INSTRUCTIONAL PACKAGE

CRJ-201
Fingerprint Science

2020-2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 2020-2021

COURSE PREFIX: CRJ 201

COURSE TITLE: Fingerprint Science

CONTACT HOURS:
2 Lecture Hours
3 Lab Hours
5 Semester Hours

CREDIT HOURS: 3 Credit Hours

RATIONALE FOR THE COURSE:
Fingerprint Science is designed to introduce the student to the accepted practices and procedures for equipping officers and investigators as it pertains to evidence collection, interpretation of such evidence, and the preparation of credible reports. Fingerprint Science is designed to introduce the students to acceptable practices and procedures for searching, developing, and collecting latent fingerprints, palm prints, and footprint impressions within crime scenes and on items of evidence. The student will also be exposed to the capability of the criminal laboratory services, and a variety of development techniques, both chemical and powder for porous and nonporous items of evidence and how to interpret latent print evidence, and to prepare credible reports. The student will be exposed to the ACE-V method of identification and analysis of latent prints and palms. The student will be introduced to identification and analysis of latent prints through the use of test batteries of known and unknown prints. This class will implement the use of AFIS and RUVIS technology in processing and analysis.

COURSE DESCRIPTION:
This course includes a basic, practical approach to fingerprint classification and identification for the police officer and investigator. This course includes an introduction to the value of latent fingerprint evidence, the various conditions that affect the development and recovery of latent fingerprints and the optimum methods of processing items of evidence found in crime scenes.

PREREQUISITES/CO-REQUISITES:
None

REQUIRED MATERIALS:

This course uses available online education resources (OER) rather than a textbook. The resources used are from verifiable, reliable, and trustworthy websites, webpages, and library databases that are free to the public rather than a purchased textbook.

STUDENT IDENTIFICATION VERIFICATION
Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

ADDITIONAL REQUIREMENTS:

TECHNICAL REQUIREMENTS:
All criminal justice courses whether traditional on-the-ground, hybrid or online, require students to access the course in D2L through a personal computer. Therefore, students should have a reliable access to a computer with a dependable Internet connection to be successful in this course or any criminal justice course. Students will be required to access, download, and/or print material from the course in D2L, which is accessible through My Courses and the student's WaveNet account. Students should pay particular attention to the course outline under Content as well as the course calendar. Students will be able to monitor grades and attendance through the course in D2L.

Criminal justice courses, whether traditional, hybrid, or online ***require*** students to complete some, if not all, course work – assignments, exams, and other activities - through an online environment in D2L. Traditional on-the-ground and hybrid require students to complete a portion of the required work online. The amount of online activity depends on the format of the course; therefore, students should pay particular attention to the course information and documents. Courses with an online component move very rapidly with graded requirements typically due each week. Students ***must*** be aware of the calendar and mindful of updates and announcements; therefore, a student ***must*** have access to a reliable computer and a dependable Internet connection. Criminal justice courses use D2L as a platform for course activities.

When having technology problems find another computer. Computers are open to students at numerous locations on all three campuses including open computer labs and the libraries. There are computers available for use in other public locations including the public libraries. A final option would be to contact a friend or relative to borrow a computer. When technology issues are related to the system (i.e., D2L and WaveNet), and not the result of a broken computer, you should contact Student Online Support OIT Help Desk at (843) 349-5340 or through their link on the WaveNet homepage. Technology issues or technical problems are not an acceptable excuse should there be a course requirement that ***must*** be completed through D2L. When having difficulty with accessing the course or its components, or e-mail function, it is a good idea to notify your professor about the problem or difficulty.

COURSE ETIQUETTE AND ETHICAL BEHAVIOR:

According to the Student Code for the South Carolina Technical College System (3-2-106.1), there are numerous forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and fabrication of information (HGTC Catalog, 2020, p. 35).

Furthermore, as described under Section III, Student Conduct Regulations, inappropriate behavior can include but is not limited to (1) abuse of privilege of freedom of speech or assembly, (2) falsification of

information and other acts intended to deceive, (3) actions which endanger students and the college community, (4) infringement of rights of others, and (5) other acts which call for discipline (HGTC Catalog, 2020, p. 35).

All criminal justice students are expected to conduct themselves in a ***professional and ethical*** manner at all times in word or action. The standards of professional and ethical behavior will be enforced. Any violation associated with inappropriate behavior including but not limited to statements or remarks made in class, during internships, or through emails, postings including Facebook or social media sites, text messages, or other communications will ***not*** be tolerated.

At the discretion of the professor of record, academic misconduct or inappropriate behavior may be reported in writing as a violation of the Student Code under Section IV, which could result in disciplinary action (HGTC Catalog, 2020, p. 37).

All alleged acts of sexual violence or sexual harassment ***must*** be reported to the Title IX Coordinator or designee. Per the South Carolina Technical System Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment (3-2-106.2), "students may also contact any responsible employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee" (HGTC Catalog, 2020, p. 40).

Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Unit I- Introduction Finger Print Science

Materials Covered: Introduction Finger Print Science

Student Outcome: Define the key terms
Student Outcome: Identify the Evolutionary Development of Friction Ridges
Student Outcome: Introduction to Forensic Science
Student Outcome: Describe and Explain Fingerprints as Forensic Evidence
Student Outcome: Explain what Fingerprint Analysis is
Student Outcome: Describe Uniqueness and Permanence

The Fingerprint Source Book

Student Outcome: Examine the History of Fingerprints

Assessment(s):
Week 1- Complete the following online assignments
Part I: Class and Individual Characteristics
Part II: Individualizing Characteristics – Fingerprint Minutiae

Post-Lab Questions: answer completely

Unit II– History of Friction Ridge Identification

Materials Covered: History of Friction Ridge Identification

Student Outcome: Define the key terms
Student Outcome: Identify the Ancient History of Fingerprint Identification
Student Outcome: Examine the Early Pioneers of Fingerprint Science: Seventeenth-Nineteenth Centuries
Student Outcome: Describe Criminal Record Classification
Student Outcome: Examine Fingerprint Science in the Twentieth Century
Student Outcome: Examine and Describe the Application of Fingerprint Technology

Assessment(s):

Week 2- Complete the following online assignments
Anthropometry – Bertillonage Cards
Part II: Historical Figures
Part III: Fingerprint Certification Tests
Post-Lab Questions- answer completely

Unit III- Friction Ridge Physiology and Embryology

Materials Covered: Friction Ridge Physiology and Embryology

Student Outcome: Define the key terms
Student Outcome: Examine Biological Uniqueness
Student Outcome: Examine Layers of Skin
Student Outcome: Identify and Describe Embryological Development of Friction Ridge
Student Outcome: Identify and Describe Embryological Development of Minutiae
Student Outcome: Identify and Describe Permanence

The Fingerprint Source Book

Student Outcome: Examine Anatomy and Physiology of Adult Friction Ridge Skin
Student Outcome: Examine Embryology and Morphology of Friction Ridge Skin

Assessment(s):

Week 3- Complete the following online assignments
Embryological Development of Friction Ridges
Post-Lab Questions- answer completely

Unit IV – Friction Ridge Pattern Identification and Classification Process

<u>Materials Covered:</u> Friction Ridge Pattern Identification and Classification Process

Student Outcome: Define the key terms
Student Outcome: Examine and Define Fingerprint Patterns
Student Outcome: Describe Loop, Whorl, and Arch Identification

Student Outcome: Define Fingerprint Classification

<u>Known Fingerprints</u>

Student Outcome: Examine and Define Known Fingerprints
Student Outcome: Examine and Define Inked Fingerprint Records
Student Outcome: Examine and Define Powdered Fingerprint Records
Student Outcome: Examine and Define Digital Fingerprint Records
Student Outcome: Examine and Identify Fingerprints from Deceased Individuals

<u>The Fingerprint Source Book</u>
Student Outcome: Examine Recording Living and Postmortem Friction Ridge Exemplars

<u>Assessment(s):</u>

<u>Week 4- Complete the following online assignments</u>
<u>Part I: Fingerprint Patterns</u>
<u>Part II: Primary Henry Classification</u>
<u>Part III: NCIC Classification-Determine the NCIC classification for the ten print cards presented.</u>
<u>Post-Lab Questions- answer completely</u>

Unit V –Nature of Latent Fingerprints and Biometrics

<u>Materials Covered:</u> Nature of Latent Fingerprints and Biometrics

Student Outcome: Define the key terms
Student Outcome: Examine, Describe, and Identify Latent Fingerprints
Student Outcome: Examine, Identify, and Describe Matrix, Substrate, and Aging Latent Prints
Student Outcome: Examine and Describe DNA from Fingerprints

<u>Biometrics: Livescan and AFIS</u>

Student Outcome: Describe what Biometrics is and how it is used

Student Outcome: Describe what Livescan is and how it is used
Student Outcome: Examine the History of AFIS
Student Outcome: Examine and Describe Ten Print & Latent Print Searches
Student Outcome: Examine the Future of AFIS

The Fingerprint Source Book

Student Outcome: Examine the Systems of Friction Ridge Classification
Student Outcome: Examine Latent Print Development
Student Outcome: Examine the Preservation of Friction Ridges
Student Outcome: Examine and Describe Documentation of Friction Ridge Impressions: From the Scene to the Conclusion

Assessment(s):

Week 5- Complete the following online assignments

Part I: Inked Fingerprints

Part II: Powdered fingerprints

Post-Lab Questions- answer completely

CRJ 201 Exam I Quiz

Week 6- Complete the following online assignments
Part I: The Structure of a Latent Fingerprint
Part II: Latent Fingerprint Minutiae
Post-Lab Questions-answer completely

Week 7- Complete the following online assignments
Feature Extraction – What does the computer see?
Post-Lab Questions- answer completely

Unit VI – Fingerprint Processing Methods

Materials Covered: Fingerprint Processing Methods

Student Outcome: Define the key terms
Student Outcome: Describe how fingerprint residue reacts with porous, nonporous, and semi porous substrates
Student Outcome: Explain the physical and chemical processing methods
Student Outcome: Examine how to handle evidence properly
Student Outcome: Explain health and safety issues and how to avoid exposure

Student Outcome: Define what Matrices and Substrates are
Student Outcome: Examine Fingerprint Development
Student Outcome: Describe the General Approach to Evidence Processing
Student Outcome: Examine how finger print reagents affect DNA

Forensic Light Sources

Student Outcome: Define the key terms
Student Outcome: Describe the importance of visually examining evidence
Student Outcome: Examine the Physics of Light and how it interacts with matter
Student Outcome: Distinguish between and understand the applications of alternate light sources, lasers, and Reflective Ultraviolet Imaging System

The Fingerprint Source Book

Student Outcome: Describe the Automated Fingerprint Identification System (AFIS)
Student Outcome: Identify the different Examination Processes

Assessment(s):

Week 8- Complete the following online assignments
Persistence of Latent Prints
Post-Lab Questions- answer completely

CRJ 201 Exam II Quiz

Week 9- Complete the following online assignments
Part I: Fluorescent Fingerprint Powder
Part II: Observing Fluorescence
Post-Lab Questions- answer completely

Unit VII – Physical Processing Methods

Materials Covered: Physical Processing Methods

Student Outcome: Define the terms
Student Outcome: Describe the components of fingerprint powders
Student Outcome: Describe the four main types of fingerprinting powders and their applications
Student Outcome: Describe the procedure for processing dry, nonporous surfaces at crime scenes.

Assessment(s):

Week 10- Complete the following online assignments
Part I: Black and Bichromatic Fingerprint Powders
Part II: Magnetic Fingerprint Powder and Silicone Rubber Casting Material
Post-Lab Questions-answer completely

Unit VIII – Chemical Processing Methods
Chemical Processing Porous Substrates

Materials Covered: Chemical Processing Porous, Non-Porous Substrates, and Other Substrates and Matrices

Chemical Processing Porous Substrates

Student Outcome: Define the key terms
Student Outcome: Define and recognize porous substrates
Student Outcome: Describe how fingerprint residues react when deposited on a porous substrate
Student Outcome: Describe the sequential processing method for porous substrates
Student Outcome: Describe the reaction mechanisms and development results of treating porous items with ninhydrin, (DFO), indanedione and physical developer (PD)

Chemical Processing Non-Porous Substrates

Student Outcome: Define the key terms
Student Outcome: Describe what nonporous and semi-porous items are
Student Outcome: Describe the sequential processes for non-porous substrates
Student Outcome: Describe vaporization and polymerization of cyanoacrylates
Student Outcome: Describe the two most common methods of superglue fuming
Student Outcome: Describe the most common dye stains and their reactions with cyanoacrylate
Student Outcome: Describe the vacuum metal deposition (VMD) process
Student Outcome: Describe the sequential processing methods for semi porous substrates

Chemical Processing Other Substrates and Matrices

Student Outcome: Define the key terms
Student Outcome: Describe the various methods for processing greasy and bloody fingerprints, fingerprints on adhesive surfaces, fingerprints on skin, and fingerprints on metal surfaces
Student Outcome: Describe the challenges of processing each type of matrix
Student Outcome: List the types of chemical reagents most effective on each substrate color and type

Student Outcome: Examine the safety concerns associated with processing bloody fingerprints, fingerprints on skin, and fingerprints on weapons.

Assessment(s):

Week 11- Complete the following online assignments
Part I: DFO
Part II: Ninhydrin
Post-Lab Questions- answer completely

CRJ 201 Exam III

Week 12- Complete the following online assignments
Part I: Cyanoacrylate fuming
Part II: Dye staining Post-Lab Questions- answer completely

Week 13- Complete the following online assignments
Bloody Fingerprints on Dark Nonporous Surfaces
Part III: Bloody Fingerprints on Light Colored Nonporous Surfaces
Part IV: Fingerprints on Adhesive Surfaces
Post-Lab Questions- answer completely

Unit IX –Fingerprint Analysis Documentation

Materials Covered: Documentation and Crime Scene Processing

Student Outcome: Define the key terms
Student Outcome: Describe the types of documentation complete by fingerprint analysis
Student Outcome: Describe the importance of maintaining a chain of custody
Student Outcome: Name the types of lenses and filters used by fingerprint analysts
Student Outcome: Describe the four common photographic techniques for recording fingerprints on evidentiary items, and which development technique is best captured by each method

Crime Scene Processing

Student Outcome: Define the key terms
Student Outcome: Examine the peculiarities of crime scene processing
Student Outcome: Describe the areas of interest for fingerprints as it pertains to burglaries, commercial and vehicle scenes
Student Outcome: Examine how DNA analysis and fingerprint analysis can both aid in the investigation of violent and non-violent crimes

Assessment(s):

Week 14- Complete the following online assignments
Part I: Documentation of Evidence
Part II: Documentation of Fingerprints
Part III: Final Report
Post-Lab Questions- answer completely

Unit X- Fingerprint Comparison

Materials Covered: Fingerprint Comparison, Palm Print Comparison, and Courtroom Testimony

Fingerprint Comparison

Student Outcome: Define the key terms
Student Outcome: Explain the purpose of fingerprint comparison
Student Outcome: Explain the three possible conclusions to a fingerprint comparison
Student Outcome: Explain the three levels of detail and their role in the comparison process
Student Outcome: Describe ACE-V methodology
Student Outcome: Explain why there is no minimum point standard for fingerprint comparison

Palm Print Comparison

Student Outcome: Define the key terms
Student Outcome: Name the three major areas of the palm
Student Outcome: Name the three major creases of the palm

Student Outcome: Describe the ridge flow in the palm an finger joints
Student Outcome: Describe the minor creases found in each area of the palm
Student Outcome: Describe how to orient a latent palm print, and determine where to look in the palm exemplars

Courtroom Testimony

Student Outcome: Define the key terms
Student Outcome: Describe the basic structure of the judicial system
Student Outcome: Describe the role of the expert witness in the criminal justice system
Student Outcome: give examples of how to be an effective teacher on the witness stand
Student Outcome: Explain the three main phases of expert testimony and how the fingerprint analyst prepares for each

Assessment(s):

Week 15- Online Exercise: Complete the following online assignments

Part I: Fingerprint matching
Part II: Fingerprint Grid
Part III: Fingerprint Comparisons
Post-Lab Questions- answer completely

Part 2
Part I: Palm Print Creases and Ridge Flow
Part II: Palm Print Location and Orientation
Post-Lab Questions- answer completely

Final Exam Week

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Test

Students will exhibit knowledge gained from each unit through written exams based on chapter material through the lectures, handouts, and textbook. Tests may include material from the lecture notes, study sheets, textbook, handouts, or any material provided by the professor. Tests will consist of true/false, multiple choice and/or short answer questions requiring discussion, description, identification and/or listing. Any additional assignments will be announced in advance. Participation in class and attendance may be used as an evaluation method. No course artifacts will be collected for this course.

Assignments

There are assignments every week with this semester course, except during College holidays or breaks. These assignments are designed to encourage students to use Internet as a research tool. For each assignment, students will be assigned topics to investigate and research. Students will then analyze information collected and report on their findings. The assignments are based on the process typically used in criminal justice of investigating, collecting, analyzing and reporting. Assignments will be announced online through the course on D2L under course Content link. Assignments will only be accepted for credit in MS Word. All assignments must be submitted to the "Course Drop Box." Assignments sent through an e-mail or as an e-mail attachment will not be accepted for credit, unless the course drop box option is not available and the professor has given you permission.

Lab Projects

There is one (1) four hour session (3 hr.) of lab each week in this course, and as a result, students will be required to complete lab assignments. These lab assignments will include applying techniques acquired and/or learned in previous crime scene investigations classes successfully completed, coupled with the techniques and methods introduced in this course. These lab assignments will be at the discretion of the assigned professor. Therefore, students will be required to complete assigned projects deemed appropriate for the assigned subject matter, and are required to complete any and all homework assignments. Such assignments will be announced in advance. Failure to complete a homework assignment will result in a ½ absence for the assignment due date.

WARNING:

Some activities in the CSI classes can cause the student to get dirty during the performance of required practical exercises. Students should take appropriate precautions to insure that clothing and/or shoes are not soiled, damaged, and/or permanently affected. The college is not responsible for any soiled clothing as a result of this class.

There are activities in the CSI classes that involve viewing trauma, injury, blood, and other disturbing images. Furthermore, CSI students will be required to handle evidence involving simulated blood during required practical crime scene and lab applications. The activities simulate circumstances required for employment in the field of law enforcement including crime scene processing and crime lab analyses; therefore, students who cannot perform such activities because of the materials involved should consider another field of employment. Additionally, the inability to participate in such class/lab activities involving biological evidence as required in a CSI course will prevent the student from successfully completing the course with a passing grade.

Non-class related photography is not permitted in the CSI facilities. Cell phones and other devices that can be used as a camera must remain in a pocket or purse. Photographing the classroom, students, instructors or equipment will result in the violator being asked to leave the class.

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.

COURSE GRADING SUMMARY:

Test One ……	10%
Test Two ……	10%
Test Three ……	10%
Test Four ……	10%
Practical Examination Exercises	20%
Practical Processing Assignments	30%
Practical Processing Project …	10%
Total……	100 %

***COLLEGE GRADING SYSTEM*:**

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

Course Instructional Package:

EVALUATION*

Tests (4)	40%
Practical Examination Exercises (10)	20%
Practical Processing Assignments (15)	30%
Practical Processing Project	10%
	100%

GRADING SYSTEM:
EARNED GRADES IMPACT ON ACADEMIC PROGRESSION AND FINANCIAL AID:

Students with perfect attendance, without tardiness, and who participate in class regularly through taking notes, and playing attention will receive an additional 5% of their final numeric score calculated into their final point total, ***not*** added to the final grade. Again, points are only awarded for perfect attendance, which includes arriving on time and active involvement in the class (***No sleeping***). There is no extra credit available for this course. Any questions regarding the course requirements should be directed toward the professor teaching the course section.

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. D's, F's, W's, WF's and I's also negatively impact academic progression and financial aid status. The Add/Drop Period is the first 5 days of the semester for full term classes. Add/Drop periods are shorter for accelerated format courses. The following week of the semester is Financial Aid Attendance Verification period. You must attend at least one meeting of all of 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.

GRADING SYSTEM:
State the College's or departmental grading system as delineated in the Catalog. 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. You must have your Dean's approval if changes in the scale are made.

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, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop. You must attend at least one meeting of all of 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.

Part IV: Attendance

Students are responsible for all course work and class assignments; so, they are expected to regularly and promptly attend all meetings of classes in which they are enrolled. Students should limit absences to those that are unavoidable and, with the professor's consent, should make up all missed work, if permitted.

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order 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, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Attendance records begin the first day of class for ALL students, regardless of registration date.

Online and hybrid classes require attendance. Attendance is defined as the submission of or participation in an academic-related activity. An academic activity can include participation in a discussion forum, submission of assignment, or completion of an exam or quiz. Each instructor defines the method for students to indicate class attendance, and students are responsible for meeting the attendance requirements for each class.

This course is being offered in an online format, which requires each student to attend 100% in a virtual classroom. Therefore, this course has an attendance policy, which is as follows.

- ***Attendance will be determined through a student completing a graded requirement for each week. Weekly graded requirements, which are essential***

to student engagement, demonstrate participation. Weekly graded requirements include posting to a discussion, posting an assignment, submitting a term paper, or completing an exam or quiz.

- ***Students can only miss 80% of the online activities or graded weekly requirements or two (2) weeks. After missing the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.***
- ***Any student missing two (2) weeks in a row will be withdrawn for excessive absences.***
- ***Missing graded requirements not only affect attendance but also result in the loss of points. Points are crucial for a satisfactory final grade, and absences can result in a grade being less than the required "C."***
- ***Again, after a student has missed the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.***

Again, after a student has missed the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

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

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the Online Resource Center to access on-demand resources.

STUDENT INFORMATION CENTER: TECH Central

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

1. **Getting around HGTC**: General information and guidance for enrollment!

2. Use the Online Resource Center (ORC) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.
5. **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. Or please call (843) 349 – TECH (8324).

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNow, our online proctoring service. To find out more about proctoring services, please visit the Online Testing section of the HGTC's Testing Center webpage.

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. Inquiries may be directed to HGTC's Accessibility and Disability Service webpage. The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

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.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member

of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

> *Faculty and Staff are required to report incidents to the Title IX Coordinators 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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student 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
EEO and Title IX Coordinator
Building 200, Room 212A, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu