



INSTRUCTIONAL PACKAGE

DAT 154
CLINICAL PROCEDURES I

Effective Term
Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2024/Spring 2024/Summer 2024

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:

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.

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

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to the 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 participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

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.

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

Material Covered: Ch. 1 Introduction to the Dental Profession

Assessments: Quizzes, Tests, & Lab Competency

Objectives:

1. Use terms presented in the chapter
2. Identify the major milestones of dental history
3. Name the individuals who had a great impact on the profession of dentistry
4. Identify the people who promoted education and organized dentistry
5. State the nine specialties of dentistry
6. Describe career skills of the direct and indirect care dental team members
7. List the education required for, and the professional organizations that represent, each dental career path
8. Explain the importance of being cross-trained
9. Discuss advances in dentistry
10. Identify career opportunities for a dental assistant

Material Covered: Ch. 3 Ethics, Jurisprudence, and the Health Information Portability and Accountability Act

Assessments: Quizzes, Tests, & Lab Competency

Objectives:

1. Use terms present in the chapter
2. Define ethical principles and determine approaches/outcome to different ethical dilemmas
3. Summarize the Professional Code of Conduct
4. State what is covered by the Dental Practice Act
5. Explain how jurisprudence relates to the dental assistant
6. Discuss jurisprudence as it relates to civil law and discuss violations of the law in a dental setting
7. Explain the individual roles of OSHA, EPA, FDA, CDC, OSAP, & NIOSH
8. Discuss HIPAA law and recall HIPAA practices in the dental office
9. Relate HIPAA compliancy practices relative to third party requests
10. Identify the responsibilities of the dental team in relation to HIPAA
11. Explain under what conditions HIPAA information should be shared
12. Recall HIPAA policies in practice and technology

Material Covered: Ch. 11 Infection Control

Assessments: Quizzes, Tests, & Lab Competency

Objectives:

1. Use terms presented in this chapter.
2. Describe the five steps to achieving asepsis in the dental office.
3. Identify when to perform hand hygiene.
4. Outline the steps in the three hand hygiene techniques used in dentistry.
5. State purpose of each component of personal protective equipment (PPE).
6. Compare and contrast among the types of gloves used in dentistry.
7. Describe steps in donning and doffing personal protective equipment (PPE).
8. Define sanitization.
9. Differentiate among housekeeping surfaces and clinical contact surfaces.
10. Compare, contrast precleaning and disinfecting of contaminated surfaces.
11. Discuss clinical surface barriers.
12. Describe the recommended layout of the instrument processing area.
13. Describe seven steps in instrument processing for contaminated instruments.
14. Outline the steps in operating an ultrasonic cleaner.
15. Discuss steps in managing a contaminated patient tray in the sterilization area.

16. Define disinfection.
17. Compare and contrast the three categories of instruments.
18. Compare and contrast among the different levels of disinfectants.
19. Discuss the process of disinfecting contaminated instruments.
20. Discuss the importance of disinfecting waterlines.
21. Discuss the importance of disinfecting dental vacuum hoses.
22. Discuss the importance of sterilization.
23. Compare and contrast among the various methods of sterilization.
24. Outline the steps in operating a steam autoclave.
25. Discuss the process of handpiece sterilization.
26. Describe the factors that can impact sterilization.
27. Compare and contrast the methods of monitoring sterilization.
28. Define standard precautions.
29. Discuss the Bloodborne Pathogens Standard.
30. Discuss the Hazard Communication Standards.

Material Covered: Ch. 12 Management of Hazardous Materials

Assessments: Quizzes, Tests, & Lab Competency

Objectives:

1. Use terms presented in the chapter
2. Identify the scope of the OSHA Bloodborne Pathogens Standard.
3. Describe the components of the OSHA Bloodborne Pathogens Standard.
4. Identify equipment to safeguard employees against injury.
5. Discuss requirements for work site safety.
6. Describe the employee training that is required to meet the OSHA standard for hazardous chemicals.
7. Explain the purpose of OSHA's Hazardous Communication Standard (HCS)
8. Identify the three major changes of the HCS to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).
9. Describe the purpose of safety data sheet manuals.
10. Describe the required format of the new safety data sheets.
11. Identify the nine HCS pictograms.
12. Discuss the rationale for fire extinguishers.
13. Discuss the rationale for an evacuation plan.

Material Covered: Dentalcare.com course #342_Clinical Practice Guideline for an Infection Control/Exposure Control Program in the Oral Healthcare Setting (Bloodborne Pathogen Standards)

Assessments: Quizzes, Tests, & Lab Competency

Objectives:

14. Understand the rationale for and develop policies and practices intended to prevent or minimize healthcare-associated infections in the oral healthcare setting
15. Understand the role of and implement vaccination strategies intended to reduce the risk of vaccine preventable diseases in the oral healthcare setting
16. Understand the role of and implement the use of personal protective equipment to prevent or reduce the risk of occupational exposure in the oral healthcare setting
17. Understand the role and implement appropriate hand hygiene

18. Understand the role of and incorporate engineering and work practice controls to eliminate or isolate the hazard in the workplace
19. Understand the role of and implement environmental infection control to provide a safer work environment
20. Understand the importance of post-exposure follow-up and associated policies and practices to reduce the risk of post-exposure infection
21. Understand the principles of and implement transmission-based precautions to prevent the potential spread of specific diseases (e.g., TB disease)
22. Understand the principles of and implement respiratory hygiene/cough etiquette, i.e., basic source control measures with patients, visitors and oral health care personnel with signs and symptoms of respiratory tract infection
23. Understand the principles of administrative controls and establish exclusion policies from work and patient contact.

Material Covered: Ch. 18 The Dental Office/Preparation for Patient Care

Assessments: Quizzes, Tests, & Lab Competency

Objectives:

1. Describe the design of a dental office, explaining the purpose of each area.
2. Follow safety rules in operating dental equipment.
3. Describe appearance and function of the equipment in the treatment room.
4. Select the best method to sanitize and disinfect equipment.
5. Describe the daily routine to open and close the dental office.
6. Prepare the treatment room for patient seating.
7. Greet and escort the patient to the treatment room.
8. Seat the patient.
9. Dismiss the patient.
10. Assist patients requiring seating accommodations

Material Covered: Ch. 15 Medical Emergencies

Assessments: Quizzes, Tests, & Lab Competency

Objectives:

1. Use terms provided in the chapter
2. Discuss prevention of a medical emergency through collection of an accurate patient history
3. Recognize signs of an anxious or fearful patient
4. Discuss ASA classifications and medical risk
5. Explain prevention of a medical emergency through staff preparation
6. Explain prevention of a medical emergency through office preparation
7. Identify and manage a patient exhibiting postural hypotension
8. Identify and manage a patient exhibiting postural syncope
9. Identify and manage a patient exhibiting asthma attack
10. Identify and manage a patient exhibiting angina
11. Identify and manage a patient exhibiting myocardial infarction
12. Identify and manage a patient exhibiting cerebrovascular incident
13. Identify and manage a patient exhibiting diabetic event
14. Identify and manage a patient exhibiting seizure

Material Covered: Ch. 19 Dental Instruments and Tray Systems

Assessments: Quizzes, Tests, & Lab Competency

Objectives:

1. Recall the names, functions, and parts of hand instruments.
2. Describe expendable materials and their uses.
3. Describe types of handpiece power sources.
4. Identify handpiece types, their parts, and their use.
5. Compare and contrast the emerging handpieces.
6. Identify the classification of cavities.
7. Name parts of a rotary instrument.
8. Select a rotary instrument appropriate for each type of handpiece.
9. Identify cutting burs by name and number series.
10. Compare and contrast cutting, surgical, vulcanite, and finishing burs.
11. Discuss types of abrasive rotary instruments and mandrels.
12. Compare and contrast care of burs, abrasive rotary instruments, and polishing instruments.
13. Defend need for standardized procedures and tray setups.
14. Describe preparation of tray setups.

Material Covered: Ch. 20 Ergonomics and Instrument Transfer

Assessments: Quizzes, Tests, & Lab Competency

Objectives:

1. Recognize the risk factors that may cause work-related injuries.
2. Describe recommended ergonomics in dentistry.
3. Demonstrate proper positioning for operator, assistant, and patient during four-handed dentistry.
4. Employ motion economy while assisting chairside.
5. Describe team positions, postures, and use of fulcrum in achieving good transfer techniques.
6. Utilize recommended instrument transfer zones.
7. Demonstrate the types of instrument grasps and transfer of instruments for a procedure.
8. Defend the importance of teamwork in four-handed dentistry.
9. Demonstrate the types of instrument grasps and transfer of instruments for a procedure.
10. Defend the importance of teamwork in four-handed dentistry.

Material Covered: Ch. 23 Anesthesia and Sedation

Assessments: Quizzes, tests, & Lab Competency

1. Outline steps in preventing a medical emergency related to local anesthesia administration
2. Compare and contrast local anesthetics and topical anesthetics
3. Identify the needle insertion site for the block injections
4. Identify type of local anesthetic based on color of cartridge
5. Identify parts of the local anesthetic syringe
6. Identify parts of the local anesthetic cartridge
7. Identify parts of the local anesthetic needle
8. State correct sequence of steps in assembling a local anesthetic syringe
9. Correctly document local anesthetic after an injection

Material Covered: Ch. 24 Oral Prophylaxis and Re-care Appointment

Assessments: Quizzes, Tests, & Lab Competency

Objectives:

1. List the six dental hygiene standards of care.
2. Describe the steps of the assessment phase.
3. Identify data collected during periodontal charting.
4. Discuss the role of the dental assistant during comprehensive periodontal charting.
5. Discuss the importance of the dental hygiene diagnosis.
6. List the components of the dental hygiene care plan.
7. Explain the different types of dental hygiene treatment.
8. Identify functions of the different types of dental hygiene instrumentation.
9. Differentiate between types of hand instruments used for dental hygiene treatment.
10. Identify a dental hygiene hand instrument by its design for use.
11. Differentiate between types of powered instruments used for dental hygiene treatment.
12. Recognize contraindications to powered scalers.
13. Determine the method of treatment for sensitivity based off the patient's symptoms.
14. Discuss the role of the dental assistant during dental hygiene instrumentation.
15. Compose post-operative instructions following nonsurgical periodontal therapy.
16. Discuss the importance of the evaluation visit.
17. Document treatment.

Material Covered: Ch. 25 Coronal Polishing and Topical Fluoride Application

Assessments: Quizzes, Tests, & Lab Competency

Objectives:

1. State the rationale for coronal polishing.
2. Explain the contraindications for coronal polish.
3. Differentiate between intrinsic, extrinsic stain and state the cause of each.
4. Indicate the appropriate type of polishing method.
5. State the rationale for selective polishing.
6. Describe the rationale for each step in the coronal polish procedure.
7. Identify proper ergonomics while coronal polishing.
8. Choose the correct attachment for coronal polishing.
9. Determine the type of abrasive necessary based on individual need.
10. Describe the technique for air-powder polishing.
11. Explain the types of equipment and materials used to perform a coronal polish.
12. Describe the indications for professional topical fluoride.
13. State types of topical fluoride for professional applied fluoride treatment.
14. Summarize the steps in the fluoride tray application.
15. Describe the characteristics of an ideal fluoride tray.
16. Summarize the steps in the fluoride varnish application.
17. Justify use of fluoride varnish over fluoride tray application.
18. Discuss indications for use of silver diamine fluoride.
19. Recognize formulation of SDF and distinguish the purpose of each ingredient

LAB LEARNING OBJECTIVES

Module 1

Material Covered: Ch. 16 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 the six toothbrushing techniques
4. Identify different types of dental floss and demonstrate flossing technique

Module 2

Material Covered: Ch. 11 Infection Control

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 preprocedural 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.9 Oral pathology/ Ch.15 Medical Emergencies / Ch 22 New Patient examination

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 as 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. 22 New patient examination/ Supplemental material

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. 18 The dental office/ Ch 20 Ergonomics and Instrument Transfer

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. 19 Dental instruments and tray systems

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 7

Material Covered: Ch. 19 Dental Instruments and Tray Systems/ Ch 21 Moisture control

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 8

Material Covered: Ch. 20 Ergonomics and Instrument Transfer/ Ch 21 Moisture control

Objectives:

1. Demonstrate the various transfer zones, grasps, positions, and transfer of instruments for a procedure
2. List and apply the eight rules for instrument transfer
3. Determine instrument transfer modification and how they are applied
4. Describe and demonstrate how to maintain the oral cavity
5. Explain the equipment used in the treatment of the oral cavity
6. Show techniques for moisture control and isolation

Module 9

Material Covered: Ch. 23 Anesthesia and Sedation

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. 25 Coronal Polishing and Topical Fluoride application

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. **Students must pass both lab AND lecture portions with a 77% or higher independently.**

EVALUATION*

Lecture (50% of Overall Grade)	Weighted Percentage of grade
Exam (1)	20%
Quizzes (3)	30%
Discussions (10)	20%
OSHA Dentalcare.com #342 completion	2%
Medical Emergency Role Play	5%
Final Exam	20%
Classroom participation and professionalism	3%

Lab (50% of Overall Grade)	Weighted Percentage of grade
Competencies (12)	75%
Professionalism	3%
Operatory set up guide	2%
Lab Final	20% Proposed

****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

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

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

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 **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, 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 [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. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **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.



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 are equipped with computers to support academic research and related school work; printing is available as well. 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.

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.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to 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. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

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:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their

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

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

PREGNANCY ACCOMMODATIONS

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

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

will be addressed individually.

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

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

To request pregnancy accommodations, please complete the [**Pregnancy Intake Form**](#).