PACE Dual Enrollment
ORIENTATION GUIDE
2023–2024

HORRY GEORGETOWN
TECHNICAL COLLEGE

PACE Program For Accelerated
College Enrollment

PROGRAM FOR **A**CCELERATED **C**OLLEGE **E**NROLLMENT

TABLE OF CONTENTS

PROGRAM for ACCELERATED COLLEGE ENROLLMENT

HGTC is committed to providing access to higher education for high school students in Horry and Georgetown counties through the PACE program. Our partnership with Horry and Georgetown County School Districts allows high school juniors and seniors to enroll in college courses. We also welcome students from all our local private, charter and homeschool associations. Earning dual credit towards high school graduation requirements and college degree requirements enables students to save time and money by getting an early start on their college degree.

Dual enrollment courses are taught on one of the three HGTC campuses, online or at select high school campuses. Students must meet the eligibility requirements and follow dual enrollment guidelines established by their school, district or other governing body. Tuition and textbook costs not paid for by the school district (if applicable) are the responsibility of the student and parent as stated in the guidelines.

Financial assistance is available for high school dual enrollment students through the SC Lottery Tuition Assistance program, further reducing tuition costs. To be eligible, students must be a SC resident for at least one year and enrolled in two PACE courses (6 credit hours) in one semester.

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BENEFITS OF DUAL ENROLLMENT

- Earning college credit in high school can help students to complete their college degree requirements sooner and can assist them in maintaining scholarships such as LIFE.
- Enrolling in dual enrollment courses can reduce overall college costs significantly.
- Taking advantage of college courses not offered in their high school increases the number of college transfer credits students can earn reducing their course load in college.
- Providing students with additional academic skills prepares them to be more successful in college and can smooth the transition from high school to college.
- Taking college classes in high school, allows students more flexibility and more options in college to pursue an additional major or minor, participate in educational internships, or study abroad.
- Boost high school GPA/Class Rank; PACE grades are weighted as AP/IB/Dual Credit on the SC Uniform Grading Scale.
- Stand out in the college admissions process.

STUDENT RESPONSIBILITIES

Dual enrollment students are responsible for:
- Obtaining the approval of their high school counselor and parent/guardian(s) to enroll in PACE courses.
- Providing transportation to the HGTC campus if applicable. Students must register their vehicle and obtain a parking decal from the Public Safety Office on campus.
- Coordinating their high school class schedule and district calendar with their PACE schedule along with the holiday and exam schedule as outlined in the PACE Academic Calendar. Communicate with your professor in advance regarding an absence for statewide mandatory testing dates at your high school.
- Paying tuition costs, purchasing their own textbooks and/or supplies for their course(s).

TUITION COSTS, TEXTBOOK COSTS, AND LOTTERY TUITION ASSISTANCE (LTA)

Tuition and textbook costs are the responsibility of the student and parent/guardian unless otherwise discussed with you by the school counselor or representative at the student's respective school. Dual enrollment high school students are eligible to receive financial assistance from the SC Lottery Tuition Assistance (LTA) program, reducing tuition costs. To qualify, high school students must be a SC resident for at least one year and enrolled in two PACE courses (6 credit hours) in a semester. LTA is NOT based on financial need; therefore, many high school dual enrollment students receive significant tuition savings through the Lottery Tuition Assistance program, making college more affordable. Dual enrollment students will receive a bill by mail each semester for any remaining balance due after any applicable Lottery Tuition Assistance, grant or district funding has been applied. Students are expected to pay their balance once this is received. Holds will be placed on the student account for any outstanding balances resulting in transcripts being held by the College. Bills are typically mailed 6-8 weeks after the start of the term meaning no payment is due up front. **Dual enrollment students may disregard any college-wide announcements regarding payment deadlines.**

TEXTBOOKS

Students are responsible for purchasing their textbook(s) and other required course materials unless otherwise directed by their school/counselor. Books need to be paid for at the time of purchase. ***Horry County high school students may be provided textbooks for certain classes. Check with your High School Counselor. You may access bookstore information online at hgtc.edu/bookstore.** Once you have been registered for courses, bring a copy of your schedule from myHGTC and take it to the HGTC Bookstore located on any campus. The staff will assist you in finding the required books for your course(s). The Barnes & Noble Bookstore at HGTC will have new, used, and/or rental textbooks (where available).

myHGTC AND HGTC STUDENT IDENTIFICATION CARD

Students can view their schedule, grades, and unofficial transcripts via their myHGTC account. Check your college e-mail account regularly for college updates, announcements, or e-mails from professors. Students are expected to obtain an HGTC Student Identification card. The ID card will have the student's picture, name, and H-number printed on it. Students may get an ID from TECH Central on any of the three campuses. PACE students attending classes on campus should obtain their ID prior to the start of the term at HGTC. A current picture ID and a copy of your current semester schedule printed from myHGTC with your H-number on it is required.

HGTC PARKING DECALS

Parking on the HGTC campus for students attending in-person classes or utilizing the SSTC, library, testing center, etc. requires vehicles be registered with Public Safety and have an HGTC decal properly displayed. Obtain a parking decal from Public Safety on campus. Students are to bring their driver's license and vehicle registration card to Public Safety as well as their HGTC student ID and copy of their current schedule printed from myHGTC.

DUAL CREDIT GRADES AND HIGH SCHOOL TRANSCRIPTS

PACE students enrolled in high school and enrolled at HGTC earn both high school and university transfer college credit at the same time. Access to HGTC grades and attendance during the semester can be viewed in D2L located in the myHGTC student portal. Interim grades are not provided. Only final HGTC numeric grades at semester's end will be sent to the high school counselors to be entered in PowerSchool on the high school transcript.

Students may view their grades in myHGTC under "My Student" Dashboard. Click on the "My Student Grades." The following grading system is used at HGTC for courses and college transcripts: A (90-100) B (80-89) C (70-79) D (60-69) F (Below 60). HGTC will report the earned numeric grade to schools.

PACE (Dual Credit) grades are weighted the same as AP (Advanced Placement) and IB (International Baccalaureate) receiving one full quality point higher on a student's high school GPA than a CP (College Prep) class.

Important Note: In order for courses to transfer to another 2 or 4 year college, students must earn a grade of "C" or higher (70 and above). Failure to complete these courses with a "C" or better may result in a lower overall GPA and ineligibility of financial aid later on. In addition, PACE grades will appear on the student's college transcript and are important to their overall college GPA. Student performance in PACE courses taken for dual credit directly affects high school records, GPA, and high school graduation requirements, as well as scholarship opportunities offered after graduation.

WITHDRAWING FROM A COURSE

Students may not drop or withdraw from a course unless they receive approval from their high school counselor. Students should not simply stop attending. They must be officially dropped from the course. There are deadlines for dropping a course with a "W" grade. Courses dropped after that date will result in an "F" or "WF," which will affect the student's grade point average. The high school counselor will contact HGTC to authorize a student's withdrawal from a course. Excessive absences and/or multiple missing assignments could result in a student being withdrawn by the professor for failing to meet HGTC Academic and Attendance Policies.

Students enrolled in online classes not completing multiple weekly assignments may be dropped for non-attendance as required by the College.

COLLEGE TRANSCRIPT AND TRANSCRIPT REQUESTS

Dual enrollment course grades will be placed on your official HGTC transcript. Students can order Official Transcripts from their myHGTC account:
Log in to myHGTC > Student Resources > Student Dashboard > Student Profile > Official Transcript

Seniors are reminded to request their HGTC Final Transcript be sent to the college they will enroll in the Fall. They can request this prior to graduation in June, but need to mark HOLD FOR GRADES so transcripts are not sent prior to Spring Semester grades being posted. All payments to the College must be received prior to transcripts being released.

Students can also print an Unofficial Academic Transcript for course enrollment verification for Colleges or Universities applying to and for early acceptance:
Log in to myHGTC > Student Resources > Student Dashboard > Student Profile > Print Enrollment Verification

SCTRAC Portal: Click on University Transfer at www.hgtc.edu/PACE to access course transferability to 2 yr.–4 yr. SC Public Universities and Colleges. Select the college transferring to, search course equivalencies, type in course name, *i.e.*, ENG 101.

FERPA

The Family Education Rights and Privacy Act (FERPA) provides for the confidentiality of students' educational records. HGTC, as required by federal law, may not disclose information about dual enrollment students' grades nor permit others to view or have access to their records. However, the online PACE application signed by the student authorizes HGTC to release educational, attendance, and financial aid records regarding courses taken for dual credit to parents/guardians and the high school staff while enrolled in the dual enrollment program. Parents also authorize this release in the Parent Agreement form.

ACADEMIC SERVICES AND ACADEMIC SUPPORT: HGTC LIBRARY
STUDENT SUCCESS & TECHNOLOGY CENTER (SSTC) AND WRITING CENTER

Each campus has a full service library providing study areas and computers with internet access. To help students achieve academic success, HGTC also provides tutoring assistance and technology support on each campus at the Student Success and Technology Center. The SSTC offers to all students the following FREE resources: (1) Academic tutors for most subject areas, Writing Center support, and college success skills; (2) Online tutoring and academic support resources; (3) Professional and interpersonal communication coaching in the EPIC Labs. The Writing Center provides free individual help with writing skills and writing assignments. Access "Make a tutoring appointment" on myHGTC under the "Student Resources" card or email sstc@hgtc.edu.

SERVICES FOR STUDENTS WITH DISABILITIES

Appropriate and reasonable accommodations are available to assist students with a documented disability. Students must contact Disability Services at disabilityservices@hgtc.edu and self-identify. Documentation of the high school IEP or 504 Plan must be provided by the student in order to receive accommodations.

HOW TO REQUEST ACCOMMODATIONS

Step 1: Student identifies him/herself to Counseling and Disability Services.

Step 2: Student provides documentation from a qualified professional. Students may use the online Accommodations Intake Form to self-identify and submit their documentation.

Step 3: Documentation is evaluated and an accommodation plan is generated on the online Faculty Acknowledgment Form.

Step 4: Student signs their part of the Faculty Acknowledgment Form to approve their accommodation plan with their digital signature for each class.

Step 5: Faculty Acknowledgment Forms are automatically sent to instructors after obtaining the student's signature.

Note: Students must request Faculty Acknowledgment Forms accommodations with Counseling and Disability Services and complete Steps 6 and 7 at the beginning of each semester. Accommodations will not be applied retroactively; thus, it is imperative that students request their Faculty Acknowledgment Forms at the beginning of each semester.

Step 6: Student coordinates a time to speak with his/her instructor (outside of class) to discuss implementation of accommodations.

Step 7: Student submits the online Accommodations Intake Form each semester to request renewal of their accommodations.

PACE CLASS SCHEDULE

PACE dual enrollment students may attend college classes on an HGTC campus along with other college students. PACE courses taught on a high school campus will provide college expectations within the high school setting. College level courses can be more challenging and will require additional work. Attend your PACE class, scheduled either on Monday/Wednesday or Tuesday/Thursday, on campus, with no Friday classes. Arriving on time is important, as excessive tardies will be counted as an absence. Adhere to the professor's and college's policies. Students taking courses on the HGTC campus may be scheduled for late arrival to their high school or early dismissal.

COURSE INSTRUCTIONAL PACKET

For each course, the Instructional Packet and Instructor's Course Information Sheet will be provided to you via D2L. Carefully read all information provided by your professor on the first day. These documents contain essential information about course expectations, key dates, attendance and tardy policies, projects, and grading. Be sure you understand what is expected of you for each course you are registered to take. If you don't understand, be sure to ask questions. Keep your packet, all of your tests, papers, reports, exams, and other assignments in a secure location that is easily accessible.

ATTENDANCE AND GRADES IN D2L

Weekly/Monthly course grades and attendance can ONLY be viewed in D2L during the window of time the semester is in session. Keeping copies of this information is important for students. Taking screenshots of grades prior to your final exam is helpful since you will no longer have access to them in D2L after Saturday at 11:59 of Exam Week and semester's end. At the end of the semester, the course D2L window closes and ONLY Final Grades are posted in myHGTC. The weighting of weekly assignments, quizzes, exams, and papers listed in the professor's course instructional packet in D2L will assist you in determining your final grade.

PACE STUDENT EXPECTATIONS

- Take responsibility for completing all of the required work outlined in the course instructional packet.
- Arrive on time. Tardiness can often be viewed as a student's lack of interest or dependability. Your professor will count excessive tardies as an absence.
- Always come prepared.
- Be respectful and considerate of other students.
- Ask appropriate questions related to the assignments and the classroom discussion.
- Be courteous. Disruptions such as talking and texting are not allowed in class. Cell phones should be turned off during class.
- Respect the opinions of others. They may have different ideas and opinions but deserve the same level of respect from you as you would like from them.
- Respect your professor. Communicate regularly with your professor regarding questions, assignments, and participation expectations. Use your student myHGTC college account to e-mail your professor or to schedule an appointment with your professor during office hours.
- When struggling with your coursework, seek assistance. Use the resources available to students at the Student Success and Technology Center (SSTC) on the HGTC campus. Academic tutoring is available and assistance with writing/editing papers is provided to the student at no charge.

COURSE ASSIGNMENTS & QUIZZES COMPLETED IN D2L

Course assignments are to be turned in on time. Generally, late assignments are not accepted in college. Quizzes taken in D2L have a limited window of time to be completed. If you have technical issues with your quiz, email your professor immediately and contact TECH support at helpdesk@hgtc.edu or at 843-349-TECH (8324).

ONLINE COURSE INFORMATION

Students enrolled in online courses **MUST log into D2L the FIRST WEEK of the semester** to complete attendance verification assignments. Failure to do so may result in the student being withdrawn for non-attendance. Online students may be required to attend the HGTC Testing Center or use an online proctoring service to complete exams or course requirements. PACE online courses are asynchronous; classes do not meet on a certain day and specific time. **Students MUST log in weekly to D2L and complete all weekly assignments, quizzes, tests, or exams.** Failure to do so will result in the student being withdrawn from the course by the professor for not meeting HGTC academic or attendance standards. Along with the WF on the student's high school transcript, the grade average of 50 may be assigned as required by the SC Uniform Grading Policy. Note: Attendance in Online classes REQUIRES students log in each week to complete/submit weekly assignments to be counted present. After two consecutive weeks of missing assignments a student may be withdrawn for non-attendance.

CLASS ATTENDANCE

Students must attend class and complete all required assignments/tests. It is your responsibility to follow the course guidelines and attendance policy provided by the professor. Students are expected to attend all PACE classes the days they are scheduled to meet. Students will follow the HGTC holiday/exam schedule and coordinate their district's calendar with the HGTC Dual Enrollment Academic Calendar. The holiday schedules may not be the same. Refer to your professor's attendance policy outlined in the course instructional packet. Attendance policies in high school regarding excused absences may differ from your professor's attendance policy in your college course. Discuss with your professor in advance any conflicts with your high school break or mandatory high school events. **Notify your professor of the statewide mandatory testing dates for PSAT, SAT, ACT, or WorkKeys Testing you will be taking on your high school campus.** An absence due to mandatory testing will not count against the student's absences at HGTC. Extra-curricular activities, such as sporting events are not excused absences. Please save your allowed absences to use if needed for such events. Always contact your professor in advance of any absences to make alternate arrangements and turn in assignments.

COMMUNICATION WITH HGTC PROFESSORS

HGTC professors will ONLY use the student's college myHGTC Microsoft Outlook email address when sending notifications, updates, academic alerts, etc. Personal or high school email addresses will not be used by the professor. Students MUST check their Outlook email weekly.

Students should communicate early and often with their professors regarding any coursework concerns, absences, or technical issues. Professor's HGTC outlook email addresses are included in the Instructor Information Sheet located in the Course Instructional Packet in D2L.

SETTING UP YOUR STUDENT EMAIL ON YOUR PHONE

1. On your **phone** open the Play Store (Android) or the App Store (Apple).
2. Search for Outlook in the corresponding store.
3. In the results tap on **Microsoft Outlook** and then tap install.
4. Once **Outlook** finishes installing, open the app.
5. Tap **Add Account**.
6. If prompted with a list of accounts, tap **skip**.

In the email address line, type your **myHGTC** email address and follow the on-screen instructions when prompted for a password, your **myHGTC** password.
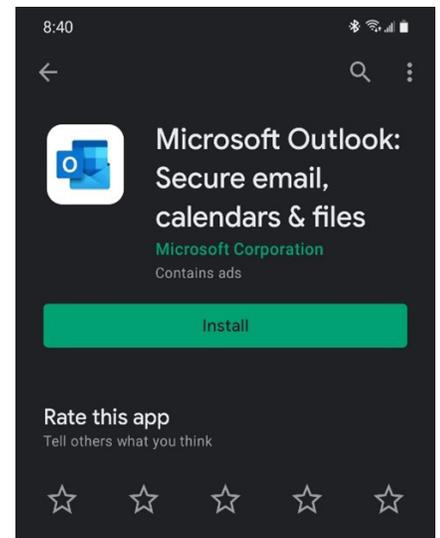
PACE DUAL ENROLLMENT RESOURCES

Students and parents can access additional PACE resources located on the PACE webpage at www.hgtc.edu/PACE.
A comprehensive PACE Dual Enrollment Guide can assist students and parents with additional questions they may have.

HGTC GRADE REVIEW POLICY

Students have the right to request a review of an assigned grade no later than the end of the semester immediately following the semester in which the grade was assigned. Students should first contact the professor of the course; requests for further grade review must be addressed with the Department Chair who will coordinate the review process and response.

DISTINCTION BETWEEN A COURSE WITHDRAWAL ON THE COLLEGE TRANSCRIPT VS. HIGH SCHOOL TRANSCRIPT

HGTC's withdrawal without penalty deadlines are November 3 for Fall semester and March 19 for Spring semester.
These withdrawals will result in a "W" on the student's HGTC Transcript.
Note: Per the SC Uniform Grading Policy, high school dual enrollment students may receive a "WF" (50 average) on their high school transcript if withdrawn from a PACE course after the high school's drop/add period.

HGTC POLICY FOR REPEATING A COURSE

Students who plan to repeat a course should register during the designated registration period(s). It is the student's responsibility to verify eligibility for financial aid, Veteran's Administration assistance, and other funding for repeated courses. Students need to contact Financial Aid for standards relating to aid dispersed for repeated courses. All grades earned for the course will appear on the student's record. Highest grade earned will be the grade used to calculate the student's GPA.

HGTC STUDENT CONDUCT

As a dual enrollment student at Horry-Georgetown Technical College, you are held to the same code of conduct as a traditional college student while on campus or participating in an HGTC college course.

HGTC ACADEMIC MISCONDUCT

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in the HGTC Student Code of Conduct Policy Section IV.B outlined in the HGTC College Catalog and Student Handbook.

1. Cheating on tests is defined and includes, but is not limited to, the following:
   A) Copying from another student's test.
   B) Using materials during a test not authorized by the person giving the test.
   C) Collaborating with any other person during a test without permission.
   D) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
   E) Bribing any other person to obtain tests or information about tests.
   F) Substituting for another student or permitting any other person to substitute for oneself.
   G) Cooperating or aiding in any of the above.

2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.

3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.

4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

Falsification of information, and other unlawful acts, with intent to deceive is defined as:

1. Forgery, alteration or misuse of college documents, records or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
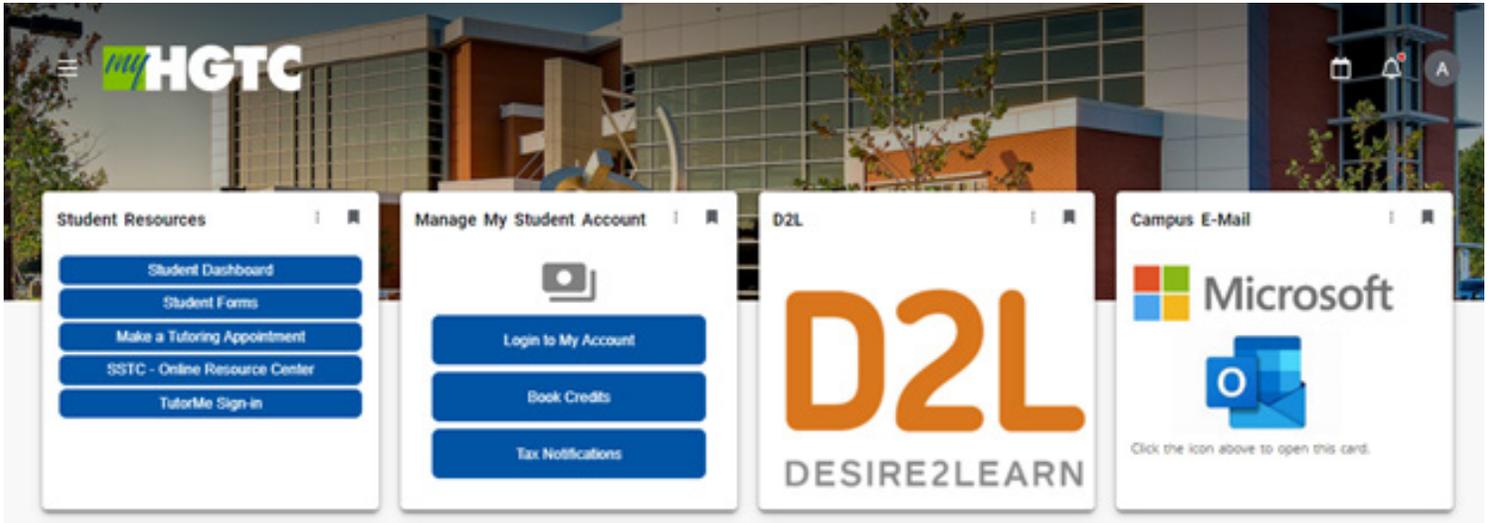
INTRODUCING myHGTC – GETTING STARTED

Click on myHGTC to view and access HGTC Informational Cards Providing Student Resources

The portal homepage will display the following:

1) Main Menu
2) Notifications
3) Announcements
4) HGTC Informational Cards

MAIN MENU

Click on the Main Menu "Resources" Providing HGTC Links:

Customize your Homepage by Rearranging, Removing or Adding Cards:

To organize cards, click and hold to rearrange the order of the cards most frequently used. To remove a card from showing on the homepage, click flag in right hand top corner. To find additional cards not being displayed, click "+ DISCOVER MORE" button located at the bottom of the page. To add a card to your homepage, click on the flag in the upper right corner.

RESOURCES

HGTC Website

Desire 2 Learn (D2L)

HGTC Book Store

Employee Directory

Testing Center

Library

Microsoft Office 365 Login

Password Reset

+ DISCOVER MORE

ADDITIONAL HGTC INFORMATIONAL CARDS

Click on Student Dashboard on Student Resources Card to Access:

Student Resources

- Student Dashboard
- Student Forms
- Make a Tutoring Appointment
- SSTC - Online Resource Center
- TutorMe Sign-in
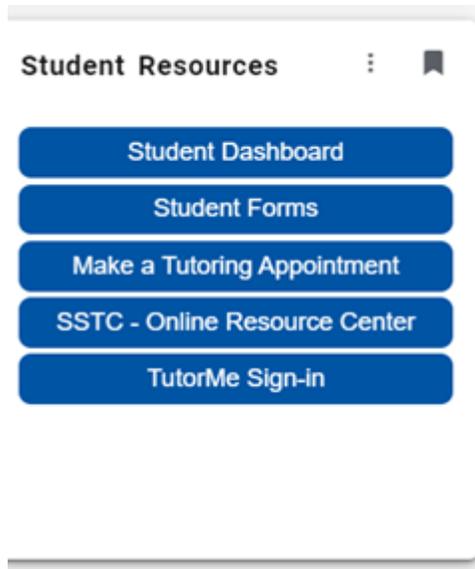
Student Resources Card

To Access:

- Student Dashboard
- Student Profile
- Unofficial Transcript
- Official Transcript
- HGTC Enrollment Verification
- Final Grades

Access your HGTC Student Account Information

To View:

- Student Account

Note: Account balances may not reflect applicable aid until after classes start.

Manage My Student Account

- Login to My Account
- Book Credits
- Tax Notifications
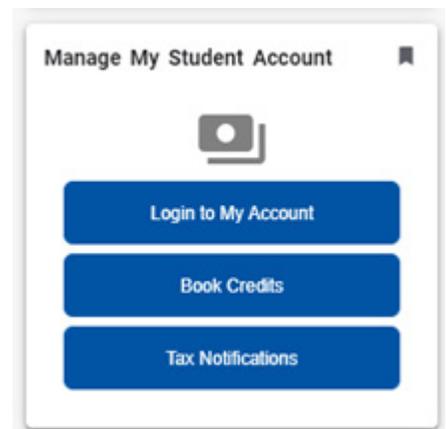
HGTC Testing Center

The HGTC Testing Centers test by appointment only. Please make sure you are aware of the Testing Center hours of operation as all three campuses are different. Students may utilize the testing center to complete make-up tests for an in-person class or to complete an online course exam. Exams must be scheduled as soon as possible. Testing Center Appointments must be made in advance through your myHGTC Account under Student Resources. Students must bring a photo ID with them to test.

Testing Center

No Walk-Ins - Email - (843) 349-5248
Summer Hours:
May 9, 2022 - July 29, 2022

Conway Campus
  BLDG 1100, Room 125
  Mon.-Thurs: 7:45-5:00
  Friday: Closed

Grand Strand Campus
  BLDG 200, Room 103
  Mon.-Thurs: 7:45-5:00
  Friday: Closed

HOW TO READ YOUR HGTC CLASS SCHEDULE

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
2552	PSY 201 116	General Psychology	Online	3.000	CR	Aug 22, 2022	Dec. 10, 2022		TBA	TBA	Ramberg
1308	SPC 205 S01	Public Speaking	Grand Strand	3.000	CR	Aug 22, 2022	Dec. 10, 2022	MW	8:00 am - 9:20 am	BLDG 200 & Fore Wing Gr Strand 131	Bauer

CRN is the specific course number you are enrolled in.

Course name identifies the course listing in the HGTC Course Catalog.
- Courses are designated by a **Section Code**:
- **Online** courses are designated by an "**I**"; Online asynchronous courses' "Days/Times" and "Location" are listed as "TBA".
- **Grand Strand Campus** courses are designated by an "**S**"
- **Conway Campus** courses are designated by a "**C**"
- **Georgetown Campus** courses are designated by a "**G**"
- Courses taught on **select high school campuses** are designated by a "**P**"

Title is the course description listed in the HGTC Course Catalog.

Campus is the location where the course is taught or if it is an online course.

Credits are the credit hours earned towards degree or graduation requirements.

Level identifies credits to be awarded upon successful completion.

Start and **End Dates** are the length of the semester enrolled in.

Days courses meet are either "**MW**" Monday/Wednesday or "**TR**" Tuesday/Thursday with no Friday classes.

Time class begins and ends; online classes listed as "**TBA**"

Location Building Number, Campus, & Room Number; online classes listed as "**TBA**"

Access D2L

Click on D2L to View Course Information, Assignments, Deadlines, and Access Tests/Exams.
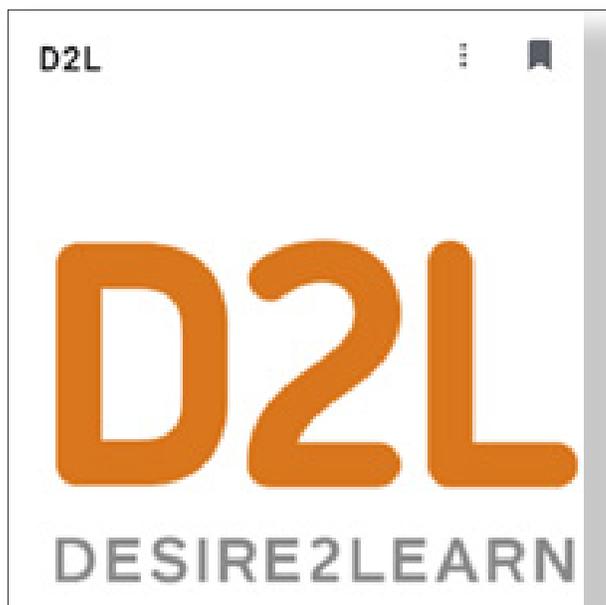
Access your HGTC Microsoft Outlook Email Account
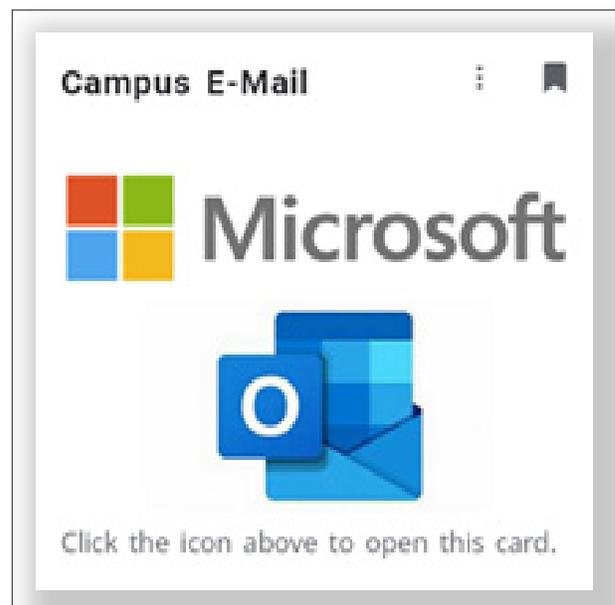
IMPORTANT NOTE:

DUAL ENROLLMENT STUDENTS ARE NOT TO USE "REGISTRATION TOOLS"

Dual enrollment students are registered by HGTC staff based on your counselor's approval. Students should not use the schedule builder card for self-registration while in high school.

Registration Tools

- Registration Tool - Schedule Builder
- Course Catalog
- Print Enrollment Verification
- Distance Learning Course Orientation
- Lookup Classes
- Registration Dashboard
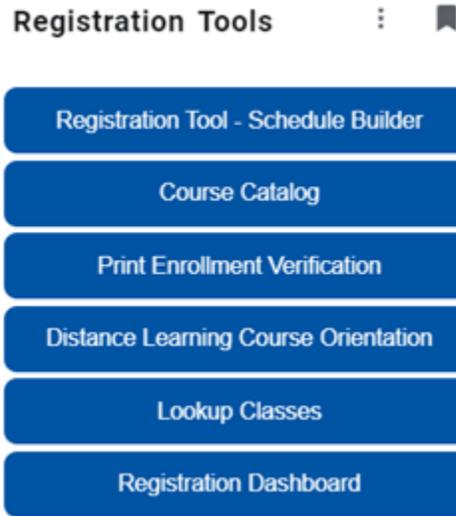
ACCESS OFFICE 365 WITH myHGTC

To help our students prepare for success, HGTC provides Office 365 free of charge:
- Work in the latest version of Word, Excel, PowerPoint, OneNote, Teams and much more.
- Install and use your Office 365 on up to 5 compatible devices; PCs, Macs and Tablets.
- Use this Office 365 subscription for as long as you are a student at Horry-Georgetown Technical College.

HGTC STUDENTS DOWNLOAD MICROSOFT OFFICE 365 FOR FREE

Step 1. Log in to your myHGTC account. Username and temporary password provided in your PACE Acceptance Letter mailed to you.

Step 2. Students will be able to access Microsoft Office 365 once you sign in with your myHGTC account by clicking on the Main Menu Icon accessing "Resources ".

Step 3. Click on Microsoft Office 365 Login. There will be an "Install Office" button in the top right corner to download.

Install Office ⌄

TECH CENTRAL SUPPORT ASSISTANCE

Students experiencing any difficulty with their myHGTC Login information may contact HGTC's TECH Central at 843-349-TECH(8324), follow the prompt to reset their password, or email helpdesk@hgtc.edu.

Conway Campus
Building 1100, Room 132D
Phone: 843-349-5340

Grand Strand Campus
Building 200, Room 136
Phone: 843-477-2076

TECH Talk: Live Chat via myHGTC
Email: helpdesk@hgtc.edu
Text: 843-357-8552
Facebook: @hgtctechcentral

D2L: DESIRE TO LEARN STUDENT ORIENTATION

HGTC DLi Student Orientation Video: D2L Required Video for Traditional & Online Students found on hgtc.edu/PACE under "D2L Resources". Click on "DLi Student Orientation" to view the video.

D2L Quick Start Guide for Students

The navigation bar, also known as the "navbar," will always be displayed at the top of the page in D2L. This navbar contains a tile grid for course selection, quick access to your email and important notifications, and your name/profile/settings.
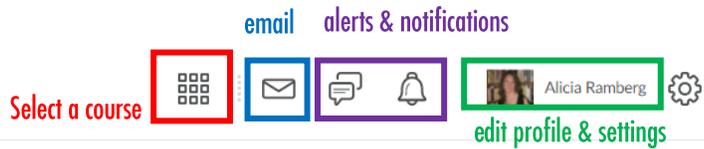
On the D2L home page (displayed when you first log in to D2L), you will see additional links to your **Locker** & **Calendar**.

- Locker – cloud storage for personal files
- Calendar – displays upcoming deadlines & important dates for your courses (may not be used by all instructors)

To access a specific course, use the tile grid shortcut in the navbar or select a course from the "My Courses" list on the right side of the screen.

Course access will be available on the day the class begins.
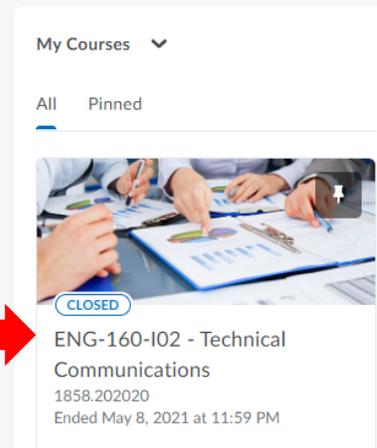
Use the tabs within each course to navigate through the materials and assignments.
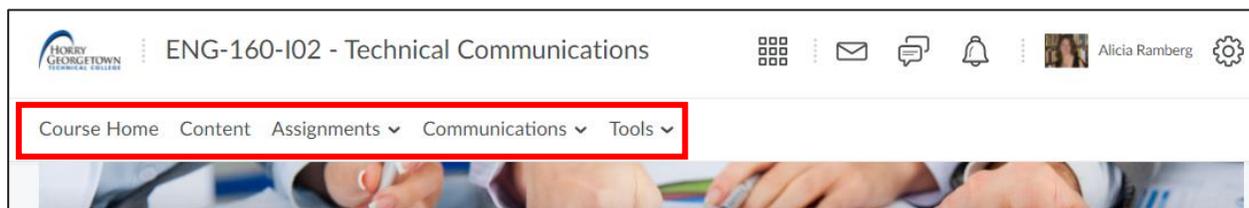
Here are some of the key tools you will be using; your instructor may use additional features as well:

- **Content** – This is where your instructor will share course documents, assignment sheets, videos, readings, PowerPoint slides, links, etc.
- **Assignments** (dropdown menu contains several different tool options)
  - **Discussions** – area for posting messages and replying to other classmates' messages
  - **Dropbox** – used for submitting written (and similar) assignments
  - **Quizzes** – area for taking quizzes, exams, and other similar assessments
- **Communications** – contains shortcut links to News, email, and chat
- **Tools**
  - **Attendance** – contains your attendance records for the course
  - **Grades** – contains your grades earned on assignments in the course
  - **Classlist** – list of all students enrolled in the course
  - **Calendar** – quick link to Calendar tool (home page of course also displays upcoming events for that course)

HGTC CONWAY CAMPUS

2050 Hwy 501 E, Conway, SC 29526

BUILDING 100
Administration
Finance Department
Marketing Department
Payroll Department
President's Office
Procurement Department

BUILDING 200
Advanced Manufacturing
📚 Barnes & Noble College
    Bookstore
Classrooms
☕College Grounds
Deans' Office
Human Resources
Print Shop
Science Labs

BUILDING 300
Civil Engineering Technology
Classrooms
Electronics Technology
Golf & Sports Turf Management
    Technology

BUILDING 500
Cosmetology

BUILDING 700
Classrooms
CSI Labs

BUILDING 800
Early Care & Education

BUILDING 900
Faculty Offices

BUILDING 1000
Classrooms

Computer Technology
General Business Technology
Office Systems Technology
Science Labs

BUILDING 1100A
Admissions & New
    Student Advising
Financial Aid/Veterans Affairs
Library
Office of Career Services
Registrar
Services for Students with
    Disabilities
Student Financial Services
Student Information Center –
    TECH Central
Student Success &
    Tutoring Center
Testing Center
Upward Bound
VP for Student Affairs

BUILDING 1100B
Burroughs & Chapin Auditorium
Child Care Development Center
Chomp's Hangout
Chomp's Serene Space
Classrooms
Conference Rooms
🛡 Public Safety Office
Richardson Art Gallery

BUILDING 1400
Automotive Technology

BUILDING 2000
Advanced Manufacturing Center
250 Allied Drive, Conway

BUILDING 3000
Plumbing Service Technology
209 Daytona Street, Conway

BUILDING 4000
Diesel Engine Technology
470 Allied Drive, Conway

🔷 Vending   🅿 Parking   🛡 Public Safety
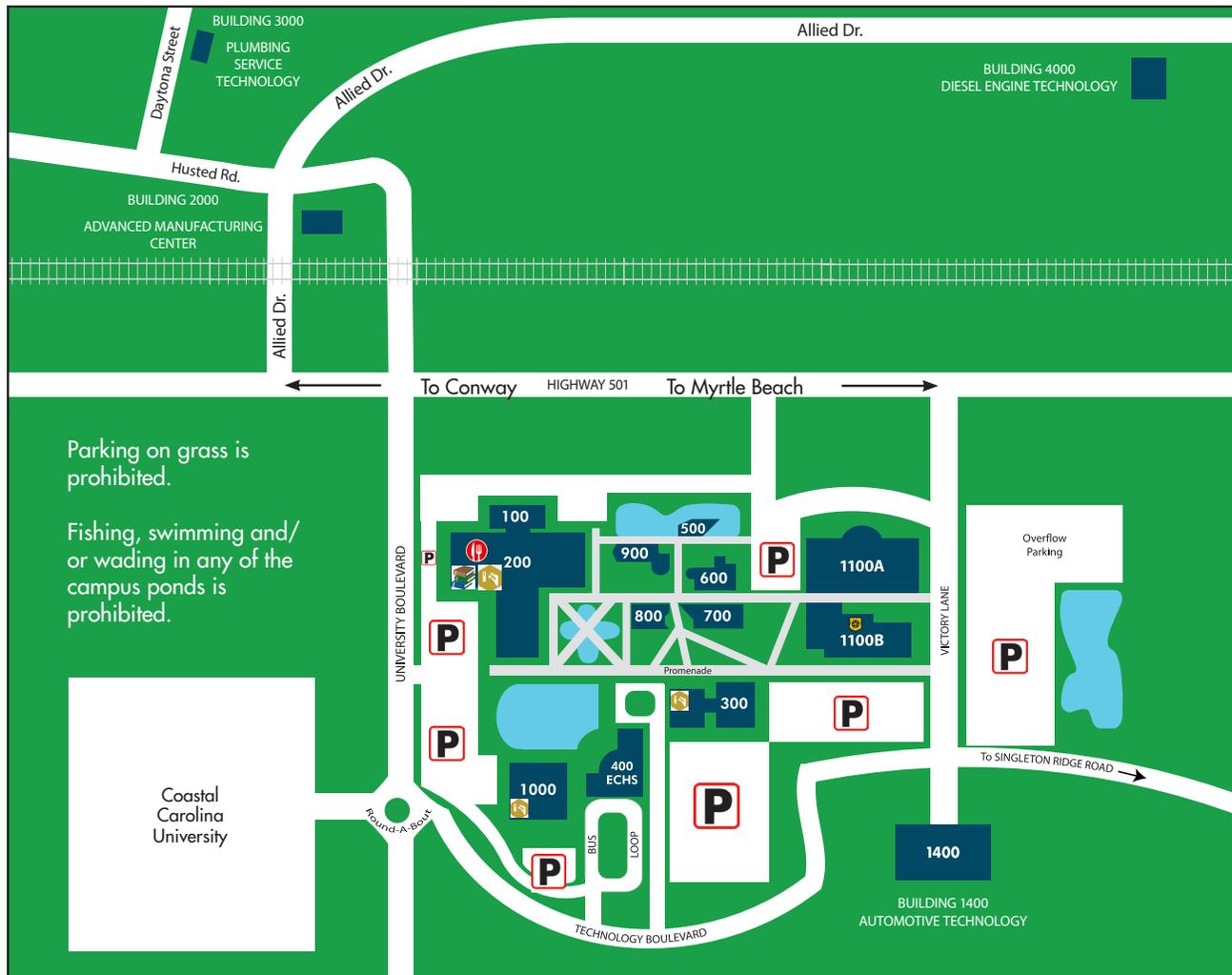
HGTC GRAND STRAND CAMPUS
743 Hemlock Avenue, Myrtle Beach, SC 29577

BUILDING 100
Classrooms

BUILDING 200
Administration
Admissions
Classrooms
Clinics:
    Esthetics Clinic
    Massage Therapy Clinic
MJ Fore Science Wing
Provost
🛡 Public Safety
Student Engagement
Student Information Center –
    TECH Central
Student Financial Services

Student Success &
    Tutoring Center
Testing Center

BUILDING 200D
Science Labs

BUILDING 300
3639 Pampas Drive, Myrtle Beach
📚 Barnes & Noble Bookstore
HGTC Foundation
Library
Mock Courtroom

BUILDING 500
920 Crabtree Lane, Myrtle Beach
🍴 International Culinary
    Institute of Myrtle Beach

BUILDING 600
950 Crabtree Lane, Myrtle Beach
Conference & Business Center
Thomas C. Maeser Auditorium
Workforce Development

BUILDING 1000
3501 Pampas Drive, Myrtle Beach
Dr. Robert E. Speir, Jr. Healthcare
    Education Center
Allied Healthcare Programs
Dental Science Department
🛡 Public Safety

🔶 Vending Machines
Ⓟ Parking
🛡 Public Safety

EMMENS AVENUE
MEYERS AVENUE
Overflow Parking Ⓟ
600
Ⓟ
CRABTREE LANE
500
International Culinary Institute of Myrtle Beach
GABRESKI LANE
FARROW PARKWAY
HOWARD AVENUE
Fishing, swimming and/or wading in any of the campus ponds is prohibited.
BUILDING & GROUNDS
Ⓟ
PAMPAS DRIVE
Ⓟ
Ⓟ
1000
MALLARD
PUBLIC PARKING
SWALLOW AVENUE
Ⓟ
300
100
Ⓟ
200D
200
200
200
200
HEMLOCK AVENUE
Ⓟ
Ⓟ
Ⓟ
Ⓟ
Parking on grass is prohibited.
Ⓟ
Ⓟ Ⓟ Ⓟ
CACTUS STREET

DIRECTIONS:

FROM HWY. 17 BYPASS
◆ Turn onto Farrow Parkway
◆ After 2 mi., turn right onto Meyers Ave.
◆ Turn left onto Pampas Dr.

FROM HWY. 17 BUS. (KINGS HWY.)
◆ Turn onto Farrow Parkway
◆ After .05 mi., turn left onto Pampas Dr.

HGTC GEORGETOWN CAMPUS

4003 South Fraser Street, Georgetown, SC 29440

BUILDING 100

ROOM 107
Information, Financial Aid &
Admissions/Counseling

ROOM 107
Administration

ROOM 129
Testing Center

ROOM 140
Barnes & Noble
Bookstore

ROOM 152, 214 & 215
Computer Labs

ROOM 149
Student Lounge

ROOM 150
Student Game Room

ROOM 153
Public Safety

ROOM 206
Library & Student Success
Tutoring Center

**ROOM 305 & 309**
Science Labs

ROOM 409-420
Surgical Technology
Nursing

BUILDING 500
Forestry/Wildlife
HVAC

BUILDING 1000
Georgetown Center for
Advanced Manufacturing
    Machine Tool
    Mechatronics
    Welding Technologies

Vending Machines
P Parking
Public Safety

Parking on grass is prohibited.

Fishing, swimming and/or wading in any of the campus ponds are prohibited.

Building 500 Forestry/Wildlife

P

Forestry Shed Dr. Fred C. Fore Wildlife Pavilion

Parking

2nd Level
214   215

208   204   201
209   Library/LRC 206   200

Maintenance

Pond

Pond

158
157   422   420   416
421
305   309
Science Wing
304   303   302   408   409   415

153
152
Eleanor S. Armstrong Allied Health Wing
151
Building 100
150
149

A B C D   H G F E   124 123 122 121   147 146   140   141   142
129
127 126
114   107   104
115   103
101 102

P   **P**

Building 1000 Georgetown Center for Advanced Manufacturing

Parking   Parking

← To Georgetown   **17**   To Charleston →

DIRECTIONS: • Take US-701 South approximately 37 miles. Continue onto US-17 South/North Fraser Street   • Head south on US-17/North Fraser Street

HGTC Dual Enrollment Academic Calendar
2023-2024

FALL SEMESTER 2023

- **August 21**   **Classes Begin**
  <u>Important Note:</u>   Online classes REQUIRE students to complete the attendance verification assignment the first week of classes. Students will be dropped for failing to complete.
- August 27   **Last Day to Add/Drop Classes** for Fall semester **– Submitted by Guidance**
- *September 4*   *Labor Day Holiday – College Closed*
- November 3   HGTC Deadline for withdrawals non-punitive grade = **W on the HGTC Transcript**
  <u>Important Note:</u>   **Resulting in a WF and a Grade of 50 on the High School Transcript**
  *Required by the SC Uniform Grading Scale
- *November 22*   *No Classes, College Closed at 1:45pm*
- *Nov 23-24*   *Thanksgiving Holidays – College Closed*
- November 30   Last Day of Classes for Fall Semester
- **Dec 4-9**   **Exams Fall Semester**
- December 11   Grades due to the Registrar by 5:00pm
- December 14   Students can view grades 5:00pm
- *Dec 19–Jan 1*   *Winter Break – College Closed*

SPRING SEMESTER 2024

- **January 8**   **Classes Begin**
  <u>Important Note:</u>   Online classes REQUIRE students to complete the attendance verification assignment the first week of classes. Students will be dropped for failing to complete.
- January 14   **Last day to Add/Drop Classes** for Spring Semester **– Submitted by Guidance**
- *January 15*   *Martin Luther King, Jr. Day – College Closed*
- *March 18-24*   *Spring Break – No Classes*
- March 19   HGTC Deadline for withdrawals non-punitive grade = **W on the HGTC Transcript**
  <u>Important Note:</u>   **Resulting in a WF and a Grade of 50 on the High School Transcript**
  *Required by the SC Uniform Grading Scale
- April 23   Last Day of Classes for Spring Semester
- **April 24-30**   **Exams Spring Semester**
- May 3   Grades due to the Registrar by 5:00pm
- May 8   Students can view grades by 5:00pm

Be sure to follow the HGTC Dual Enrollment Academic Calendar. The HGTC schedule may differ from the Horry and Georgetown County School Schedules. **You are responsible for attending class any time HGTC is in session.** Notify professors in advance of any class schedule conflicts due to high school exams or mandatory testing to receive instructions for completing coursework. **HGTC Spring Break dates differ from high school dates.**

HORRY GEORGETOWN TECHNICAL COLLEGE
There's More.

> Dual Enrollment Courses provide you with a special opportunity to get a jump-start on college. **Your success depends on your effort.** Failure to attend class or submit assignments may result in a withdrawal or failure in the course. Students online attendance is directly tied to submitting weekly assignments.

IMPORTANT CONTACTS
for Conway, Grand Strand and Georgetown Campus

HGTC PACE Admissions/Advising

Conway Campus	Grand Strand Campus	Georgetown Campus
843-477-2097	843-477-2097	843-520-1403
Hope Wofford	Hope Wofford	Jaime Davis

HGTC Bookstore – Barnes & Noble Bookstore at HGTC – www.hortec.bncollege.com

Conway Campus	Grand Strand Campus	Georgetown Campus
Phone: 843-349-5220	Phone: 843-477-2089	Phone: 843-545-9898
Building 200	Building 300 (GS Library)	Building 100
		*Next to the Student Canteen

HGTC Disability Services

All Campuses
Email: disabilityservices@hgtc.edu

HGTC TECH Central

Conway Campus	Grand Strand Campus	Phone: 843-349-TECH (8324)
Phone: 843-349-8324	Building 200, Room 117	Email: helpdesk@hgtc.edu
Building 1100, Room 132D		Text: 843-357-8552

IT Support

Email: helpdesk@hgtc.edu

HGTC Library

Conway Campus	Grand Strand Campus	Georgetown Campus
Phone: 843-349-5268	Phone: 843-477-2012	Phone: 843-520-1424

HGTC Public Safety Office

Conway Campus	Grand Strand Campus	Georgetown Campus
Phone: 843-349-7806	Phone: 843-477-2115	Phone: 843-446-1869

HGTC Student Success & Technology Center (SSTC) and EPIC Labs

Conway Campus	Grand Strand Campus	Georgetown Campus
Phone: 843-349-7872	Phone: 843-477-2113	Phone: 843-520-1455

HGTC Testing Center

Conway Campus	Grand Strand Campus	Georgetown Campus
Phone: 843-349-5248	Phone: 843-477-2106	Phone: 843-520-1451
Building 1100, Library, Room 201	Building 200, Room 134	Building 100, Room 200

HGTC Registrar's Office

Conway Campus
Phone: 843-349-5285

HGTC Student Accounts

Conway Campus
Phone: 843-349-5310

HORRY
GEORGETOWN
TECHNICAL COLLEGE

PACE Program For Accelerated
College Enrollment