



In order to be a successful Visiting Student at Horry-Georgetown Technical College, please complete each of these items:

- Submit a Visiting Student/Transient form to either your online application or [transient@hgtc.edu](mailto:transient@hgtc.edu). Without this form having been completed by both you and your advisor at your home institution, we cannot enroll you in any courses. If you have not yet completed this form, you must contact your advisor at your home institution. **HGTC's form is not accepted by most institutions and is only provided if your home institution does not have its own.**
- Upon enrollment, contact Student Accounts at 843-349-5310 to make payment arrangements. **Visiting Students cannot receive financial aid to pay for courses.** Payments can also be made online through the myHGTC student portal. Please make payment arrangements as soon as possible to avoid being dropped from your course.
- If taking an online class, please take the time to complete the New Student orientation to familiarize yourself with your online portal. The New Student Online Orientation is recommended for all new students beginning their educational journey at Horry-Georgetown Technical College. To complete your online session, login to your myHGTC portal and find the "New Student Orientation" Card.
- Make sure to attend class. Even if your class is entirely online you must log in and complete any necessary attendance requirements or assignments. You will be dropped if you have not attended during the add/drop period. If this happens, please contact the Registrar's office as soon as possible to ensure entry back into your course. Also, if you are absent more than 20% or do not attend for two consecutive weeks, you may be withdrawn from your course.
- Upon completion of your course, make sure to request your transcript from HGTC to be sent to your home institution. You can request a transcript by either going onto your Student Dashboard in your myHGTC student portal and selecting "Order Official Transcripts" or you can complete a Transcript Request form in the Registrar's Office. **When requesting your transcript prior to the end of the term, make sure you select the HOLD FOR GRADES option. If you do not select this option, your grades will not be on your transcript and you will have to order an additional one to be sent.**