



DHG 143  
Dental Pharmacology

202110  
Fall/2021

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 202110

COURSE PREFIX: DHG 243

COURSE TITLE: Dental Pharmacology

CONTACT HOURS: 2

CREDIT HOURS: 2

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

For dental hygienists to accurately treat their patients, they must be knowledgeable of the various medications that their patients may be taking. Dental hygienists are called on to complete medication and health histories, administer certain medications, provide counseling about oral hygiene, and, in some states, prescribe medications and provide counseling about medications. This course will provide the dental hygiene student the necessary knowledge of pharmacology to assess for medical illness, adverse reactions, and drug interactions that may affect oral health care and treatment.

### **COURSE DESCRIPTION:**

This course provides a study of drugs used in dentistry. Emphasis is placed on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration, and indications/contraindications for the use of the drug. A study of dental anesthetics is included.

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

#### **PREREQUISITES:**

DHG 175 Clinical Dental Hygiene II

DHG 239 Dental Assisting for Dental Hygienists

PSY 201 General Psychology

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

DHG 140 General & Oral Pathology

DHG 230 Public Health Dentistry

DHG 241 Integrated Dental Hygiene I

DHG 255 Clinical Dental Hygiene III

### **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:**

2021-2022

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
MyHGTC and college email access.

### **STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignments and/or one (1) virtual events to support student identification verifications. Please refer to your Instructor Information Sheet for information regarding this requirement.

### **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate. Refer to the HGTC Dental Sciences Program Manual for additional policies on classroom etiquette.

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

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

Upon completion of the content presented in this course, the student will be able to:

1. Discuss the basic principles of drug absorption and excretion.
2. Discuss the most common mechanisms of drug action.
3. Describe the overall function and anatomical differences of the autonomic and somatic nervous system.
4. Discuss the various medications that are used in dentistry with reference to:
  - Local anesthetics
  - General anesthetics
  - Antimicrobial medications
  - Nonnarcotic analgesics
  - Narcotic analgesics
  - Sedative-hypnotic medications
  - Fluorides
  - Vitamins and minerals
5. Discuss the treatment of the following conditions, the medications used to treat them, and the oral implications of each:
  - Oral conditions
  - Cardiovascular disease
  - Gastrointestinal disorders
  - Respiratory disorders
  - Endocrine disorders
  - Seizure disorders
  - Infectious diseases
  - Psychiatric disorders

- Substance abuse
6. Discuss the medications utilized in the various medical emergencies that may occur in the dental office.
  7. Describe the indications and contraindications for use of anesthetics in dentistry.
  8. Know the different adverse reactions to drugs and the treatment for each of them.
  9. Know the basic principles of prescription writing and the most common abbreviations used in prescriptions.
  10. Know the different schedules for drugs used by the Drug Enforcement Administration and be able to give examples of drugs in each schedule.
  11. Identify common drugs used in dentistry in regard to their trade or generic name, major action, and common side effects.
  12. Differentiate between the various types of analgesia and anesthesia.
  13. Know the possible effects of drugs used during pregnancy and lactation.
  14. Know the basic principles of drug interactions.
  15. Discuss the possible interactions of drugs commonly used in dentistry.

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

### **Module 1**

**Materials Covered:** *Haveles*, Ch. 1 Information, Sources, Regulatory Agencies, Drug Legislation, and Prescription Writing

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Discuss the history of pharmacology and its relationship to the dental hygienist.
2. List where detailed and updated information on medications can be found.
3. Define the ways in which drugs are named and the significance of each.
4. Define generic equivalence and how it is related to drug substitution.
5. Describe the acts and agencies within the federal government designed to regulate drugs.
6. Identify the four phases of clinical evaluation involved in drug approval. and the five schedules of drugs.
7. Discuss the history of drug legislation, including:
  - List the five schedules of controlled substances
  - Explain package inserts and black box warnings
  - Differentiate between labeled and off-label uses
  - Explain orphan drugs and drug recalls

### **Module 2**

**Materials Covered:** *Haveles*, Ch. 2 Drug Action and Handling

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Differentiate dose, potency, and efficacy in the context of the actions of drugs.
2. Explain the pharmacologic effect of a drug.
3. Discuss the major steps of pharmacokinetics: absorption, distribution, metabolism, and excretion.
4. Explain how altering absorption, distribution, metabolism, and excretion can affect clinical pharmacokinetics.
5. Explain how half-life relates to clinical pharmacokinetics.
6. Provide example of factors that may alter the effect of a drug.

7. Summarize the various routes of drug administration and the common dose forms used.

### **Module 3**

**Materials Covered:** *Havelas*, Ch. 3 Adverse Reactions

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Define an adverse drug reaction and name five categories of reaction.
2. Discuss the risk-to-benefit ratio of the use of a drug for therapeutic effect and its potential adverse reactions.
3. Explain how the toxic effects of drugs are evaluated.
4. Discuss the importance of recognizing adverse drug effects.

### **Module 4**

**Materials Covered:** *Havelas*, Ch. 4 Autonomic Drugs

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Identify the major components and functional organization of the autonomic nervous system.
2. Discuss the pharmacologic effects, adverse reactions, contraindications, and dental considerations of cholinergic agents which are part of the parasympathetic autonomic nervous system.
3. Discuss the pharmacologic effects, adverse reactions, contraindications, and dental considerations of anticholinergic agents which are part of the parasympathetic autonomic nervous system.
4. Discuss the major neurotransmitters in the sympathetic autonomic nervous system and the importance of receptors.
5. Discuss the pharmacologic effects, adverse reactions, contraindications, and dental considerations of adrenergic agents and list several specific adrenergic agents.
6. Explain the workings of adrenergic blocking agents and neuromuscular blocking agents.

### **Module 5**

**Materials Covered:** *Havelas*, Ch. 5 Nonopioid (Nonnarcotic) Analgesics

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Describe pain and its purpose and main components.
2. Discuss the classification of analgesic agents and the chemistry, pharmacokinetics, pharmacologic effects, adverse reactions, toxicity, drug interactions, and uses of aspirin.
3. Define the term *nonsteroidal antiinflammatory drug* and discuss the chemistry, pharmacokinetics, pharmacologic effects, adverse reactions, toxicity, drug interactions, uses, and several examples of these drugs.
4. Discuss the properties, pharmacologic effects, adverse reactions, drug interactions, uses, and dosing of acetaminophen.
5. Explain the disease known as *gout* and summarize the drugs used to treat it

### **Module 6**

**Materials Covered:** *Havelas*, Ch. 6 Opioid (Narcotic) Analgesics and Antagonists

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Explain the classification, mechanism of action, and pharmacokinetics of opioids.
2. List and describe the pharmacologic effects and potential adverse reactions of opioids.
3. Discuss the addiction potential of opioids, including treatment.
4. Name and explain the analgesic actions of the most common opioid agonists.

5. Discuss the actions of and provide examples of the mixed opioids.
6. Summarize the mechanism of action and adverse reactions of tramadol.
7. Apply the use of opioids to dentistry.

### **Module 7**

**Materials Covered:** *Haveles*, Ch. 7 Antiinfective Agents

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Outline the history and basic principles of infection and its relevance to dentistry, including:
  - Define the terms pertinent to a discussion about infection.
  - Identify the factors that determine the likelihood of an infection.
  - Describe the importance of cultures and sensitivity in relation to infections.
  - Discuss the reasons an understanding of “resistance” is important with regard to infections.
2. Summarize the principal indications for the use of antimicrobial agents.
3. Name and describe the major adverse reactions and disadvantages associated with the use of antiinfective agents.
4. Discuss penicillins, macrolides, tetracyclines, cephalosporins—their chemical makeup, properties, mechanisms of action, uses, and potential adverse reactions—and name several specific types of each.
5. Name and describe two other types of antibiotics and antiinfectives, including their chemical makeup, properties, mechanism of action, potential adverse reactions, and uses.
6. Discuss the rationale for the use of antiinfective agents in dentistry.
7. Discuss antimicrobial agents for nondental uses including their pharmacokinetics, mechanism of action, adverse reactions, and spectrum of use.
8. Describe the drugs used to treat tuberculosis and the difficulties this disease presents.
9. Discuss the use of topical antibiotics in dentistry.
10. Summarize the concept and practice of antibiotic prophylaxis in dentistry.

### **Module 8**

**Materials Covered:** *Haveles*, Ch. 8 Antifungal and Antiviral Agents

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Name several types of antifungal agents and discuss their indications in dentistry and potential adverse reactions.
2. Discuss the use of antiviral agents in the treatment of herpes simplex.
3. Describe the various drugs and drug combinations used to treat acquired immunodeficiency syndrome.
4. Describe the various drugs used to treat chronic hepatitis.

### **Module 9**

**Materials Covered:** *Haveles*, Ch. 10 General Anesthetics

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Summarize the history of general anesthesia in dentistry.
2. Describe how general anesthesia works and the stages and planes involved, as well as possible adverse reactions associated with its use.
3. Compare and contrast the classifications of general anesthesia.

4. Discuss the use of nitrous oxide in dentistry, including how it works, the pharmacologic effects, adverse reactions, and contraindications.
5. Name and describe several types of halogenated hydrocarbons.
6. List the goals of surgical anesthesia and the importance of using balanced general anesthesia.

### **Module 10**

**Materials Covered:** *Haveles*, Ch. 11 Antianxiety Agents

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Discuss the value of patient relaxation in dentistry.
2. Describe the pharmacokinetics, mechanism of action, pharmacologic effects, adverse reactions, drug interactions, medical uses and dental relevance of the benzodiazepines and barbiturates.
3. Name and briefly describe the mechanism of action of the nonbenzodiazepine-nonbarbiturate sedative-hypnotics and the nonbenzodiazepine-nonbarbiturate receptor agonists.
4. Name a melatonin receptor agonist and summarize its actions.
5. Explain the workings of the centrally acting muscle relaxants and how they are used.
6. Name and briefly describe a few of the miscellaneous muscle relaxant agents that can be used.
7. Discuss some general precautions about which the dental practitioner should be aware with the use of antianxiety agents.

### **Module 11**

**Materials Covered:** *Haveles*, Ch. 12 Drugs for the Treatment of Cardiovascular Diseases

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Identify the dental implications of cardiovascular disease including the contraindications to treatment, vasoconstrictor use and its relationship to periodontal disease.
2. Describe heart failure and identify drugs commonly used to treat it, including the mechanisms of action, pharmacologic effects, and adverse reactions.
3. Discuss the use of digoxin and the management of dental patients taking it.
4. Define arrhythmia and dysrhythmia and describe how the heart maintains its normal rhythm.
5. Describe the classifications, mechanisms of action, adverse reactions, and uses of antiarrhythmic agents and identify the issues to consider in dental treatment.
6. Define angina pectoris and describe the types of drugs used to treat it; identify the dental implications of these drugs.
7. Define hypertension, describe the categories it is divided into and identify its treatment with the various types of antihypertensive agents, including:
  - Describe the mechanisms of action, pharmacologic effects, adverse reactions, and uses of the various antihypertensive agents.
  - Identify potential drug interactions and the dental implications of these drugs.
  - Discuss the management of dental patients taking these drugs.
8. Define hyperlipidemia and hyperlipoproteinemia and summarize the types of drugs used to restore cholesterol homeostasis in the body including the dental implications of their use.
9. Describe the role of warfarin in blood coagulation and the potential adverse reactions and interactions associated with its use.
10. Identify several other drugs that affect blood coagulation.

### **Module 12**

**Materials Covered:** *Haveles*, Ch. 13 Drugs for the Treatment of Gastrointestinal Disorders

**Assessments:** Quizzes and Tests

**Objectives:**

1. Summarize the most common types of gastrointestinal diseases and their impact on oral health care.
2. Name and describe the types of drugs used to treat gastrointestinal diseases, their uses, adverse reactions, drug interactions and any implications to dentistry, including,
  - Discuss the role of H<sub>2</sub>-receptor blockers in the treatment of peptic ulcer disease and gastroesophageal reflux disease.
  - Discuss the role of proton pump inhibitors and antibiotics in the treatment of peptic ulcer disease and gastroesophageal reflux disease.
  - Describe the role of antacids in the treatment of peptic ulcer disease and gastroesophageal reflux disease.
3. Discuss several miscellaneous gastrointestinal drugs that can be used and their possible side effects.
4. List the different types of laxatives and know the advantages and disadvantages of each.
5. List the medications used to treat diarrhea.
6. Define the term antiemetic and give examples of drugs used to treat vomiting and nausea.
7. Discuss the medications used to manage chronic inflammatory bowel disease (IBD).

**Module 13**

**Materials Covered:** *Haveles*, Ch. 14 Drugs for the Treatment of Seizure Disorders

**Assessments:** Quizzes and Tests

**Objectives:**

1. Define epilepsy and briefly summarize the various types of seizures.
2. Discuss drug therapy of patients with epilepsy and describe the general adverse reactions to antiepileptic agents.
3. Summarize the pharmacologic effects, adverse reactions, and drug interactions of the main antiepileptics—valproate, lamotrigine, levetiracetam, oxcarbazepine, carbamazepine, and phenytoin.
4. Discuss ethosuximide and benzodiazepines (two miscellaneous antiepileptics) and describe the workings of each.
5. Provide several examples of new types of antiepileptics, including the mechanism of action, indications, and adverse reactions of each.
6. Outline the dental treatment of patients with epilepsy.

**Module 14**

**Materials Covered:** *Haveles*, Ch. 15 Drugs for the Treatment of Central Nervous System Disorders

**Assessments:** Quizzes and Tests

**Objectives:**

1. Name and describe the three categories of functional disorders discussed in this chapter.
2. Outline some basic precautions that the dental health care professional should keep in mind when treating patients with psychiatric disorders.
3. Discuss antipsychotic agents and their mechanism of action as well as the following:
  - Identify first generation antipsychotics and their adverse reactions
  - Identify second generation antipsychotics, their adverse effects, drug interactions, uses and dental implications.
4. Discuss antidepressant agents, including:
  - Describe the mechanism of action and adverse reactions of selective serotonin reuptake inhibitors.
  - Describe the mechanism of action and adverse effects of serotonin norepinephrine reuptake inhibitors.



- Describe the mechanism of action, adverse reactions, and drug interactions of the tricyclic antidepressants.
5. Name several other types of antidepressants and their possible adverse reactions and dental implications.
  6. List several drugs used to treat bipolar disorder.

### **Module 15**

**Materials Covered:** *Havel's*, Ch. 16 Adrenocorticosteroids

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Define adrenocorticosteroids and describe how the body releases them.
2. Summarize the classification, administration, mechanism of action, and pharmacologic effects of adrenocorticosteroids.
3. Describes the various adverse reactions and uses of adrenocorticosteroids, including their application to dentistry.
4. List several examples of corticosteroid products and describe the ways in which they are differentiated.
5. List several dental implications to the use of steroids.

### **Module 16**

**Materials Covered:** *Havel's*, Ch. 17 Drugs for the Treatment of Respiratory Disorders and Treatment of Rhinitis

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Summarize the two groups of respiratory diseases.
2. Name and describe the mechanisms of action of several types of drugs used to treat respiratory diseases.
3. Discuss the types of drugs used to treat respiratory infections, including the implications to dentistry.
4. Define allergic rhinitis and describe the dental implications, pharmacologic effects, adverse reactions, and toxicity of antihistamines.
5. Describe the dental implications, pharmacologic effects, and adverse reactions of the intranasal corticosteroids.
6. Discuss montelukast, cromolyn sodium, and ipratropium bromide and describe their role in treating allergic rhinitis. Also describe the adverse reactions of ipratropium bromide.
7. Describe the use of decongestants, including:
  - Discuss the pharmacologic effects, adverse reactions and uses in treating allergies.
  - Discuss the use of intranasal decongestants as an alternative to oral decongestants.

### **Module 17**

**Materials Covered:** *Havel's*, Ch. 18 Drugs for the Treatment of Diabetes Mellitus

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Describe the importance of the hormones released by the endocrine glands in maintaining homeostasis, including:
  - a. Discuss the two primary hormones secreted by the pancreas and their role in relation to diabetes mellitus.

- b. Define diabetes mellitus and describe the two types of this disease, its complications, and issues involving dentistry, cautions and contraindications in the treatment of patients with diabetes.
2. Describe the systemic complications of diabetes and the evaluation of the dental patient with diabetes.
3. Discuss the goals of therapy and describe the types of drugs used to treat diabetes.
4. Discuss the dental concerns associated with antidiabetic therapy.
5. Discuss four new drugs being used to treat diabetes and summarize their mechanism of action and possible adverse effects.
6. Discuss the treatment of hypoglycemia.

### **Module 18**

**Materials Covered:** *Haveles*, Ch. 19 Drugs for the Treatment of Other Endocrine Disorders

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Discuss pituitary hormones, the functions of the anterior and posterior pituitary glands and describe the negative feedback mechanism that takes place in endocrine glands.
2. Provide an overview of the thyroid hormones, conditions known as hypothyroidism and hyperthyroidism and antithyroid drugs.
3. Summarize the major female and male sex hormones and describe several types of hormonal contraceptives.
4. Discuss other agents that affect sex hormone systems.

### **Module 19**

**Materials Covered:** *Haveles*, Ch. 20 Antineoplastic Drugs

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Discuss antineoplastic agents and summarize their use, mechanisms of action, and classification.
2. Describe several adverse drug effects associated with antineoplastic agents.
3. Discuss the dental implications of patients planning to take or actively taking antineoplastic drugs.

### **Module 20**

**Materials Covered:** *Haveles*, Ch. 21 Emergency Drugs

**Assessments:** Quizzes and Tests

#### **Objectives:**

1. Summarize the general measures a dental professional should follow to train for an emergency, including:
  - Describe the necessary preparation for treatment in the event of an emergency.
  - List what can be done to help minimize the occurrence of an emergency in the dental office.
  - List the steps that should be followed if an emergency does occur in the dental office.
2. Name and describe several categories of emergencies and provide common examples within each category.
3. List the critical drugs to include in a dental office emergency kit and several examples of second- or third-level drugs that would be optional.
4. Name several pieces of equipment that would be included in the emergency kit.

### **Module 21**

**Materials Covered:** *Haveles*, Ch. 22 Pregnancy and Breastfeeding

**Assessments:** Quizzes and Tests

**Objectives:**

1. List the two main concerns in the administration of drugs during pregnancy.
2. Describe the pregnancy trimesters in relation to dental treatment, define teratogenicity, outline the Food and Drug Administration's pregnancy categories for drugs, and discuss how breastfeeding affects dental drug use.
3. Name several types of local anesthetic, antiinfective, and antianxiety agents and state their indications or contraindications for pregnant women.

**Module 22**

**Materials Covered:** *Havelas*, Ch. 23 Substance Abuse

**Assessments:** Quizzes and Tests

**Objectives:**

1. Define abuse and misuse and be familiar with the terms relating to drug abuse that are used in this chapter.
2. Name several types of central nervous system depressants that are commonly abused and outline the typical pattern of abuse, treatment, adverse reactions, management of overdose and withdrawal, and dental treatment implications of each.
3. Identify several types of central nervous system stimulants that are commonly abused.
4. Describe the pattern of abuse, as well as the withdrawal and treatment options associated with tobacco use, and summarize the role of the dental hygienist in tobacco cessation.
5. Discuss several psychedelic hallucinogens and recognize symptoms produced by their use.
6. Discuss ways in which the dental hygienist can identify patients or colleagues who may be abusing drugs.

**Module 23**

**Materials Covered:** *Havelas*, Ch. 24 Natural/Herbal Products and Dietary Supplements

**Assessments:** Quizzes and Tests

**Objectives:**

1. Discuss why people choose herbal products over traditional medicine.
2. Discuss the federal legislation governing herbal and dietary products.
3. Discuss the safety of herbal and nutritional products and explain the adverse effects associated with their use and their impact on oral health care.
4. Explain the drug interactions associated with herbal products and their impact on oral health care.
5. Discuss the standardization of herbal products and the Good Manufacturing Practice standard introduced by the FDA.
6. Discuss the herbal supplements that are used in oral health care

**Module 24**

**Materials Covered:** *Havelas*, Ch. 25 Oral Conditions and Their Treatment

**Assessments:** Quizzes and Tests

**Objectives:**

1. Name several common infectious lesions of the oral cavity and summarize the treatments for each.
2. Describe immune reactions resulting in canker sores and lichen planus and discuss the treatments for each.
3. Name several oral conditions that result from inflammation and the measures used to treat them.
4. Discuss treatment options for xerostomia and name several other possible drug-induced oral side effects.
5. Discuss the pharmacologic agents most commonly used to treat oral lesions

## **Module 25**

**Materials Covered:** *Haveles*, Ch. 26 Hygiene-Related Oral Disorders

**Assessments:** Quizzes and Tests

### **Objectives:**

1. Discuss how improper oral hygiene can lead to dental carries and describe the general background of carious lesions.
2. Discuss the importance of caries prevention and the nonpharmacologic therapies that are available to aid in this effort.
3. Discuss the proper methods that patients should use when brushing and flossing.
4. Discuss pharmacologic therapies and the role of fluoride in preventing caries.
5. Discuss the possibility of toxicity with the use of fluoride, differentiate between acute and chronic fluoride toxicity, and discuss treatments for both types.
6. Compare and contrast both professionally applied and at-home fluoride preparations.
7. Discuss the proper method for administering professionally applied fluoride preparations and identify various professionally applied topical agents.
8. Discuss the general types of patient-applied fluoride preparations and the proper methods that patients should use regarding at-home fluoride treatments.
9. Discuss the importance of Xylitol and Chlorhexidive in relation to dental hygiene.
10. Discuss gingivitis: its pathophysiology, incidence, and available treatments.
11. Discuss tooth hypersensitivity: its pathophysiology and available treatments, both at-home and in-office.

***\*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\***

Quizzes	20%
Tests	60%
Final	20%
	<hr/>
	100%

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

#### **GRADING SYSTEM:**

A=100-90

B=89-80

2021-2022

C=79-77

D=76-70

F=69 and below

\*Students must pass with a 77% or higher to continue in the Dental Hygiene Program.

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

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

## Part IV: Attendance

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

**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, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

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

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



## **STUDENT INFORMATION CENTER: TECH Central**

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

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 #2.

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

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

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

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

## **DISABILITY SERVICES:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to 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](mailto:Melissa.Batten@hgtc.edu)

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

**Jacquelyne Snyder, VP Human Resources**

*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](mailto:Jacquelyne.Snyder@hgtc.edu)