

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.12.1
Related Policy: 9.1.12
Title: Registration of Curriculum Students
Responsibility: Registrar

Original Approval Date: 08-01-1994
Last Cabinet Review: 08-31-2022
Last Revision: 08-31-2022

President

I. New Students

Once accepted, a student should see a Student Development Coordinator. Students who are not able to come to campus are able to meet with a Student Development Coordinator virtually either by phone or web-based chat. The Student Development Coordinator will interpret test scores, high school performance, and/or transfer credit and develop an academic plan for the student. Students may register for courses through the College Portal.

II. Returning/Continuing Students

Returning/continuing students should see their assigned academic advisors, to review their academic plan and prepare for registration. Their academic advisors or their Student Development Coordinator will provide appropriate assistance with course registration. Students taking programs through the College's Distance Learning Institute can meet with their assigned academic advisor or their Student Development Coordinator virtually either by phone or web-based chat. Upon admission, new students are assigned an academic advisor and a Student Development Coordinator. This information is in their College portal and in DegreeWorks. If a student needs registration assistance, they should visit TECH Central located on the Grand Strand or Conway Campus, or contact their assigned academic advisor or their Student Development Coordinator. Students may register for courses through the College portal.