STEP-BY-STEP

PACE Dual Enrollment Guide

HORRY GEORGETOWN
TECHNICAL COLLEGE

PACE Program For Accelerated
College Enrollment

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

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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.

Please review the PACE Orientation Guide, D2L virtual tour video and tip sheet, and all additional resources available at www.hgtc.edu/PACE.
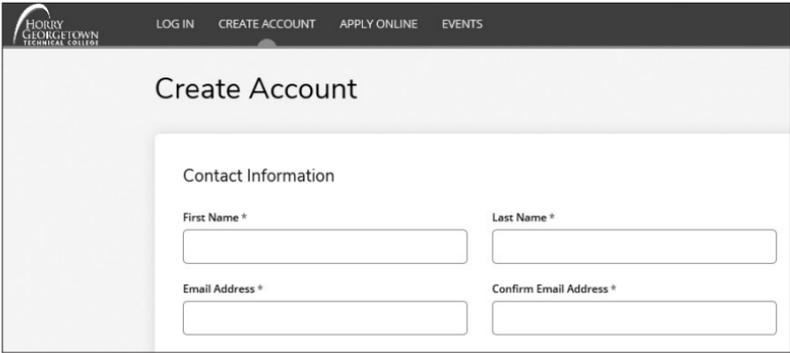
STEP 2
PACE Application Process

PACE DUAL ENROLLMENT APPLICATION PROCESS

Step 1 **Access PACE Online Application at**
www.hgtc.edu/pace/apply

> **DO NOT NAVIGATE AWAY FROM THIS
> PAGE UNTIL YOU CREATE AN ACCOUNT.*

Step 2 **Create an Account.**
Be sure to save your Username and Password.

Step 3 **Complete the PACE Online Application**

> It is 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.

Step 4 **Once you have submitted your online application, please
submit your test scores and the remainder of this packet to your
Guidance Counselor for approval and course selections.**

Step 5 **Once all items are returned in your PACE Envelope, the
Guidance Counselor will then provide their approval and list
your course selections for the program and send your
application to HGTC for processing.**

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

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

STEP 3
Testing Center Information

ADMISSIONS TESTING

Students enrolling in PACE courses must have qualifying SAT, ACT, or ACCUPLACER (HGTC placement) test scores or a combination of these. ACCUPLACER placement testing is available free of charge to students at any HGTC Campus locations or may be taken on their school campus when available.

The HGTC Testing Centers test by appointment only. Students are to schedule an appointment online to take the ACCUPLACER placement test. Refer to the following page, "How to Register for ACCUPLACER Testing."

HGTC TESTING LOCATIONS

www.hgtc.edu/admissions/placement_testing.html

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: 7:45am–6:00pm
Friday: 8:00am–12:30pm
Saturday: 9:00am–1:00pm (twice monthly)

NOTE: High school students are permitted to take ACCUPLACER twice during a semester. Students who do not achieve qualifying test scores by the second attempt must wait until the following semester before testing again.

Tests for online courses administered at HGTC Testing Center.
Students taking online courses will also test in the HGTC Testing Center. Tests for online classes need to be scheduled at the Testing Center. To schedule your appointment, log into your WaveNet account and select the "Testing Center" tab.

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.

STEP 4

How to Register for ACCUPLACER Testing

PACE ELIGIBILITY REQUIREMENTS/TEST SCORE MINIMUMS

Before registering for the ACCUPLACER exam you must go to www.hgtc.edu/startright and view the videos.

Step 1   Go to the Horry-Georgetown Technical College website – www.hgtc.edu/testing

Step 2   At the top-middle of the page you will see the "Register for a Test" box. Click on this blue box and then select the campus at which you would like to test.

Step 3   On the registration screen, under #1 "Choose a Group", you will select "ACCUPLACER - HGTC." On #2, "Choose an Exam", again select "ACCUPLACER - HGTC."

Step 4   "Choose a Date": Click on the Calendar icon to open the testing calendar. Times available for testing are underlined. Click on the date you would like to test and then go to "Choose a Time" from the available drop down list.

Step 5   Please continue through the registration screen entering in all requested information. **If you do not yet have a student H#, please use your birthdate mm/dd/yyyy.** You will be issued your H# when you check-in at the Admissions Office the day of your test. Please click the box agreeing to follow the Exam Guidelines. Once everything is complete, click on "Add to Cart" and then select "Complete Registration". Your confirmation page will appear for printing and one will be emailed to you to the email account you provided. **Students are reminded a photo ID is required at the time of testing at the HGTC Testing Center.**

Please note: High school students are permitted to take the ACCUPLACER twice. Students who do not achieve qualifying test scores by the second attempt must complete tutoring sessions before testing again.

STEP 5

FAQs about ACCUPLACER Testing

What will I need?
Photo ID is required. For example: driver's license, student ID, passport, alien registration card or any other government-issued IDs. Photocopies not accepted. Personal items not permitted in testing. Book bags, purses, and personal calculators are not allowed. Online calculators are available.

What is the ACCUPLACER?
The ACCUPLACER test is a computer-based test that helps place students into appropriate PACE courses. It is a multiple choice format. The multiple choice test questions are based on your responses to each question you've already answered. Questions increase or decrease in difficulty depending on your answers as you work through the test.
• Not timed
• Average time to complete is 1½ to 2 hours
• Easy to use
• Results used for advising to help select appropriate course placement. Your results are available immediately after you take the test

What types of questions can I expect?
There are three sections: Reading Comprehension, Sentence Skills & Math Skills.

Reading Comprehension
•Comprised of 20 questions, measures your ability to understand what you read, to identify main ideas and to make inferences. You need to distinguish between direct statements and secondary or supporting ideas.

Sentence Skills
• Comprised of 20 questions, measures your understanding of sentence structure — what makes a sentence complete and clear. Some questions deal with the logic of the sentence, and others with the relationships between two sentences.

Math Skills
• The Math Skills portion includes addition, subtraction, division, multiplication, fractions, word problems, and basic algebra.

How can I prepare to take ACCUPLACER?
THE START RIGHT EXPERIENCE
Attend the Start Right Experience online before taking the ACCUPLACER® test at www.hgtc.edu/startright

ACCUPLACER® STUDY APP
This web-based study app features practice tests in Arithmetic, Elementary Algebra, College-Level Math, Reading Comprehension, and Sentence Skills. It is accessible from any Internet-capable computer and helps students become familiar with the content and format of the ACCUPLACER® assessments. The study app is available to all students for free. Visit www.accuplacer.collegeboard.org/store.

- Plan to arrive early to avoid traffic delays.
- Make sure you eat, are well-rested and relaxed before taking the test.
- Take your time completing the test. Your results are a key factor in PACE Course Placement.

What services do you provide for students with disabilities?
Students requesting special accommodations for the ACCUPLACER Test should contact the Director of Student Development on the Conway Campus.

STEP 6
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 Credit 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 Enrollment Agreement which allows the college to provide this educational information.

Grading Procedures

HGTC will report the earned letter 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 the official documentation from the college, each institution will award final grades according to the applicable grading scales and in accordance with the SC Uniform Grading Scale Conversion for all Dual Enrollment Students. The following numeric grade conversions will be assigned on the student's high school transcript as required by the SC Uniform Grading Scale for all Dual Enrollment Students.

HGTC Grading Scale	S.C. Uniform Grading Scale Conversion
	(High School Transcript-Dual Credit)
A 90-100	**A 95**
B 80-89	**B 85**
C 70-79	**C 75**
D 60-69	**D 65**
F Below 60	**F 51**

Transferability Of Courses

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. A link to **SCTRAC** is also provided on the PACE webpage under University Transfer.

STEP 7
Student Responsibilities

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 permanent academic record. This grade will not affect the student's college GPA.

After the drop/add period, withdrawing from a PACE class or being withdrawn by a professor for failing to meet attendance and academic standards of HGTC could result in a failing grade (51 average) on the high school transcript as required by the SC Uniform Grading Policy.

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. Failure to do so will result in the grade of "WF" on the student's permanent academic record which will affect the student's high school grade point average and class rank.

Online Pace Courses

Students enrolled in PACE courses on the HGTC Campus or at select high schools will benefit from direct interaction with their college professor and classmates. However, highly motivated students possessing technology skills, as well as time management skills may benefit from PACE courses offered online when unable to attend courses on campus.

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

Students must also set up their WaveNet College email and D2L account prior to the first week of classes. TECH Central located on each HGTC Campus can provide assistance to students in setting their account. WaveNet Login Username and Password are included in the student's PACE Acceptance letter along with their HGTC Student ID (H-Number).

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 college's drop/add period, the student will receive a "WF" on their high school and college transcript which will affect their GPA/Class Rank and scholarship opportunities.

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 cources.

View the D2L Virtual Tour Video and Tipsheet 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 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 BRAINFUSE, WaveNet, and D2L. The Writing Center provides free individual help with writing skills and writing assignments.

STEP 8
Student Accounts
& Student Services

Tuition & Textbooks

PACE students taking courses for dual credit are responsible for the cost of the tuition and textbooks unless otherwise directed by the high school. Lottery Tuition Assistance (LTA) is available to SC resident students taking 2 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. The amount of LTA is set by the state prior to the beginning of the semester. Students are responsible for paying any portion of the tuition not covered by Lottery Tuition Assistance or through district programs.

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

After the student is registered for courses the initial bill appears on the student's WaveNet college account. Students and their parents are responsible for reviewing the student's account and ensuring payment. All payments are due by the end of the semester in which the balance is owed. Students eligible for LTA, SC WINS, or additional district funds are not expected to make payment for the tuition until the award has been posted to the student's account. Students and parents should continue to monitor the student account and ensure payment once the LTA or any additional awards have been made. Students will receive a bill in the mail from HGTC several weeks after the semester begins for the remaining balance after monies have been posted in their WaveNet account. Payment plans are available if needed.

NOTE: Students who fail to make payment will not be registered for courses in subsequent terms. Additionally, HGTC will withhold transcripts until all payments have been made.

Disability Services

Students must contact the Director of Student Development on the Conway Campus and self-identify. Documentation of the high school IEP or 504 Plan must be provided by the student in order to receive accommodations as a student enrolled in HGTC courses or when taking ACCUPLACER, the college placement test.

STEP 9

When & Where

Pace College Class Schedule

PACE courses are offered on all 3 HGTC Campuses, in several area high schools, as well as online. PACE classes are scheduled to meet either on Monday and Wednesday (M/W), 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. They may possibly be listed on the student PACE schedule as (M/W/F) or (T/R/F) when taken on the high school 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. Some students may decide to carpool with other PACE students from their high school.

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.

Course Instructional Package

Carefully read your course instructional package 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 WaveNet. 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

Student WaveNet College Account, Email, and D2L

PACE Acceptance Letters mailed to students will include their HGTC Student ID Number (H-Number) and their college WaveNet Account Username and Password. WaveNet 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 WaveNet account from TECH Central on the HGTC Campus and also by contacting TECH Central for WaveNet and D2L at 843-349-5340 or by email, techcentral@hgtc.edu.

NOTE: All PACE students are required to view the D2L Virtual Tour Video on the PACE webpage, www.hgtc.edu/PACE.

HGTC TECH Central Support Assistance

For technical assistance with your WaveNet Log-In information or D2L contact TECH Central at 843-349-TECH(8324).

Conway Campus   843-349-5340   Building 1100, Room 132D
Grand Strand Campus   843-477-2076   Building 200, Room 136

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, and a copy of your current semester class schedule printed from WaveNet which will have your H-Number on it. 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 will need an ID Card and a Parking Decal.

PACE Orientation and Orientation Guides

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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