HGTC

Horry-Georgetown Technical College

COURSE INSTRUCTIONAL PACKAGE

MLT 105

Medical Microbiology

Effective Term

Fall 2026

Part I: Course Information

Effective Term: Fall 2026

COURSE PREFIX: MLT 105

COURSE TITLE: Medical Microbiology

CONTACT HOURS: 6-hour

CREDIT HOURS: 4 hours

RATIONALE FOR THE COURSE:

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

COURSE DESCRIPTION:

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

PREREQUISITES/CO-REQUISITES:

Pre-Req ENG 101, MAT 120, CHM 105 or CHM 110, BIO 112 or higher; Co-Req MLT 131, MLT 102, MLT 115.

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:

All supplies are supplied for lab classes.

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.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the academic calendar for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly

STUDENT COURSE EVALUATIONS:

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

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

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

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System "The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in

course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

After successful completion of this course, the student will be able to meet the following terminal behavior outcomes:

1. Identify the role of specimen management in the preanalytical, analytical & post-analytical laboratory process for Medical Microbiology.
2. Explain Quality Control and Quality Assurance policies.
3. Describe the principles of procedures used in this department.
4. Describe manual, semiautomated testing in this department.
5. Delineate the various roles the laboratory and laboratory scientist may play in an infection prevention and control program.
6. Describe the hazards that can be encountered in a microbiology laboratory.
7. Describe appropriate specimen types and collection procedures for medical microbiology.
8. Describe how growth on agars is used in the preliminary identification of bacterial isolates.
9. Perform laboratory procedures to identify clinically significant isolates.

Week 1-

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.

Ch 1

1. Define classification, identification, species, genus, type genus, and binomial nomenclature.
2. Describe how the classification, naming, and identification of organisms play a role in diagnostic microbiology in the clinical setting.

Ch 2

1. Differentiate the organization and chemical composition of the cell envelope for a gram-positive and a gram-negative bacterium.
2. State the functions and biologic significance of the following cellular structures: the outer membrane, cell wall, periplasmic space, cytoplasmic membrane, capsule, fimbriae, pili, flagella, nucleoid, and cytoplasm

Ch 3

1. Differentiate between bacterial endotoxins and exotoxins and provide examples of each.
2. Describe the three major steps in the formation of a microbial biofilm.

Lab

Materials covered: MLT 105 Lab manual

1. Explain bacteriology laboratory safety guidelines.
2. Describe Medical microbiology.

Week 2

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.
Ch 5

1. Define and differentiate backup broth, nutritive media, and differential and selective media.
2. Determine specimen acceptability and the proper procedure for rejection or recollection.

Lab

Materials covered: MLT 105 Lab manual

1. Define medium (plural, media) and identify a variety of media for the isolation of bacteria including enrichment, selective, nutritional, and differential.
2. Describe the semi quantitation method utilized when streaking clinical samples for isolation and identification of microorganisms.

Week 3

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.
Ch 7

1. Define bacterial media; list the four general types of media and explain the general biochemical principle for each type.
2. Describe the importance of using colony morphology, Gram staining, and site of infection to identify a potential pathogenic microorganism.
3. Define and differentiate bacterial susceptibility and resistance; give an example of how these are used to assist in the identification of bacteria.
4. Explain the use and chemical principle of the following enzymatic tests used in preliminary bacterial identification: catalase test, oxidase test, urease test, indole test, PYR test, and hippurate hydrolysis.

Lab

Materials covered: MLT 105 Lab manual

1. Describe and interpret growth characteristics (i.e., colonial morphology) of microorganisms following incubation, including margin, color or pigmentation, opacity, consistency, odor, elevation, on various media.
2. Describe and properly perform inoculation and interpretation associated with the techniques for inoculating broths and plates.
3. Explain the significance of obtaining a pure culture from a specimen using the semiquantitative streaking technique.

Week 4

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.
Ch 8

1. Explain the importance of molecular testing methods in the microbiology laboratory. List the three categories of molecular testing methods and provide a brief explanation of the methodology for each type.

Ch 9

2. Explain the following serologic tests, considering their clinical applications: direct, indirect and reverse passive agglutination, flocculation tests, immunofluorescent assays, and enzyme immunoassay.

Lab

Materials covered: MLT 105 Lab manual

1. Demonstrate the proper use and cleaning of a bright field microscope.
2. Explain the role of microscopy in the identification of infectious agents.
3. Explain and perform the proper procedure for making a correct smear for microscopic examination.
4. Differentiate a direct and an indirect smear for the identification and characterization of organisms.

Week 5

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.
Ch 10

1. List the five general categories of antimicrobial action.
2. Describe the basic structure and chemical principle for the mechanism of beta-lactam antimicrobials.

Ch 11

1. Define a McFarland standard and explain how it is used to standardize susceptibility testing.

Lab

Materials covered: MLT 105 Lab manual

1. List the reagents, and describe the chemical and physical principles, as well as the limitations of Gram-stain technique.
2. Properly perform and interpret an indirect Gram stain including quality control slide and interpretation.
3. Properly identify the common bacterial cellular morphologies, Gram-stain reactions, and cellular arrangements.

Week 6

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.
Ch 13

- Staphylococcus aureus
- Coagulase-negative staphylococci (most commonly encountered)
    - Staphylococcus epidermidis
    - Staphylococcus haemolyticus
- Staph. intermedius
- Coagulase-negative staphylococci

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

1. Describe the general characteristics of Staphylococcus spp. and Micrococcus spp., including oxygenation, microscopic Gram staining characteristics, and macroscopic appearance on blood agar.
2. Describe the chemical principle and purpose of the primary plating media used for the isolation and differentiation of staphylococci, including 5% sheep blood agar, mannitol salt, phenylethyl alcohol, and colistin nalidixic acid agars.

Lab

Materials covered: MLT 105 Lab manual

1. Define agglutination.
2. Properly perform, interpret, and report a qualitative and semiquantitative agglutination assay.
3. Identify errors in methodology or performance that would result in false-positive or false-negative reactions and provide proper resolutions for each.

Week 7

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.
Ch 14

- Beta-hemolytic streptococci
    - Streptococcus pyogenes (group A)
    - Streptococcus agalactiae (group B)
    - Streptococcus dysgalactiae subsp. equisimilis (group A, C, G, L)
- Alpha-hemolytic streptococci
    - Streptococcus pneumoniae (S. mitis group)
    - Streptococcus pseudopneumoniae (S. mitis group)
- Viridans streptococci (alpha-hemolytic)
    - Streptococcus mutans group
    - Streptococcus salivarius group
    - Streptococcus mitis group
- Streptococcus bovis group
    - Beta-, Alpha-, and Gamma-hemolytic
    - Streptococcus anginosus group
- Enterococci (recovered from human sources)

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

1. Describe the general characteristics of Streptococcus spp. and Enterococcus spp., including oxygenation, microscopic Gram-staining characteristics, and macroscopic

appearance on blood agar.
2. Explain the Lancefield classification system for Streptococcus spp.
3. Identify the clinical infections associated with Streptococcus spp., Enterococcus spp., and related gram-positive cocci.

Lab

Materials covered: MLT 105 Lab manual

1. Perform and interpret biochemical testing:
    a. Catalase
    b. Coagulase

Week 8

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.
Ch 15 & 16

- BACILLUS ANTHRACIS
- Corynebacterium diphtheriae
- Corynebacterium jeikeium
- LISTERIA MONOCYTOGENES

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

Ch 15

1. Describe the general characteristics of Bacillus anthracis, including colonial morphology and Gram stain appearance.
2. State the location of the organisms in the natural environment and list the modes of transmission as they relate to human infections.

Ch 16

1. Describe the general characteristics of the Corynebacterium spp. and Listeria, including Gram stain morphology, culture media, and colonial appearance.

Lab

Materials covered: MLT 105 Lab manual

1. Perform and interpret biochemical testing:
    a. Oxidase
    b. Bile Solubility

Week 9

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.

Ch 17 & 18

- NOCARDIA
- Lactobacillus
- Gardnerella

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

Ch 17

1. Describe the Gram stain morphology of Lactobacillus, and Gardnerella spp.
2. Identify the media of choice and morphologic appearance of Gardnerella spp. and describe its incubation conditions, including time, oxygen requirements, and temperature.

Ch 18

1. Describe the general characteristics of the aerobic actinomycetes, including their Gram stain morphology, microscopic morphology, colonial morphology, and biochemical reactions.
2. Describe the habitats of actinomycetes and the routes of transmission.

Lab

Materials covered: MLT 105 Lab manual

1. Perform and interpret biochemical testing:
    a. Indole
    b. PYR

Week10

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.
Ch 19 & 20

- ACTINOMYCES
- Enterobacterales
- Citrobacter freundii
- Escherichia coli (including extraintestinal)
- Klebsiella aerogenes
- Klebsiella pneumoniae subsp. Pneumoniae
- Morganella morganii subsp. Morganii
- Proteus mirabilis
- Proteus vulgaris
- Serratia marcescens subsp. marcescens
- Primary Intestinal Pathogens
  - E. coli (diarrheagenic)
  - Escherichia spp.
  - P. shigelloides
  - Salmonella, all serotypes
  - Shigella dysenteriae (group A)
  - Shigella flexneri (group B)
  - Shigella boydii (group C)
  - Shigella sonnei (group D)
  - Pathogenic Yersinia spp.
- Yersinia pestis
- Yersinia enterocolitica subsp. enterocolitica
- Yersinia pseudotuberculosis

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

Ch 19

1. Describe the general characteristics of the Enterobacterales, including oxygenation, microscopic Gram staining characteristics, and macroscopic appearance on blood and MacConkey agar (MAC).
2. List the members of the Enterobacterales that are considered intestinal pathogens (and those that are extraintestinal pathogens).

Ch 20

1. State the normal habitat for Acinetobacter spp. and the patients most at risk of infection.
2. Describe the Gram stain morphology of Acinetobacter, Bordetella, and Stenotrophomonas spp.

Lab

Materials covered: MLT 105 Lab manual

1. Perform and interpret biochemical testing:
    a. Novobiocin
    b. Urease

Week 11

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.
Ch 21 & 25

- Pseudomonas
    - Pseudomonas aeruginosa
    - Pseudomonas fluorescens
- Vibrio
    - Vibrio cholerae
- Burkholderia

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity

Ch 21

1. Describe normal sources (habitats) and routes of transmission for Pseudomonas aeruginosa, Burkholderia cepacia, Burkholderia pseudomallei, and Burkholderia mallei.
2. List common sites of infection and various disease states associated with P. aeruginosa and Burkholderia spp.

Ch 25

1. Describe the general characteristics of the organisms discussed in this chapter, including natural habitat, route of transmission, Gram stain reactions, and cellular morphology.
2. Correlate the patient's signs and symptoms and laboratory data to identify an infectious agent.

Lab

Materials covered: MLT 105 Lab manual

1. Explain the TSI interpretation.

Week 12

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.
Ch 27,29,30,31

- Moraxella
- Neisseria
- Pasteurella
- Actinobacillus
- Kinella
- Haemophilus
    - H. influenzae
    - H. parainfluenzae
    - H. ducreyi
-

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

Ch 27

1. Identify the distinguishing characteristics of the species within the genera Moraxella and Neisseria.

Ch 29

1. Describe the general characteristics of Pasteurella spp. and the additional organisms included in this chapter.

Ch 30

1. Identify the major clinical diseases associated with Actinobacillus, Kingella, spp.

Ch 31

1. List the general characteristics within the genus Haemophilus, including general habitat, atmosphere, and temperature requirements.
2. Describe the infections caused by Haemophilus influenzae and Haemophilus ducreyi.

Lab

Materials covered:

1. Discuss the Hospital Microbiology department.

Week 13

Materials covered: Bailley & Scott's Diagnostic Microbiology, Tille.
Ch 32,33,34,

- Bartonella
- Campylobacter
- Heliobacter
- Legionella

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity

Ch 32

1. Explain the routes of transmission for Bartonella infections and describe the organism's interaction with the host.

Ch 33

1. Differentiate the isolation and identification of Campylobacter, Arcobacter, and Helicobacter species, including H. pylori and enterohepatic helicobacters.

Ch 34

1. . List sources for Legionella in the environment, including those that are naturally occurring and those that are man-made.

Lab

Materials covered: MLT 105 Lab manual

1. Identify an unknown organism.

Week 14
Final Exam Review

Lab

Lab Comprehensive Evaluation

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*

Chapter Tests		50%
Lab Assignments		20%
Lab Comprehensive Evaluation		50%
Lab skills competencies	25%	
Weekly Affective Skills	25%	
Homework Assignments		5%
In class quizzes		5%
Final Exam		20%
		100%

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

GRADING SYSTEM:

Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89-80, C = 79 – 70, D = 69 – 60, F = 59 and below.

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

Part IV: Attendance

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

Part V: Student Resources

HGTC Student Success & Tutoring Center

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

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

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC Online Resource Center to access

on-demand resources.

STUDENT INFORMATION CENTER - TECH Central:

TECH Central offers all students the following free resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!

2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.

3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. You may also call (843) 349-5199.

HGTC LIBRARY:

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

STUDENT TESTING:

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

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

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

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an HGTC Testing

Center or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the Online Testing section of the HGTC Testing Center webpage.

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

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

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

DISABILITY SERVICES:

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

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

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

COUNSELING SERVICES:

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

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

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

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

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

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College**,** Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

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

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

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

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

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

PREGNANCY ACCOMMODATIONS

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

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

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

Certain educational programs may have strict certification requirements or

requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found here.