HGTC PROGRAMS

Associate Degrees • Certificates • Diplomas

ADVANCED MANUFACTURING & INDUSTRIAL TECHNOLOGY

Associate Degree
Machine Tool Technology

Certificate
Advanced Welding Technologies
Commercial Refrigeration & Air Conditioning
Machine Tool Operations
Residential HVAC Service Technician

ARTS, SCIENCES & UNIVERSITY TRANSFER

Associate Degree
Associate in Arts
Business Transfer
Education Transfer

Associate Degree
Associate in Science
Civil Engineering Transfer
Health Science
Turfgrass Science

BUSINESS TECHNOLOGY

Associate Degree
Accounting
Administrative Office Technology
Business Administration
Marketing
Public Service Administration
Sports Tourism

Certificate
Administrative Support
Basic Business
Interior Design
Medical Administrative Assistant

CULINARY & HOSPITALITY

Associate Degree
Culinary Arts Technology
Hospitality Management

Certificate
Baking & Pastry Arts
Cake Design
Kitchen & Food Preparation Techniques
Professional Cooking

ENGINEERING TECHNOLOGY & INDUSTRIAL TECHNOLOGY

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

Certificate
Computer Aided Design
Electrical Lineman Technician
Robotics Technology
Surveying

HEALTH SCIENCE TECHNOLOGY

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

Certificate
Diagnostic Medical Sonography
Emergency Medical Technology
EMT - Paramedic
Medical Coding & Billing
Patient Care Medical Assistant
Pharmacy Technician
Phlebotomy
Surgical Technician

Diploma
Expanded Duty Dental Assisting
Nursing PN

INFORMATION TECHNOLOGY & DIGITAL ARTS

Associate Degree
Computer Technology
Networking
Programming

Digital Arts

Certificate
Certified CISCO Networking Associate
Cybersecurity
Networking

NATURAL RESOURCES TECHNOLOGY

Associate Degree
Forestry Management Technology
Timber Harvesting
Urban Forestry
Wildlife Management
Golf & Sports Turf Management

Certificate
Natural Resources & Environment

OCCUPATIONAL TECHNOLOGY

Associate Degree
Aviation Maintenance

PERSONAL SERVICES

Certificate
Cosmetology
Esthetics Technician
Massage Therapy

PUBLIC SERVICE TECHNOLOGY

Associate Degree
Criminal Justice Technology
Crime Scene Investigation
Homeland Security
Law Enforcement
Early Care & Education
Human Services
Paralegal/Legal Assistant

Certificate
Child Care Management
Early Childhood Development
Fire Science
Homicide Investigation
Latent Print Collection & Classification
Paralegal Specialist
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

Former Name(s)
(include maiden name & any other name that your personal records may include)

Mailing Address ___________________________ Street Address ___________________________
City State Zip

County (if within South Carolina) ___________________________

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

Home Phone ( ) ___________________________ Work Phone ( ) ___________________________ Cell Phone ( ) ___________________________

Email Address ___________________________

Ethnic Background: ☐ Black / African American ☐ Asian or Pacific Islander ☐ White, not of Hispanic origin
☐ Hispanic ☐ American Indian or Alaska Native ☐ Other

Emergency Contact ___________________________
Last First Middle Phone ( )

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

What is your current status?
☐ I have earned a high school diploma
Date of graduation: __/__/____

☐ I have earned a GED
Date of graduation: __/__/____

☐ I have not completed secondary education.

☐ I have received a certificate (or individualized diploma)
Date of graduation: __/__/____

Prior College(s) Attended:

<table>
<thead>
<tr>
<th>College / University Name</th>
<th>City, State</th>
<th>Dates Attended</th>
<th>Degree Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From To</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>From To</td>
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<tr>
<td></td>
<td></td>
<td>From To</td>
<td></td>
</tr>
</tbody>
</table>

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  
- [ ] Visiting Student – visiting from another college 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.

Are you a Citizen of the U.S.?  
- [ ] Yes  
- [ ] No

Are you a Permanent Resident (possess a green card) in the USA?  
- [ ] Yes  
- [ ] No

If yes, you must provide your Permanent Resident Card and State Issued ID to the Admissions Office for verification.

Are you a DACA student (Deferred Action for Childhood Arrivals)?  
- [ ] Yes  
- [ ] No

If yes, you must provide your DACA Card and State Issued ID to the Admissions Office for verification.

Are you an international student?  
- [ ] Yes  
- [ ] No

Are you here on a student Visa?  
- [ ] Yes  
- [ ] No

If yes, you must provide your US Visa and State Issued ID 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 considered INDEPENDENT and your residency claim is based upon your information.

- If someone else provides more than 50% of your financial support, you are 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.

### STUDENT'S / APPLICANT'S INFORMATION

**Vehicle Registration?**

- [ ] Yes
- [ ] No

**Driver's License?**

- [ ] Yes
- [ ] No

<table>
<thead>
<tr>
<th>Driver's License Number:</th>
<th>State:</th>
<th>Date Issued:</th>
<th>New (first issued)</th>
<th>Renewed</th>
<th>Expiration Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vehicle Registration?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State:</th>
<th>Date Issued:</th>
<th>New (first issued)</th>
<th>Renewed</th>
<th>Purchase Date:</th>
</tr>
</thead>
</table>

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

**Employment Status:**

- [ ] Full-time
- [ ] Part-time
- [ ] Unemployed
- [ ] Retired
- [ ] Disabled

<table>
<thead>
<tr>
<th>Employer Name:</th>
<th>Telephone: (_______)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Address:</td>
<td>Employment Dates: From (mm/yy) _________/ _________ To (mm/yy) _________/ __________</td>
</tr>
</tbody>
</table>

If your 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.

- [ ] USAF
- [ ] USA
- [ ] USN
- [ ] USMC
- [ ] USCG

Home of Record on L.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 Harry 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 cost of collection, including but not limited to attorney and collection agency fees.

Student Signature__________________________________________ Date___________________________

### Statement of Equal Opportunity

Harry 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, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, marital status or unfavorable discharge from military service, 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 in such manner by applicable laws. Practices and requirements to enrollment of students in programs and activities of the College and employment by the College. Inquiries concerning the federal laws and their application to the College may be directed to the College’s Affirmative Action/Equal Opportunity Officer, the Associate Vice President for Human Resources and Employee Relations, U.S. Department of Health and Human Services or the U.S. Department.

### 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. Harry 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

Harry 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.
## DEPENDENT RESIDENCY INFORMATION

### Applicant Information

If someone else provides more than 50% of your financial support, complete this DEPENDENT residency form with that person’s 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.

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.

### Student Information

<table>
<thead>
<tr>
<th>Name of Student: _________________________________________________________________________________________________________________________________________</th>
</tr>
</thead>
</table>

**STUDENT’S / APPLICANT’S INFORMATION**

<table>
<thead>
<tr>
<th>Parents Marital Status:</th>
<th>Single/never married</th>
<th>Married</th>
<th>Divorced/separated</th>
<th>Widowed</th>
<th>Re-married</th>
</tr>
</thead>
</table>

Who claims you for federal income tax purposes? | | | | | |

If parents are divorced or separated, who is the custodial parent? | | | | | |

### PARENT’S / GUARDIAN’S/SPOUSE’S INFORMATION

<table>
<thead>
<tr>
<th>Citizenship:</th>
<th>U.S. citizen</th>
<th>Permanent Resident</th>
<th>Not a U.S. Citizen or Permanent Resident</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Driver’s License Number:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

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

What is his/her driver’s license and vehicle registration information?:

- **Driver’s License Number:** ________________________
  - **State:** ________
  - **Date Issued:** _______________
  - **New (first issued)**
  - **Renewed**
  - **Expiration Date:** ________________
  - **Vehicle Registration State:** _____________
  - **Date Issued:** ________________
  - **Renewed**
  - **Expiration Date:** ________________

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

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

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

| First Name: | | Last Name: | | Relationship: | |
| --- | --- | --- | --- | --- |

Citizenship: | U.S. citizen | Permanent Resident | Not a U.S. Citizen or Permanent Resident |

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

### Statement of Equal Opportunity

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, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, marital status or unfavorable discharge from military service, 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 in such manner by applicable laws. Practices and requirements to enrollment of students in programs and activities of the College and employment by the College. Inquiries concerning the federal laws and their application to the College may be directed to the College’s Affirmative Action/Equal Opportunity Officer, the Associate Vice President for Human Resources and Employee Relations, U.S. Department of Health and Human Services or the U.S. Department.

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ADMISSIONS & FINANCIAL AID CHECKLIST

Use this checklist to complete every step and 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 copy of your 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.**

- **Schedule Placement Testing**
  If you have not taken the ACT or SAT, take the ACCUPLACER Placement Test in the Testing Center on any campus.
  - All students must participate in The Start Right Experience before registering for the ACCUPLACER test. On-campus sessions are available in our Student Information Center: WaveNet Central locations on all three campuses:
    - Monday through Thursday @ 10:30 am and 4 pm
    - Friday @ 10:30 am
  - You may also start The Start Right Experience online at www.hgtc.edu/startright.
  - Once you have completed The Start Right Experience and have emailed your name and quiz results, you may select the campus of your choice at the bottom of the page to register for the ACCUPLACER test.
  - **Also Note**: Some programs have additional requirements such as background checks, drug screenings, and interviews. Check your admissions requirements letter for details.

- **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 WaveNet username and password in your acceptance letter or when you come in to be admitted and advised.

- **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 in-person or online orientation session to become familiar with the services and resources available at the college. To sign up, go to www.hgtc.edu/Navigate.

- **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