

PROCEDURE

Number: 9.1.8.7
Related Policy: 9.1.8
Title: Record Contents
Responsibility: Registrar

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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 in person or online 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. Verification of Citizenship
- C. Official High School Transcript(s) – included in the record if the official high school transcript has been received by the College.

In order for a high school transcript to be deemed official, the official document must be mailed directly from the issuing high school, received 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) – included in the record if the official college/university transcript has been received by the College.

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 College within the first semester of attendance, a hold will be placed on the student’s account, 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 not requesting to receive transfer credit for courses taken at another institution and completes a transcript waiver form; or
2. The student is not applying for a limited access program of study.

An unofficial college/university transcript(s) may be used to provide advising, if a pre-requisite course is required.

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

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 HGTC 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, a GED Certificate 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. GED Certificate - 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 from 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 HGTC 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.scriborder.com> to help obtain their official documents.

- H. Affidavit Acknowledgement Form (where applicable) – There are specified programs of study and courses at HGTC that require one or more CBC and/or UDS reviews upon time of application, upon registration into specific courses of study, change of major and/or placement into clinical rotation.

II. Security

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