

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number:	9.1.8.1
Related Policy:	9.1.8
Title:	Open Admissions
Authority:	Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility:	Director of Enrollment
Original Approval Date:	11-23-1994
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Last Revision:	02-21-2018

Chairperson

Horry-Georgetown Technical College accepts the responsibility of producing persons who are competent to meet the assessed needs of South Carolina business and industry, and at the same time assisting individuals in achieving educational and occupational objectives consistent with their potential.

To fulfill the educational mission of the College and to promote achievements by individuals with varied potentials, open admissions is defined as a practice which: (1) admits to the College all citizens who can benefit from available learning opportunities, and (2) places into specific programs of study those students whose potentials for success is commensurate with program admission standards.

I. Open Admissions

A minimum eight grade reading, writing and math level is required for college admission. A high school diploma (or GED Certificate), though desirable, is not a prerequisite for college admission, but may be required for specific program admission. While Horry-Georgetown Technical College does not refuse admission to the College based on academic history or test scores, other than a minimum eighth grade reading, writing and math level requirement, entry into the College does not constitute admission to particular programs of study.

Admission into limited access programs where the number of applicants exceeds the available spaces is determined through a competitive process.

II. Admissions Application and Fee

Applicants to Horry-Georgetown Technical College (HGTC) must complete and submit an application, along with the non-refundable application fee.

III. Minimum Age Requirement for Admissions

It is the policy of Horry-Georgetown Technical College that applicants for admission to the College must be eighteen (18) years of age or older, or possess a high school diploma or its equivalent.

Under certain circumstances, an applicant under the age of eighteen (18) who has not graduated from high school may be considered for enrollment through special agreement between the College and the principal or appropriate school official of the school where the applicant has been, or is, attending.

IV. Lawful Presence

In compliance with South Carolina Law (South Carolina Illegal Immigration Reform Act), students admitted to the College must be lawfully present in the United States. The Office of Admissions verifies lawful presence in the United States at the time of application to the College.

Lawful Presence is verified through the following methods:

Lawful Presence of US Citizens

Students who have submitted a FAFSA application and identify as US citizens have their lawful presence verified by the Federal government.

If a student does not submit a FAFSA application and identifies as a US Citizen on the admissions application, he or she must submit proof of lawful presence by providing one of the following: SC Issued Driver's License valid after 2002; SC Identification Card valid after 2002; or a copy of their Social Security Card.

Lawful Presence of Non-US Citizens

Permanent Residents and Non-resident alien students are verified through the Department of Homeland Security Systematic Alien Verification for Entitlements ("SAVE").

One of the following items is required to complete verification of Permanent Residents and Non-resident alien students: Lawful Presence Documents for Non-US Citizens; Current Permanent Resident Card; Current Visa Documentation; or any other appropriate document which verifies lawful presence in the United States in accordance with the SAVE system.

The expiration date of the above-referenced documents is noted in the student's file. The student is notified prior to their expiration date of the document of the need to submit renewed documentation.

Students who have a F1 or a J1 visa are verified through SEVIS. Additional Information can be found in the Admission of International Students policy (9.1.8.4).