

# HGTC PROGRAMS

## Associate Degrees • Certificates • Diplomas

### ADVANCED MANUFACTURING & INDUSTRIAL TECHNOLOGIES

#### Associate Degree

Machine Tool Technology

#### Certificate

Advanced Welding Technologies  
Commercial Refrigeration &  
Air Conditioning  
Machine Tool Operations  
Residential HVAC Service Technician  
Residential/Commercial Electrical  
Technician

### ARTS, SCIENCES & UNIVERSITY TRANSFER

#### Associate Degree

Associate in Arts  
Associate in Science

### BUSINESS ADMINISTRATION

#### Associate Degree

Accounting  
Business Administration  
Sports Tourism and Recreational  
Management

#### Certificate

Basic Business

### CULINARY ARTS TECHNOLOGY

#### Associate Degree

Baking & Pastry Arts  
Culinary Arts Technology

#### Certificate

Cake Decorating  
Kitchen & Food Preparation Techniques  
Professional Cooking

### ENGINEERING TECHNOLOGY

#### Associate Degree

Civil Engineering Technology  
Construction Management Technology  
Electronics Engineering Technology  
General Engineering Technology

#### Certificate

Computer Aided Design  
Electrical Lineman Technician  
Robotics Technology  
Surveying

### GENERAL TECHNOLOGY

#### Associate Degree

General Technology

### HEALTH SCIENCE TECHNOLOGY

#### Associate Degree

Dental Hygiene  
Emergency Medical Technology  
Nursing ADN  
Physical Therapist Assistant  
Radiologic Technology  
Respiratory Care

#### Certificate

Diagnostic Medical Sonography  
Emergency Medical Technology  
Basic  
Paramedic  
Medical Coding & Billing  
Patient Care Medical Assistant  
Phlebotomy  
Surgical Technology

#### Diploma

Expanded Duty Dental Assisting  
Nursing PN

### INFORMATION TECHNOLOGY, DIGITAL ARTS & ADMINISTRATIVE OFFICE TECHNOLOGY

#### Associate Degree

Administrative Office Technology  
Computer Technology  
Networking Path  
Programming Path  
Digital Arts

#### Certificate

Administrative Support  
Certified CISCO Networking Associate  
Cybersecurity  
Medical Administrative Assistant  
Networking

### NATURAL RESOURCES TECHNOLOGY

#### Associate Degree

Forestry Management Technology  
Wildlife Management Path  
Golf & Sports Turf Management

#### Certificate

Natural Resources & Environment

### PERSONAL CARE & RELATED HEALTH SERVICES

#### Certificate

Cosmetology  
Esthetics Technician  
Massage Therapy

### PUBLIC SERVICE TECHNOLOGY & LEGAL STUDIES

#### Associate Degree

Criminal Justice Technology  
Crime Scene Investigation Path  
Early Care & Education  
Human Services  
Paralegal

#### Certificate

Child Care Management  
Early Childhood Development  
Fire Science  
Paralegal Specialist

# APPLICATION FOR ADMISSION

**A non-refundable application fee of \$30 is required with this application.  
Please print in ink.**

## PERSONAL INFORMATION

H# (To be completed by HGTC staff): \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Gender:  Female  Male

Name \_\_\_\_\_  
(As it appears on Social Security card)      Last      First      Middle      Suffix

Preferred Name \_\_\_\_\_

Former Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street Address      City      State      Zip

County (if within South Carolina) \_\_\_\_\_

Permanent Address \_\_\_\_\_  
(Include only if different from mailing)      Street Address      City      State      Zip

Home Phone (    ) \_\_\_\_\_ Work Phone (    ) \_\_\_\_\_ Cell Phone (    ) \_\_\_\_\_

Email Address \_\_\_\_\_

Are you Hispanic or Latino?     Yes     No

Select one or more of the following races:     American Indian or Alaska Native       Asian       Black / African American  
 Native Hawaiian or other Polynesian       White

Emergency Contact \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Last      First      Middle

## EDUCATIONAL BACKGROUND

The requirement of high school graduation/GED completion varies by program of study. However, for financial aid eligibility proof of high school graduation/GED criteria must be met. See the current HGTC catalog available online at [www.hgtc.edu](http://www.hgtc.edu) for details.

High School Attended \_\_\_\_\_  
High School (or Home School Association)      City      State

I will earn or have earned (please select one):

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> High School Diploma                      | Date of graduation: ____/____/____ |
| <input type="checkbox"/> Certificate or Individualized Diploma    | Date of graduation: ____/____/____ |
| <input type="checkbox"/> GED                                      | Date of graduation: ____/____/____ |
| <input type="checkbox"/> I will not complete Secondary education. |                                    |

Please list any prior college(s) attended:

College / University Name	City, State	Dates Attended		Degree Earned
		From	To	
		From	To	
		From	To	
		From	To	
		From	To	

To receive transfer credits for previous course work, request ALL official transcripts to be sent to HGTC Admissions, PO Box 261966, Conway SC 29528-6066 or emailed to [transcripts@hgtc.edu](mailto:transcripts@hgtc.edu). Credit expiration dates and transferability limits are listed in the current HGTC catalog, available online at [www.hgtc.edu](http://www.hgtc.edu).

## EDUCATIONAL PLANS

I am a:  New Student – no previous college experience  Transfer Student – has course work from another college/university  
 Visiting Student – visiting from another college/university for one semester ( Please attach transient form.)

I will begin (check one):  Fall semester (Aug. – Dec.)  Spring semester (Jan. – May)  Summer semester (May – Aug.) Year \_\_\_\_\_

Major: \_\_\_\_\_

I plan to:  Earn an Associate Degree  Earn a Diploma  Earn a Certificate  
 Transfer to a 4-year college (List institution if known) \_\_\_\_\_  
 Take classes for personal interest/other reason (no degree)

**Some programs of study require background checks, urine drug screenings and/or immunizations as part of the admissions process.** There will be additional fees for these requirements. Unsatisfactory results on the criminal background check or urine drug screenings or failure to complete any required health/immunizations standards WILL prevent enrollment or result in removal from enrollment in the program of study. Admission to any of the programs is conditional. A list of these programs can be found online at [https://www.hgtc.edu/documents/admissions/general\\_forms/backgroundcheck.pdf](https://www.hgtc.edu/documents/admissions/general_forms/backgroundcheck.pdf).

## CITIZENSHIP

**You must complete the citizenship portion of the application.**

What is your citizenship status? (Please select one)

- US Citizen
- Permanent Resident (possess a green card)
  - If yes, you must provide your Permanent Resident Card and State Issued ID to the Admissions Office for verification.
- DACA (Deferred Action Childhood Arrival) or Non-Resident with Employee Authorization card
  - If yes, you must provide your DACA or Employee Authorization card and State Issued ID to the Admissions Office for verification.
- International
  - Do you currently have a Visa to study in the US?  Yes  No
    - If yes, you must provide your Student Visa to the Admissions Office for verification.
  - What is your Student Visa type? \_\_\_\_\_
  - Are you requesting an I-20 form?  Yes  No

### **Declaration of Citizenship or Legal Presence in the United States**

The South Carolina Illegal Immigration Reform Act (S.C. Code Ann. §59-101-430 (Westlaw 2008)) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. By signing this statement you attest that you are a United States citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. In addition, the college may require you to submit documentation that supports your claim.

Any student providing false information may be subject to dismissal from the college. Any student who is found to be unlawfully present in the United States will be dismissed from the college.

\_\_\_\_\_ (Print Name) \_\_\_\_\_ (Date of Birth)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

## RESIDENCY

- You must complete the Residency portion of this application, the answers to these question will determine your residency classification for tuition purposes. Applicants who fail to complete all residency questions will be classified as non-residents and billed the out-of-state tuition rate.
- If you provide more than 50% of your financial support, you are usually considered **INDEPENDENT** and your residency claim is based upon your information.
- If someone else provides more than 50% of your financial support, you are usually considered **DEPENDENT** and your residency claim is based upon that person's information.
- Please complete one of the Residency Forms on the next page.

# INDEPENDENT RESIDENCY INFORMATION

**Applicant: If you provide more than 50% of your financial support, complete this INDEPENDENT residency form with your information.**

Applicants who claim South Carolina residence for tuition and fee purposes must complete this form in its entirety. Additional information may be requested per SC Law 59-112. Residency requirements may be found online at [www.che.sc.gov](http://www.che.sc.gov).

**An INDEPENDENT student is defined as one who will provide more than half of his/her support for the 12 months immediately preceding his/her enrollment or re-enrollment and will NOT be claimed as a dependent or exemption on the income tax return of a parent, guardian or spouse.**

**STUDENT'S / APPLICANT'S INFORMATION**

Name of Student: \_\_\_\_\_

Do you reside in South Carolina?  Yes  No

If yes, date present stay began. \_\_\_\_\_

Do you reside in Horry or Georgetown County?  Yes  No

If yes, date present stay began. \_\_\_\_\_

Who claims you for federal income tax purposes?  Self  Both parents  Father  Mother  Other \_\_\_\_\_

Do you have a valid Driver's License?  Yes  No If no, do you have a State Issued Identification Card?  Yes  No

If yes, Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Date Issued: \_\_\_\_\_  New (first issued)  Renewed Expiration Date: \_\_\_\_\_ (mm/dd/yy)

Do you have a vehicle registered in your name?  Yes  No

State: \_\_\_\_\_ Date Issued: \_\_\_\_\_  Renewed  Transferred from another state  New Purchase Purchase Date: \_\_\_\_\_ (mm/dd/yy)

If you relocated to South Carolina, what was your previous state of residence? \_\_\_\_\_

What is your employment status?  Full-time  Part-time  Unemployed  Retired  Disabled

Employer Name: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Employment Dates: From (mm/yy) \_\_\_\_\_ / \_\_\_\_\_ To (mm/yy) \_\_\_\_\_ / \_\_\_\_\_

If your claim to South Carolina resident status is based upon active military assignment to the state, please submit a copy of current military orders to the Office of Admissions.

Branch of Service:  USAF  USA  USN  USMC  USCG Home of Record on L.E.S.: \_\_\_\_\_

- I hereby certify that the information I have provided on this application is complete and correct. I understand that falsification or failure to provide the correct information or omission of previous college attendance may lead to disqualification of my application for admission and immediate cancellation of registration at Horry Georgetown Technical College.
- I understand that this information will be used to determine South Carolina residency status for tuition and fee purposes.
- I understand that pursuant to the S.C. Family Privacy Act of 2002, my personal information is subject to public scrutiny or release.
- I understand that my image (photo or video) may be used by the college for marketing or instructional purposes in the normal course of college classes and activities.
- I understand that I am responsible for paying all charges and educational costs. I also understand that should the college deem it necessary to refer any unpaid expenses and/or interest to an attorney or collection agency that I am responsible for all cost of collection, including but not limited to attorney and collection agency fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Statement of Equal Opportunity

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 Associate Vice President for Student Affairs, Dr. Melissa Batten, AVP 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](mailto: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 Associate Vice President for Human Resources, Jacquelyne Synder, AVP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

### Student Right to Know and Campus Security Act

The Student Right to Know and Campus Security Act [Public Law 101-542], signed into law in November 1990 by the U.S. Department of Education, applies to institutions of higher education participating in federal financial assistance programs. Under this policy, current and prospective students must be informed of completion or graduation rates of students seeking certificates, diplomas or degrees. The act also requires reporting of security policies and crime statistics to students, employees, and the U.S. Department of Education. Horry Georgetown Technical College, in compliance with Student Right to Know, provides current information on these topics at [www.hgtc.edu/righttoknow](http://www.hgtc.edu/righttoknow).

### State Authorization Reciprocity Agreement

Horry Georgetown Technical College is an approved member of the State Authorization Reciprocity Agreement (SARA). As a SARA member, HGTC adheres to an established set of standards for offering distance learning among SARA member states, districts and territories. Currently, HGTC does not offer online instruction within the following states: CA, CT, FL, KY, MA, NJ, NY, PA, UT and WI.

# DEPENDENT RESIDENCY INFORMATION

**A DEPENDENT student is defined as one who will receive more than half of his/her support for the 12 months immediately preceding his/her enrollment or re-enrollment from a parent, guardian or spouse and will be claimed as a dependent or exemption on that individual's income tax returns.**

Applicants who claim South Carolina residence for tuition and fee purposes must complete this form in its entirety.  
Additional information may be requested per SC Law 59-112. Residency requirements may be found online at [www.che.sc.gov](http://www.che.sc.gov).

**STUDENT / APPLICANT**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Are you licensed to drive?  Yes  No If no, do you have a State Issued Identification Card?  Yes  No

If yes, Driver's License or ID Number: \_\_\_\_\_ State: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  New (first issued)  Renewed

With whom do you reside?  Self  Both Parents  Father  Mother  Spouse  Other \_\_\_\_\_

Who claims you for federal income tax purposes?  Self  Both Parents  Father  Mother  Spouse  Other \_\_\_\_\_

Parents/Guardian Marital Status:  Single/never married  Married  Divorced/separated  Widowed  Remarried  Not applicable

If parents are divorced or separated, who is the custodial parent?  Father  Mother  Shared custody  Not applicable

**PARENT'S / GUARDIAN'S/SPOUSE'S INFORMATION**

**Information of person who provides more than 50% of your financial support:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Citizenship:  U.S. citizen  Permanent Resident  Other — Specify: \_\_\_\_\_

Does this person reside in South Carolina?  Yes  No If yes, date present stay began. \_\_\_\_\_

Does this person reside in Horry or Georgetown County?  Yes  No If yes, date present stay began. \_\_\_\_\_

What is his/her address? (Street, City, State, Zip code): \_\_\_\_\_

Does this person have a valid Driver's License?  Yes  No If no, does this person have a State Issued Identification Card?  Yes  No

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Date Issued: \_\_\_\_\_  New (first issued)  Renewed Expiration Date: \_\_\_\_\_

Does this person have a vehicle registered in his/her name?  Yes  No

Vehicle Registration State: \_\_\_\_\_ Date Issued: \_\_\_\_\_  Renewed  New Purchase Date: \_\_\_\_\_  Transfer from another state

If your parent/guardian relocated to South Carolina, what was the previous state of residence? \_\_\_\_\_

What is their employment status?:  Full-time  Part-time  Unemployed  Retired  Disabled

Employer Name: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Employment Dates: From (mm/yy) \_\_\_\_\_ / \_\_\_\_\_ To (mm/yy) \_\_\_\_\_ / \_\_\_\_\_

If his/her claim to South Carolina resident status is based upon active military assignment to the state, please submit a copy of current orders to the Office of Admissions.

Branch of Service:  USAF  USA  USN  USMC  USCG Home of Record on L.E.S.: \_\_\_\_\_

**STUDENT'S / APPLICANT'S INFORMATION**

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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## ADMISSIONS & FINANCIAL AID CHECKLIST

Use this checklist and complete every step to make sure the enrollment process run smoothly and efficiently. Remember, submitting your admissions and financial aid application is only the beginning of the enrollment process.

- Pay close attention to deadlines for application processes, registration, and payment.
- Follow up on all requests from the Admissions and Financial Aid Offices.
- Act early to diminish your chances of standing in long lines and to reduce delays in processing your applications.

### GET STARTED!

#### **Apply for Admission**

Fill out the admissions application and pay the \$30 non-refundable application fee.

#### **Request Transcripts Immediately**

**All Students:** Have an official final high school transcript or GED mailed to the Office of Admissions at PO Box 261966, Conway, SC 29528-6066 or emailed to transcripts@hgtc.edu.

**Transfer Students:** Have official copies of all prior college/university transcripts mailed to the Office of Admissions at PO Box 261966, Conway, SC 29528-6066 or emailed to transcripts@hgtc.edu.

#### **Submit ACT or SAT scores to the Office of Admissions.**

#### **Schedule Placement Testing**

**If you have not taken the ACT or SAT**, you may take the ACCUPLACER Placement Test in the Testing Center on any campus.

- All students must participate in **The Start Right Experience** before registering for the ACCUPLACER test. You can come to our Student Information Center, WaveNet Central, on any campus or you can view it online at [www.hgtc.edu/startright](http://www.hgtc.edu/startright).
- Once you have completed The Start Right Experience and have emailed your name and quiz results, you may select the campus of your choice at the bottom of the page to register for the ACCUPLACER test.

**Also Note:** Some programs have additional requirements such as background checks, drug screenings, and interviews. Check your admissions requirements letter for details.

#### **Apply for Financial Aid**

You should apply for financial aid at the same time that you apply for admissions. Although you do not have to be admitted or registered for classes before you apply for financial aid, these two steps go hand in hand and should be completed together.

Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to fill out the online Financial Aid Application and use School Code 004925 to have your information sent to HGTC.

#### **Get WaveNet Login Information**

You will receive WaveNet login information after you have been admitted to HGTC. The Office of Admissions will provide your WAVE.NET username and password in your acceptance letter.

#### **Meet with a New Student Advisor**

After you've been accepted, meet with your new student advisor to develop your academic plan and to determine which courses you need to take.

#### **Register for Classes**

Log in to WaveNet with your username and password to sign up for your classes. You must sign up for classes through your WaveNet account. Pick the courses required for your major as recommended by the new student advisor on the days, times, and campus locations that work best for your schedule.

#### **Orientation**

Attend an orientation session to become familiar with the services and resources available at the college. Check your WaveNet account for more information.

#### **Pay for Classes**

Check WaveNet to be certain your financial aid has been awarded and is in place for the semester. You may be required to cover some expenses out-of-pocket if you do not receive full financial aid benefits. Classes may be paid for in the Student Accounts Office on any campus or online via WaveNet.

**Office of Admissions**  
PO Box 261966, Conway, SC 29528-6066