes
- D2L
- Campus E-Mail
- Manage My Student Account
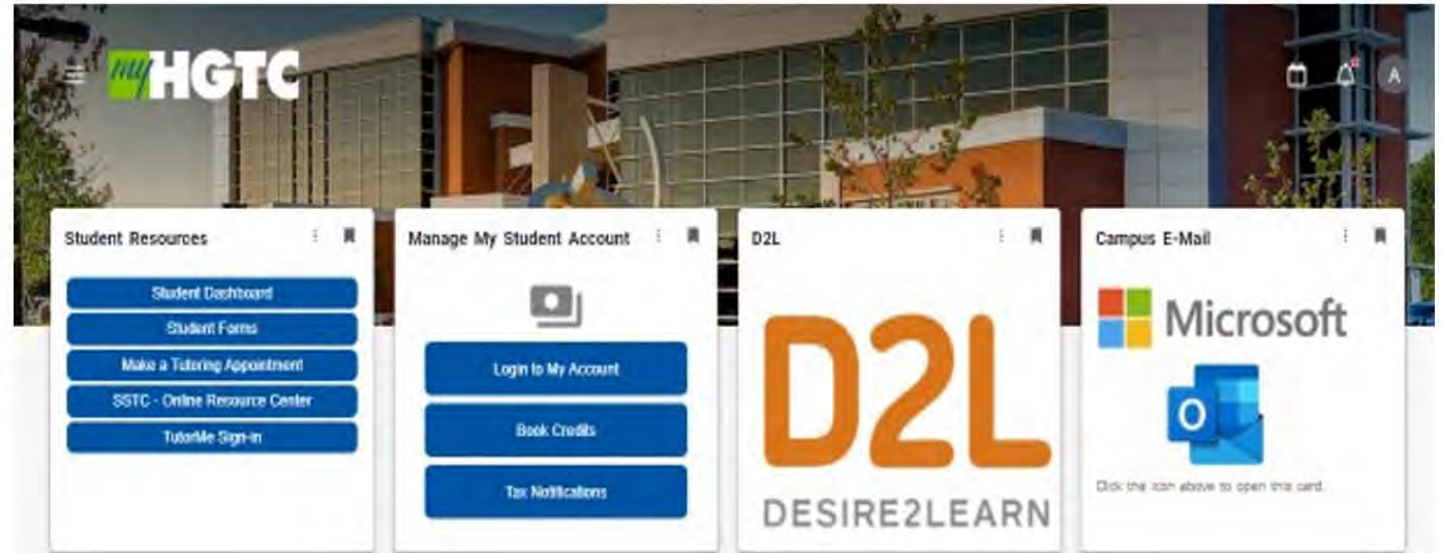
D2L

- Desire2Learn (D2L) is HGTC's learning management platform.

- Used for online and in-person courses.

- **Grades and attendance** can only be viewed in D2L during the window of time the semester is in session.

- Keeping copies of this information is important for students. **At the end of the semester, the course D2L window closes and ONLY Final Grades are posted in** my**HGTC**. **At the end of final exam week, the window closing date will be on Saturday at 11:59 pm.** Screenshots of grades, attendance, etc. in D2L are recommended since you will no longer have access.

Download Microsoft Office 365 for FREE
Access, Word, PowerPoint, Excel and Teams

Home

Discover

Sign out

RESOURCES

HGTC Website

Desire 2 Learn (D2L)

HGTC Book Store

Employee Directory

Testing Center

Library

Microsoft Office 365 Login

Password Reset

Step 1. **Log in to your myHGTC account**. Username and password provided in your PACE Acceptance Letter mailed to you.

Step 2. Students will be able to **access Microsoft Office 365.** Click on the Main Menu Icon.

Step 3. Click on **Microsoft Office login**. There will be a red **"Install Office"** button in the top right corner to download.

HGTC Online Classes

PACE online classes are <u>asynchronous</u>; therefore, will NOT meet on a specific day/time. Students need to regularly log in to check assignment deadlines, professor discussion boards, announcements, updates, to complete quizzes and exams.

Online students may log in at any time convenient to them to complete weekly assignments, quizzes, and discussions. However**, on the first day of the semester, online students MUST log in to complete the REQUIRED attendance verification assignment** to avoid being dropped from the course for non-attendance. Students not logging in weekly or failing to complete required assignments will be dropped by the professor resulting in a "WF" on your high school transcript.

All online quizzes and exams have a <u>LIMITED window of time to be completed</u>. Students must complete them in the allocated amount of time BEFORE the window closes and they no longer have access. TECH Central is available to assist with technical issues. Contact your professor IMMEDIATELY to report technical issues preventing you for completing assignments, quizzes, or exams.

The College Classroom

The evaluation process for your class is outlined in the **Instructor Information Sheet and Course Instructional Packet** and **Course Information Sheet**. Access your D2L account through myHGTC to view these documents containing important elements:

- **Course Content**
- **Grading Procedures: Weighting of Assignments and % of Final Grade**
- **Attendance Policies**
- **Assignments/Deadlines**
- **Professor Contact Information and Office Hours**

*Grade averages are affected by completion of weekly assignments.

<u>**IMPORTANT:**</u> Evaluation begins the **FIRST** day of class and continues until the last class of the semester whether or not you attend. If you miss too many class sessions, tests or assignments you may be withdrawn by the professor for attendance.

Communicating with your Professor

Absences due to PSAT, SAT, ACT, WIN, EOC and High School Exam Week

Students participating in mandatory testing on their high school campus who are unable to attend their PACE class on campus must:

- Contact their professor **in advance** by email to notify them of their absence. Include the day/time of your class absence, *i.e.*, MW 8 am ENG 101 due to SAT Testing.

- Receive instruction and assignments for the following class period. Check D2L for course content, classroom assignments, and other course information.

TECH Central

TECH Central is HGTC's One-Stop-Shop to assist students on the Grand Strand and Conway campuses.

- Get assistance navigating myHGTC portal and D2L

- Obtain your HGTC Student ID

  - Bring a current photo ID (Driver's License, permit, etc.)

  - Student H# provided in your PACE Acceptance Letter

843-349-TECH
techcentral@hgtc.edu
Text: 843-357-8552
TECH Talk: Live Chat via myHGTC

IT Help Desk

The Information Technology Department's Help Desk provides assistance to students for their myHGTC and D2L needs.

Call: 843-349-TECH and select option #2

Email: helpdesk@hgtc.edu

Setting Up Your Student 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**
7. In the email address line type in your *my***HGTC** email address and follow the on-screen instructions when prompted for a password, the password will be your *my***HGTC** password

PACE Grades

- **Grades earned will be the first grades to appear on your college transcript**.

- Failure to complete these courses with a "C" or better may result in a lower overall GPA, ineligibility or loss of financial aid later on, and lack of transferability.

- **PACE grades will affect high school GPA, class rank and scholarships.**

- **The following grading system is used at HGTC for courses and college transcripts:**

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

- HGTC's registrar will report the earned **numeric** grade to be entered **on the high school transcript in accordance with the SC Uniform Grading Scale.**

- **HGTC does not provide Interim/Midterm grades. Access your current grades in D2L.**

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 **first contact the professor** of the course; requests for further grade review must be addressed with the Department Chair who will coordinate the review process and response.

PACE Course Withdrawals

Distinction Between a withdrawal on the College Transcript vs High School Transcript

HGTC's withdrawal without penalty deadlines:
November 1 for Fall semester and **March 22** for Spring semester
These withdrawals will result in a **"W"** on the student's HGTC Transcript.

Per the SC Uniform Grading Policy, high school dual enrollment students will receive a "WF" (50 average) on their high school transcript if withdrawn after the high school's drop/add period.

Transcripts and Transfer

- **PACE courses are transferable to SC 2-and 4-year public colleges and universities**, as well as many SC private colleges and out-of-state colleges.

- **Contact the college you intend to transfer to and confirm course transferability and be advised concerning course selection(s) for your major.**

- The **South Carolina Transfer and Articulation Center, www.SCTRAC.org,** helps students plan their coursework to avoid taking classes that will not count towards their degree.

- **Access SCTRAC, click on University Transfer, select the college, search course equivalencies, type in course name i.e., ENG 101, SPC 205, ART 101 etc.**

- Seniors preparing to transfer may order HGTC official transcripts from their **"Student Dashboard"** in my**HGTC.** Request transcripts online prior to graduation. Mark "HOLD FOR GRADES" if the request is prior to semester's end. *All payments to the College must be received prior to transcripts being released.*

- <u>Important Note:</u> An HGTC Official Transcript **MUST** be sent directly to the college to which you will attend to receive college credit from their institution.

Student Support Services & Resources

- **The Student Success and Tutoring Center (SSTC)** provides **FREE** tutoring in-person and online. Be sure to take advantage of these great opportunities for continued success in the classroom including a **FREE** Writing Center to consult about your English papers. Schedule an appointment online.

- Professors may send **Academic Alerts** to students if grades or attendance are below HGTC Academic Standards. Counselors will also be notified.

- The **Library** has resources available online and in-person to assist with research and class projects.

SSTC Free Tutoring Services

The SSTC offers to all students the following free resources:

- Academic tutors for most subject areas, Writing Center support, and college success skills

- Online tutoring and academic support resources

- Professional and interpersonal communication coaching in the EPIC Labs

SSTC tutors are available to help with the following subject areas:

- Writing and Public Speaking (papers, essays, reports, MLA/APA style, speeches and presentations for any subject)

- Math (All Courses)

- Sciences: BIO, CHM, PHY, AST

- Social Sciences/Humanities: PSY, SOC, HIS, and more

HGTC Testing Center

- PACE students may utilize the HGTC testing center to complete online course exams and make-up tests for in-person classes.

- Students must bring a valid photo ID with them in order to test.

- Testing Center appointments can be made in advance through your myHGTC account under the Main Menu "HGTC Testing Center" Tab or contacting the Testing Center.

- **Exams must be scheduled 24 hours in advance. Final Exams must be scheduled well in advance.**