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 pre recorded 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: 843-349-5340
& PHONE Conway Campus: Building 1100, Room 132D
                     Grand Strand Campus: Building 200, Room 136

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

SEMESTER 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 843-375-8552. 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.
INTRODUCING WAVENET – THE STUDENT SERVICES TAB

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 school's 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.

![Image showing the my Student tab]

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

![Image showing the my Registration Dashboard]

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**REGISTER FOR CLASSES**

**Step 3:** Click on the “my Student” tab.

![Image showing the my Student tab]

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

![Image showing the my Registration Dashboard]
REGISTER FOR CLASSES

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.
REGISTRATION – USING SCHEDULE PLANNER

Schedule planner is a tool that assists you as a student in creating an optimal schedule for your needs. This is done by selecting your preferred classes, campus, and break times.

ACCESSING SCHEDULE PLANNER

1. Log into your WaveNet account.
2. Click on the “my Student” tab.
3. Under Registration Tools click on “Launch Schedule Planner NEW”.
4. At this point you will be redirected to the Schedule Planner system.
5. If you are prompted to select a term, choose the semester you desire to register for; then click “Save and Continue”.
6. You will now be on the “select campus” screen. Here you will choose which campus or campuses you wish to attend. Then click “Save and Continue”.
7. You will now be on the “home page” of Schedule Planner. If necessary, changes to campuses or part of term can be made from this screen.

NOTE: If you choose multiple campuses be sure to watch which campus the classes are on to make sure you allow time for travel.

CREATING A SCHEDULE

1. Click on the “Add Course” button to choose the courses you wish to take for the term.
   a. Select the subject from the drop down list.
   b. Select the Course from the drop down list.
   c. Click the “Add Course” button.
   d. Repeat this process until you have selected all of the courses you wish to take.
   e. Click the “Done” button at this point, this will take you back to the main menu.
2. Click the “Generate Schedules” button under Schedules.

NOTE: Depending on what campus or campuses you choose, the system may generate hundreds of schedule options. To narrow your results you can change your campus selections as well as part of term or add breaks to restrict times. Once you have made changes you will need to click the “Generate Schedules” button again to show the new list of potential schedules.
CREATING A BREAK

1. Click the “Add Break” button.
2. Name the break; choose the start and end time as well as the days of the week.
3. Click the “Add Break” button.
4. Click the “Generate Schedules” button for your changes to take effect.

REVIEWING SCHEDULE OPTIONS

1. There are two ways to view the schedules, one is to hover over the icon. For side by side comparisons you can view up to four schedules by clicking the checkbox next to the icon.
2. The second way to view the schedules is to click “View” next to one of the schedules.
   a. After clicking “View”, a new screen will show detailing the course information for that particular schedule. To see the next schedule option click the “Next” button in the top right corner.

MODIFYING YOUR SCHEDULE

If you need assistance modifying your schedule please call or visit WaveNet central on the Conway or Grand Strand campuses or visit admissions on the Georgetown campus.

NOTE: If you click on the button at the top of the screen, you will be able to view support videos that will walk you through how to create a schedule, customize options, narrow down schedules, and more.
WAVENET, D2L LOGIN AND COURSE ACCESS

ACCESSING WAVENET AND D2L

1 - Direct your browser to the HGTC home page using the provided URL: www.hgtc.edu

2 - At the top of the page, click on the WaveNet link. (You will need to log on using the provided credentials in your HGTC acceptance letter).

3 - Once logged into WaveNet, on Home page, click the D2L icon.
D2L USERS GUIDE

This will direct you into D2L, and from there, you can navigate your courses within D2L using the My Courses tab on the right of the page.

NEWS ITEMS
Notifications are an important section within a D2L course, as major communications regarding HGTC and your courses can be posted here. Make sure to read all notifications and News items on your homepage and in your class.

HOW TO START

CONTENT TAB
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.
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.
**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.
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 14 for information regarding HGTC’s attendance policy.
**DEPARTMENT CONTACT INFORMATION**

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<th>DEPARTMENT</th>
<th>CONWAY</th>
<th>GEORGETOWN</th>
<th>GRAND STRAND</th>
<th>EMAIL</th>
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<tr>
<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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<td>Bookstore</td>
<td>843-349-5220</td>
<td>843-477-2089</td>
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<td>Career Resource Center</td>
<td>843-349-7899</td>
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<td>Disability Services</td>
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<td>Distance Learning Institute (DLi)</td>
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<td>Library</td>
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<td>843-477-2012</td>
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<td>SSTC – Tutoring</td>
<td>843-349-7872</td>
<td>843-520-1455</td>
<td>843-477-2113</td>
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<td>Testing Center</td>
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<td>TECH Central</td>
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