



# INSTRUCTIONAL PACKAGE

DAT 154

CLINICAL PROCEDURES I

202010  
Fall/2020

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 202010

COURSE PREFIX: DAT 154

COURSE TITLE: Clinical Procedures I

CONTACT HOURS: 10

CREDIT HOURS: 4

### **RATIONALE FOR THE COURSE:**

DAT 154 introduces the Expanded Duty Dental Assisting student to the realm of general dentistry and function the dental assistant performs in the profession of dentistry. This course will provide the student with the basic background knowledge to perform basic chairside dental assisting duties including pre- and post-treatment sterilization and disinfection procedures, patient preparation for dental procedures, and chairside patient care. This course prepares the student to perform entry level dental assisting duties in a general dental practice.

### **COURSE DESCRIPTION:**

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistant's role in dental instrumentation.

### **PREREQUISITES/CO-REQUISITES:**

#### **PREREQUISITES:**

Admission into the EDDA Program

#### **CO-REQUISITES:**

DAT 113 Dental Materials

DAT 118 Dental Morphology

DAT 127 Dental Radiography

DAT 174 Office Rotations

### **REQUIRED MATERIALS:**

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

[BOOKSTORE](#).

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

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

### **STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignments and/or one (1) virtual events to support student identification verifications. 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 for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate. Refer to the HGTC Dental Sciences Program Manual for additional policies on classroom etiquette.

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

## **Part II: Student Learning Outcomes**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

1. Discuss the organization and maintenance of the general dentistry office.
2. Identify major and adjunct dental equipment, describe required maintenance procedures for each state their uses and demonstrate proper utilization during dental procedures.
3. Identify and manipulate dental hand instruments, handpieces and rotary instruments according to their uses in dental procedures.
4. Classify various conditions of the hard and soft tissues of the oral cavity and document the oral conditions on the patient's permanent record.
5. Perform introductory level skills in emergency management.
6. Discuss federal guidelines and regulations concerning confidentiality and privacy of patients' protected health information.
7. Discuss occupational safety precautions needed in a dental office as required by federal and state regulations.
8. Analyze the various causes of cross-contamination in a dental office and apply the proper sterilization procedures and infection control measures.
9. Evaluate the dental procedures to be performed and adequately prepare tray set-ups for the various procedures to include the instruments and materials and the adaptation to four-handed dentistry and demonstrate correct chairside procedures.
10. Demonstrate the proper techniques utilized on four-handed dentistry.
11. Prepare, dismiss and give the proper post-operative instructions to the patient following the completion of specific dental procedures.
12. Complete documentation of the dental work performed.
13. Adhere to the Infection Control Policy
14. Demonstrate professionalism in dress, attitude and conduct

## **LECTURE LEARNING OBJECTIVES**

### **Module 1**

**Material Covered:** Ch. 1 History of Dentistry  
Ch. 2 The Professional Dental Assistant  
Ch. 3 The Dental Healthcare Team

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. Name the individuals who had a great impact on the profession of dentistry
2. Describe and demonstrate the characteristics of a professional dental assistant
3. Identify the role and purpose of the American Dental Assistants Association (ADAA) and the Dental Assisting National Board (DANB)
4. Identify the nine specialties of dentistry
5. Describe, generally, the career skills performed by dental assistants, dental hygienists, and dental laboratory technicians
6. List the education required for each dental career path

### **Module 2**

**Material Covered:** Ch. 61 Communication in the Dental Office

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. Discuss communication pathways and effective listening
2. Describe the importance of understanding human behavior
3. Differentiate the terms used in verbal and nonverbal communication
4. Discuss how Maslow's hierarchy of needs is used, and how it relates to communication in today's dental office
5. Identify and explain dental patient phobias and concerns
6. Identify office stress, and demonstrate how to achieve conflict resolution

### **Module 3**

**Material Covered:** Ch. 4 Dental Ethics  
Ch. 5 Dentistry and the Law

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. Discuss and define the meaning of ethics to include the American Dental Assistants Association Code of Ethics
2. Identify the basic principles of ethics
3. Identify the difference between statutory, civil, and criminal law
4. Define the Dental Practice Act and what it covers
5. Define fraud and where it may be seen in the dental office
6. Identify the responsibility of the dental team in regard to dental records, implied and informed consent, subpoenas, and the statute of limitations
7. State how the HIPAA law has impacted the dental office and identify the parameters of the law
8. Identify how patient health information can be used and disclosed, as well as the rights of patients
9. Gain an understanding of the training that the staff must follow to compliant with the HIPAA laws

### **Module 4**

**Material Covered:** Ch. 15 Preventive Techniques

**Assessments:** Quizzes, Tests, & Lab Competency

**Objectives:**

1. Describe how plaque forms and affects the tooth
2. Discuss age-related changes in oral health
3. Identify oral hygiene tips that will aid each age group
4. Identify the oral hygiene aids, including manual and automatic, available to all patients
5. Demonstrate the bass method toothbrushing technique
6. Identify types of dental floss and demonstrate flossing technique
7. Describe fluoride and its use in dentistry
8. List and explain the forms of fluoride. Describe how to prepare a patient and demonstrate a fluoride application
9. Discuss dental sealants

**Module 5**

**Material Covered:** Ch. 19 Disease Transmission and Infection Prevention  
Ch. 20 Principles and Techniques of Disinfection  
Ch. 21 Principles and Techniques of Instrument Processing and Sterilization  
Ch. 22 Regulatory and Advisory Agencies

**Assessments:** Quizzes, Tests, & Lab Competency

**Objectives:**

1. Identify the rationale, regulations, recommendations, and training that govern infections control in the dental office
2. Describe how pathogens travel from person to person in the dental office
3. List the three primary routes of microbial transmission, and the associated dental procedures that affect the dental assistant
4. Demonstrate the principles of infection control, including medical history, handwashing, personal protective equipment, barriers, chemical disinfectants, ultrasonic cleaners, sterilizers, and instrument storage
5. List various disinfectants and their applications as used in dentistry
6. Identify and demonstrate the usage of different types of sterilizers
7. Demonstrate the usage of several types of sterilization monitors, such as biological and process indicators
8. Identify and show the proper usage of preprocedure mouth rinses, high-volume evacuation, dental dams, and disposable items
9. Demonstrate correct procedures for dental unit water line maintenance
10. Identify and demonstrate the correct protocol for disinfecting, cleaning, and sterilizing prior to seating the patient, at the end of a dental treatment, in the radiography area, and in the dental laboratory

**Module 6**

**Material Covered:** Ch. 23 Chemical and Waste Management

**Assessments:** Quizzes, Tests, & Lab Competency

**Objectives:**

1. Identify the scope of the OSHA Bloodborne Pathogens Standard and the Hazardous Communication Standard
2. Explain the purpose of the Hazardous Communication Standard (HCS)
3. Identify the three major changes of the HCS to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS)
4. Identify physical equipment and mechanical devices provided to safeguard employees

5. Demonstrate safe disposal of sharps
6. Describe the purpose of safety data sheet manuals
7. Describe the required format of the new safety data sheets
8. Identify the nine HCS Pictograms
9. Describe the employee training that is required to meet the OSHA standard for hazardous chemicals

### **Module 7**

**Material Covered:** Ch. 26 The Patient's Dental Record  
Ch. 27 Vital Signs

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. Explain the patient dental record, its legal significance, and how the dentist uses the record to manage patient treatment
2. Identify the components of a patient record
3. List the four vital signs routinely taken in the dental office
4. Discuss factors that can affect vital sign readings

### **Module 8**

**Material Covered:** Ch. 28 Oral Diagnosis and Treatment Planning

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. Describe the following examination techniques used for patient assessment: visual evaluation, palpation, instrumentation, digital imaging, and digital photography
2. Discuss the procedures during an intraoral and extraoral examination
3. Explain why charting is used in dental practices
4. Identify charts that use symbols to represent conditions in the oral cavity
5. List and explain the systems used for charting the permanent and deciduous dentitions
6. Define G.V. Black's six classifications of cavity preparations
7. List common abbreviations used to identify simple, compound, and complex cavities
8. Describe basic dental charting terminology
9. Explain color indicators and identify charting symbols

### **Module 9**

**Material Covered:** Ch. 31 Assisting in a Medical Emergency

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. List and describe several dental emergencies that a patient may have
2. Describe the CAB approach to CPR and demonstrate the associated skills
3. Define the terms and anatomy used in CPR delivery
4. List and describe several causes of airway obstructions in the dental office
5. List and describe the signs and treatments for syncope, asthma, allergic reactions, anaphylactic reaction, hyperventilation, epilepsy, diabetes mellitus, hypoglycemia, angina pectoris, myocardial infarction, congestive heart failure, and stroke/cerebrovascular accident
6. Discuss the credentials and skills that a dental assistant must have for emergency preparedness
7. Describe the basic items included in an emergency kit

### **Module 10**

**Material Covered:** Ch. 32 The Dental Office  
Ch. 33 Delivering Dental Care

**Assessments:** Quizzes, Tests, & Lab Competency

**Objectives:**

1. Describe the design of a dental office, explaining the purpose of each area
2. Describe the equipment and function of the equipment in each area
3. Describe the daily routine to open and close the dental office
4. Explain the basic concepts of chairside assisting and four handed dentistry
5. Identify the activity zones and classifications of motion
6. Describe the necessary steps to prepare the treatment room, seat the patient for treatment and dismiss the patient after treatment is finished
7. Describe the ergonomics of the operator and the assistant at chairside
8. Explain instrument transfer to include types of grasps, one-handed, and two-handed instrument transfer techniques

**Module 11**

**Material Covered:** Ch. 34 Dental Hand Instruments  
Ch. 35 Dental Handpieces and Accessories

**Assessments:** Quizzes, Tests, & Lab Competency

**Objectives:**

1. Identify the parts of an instrument
2. Describe how instruments are identified
3. Describe the types of tray systems and color-coding systems
4. Identify the categories and functions of dental burs
5. Describe the types and functions of abrasives
6. Explain the various handpieces and attachments

**Module 12**

**Material Covered:** Ch. 36 Moisture Control

**Assessments:** Quizzes, Tests, & Lab Competency

**Objectives:**

1. Describe techniques for moisture control and isolation
2. Discuss the importance of oral evacuation systems
3. Identify the two types of oral evacuation systems used in dentistry including the grasp and positioning
4. Describe the methods of rinsing the oral cavity with the use of the air-water syringe
5. Describe the dental dam and its role in moisture control

**Module 13**

**Material Covered:** Ch. 37 Anesthesia and Pain Control

**Assessments:** Quizzes, Tests, & Lab Competency

**Objectives:**

1. Describe the methods used to manage the pain and anxiety associated with dental procedures
2. Explain various topical anesthetics and their placements
3. Describe types of local anesthetics
4. Identify the injection sites for the maxillary and mandibular arches
5. Describe the equipment and materials needed to administer local anesthetic
6. List the steps for preparing for the administration of local anesthetic
7. Discuss inhalation sedation (nitrous oxide/oxygen sedation)
8. List the conditions in which anti-anxiety drugs may be prescribed
9. Discuss intravenous sedation and its use in dentistry

10. Discuss general anesthesia and its use in dentistry to include the four stages of anesthesia
11. Explain the necessity of documenting the type of anesthesia and pain control used in a dental procedure

## **Module 14**

**Material Covered:** Ch. 58 Coronal Polishing

**Assessments:** Quizzes, Tests, & Lab Competency

### **Objectives:**

1. Discuss coronal polishing to include the difference between prophylaxis and coronal polishing
2. Describe and explain the rationale for each step in the coronal polish procedure
3. Explain the indications and contraindications for coronal polish
4. Describe and identify the types of stains
5. List the types of abrasives and explain the characteristics of each type
6. List and explain the types of equipment and materials used to perform a coronal polish
7. Explain how to maintain the oral cavity during a coronal polish
8. Describe the steps in the coronal polish procedure

## **LAB LEARNING OBJECTIVES**

### **Module 1**

**Material Covered:** Ch. 15 Oral Health and Preventive Techniques

### **Objectives:**

1. Demonstrate the use of disclosing solution to identify plaque
2. Demonstrate oral hygiene tips that will aid, including manual and automatic, available to all patient age groups
3. Demonstrate toothbrushing techniques to include the bass method
4. Identify different types of dental floss and demonstrate flossing technique
5. Describe how to prepare a patient and demonstrate a fluoride application

### **Module 2**

**Material Covered:** Ch. 19 Disease Transmission and Infection Prevention

Ch. 20 Principles and Techniques of Disinfection

Ch. 21 Principles and Techniques of Instrument Processing and Sterilization

Ch. 23 Chemical and Waste Management

### **Objectives:**

1. Demonstrate the principles of infection control, including medical history, handwashing, personal protective equipment, barriers, chemical disinfectants, ultrasonic cleaners, sterilizers, and instrument storage.
2. Utilize various levels of disinfectants and explain their applications as used in dentistry
3. Identify and demonstrate the usage of different types of sterilizers
4. Demonstrate the usage of several types of sterilization monitors, such as biological and process indicators
5. Identify and show the proper usage of preprocedure mouth rinses, high-volume evacuation, dental dams, and disposable items
6. Demonstrate correct procedures for dental unit water line maintenance
7. Identify and demonstrate the correct protocol for disinfecting, cleaning, and sterilizing prior to seating the patient, at the end of a dental treatment, in the radiography area, and in the dental laboratory



8. Demonstrate safe disposal of sharps

### **Module 3**

**Material Covered:** Ch. 28 Oral Diagnosis and Treatment Planning

#### **Objectives:**

1. Perform an extraoral and an intraoral evaluation including lips, tongue, glands, and oral cavity
2. Explain and develop a diagnosis and treatment plan is developed
3. Perform vital signs on the patient, including pulse, respiration, and blood pressure
4. Document the vital signs and be alert to any signs that are abnormal

### **Module 4**

**Material Covered:** Ch. 28 Oral Diagnosis and Treatment Planning

#### **Objectives:**

1. Perform dental charting using symbols to represent conditions in the oral cavity
2. Charting the permanent and deciduous dentitions
3. Define and chart G.V. Black's six classifications of cavity preparations
4. List common abbreviations used to identify simple, compound, and complex cavities
5. Perform dental charting using color indicators and charting symbols

### **Module 5**

**Material Covered** Ch. 32 The Dental Office

Ch. 33 Delivering Dental Care

#### **Objectives:**

1. Name the equipment and function of the equipment in each area
2. Identify the activity zones and classifications of motion
3. Demonstrate the necessary steps to prepare the treatment room
4. Simulate the necessary steps to seat and dismiss the patient for treatment
5. Demonstrate the proper ergonomics of the operator and the assistant at chairside

### **Module 6**

**Material Covered:** Ch. 33 Delivering Dental Care

#### **Objectives:**

1. Describe the transfer zone
2. Define a fulcrum and tactile sensation
3. Describe the grasps, positions, and transfer of instruments for a procedure
4. List the eight rules for instrument transfer
5. Understand instrument transfer modification
6. Describe and demonstrate how to maintain the oral cavity
7. Explain the equipment used in the treatment of the oral cavity
8. Describe techniques for moisture control and isolation

### **Module 7**

**Material Covered:** Ch. 34 Dental Hand Instruments

Ch. 35 Dental Handpieces and Accessories

#### **Objectives:**

1. Identify the parts of an instrument
2. Describe how instruments are identified
3. Demonstrate knowledge of the different categories and functions of dental burs
4. Describe the types and functions of abrasives
5. Demonstrate the set-up of various handpieces and attachments

## **Module 8**

**Material Covered:** Ch. 36 Moisture Control

### **Objectives:**

1. Show techniques for moisture control and isolation
2. Perform the grasp and positioning of the high-volume evacuator
3. Perform limited area and full mouth rinses
4. Place cotton rolls for isolation
5. Prepare, place, and remove the dental dam

## **Module 9**

**Material Covered:** Ch. 37 Anesthesia and Pain Control

### **Objectives:**

1. Explain and identify various topical and local anesthetics and their placement
2. Identify the injection sites for the maxillary and mandibular arches
3. Describe the equipment and materials needed to administer local anesthetic
4. List the steps for preparing for the administration of local anesthetic

## **Module 10**

**Material Covered:** Ch. 58 Coronal Polishing

### **Objective**

1. Identify the various types of abrasives used for coronal polishing
2. Demonstrate how to maintain the oral cavity during a coronal polish
3. List the auxiliary polishing aids and explain their functions
4. Describe and demonstrate the steps in the coronal polish procedure on a student partner

***\*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\***

<b>Lecture</b>	<b>50% of final grade</b>
Test	50% of lecture grade
Quizzes	30% of lecture grade
Final Exam	20% of lecture grade
	100% of lecture grade

<b>LAB</b>	<b>50% of final grade</b>
Competencies	100% of lab grade

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

## **GRADING SYSTEM:**

A=90-100

B=80-89

C=77-79

D=70-76

F=69 and below

\*A passing grade 77% or higher in laboratory and lecture is required to pass the class and continue in the EDDA Program. Failure to pass with a 77% or higher in either portion of this class will automatically drop you from the program

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 ([ACADEMIC CALENDAR](#)). 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**

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. Refer to the HGTC Dental Sciences Program Manual for additional policies on attendance.**

## **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: [Student Success & Tutoring Center](#) 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 or go to the [Online Resource Center](#) to access on-demand resources any time.

## **TECH Central – Student Information Center**



TECH Central provides quality enrollment and collegiate guidance for students, faculty, and staff. Services include phone, walk-in, and online technical support for technology training and troubleshooting. Additionally, we offer support in Office 365, Outlook E-mail setup, and ID cards.

**Phone:** 843-349-5340

**Email:** [techcentral@hgtc.edu](mailto:techcentral@hgtc.edu)

**Text:** 843-357-8552

**TECH Talk (Live Chat):** Located on the "Home" tab in WaveNet.

**Website:** [www.hgtc.edu/techcentral](http://www.hgtc.edu/techcentral)

### **Locations:**

Conway Building 1100, Room 132D

Grand Strand Building 200, Room 136

**Student Testing:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

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 Beth Havens, 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.

### **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.

Inquiries regarding the non-discrimination policies: Students 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](mailto: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, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

### **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).

<b>Inquiries regarding the non-</b>	
-------------------------------------	--

<b>discrimination policies:</b>	
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.	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.
<p><b>Dr. Melissa Batten, VP Student Affairs</b>  <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway  Campus  PO Box 261966, Conway, SC 29528-6066  843-349-5228  <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a> _</p>	<p><b>Jacquelyne Snyder, VP Human Resources</b>  <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus  PO Box 261966, Conway, SC 29528-6066  843-349-5212  <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>