



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

DAT 154
CLINICAL PROCEDURES I

Effective Term
Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

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 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 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

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:

2026-2027

- 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.
-

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. 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

IDENTIFICATION VERIFICATION:

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

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

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.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System “The Student Code” (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college’s educational mission. Students are expected to comply with all of the college’s duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under “Student Rights and Responsibilities” card then select “Student Code of Conduct” or the “Student Catalog and Handbook.”

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

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. 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. 21 Moisture Control

Assessments: Quizzes, tests, & Lab Competency

1. Define terms presented in the chapter.
2. Describe the importance of effective moisture control in clinical practice.
3. Explain appropriate aspiration/suctioning techniques given a clinical situation.
4. Demonstrate proper positioning and placement of saliva ejector, high volume evacuator, and air/water syringe.
5. Explain appropriate isolation techniques.
6. Identify and prepare a tray set-up for use of a dental dam.
7. Demonstrate placement of absorbent materials and a dental dam.
8. Identify when pharmacological methods are recommended for moisture control.

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 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. 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, and each Competency Must be passed with a 77 or better.**

EVALUATION*

Lecture Tests	40%
Lecture Quizzes	22%
Lecture Homework Assignments	15%
Lecture Final Exam	20%
<u>Lecture Professionalism</u>	<u>3%</u>
	100%

Lab Competencies	77%
Lab Final Exam	20%
<u>Lab Professionalism</u>	<u>3%</u>
	100%

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

GRADING SYSTEM:

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.

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

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 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, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers 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.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@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 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. You may also call (843) 349-5199.



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 HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

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. 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 age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law 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.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

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, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and 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.

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 sexual harassment, 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).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@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* that can be found [here](#).