

STEP-BY-STEP

PACE Dual Enrollment Guide

HORRY GEORGETOWN TECHNICAL COLLEGE

PACE Program For Accelerated College Enrollment

PROGRAM FOR ACCELERATED COLLEGE ENROLLMENT

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STEP 1

Earn College Credits in High School

Get a Jump Start on College...
Earning College Credits NOW in High School

PACE Dual Enrollment Program allows eligible high school students to earn both high school AND college credits by successfully completing college courses on an HGTC Campus, in courses offered in select high schools, or online. In accordance with South Carolina state policy, students earn one unit toward their high school diploma for each three-semester-hour college course they successfully complete. 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.

Meet high school graduation and college degree requirements in the PACE Dual Enrollment program. Flexible scheduling allows you to take online and/or on campus classes best suited to your high school schedule. Reduce your course load during your college freshman and sophomore years saving thousands in tuition costs.

Earning PACE transferable college credits can boost your high school GPA/Class Rank; PACE grades are weighted as AP/IB/Dual Credit on the SC Uniform Grading Scale. This allows you to be more competitive, to stand out in the College Admissions process and the potential to earn additional scholarship funds.

Please review the PACE Orientation Guide, D2L Student Orientation video and Student Resource Guide, and all additional resources available at hgtc.edu/PACE.

STEP 2

PACE Application Process

PACE APPLICATION PROCESS

Step 1 **Complete the PACE Online Application at hgtc.edu/pace/apply**

**Create an account, saving your username and password, and complete the application.*

It is strongly recommended to have your parent/guardian present when you complete your application due to the parent/guardian information required. It is important you complete all information especially residency questions to ensure quick processing of your application. There is no fee for applying. If you received a fee notification, you have mistakenly accessed the College's application for high school graduates. Do not proceed.

Step 2 **Sign and submit the following PACE admissions supplemental forms below online:**

- Verification of Citizenship & Upload your ID
  (If your DMV issued ID says "Not for Federal Identification," you will need to submit a copy of your Social Security card or passport instead.)
- Dual Enrollment Parent Agreement
- FAFSA Waiver

Step 3 **Notify your Guidance Counselor of completion status of your application.** Once all the required supplemental forms are submitted you will receive an email notification of "Application Complete" status. Please forward this email or provide a copy to your Guidance Counselor.

Step 4 **Submit your ACT or SAT test scores** to your Guidance Counselor for approval and course selections. If you have not taken either of these or your scores do not meet the minimum requirements, your counselor will submit your high school transcript for review.

Step 5 **High School approval is required.** Your Guidance Counselor will provide final approval and submit your course selections for Fall and/or Spring semester. An official acceptance letter will be sent to the mailing address provided.

Priority deadlines for Fall and Spring semester are May 1 and November 1.

Afterwards, applications will continue to be processed but availability of preferred course selections may have limited seating.

If you have any questions or technical issues with your online application, please call 843-477-2097.

STEP 3

PACE Eligibility Test Score Requirements and/or Multiple Measures

PACE ELIGIBILITY REQUIREMENTS/TEST SCORE MINIMUMS

Submit qualifying ACT or SAT scores to your counselor. If you have not taken either of these or your scores do not meet the minimum requirements, HGTC will use Multiple Measures or a combination of the two as a means for admission and placement during the enrollment process. High school transcripts will be reviewed by Dual Enrollment staff to admit students and place students into courses.

PACE Eligibility Test Score Requirements		
	ACT	**New SAT**
ENG 101	**Reading 19 English 19**	**Evidence-Based Reading & Writing 480**
***MAT 120** Probability and Statistics	**15**	**420**
***MAT 110** College Algebra	**22**	**560**
Eligibility Math Scores Required for Students Enrolling in Math.		

MULTIPLE MEASURES PLACEMENT CRITERIA

High School transcripts reflecting an Unweighted GPA > 2.6 may be submitted for review.

MAT 110 & 120	**Algebra I, Algebra II & Geometry = B Average**
ENG 101	**English I, II & III = B Average** Below a B = take the writing diagnostic.

General education university transfer courses that students can take when not eligible to take ENG 101:
ANT 101, ART 101, GEO 101, GEO 102, HIS 101, MUS 105, THE 101.

Enrollment in SOC 101, PSY 201, SPA 101 & 102, SPC 205, and PHI 110 courses requires ENG 101 admission requirements are met.

STEP 4

PACE Course Selections for Fall & Spring Semester

PACE Course Selections for Fall and Spring Semester

High School Guidance Counselors will discuss course recommendations with students and parents. Counselors will submit course requests, ACT or SAT test scores, and/or high school transcript directly to HGTC.

PACE Courses Offered on HGTC Campuses, Select High Schools, and Online

PACE courses are taught on the HGTC Conway, Georgetown, and Grand Strand Campus, at select high schools, or online when unable to attend on campus. If requested courses are unavailable due to capacity limits or cancellations, changes will have to be authorized by the student's high school counselor. Course offerings for classes taken on the high school campus will be provided for you by your Guidance Counselor.

The courses listed below are typically taken as a college freshman or sophomore.

ENG 101	(English Composition I)		
ENG 102	(English Composition I)	SOC 101	(Intro to Sociology)
MAT 110	(College Algebra)	SPA 101	(Elementary Spanish I)
MAT 120	(Probability & Statistics)	SPA 102	(Elementary Spanish I)
MUS 105	(Music Appreciation)	SPC 205	(Public Speaking)
ART 101	(Art History & Appreciation)	PHI 110	(Ethics)
THE 101	(Intro to Theater)	GEO 101	(Intro to Geography)
PSY 201	(General Psychology)	GEO 102	(World Geography)

Most general education courses transfer to all SC two year and four year public colleges, as well as many private and out of state colleges. The receiving four-year college determines transferability of credits. When selecting courses, students should consult the institutions to which they may transfer because requirements vary from college to college and from major to major. It is the student's responsibility to obtain information regarding the transferability of courses from the colleges they will apply to and possibly attend. Learn more about transferable credits by accessing the South Carolina Commission on Higher Education's web portal, www.sctrac.org, designed to facilitate college course transfer and articulation in the state.

STEP 5

Dual Enrollment Policies

DUAL ENROLLMENT POLICIES

Impact of Dual Credit Grades on High School Records

Student performance in dual credit courses will directly affect high school records and graduation requirements. South Carolina school districts are required to enter the earned numeric grade on the student's high school transcript. In calculating the student's GPA, all earned numeric grades for college-level dual credit courses are weighted the same as high school AP- and IB-level courses and receive an additional one-point weighting.

Confidentiality of Student Records

HGTC complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA). This law guarantees the privacy of student educational records and protects the student's right to access those records.

Note: Because Dual Enrollment students are completing courses that will affect their high school transcripts, parents, high school guidance counselors and administrators have the right to information regarding the students' course work and attendance. PACE students and their parents signed the HGTC Dual Enrollment Agreement which allows the college to provide this educational information.

Grading Procedures

HGTC will report the earned numeric grade for each student to the respective high school or home school association at the end of each semester. Interim grades are not provided. Upon receipt of official grades from the HGTC Registrar each semester, the high school counselor or designee will enter the dual credit grades on the high school transcript in accordance with the SC Uniform Grading Scale.

HGTC Grading Scale

A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Transferability of Courses

PACE course credits with grades of a "C" or above will transfer to all in-state 2 and 4 year public colleges in addition to many private or out-of-state colleges.

Repeating a Course

Students who plan to repeat a course should register during the designated registration period. It is the student's responsibility to verify eligibility for financial aid. All grades earned for the course will appear on the student's college transcript. Highest grade earned in the course will be the grade used to calculate the student's college GPA.

STEP 6

Academic Policies and Services

Course Withdrawal Policy

IMPORTANT: Before withdrawing from a course, students must check with their high school guidance counselor to determine the impact this will have on their high school records and graduation requirements. It is important to refer to the Drop/Add Period listed on the HGTC Academic Calendar. The last day to withdraw from a course and receive a grade of "W" is published in the HGTC academic calendar. If a student withdraws from a course, the grade of "W" will be entered on the HGTC college transcript. This grade will not affect the student's college GPA. HGTC's Withdrawal Without Penalty deadline for fall is early November; for Spring it is mid March.

It is the student's responsibility to contact the High School Guidance Counselor in order to withdraw from a course. The school counselor will contact the parent and notify the PACE Advisor at HGTC.

Per the SC Uniform Grading Policy students may receive a "WF" (50) average on their high school transcript if withdrawn after the high school's drop/add period.

Online PACE Courses

In addition to courses offered face-to-face on campus or at select high schools, students may opt to take their PACE courses online when approved by Guidance. HGTC online classes are asynchronous meaning they do not meet on a specific day/time. Students need to regularly log in to check assignment deadlines, professor discussion boards, announcements, updates, to complete quizzes and exams. Quizzes/exams have a limited window of time to be completed; access will be denied after the window closes.

Students enrolled in online PACE courses must login the first day of the semester (Fall or Spring) or will be dropped (withdrawn) from the course due to non-attendance.

All online classes have required weekly assignments tied to attendance. These assignments must be completed in D2L in order to be counted as present for the week. Students MUST log in weekly to remain in the course.

What is D2L?

Desire2Learn (D2L) is an online course tools package allowing students to access course material and resources online. Understanding how to utilize D2L resources is important for your success in PACE courses.

View the D2L Student Orientation video and Student Resource Guide to learn how to access attendance, grades, assignments, as well as contact information for your instructor at www.hgtc.edu/PACE.

Academic Services & Academic Support: HGTC Library, SSTC, Writing Center

Each campus has a library providing study areas and computers with internet access. To help students achieve academic success, HGTC also provides free tutoring assistance and technology support on each campus at the Student Success and Technology Center(SSTC). SSTC provides free tutoring and study skills/college success skills training, supplemental materials to assist students, as well as technology support and training, assistance with TutorMe, myHGTC, and D2L. The Writing Center provides free individual help with writing skills and writing assignments.

STEP 7

Tuition, Textbooks, Student Accounts, & Financial Aid

Tuition

PACE students taking courses for dual credit are responsible for the cost of the tuition and textbooks unless otherwise directed by the high school counselor or representative. Students are responsible for paying any portion of the tuition not covered by Lottery Tuition Assistance or through district programs.

Financial Aid

Lottery Tuition Assistance (LTA) is available to SC resident students taking two PACE classes (6 credit hours) in a semester paying over half of tuition costs. LTA is not based on financial need. LTA does NOT affect LIFE or Palmetto Scholarships which begin AFTER high school graduation. Students receiving LTA may also qualify for the SC WINS Scholarship if they receive Free and Reduced lunch in high school further reducing tuition costs. Students eligible for SC WINS will receive a letter from the district notifying them of their eligibility for Free/Reduced Lunch for the current school year. A copy of this documentation must be sent to Hope Wofford at hope.wofford@hgtc.edu to receive funding. The amount of LTA is set by the state prior to the beginning of the semester.

Textbooks

PACE students taking courses for dual credit are responsible for the cost of textbooks unless otherwise directed by the high school. Textbooks must be paid for at the time of purchase. Once you have been registered for classes you can take your schedule and HGTC student ID to the HGTC Bookstore located on campus. The staff will assist you in finding the required book(s) for your class. Students can make purchases in the store or online at the bookstore's website, www.hgtc.edu/bookstore.

Billing

Students are responsible for reviewing their account in their myHGTC student portal. Students eligible for LTA, SC WINS, or additional district funds are not expected to make any payment until the award has been posted to the student's account. Students will receive a bill in the mail from HGTC several weeks after the semester begins for any remaining balance after all additional funds have been posted to their accounts.

All payments are due by the end of the semester in which the balance is owed. Students who fail to make payment will not be registered for courses in subsequent terms. Additionally, HGTC will withhold transcripts until all balances have been cleared.

PACE students can disregard all posted payment deadlines for the College. Funds will not be owed until bills are sent out mid-semester by the Office of Student Accounts.

STEP 8

Testing Center & Disability Services

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 will 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 in order to test. Students need an HGTC Parking Decal from Public Safety to park on campus for use of the Testing Center and must present an HGTC Student ID when arriving for their testing appointment. Refer to the "To-Do's" Section on how to obtain an HGTC Parking Decal and Student ID.

HGTC TESTING CENTER LOCATIONS

Conway Campus Testing Center
Building 1100, Room 125
843-349-5248

Grand Strand Campus Testing Center
Building 200, Room 103
843-477-2106

Georgetown Campus Testing Center
Building 100, Room 129
843-520-1451

HOURS

Monday–Thursday: 10:00am–5:00pm
Friday: 8:00am–12:30pm Conway Campus Only

Disability Services

Students must contact the Director of Student Development, Beth Havens, on the Conway Campus at 843-349-5249 and self-identify. Documentation of the high school IEP or 504 Plan must be provided by the student in order to receive classroom or testing accommodations as a student enrolled in HGTC courses.

STEP 9

PACE Class Schedules & Course Expectations

PACE College Class Schedule

PACE courses are offered on all three HGTC campuses, in several area high schools, as well as online. PACE classes are scheduled to meet on Monday and Wednesday (M/W) and/or Tuesday and Thursday (T/R) with no Friday classes. Foreign Language courses are a 4 credit hour course with extended class times on days met on campus. Note: When taking courses on the HGTC campus, students may be scheduled for late arrival to their high school or for early dismissal. Students are responsible for providing transportation to the HGTC campus. Students must register their vehicle and obtain a parking decal from the Public Safety Office on campus.

PACE class schedules can be viewed on the student's myHGTC account under "Classes." Course name, campus building/room number, days/times, and professor are listed. Online classes do not meet on a specific day/time and are listed as TBA on your class schedule.

Class Attendance

Students must attend class and complete all required assignments and 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. Check your district's school calendar and compare it to the HGTC Academic Calendar. The holiday schedules may not be the same. Discuss with your professor in advance classes scheduled during your high school break or any mandatory high school events. Refer to your professor's attendance policy outlined in the course instructional packet in D2L. Attendance policies in high school regarding excused absences may differ from your professor's attendance policy in your college class.

Students may also be dropped (withdrawn) from an online course if multiple assignments have not been received or students have failed to log in for attendance and coursework. If this occurs after the drop/add period, the student will receive a "WF" on their high school transcript which will affect their GPA/Class Rank and scholarship opportunities. Students enrolled in face-to-classes on campus with excessive absences and/or missing assignments may also be withdrawn by the professor for not meeting HGTC attendance and academic standards.

Course Instructional Package

Carefully read your course instructional package and Instructor Information Sheet provided by your professor on the first day of class and viewable in D2L. It contains essential information about course expectations, key dates, class attendance, projects, and grading. Policies for each class are outlined in the professor's instructional package. Be sure you understand what is expected of you for each class. If you don't understand, be sure to ask questions! Keep your instructional package, all of your tests, papers, reports, exams, and other assignments in a secure location that is easily accessible.

Access Attendance, Grades & Quizzes 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. At the end of the semester, the course D2L window closes and only Final Grades are posted in myHGTC. Quizzes/Exams taken in D2L have a limited window of time to be completed. Once the window closes, students will NOT be able to access to complete.

STEP 10

To-Do's

*my*HGTC Portal, Student Email, and D2L

PACE Acceptance Letters mailed to students will include their HGTC Student ID Number (H-Number) and their college myHGTC Account Username and Password. myHGTC is the most important communication tool for students to communicate with their college professors, to check grades, class schedules, and tuition payment account. Students may receive technology support and assistance with their myHGTC account from TECH Central on the HGTC Campus and also by contacting TECH Central for myHGTC and D2L at 843-349-TECH (8324) or by email, techcentral@hgtc.edu.

NOTE: All PACE students were required to view the D2L Student Orientation video on the PACE Online Application providing an additional resource for assisting them to navigate D2L.

HGTC TECH Central and IT Support

For help navigating your myHGTC student portal, or other general questions, please stop by TECH Central on campus or email techcentral@hgtc.edu. For technical assistance with your myHGTC log-in information or D2L, contact TECH Central at 843-349-TECH(8324) and select option #2, or email helpdesk@hgtc.edu.

Conway Campus	843-349-5340	Building 1100, Room 132D
Grand Strand Campus	843-477-2076	Building 200, Room 116

HGTC ID and Parking Decal

The HGTC Student ID Card may be obtained in TECH Central on the Conway and Grand Strand Campuses as well as the Admissions Office on the Georgetown Campus. Students are to bring a current picture ID. Your first ID card is free; however, replacements will cost $5.

An HGTC Parking Decal is required to park on campus. Decals are obtained in the Public Safety Office. Students need to bring a current vehicle registration, a valid driver's license, your student ID, and a copy of your class schedule. Students taking PACE courses on campus as well as online students coming to campus will need an ID Card and a Parking Decal.

PACE Orientation and Orientation Guide

PACE Orientation is offered on the HGTC Campus the first two weeks in August. Students are to RSVP to an Orientation session and may view the PACE Orientation Guide outlining specific procedures, student services, and important HGTC contact information for PACE dual enrollment students. Parents are encouraged to attend.

Access the PACE webpage at www.hgtc.edu/PACE for additional information and valuable resources including the PACE Enrollment Guide and the PACE Orientation Guide.

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STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Title IX Coordinator & EEO, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

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