

# PROCEDURE

Number: 9.1.8.7  
Related Policy: 9.1.8  
Title: Record Contents  
Responsibility: Director of Enrollment

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President

In order for applicants to meet the general and specific admission requirements of the College, Horry-Georgetown Technical College (HGTC) will obtain essential documentation to complete the process in an effective and efficient manner and to maintain this documentation in the student's admission record.

## **I. Admissions Record Contents**

All original documents must be scanned into the College's imaging system, Banner Document Management System (BDMS).

- A. Application - must be completed by the applicant and signed. Admission staff must document type of acceptance, date of acceptance, and enter the admission's decision into the student information system (BANNER).
- B. College Entrance/Placement Test and Scores - one of the following must be in the student's record to demonstrate course placement.
  - 1. Compass Scores
  - 2. Scholastic Achievement Test (SAT) Scores
  - 3. American College Testing (ACT) Scores
  - 4. ACCUPLACER Scores
  - 5. Companion Scores
  - 6. Multiple Measures for College Placement (High School Transcript)

- C. Official High School Transcript(s) - must be included in the record if the student graduated from high school.

In order for a high school transcript to be deemed official, the official document must be mailed directly from the issuing high school, receiving electronically from the high school through a secure electronic portal, or submitted in person in a sealed envelope issued by the high school. A paper transcript must be printed on official paper and contain the signature of the designated official at the issuing institution. A transcript that is stamped “unofficial” will not be considered official.

- D. Official College Transcript(s) – must be included in the record if the student attended another college/university.

In order for a college/university transcript to be deemed official, the official document must be mailed directly from the issuing college/university, received electronically from the college/university through a secure electronic portal, or submitted in person in a sealed envelope issued by the college/university. A paper transcript must be printed on official paper and contain the seal and signature of the designated official at the issuing institution. A transcript that is stamped “unofficial” will not be considered official.

Students must submit official transcript(s) from all previously attended institution(s) within one semester of attendance at HGTC. If the official transcript is not received by the Office of Admissions within the first semester of attendance, a hold will be placed on student accounts, which will preclude them from registering for subsequent terms until the official transcript(s) has been received.

The hold may be removed if:

1. The student is admitted to the college without the presence of a college level math or college level English listed on another college/university; or
2. The student is not requesting to receive transfer credit for courses taken at another institution; or
3. The student is not applying for a limited access program of study.

An unofficial college/university transcript(s) may be used to:

1. Make an admissions decision; or
2. Provide advising, if a pre-requisite course is required

- E. Foreign Student Documentation - if applicable, the student must provide an affidavit of financial support and minimum Test of English as a Foreign Language (TOEFL) scores or International Language Testing System (IELTS) scores.

In order for a foreign college/university transcript or foreign high school transcript to be deemed official, the official document must be mailed directly from the issuing college/university/high school, received electronically from the college/university/high school through a secure electronic portal, or submitted in person in a sealed envelope issued by the college/university/high school. Since foreign documents are difficult to obtain, a student may request to retain the official document. If a student requests to retain the official document, an Horry-Georgetown Technical College staff member will make a copy of the foreign transcript and return the original document to the student. Once the official document is copied in the office, a stamp will be placed on the copy to state "Copy of Official Document". This stamp will verify that the staff member certified the document was official at the time the copy was made. Foreign transcripts must be accompanied by a professional credential evaluation of all work, completed from either World Education Services (WES) or Education Credential Evaluators, Inc. (ECE). Extenuating circumstances regarding the receipt and review of foreign college/university transcripts will be reviewed on a case-by-case basis.

- F. Under-Age Documentation – If a student does not have a high school diploma or is not at least 18 years of age, a student must fill out a dual enrollment application documenting parent/guardian and high school/home school association approval to enroll.
- G. General Equivalency Diploma - if applicable, the record must contain a copy of diploma or copy of test results.

In order for a GED to be deemed official, the official document must be mailed directly from the issuing institution, received electronically for the institution through a secure electronic portal, or submitted in person in a sealed envelope issued by the institution. Since official GED score reports are difficult to obtain, a student may request to retain the official document. If the student requests to retain the official document, an Horry-Georgetown Technical College staff member will make a copy of the GED and return the original document to the student. Once the official document is copied in the office, a stamp will be placed on the copy to state "Copy of Official Document". This stamp will verify that the staff member certified the document was official at the time the copy was made. Students who need help retrieving their official GED score report can be referred to <https://doesc.scribborder.com> to help obtain their official documents.

## **II. Security**

All student information and related documents will be secured, in compliance with Procedure 8.6.9.1: Confidentiality of Student Records. Electronic copies will be stored on a secure server through the Banner Document Management System.