

HGTC

Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

CRJ 115

Criminal Law I

Effective Term

Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: CRJ 115

COURSE TITLE: Criminal Law I

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

The purpose of this course is to provide a survey or overview of the common law and statutory criminal law, focusing primarily on South Carolina statutory and common law. The student will be exposed to the definitions of terms used in criminal justice when dealing with criminal law. The course introduces the student to the process of interpreting and applying criminal law as a criminal justice practitioner.

COURSE DESCRIPTION:

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

PREREQUISITES/CO-REQUISITES:

((SAT Critical Reading 300) or (ACT Reading 12 and ACT English 10) or (Multiple Measures English 1) or (Writing Sample ENG101 1 or WS ENG101 with Lab 1 or Writing Sample ENG155 1) or (Credit level [ENG 101](#) Minimum Grade of C or Credit level [ENG 155](#) Minimum Grade of C or Credit level [ENG 101](#) Minimum Grade of TC or Credit level [ENG 155](#) Minimum Grade of TC)) and Background Check Form 1

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

- Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly

IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor's Course Information Sheet for information regarding this requirement.

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System “The Student Code” (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college’s educational mission. Students are expected to comply with all of the college’s duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under “Student Rights and Responsibilities” card then select “Student Code of Conduct” or the “Student Catalog and Handbook.”

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Week #1	UNIT I – CLASSIFICATIONS; OFFENSES AGAINST PERSON* TITLE 16 – CHAPTER 1 – FELONIES AND MISDEMEANORS; ACCESSORIES TITLE 16 – CHAPTER 3 – OFFENSES AGAINST THE PERSON TITLE 44 – CHAPTER 48 – SEXUALLY VIOLENT PREDATOR ACT • Learning Outcome: Describe a misdemeanor and felony in South Carolina
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	• Learning Outcome: Describe the crimes of accessory and attempt. • Learning Outcome: Identify the elements of the types of criminal homicides in South Carolina. • Learning Outcome: Describe the degrees of assault and battery • Learning Outcome: Compare and contrast the crimes of kidnapping, attempted kidnapping, and custodial interference. • Learning Outcome: Describe crimes based on sexual battery, including the degrees of criminal sexual conduct (CSC). • Learning Outcome: Describe the types of CSC with a minor child. • Assessment: Assignment #1
Week #2	UNIT I – CLASSIFICATIONS; OFFENSES AGAINST PERSON* TITLE 16 – CHAPTER 1 – FELONIES AND MISDEMEANORS; ACCESSORIES TITLE 16 – CHAPTER 3 – OFFENSES AGAINST THE PERSON TITLE 44 – CHAPTER 48 – SEXUALLY VIOLENT PREDATOR ACT • Learning Outcome: Describe a misdemeanor and felony in South Carolina • Learning Outcome: Describe the crimes of accessory and attempt. • Learning Outcome: Identify the elements of the types of criminal homicides in South Carolina. • Learning Outcome: Describe the degrees of assault and battery • Learning Outcome: Compare and contrast the crimes of kidnapping, attempted kidnapping, and custodial interference.

	• Learning Outcome: Describe crimes based on sexual battery, including the degrees of criminal sexual conduct (CSC). • Learning Outcome: Describe the types of CSC with a minor child. • Assessment: Assignment #2
Week #3	UNIT II – OFFENSES RIGHTS, PEACE, JUSTICE, AND PUBLIC POLICY* TITLE 16 – CHAPTER 5 – OFFENSES AGAINST CIVIL RIGHTS TITLE 16 – CHAPTER 7 – OFFENSES AGAINST THE PEACE TITLE 16 – CHAPTER 8 – OFFENSES PROMOTING CIVIL DISORDER TITLE 16 – CHAPTER 9 – OFFENSES AGAINST PUBLIC JUSTICE TITLE 16 – CHAPTER 17 – OFFENSES AGAINST PUBLIC POLICY • Learning Outcome: Describe the crimes tending to breach the peace and public disorderly conduct, including entering a public building to destroy records or property. • Learning Outcome: Describe how the crime of the burning of a cross is under the breach of the peace statute but also could fall under unlawful burning. • Learning Outcome: Compare and contrast the crimes of slander and libel. • Learning Outcome: Compare and contrast perjury and false swearing. • Learning Outcome: Describe crimes associated with the bribery of officials and corruption of jurors. • Learning Outcome: Describe the crime of disturbing schools in South Carolina. • Learning Outcome: Compare and contrast eavesdropping, peeping, and voyeurism.

	• Assessment: Assignment # 3
Week #4	UNIT II – OFFENSES RIGHTS, PEACE, JUSTICE, AND PUBLIC POLICY* TITLE 16 – CHAPTER 5 – OFFENSES AGAINST CIVIL RIGHTS TITLE 16 – CHAPTER 7 – OFFENSES AGAINST THE PEACE TITLE 16 – CHAPTER 8 – OFFENSES PROMOTING CIVIL DISORDER TITLE 16 – CHAPTER 9 – OFFENSES AGAINST PUBLIC JUSTICE TITLE 16 – CHAPTER 17 – OFFENSES AGAINST PUBLIC POLICY • Learning Outcome: Describe the crimes tending to breach the peace and public disorderly conduct, including entering a public building to destroy records or property. • Learning Outcome: Describe how the crime of the burning of a cross is under the breach of the peace statute but also could fall under unlawful burning. • Learning Outcome: Compare and contrast the crimes of slander and libel. • Learning Outcome: Compare and contrast perjury and false swearing. • Learning Outcome: Describe crimes associated with the bribery of officials and corruption of jurors. • Learning Outcome: Describe the crime of disturbing schools in South Carolina. • Learning Outcome: Compare and contrast eavesdropping, peeping, and voyeurism. • Assessment: Exam #1
Week #5	UNIT III – OFFENSES AGAINST PROPERTY, LARCENY, AND FINANCIAL-RELATED CRIMES*

	TITLE 16 – CHAPTER 11 – OFFENSES AGAINST PROPERTY AND LARCENCIES TITLE 16 – CHAPTER 13 – FORGERY, LARCENY, EMBEZZLEMENT, FALSE PRETENSES, CHEATS TITLE 16 – CHAPTER 14 – FINANCIAL TRANSACTION CARD CRIME ACT TITLE 16 – CHAPTER 16 – COMPUTER CRIME ACT • Learning Outcome: Describe a building for the purposes of crimes involving property. • Learning Outcome: Describe the different classifications of arson. • Learning Outcome: Identify and describe the degrees of burglary. • Learning Outcome: Compare and contrast common robbery with armed robbery. • Learning Outcome: Describe the types of robbery involving banks, depositories, loan associations, and ATM users • Learning Outcome: Describe the elements of trespass. • Learning Outcome: Describe the elements of forgery. • Learning Outcome: Describe the crime of receiving stolen goods and describe why the charge is not the possession of stolen goods. • Learning Outcome: Describe the elements of embezzlement in South Carolina. • Learning Outcome: Describe the crimes involving fraudulent statements, misrepresentations, false identification, or driver's licenses. • Learning Outcome: Describe fraudulent activities associated with stealing utilities, including cable. • Assessment: Assignment #4
Week # 6	UNIT III – OFFENSES AGAINST PROPERTY, LARCENY, AND FINANCIAL-RELATED CRIMES*

TITLE 16 – CHAPTER 11 – OFFENSES AGAINST PROPERTY AND LARCENCIES

TITLE 16 – CHAPTER 13 – FORGERY, LARCENY, EMBEZZLEMENT, FALSE PRETENSES, CHEATS

TITLE 16 – CHAPTER 14 – FINANCIAL TRANSACTION CARD CRIME ACT

TITLE 16 – CHAPTER 16 – COMPUTER CRIME ACT

- **Learning Outcome:** Describe a building for the purposes of crimes involving property.
- **Learning Outcome:** Describe the different classifications of arson.
- **Learning Outcome:** Identify and describe the degrees of burglary.
- **Learning Outcome:** Compare and contrast common robbery with armed robbery.
- **Learning Outcome:** Describe the types of robbery involving banks, depositories, loan associations, and ATM users
- **Learning Outcome:** Describe the elements of trespass.
- **Learning Outcome:** Describe the elements of forgery.
- **Learning Outcome:** Describe the crime of receiving stolen goods and describe why the charge is not the possession of stolen goods.
- **Learning Outcome:** Describe the elements of embezzlement in South Carolina.
- **Learning Outcome:** Describe the crimes involving fraudulent statements, misrepresentations, false identification, or driver's licenses.
- **Learning Outcome:** Describe fraudulent activities associated with stealing utilities, including cable.
- **Assessment:** Assignment #5

Week #7	UNIT IV – OFFENSES AGAINST MORALITY AND DECENCY; VIOLATIONS ASSOCIATED WITH GAMBLING* TITLE 16 – CHAPTER 15 – OFFENSES AGAINST MORALITY AND DECENCY TITLE 16 – CHAPTER 19 – GAMBLING AND LOTTERIES TITLE 16 – CHAPTER 27 – ANIMAL FIGHTING AND BAITING ACT TITLE 57 – CHAPTER 25 – OUTDOOR ADVERTISING • Learning Outcome: Compare and contrast bigamy, adultery, and fornication. • Learning Outcome: Describe the crime of incest, including the applicable relations identified in the statute. • Learning Outcome: Describe the crimes of seduction, prostitution, and child exploitation, and prostitution. • Learning Outcome: Describe the crimes of buggery. • Learning Outcome: Describe the crime of indecent exposure. • Learning Outcome: Describe the laws regarding communicating an obscene message. • Learning Outcome: Describe the laws associated with obscenity and materials harmful to minors. • Learning Outcome: Describe the laws regarding advertising sexually oriented businesses. • Assessment: Assignment #6
Week #8	UNIT IV – OFFENSES AGAINST MORALITY AND DECENCY; VIOLATIONS ASSOCIATED WITH GAMBLING* TITLE 16 – CHAPTER 15 – OFFENSES AGAINST MORALITY AND DECENCY TITLE 16 – CHAPTER 19 – GAMBLING AND LOTTERIES TITLE 16 – CHAPTER 27 – ANIMAL FIGHTING AND BAITING ACT TITLE 57 – CHAPTER 25 – OUTDOOR ADVERTISING

	• Learning Outcome: Compare and contrast bigamy, adultery, and fornication. • Learning Outcome: Describe the crime of incest, including the applicable relations identified in the statute. • Learning Outcome: Describe the crimes of seduction, prostitution, and child exploitation, and prostitution. • Learning Outcome: Describe the crimes of buggery. • Learning Outcome: Describe the crime of indecent exposure. • Learning Outcome: Describe the laws regarding communicating an obscene message. • Learning Outcome: Describe the laws associated with obscenity and materials harmful to minors. • Learning Outcome: Describe the laws regarding advertising sexually oriented businesses. • Assessment: Exam #2
Week #9	UNIT V – OFFENSES INVOLVING WEAPONS AND DOMESTIC VIOLENCE* TITLE 16 – CHAPTER 23 – OFFENSES INVOLVING WEAPONS TITLE 16 – CHAPTER 25 – DOMESTIC VIOLENCE • Learning Outcome: Describe a weapon under South Carolina law. • Learning Outcome: Describe the unlawful carrying of a handgun, the concealment of a weapon, and the crime of unlawful pointing of a firearm at a person. • Learning Outcome: Describe the crimes associated with explosive and other destructive devices. • Learning Outcome: Describe the crime of harassment and stalking. • Learning Outcome: Under criminal domestic violence in the South Carolina Code, identify and describe terms and definitions used in the provisions.

	• Learning Outcome: Describe the prohibitive acts under criminal domestic violence in South Carolina, including high and aggravated nature. • Learning Outcome: Describe warrantless arrest and search based on an act of criminal domestic violence. • Learning Outcome: Describe the order of protection. • Assessment: Assignment #7
Week #10	UNIT V – OFFENSES INVOLVING WEAPONS AND DOMESTIC VIOLENCE* TITLE 16 – CHAPTER 23 – OFFENSES INVOLVING WEAPONS TITLE 16 – CHAPTER 25 – DOMESTIC VIOLENCE • Learning Outcome: Describe a weapon under South Carolina law. • Learning Outcome: Describe the unlawful carrying of a handgun, the concealment of a weapon, and the crime of unlawful pointing of a firearm at a person. • Learning Outcome: Describe the crimes associated with explosive and other destructive devices. • Learning Outcome: Describe the crime of harassment and stalking. • Learning Outcome: Under criminal domestic violence in the South Carolina Code, identify and describe terms and definitions used in the provisions. • Learning Outcome: Describe the prohibitive acts under criminal domestic violence in South Carolina, including high and aggravated nature. • Learning Outcome: Describe warrantless arrest and search based on an act of criminal domestic violence. • Learning Outcome: Describe the order of protection. • Assessment: Assignment #8

Week #11	UNIT VI – OFFENSES INVOLVING MOTOR VEHICLES* TITLE 16 – CHAPTER 21 – OFFENSES INVOLVING MOTOR VEHICLE TITLES TITLE 56 – CHAPTER 3 – MOTOR VEHICLE REGISTRATION AND LICENSING TITLE 56 – CHAPTER 5 – UNIFORM ACT REGULATING TRAFFIC ON HIGHWAYS TITLE 56 – CHAPTER 7 – TRAFFIC TICKETS • Learning Outcome: Identify the elements of Reckless Driving. • Learning Outcome: Identify the elements of Reckless Homicide. • Learning Outcome: Compare and contrast Driving under the Influence with Driving with Unlawful Alcohol Concentration. • Learning Outcome: Identify the elements of Reckless Operation of a Water Device. • Learning Outcome: Identify and describe the elements of Operation of Moving Motorized or Sail Device under the Influence of Drugs and/or Alcohol. • Learning Outcome: Identify and describe the crimes associated with altering, forging/counterfeiting titles, registrations, or license plates. • Learning Outcome: Identify the title and section of the South Carolina Code, which covers traffic violations based on the Rules of the Road. • Assessment: Assignment #9
Week #12	UNIT VI – OFFENSES INVOLVING MOTOR VEHICLES* TITLE 16 – CHAPTER 21 – OFFENSES INVOLVING MOTOR VEHICLE TITLES

	TITLE 56 – CHAPTER 3 – MOTOR VEHICLE REGISTRATION AND LICENSING TITLE 56 – CHAPTER 5 – UNIFORM ACT REGULATING TRAFFIC ON HIGHWAYS TITLE 56 – CHAPTER 7 – TRAFFIC TICKETS • Learning Outcome: Identify the elements of Reckless Driving. • Learning Outcome: Identify the elements of Reckless Homicide. • Learning Outcome: Compare and contrast Driving under the Influence with Driving with Unlawful Alcohol Concentration. • Learning Outcome: Identify the elements of Reckless Operation of a Water Device. • Learning Outcome: Identify and describe the elements of Operation of Moving Motorized or Sail Device under the Influence of Drugs and/or Alcohol. • Learning Outcome: Identify and describe the crimes associated with altering, forging/counterfeiting titles, registrations, or license plates. • Learning Outcome: Identify the title and section of the South Carolina Code, which covers traffic violations based on the Rules of the Road. • Assessment: Assignment #10
Week #13	UNIT VII – OFFENSES INVOLVING CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES* TITLE 44 – CHAPTER 53 – POISONS, DRUGS, AND OTHER CONTROLLED SUBSTANCES TITLE 61 – CHAPTER 6 – ALCOHOLIC BEVERAGE CONTROL ACT TITLE 15 – CHAPTER 43 – ABATEMENT OF NUISANCES

	• Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify schedules and describe the tests used to classify controlled substances. • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts A-C. • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts associated with the products to manufacture or produce methamphetamine. • Learning Outcome: Describe violations based on underage alcohol consumption and the exception based on the location and parents. • Learning Outcome: Describe violations based on false identification for purchase. • Learning Outcome: Describe the prohibited acts under permits for sales of beer and wine. • Learning Outcome: Describe how the abatement of nuisances can be used for public safety. • Assessment: Court Observation Paper Due
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Week #14	UNIT VII – OFFENSES INVOLVING CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES* TITLE 44 – CHAPTER 53 – POISONS, DRUGS, AND OTHER CONTROLLED SUBSTANCES TITLE 61 – CHAPTER 6 – ALCOHOLIC BEVERAGE CONTROL ACT TITLE 15 – CHAPTER 43 – ABATEMENT OF NUISANCES • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify schedules and describe the tests used to classify controlled substances. • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts A-C. • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts associated with the products to manufacture or produce methamphetamine. • Learning Outcome: Describe violations based on underage alcohol consumption and the exception based on the location and parents. • Learning Outcome: Describe violations based on false identification for purchase. • Learning Outcome: Describe the prohibited acts under permits for sales of beer and wine. • Learning Outcome: Describe how the abatement of nuisances can be used for public safety.
Week #15	UNIT VII – OFFENSES INVOLVING CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES* TITLE 44 – CHAPTER 53 – POISONS, DRUGS, AND OTHER CONTROLLED SUBSTANCES TITLE 61 – CHAPTER 6 – ALCOHOLIC BEVERAGE CONTROL ACT TITLE 15 – CHAPTER 43 – ABATEMENT OF NUISANCES

	• Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify schedules and describe the tests used to classify controlled substances. • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts A-C. • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts associated with the products to manufacture or produce methamphetamine. • Learning Outcome: Describe violations based on underage alcohol consumption and the exception based on the location and parents. • Learning Outcome: Describe violations based on false identification for purchase. • Learning Outcome: Describe the prohibited acts under permits for sales of beer and wine. • Learning Outcome: Describe how the abatement of nuisances can be used for public safety. • Assessment: Exam #3 (Final)
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****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Tests	45%
Assignments	30%

<u>Projects/Portfolios</u>	<u>25%</u>
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89–80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, and Is also negatively impact academic progression and financial aid status.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 – Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):



The SSTC offers all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:



TECH Central offers all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the [Tech Central website](#) for more information. Live Chat and Center locations are posted on the website. You may also call (843) 349-5199.

HGTC LIBRARY:



Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or

call (843) 349-5268.

STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the

accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their

application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).