



INSTRUCTIONAL PACKAGE

CRJ 235
Hybrid Format

Practical Crime Scene Investigations

Spring
2018

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: Spring 2018 (2017-20)

COURSE PREFIX: CRJ 235

COURSE TITLE: Practical Crime Scene Investigations

CONTACT HOURS: 3 Semester Hours

CREDIT HOURS: 5 hours (2 lecture hours
and 3 lab hours per week)

RATIONALE FOR THE COURSE:

Practical Crime Scene Investigations is designed to provide the student with an understanding of the appropriate processes important in the collection and preservation of evidence from a crime scene. An exposure to the application of forensic techniques learned in previous crime scene investigation courses through hands-on processing of simulations allows the student to understand the complex and crucial tasks that are involved in a criminal investigation; where evidence must be properly collected and preserved for truthful presentation in trial or other judicial proceedings.

COURSE DESCRIPTION:

This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from crime scenes.

PREREQUISITES/CO-REQUISITES:

CRJ 201 – Fingerprinting Scene, CRJ 202 – Criminalistics, and CRJ 203 – Forensic Photography

REQUIRED MATERIALS:

[BOOKSTORE.](#)

Gardner, R.M. (2004). *Practical crime scene processing and investigation*. Boca Raton, FL: CRC Press.

Ramirez, C. R., & Parish-Fisher, C. (2012). *Crime scene processing and investigation workbook*. Boca Raton FL: CRC Press.

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

<http://hortec.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=51560>.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS: (Required for the Criminal Justice Program):

American Psychological Association. (2010). *Publication manual of the American Psychological Association*. Washington, DC: Author

The textbooks and materials required for CRJ 201 – Fingerprinting Science, CRJ 202 – Criminalistics, CRJ 203 – Forensic Photography, and CRJ 230 – Criminal Investigation are supplemental materials for this course.

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.

HYBRID FORMAT

This is a hybrid version of CRJ 235 – Practical Crime Scene Investigation. A hybrid format requires students to attend a percentage of the classes on-the-ground in a traditional environment, and the remaining percentage through an online environment. This course, CRJ 235 – Practical Crime Scene Investigation, requires the student to complete 50% of the course time attending sessions in a traditional classroom and the other 50% of the course time online through a personal computer. Students will meet each week in a traditional classroom during a typical time period assigned to a course, but will only meet one of the two days assigned each week. For example, a traditional course meeting is Tuesday and Thursday from 11:00 pm – 12:20 pm; however, with a hybrid such as CRJ 235 – Practical Crime Scene Investigation, the class will only meet on Tuesday from 11:00 pm – 12:20 pm. The Thursday meeting will be online and accomplished through an activity. Hybrid style classes typically use additional assignments, discussions, and quizzes based on readings to substitute for the traditional classroom interaction.

CLASSROOM ETIQUETTE: All students are expected to conduct themselves in a ***professional and courteous*** manner at all times, and toward all members of the class. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior including statements or remarks in class or an e-mails as well as postings or other communications will ***not*** be tolerated. At the discretion of the professor of record, inappropriate behavior may be reported in writing as a violation of the Student Code of Conduct under Proscribed Conduct, which could result in disciplinary action as described in College Catalog and Student Handbook (HGTC, 2014-2015, pp. 31-37).

PART II: STUDENT LEARNING OUTCOMES

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

List Assessments and Learning Outcomes for each module.

COURSE SCHEDULE

Week 1

Materials Covered: Introduction & the Crime Scene

Chapter 1

Read Chapter 1, pages 1- 22 and

Review MS PowerPoint Presentations

Chapter 1. Review all Photograph Slides.

Student Outcome: Describe Police Goals and Objectives

Student Outcome: Define what Evidence is and how it is used

Student Outcome: Examine and Describe Integrity Issues and Ethics

Student Outcome: Describe Investigative Ethics

Assessment(s): Week 1 Chapter 1 Exercises

Week 2

Materials Covered: Physical Evidence

Chapter 2

Read Chapter 2, pages 25 - 59.

Review MS PowerPoint Presentations

Chapter 2. Review all Slides.

Student Outcome: Describe the difference between Class and Individual Characteristics

Student Outcome: Examine and Describe Fingerprint Evidence

Student Outcome: Examine and Describe Serology and Biological Evidence

Student Outcome: Examine and Describe Trace Evidence

Student Outcome: Examine and Describe Tool Mark Evidence

Student Outcome: Examine and Describe Impression Evidence

Student Outcome: Examine and Describe Chemical Evidence

Student Outcome: Examine and Describe Documentation Evidence

Student Outcome: Examine and Describe Computer Forensics

Student Outcome: Examine and Describe Forensic Pathology

Assessment(s): Week 2 Chapter 2 Exercise 1

Week 3

Materials Covered: Initial Response

Chapter 3

Read Chapter 3, pages 61 - 77.

Review MS PowerPoint Presentations

Chapter 3. Review all Slides.

Student Outcome: Examine and Describe Specific Objectives in Response

Student Outcome: Examine and Describe Securing and Documenting the Scene

Student Outcome: Examine and Describe Basic Activities

Assessment(s): Week 3 Chapter 3 Exercise 1

Week 4

Materials Covered: Processing Methodologies

Chapter 4

Read Chapter 4, pages 79 - 93.

Review MS PowerPoint Presentations

Chapter 4. Review all Slides.

Student Outcome: Examine and Describe Basic Activities of Scene Processing

Student Outcome: Examine and Describe Processing Model

Assessment(s): Week 4 Chapter 4 Exercise 1

Examination 1 Week 4 Chapters 1-4 Pages 1-93

Week 5

6/28/17 ADA

Materials Covered: Assessing the Crime Scene

Chapter 5

Read Chapter 5, pages 95 - 132.

Review MS PowerPoint Presentations

Chapter 5. Review all Slides.

Week 5 Chapter 5 Exercise 1 - 2

Student Outcome: Examine and Describe Initial Information Collection

Student Outcome: Examine and Describe Scope and Boundary

Student Outcome: Examine and Describe Integrity and Contamination

Student Outcome: Examine and Describe Crime Search Pattern Considerations

Student Outcome: Examine and Describe Personal Hazards and Protective Measures

Student Outcome: Examine and Describe Mass Crime Scenes

Assessment(s): Week 5 Chapter 5 Exercise 1 - 2

Week 6

Materials Covered: Crime Scene Photography

Chapter 6

Read Chapter 6, pages 135 - 181.

Review MS PowerPoint Presentations

Chapter 6. Review all Slides.

Student Outcome: Examine and Describe Recurring Problems in Crime Scene Photography

Student Outcome: Examine and Describe Types and Purpose of Photographs

Student Outcome: Examine and Describe the Road Mapping Method of Photographic Documentation

Student Outcome: Examine and Describe Camera Control Issues

Assessment(s): Week 6 Chapter 6 Exercise 1 Article Review

Crime Scene Notes and Reports Exercise Due

Week 7

Materials Covered: Sketching and Mapping

Chapter 7

Read Chapter 7, pages 183 - 221.

Review MS PowerPoint Presentations

Chapter 7. Review all Slides.

Week 7 Chapter 7 Exercise 1

Student Outcome: Examine and Describe Elements of Sketching

Student Outcome: Examine and Describe Methods of Crime Scene Mapping

Student Outcome: Examine and Describe Mapping Technologies

Assessment(s): Week 7 Chapter 7 Exercise 1

Week 8

Materials Covered: Narrative Descriptions

Chapter 8

Read Chapter 8, pages 223 - 239.

Review MS PowerPoint Presentations

Chapter 8. Review all Slides.

Student Outcome: Examine and Describe Investigative Notes

Student Outcome: Examine and Describe Crime Scene Reports

Assessment(s): Week 8 Chapter 8 Exercise 1

Examination 2 Week 8 Chapters 5-8 Pages 95-237

Week 9

6/28/17 ADA

Materials Covered: Basic Skills

Chapter 9

Read Chapter 9, pages 239 - 298.

Review MS PowerPoint Presentations

Chapter 9. Review all Slides.

Student Outcome: Examine and Describe Applying Light Technology

Student Outcome: Examine and Describe Choosing Light Sources

Student Outcome: Examine and Describe Recovering Fingerprints

Student Outcome: Examine and Describe On Scene Fingerprinting

Student Outcome: Examine and Describe Casting Impressions

Assessment(s): Week 9 Chapter 9 Exercise 1-9

Crime Scene Photo & Sketch Documentation Exercise

Week 10

Materials Covered: Advance Techniques: Shooting Scene Documentation and Reconstruction

Chapter 10

Read Chapter 10, pages 299 - 328.

Review MS PowerPoint Presentations

Chapter 10. Review all Slides.

Student Outcome: Examine and Describe Bullet Trajectory Analysis

Student Outcome: Examine and Describe Direction of Fire

Student Outcome: Examine and Describe Trajectory Analysis Documentation

Assessment(s): Week 10 Chapter 10 Exercise

Week 11

Materials Covered: Advance Techniques: Bloodstain Pattern Analysis in the Crime Scene

Chapter 11

6/28/17 ADA

Read Chapter 11, pages 331 - 362.

Review MS PowerPoint Presentations

Chapter 11. Review all Slides.

Week 11 Chapter 11 Exercise

Student Outcome: Examine and Describe Blood Pattern Analysis

Student Outcome: Examine and Describe the Theory and Principles of Bloodstain Pattern Analysis

Student Outcome: Examine and Describe the Pattern Diversity Principle

Student Outcome: Examine and Describe the Principle of Stain Shape and Vector Correlation

Student Outcome: Examine and Describe the Physically Altered Bloodstain Principle

Student Outcome: Examine and Describe the Methodology of BPA

Assessment(s): Week 11 Chapter 11 Exercise

Crime Scene Processing & Collection Exercise

Week 12

Materials Covered: Advance Techniques: Body as a Crime Scene

Chapter 12

Read Chapter 12, pages 363 - 381.

Review MS PowerPoint Presentations

Chapter 12. Review all Slides.

Student Outcome: Examine and Describe Body as a Crime Scene

Student Outcome: Examine and Describe Examination of a Corpse

Student Outcome: Examine and Describe Understanding the Mechanisms of Injury

Assessment(s): Week 12 Chapter 12 Exercise

Evidence Examination & Processing

Week 13

6/28/17 ADA

Materials Covered: Special Considerations

Chapter 13

Read Chapter 13, pages 383 - 410.

Review MS PowerPoint Presentations

Chapter 13. Review all Slides.

Student Outcome: Examine and Describe Fire Scenes

Student Outcome: Examine and Describe Landfill Recoveries

Student Outcome: Examine and Describe Buried and Scattered Remains

Student Outcome: Examine and Describe Entomology Evidence Associated with Bodies

Assessment(s): Week 13 Chapter 13 Exercise

Week 14

Materials Covered: Analysis and Reconstruction

Chapter 14

Read Chapter 14, pages 413 - 437.

Review MS PowerPoint Presentations

Chapter 14. Review all Slides.

Week 14 Chapter 12 Exercises

Student Outcome: Examine and Describe Concept of Scene Reconstruction

Student Outcome: Examine and Describe Scene Reconstruction Methodology

Student Outcome: Examine and Describe Event Analysis

Assessment(s): Week 14 Chapter 12 Exercises

Crime Scene Project Presentations

Exam 3 Week 15 Chapters 9-16 Pages 239-437

****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:

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 other week with the 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 are three (3) hours 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.

THE COURSE PROJECT

The student will participate in the investigation mock crime, including sketching, photographing and processing of a mock crime scene. The scene will be based on a crime as determined by the course professor of record. The student will be assigned to one of several teams of a size and composition determined by the course professor. Each student, although working as a team, will submit an individual case file based on two elements, which are (1) the team's collaborative effort in processing the crime scene and (2) the research regarding the relevant case law applicable to the crime scene. Therefore, the team case file, as submitted by each student, will include a minimum of the following components:

- Synopsis of the Case
- Investigative Report Writing
- Crime Scene Walk Through
- Crime Scene Sketch with Draft
- Photograph List (log) with actual photographs taken in class
- Evidence List
- Crime Scene Processing
- Evidence Examination & Processing
- Relevant Statutes and Codes

— Relevant Case Law

Each component of the project will occur as a participatory assignment staged during class time throughout the semester. For example assignment #1 will be a graded assignment involving a synopsis of the case, or a brief summary, capsulizing the case that will be presented to the prosecution. The student will be required to collect the information during class and compile the information into a finished project as homework before submission to the course professor on the due date announced in class for that component. All students **must** participate in each component of the project throughout the semester and the final case file similar to the professional requirements of a crime scene processor, whether detective, police officer, or technician, to receive a passing grade. Each student will be required to submit separate assignments and the final case file. Further description and instructions for final case file and the component assignments will be distributed during the first class after the add/drop period, or the first five days of the semester, whenever and however announced.

The project paper **must** be a minimum of 5 - 10 double-spaced pages. All resource material used **must** be cited and referenced, and all resources must be listed in a reference page. The format of the paper, all references, and citations must conform to the *Publication Manual of the American Psychological Association* (2010). The minimum number of pages required does **not** include the title page or reference page(s). The font used should be Times New Roman at size 12 with 1" margins on all sides.

The project will be due during the (14 & 15th) weeks of class; the specific date will be announced by the professor of record. Any project received after the above due date at the beginning of class will be considered late. A project will lose ten (10) points for each day tardy. The penalty will be assessed after the project is graded for quality and content. As mentioned above, there will be a reduction of ten (10) points for each day that the project is late until four (4) days after the due date, at which time **no** late projects will be accepted, regardless of reason. Students **not** submitting a project will receive a grade of zero.

EVALUATION*

COURSE GRADING SUMMARY:

Test One	15%
Test Two	15%
Test Three	15%
Online Assignments....	28%
Walk Through & Note Taking...	4%
Sketching & Photo Documentation...	4%
Scene Processing & Collection....	4%
Evidence Examination & Processing...	4%
Crime Scene Presentation..	11%
Total	100 %

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

GRADING SYSTEM:

Students with perfect attendance, without tardiness, and who participate in class regularly through taking notes, and paying 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. 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 (<http://www.hgtc.edu/academics/academiccalendars.html>). 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.

STUDENT RESPONSIBILITY, ACADEMIC MISCONDUCT, AND ONLINE INTEGRITY

Students ***must*** complete their ***own*** work whether online or in a traditional classroom. Any act of misconduct described by *Horry-Georgetown Technical College Catalog & Student Handbook* (2014-2015) (pp. 33-34) that is committed, including plagiarism or the act of using or presenting another person's work as your own, will be investigated and should the evidence be found that student is in violation of the student code, the incident may be formally reported to the Chief Student Services Officer.

The possible disciplinary actions that a professor may take for a finding of misconduct are set forth in the *Horry-Georgetown Technical College Catalog & Student Handbook* (2014-2015) on page 34. These actions can include an "F" for the assignment or test or an "F" for the course. The student with questions and/or concerns should consult the Student Code published in the *Horry-Georgetown Technical College Catalog & Student Handbook* (2014-2015), pages 32-36 and/or course professor of record.

To avoid the question of plagiarism, all information and material used as reference for any paper or project ***must*** have a citation in the text identifying the source of that knowledge as well as that source listed on the reference page as required by the *Publication Manual of the American*

Psychological Association (2010). Please remember, students **must** complete the work in this course on their own, including testing.

PART IV: ATTENDANCE ATTENDANCE POLICY

The Horry-Georgetown Technical College (HGTC) 2015-2016 Catalog states "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 professor's consent, should make up all missed work, if permitted. Per SC Technical College Policy, HGTC maintains a general attendance policy requiring students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. However, a more rigid attendance policy may be required by the program of study. At a minimum, a student may be withdrawn from a course after he/she has been absent in more than 10% of the total contact hours for a course. Professors define absentee limits for their classes at the beginning of each term. Students withdrawn from a course due to excessive absences will receive a grade of Withdraw ("W") up to the 2/3 point of the semester. Thereafter, a Withdraw ("W") or Withdraw Failure ("WF") will be assigned, depending upon his/her academic status at the time of last date attended. Students may be required to repay source of financial assistance for non-attendance, excessive absences or withdrawals (HGTC, 2015-2016, pp. 44-45). Attendance records begin the first day of class for ALL students, regardless of registration date. Online and hybrid classes also require attendance and each instructor defines the method for students to indicate class attendance by logging onto class, participating in chats and/or submitting documents. Each student is responsible for awareness of the attendance requirements for each class (HGTC, 2015-2016, pp. 44-45). Online and hybrid classes also require attendance and each instructor defines the method for students to indicate class attendance by logging onto class, participating in chats and/or submitting documents." Each student is responsible for his(her) being aware of the attendance requirements for each class on his(her) schedule (HGTC, 2015-2016, pp. 44-45).

Student must attend minimum of 80% of his(her) classes to be eligible to receive credit for any course at Horry-Georgetown Technical College regardless of format (i.e., traditional, hybrid, or online). The number of class meetings usually determined by the number of weeks that a course requires to achieve the 3 semester hours, determines the number of allowable student absences.

The attendance for online and hybrid courses will be determined through student participation within the course in D2L as well as any required in-the-classroom meetings. Online attendance is demonstrated through the student completing the graded requirements and activities for the particular week, which include posting an assignment to the Dropbox, responding to a question in the discussion forum, or completing an exam, test, or quiz. However, an e-mail cannot also be counted as attendance for an online course.

Generally, but depending on the number of course meetings, after a stated period of time without participating in a weekly graded requirement (online/hybrid) or attending (traditional on-the-ground/hybrid) as required, the student will be withdrawn by the professor for excessive absences without further notice.

Attendance requirements for each course is published in the course Instructional Package (IP) as well as in the course in D2L.

Again, should a student ***not*** follow the announced attendance guidelines, which is in compliance with the College Attendance Policy, he/she will be withdrawn from the course. A grade of “W” or “WF” will be assigned in accordance with course withdrawal procedures of Horry-Georgetown Technical College” (HGTC, 2015-2016, pp. 44-45). Again, students withdrawn due to excessive absences will ***not*** be readmitted to the course regardless of reason or excuse. ***Please be advised that simply logging into the course does not constitute participating for the purposes of attendance.***

Since the College maintains an attendance policy for all courses, including program offerings through an online format, technology issues are ***not*** an excuse for ***not*** participating or missing a deadline for a graded requirement. Therefore, if for some reason access to the course or its functions are ***not*** available, immediately notify the Help Desk via the Live Help at <http://www.hgtc.edu/>, e-mail to HelpDesk@hgtc.edu, or telephone at (843) 349-5340. The Help Desk hours of operation are post on WaveNet. Also, notify your course professor; so, he/she is aware of the technology problems. Nevertheless, please be aware that technology issues or problems are ***not*** an acceptable excuse for ***not*** participating as ***required*** for attendance, ***not*** completing an exam during the required time period (testing window), or failing to respond to a discussion assignment before the required due date.

PART V: STUDENT RESOURCES

The Student Success and Tutoring Center (SSTC)

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

- 1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
- 2. On-line student success and academic support resources.**



Visit the SSTC website: www.hgtc.edu/sstc and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.

Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

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

2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
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.



Visit the WNC website: www.hgtc.edu/wavenetcentral. Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals 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.

Title IX Requirements

The South Carolina Technical College System does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. As outlined in the Violence Against Women Act, Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Students who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking are encouraged to report such incidents to the Title IX Coordinators:

Dr. Melissa Batten, AVP of Student Affairs
Building 1100, Room 107A, Conway Campus
843-349-5228
Melissa.Batten@hgtc.edu

Jacquelyne Snyder, AVP of Human Resources
Building 200, Room 212A, Conway Campus
843-349-5212
Jacquelyne.Barrett@hgtc.edu

*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).