



INSTRUCTIONAL PACKAGE

DHG121
Dental Radiography

Effective Term
Spring 2026

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Spring 2026

COURSE PREFIX: DHG121

COURSE TITLE: Dental Radiography

CONTACT HOURS: 5

CREDIT HOURS: 4

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

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

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

ADDITIONAL REQUIREMENTS:

Basic calculator- \$1.25 (a cell phone or tablet calculator cannot be used)

TECHNICAL REQUIREMENTS:

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

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION

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

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

* Please refer to the HGTC Dental Sciences Program Manual for additional policies on classroom etiquette.

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

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

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 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 4

Material Covered: Ch. 4 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 5

Material Covered: Ch. 5 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 6

Material Covered: Ch. 6 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 step wedge and explain its function.
5. List the factors that influence sharpness, magnification, and distortion.

Module 7

Material Covered: Ch. 7 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 8

Material Covered: Ch. 8 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 9

Material Covered: Ch. 9 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 10

Material Covered: Ch. 10 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 safe-lighting 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 11

Material Covered: Ch. 11 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 12

Material Covered: Ch. 12 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 13

Material Covered: Ch. 13 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 14

Material Covered: Ch. 14 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 15

Material Covered: Ch. 15 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 regarding the dental record.
5. Describe the legal implications of patient refusal to have dental x-ray images exposed.

Module 16

Material Covered: Ch. 16 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 of radiology armamentarium.
3. Describe the infection control procedures that are necessary for film processing.

Module 17

Material Covered: Ch. 17 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 18

Material Covered: Ch. 18 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 19

Material Covered: Ch. 19 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 20

Material Covered: Ch. 20 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 21

Material Covered: Ch. 21 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 22

Material Covered: Ch. 22 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 23

Material Covered: Ch. 23 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 24

Material Covered: Ch. 24 Imaging of Patients with Special Needs

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

Objectives:

1. List the areas of the oral cavity that are most likely to elicit the gag reflex when stimulated
2. List two precipitating factors responsible for initiating the gag reflex
3. Describe common physical disabilities and what modifications in technique may be necessary during the imaging examination
4. Describe the use of receptor placement modifications and recommended periapical technique during endodontic procedures. (root canal)
5. List and describe the three types of imaging examination that may be used for the edentulous patient

Module 25

Material Covered: Ch. 25 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 26

Material Covered: Ch. 26 Extraoral Imaging

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

Objectives:

1. Define key terms associated with extraoral imaging
2. Describe the purpose and uses of extraoral imaging
3. Describe the equipment used in extraoral imaging
4. Detail the equipment and patient preparations necessary before exposing an extraoral projection

Module 27

Material Covered: Ch. 27 Three Dimensional Digital Imaging

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

Objectives:

1. Define the key terms associated with three dimensional digital imaging
2. Describe the fundamentals of three dimensional digital imaging
3. Describe the training needed and equipment used in three dimensional digital imaging
4. Discuss common uses of three dimensional digital imaging
5. Identify advantages and disadvantages of three dimensional digital imaging

Module 28

Material Covered: Ch. 28 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 29

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 30

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 31

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 32

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 33

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 34

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 35

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. Bitewing Images with no XCP. Mounting Bitewing Radiographs

Assessment: Activities, Competencies

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.

Assessment: Activities, Competencies

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; incorrect horizontal angulation, incorrect vertical angulation, incorrect receptor placement, and cone cut errors.

Module 3

Material Covered: Expose Vertical Bitewing Images

Assessment: Activities, Competencies

Objectives:

1. Demonstrate the ability to expose and mount vertical bite-wing radiographs on manikin with 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

Assessment: Activities, Competencies

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

Assessment: Activities, Competencies

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 16 periapical receptor placements used in taking a FMX.

Module 6

Material Covered: Assembly of the XCP

Assessment: Activities, Competencies

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

Assessment: Activities, Competencies

Objectives:

1. State the basic principles and rules of the paralleling technique and illustrate the location of the receptor, tooth, central ray, and position-indicating device (PID).
2. Describe the receptor size and types of devices used with the paralleling technique.
3. Describe correct incorrect vertical and horizontal angulation and how to correct receptor placement and cone cut errors.
4. Demonstrate the exposure sequence used for the 16 periapical receptor placements used in the Paralleling technique.
5. Identify landmarks on a full mouth series projection including the bite-wings.

Module 8

Material Covered: Panoramic Imaging

Assessment: Activities, Competencies

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

Assessment: Activities, Competencies

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.

Module 10

Material Covered: NOMAD Training

Assessment: Activities, Competencies

Objectives:

1. Describe and demonstrate the proper use, patient safety, and operator safety while using the NOMAD.
2. Demonstrate correct usage by exposing images on a radiology manikin with the NOMAD.

****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*

<u>Lecture</u>	<u>60% of final grade</u>
Quizzes	23% of lecture grade

Tests	45% of lecture grade
Final Exam	20% of lecture grade
Homework	10% of lecture grade
Professionalism	2% of lecture grade
LAB	40% of final grade
Lab final	22% of lab grade
Competencies	75% of lab grade
Daily Lab evaluation	3% of lab grade
Total	100%

****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 your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information**

Sheet.

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at 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 to all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option # 1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

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

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

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

Testing candidates must make their appointments 24 hours in advance.

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

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they

are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Student and prospective student inquiries concerning Title IX and its application to the College or any student decision may be directed to the Vice President for Student Affairs.

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PREGNANCY ACCOMMODATIONS

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

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

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

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

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).