After Registration Checklist

☐ **myHGTC Log In**

- Use your new HGTC email address (Example: jsmith2@hgtc.edu)

  Enter your password. Your first-time sign-in password will be in the following format: (Ex: JSmit1993!)
  Capitalized first letter of your first name +
  Capitalized first letter of your last name +
  Next 3 letters of your last name +
  4-digit birth year + ! (exclamation mark)

  (or call 843-349-8324 and choose Option 3 for assistance)

☐ **Financial Aid** – Check the status and finalize your financial aid award.

1 Complete the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov. Get your Federal Student Aid ID Number (FSAID) at studentaid.gov, and if a dependent student, an FSAID for at least one parent or guardian. The FSAID will allow you and your parent or guardian to electronically sign your FAFSA application; HGTC's school code is 004925. You must include this code on your FAFSA so that HGTC's Financial Aid Office will receive an electronic copy of your FAFSA to confirm your eligibility. To obtain priority for financial aid awards or scholarships, applications should be submitted prior to April 1 every year.

2 Log in to myHGTC using the user name and password provided in your acceptance letter and go to the "My Financial Aid" card.

3 What are my Financial Aid requirements? Click the "Financial Aid Requirements" button, select "Aid Year" and click "Submit." (example: Aid Year 2024-2025 – would include Fall 2024, Spring 2025, and Summer 2025)

4 Have I been awarded? Click the "Financial Aid Awards" button, select "Aid Year" and click "Submit."

5 What is my Financial Aid Status? Click the "my Financial Aid Status" button, click the "Academic Progress" link.

6 Am I considered paid? Go to the "Manage My Student Account" card and click on "Login to My Account."

For more information contact the Financial Aid Office at 843-349-5251 or financialaid@hgtc.edu.
For assistance with Veterans Education benefits, please contact 843-349-7549 or financialaid@hgtc.edu.

☐ **HGTC email** – Located within myHGTC on the "Campus E-Mail" card.

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☐ **Pay Bill – Due Date:** _____

    1 Log into the myHGTC portal.

    2 Locate the "Manage My Student Account" card and select "Login to My Account."

    3 The Student Account Center will be loaded and open in a new window.

    4 Select the "Payment Plans" tab at the top of the page and click on "Enroll Now".

    5 Select a term to view available plans. (example: Fall 2023, Spring 2024)

    6 Click "Select" under the Action column to review details regarding a specific payment plan.

    7 Review the details for the chosen payment plan. To move forward with the enrollment process of the chosen plan, click "Continue". (The total due now listed under the Payment Schedule will be required prior to enrolling in the payment plan.)

    8 From this point, you will be able to select a payment method and should continue through the payment process until a confirmation page is viewable.

    9 Select the "I Agree" and "Continue" option at the bottom of the confirmation page if you agree to the terms and wish to be enrolled in the payment plan.

    If you have questions or need more information, contact the Student Accounts Office at 843-349-5310, info@hgtc.edu, or visit any of the three campus office locations.

☐ **New Student Orientation** – www.hgtc.edu/orientation

☐ **Purchase Books** – Go to the Bookstore on your campus, or online at www.hgtc.edu/bookstore.

☐ **Class Schedule**

- Go to the "Student Resources" card in your myHGTC account. Click on Student Dashboard > Class Schedule > choose correct term in the "Term" drop-down box > click "Submit."
- IN PERSON CLASSES – www.hgtc.edu/locations
- ONLINE CLASSES – If you are taking online classes, you will find your classes on the "D2L" card in your myHGTC account. It is recommended that you view the tips for taking online classes, available at youtube.com/watch?v=JF-vuJg6Z3g, that will focus on navigating our online learning platform, Desire2Learn (D2L); scan the QR code to view "HGTC DLi Orientation Video for Students."

☐ **Student ID** – Located within TECH Central.

☐ **Parking Decal** – To obtain your parking decal, bring a copy of your schedule and Student ID card, driver's license, and vehicle registration to the Public Safety office on any campus.

☐ **Disability Services** – www.hgtc.edu/disability

☐ **Important Dates** – The college maintains an Academic Calendar, which provides dates for important things like tuition due dates, registration and add/drop, semester starting dates, etc. This calendar can be found in your myHGTC account on the "Academic Calendars" card.

☐ **Other:** _____

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