

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 9.1.15.1  
Related Policy: 9.1.15  
Title: Student Classification for Admission  
Responsibility: Director of Admissions Processing

Original Approval Date: 08-01-1994  
Last Cabinet Review: 10-29-2025  
Last Revision: 10-29-2025

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President

Pursuant to Policy 9.1.15, students are identified according to the following classifications:

## **I. New Student**

- A. First-time: A student entering a curriculum program for the first time at an institution of higher education. First-time students may have completed dual-enrollment coursework while attending high school.
- B. Transfer: A student transferring from an institution of higher education.
- C. Dual Enrollment: A student enrolled at HGTC and is also receiving high school credit. These students must follow the policies and procedures for Dual Enrollment established by the State Board for Technical and Comprehensive Education.
- D. HGTC/CCU Bridge Program: A student entering the Coastal Carolina University Bridge Program for the first time at HGTC.
- E. DACA: A student entering a curriculum program for the first time at HGTC, and their legal presence in the United States is defined as Deferred Action for Childhood Arrivals (DACA).
- F. Early Completers: A student graduating from high school mid-academic year.

## **II. Continuing Student**

- A. Continuing – a currently enrolled student continuing in the same program of study.
- B. Continuing Dual Enrollment – A currently enrolled dual enrollment student continuing after the first semester.

- C. Continuing Deferred Action for Childhood Arrivals (DACA) – A currently enrolled DACA student continuing after the first semester.

### **III. Returning Student**

- A. Readmit: A student who has not been enrolled in classes at HGTC for three (3) consecutive semesters (Fall, Spring, Summer) and is enrolling in the same program of study that they last attended. The student will be assigned the current catalog year.
- B. Internal Transfer: A student who has
  - a. Not been enrolled in classes at HGTC for three (3) consecutive semesters (Fall, Spring, Summer) and is enrolling in a different program of study that they last attended;
  - b. Or a current student changing their major.

The student will be assigned the current catalog year.

### **IV. Special Categories**

- A. Undeclared – A student who enrolls in a course or courses at HGTC without acceptance to a specific curriculum. These students are distinguished from curriculum students in that they are interested in attending one or more curriculum courses and have no immediate desire to enroll and graduate from a curriculum program. These students are not permitted to enroll in more than 24 semester hours as an undeclared student. Undeclared students do not qualify for VA benefits or Financial Aid.
- B. Visiting/Transient –A student taking a course or courses to transfer back to the institution in which they are enrolled, without acceptance into a specific curriculum. They must submit a visiting/transient form completed by the institution in which they are enrolled in order to register for class(es) at HGTC.