HGTC PROGRAMS

Associate Degrees • Certificates • Diplomas

ADVANCED MANUFACTURING & INDUSTRIAL TECHNOLOGIES

Associate Degree
Machine Tool Technology
Mechatronics Technology

Certificate
Advanced Welding Technologies
Commercial Refrigeration & Air Conditioning
Diesel Engine Technology
Machine Tool Operations
Mechatronics
Outboard Marine Technology
Residential HVAC Service Technician
Residential/Commercial Electrical Technician

ENGINEERING TECHNOLOGY

Associate Degree
Civil Engineering Technology
Construction Management Technology
Electronics Engineering Technology
General Engineering Technology

Certificate
Electrical Lineman Technician
Robotics Technology
Surveying

GENERAL TECHNOLOGY

Associate Degree
General Technology
Aviation Maintenance Path

HEALTH SCIENCE TECHNOLOGY

Associate Degree
Dental Hygiene
Emergency Medical Technology
Nursing ADN
Physical Therapist Assistant
Radiologic Technology
Respiratory Care

Certificate
Computerized Axial Tomography
Diagnostic Medical Sonography
Emergency Medical Technology
Basic Paramedic
Expanded Duty Dental Assisting
Medical Coding & Billing
Patient Care Medical Assistant
Phlebotomy
Surgical Technology
Vascular Sonography

Diploma
Nursing PN

INFORMATION TECHNOLOGY, DIGITAL ARTS & ADMINISTRATIVE OFFICE TECHNOLOGY

Associate Degree
Computer Technology
Cybersecurity
Digital Arts
Network System Management

Certificate
Administrative Support
Certified CISCO Networking Associate
Cloud and Database
Cybersecurity
Medical Administrative Assistant
Networking

NATURAL RESOURCES TECHNOLOGY

Associate Degree
Forestry Management Technology
Wildlife Management Path
Golf & Sports Turf Management

PERSONAL CARE & RELATED HEALTH SERVICES

Certificate
Cosmetology
Esthetics Technician
Massage Therapy

PUBLIC SERVICE TECHNOLOGY & LEGAL STUDIES

Associate Degree
Criminal Justice Technology
Crime Scene Investigation Path
Early Care & Education
Human Services
Paralegal
Teacher Education

Certificate
Early Childhood Development
Fire Science
Paralegal Specialist

CULINARY ARTS TECHNOLOGY

Associate Degree
Baking & Pastry Arts
Culinary Arts Technology

Certificate
Kitchen & Food Preparation Techniques
Professional Cooking

ARTS, SCIENCES & UNIVERSITY TRANSFER

Associate Degree
Associate in Arts
Associate in Science

BUSINESS ADMINISTRATION

Associate Degree
Accounting
Business Administration
Sports Tourism and Recreational Management

Certificate
Basic Business
Customer Service Specialist

CULINARY ARTS TECHNOLOGY

Associate Degree
Baking & Pastry Arts
Culinary Arts Technology

Certificate
Kitchen & Food Preparation Techniques
Professional Cooking
APPLICATION FOR ADMISSION

A non-refundable application fee of $30 is required with this application. Please print in ink.

PERSONAL INFORMATION

H# (To be completed by HGTC staff):

Social Security No. _______ - _______ - _______ Date of Birth _____ / _____ / _____ Gender:  □ Female  □ Male

Name  ____________________________  ____________________________  ____________________________
(As it appears on Social Security card) Last First Middle Suffix

Preferred Name __________________________

Former Name __________________________

Mailing Address  Street Address  City  State  Zip  County (if within South Carolina) __________________________

Permanent Address  Street Address  City  State  Zip  (Include only if different from mailing)

Home Phone ( ) _______________________ Work Phone ( ) _______________________ Cell Phone ( ) _______________________

Email Address __________________________

Are you Hispanic or Latino?  □ Yes  □ No

Select one or more of the following races:

    □ American Indian or Alaska Native
    □ Asian
    □ Black / African American
    □ Native Hawaiian or other Polynesian
    □ White

Emergency Contact  __________________________  Phone ( ) _______________________

Last First Middle

EDUCATIONAL BACKGROUND

The requirement of high school graduation/GED completion varies by program of study. However, for financial aid eligibility proof of high school graduation/GED criteria must be met. See the current HGTC catalog available online at www.hgtc.edu for details.

High School Attended  __________________________  High School (or Home School Association)  City  State

I will earn or have earned (please select one):

    □ High School Diploma  Date of graduation: _____ / _____ / _____
    □ Certificate or Individualized Diploma  Date of graduation: _____ / _____ / _____
    □ GED  Date of graduation: _____ / _____ / _____
    □ I will not complete Secondary education.

Please list any prior college(s) attended:

<table>
<thead>
<tr>
<th>College / University Name</th>
<th>City, State</th>
<th>Dates Attended</th>
<th>Degree Earned</th>
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To receive transfer credits for previous course work, request ALL official transcripts to be sent to HGTC Admissions, PO Box 261966, Conway SC 29528-6066 or emailed to transcripts@hgtc.edu. Credit expiration dates and transferability limits are listed in the current HGTC catalog, available online at www.hgtc.edu.
## EDUCATIONAL PLANS

I am a:  
- [ ] New Student – no previous college experience  
- [ ] Transfer Student – has course work from another college/university  
- [ ] Visiting Student – visiting from another college/university for one semester (Please attach transient form.)

I will begin (check one):  
- [ ] Fall semester (Aug. – Dec.)  
- [ ] Spring semester (Jan. – May)  
- [ ] Summer semester (May – Aug.) Year ________

Major: __________________________________________________________________________________________________________

I plan to:  
- [ ] Earn an Associate Degree  
- [ ] Earn a Diploma  
- [ ] Earn a Certificate  
- [ ] Transfer to a 4-year college (List institution if known) ______________________________________________  
- [ ] Take classes for personal interest/other reason (no degree)

Some programs of study require background checks, urine drug screenings and/or immunizations as part of the admissions process. There will be additional fees for these requirements. Unsatisfactory results on the criminal background check or urine drug screenings or failure to complete any required health/immunizations standards WILL prevent enrollment or result in removal from enrollment in the program of study. Admission to any of the programs is conditional. A list of these programs can be found online at https://www.hgtc.edu/documents/admissions/general_forms/backgroundcheck.pdf.

## CITIZENSHIP

You must complete the citizenship portion of the application.

What is your citizenship status? (Please select one)

- [ ] US Citizen  
- [ ] Permanent Resident (possess a green card)  
  - [ ] If yes, you must provide your Permanent Resident Card and State Issued ID to the Admissions Office for verification.  
- [ ] DACA (Deferred Action Childhood Arrival) or Non-Resident with Employee Authorization card  
  - [ ] If yes, you must provide your DACA or Employee Authorization card and State Issued ID to the Admissions Office for verification.  
- [ ] International  
  - [ ] Do you currently have a Visa to study in the US?  
    - [ ] Yes  
    - [ ] No  
  - [ ] If yes, you must provide your Student Visa to the Admissions Office for verification.  
  - [ ] What is your Student Visa type? _______________________
  - [ ] Are you requesting an I-20 form?  
    - [ ] Yes  
    - [ ] No

### Declaration of Citizenship or Legal Presence in the United States

The South Carolina Illegal Immigration Reform Act (S.C. Code Ann.§59-101-430 (Westlaw 2008)) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. By signing this statement you attest that you are a United States citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. In addition, the college may require you to submit documentation that supports your claim.

Any student providing false information may be subject to dismissal from the college. Any student who is found to be unlawfully present in the United States will be dismissed from the college.

_____________________________________________ (Print Name)  
_____________________________________________ (Date of Birth)  
_____________________________________________ (Signature)  
_____________________________________________ (Date)

## RESIDENCY

- You must complete the Residency portion of this application, the answers to these question will determine your residency classification for tuition purposes. Applicants who fail to complete all residency questions will be classified as non-residents and billed the out-of-state tuition rate.

- If you provide more than 50% of your financial support, you are usually considered **INDEPENDENT** and your residency claim is based upon your information.

- If someone else provides more than 50% of your financial support, you are usually considered **DEPENDENT** and your residency claim is based upon that person’s information.

- Please complete one of the Residency Forms on the next page.
INDEPENDENT RESIDENCY INFORMATION

Applicant: If you provide more than 50% of your financial support, complete this INDEPENDENT residency form with your information.

Applicants who claim South Carolina residence for tuition and fee purposes must complete this form in its entirety.

Additional information may be requested per SC Law 59-112. Residency requirements may be found online at www.che.sc.gov.

An INDEPENDENT student is defined as one who will provide more than half of his/her support for the 12 months immediately preceding his/her enrollment or re-enrollment and will NOT be claimed as a dependent or exemption on the income tax return of a parent, guardian or spouse.

STUDENTS’ / APPLICANT’S INFORMATION

Name of Student: __________________________

Do you reside in South Carolina?  □ Yes  □ No
If yes, date present stay began. __________________________

Do you reside in Horry or Georgetown County?  □ Yes  □ No
If yes, date present stay began. __________________________

Who claims you for federal income tax purposes?  □ Self  □ Both parents  □ Father  □ Mother  □ Other

Do you have a valid Driver’s License?  □ Yes  □ No
If no, do you have a State Issued Identification Card?  □ Yes  □ No
If yes, Driver’s license Number: __________________________/________________________ State: ______ Date Issued: ______________________ Expiration Date: _______________

□ New (first issued) □ Renewed □ Transferred from another state

Do you have a vehicle registered in your name?  □ Yes  □ No
State: ______ Date Issued: ______________________ Renewed □ Transferred from another state □ New Purchase Purchase Date: _______________

If you relocated to South Carolina, what was your previous state of residence? __________________________

What is your employment status?  □ Full-time  □ Part-time  □ Unemployed  □ Retired  □ Disabled

Employer Name: __________________________

Employment Dates: From (mm/yy) _________/ _________ To (mm/yy) _________/ __________

Telephone: (_________________________)

If your claim to South Carolina resident status is based upon active military assignment to the state, please submit a copy of current military orders to the Office of Admissions.

Branch of Service:  □ USAF  □ USA  □ USN  □ USMC  □ USCG
Home of Record on I.E.S.: __________________________

I hereby certify that the information I have provided on this application is complete and correct. I understand that falsification or failure to provide the correct information or omission of previous college attendance may lead to disqualification of my application for admission and immediate cancellation of registration at Horry-Georgetown Technical College.

I understand that this information will be used to determine South Carolina residency status for tuition and fee purposes.

I understand that pursuant to the S.C. Family Privacy Act of 2002, my personal information is subject to public scrutiny or release.

I understand that my image (photo or video) may be used by the college for marketing or instructional purposes in the normal course of college classes and activities.

I understand that I am responsible for paying all charges and educational costs. I also understand that should the college deem it necessary to refer any unpaid expenses and/or interest to an attorney or collection agency that I am responsible for all costs of collection, including but not limited to attorney and collection agency fees.

I understand that the FERPA Act of 1974 is a federal law that protects the privacy of and grants certain rights to my educational records. This law allows HGTC to share directory information, such as name, dates of attendance, and awards. Information is also used to publish honor list, commencement programs, and other student recognition programs.

Signature __________________________ Date __________________________

Statement of Equal Opportunity

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, 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 educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelynne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelynne.Snyder@hgtc.edu.

Student Right to Know and Campus Security Act

The Student Right to Know and Campus Security Act (Public Law 101-542), signed into law in November 1990 by the U.S. Department of Education, applies to institutions of higher education participating in federal financial assistance programs. Under this policy, current and prospective students must be informed of completion or graduation rates of students seeking certificates, diplomas or degrees. The act also requires reporting of security policies and crime statistics to students, employees, and the U.S. Department of Education. Horry Georgetown Technical College, in compliance with Student Right to Know, provides current information on these topics at www.hgtc.edu/righttoknow.

State Authorization Reciprocity Agreement

Horry-Georgetown Technical College is an approved member of the State Authorization Reciprocity Agreement (SARA). As a SARA member, HGTC adheres to an established set of standards for offering distance learning among SARA member states, districts and territories. Currently, HGTC does not offer online instruction within the following states: CA, CT, FL, KY, MA, NJ, NY, PA, UT and WI.
A DEPENDENT student is defined as one who will receive more than half of his/her support for the 12 months immediately preceding his/her enrollment or re-enrollment from a parent, guardian or spouse and will be claimed as a dependent or exemption on that individual’s income tax returns. Applicants who claim South Carolina residence for tuition and fee purposes must complete this form in its entirety. Additional information may be requested per SC Law 59-112. Residency requirements may be found online at www.che.sc.gov.

### DEPENDENT RESIDENCY INFORMATION

**Name of Student:** ____________________________________________
**Date of Birth:** __________________________

**Are you licensed to drive?**
- [ ] Yes
- [X] No

If yes, Driver’s License or ID Number: ________________________________
State: ____________ Date Issued: ____________ Expiration Date: ____________

- [ ] New (first issued)
- [ ] Renewed
- [ ] Transfer from another state

**With whom do you reside?**
- [ ] Self
- [X] Both Parents
- [ ] Father
- [ ] Mother
- [ ] Spouse
- [ ] Other

**Who claims you for federal income tax purposes?**
- [ ] Self
- [X] Both Parents
- [ ] Father
- [ ] Mother
- [ ] Spouse
- [ ] Other

**Parents/Guardian Marital Status:**
- [ ] Single/never married
- [ ] Married
- [ ] Divorced/separated
- [ ] Widowed
- [ ] Remarried
- [ ] Not applicable

**If parents are divorced or separated, who is the custodial parent?**
- [ ] Father
- [ ] Mother
- [ ] Shared custody
- [ ] Not applicable

**Information of person who provides more than 50% of your financial support:**

**First Name:** ____________________________________________

**Last Name:** ____________________________________________

**Relationship:** ____________________________________________

**Citizenship:**
- [ ] U.S. citizen
- [ ] Permanent Resident
- [ ] Other — Specify: ____________________________

**Does this person reside in South Carolina?**
- [X] Yes
- [ ] No

If yes, date present stay began: ____________________________

**Does this person reside in Horry or Georgetown County?**
- [X] Yes
- [ ] No

If yes, date present stay began: ____________________________

**What is his/her address? (Street, City, State, Zip code):**
________________________________________________________

**Does this person have a valid Driver’s License?**
- [X] Yes
- [ ] No

If yes, Driver’s License Number: ________________________________
State: ____________ Date Issued: ____________ Expiration Date: ____________

- [ ] New (first issued)
- [ ] Renewed
- [ ] Transfer from another state

**Does this person have a vehicle registered in his/her name?**
- [X] Yes
- [ ] No

**Vehicle Registration State:** ____________ Date Issued: ____________

- [ ] Renewed
- [ ] New Purchase Date: ____________
- [ ] Transfer from another state

**What is their employment status?**
- [X] Full-time
- [ ] Part-time
- [ ] Unemployed
- [ ] Retired
- [ ] Disabled

**Employer Name:** ____________________________________________

**Telephone:** (__________) ____________________

**Employment Dates: From (mm/yy) ____________ / To (mm/yy) ____________ /**

**If your parent/guardian relocated to South Carolina, what was the previous state of residence?**

- [ ] Yes
- [ ] No

If yes, date present stay began: ____________________________

**What is their employment status?**
- [ ] Full-time
- [ ] Part-time
- [ ] Unemployed
- [ ] Retired
- [ ] Disabled

**Employer Name:** ____________________________________________

**Telephone:** (__________) ____________________

**Employment Dates: From (mm/yy) ____________ / To (mm/yy) ____________ /**

- [ ] New Purchase Date: ____________
- [ ] Transfer from another state

**If his/her claim to South Carolina resident status is based upon active military assignment to the state, please submit a copy of current orders to the Office of Admissions.**

**Branch of Service:**
- [ ] USAF
- [ ] USA
- [ ] USN
- [ ] USMC
- [ ] USCG

**Home of Record on L.E.S.:** ____________________________________________

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ADMISSIONS & FINANCIAL AID CHECKLIST

Use this checklist and complete every step to make sure the enrollment process runs smoothly and efficiently. Remember, submitting your admissions and financial aid application is only the beginning of the enrollment process.

- Pay close attention to deadlines for application processes, registration, and payment.
- Follow up on all requests from the Admissions and Financial Aid Offices.
- Act early to diminish your chances of standing in long lines and to reduce delays in processing your applications.

GET STARTED!

☐ Apply for Admission
   Fill out the admissions application and pay the $30 non-refundable application fee.

☐ Request Transcripts Immediately
   All Students: Have an official final high school transcript or GED mailed to the Office of Admissions at PO Box 261966, Conway, SC 29528-6066 or emailed to transcripts@hgtc.edu.
   Transfer Students: Have official copies of all prior college/university transcripts mailed to the Office of Admissions at PO Box 261966, Conway, SC 29528-6066 or emailed to transcripts@hgtc.edu.

☐ Submit ACT or SAT scores to the Office of Admissions.

☐ Apply for Financial Aid
   You should apply for financial aid at the same time that you apply for admissions. Although you do not have to be admitted or registered for classes before you apply for financial aid, these two steps go hand in hand and should be completed together.
   Visit www.fafsa.ed.gov to fill out the online Financial Aid Application and use School Code 004925 to have your information sent to HGTC.

☐ Get WaveNet Login Information
   You will receive WaveNet login information after you have been admitted to HGTC. The Office of Admissions will provide your WAVE NET username and password in your acceptance letter.

☐ Meet with a New Student Advisor
   After you've been accepted, meet with your new student advisor to develop your academic plan and to determine which courses you need to take.

☐ Register for Classes
   Log in to WaveNet with your username and password to sign up for your classes. You must sign up for classes through your WaveNet account. Pick the courses required for your major as recommended by the new student advisor on the days, times, and campus locations that work best for your schedule.

☐ Orientation
   Attend an orientation session to become familiar with the services and resources available at the college. Check your WaveNet account for more information.

☐ Pay for Classes
   Check WaveNet to be certain your financial aid has been awarded and is in place for the semester. You may be required to cover some expenses out-of-pocket if you do not receive full financial aid benefits. Classes may be paid for in the Student Accounts Office on any campus or online via WaveNet.

Office of Admissions
PO Box 261966, Conway, SC 29528-6066