



INSTRUCTIONAL PACKAGE

DAT 122
Dental Office Management

Effective Term
Spring 2026

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Spring 2026

COURSE PREFIX: DAT 122

COURSE TITLE: Dental Office Management

CONTACT HOURS: 4

CREDIT HOURS: 2

RATIONALE FOR THE COURSE:

The Dental Office Management course provides students with the knowledge and skills necessary to effectively support the administrative, financial, legal, and operational functions of a modern dental practice. Emphasis is placed on leadership, professionalism, patient management, communication, information technology, recordkeeping, and compliance with legal, ethical, and infection control standards. Through lecture, lab activities, and practical application, students develop competencies in scheduling, inventory control, financial systems, third-party reimbursement, and career readiness, preparing them to function as integral members of the dental healthcare team in a dynamic clinical environment.

COURSE DESCRIPTION:

This course provides a study of the business aspect of a dental office.

PREREQUISITES/CO-REQUISITES:

DAT 113 Dental Materials
DAT 118 Dental Morphology
DAT 127 Dental Radiology
DAT 154 Clinical Procedures I
DAT 174 Office Rotations

CO-REQUISITES:

DAT 115 Ethics Professionalism
DAT 121 Dental Health Education
DAT 122 Dental Office Management
DAT 123 Oral Medicine/Oral Biology
DAT 183 Specialty Functions

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

2025-2026

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.

STUDENT IDENTIFICATION VERIFICATION

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

CLASSROOM ETIQUETTE:

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.

[*Please refer to the HGTC Dental Sciences Policies and Procedure's Manual for additional information*](#)

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

Upon successful completion of DAT 122 Dental Office Management course, the student will be able to:

1. Explain the roles and responsibilities of the dental team
2. Apply principles of leadership, management, and professionalism
3. Demonstrate effective patient management and communication skills
4. Maintain accurate and confidential dental records
5. Apply legal and ethical principles.
6. Utilize information technology systems
7. Manage appointment, recall, and inventory systems
8. Demonstrate Knowledge of dental financial systems
9. Apply infection control and occupational safety principles
10. Demonstrate professional readiness and career development skills

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Lecture Learning Outcomes

Module 1

Material Covered: Ch. 1 The Dental team in the business of dentistry

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Explain the dual role of dentistry as a business and a healthcare provider.
3. Define the various members of the dental team and explain the responsibilities of each member.
4. Describe emerging dental workforce models.
5. Discuss dentistry as a business and describe the importance of identifying dentistry as a service profession.
6. Define various types of dental practices. Also, list the specialties recognized by the American Dental Association.
7. Describe the various types of dental hygiene practices.
8. Discuss the process for starting a dental/dental hygiene practice.

Module 2

Material Covered: Ch. 2 Dental Team Management

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Discuss the importance of establishing goals and objectives for dental practices.
3. Discuss leadership and management in the twenty-first century dental office.
4. List and describe the personal characteristics of an effective leader.
5. Discuss organizational culture and describe common organizational cultures that could be applied to dental practice.
6. Describe factors that may help to motivate employees.
7. Discuss the importance of business office etiquette, as well as ways to implement professional business etiquette.
8. Discuss the shifting role of the administrative assistant in a dental practice and list the various duties involved with the position.
9. Discuss the importance of staff management. Also, list the “five R’s” of successful management.
10. Identify the functions and basic skills of an effective administrative assistant.
11. Discuss the attributes of an ethical administrative assistant.

Module 3

Material Covered: Ch 3 Patient management

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.

2. Discuss the importance of understanding patient needs, including a discussion about Maslow's hierarchy of needs and Carl Roger's client-centered therapy.
3. Describe the concept of "locus of control."
4. Identify barriers to patient communication and the importance of recognizing nonverbal cues.
5. Explain how improving verbal images in the patient's mind can allay fears and identify phrases that promote successful patient management.
6. Discuss the special needs of patients and their inherent rights, as well as ways to recognize abuse.
7. Describe how to manage difficult or challenging patients.
8. Discuss reception room techniques, including the role of the receptionist and reception room appeal.
9. Discuss the contents of an office policy and design an office policy statement.
10. Explain marketing techniques in dentistry.
11. Describe internal and external marketing.

Module 4

Material Covered: Ch 4 Legal and Ethical Issues in the Dental Business Office

Assessments: Test and Lab Assignments

Objectives:

1. Define the key terms in this chapter.
2. Understand the definition and classifications of law in relation to dentistry.
3. Understand the important terms involved in litigation.
4. Discuss crimes and torts regarding the standard of care in a dental office.
5. Understand the dental practice act.
6. Discuss professional standards that dental assisting and dental hygiene use for accreditation, certification, and licensure.
7. Describe codes of ethics and other professional guidelines of dental organizations.
8. Discuss the ethical and legal considerations for the dental hygienist, dental assistant, and administrative assistant
9. Explain various types of consent
10. Explain the importance of time and motion principles in a dental office.
11. Discuss the importance of body positioning and ergonomics when designing a dental office
12. Describe health and safety issues that affect business office personnel.
13. Discuss the various office supplies needed for a dental office.

Module 5

Material Covered: Ch. 5 Information Technology in the Business Office

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Discuss how the information age has affected dentistry and why implementing a change to a computer system is important to all staff members.

3. Describe the elements of information systems.
4. Explain the four operations of a computing device.
5. Explain how information technology can be used to increase profitability and the purpose of a feasibility study.
6. Understand the various general and specific task software or apps available.
7. Discuss integrated apps and list the guidelines to follow when selecting apps.

Module 6

Material Covered: Ch. 6 Business Office Design and Equipment Placement

Assessments: Test, Lab Assignments and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Describe the physical environmental factors that relate to dental office design.
3. Discuss the impact of the Americans with Disabilities Act on the dental practice.
4. Describe seasonal affective disorder (SAD).
5. Discuss factors to be considered when designing the reception room.
6. Discuss the importance of a business office work triangle.
7. Discuss factors to consider in the design of the business office workspace.
8. Provide suggestions for workstation organization.
9. Explain the importance of time and motion principles in a dental office
10. Discuss the importance of body positioning and ergonomics when designing dental office.
11. Describe health and safety issues that affect business office personnel.
12. Discuss the various office supplies needed for a dental office.

Module 7

Material Covered: Ch 7 Working with Dental Office Documents

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Discuss the records management system in a dental office and identify the various categories of records that are maintained in a dental office.
3. Discuss the importance of the Health Insurance Portability and Accountability Act (HIPAA).
4. Discuss the importance of maintaining accurate clinical records and list the components of a clinical record.
5. Discuss patient registration and the health history form, as well as discuss how an independent dental hygiene practice can work with patients and their families.
6. Describe all components of the clinical chart.
7. Describe how to enter data on a clinical chart and discuss the various types of clinical data entries.
8. Understand tooth nomenclature, tooth-numbering systems, and tooth surfaces.
9. Explain the use of symbols and abbreviations in clinical records.
10. Describe methods of records retention and transfer.
11. Identify the various types of employee records and the OSHA records that may be included for each employee.

Module 8

Material Covered: Ch. 8 Business Record Storage

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Discuss the importance of records management, both paper and electronic, and the benefit of keeping dental practice records readily available.
3. Describe the basic steps for preparing records for filing and the importance of retrieval and retention.
4. Discuss the various classifications of filing systems, including the basic alphabetical indexing rules.
5. Discuss the storage and care of electronic files.
6. Discuss the equipment and storage supplies necessary for both the paperless and paper storage of files.
7. Discuss the importance of managing workstation records effectively and list several tips for successful records management.

Module 9

Material Covered: Ch. 9 Written Communication

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Describe the various types of written communication in a dental office.
3. Select stationery supplies.
4. Identify the characteristics of an effective letter.
5. Identify the parts of a business letter.
6. Review rules of punctuation and capitalization.
7. Discuss ways of entering telephone numbers in a letter.

Module 10

Material Covered: Ch. 10 Telecommunications

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter
2. Discuss the application of electronic communications and telecommunications in a dental office
3. Explain the special features of telephone equipment and services
4. Describe various types of communication systems commonly used by the dental team
5. Develop effective telephone etiquette to use in a dental office
6. Discuss the components of a speaking voice
7. Discuss how to achieve a good telephone personality
8. Describe the best way to manage incoming and outgoing calls encountered in the dental

office

9. Describe how to record phone messages correctly
10. Discuss etiquette involving personal calls, cell phones, and social media
11. Describe how search engine optimization (SEO) relates to marketing a dental office

Module 11

Material Covered: Ch. 11 Appointment Management Systems

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Demonstrate knowledge of appointment management, the advantages of an electronic appointment book, and basic scheduling concepts.
3. Describe the components of an appointment matrix.
4. Demonstrate an understanding of time allocation and other important factors in scheduling appointments.
5. Explain the importance of understanding the dentist's body clock when scheduling appointments and discuss several scheduling considerations to keep in mind.
6. Apply the basic steps of entering appointments into an appointment system and additional activities included with appointment entries.
7. Demonstrate knowledge of the daily appointment schedule and scheduling patients in an advanced function practice.

Module 12

Material Covered: Ch. 12 Inventory Systems and Supply Ordering

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Identify the three basic categories of dental supplies and discuss how to select supplies.
3. Design an inventory system using both capital equipment and expendable and nonexpendable supplies.
4. Discuss automated inventory systems.
5. Discuss manual inventory systems.
6. Describe how to maintain the inventory system, including how to identify reorder points and how to determine supply quantity.
7. Describe techniques for receiving supplies and receiving credit.
8. Discuss back-ordered supplies, purchase orders, and storage of supplies.
9. Evaluate a dental office inventory system.

Module 13

Material Covered: Ch. 13 Recall Systems

Assessment: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Identify the primary objective of a recall system.
3. List the three factors associated with a successful recall system.

4. Describe ways to keep patients informed about the dental practice.
5. Identify and discuss the four main types of recall systems.
6. Explain how to establish a recall system.
7. Describe how to periodically purge the system.

Module 14

Material Covered: Ch. 14 Third Party Reimbursement and Coding

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Understand and use the appropriate terminology when speaking about third party reimbursement and coding.
3. Understand how easily and often fraud can occur and what to do to avoid it.
4. Discuss reasonable and customary or usual and customary (UCR) fees and other concepts related to fees and third parties.
5. Learn the role of codes and the power of metrics.
6. Identify the steps in accurate filing of American Dental Association claim forms.
7. Discuss coordination of benefits.

Module 15

Material Covered: Ch. 15 Financial systems: Accounts receivable

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. List and describe four of the financial reports in a dental business office.
3. Understand basic mathematical computations.
4. Discuss different types of bookkeeping systems.
5. Identify special bookkeeping situations that can occur in a typical day and identify their solutions.
6. Explain the production of patient statements
7. Understand the definition of identity theft.
8. Discuss the importance of establishing financial arrangements.
9. Discuss the function of a credit bureau.
10. Discuss rules for collecting past due payments.
11. Discuss the function of a collection agency.

Module 16

Material Covered: Ch. 16 Other Financial Systems

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Discuss the advantages of using financial management software.
3. Explain the function of a budget.
4. Discuss the use of electronic banking and the steps in accessing an online bank account.
5. Discuss the process of establishing a checking account and identify various types of checks.

6. Describe how to prepare checks for deposit with correct endorsements and how to complete a deposit slip.
7. Discuss how to reconcile bank statements and how to record business expenses.
8. Identify the purpose of payroll records and the importance of having every employee complete an Employee's Withholding Allowance Certificate (Form W-4).
9. Discuss calculating gross and net wages.
10. Explain how withheld income tax and Social Security taxes are deposited.
11. Describe how federal unemployment taxes are deposited.
12. Describe how to complete a Form W-2.
13. Discuss the importance of retaining payroll records.
14. Discuss the employer's responsibility for tax information.

Module 17

Materials Covered: Chapter 17 Infection Control Systems

Assessment: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Identify the importance to the administrative assistant of an understanding of disease transmission.
3. Identify the routes of disease transmission.
4. Discuss infection control in the dental office, including:
 - Discuss the occupational health protection program for the dental staff.
 - Identify the various regulatory agencies that impact the dental office.
 - Identify the various records required by the Occupational Safety and Health Administration that must be maintained in the business office.
 - Discuss the safety equipment for hazardous situations the administrative assistant may be responsible for ordering.
5. Describe basic infection control procedures.
6. Discuss the importance of educating patients about infection control programs.
7. Discuss waste disposal in the dental office.

Module 18

Material Covered: Ch. 18 Planning and Managing your career path

Assessments: Test, Lab Assignments, and Final Exam

Objectives:

1. Define the key terms in this chapter.
2. Discuss preparing for a job search, including five important questions you should ask yourself.
3. Discuss how to perform a critical self-assessment analysis.
4. Identify your personal assets and liabilities for a job.
5. Discuss methods of marketing your skills.
6. Identify personal priorities for a potential job.
7. Determine your career philosophy and your worth to a practice.
8. Identify potential areas of employment.

9. Discuss places to find employment opportunities.
10. Prepare employment data for job applications.
11. Discuss the steps that can help you prepare for a job interview.
12. List the components of a portfolio.
13. Discuss different types of interview formats.
14. Describe how to follow up after an interview.
15. List hints for success in a job on the dental team and discuss the best way to ask for a raise.
16. Describe how to terminate a job and the importance of a good attitude for continued success.

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*

Lecture: 60% of Overall Grade *Must Complete with $\geq 77\%$

Quizzes	50%
Final Exam	25%
Homework	22%
Professionalism	3%
	100%

Lab: 40% of Overall Grade *Must Complete with $\geq 77\%$

Competencies	50% *Each must be passed with $\geq 77\%$
Resume	20%
Cover Letter	10%
Mock Interview	17%
Professionalism	3%
	100%

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

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 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

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.

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 Academic Coaching for 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 or coaching, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@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 to 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. Or please call (843) 349 – TECH (8324), Option # 1.



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 an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

Proctoring can be accomplished either face-to-face at an approved site or online through 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.

*Please refer to your Dental Sciences Program Manual for further information about grading and testing.

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 sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status,

pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation 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.

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, 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, Section 504, and Title II 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

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

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 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).

Student and prospective student inquiries concerning Title IX and its 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, Section 504, and Title II Coordinator
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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](#).