HORRY GEORGETOWN TECHNICAL COLLEGE

INSTRUCTIONAL PACKAGE

MLT 108
Urinalysis & Body Fluids

Effective Term
Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

COURSE PREFIX: MLT 108 COURSE TITLE: Urinalysis & Body Fluids

CONTACT HOURS: 5 CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This course introduces the routine analysis and clinical significance of urine and other body fluids.

COURSE DESCRIPTION:

This course introduces the routine analysis and clinical significance of urine and other body fluids.

PREREQUISITES/CO-REQUISITES:

NOTE: Co-Req MLT 230 and 120 with a minimum grade of C; pre-reqs MLT 115, 210 and 131

A grade of C or higher in all previous MLT courses

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:

Lab coats and goggles are provided and required for the lab skills portion.

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.

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.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

1. Discuss pre-analytical, analytical, and post analytical testing components for Urine & Body Fluid testing.
2. Explain Quality Control and Quality Assurance policies in the Urinalysis department.
3. Identify and state the primary functions of the macroscopic structures of the kidney and urinary tract.
4. State proper care, storage and the chemical principle used on reagent strips.
5. Demonstrate procedures to maintain and troubleshoot the urinalysis lab instrument.
6. Explain each of the following for Urine, CSF, Serous fluid, Amniotic fluid, and feces:
    a. Collection and processing of each specimen in preparation for testing
    b. Macroscopic and microscopic examination procedure
    c. Established terminology for describing the fluids.
    d. Correlate the concentrations of chemical constituents with various disease states.

Week 1

Lecture

Materials Covered: Fundamentals of Urine and Body Fluid Analysis,5e/ Brunzel- Chapters 1-3

Chapter 1

1. Define and explain the importance of quality assessment in the Urinalysis department.
2. Define and discuss the importance of the following:
    - Critical values
    - Documentation
    - Preventive maintenance
    - Technical competence
    - Turnaround time

Chapter 2

1. State 3 clinical reasons for performing a routine urinalysis.
2. Define the procedures for the following urine collection specimen types:
    a. Random void
    b. Midstream "clean catch"
    c. Catheterized
    d. Suprapubic aspiration
    e. Pediatric collection
3. Identify 6 reasons to reject a urine sample. In addition, be able to list and justify 3 tests that can be performed to prove a liquid is actually a urine sample.
4. Explain the changes that take place in an unpreserved urine, how this affects results and how this can negatively impact patient care.

Chapter 3

1. Identify and explain the primary functions of the kidney and urinary tract.
2. Describe renal blood circulation and its role in renal function.
3. Describe the 3 secretory mechanisms that the kidney uses to regulate the acid-base equilibrium of the body.
4. Briefly summarize the relationship of water reabsorption to antidiuretic hormone.

Lab: Materials Covered: MLT 108 Lab manual.

1. Explain Urine specimen collection procedures for:
    a. Routine urinalysis
    b. Clean catch specimen
    c. 24-hour urine
2. Discuss all observations when performing a urine macroscopic examination.
3. Perform and discuss the procedure for a manual urine dipstick.
4. Explain the different tests performed on the urine dipstick.

Week 2

Lecture

Materials Covered: Fundamentals of Urine and Body Fluid Analysis,5e/ Brunzel- Chapter 4&5

Chapter 4

1. Learn and be able to state the solute composition of normal urine.
2. Understand osmolality and specific gravity measurements and their meaning.
3. Come up with a protocol for a creatinine clearance test and discuss what factors can influence results.
4. Calculate creatinine clearance and glomerular filtration rate (*e*GFR) results from provided data.

Chapter 5

Lecture/Class:

1. Color and Clarity Terms: List terms, definitions, substances causing clarity changes, and identify those indicating pathology.
2. Pigments and Urine Color: Discuss origins and effects of bilirubin, urobilin, urochrome, and uroerythrin on urine color.
3. Protein and Bilirubin Effects on Foam: Describe how increased protein and bilirubin affect urine foam.
4. Urine Odor: Discuss causes of normal urine odor, conditions that change it, and associated odors.
5. Specific Gravity Methods: Compare refractometry and reagent strip methods for determining urine concentration.

Lab: Materials Covered: MLT 108 Lab manual.

1. Perform the physical and chemical macroscopic examinations.
2. Recognize normal/abnormal urine physical properties.
3. Recognize confirmatory tests performed by clinical laboratories.
4. Correlate abnormal urine physical properties and dipstick results with patient clinical conditions.
5. Identify the effects time has on the unpreserved urine sample.
6. Review the tests considered part of the macroscopic urinalysis including evaluation of physical properties, dipstick chemical testing procedures and principles, limitations, and precautions.
7. Record results accurately.

Week 3

Lecture

Materials Covered: Fundamentals of Urine and Body Fluid Analysis,5e/ Brunzel- Chapter 6

Chapter 6

Lecture/Class:

1. Storage and QC Procedures: Understand proper storage, key quality control procedures, and causes of deterioration for reagent strips and tablet tests.
2. Specimen and Testing Techniques: Learn correct methods for collecting, handling, and using reagent strips and tablet tests.
3. Chemical Principles for Measurement: Explain and understand the principles behind measuring specific gravity and pH with reagent strips.
4. Clinical Significance and Measurement: Identify the significance of various substances in urine and describe how reagent strips measure them.
5. Sensitivity, Specificity, and Interferences: Compare sensitivity and specificity of different tests and identify potential interferences.
6. Ascorbic Acid Interference: Identify tests affected by ascorbic acid and explain the interference mechanism.
7. Role of Reflex Testing: Describe the importance of reflex testing in urinalysis and its correlation with microscopic examination results.

Lab: Materials Covered: MLT 108 Lab manual & Media Lab

1. Perform microscopic examinations.
2. Recognize abnormal results including fatty, cellular, or waxy casts, abnormal crystalline structures, oval fat bodies, fat globules, and trichomonas.
3. Record the results of the microscopic analysis in the appropriate format.

Week 4

Lecture

Materials Covered: Fundamentals of Urine and Body Fluid Analysis,5e/ Brunzel- Chapters 7&8

Chapter 7

Lecture/Class:

1. Standardized Microscopic Examination: Understand the importance of consistent methods for examining urine samples.
2. Identify Cells in Urine: Recognize and understand the significance of red and white blood cells in urine.

3. Urinary Tract Cells: Identify and locate different types of cells in the urinary tract.
4. Urinary Casts: Understand the formation, types, and clinical importance of urinary casts.
5. Urinary Crystals: Learn about the formation, types, and clinical significance of urinary crystals.
6. Formed Elements in Urine: Identify various elements in urine sediment and understand their health implications.

Lab: Materials Covered: MLT 108 Lab manual & Media Lab

1. Perform microscopic examinations.
2. Recognize abnormal results including fatty, cellular, or waxy casts, abnormal crystalline structures, oval fat bodies, fat globules, and trichomonas.
3. Record the results of the microscopic analysis in the appropriate format.

Week 5

Lecture

Materials Covered: Fundamentals of Urine and Body Fluid Analysis,5e/ Brunzel- Chapters 8 &16

Chapter 8

Lecture/Class:

1. Types of Glomerular Disease: Describe the four types.
2. Glomerular Diseases: Briefly describe glomeruli appearance, damage mechanisms, and clinical presentations for glomerulonephritis, glomerulosclerosis, lupus, diabetes, and amyloidosis.
3. Nephrotic Syndrome: State clinical features.
4. Tubular Disease and Glomerulonephritis: Explain causes and lab findings.
5. Renal Tubular Disorders: Describe dysfunction and clinical features for cystinosis, cystinuria, Fanconi's syndrome, renal glucosuria, renal phosphaturia, and renal tubular acidosis.
6. Tubulointerstitial Diseases and UTIs: Compare causes, clinical features, and urinalysis findings for pyelonephritis, interstitial nephritis, lower UTIs, and yeast infections.
7. Vascular Disease Effects on Renal Function: Briefly describe effects.
8. Acute Kidney Injury vs. Chronic Kidney Disease: Compare causes and clinical features.
9. Calculus Formation: Summarize pathogenesis, factors influencing formation, and treatment options.
10. Amino Acid Disorders: Describe mechanisms, clinical features, and urinalysis roles for cystinuria, cystinosis, maple syrup urine disease, and phenylketonuria.
11. Carbohydrate Disorders: Describe mechanisms, clinical features, and urinalysis findings for glucosuria, diabetes mellitus, and galactosuria.
12. Metabolic Disorders: Describe mechanisms, clinical features, and urinalysis findings for diabetes insipidus and porphyrias.
13. Porphobilinogen Formation: Discuss formation and clinical significance.

Chapter 16
Lecture/Class:

1. Reflectance Photometry Principle: Understand how reflectance photometry works.
2. Semiautomated vs. Fully Automated Urine Chemistry Analyzers: Differentiate between these two types of analyzers.
3. Advantages of Automated Urine Sediment Analysis: Learn the benefits of automated urine sediment analysis.
4. Technologies for Automated Urine Microscopy: Compare digital flow morphology, flow cytometry, and digital microscopy.
5. Automated Body Fluid Analyzers: Discuss the pros and cons of current automated body fluid analyzers.

Lab:

Materials Covered: MLT 108 Lab Manual & Media lab.

1. Perform routine maintenance on an automated urine analyzer as directed.
2. Perform quality control on an automated urine analyzer as directed.
3. Analyze quality control results to determine acceptability.
4. Perform complete routine urinalysis on specimens provided.
5. Correlate urinary dipstick results with microscopic results.
6. Record results accurately.

Week 6

Lecture

Materials Covered: Fundamentals of Urine and Body Fluid Analysis,5e/ Brunzel- Chapter 9&10
Chapter 9
Lecture/Class:

1. Formation and Functions of CSF: Learn how CSF is made and its functions.
2. Collection Technique for CSF: Understand the correct way to collect CSF.
3. Timely Processing of CSF: Know why quick testing of CSF is important and identify three problems caused by delays.
4. Normal CSF Characteristics: Describe normal CSF appearance and how it changes with disease.
5. Microscopic Examination of CSF: Understand the importance of examining CSF under a microscope.
6. CSF Constituents in Health and Disease: Compare levels of key substances in CSF when healthy and sick.
7. Protein Patterns in CSF: Learn about protein patterns in CSF and what abnormal bands mean.
8. CSF/Serum Albumin and CSF/IgG Indices: Calculate these indices and understand their importance.
9. Microbiological Examination of CSF: Know how to test CSF for infections.
10. CSF Immunologic Tests for Meningitis: Understand how CSF tests help diagnose meningitis

Chapter 10
Lecture/Class:

1. Function of Serous Membranes: Understand how serous membranes form and absorb serous fluid.
2. Pathologic Changes Leading to Effusion: Identify four changes that cause effusion.
3. Collection Requirements for Serous Fluid: Learn the proper way to collect serous fluid specimens.
4. Classify Effusions: Determine if an effusion is a transudate or exudate based on its characteristics.
5. Chylous vs. Pseudochylous Effusions: Compare and contrast these two types of effusions.
6. Microscopic Examination of Serous Fluid: Correlate cell counts and microscopic findings with diseases affecting serous membranes.
7. Chemical Constituents of Serous Fluids: Correlate chemical levels in serous fluids with various diseases.

Lab:
Materials Covered: MLT 108 Lab Manual

1. Analyze urine samples to obtain dipstick results.
2. Report urine microscopic results.
3. Record results accurately.
4. Analyze quality control results to determine acceptability.
5. Correlate urinary dipstick results with urinary microscopic results.

Week 7

Lecture
Materials Covered: Fundamentals of Urine and Body Fluid Analysis,5e/ Brunzel- Chapters 12 & 13
Chapter 12
Lecture/Class:

1. Composition and Function of Seminal Fluid Structures: Understand the composition of seminal fluid and the roles of the epididymis, prostate gland, seminal vesicles, and seminiferous tubules.
2. Collection of Seminal Fluid: Learn the correct method for collecting seminal fluid, emphasizing timing and complete specimen recovery.
3. Physical Examination of Seminal Fluid: Describe the appearance, volume, and viscosity of normal seminal fluid.
4. Evaluation of Sperm Characteristics: Understand procedures to evaluate sperm agglutination, concentration, morphology, motility, and viability, and their relation to male fertility.
5. Morphology of Spermatozoa: Identify normal and abnormal sperm forms.
6. Cells in Seminal Fluid: Discuss the origin and significance of non-sperm cells in seminal fluid.
7. Biochemical Substances in Seminal Fluid: Learn the importance of measuring acid phosphatase, citric acid, fructose, and pH, and the structures they evaluate.

Chapter 13
Lecture/Class:

1. Collection and Handling of Vaginal Secretion Specimens: Learn the correct methods for collecting and handling vaginal secretion specimens.
2. Performance and Significance of Tests: Understand how to perform wet mount examination, amine test, and KOH preparation, and their clinical significance.
3. Healthy Vaginal Secretion Results: Discuss normal vaginal secretion results, including pH and microscopic entities.
4. Conditions Affecting Vaginal Secretions: Compare causes, symptoms, typical test results, and treatments for bacterial vaginosis, candidiasis, trichomoniasis, and atrophic vaginitis.

Lab: Materials Covered: MLT 108 Lab manual

1. Correctly classify color and transparency of body fluids such as CSF, pleural, peritoneal, and synovial fluid.
2. Demonstrate hemacytometer loading of specimen.

Week 8

Lecture
Materials Covered: Fundamentals of Urine and Body Fluid Analysis,5e/ Brunzel- Chapter 11 & 17
Chapter 11
Lecture/Class:

1. Formation and Function of Synovial Fluid: Understand how synovial fluid is formed and its role in joint function.
2. Classifications of Joint Disease: Summarize the four main types of joint disease.
3. Classify Synovial Fluid: Use lab results to classify synovial fluid as normal, noninflammatory, inflammatory, septic, or hemorrhagic.
4. Collection and Processing of Synovial Fluid: Learn the proper tubes for collecting synovial fluid and the importance of timely processing.
5. Normal Synovial Fluid Characteristics: Describe normal synovial fluid and how it changes in disease.
6. Microscopic Examination of Synovial Fluid: Correlate cells and crystals in synovial fluid with joint diseases.
7. Chemical Constituents of Synovial Fluid: Compare chemical levels in synovial fluid from healthy and diseased joints.

Chapter 17

1. State factors that adversely affect manual cell counts performed using a hemacytometer.
2. Discuss advantages and disadvantages of each diluent used to perform body fluid cell counts.
3. Discuss the challenges associated with cell counting of viscous fluids—for example, synovial fluid, semen—including pretreatment options and their effects if any on cell counts.
4. Describe step by-step how to perform a manual cell count using a hemacytometer.
5. Calculate the cell count in a body fluid when provided with the necessary information.

6. Explain cytocentrifugation and its use in preparing slides of body fluid for differential analysis, including the equipment needed, advantages, and disadvantages.

Lab:
Materials Covered: MLT 108 Lab manual and Media lab.

1. Perform WBC and RBC cell counts on two body fluid specimens.
2. Perform calculations for WBC and RBC counts from the hemacytometer.
3. Identify the following microscopic structures on a body fluids differential slide or photographs including the photographs from your book.
    a. Lymphocytes
    b. Neutrophils
    c. Eosinophils
    d. Monocytes/macrophages
    e. Leukophages
    f. Synovial fluid crystals
    g. Clue cells
    h. Fern test

Week 9

Lecture
Materials Covered: Fundamentals of Urine and Body Fluid Analysis,5e/ Brunzel- Chapter 14 & 15

Chapter 14
Lecture/Class:

1. Amniotic Fluid Formation: Understand how amniotic fluid is formed and the role of the fetus in its composition.
2. Sources of Error in Testing: Identify errors in amniotic fluid testing due to improper handling or contamination.
3. Differentiate Amniotic Fluid from Urine: Learn how to distinguish amniotic fluid from urine.
4. Lecithin/Sphingomyelin Ratio: Describe the ratio used to assess fetal lung maturity.
5. Bilirubin Analysis in Amniotic Fluid: Understand how bilirubin levels (ΔA450) relate to fetal health and the need for medical intervention.

Chapter 15
Lecture/Class:

1. Composition and Formation of Normal Feces: Understand what normal feces are made of and how they form.
2. Effect of Water Reabsorption on Feces: Learn how abnormal water reabsorption affects feces consistency.
3. Mechanisms of Diarrhea: Explain what causes diarrhea.
4. Maldigestion vs. Malabsorption: Compare how maldigestion and malabsorption lead to diarrhea.
5. Inflammatory vs. Noninflammatory Acute Diarrhea: Differentiate these types of diarrhea based on symptoms and lab tests.
6. Chronic Diarrhea Diseases: Categorize diseases causing chronic diarrhea as inflammatory or noninflammatory.
7. Steatorrhea vs. Diarrhea: Differentiate between steatorrhea and diarrhea and understand conditions causing steatorrhea.

8. Types of Fecal Collections: Describe random and 3-day stool collections and give examples of tests for each.
9. Normal Feces Characteristics: Describe what normal feces look like.
10. Causes of Abnormal Feces: List major causes of abnormal fecal color, consistency, and odor.
11. Detection of Fecal Neutrophils: State why detecting fecal neutrophils is important.
12. Assessment of Fecal Fat: Discuss how to assess fecal fat qualitatively and quantitatively.
13. Causes of Blood in Feces: List causes of blood in feces and the importance of detecting fecal occult blood.
14. Indicators for Fecal Occult Blood: Discuss pros and cons of different indicators used in tests.
15. Screening for Fetal Hemoglobin: Describe the chemical principle for screening feces or vomitus for fetal hemoglobin.
16. Xylose Absorption Test: State the purpose and principle of the xylose absorption test

Lab

Materials Covered: MLT 108 MLT Lab manual & Media Lab

1. Lab practice for Comprehensive Evaluation.

Week 10

Lecture

Materials Covered: Fundamentals of Urine and Body Fluid Analysis,5e/ Brunzel

Final Exam Review

Lab:

1. 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:

The College's or departmental grading system as delineated in the Catalog. 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, WFs and Is also negatively impact academic progression and financial aid status.

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

Part IV: Attendance

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

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

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

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

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring, 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 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.

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 are equipped with computers to support academic research and related school work; printing is available as well. 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.

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. 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 shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws.

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).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu.

OTHER INQUIRIES REGARDING THE NON-DISCRIMINATION POLICIES:

Other 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 & 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.

Other 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, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu.