



## **INSTRUCTIONAL PACKAGE**

HIM153  
Electronic Health Records Clinical  
Experience

Effective Term  
Fall 2025/Spring 2026/Summer 2026

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2025/Spring 2026/ Summer 2026

COURSE PREFIX: HIM153

COURSE TITLE: Electronic Health Records Clinical  
Experience

CONTACT HOURS: 9

CREDIT HOURS: 3

### RATIONALE FOR THE COURSE:

The primary goal is to provide clinical practice in the application of basic and advanced coding and classification system guidelines and billing/reimbursement-related processes in selected healthcare facilities

### COURSE DESCRIPTION:

This course expands on applying theoretical principles of the electronic health record. The focus is on the management of patient information in a digital

### PREREQUISITES/CO-REQUISITES:

Credit level HIM 130 Minimum Grade of C or Credit level HIM 130 Minimum Grade of TC) and (Credit level HIM 135 Minimum Grade of C or Credit level HIM 135 Minimum Grade of TC) and (Credit level HIM 140 Minimum Grade of C or Credit level HIM 140 Minimum Grade of TC) and (Credit level HIM 216 Minimum Grade of C or Credit level HIM 216 Minimum Grade of TC) and Background Check Form 1 and (Credit level CPT 101 Minimum Grade of C or Credit level CPT 101 Minimum Grade of TC or Credit level CPT 170 Minimum Grade of C or Credit level CPT 170 Minimum Grade of TC or Credit level AOT 105 Minimum Grade of C or READI Test Score 1). Must be enrolled in or have completed HIM 141 and HIM 225

\***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) before enrolling in an online course.

### REQUIRED MATERIALS:

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

When prompted, enter the semester, course prefix, number, and section to be linked to the correct textbook.

### ADDITIONAL REQUIREMENTS:

## TECHNICAL REQUIREMENTS:

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

Access to myHGTC portal for student self-services.

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

## STUDENT IDENTIFICATION VERIFICATION:

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

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and 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\*:

- \* Students will be using a textbook to learn the concepts of correct ICD-10-CM coding.
- \* Students will learn how to use the ICD-10-CM code book to assign codes correctly using the alphabet index and the tabular.
- \* Students will have the opportunity to attend AAPC meetings for networking and learning purposes.
- \* Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates

### Assessments

- \* Students will be required to code real cases from computer programs accurately.
- \* Students will be required to do a particular project.
- \* Students will be required to participate in weekly discussions.
- \* Students will be required to complete medical billing and coding assignments.
- \* Students will be required to complete the final exam

***\*Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

## MODULE 1:

### REFRESHER OF INTRODUCTION TO CPT (CHAPTERS 8 – 10)

**EVALUATION AND MANAGEMENT:****Learning Outcomes:**

- Identify and explain the three factors of E/M code assignment.
- Differentiate between a new and an established patient.
- Differentiate between an inpatient and an outpatient.
- Explain the levels of E/M service.

**ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS**

- Demonstrate the ability to code real-life cases and understand the rationale behind the code assignments
- Use the audit tool to correct assigned evaluation and management codes
- Discuss the weekly cases with the class, giving your tips and challenges

**Module 2:****Anesthesia:****Learning Outcomes:**

- Define types of anesthesia.
- Explain the format of the Anesthesia section and subsections.
- Understand the anesthesia formula.

**ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS**

- Correctly assign the CPT codes and the anesthesia modifiers for real-world cases
- Discuss the weekly cases with the class, giving your tips and challenges

**Module 3****Learning Outcomes:**

- Understand the Surgery section format.
- Locate notes and Guidelines in the Surgery section.
- State the uses of the unlisted procedure codes. Interpret elements of a special report.
- Examine the separate procedure designation.
- Analyze the contents of a surgical package. Understand what is meant by a surgical tray.
- Determine the contents of the General Subsection.

**General Surgery:****ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life general surgery cases, using the correct codes as well as modifiers

**Module 4****Integumentary:****Learning Outcomes:**

- IDENTIFY THE ELEMENTS OF CODING SKIN, SUBCUTANEOUS, AND ACCESSORY STRUCTURES SERVICES.
- REVIEW THE MAIN SERVICES IN NAILS, PILONIDAL CYST, AND INTRODUCTION.
- IDENTIFY THE MAJOR FACTORS IN WOUND REPAIR.
- STATE THE IMPORTANT CODING CONSIDERATIONS IN DESTRUCTION, MOHS MICROGRAPHIC SURGERY, AND BREAST PROCEDURES.

**ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life integumentary cases, using the correct codes as well as modifiers.
- Discuss the weekly cases with the class, giving your tips and challenges

## **Module 5**

### **Orthopedics:**

#### **Learning Outcomes:**

- Differentiate among fracture treatment types.
- Understand types of traction.
- Identify services/procedures included in the General subheading.
- Analyze cast application and strapping procedures.
- Understand elements of arthroscopic procedures.
- Demonstrate the ability to code musculoskeletal services and procedures

#### **ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life orthopedic cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

## **Module 6**

### **Respiratory System:**

#### **Learning Outcomes:**

- Understand terms that apply to coding respiratory services.
- Differentiate among codes based on the surgical approach.
- Identify highlights of nasal procedure coding.
- Review the specifics of coding for the sinuses and larynx.
- Explain the structure of the trachea/bronchi codes.
- Distinguish the difference amongst the codes assigned to report lungs and pleura services and procedures.

#### **ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life pulmonary cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

## **Module 7**

### **Cardiovascular System:**

#### **Learning Outcomes:**

- Understand cardiovascular services across three sections—Surgery, Medicine, and Radiology.
- Review cardiovascular coding terminology.
- Recognize the major differences in the subheadings of the Cardiovascular System subsection (within the Surgery section).
- Define rules of coding cardiovascular services when codes from the Medicine section are used.
- Identify the major rules of coding cardiovascular services using the Radiology section codes.
- Demonstrate ability to code cardiovascular services.

#### **ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life cardiology cases, using the correct codes as well as modifiers

- Discuss the weekly cases with the class, giving your tips and challenges

## **Module 8**

### **Gastroenterology:**

#### **Learning Outcomes:**

- Understand the format and codes of the Digestive System subsection.
- Report procedures of the lips, vestibule of the mouth, tongue and floor of the mouth, dentoalveolar structures, palate and uvula, and salivary gland and ducts.
- Report procedures of the pharynx, adenoids, tonsils, and esophagus.
- Report procedures of the stomach, intestines (except rectum), and Meckel's diverticulum and mesentery.
- Report procedures of the appendix, colon, rectum, anus, liver, biliary tract, pancreas, abdomen, peritoneum, and omentum.

#### **ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life gastroenterology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

## **Module 9**

### **Urology:**

#### **Learning Outcomes:**

- Understand the format and codes of the Urinary System subsection.
- Review the subheadings and categories of the Urinary System subsection.

#### **ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life urology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

## **Module 10**

### **OB/GYN:**

#### **Learning Outcomes:**

- Understand the format of the Maternity Care and Delivery subsection services.
- Define the critical terms in maternity and delivery services.
- Define services in the global maternity and delivery package.
- Analyze abortion procedures.
- Demonstrate the ability to code the Female Genital and Maternity Care and Delivery subsection.

#### **ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life OB/GYN cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

## **Module 11**

### **Endocrine and Nervous systems**

#### **Learning Outcomes:**

- Review the Endocrine System subsection format.
- Understand the Endocrine System subheadings.

- Demonstrate the ability to code Endocrine System services.
- Review the Nervous System subsection format.
- Understand the Nervous System subheadings.
- Demonstrate the ability to code Nervous System services.

**ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life Endocrine & Nervous system cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

## **Module 12**

### **Otorhinolaryngology:**

#### **Learning Outcomes:**

- Demonstrate knowledge of the anatomy and physiology of the ear, nose, throat, and related structures, including sinuses, larynx, and pharynx.
- Recognize and describe common ENT disorders and diseases such as otitis media, sinusitis, tonsillitis, allergic rhinitis, and hearing loss.
- Understand diagnostic procedures used in ENT practice, including audiometry, endoscopy, CT scans, and MRI scans.
- Acquire proficiency in medical terminology specific to Otorhinolaryngology, including terms related to ENT examinations, procedures, and treatments.
- Gain skills in coding and billing for ENT services, including CPT (Current Procedural Terminology) and ICD-10-CM coding for ENT-related diagnoses and procedures.

**ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life otorhinolaryngology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

## **Module 13**

### **Neurology and Ophthalmology:**

#### **Learning Outcomes:**

- Review the Eye and Ocular Adnexa subsection format.
- Understand the Eye and Ocular Adnexa subheadings.
- Review the Auditory System subsection format.
- Understand Auditory System subheadings.
- Review reporting use of an operating microscope.

**ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life neurology and ophthalmology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

## **Module 14**

### **Diagnostic Radiology:**

**Learning Outcomes:**

- Explain the format of the Radiology section.
- Demonstrate an understanding of Radiology terminology.
- Identify elements of the global procedure.
- Analyze the elements of component coding in the reporting of radiology services.
- State the appropriate coding of contrast material.
- Demonstrate the ability to code Radiology services and procedures.
- Demonstrate the ability to code radiology services and procedures.

**ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life diagnostic radiology, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

**Module 15****Interventional Radiology and Radiation Oncology:****Learning Outcomes:**

- Understand common interventional radiology procedures like angiography and biopsies.
- Learn coding for these procedures using CPT and ICD-10-CM.
- Gain knowledge of reimbursement processes and insurance guidelines.
- Ensure accurate documentation for coding and billing compliance.
- Use specialized software for interventional radiology billing.
- Develop effective communication skills for resolving billing inquiries.
- Master CPT and ICD-10-CM coding for radiation therapy services.
- Understand insurance verification and pre-authorization procedures.
- Learn about compliance and regulatory requirements in billing.
- Integrate coding with electronic health record systems.
- Develop ethical and legal awareness in radiation oncology billing.
- Enhance communication skills for effective collaboration with healthcare teams.

**ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life interventional radiology and radiation oncology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges.

**Module 16****Pathology:****Learning Outcomes:**

- Identify common pathological conditions and diseases.
- Learn CPT and ICD-10-CM coding specific to pathology services.
- Understand reimbursement processes and insurance guidelines for pathology testing.
- Ensure accurate documentation of pathology reports for coding and billing.
- Utilize specialized billing software for pathology services.
- Develop effective communication skills for resolving billing inquiries with laboratories and healthcare providers.



**ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life pathology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

**Module 17****Medicine****Learning Outcomes:**

- Understand various medical conditions and diseases.
- Learn CPT and ICD-10-CM coding for medical services and diagnoses.
- Familiarize with insurance reimbursement processes and guidelines.
- Ensure accurate documentation of medical records for coding and billing purposes.
- Utilize medical billing software efficiently.
- Develop effective communication skills for interacting with patients and insurance companies regarding medical billing inquiries.

**ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life medicine cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

**Module 18****Pediatrics, Neonatology, and Adolescent Medicine:****Learning Outcomes:**

- Identify common pediatric illnesses, conditions, and developmental milestones.
- Learn CPT and ICD-10-CM coding specific to pediatric services.
- Understand insurance reimbursement processes and guidelines for pediatric care.
- Ensure accurate documentation of pediatric patient encounters for coding and billing.
- Utilize pediatric-specific billing software effectively.
- Develop communication skills for interacting with pediatric patients and their caregivers regarding billing and insurance matters.

**ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.**

- Demonstrate the ability to code real-life pediatric, neonatology, and adolescent medicine cases, using the correct codes as well as modifiers
- Discuss the weekly cases with the class, giving your tips and challenges

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

**EFFECTIVE PROFESSIONAL AND INTERPERSONAL COMMUNICATION (EPIC):**

This course fulfills HGTC's Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

- This course fulfills HGTC's Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:
- Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- Apply appropriate language when speaking and writing for their chosen field of study or Industry.
- Demonstrate appropriate communication techniques when engaging audiences

## Part III: Grading and Assessment

### EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*:

All forms of academic dishonesty, as outlined in the Student Code in the HGTC catalog, will NOT be tolerated and will result in disciplinary action. Anyone caught cheating, committing plagiarism (Defined in the code as "The appropriation of any other person's work and the unacknowledged incorporation of that work in one's work offered for credit") **or giving any ICD-9-CM answers will be given a grade of zero for that assignment.** A second offense will result in charges filed with the Chief Student Services Officer. A second offense will result in charges filed with the Chief Student Services Officer. Multiple offenses will be grounds for dismissal from class.

The student is expected to:

1. Attend class regularly
2. Complete homework assignments promptly in Dropbox (late work will be accepted with 2 2-point reduction per day)
3. Exhibit knowledge of each chapter by completing homework, class work, and chapter tests, which cover the objectives listed in each chapter. Students are expected to participate in all discussions
4. The Final Exam is to be completed online through Honorlock at the Testing Center. If you choose to use the Testing Center, please email me a copy of your confirmation so that I can forward the quiz information to the Testing Center. You can take your quiz with your ICD-10-CM, CPT-4, HCPCS Level IV code books, and step-by-step textbook. There is NO makeup for the final exam.

### EVALUATION\*

Homework	20%
Class Discussion	20%
Special Project	10%
Final Exam	50%
	100%

Students' performance will be assessed, and the weight associated with the various measures/artifacts is listed below.

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

## **GRADING SYSTEM:**

State the College's or departmental grading system as delineated in the Catalog. Please note that the College adheres to a 10-point grading scale: A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. If changes are made to the scale, you must have your dean's approval.

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

The Add/Drop Period is the first five 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 adding/dropping. 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 attend at least 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty are obligated to withdraw the student, and a student may not be permitted to re-enroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For Weekly Attendance Verification, each student must post one thread, not just a response, in our weekly discussion posts. Failure to do so will result in an absence.**

**Check your Instructor's Course Information Sheet for any required on-site meeting times for online and hybrid courses.** Please note that instructors may need 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 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 [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or self-schedule using the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto:sstc@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 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 \(ORC\)](#), which includes Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials, and more services are available on** 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 TECH Central's website or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. The website also posts live chats and center locations. 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 computers to support academic research and related school work; printing is also available. 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](mailto: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](mailto: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](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**

*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](mailto: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.

**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](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Title IX and its 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](mailto:Jacquelyne.Snyder@hgtc.edu)

### **PREGNANCY ACCOMMODATIONS**

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

programs.

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

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

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

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