



INSTRUCTIONAL PACKAGE

DHG 121

Dental Radiography
Lecture/Lab

Effective Term
AY 2020/2021
Spring 2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Spring 2021

COURSE PREFIX: DHG 121

COURSE TITLE: Dental Radiography

CONTACT HOURS: 5

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

DHG 121 introduces the Dental Hygiene student to the realm of dental radiography and the role the dental hygienist plays in this aspect of dentistry. By law a dental radiographer must be certified as recognized by the SC Board of Dentistry in exposing and processing dental radiographs on patients. This course will provide the student with the knowledge and skills to perform the duties of treatment room, instruments, and patient preparation, various exposure techniques as requested by the SC licensed dentist, receptor processing, sterilization and disinfection procedures, radiograph interpretation, patient and operator safety, and proper storage and mounting techniques. The student will also have knowledge of state and federal regulations as they pertain to dental hygienists. This course prepares the student to perform dental hygiene radiographic duties in a general or specialty dental practice.

COURSE DESCRIPTION:

This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating, and interpreting dental radiographs. Radiation safety is stressed.

PREREQUISITES/CO-REQUISITES:

PRE-REQUISITES:

3-3-4	BIO	211	Anatomy & Physiology I
3-3-4	BIO	225	General Microbiology
1-0-1	AHS	113	Head & Neck Anatomy
3-6-5	DHG	151	Dental Hygiene Principles
1-3-2	DHG	125	Tooth Morphology

CO-REQUISITES:

2-0-2	DHG	141	Periodontology
2-9-5	DHG	165	Clinical Dental Hygiene I
2-0-2	DHG	243	Nutrition
3-0-3	DHG	205	Public Speaking

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the

My Student tab.

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 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 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:

Please refer to the HGTC Dental Sciences Policies and Procedure's Manual for additional information.

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

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Dental hygienists must recognize their role as health professionals in regard to supportive duties in dental radiography. They must be efficient and well-trained in all aspects of the federal and state laws governing radiographic exposure, patient and room preparation, patient management and exposure safety and techniques, operator safety, and receptor processing. In order to safely expose patient to radiation, the dental hygienist must also understand the process of how x-rays are generated as well as being versatile in their abilities to adapt exposure techniques based the conditions the patients present for radiographic exposure. Therefore, upon completion of this course, the Expanded Duty Dental hygiene student will be competent to perform the following:

- 1) Discuss the history, dynamics, and characteristic of x-radiation
- 2) Discuss how radiation affects living tissue
- 3) Apply proper measures of radiation protection for both the patient and operator in the clinical setting

- 4) Discuss proper quality assurance tests before using x-ray equipment
- 5) Discuss preparation of the radiography room and equipment with the proper barriers for infection control and remove and clean the room when finished exposing radiographs
- 6) Discuss handling of dental radiography film to prevent cross contamination and maintain infection control procedures
- 7) Discuss the exposure of diagnostically acceptable intraoral radiographs using bisecting angle technique and paralleling technique
- 8) Discuss how to use Rinn instruments, Snap-A-Ray, Stabe holder and bitewing tabs and loops
- 9) Discuss how to expose diagnostically acceptable panoramic radiographs
- 10) Discuss the process of developing exposed film in the automatic processors
- 11) Discuss the process of duplicating x-ray films
- 12) Recognize normal anatomical structures when shown an intraoral or extraoral radiograph
- 13) Discuss the process of mounting x-ray films in clinical holders by identification of anatomical structure and shape, size, and location of teeth
- 14) Discuss the ethical issues associated with dental radiography.
- 15) Correctly interpret dental radiographs.

UNIT LECTURE AND LAB LEARNING OUTCOMES and ASSESSMENTS

LECTURE LEARNING OUTCOMES

Module 1

Material Covered: Ch. 1 Radiation History

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Summarize the importance of dental images.
2. List the uses of dental images.
3. Summarize the discovery of x-radiation.
4. Recognize the pioneers in dental x-radiation and their contributions and discoveries.
5. List the highlights in the history of x-ray equipment and film.

Module 2

Material Covered: Ch. 2 Radiation Physics

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Identify the structure of the atom
2. Discuss the difference between radiation and radioactivity
3. List the two types of ionizing radiation and give examples of each
4. List the characteristics of electromagnetic radiation
5. List the properties of x-radiation
6. Identify the component parts of the x-ray machine
7. Describe in detail how dental x-rays are produced

Module 3

Material Covered: Ch. 3 Radiation Characteristics

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Describe the effect that the kilovoltage has on the quality of the x-ray beam and identify the range of kilovoltage required for dental imaging.
2. Describe how kilovoltage affects the density and contrast of the image.
3. Describe how milliamperage influences the quantity of the x-ray beam and identify the range of milliamperage required for dental imaging.
4. Describe how milliamperage affects the density of the image and how exposure time and milliamperage are related.
5. Explain how the half-value layer determines the penetrating quality of the x-ray beam.

Module 4

Material Covered: Ch. 4 Radiation Biology

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Describe the sequence of radiation injury and list the determining factors for radiation injury.
2. Discuss the short-term and long-term effects as well as the somatic and genetic effects of radiation exposure.
3. Describe the effects of radiation exposure on cells, tissues, and organs and identify the relative sensitivity of a given tissue to x-radiation.
4. Define the units of measurement used in radiation exposure.
5. Discuss the risk versus benefit of dental images.

Module 5

Material Covered: Ch. 5 Radiation Protection

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Discuss the different types of filtration, and state the recommended total filtration for dental x-ray machines operating above and below 70 kV.
2. Describe the collimator used in dental x-ray machines and state the recommended diameter of the useful beam at the patient's skin.
3. List six ways to protect the patient from excessive radiation during x-ray exposure.
4. Discuss operator protection in terms of adequate distance, shielding, and avoidance of the useful beam.
5. Discuss radiation exposure guidelines, including radiation safety legislation, maximum permissible dose (MPD), and the ALARA concept.

Module 6

Material Covered: Ch. 6 Dental X-Ray Equipment

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Discuss the regulation of dental x-ray machines at the federal, state, and local levels.
2. Recognize dental x-ray machines used for intraoral and extraoral exposures.
3. Describe a portable dental x-ray unit and how operator exposure is limited during use.
4. Identify the component parts of the dental x-ray machine.
5. Describe the purpose and use of dental x-ray receptor holders, beam alignment devices, and collimating devices.

Module 7

Material Covered: Ch. 7 Dental X-Ray film

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Discuss why the radiographer should be familiar with dental x-ray film.
2. List the different types and sizes of x-ray film used in dentistry.
3. Discuss film speed and duplicating film.
4. Define intraoral and extraoral film usage and the film packaging.
5. Describe the use of intensifying screens and cassettes.

Module 8

Material Covered: Ch. 8 Dental X-Ray Image Characteristics

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Differentiate between radiolucent and radiopaque areas on a dental image.
2. Describe a diagnostic dental image.
3. List the factors that influence density and contrast.
4. Describe a stepwedge and explain its function.
5. List the factors that influence sharpness, magnification, and distortion.

Module 9

Material Covered: Ch. 9 Film Processing

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Discuss the advantages of automatic and manual film processing.
2. List and discuss the four procedural steps for automatic film processing.
3. List the four basic ingredients of the fixer and developer solution.
4. Discuss room lighting and safelighting in the darkroom.
5. Discuss the equipment requirements and procedural steps for film duplication.
6. Describe film processing problems that result from film handling errors.

Module 10

Material Covered: Ch. 10 Quality Assurance in the Dental Office

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. List quality control tests and quality administration procedures that should be included in the quality assurance plan.
2. Discuss the purpose and frequency of testing dental x-ray machines.
3. Describe the test used to check the automatic processor and darkroom light leaks; discuss the frequency of testing and the interpretation of test results.
4. Discuss quality control tests needed for digital imaging procedures.
5. Detail the importance of operator competence in dental radiographic procedures.

Module 11

Material Covered: Ch. 11 Dental Images and the Dental Radiographer

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Discuss the importance, uses, and benefits of dental images
2. List examples of common dental conditions that may be evident on a dental image.
3. List the duties and responsibilities that may be assigned to the dental radiographer.

Module 12

Material Covered: Ch. 12 Patient Relations and the Dental Radiographer

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Discuss verbal, nonverbal, and listening skills, and explain how each can be used to enhance communication.
2. Define a relationship of trust between the dental professional and the patient.
3. Discuss the importance of first impressions, chairside manner, and attitude and explain how each can enhance patient relations

Module 13

Material Covered: Ch. 13 Patient Education and the Dental Radiographer

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Summarize the importance of educating patients about dental images.
2. List the three methods that can be used by the dental radiographer to educate patients about dental images.
3. Answer common patient questions about the need for dental images, x-ray exposure, the safety of dental x-rays, digital imaging, and other miscellaneous concerns.

Module 14

Material Covered: Ch. 14 Legal Issues and the Dental Radiographer

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. List federal and state regulations affecting the use of dental x-ray equipment and describe the general application of federal and state regulations relating to the dental auxiliary.
2. Describe licensure requirements for exposing dental images.
3. Describe ways to obtain informed consent from a patient.
4. Describe the patient's rights with regard to the dental record.
5. Describe the legal implications of patient refusal to have dental x-ray images exposed.

Module 15

Material Covered: Ch. 15 Infection control and the Dental Radiographer

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Describe the infection control procedures necessary before, during, and after x-ray exposure.
2. Discuss personal protective equipment (PPE), hand hygiene, sterilization and disinfection
3. Describe the infection control procedures that are necessary for film processing.

Module 16

Material Covered: Ch. 16 Introduction to Dental Imaging Examinations

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Describe the purpose, the type of receptor, and the technique used for each of the three types of intraoral imaging examinations.
2. List the general diagnostic criteria for intraoral images.
3. Discuss and describe different types of dental images that may be prescribed.

Module 17

Material Covered: Ch. 17 Paralleling Technique

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. State the basic principle of the paralleling technique and illustrate the placement of the receptor, beam alignment device, position-indicating device (PID), and central ray.
2. Discuss how object-receptor distance affects the image and how target-receptor distance is used to compensate for such changes.
3. Describe the different sizes of receptors used with the paralleling technique and how each receptor is placed in the bite-block.
4. Discuss the exposure sequence for 15 periapical receptor placements using the paralleling technique; describe each of the 15 periapical receptor placements recommended for use with the Rinn XCP instruments.

Module 18

Material Covered: Ch. 18 Bisecting Technique

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. State the basic principles and rules of the bisecting technique and illustrate the location of the receptor, tooth, imaginary bisector, central ray, and position-indicating device (PID).
2. Describe the receptor size and types of devices used with the bisecting technique.
3. Describe correct and incorrect vertical and horizontal angulation.
4. Discuss the exposure sequence used for the 14 periapical receptor placements used in the bisecting technique.

Module 19

Material Covered: Ch. 19 Bite-Wing Technique

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Describe the purpose and basic principles of the bite-wing image.
2. Describe the appearance of opened and overlapped contact areas on a bite-wing image.
3. List ways and sizes of receptors used in the bite-wing technique and identify which one is recommended for bite-wing exposures.
4. Describe correct and incorrect horizontal angulation.
5. Discuss the exposure sequence and receptor sizes for a complete mouth series (CMS) that includes both periapical and bite-wing exposures.

Module 20

Material Covered: Ch. 20 Exposure and Technique Errors

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Identify and describe the appearance of the following exposure errors: unexposed receptor, film exposed to light, overexposed receptor, incorrect receptor placement, underexposed receptor, and absence of apical structures.
2. Describe correct and incorrect horizontal and vertical angulation.
3. Identify and describe the appearances of the following miscellaneous technique errors: bending, creasing, debris accumulation, phalangioma, double image, movement, and reversed/backward placement.

Module 21

Material Covered: Ch. 21 Occlusal and Localization Techniques

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Describe the purpose and uses of occlusal examination.
2. State the recommended angulations for maxillary and mandibular occlusal radiographs.
3. State the purpose of localization techniques and list their uses.
4. Describe the buccal object rule and right-angle technique.

Module 22

Material Covered: Ch. 22 Panoramic Imaging

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Describe the purpose, uses, and fundamentals of panoramic imaging.
2. Describe the equipment used in panoramic imaging.
3. Discuss the advantages and disadvantages of diagnostic panoramic imaging.

Module 23

Material Covered: Ch. 25 Digital Imaging

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Describe the purpose, types, uses, and fundamentals of digital imaging.
2. List and describe the equipment used in digital imaging.
3. List and discuss the advantages and disadvantages of digital imaging.

Module 24

Material Covered: Ch. 27 Normal Anatomy of Intraoral Images

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. State the difference between cortical and cancellous bone.
2. Identify and describe the normal anatomic landmarks of the maxilla and mandible on a human skull and dental imaging.
3. Identify and describe the appearance of normal tooth anatomy and supporting structures as viewed on dental images; identify each normal tooth structure as radiolucent or radiopaque as

viewed on dental images.

4. Identify the primary teeth and eruption patterns of the permanent teeth as viewed on dental images.

Module 25

Material Covered: Ch. 28 Film Mounting and Viewing

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Describe how the identification dot is used to determine film orientation.
2. List and describe two methods and step-by-step procedures of film mounting and identify the preferred method.

Module 26

Material Covered: Ch. 29 Normal Anatomy of Panoramic Images

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Identify and describe the bony landmarks of the maxilla and mandible and surrounding structures as viewed on the panoramic image.
2. Identify air spaces and soft tissues as viewed on the panoramic image.

Module 27

Material Covered: Ch. 30 Introduction to Image Interpretation

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Discuss the difference between interpretation and diagnosis of images.
2. Describe when and where dental images are interpreted and how they are documented.
3. Describe how interpretation can be used to educate the dental patient about the importance and use of dental images.

Module 28

Material Covered: Ch. 31 Descriptive Terminology

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Define descriptive terminology, describe why the dental professional should use descriptive terms, and differentiate between descriptive terminology and diagnosis.
2. Define the terms radiolucent, radiopaque, unilocular, multilocular, inter-radicular, edentulous zone, pericoronal, and alveolar bone loss.
3. Identify radiolucent and radiopaque lesions on a dental image in terms of appearance, location, and size.

Module 29

Material Covered: Ch. 32 Identification of Restorations, Dental Materials, and Foreign Objects

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Discuss the importance of interpreting dental images while the patient is present.
2. On dental images, identify and describe the appearance of the following restorations and

images: amalgam, gold, stainless steel and chrome, post and core, porcelain, porcelain-fused-to-metal, composite, metallic pins, gutta percha, silver points, orthodontic bands, dental implants, bone grafts, and acrylic.

3. On dental images, identify and describe the appearance of the following: earrings, necklaces, nose jewelry, eyeglasses, patient napkin chains, hearing aids, shrapnel, and other miscellaneous objects.

Module 30

Material Covered: Ch. 33 Interpretation of Dental Caries

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Explain why caries appears radiolucent on a dental image.
2. Discuss the importance of dental caries in relation to the clinical examination.
3. Detail the following classification of caries on dental images: incipient, moderate, and severe occlusal caries.
4. Identify and describe the appearance of the following: buccal, lingual, root surface, recurrent, rampant caries, cervical burnout, restorative materials, attrition, and abrasion.

Module 31

Material Covered: Ch. 34 Interpretation of Periodontal Disease

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Describe the healthy periodontium.
2. Describe the type of dental images that should be used to document periodontal disease and the preferred exposure technique.
3. State the difference between horizontal bone loss, vertical bone loss, localized bone loss and generalized bone loss.
4. List predisposing factors for periodontal disease and recognize and describe the appearance of calculus on dental images.

Module 32

Material Covered: Ch. 35 Interpretation of Trauma, Pulpal Lesions, and Periapical Lesions.

Assessment: Homework, Competencies, Test, Quizzes, Final Exam

Objectives:

1. Describe and identify the appearance of crown, root, jaw fractures, luxation and an avulsed tooth, external and internal resorption, pulpal sclerosis, pulp canal obliteration, and pulp stones as viewed on a dental image.
2. Discuss periapical radiolucencies and describe the appearance of periapical granuloma, cyst, and abscess as viewed on a dental image, as well as explain what is necessary to establish a definitive diagnosis.
3. Discuss periapical radiopacities and describe and identify the appearance of condensing osteitis, sclerotic bone, and hypercementosis as viewed on a dental image.

LAB LEARNING OUTCOMES

Module 1

Material Covered: Introduction to Radiology Lab & Expose Bitewing Images. Mounting Bitewing Radiographs

Objectives:

1. Introduction to radiology lab equipment
2. Review safety procedures for both the dental radiographer and the patient
3. Describe the infection control procedures necessary before, during, and after x-ray exposure.
4. Expose horizontal bitewings w/o XCP on the manikin and demonstrate proper mounting.

Module 2

Materials Covered: Expose Horizontal Bitewing Images.

Objectives:

1. Demonstrate the ability to expose and mount horizontal bite-wing radiographs on manikin using bite-wing tabs and XCP.
2. Describe and demonstrate how to differentiate between open and overlapped contact areas on a bite-wing image.
3. Explain the various sizes of receptors used in the bite-wing technique and identify which one is recommended for bite-wing exposures.
4. Describe correct and incorrect horizontal angulation.

Module 3

Material Covered: Expose Vertical Bitewing Images

Objectives:

1. Demonstrate the ability to expose and mount vertical bite-wing radiographs on manikin with bite-wing tabs and XCP.
2. Describe and demonstrate how to differentiate between open and overlapped contact areas on a bite-wing image.
3. Explain the various sizes of receptors used in the bite-wing technique and identify which one is recommended for bite-wing exposures.
4. Describe correct and incorrect horizontal angulation.

Module 4

Materials Covered: Bisecting Technique

Objectives:

1. Demonstrate the basic principles and rules of the bisecting technique and illustrate the location of the receptor, tooth, imaginary bisector, central ray, and position-indicating device (PID).
2. Describe the receptor size and types of devices used with the bisecting technique.
3. Describe correct and incorrect vertical and horizontal angulation.

Module 5

Material Covered: Mounting a Full-mouth Series of Images

Objectives:

1. Discuss the importance of normal anatomy in mounting images.
2. Demonstrate the ability to mount a full-mouth set of images.

3. Follow the proper order
4. Learn the exposure sequence and mounting used for the 14 periapical receptor placements used in taking a FMX.

Module 6

Material Covered: Assembly of the XCP

Objectives:

1. Demonstrate the ability to assemble the XCP in a timely manner
2. Accurate placement of XCP for taking periapical images using the manikin.
3. Accurate placement of the XCP for taking bitewing images using the manikin.

Module 7

Material Covered: Paralleling Technique

Objectives:

1. State the basic principles and rules of the bisecting technique and illustrate the location of the receptor, tooth, imaginary bisector, central ray, and position-indicating device (PID).
2. Describe the receptor size and types of devices used with the bisecting technique.
3. Describe correct and incorrect vertical and horizontal angulation and how to correct errors.
4. Demonstrate the exposure sequence used for the 14 periapical receptor placements used in the bisecting technique.

Module 8

Material Covered: Panoramic Imaging

Objectives:

1. Describe the purpose, uses, and fundamentals of panoramic imaging.
2. Describe the equipment used in panoramic imaging.
3. Describe and demonstrate patient preparation, equipment preparation, and patient positioning procedures needed before exposing a panoramic projection.
4. Identify landmarks on a panoramic projection.

Module 9

Material Covered: Occlusal Film

Objectives:

1. Describe and demonstrate the equipment preparations that are necessary before using the occlusal technique.
2. Expose the mandibular and maxillary occlusal film using the correct angulation on the manikin.
3. Interpret the landmarks and artifacts seen on an occlusal film.

****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*

Lecture	60% of final grade
Quizzes	25% of lecture grade
written tests	45% of lecture grade
Final Exam	20% of lecture grade
Homework	10% of lecture grade
LAB	40% of final grade
Lab final radiographs	20% of lab grade
Competencies	70% of lab grade
Daily Lab evaluation	10% 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 in both the laboratory and lecture portion of the course is 77%.

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 appointments using TutorTrac, visit the Student Services tab in WaveNet. 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.



CENTRAL 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!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

STUDENT TESTING:

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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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.

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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

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.

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

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

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu