REGISTRATION – TYPES OF CLASSES

Horry-Georgetown Technical College offers courses in various formats to match as many of our students’ learning needs as possible; classes are offered in the following ways:

**ON-CAMPUS**

The most common types of classes offered at HGTC would be on-campus courses. You will be in a classroom where instructors can easily assist you in a safe learning environment. Classes are taught through lecture so that you can easily obtain the information first hand.

**HYBRID**

A hybrid class combines classroom instruction with online learning. In a hybrid course, a significant portion of the instruction activities are online which reduces the amount of time spent in a traditional, face-to-face classroom. This type of course can greatly benefit students who have limited time for in-person classroom attendance.

**ONLINE**

An online course offers the convenience of completing coursework from any computer at any location. Online courses use various methods to teach such as prerecorded lecture, readings from the book, and much more. Course participation and assignments may include discussion board posts, quizzes, papers, etc.

*NOTE: For both hybrid and online classes, prior to registration, a student is required to complete the distance learning course orientation.*
Getting Started in WaveNet

How do I obtain my WaveNet username and password?

Once you complete the admissions process, you will receive an acceptance letter in the mail with your username, password, and H number.

How do I log into WaveNet?

1. Go to www.hgtc.edu
2. Click on the WaveNet icon at the top of the page.
3. Log into WaveNet with the username and password provided to you.
   • Change the temporary password to a new password of your own.

What do I do if I need my account information?

If you do not have a WaveNet username and password or have forgotten it, TECH Central can provide this information in person or over the phone. You will need to provide your H number and verify your identity if you visit or call TECH Central.

LOCATIONS & PHONE
Conway Campus: Building 1100, Room 132D
Grand Strand Campus: Building 200, Room 136
Phone: (843) 349-TECH (8324)

How can I change my password?

1. Log into WaveNet.
2. On the “Home” tab click the “My Account” link (third box down, on the left).
3. Enter your old password, then the new password in the corresponding boxes.
4. Click “Save Changes” at the bottom of the screen; you will see a confirmation stating “Password Changed Successfully” at the bottom of the screen.
The Home Tab
This is the first tab you will see when you log into WaveNet; as such it contains a large amount of the tools you would need on a daily basis.

ACCESS MY COURSES
Your point of access for D2L which is the schools online learning portal.

CAMPUS MAPS
Provides digital access to maps of all three campuses.

MY ACCOUNT
This tool allows you to change your WaveNet password.

SEMIESTR INFORMATION
Provides basic information about registration.

QUICK LINKS
A collection of useful tools to aid in your success while attending HGTC.

MY MAIL
Your student email is located here.

HGTC ANNOUNCEMENTS
Any important events on or around the school will be posted here.

HGTC CALENDARS
This is a group that contains the various calendars for the school.

TECH TALK
TECH Talk is a live chat service for the HGTC community that includes text messaging and social media. The service can be accessed through the WaveNet portal, TECH Central page, or by texting 843-375-8352. Questions can also be asked through social media @hgtctechcentral.
INTRODUCING WAVENET – THE MY STUDENT TAB

The My Student Tab
This tab serves as your main access point to your student information for not only registration but payment and financial aid as well.

WHO’S MY ADVISOR?
Provides quick access to your faculty advisor’s contact information.

ACCESS MY COURSES
Provides access to Desire2Learn, the school’s online portal for coursework.

PERSONAL INFORMATION
This section is used to update your contact information for the school.

MY DEGREE WORKS
Used to view details about your degree such as grades and what courses are still needed to graduate.

REGISTRATION TOOLS
Provides access to registration tools, your student schedule, transcripts, enrollment verification, and the Distance Learning Course Orientation.

MY FINANCIAL AID REQUIREMENTS
This tool serves as your main means of checking what items financial aid needs and what they have received.

FINANCIAL AID AWARDS
Contains award package information.

MANAGE MY ACCOUNT
Used to access the online payment system.

MY BOOKSTORE
Provides links to the bookstore and view of bookstore credit.

MY TAX NOTIFICATION
Contains the 1098T form for taxes.
The Student Services Tab
This tab serves as a good source of information as to what resources the school provides to the student which aid in your success while attending HGTC.

NAVIGATE
The online new student orientation for the school. Students are encouraged to take this before beginning their first semester.

STUDENT FAQ
This section contains a variety of common questions and answers that students ask.

SSTC
The SSTC is the schools tutoring service that is available to all students free of charge. This section contains the links to make appointments both for in person tutoring and online through Brainfuse, for those who need more flexible times.

STUDENT RESOURCES
This section contains links to various resources a student might need.

TITLE IX TRAINING
This is a link to the Title IX training information for the school which covers how the school handles Title IX Information.

TECHNOLOGY RESOURCES
This section contains links to online D2L Guides and other technology related items.

OFFICE 365
HGTC as a school offers Microsoft Office to students for free as long as they are a student. The instructions on how to make use of this offer are listed here.
The “Register for Classes” feature gives you the ability to search and register for classes. You may also view and manage your schedule. Follow the guide below to start registering for classes.

**Step 1:** Go to [www.hgtc.edu](http://www.hgtc.edu) and click on the “WaveNet” logo.

**Step 2:** Log into WaveNet.
**Step 3:** Click on the “my Student” tab.

**Step 4:** Click on “my Registration Dashboard” in the “Registration Tools” box.
Step 5: Click on “Register for Classes”.

Step 6: Select the Term from the dropdown list and click “Continue”.

Step 7: Click in the “Subject” field and choose the subject. (Ex. ACC – Accounting)

NOTE: You are able to select more than one subject. After you select one, click in the “Subject” field again and choose another.
**Step 8:** After choosing your “Subject(s)” click “Search”.

**Step 9:** Look through the list of classes. Use the arrows at the bottom to navigate between pages, if necessary.

**NOTE:** Verify on which campus the class is located before you register:
- C – Conway
- S – Grand Strand
- G – Georgetown
- H – Hybrid
- I – Internet
**Step 10:**  
(A) Click the “Add” button to place the course in the “Summary” area. When you have all the courses you need in the “Summary” area, click “Submit” to actually register for the courses and have them appear on your schedule.

(B) If you add a course by mistake, or would like to remove a course you’ve selected, click on the “Action” drop-down menu in the “Summary” area and choose “Remove”.

**REMEMBER:** The “Summary” area is a placeholder for your courses, but you are not registered for them until you click on the “Submit” button. You will notice the “Status” change from “Pending” to “Registered”.

**DON’T FORGET TO CLICK “SUBMIT”!**
After registration, you may use the "Register for Classes" area to manage your registered courses and see your course schedule in calendar view. Use the toolbar between the sections to toggle between upper and lower panels.

Click on drop-down menu and choose "Web Drop" and then click "Submit" to drop a course.
**SCHEDULE BUILDER STUDENT GUIDE**

**SCHEDULE BUILDER** is a real-time scheduling tool to help you create your class schedule based on selected courses and available times. Using Schedule Builder you can customize your class schedule to fit your work and personal life.

**Disclaimer:** Schedule Builder does not replace the need for academic advising or Degree Works degree auditing.

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**ACCESSING SCHEDULE BUILDER**

1. Log in to the MyWaveNet portal and click on My Student Tab.

2. On the left side in the Registration Tools box, click the link for Schedule Builder.

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3. You will be taken to the Home Screen. Please read any announcements pertaining to Registration and click Continue.

---

4. Select the appropriate **term** for registration.
5 When you first access Schedule Builder you will see a 3-column layout consisting of Select Courses, Schedule Results, and Favorites (which is collapsed to the far right).

**SELECT COURSES**

1 **Select campuses/instructional methods**
   To Select the desired campus(es) and instructional methods hover over each and click on the “Select”, then check the preferred options.

2 **Select your courses**
   a. In the Course search box, type in a course using one of the following methods:
      i. **Class Subject and number** (i.e., ACC 101 or ENG 155) or
      ii. **Title** (i.e., calculus or Intro to Business) or
      iii. **Instructor’s Name** (i.e., Johnson or Sharon Smith) or
      iv. **Course Reference Number** – 4 digit CRN
   b. Choose the desired course from the list of results and click the **Select** button.
   c. Repeat steps 1-3 to add other desired courses (4-5 courses recommended).

---

**Tips on Selected Courses:**
Click the Down arrow to get details about course, to include description, pre-reqs, and sections with available seating. Click the trash can on the right side of the box to remove course. If there is a lock icon, this course is a required course for you for the semester.
TIP: Review class restrictions and requirements now to save planning time and avoid attempting to register for classes in which you are not eligible to do so.

TIP: Collapse Panels - The individual panels can be collapsed (and expanded) by clicking the gray double arrows << at the top right of the screen.

VIEW YOUR RESULTS – CREATING AN OPTIMAL SCHEDULE

Your selected courses are now displayed in the SCHEDULE RESULTS panel on the right side of the screen. The Results panel displays all possible schedule options in three layouts:

1. **Class Information** – Detailed information on class(es) to include name, date/time, location, restrictions, etc.
2. **Timetable** – Graphical weekly display of selected courses, showing days and times.
3. **Timeline** – Shows the duration of the course, as well as full or partial term.
TIP: To browse outcomes, use the left and right arrows keys on your keyboard, the arrows under Generated Results, or swipe left and right on a mobile device or touch screen.

TIP: The legend button can be turned on or off. When “on” the Detailed Class information will be shown, as above. Turn the legend “off” to collapse class information.

HOW TO REFINE YOUR RESULTS

There are several tools available to narrow your search results to find your optimal schedule.

1 Apply Filters – Directly above the schedule Results Timetable is a filter button. You can select or deselect options using filters.
   Filter Options:
   - Full classes - Permit user to include/exclude full classes
   - Waitlistable classes - Permit user to include/exclude classes that are full but still have one or more waitlist seats.
   - Online classes - Permit user to include/exclude classes that are taught using the internet

2 Pin Classes – This prioritizes a specific course(s) and arranges your other options around the pinned course(s). You can pin or unpin a course(s) with any of these methods:
   a. Click Course Code Name on the graphical Timetable.
   b. Click the Course Title from the detailed Course Information list.
   c. Click the Specific Classes Section from the Select Course list.

3 Block Out Times – There are two ways to block times when you do not want to take classes:
   a. On the Timetable, click and drag to select times, or
   b. Add Personal Times in the box located below the Timetable grid and click Add Time.

To remove a blocked-off time, click the gray area on the Timetable grid or the Clear all Personal Times button located at the bottom of the screen when Increase Accessibility is enabled.
4 **Sort Preference** – Sort preference does not change the number of your schedule results. Instead, it allows you to prioritize your viewing order.

Click the **Sort Preference** drop-down menu to select the type of schedules you want to view first:

**TIP:** VSB does not save your sorting preferences between logins.

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**SAVE AND SHARE YOUR SCHEDULES**

Once you have found your desired schedule, there are three options to save/access your work:

**Favorite, Share, and Print.** These options are available at the bottom of the schedule result panel.

1 **Favorites** allow you to easily retrieve your schedule(s) at your registration appointment, check if seats are still available, and then proceed with registration.
Click the **Favorite** link to save your preferred schedule(s).
The **FAVORITES** panel opens in the far right side of the screen:

- Click the **gray Graphical Box** to select and display schedule.
- Click the **Untitled** edit pencil icon to type a name for the schedule.
- Click the **Load** icon to display selected favorite schedule in the Select Courses panel.
- Click the **Delete** button to delete selected favorite schedule.

---

2  Click **Share** – This will provide you with a URL address which you can copy and share via email.
3  **Print** – Use to print your schedule.
REGISTER FOR CLASSES

When you are ready to register for classes complete the following:

1. At the bottom of the Class Information Section, click **Get this Schedule** button.

2. A Confirmation page displays, listing your chosen classes along with action and options.

3. Under the **Options Section**, you will choose to either **“Web Register”** or **“Waitlist”** your classes.

4. Click **Do Actions** to register for classes. Click **Cancel** if you wish to do something different with your schedule.
5 The page will notify you of your registration, look in the results column to determine if you are registered for the course(s) or if you have any conflicts. Click Return to “Select Courses”, in the right bottom corner, once you are ready to return to the Schedule Builder.

6 Go to WaveNet to My Student Tab, click on My Student Dashboard in the upper left and corner.

7 Once in your dashboard, click on Class Schedule, select the Term, and check your course registration.

TIP: Please contact your advisor should you have any questions about course registration errors or which courses to enroll. Although Scheduler Builder is a great tool for registration it does not replace your advisor.
MAKING CHANGES TO YOUR SCHEDULE

If you need to make changes to the existing schedule: Log into Schedule Builder and select the appropriate term. Your current schedule will appear.

1 Add a Course to Your Existing Schedule
   a. To Add a course, follow directions above for adding courses. Make sure to select appropriate campus and instructional methods, before entering the course in the search box.
   b. Once Course is added to the schedule, scroll through the Results and pin the desired section.
   c. Click Get this Schedule Button at bottom of schedule display.
   d. Click Do Actions, and review Results to ensure you are enrolled in course

2 To Drop a Course
   a. To Drop a course, go the Select Courses panel on the left side and click on the trash can icon for the course you wish to drop.
   b. Click on the drop-down menu and select “Plan to drop course” from the menu options.
3 To Change a Course Section

a. If you wish to change your course section, go to the Select Courses panel on the left-hand side and click on the trash can icon for the course you wish to change.

b. Click on the drop-down menu and select the section in which to enroll from the menu options.

c. Click Get Schedule and “Swap” should now appear in the Action column.

d. Click Do Actions button.

e. Review updated schedule to make sure the course is dropped.

c. Click Get Schedule and “Drop” should now appear in the Action column.

d. Click Do Actions button.

e. Review updated schedule to make sure the course is dropped.
WAVENET, D2L LOGIN AND COURSE ACCESS

ACCESSING WAVENET AND D2L

1 - Go to www.hgtc.edu

2 - Click on the WaveNet icon at the top of the page.

3 - Once logged into WaveNet, on Home page, click the D2L icon.
Once in your online class, all course materials and instructions can be found under the Content Tab, which is located at the top of your online class.

**Getting Started Module**

The first place to visit under the Content Tab is the “Getting Started” module. This section will include:

- your instructional package,
- instructor information sheet, and
- valuable resources you will need to be successful.
Click the Content Tab and choose the module on the left side of the screen you wish to view.

Click on the document you wish to view from the list on the right.

The document will open and you can now view it in D2L.

If you wish to download the file and it is set up to where you may do so, simply click on the Download button below the file view window.
The dropbox allows you to submit an assignment to your instructor. Multiple files can be added to the dropbox at a time. Make sure you consult with your instructor regarding the correct document format needed in order for the assignments to be read and graded.

**ASSIGNMENT SUBMISSION**

**ACCESSING DROPBOXES**
Click the **Assignments Tab** and choose **Dropbox** to access available dropboxes for your course.

**INSTRUCTIONS**
While most instructors at HGTC prefer to place all of their assignment instructions within the course content, you may find additional instructions here.

**FILES**
Attach your files here.

**COMMENTS**
A short memo for your instructor can go here.

**SUBMIT**
Click to submit your assignment.
TAKING A QUIZ

ACCESSING QUIZZES
Click the Assignment Tab and choose Quizzes to access available quizzes and exams for your course.

QUIZ
Click the link for the quiz you need to take.

START QUIZ
Take time to review the details of your quiz: when it is due, what the time limit is, how many attempts you have, and any additional information your instructor has provided under “Instructions.” When you are ready, click the “Start Quiz” button.

Your instructor may require you to take a quiz or exam as a proctored assessment. This would require you to either utilize an HGTC Testing center, arrange for the exam to be completed at an approved testing center or through HGTC’s online proctoring service, RPNow. Please refer to page 21 of this guide for more details regarding testing options.
**DISCUSSIONS TAB**

**ACCESSING DISCUSSIONS**
Click the Assignments Tab and choose Discussions to access available discussions for your course.

**START A NEW THREAD**
Click to start a new message.

**MESSAGES**
Messages posted by other students appear at the bottom of the screen.

**SUBJECT**
This text appears in bold and explains the purpose of your message.

**MESSAGE**
Your message can be typed or copy/pasted into this area. Use the toolbar for formatting.

**ATTACHMENTS**
Attach a file to your message.

**POST**
Click to submit your message.
STUDENT GRADEBOOK VIEW

The student view of the gradebook does not show files returned by the instructor. Note that you will need to return to the dropbox in order to see these.

ACCESSING GRADES
Click the Tools Tab and choose Grades to view your grades for your course.

Official grades are provided to students through WaveNet, by clicking the My Student tab and scrolling down to Student Grades.

The D2L gradebook is provided for student convenience only. Contact your instructor if you have questions regarding your course grade.

ACCESSING ATTENDANCE
Click the Tools Tab and choose Attendance to view your attendance for your course.

ATTENDANCE POLICY FOR DISTANCE LEARNING COURSES:
Students enrolled in online courses for which campus attendance is not required must fulfill the following attendance requirements: You MUST establish contact with your professor within the FIRST 5 class days of the semester – failure to do so may cause you to be dropped from the course. Contact can include visit, phone, e-mail or course activity. *Failure to contact is the equivalent of failure to attend; student will be dropped and refunds are not automatically issued.

Distance learning students must maintain interaction with the professor as stipulated in the course instructional package. Failure to contact according to this schedule is considered excessive absence. Students must have a weekly presence in their online courses to be considered in attendance.

*Students dropped from courses for excessive absences as defined by these requirements are automatically assigned a “W” grade prior to the two-thirds point; after the two-thirds point, an instructor may assign a grade of “WF”.

*Students who fail to complete a scheduled test without contacting the professor are subject to be dropped for absence. Failure to be present and active for two weeks in an online course will result in a withdrawal.

If you find that you’re unable to complete a course, notify the professor immediately by e-mail or by phone. Also, you should go to Registration Tools under the My Student Tab in your WaveNet account to withdraw from the class. Please pay attention to the withdraw and refund deadlines printed in the academic calendar. The grade of “W” will be awarded through the two-thirds point of the semester. Afterwards, a grade of “WF” (Withdraw Failing) may be assigned if the student is failing the class or a “W” if the student is passing.

Refunds are provided to students who register for an online class only if the withdrawal process is completed and meets the refund date deadlines. The College Catalog at www.hgtc.edu explains refund deadlines.
VIEWING AN EMAIL IN D2L

Click on the message alerts button (envelope icon) in the top right corner of the screen and select Email.

In the email window there are a few things you will want to be aware of.

1. FOLDER USAGE
   This bar lists how full your inbox is. Once this hits 100%, you will not be able to send or receive emails.

2. MAILBOX
   Click on an item from this list to change which box you are looking at.

3. FILTER BY
   You will want to ensure this is set to All Messages if you are ever having issues finding an email.

4. EMAIL LIST
   This pane of the screen is where all of your emails will be listed. Simply click on the email you wish to view.

5. VIEW PANE
   This window is where your emails will appear once you select one from the email list.

DELETE AN EMAIL
To delete an email, simply select the checkbox next to the email you wish to delete and click move to trash.

Once an email is in the trash, you will need to delete it again to delete it permanently.

MARK AN EMAIL AS READ
To mark an email as read, simply select the checkbox next to the email you wish to mark as read and click Mark as Read.
Click the **Tools** tab and choose **Classlist** to access your class list.

In the search bar, type in the name of the person you are looking for and press the enter key.

Click the **checkbox** next to their name and click on the **Email** button.

**Compose an email**

This window has the various tools you will use while creating an email.

1. **SEND**
   Click this button once you complete your email to send it to the recipient.

2. **SUBJECT**
   Type in your subject line here.

3. **BODY**
   Type in the content of your message here.

4. **ATTACHMENTS**
   Attach any files you may need by clicking on **Upload** and navigating to the file you wish to attach.

**Note:**
Not all professors will use D2L’s email. Refer to your professors’ instructions on how to contact them prior to using this email.
USING THE LOCKER

Locker is an online storage system provided by D2L to allow for storage of files. This is great when you are working on multiple computers. You can upload the file on one computer and download it on another to continue working.

Click the **Tools** tab and choose **Locker** to access your Locker.

1. **UPLOAD FILES**
   Click the **Upload Files** button to begin the upload process.

2. **NEW FOLDER**
   Click the **New Folder** button to create a folder in locker for organization purposes.

3. **EDIT**
   Click the checkbox next to the file you wish to edit and then click the **Edit** button to edit a file description.

4. **MOVE**
   Click the checkbox next to the file you wish to move and then click the **Move** button to move a file around in your Locker file structure.

5. **DOWNLOAD**
   Click the checkbox next to the file you wish to download and then click the **Download** button to download the file.

6. **DELETE**
   Click the checkbox next to the file you wish to delete and then click the **Delete** button to remove the file.

7. **FILE LIST**
   This section of the page contains the list of files you currently have uploaded.
HGTC AND DLI POLICIES

Below are the policies and procedures that differ with online courses compared to traditional courses.

HGTC POLICY ON NETWORK COMMUNICATION:
All users of the College’s computers and data network understand and accept that all electronic communications, regardless of their subject, content, nature or format, are “public records” of the State, subject to release through the South Carolina Freedom of Information Act. Except for the limited exemptions specified in Section 30-4-40 of the Act, neither the institution, nor the individual has a right to privacy. Therefore, all electronic actions and communications should be created and distributed under the assumption that the whole world may see them.

DISTANCE LEARNING PROGRAMS COMPLAINT PROCEDURE:
Complaints related to college-specific concerns including academic, curricula, and professionalism should first be directed to the instructor of the course, followed by the Chair of the department.

College-related complaints to include student programs, technology, library services, counseling services, student accounting, and other services should be directed to the appropriate Associate Vice President. Please refer to the student resolution chart on WaveNet for other available options.

In the event of a complaint, the student is encouraged to attempt to resolve the issue with the College through the College’s grievance procedure found in the College catalog. The student does have the option of filing a complaint concerning HGTC’s Distance Learning Program with the appropriate authority in the state in which he/she resides. Directory of State Authorization Agencies and Lead Contacts is available from The State Higher Education Executive Officers (SHEEO) at http://www.sheeo.org/our-members.

ATTENDANCE POLICY FOR DISTANCE LEARNING COURSES:
Please refer to page 30 for information regarding HGTC’s attendance policy.
## DEPARTMENT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONWAY</th>
<th>GEORGETOWN</th>
<th>GRAND STRAND</th>
<th>EMAIL</th>
</tr>
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<td>Admissions</td>
<td>843-349-5277</td>
<td>843-546-8406</td>
<td>843-477-2094</td>
<td><a href="mailto:admissions@hgtc.edu">admissions@hgtc.edu</a></td>
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<tr>
<td>Bookstore</td>
<td>843-349-5220</td>
<td>843-477-2089</td>
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<td>Career Resource Center</td>
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<td>843-520-1455</td>
<td>843-477-2113</td>
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<td><a href="mailto:CW-Testing-FD@hgtc.edu">CW-Testing-FD@hgtc.edu</a></td>
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<td>TECH Central</td>
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