



## Visiting/Transient Student Guide

In order to be a successful Visiting/Transient Student at Horry-Georgetown Technical College, please complete each of the items below by logging into your myHGTC account. To log into myHGTC, you must go to [www.hgtc.edu](http://www.hgtc.edu) and click on myHGTC. Please note: you can contact TechCentral at 843-349-8324 Option 1 to obtain access to your username and password.

- Once you are registered for classes, make a payment online in myHGTC. To do so, click on the Manage my Student Account card. Please make payment arrangements as soon as possible to avoid being dropped for non-payment. If this card is not currently available to you, please click on the “Discover More” button that is located at the bottom of the page.
- To print your schedule, click on myHGTC and locate the Student Resources card. Navigate to the Student Dashboard and then select Class Schedule. If this card is not currently available to you, please click on the “Discover More” button that is located at the bottom of the page.
- If taking an online class, click on myHGTC and locate the Registration Tools card. Navigate to the Distance Learning Course Orientation. This tutorial will help you to be successful in taking online courses at HGTC. To begin your online course, please click on the Menu icon located in the top left corner of the page and click on Desire2Learn.
- Please make sure you are active in the online class. You will be dropped for non-attendance if you have not attended during the ADD/DROP period. If this happens, please contact the Registrar's office as soon as possible to ensure entry back into your course. Also, if you are absent more than 20% or do not attend for two-consecutive weeks, you may be withdrawn from your course.
- Upon completion of your course, make sure to request your transcript from HGTC to be sent to your home institution. You can request a transcript by going onto myHGTC. Navigate to the Student Resources card and click on the Student Dashboard. Next, go to your Student Profile and select the Order Official Transcript option on the left side of the screen. When requesting your transcript prior to the end of the term, make sure you select the HOLD FOR GRADES option.

**We are excited you chose to enroll at HGTC!**

If you have any questions, please email [transient@hgtc.edu](mailto:transient@hgtc.edu).