



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

PNR 140

Medical/Surgical Nursing III

Effective Term

Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: PNR 140

COURSE TITLE: Medical/Surgical Nursing III

CONTACT HOURS: 9.0

CREDIT HOURS: 5.0.

RATIONALE FOR THE COURSE:

This course is an introduction to care of adult patients. Basic nursing principles previously taught will be incorporated. The focus of study will be to examine factors affecting and/or producing disease and illness and common problems of ill adults. The course integrates the nursing process to meet physiologic, psychosocial, and safety needs of the patient. Major content areas are: The adult life cycle in health and illness, assisting with spiritual care, activity and comfort measures, meeting nutritional needs, medication administration, the digestive system, gastro-intestinal disorders, the urinary system, wound healing, care of the surgical patient, vision, and hearing.

COURSE DESCRIPTION:

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

PREREQUISITES/CO-REQUISITES:

(PNR 154, ENG 101, PSY 201, PNR 183

(Please note meeting graduation requirements is contingent upon previous successful completion within the specified time specified by the current HGTC college catalog, or current enrollment in these 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:

HGTC Nursing Uniform (see Nursing Department Handbook for specifications)

Current CPR for the Health Care Provider Certification (must remain current for the duration of enrollment in the nursing program)

Professional liability insurance (included in tuition)

Current South Carolina State Law Enforcement Division background check

Complete compliance with the current Student Health Report, including all required documentation in Student Tracker (must remain current throughout enrollment in the Practical Nursing Program)

Stethoscope of good quality

Wristwatch (with second hand)

HGTC Student picture ID badge

HGTC library card

Nurse Pack (available at HGTC bookstore)

Calculator

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

IDENTIFICATION VERIFICATION:

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

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 changes.

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 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."

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online

communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Upon completion of this course in the PN curriculum, the student will be able to:

1. **SAFETY** – Promote safe practices in contemporary health care environments.
2. **CLINICAL DECISION-MAKING** – Promote efficient clinical decision making in contemporary health care environments.
3. **TEAMWORK AND COLLABORATION** – Promote teamwork and collaboration practices in contemporary health care environments.
4. **PROFESSIONAL BEHAVIOR** – Promote professional behaviors in contemporary health care environments.
5. **PATIENT CENTERED CARE** – Promote patient centered care practices in contemporary health care environments.

Unit 1: Physiological integrity related to sensory needs and the neurological system.

MATERIALS COVERED:

Timby's Introductory to Medical Surgical Nursing: Chapters 36, 37, 38, 39, 40
Kaplan Basics Text and NCLEX-PN Content Review Guide. Nugent & Vitale: Test Success.

Assessments: Module Exams, Adaptive Quizzing Assignments, In-class Assignments, Case Studies, Simulation Activities, Content Based Worksheets, Hands on Activities, Group Discussions, Kaplan Integrated Testing, Clinical Performance.

LEARNING OUTCOMES:

1. Review the anatomy and physiology of the nervous system.
2. Describe diagnostic testing and medical or surgical treatment of various neurological disorders and summarize major nursing implications in relation to the assessment of the neurological system.
3. Discuss the neurological evaluation of patients experiencing a variety of neurological disorders using common evaluation tools to direct appropriate nursing interventions.
4. Describe the pathophysiology of inflammatory and infectious neurological disorders, signs and symptoms, medical and surgical treatment, and apply

the nursing process to a patient suffering from an inflammatory and infectious disorder of the neurological system.

5. Describe the etiology, incidence, and prevention techniques of head injuries, review complications from head injury, medical and surgical interventions, and apply the nursing process to a patient suffering from a head injury.
6. Describe neurological disorders that result from temporary or permanent blood flow disruptions to the brain, review signs and symptoms, medical and surgical treatment, rehabilitation needs and apply the nursing process to patients with ischemic injury to the brain.
7. Explore types of chronic, progressive neurological diseases including the pathophysiology, signs and symptoms, medical and surgical treatment, and apply the nursing process to a patient diagnosed with a chronic, progressive neurological disease.
8. Discuss disorders resulting from electrical disturbances in the brain including signs and symptoms, medical and surgical treatment, common complications, and apply the nursing process emphasizing emergency management, patient safety and education.
9. Distinguish the mechanism of action, side effects, therapeutic response, and nursing management of medications for neurological disorders.

Unit 2: Physiological integrity related to mobility needs.

MATERIALS COVERED:

Timby's Introductory to Medical Surgical Nursing: Chapters 60, 61, 62, & 63
Kaplan Basics Text and NCLEX-PN Content Review Guide. Nugent & Vitale: Test Success.

Assessments: Module Exams, Adaptive Quizzing Assignments, In-class Assignments, Case Studies, Simulation Activities, Content Based Worksheets, Hands on Activities, Group Discussions, Kaplan Integrated Testing, Clinical Performance.

LEARNING OUTCOMES

1. Briefly review the anatomy and physiology of the musculoskeletal system.
2. Discuss the evaluation of diagnostic testing in relation to the musculoskeletal system and apply the nursing process.
3. Discuss causes of disorders of the musculoskeletal system and ways to prevent them.
4. Review trauma, common injuries, and complications from damage to the

musculoskeletal system, medical and surgical management, and nursing interventions appropriate to patients with musculoskeletal injury.

5. Discuss etiology and incidence of musculoskeletal inflammatory disorders, treatment options, and apply the nursing process to patients with musculoskeletal inflammatory disorders.
6. Discuss the etiology, incidence and treatment options for common cancers to the musculoskeletal system.
7. Distinguish the mechanism of action, side effects, therapeutic response, and nursing management of medications for musculoskeletal disorders.

Unit 3: Psychological and spiritual integrity related to the need for positive self-concept.

MATERIALS COVERED:

Timby's Introductory to Medical Surgical Nursing: Chapters 67, 68, 69, 70, 71, 72
Kaplan Basics Text and NCLEX-PN Content Review Guide. Nugent & Vitale: Test Success.

Assessments: Module Exams, Adaptive Quizzing Assignments, In-class Assignments, Case Studies, Simulation Activities, Content Based Worksheets, Hands on Activities, Group Discussions, Kaplan Integrated Testing, Clinical Performance.

LEARNING OUTCOMES:

1. Define mental health and explore etiology and incidence of mental health disorders.
2. Explain common anxiety, mood, and eating disorders and nursing interventions for each.
3. Review therapeutic communication and apply to psychotherapeutic situations.
4. Identify common factors that challenge the nurse when caring for the mentally ill.
5. Discuss the impact of mental illness on the individual, family, and society; explore the need for early intervention.
6. Discuss common thought and personality disorders and apply the nursing process.
7. Review the basis for therapeutic communication and give examples.
8. Explore etiology and incidence of drug and alcohol abuse, signs, and symptoms of Drug ingestion and abuse, treatment options, and challenges

- to nurses caring for patients with issues related to drug and alcohol abuse.
9. Discuss safety issues in relation to the violent patient; explore interventions that promote the safety of the individual and the medical staff caring for the patient.
 10. Distinguish the mechanism of action, side effects, therapeutic response, and nursing management of medications for mental health disorders.

Unit 4: Physiological integrity related to safety needs.

MATERIALS COVERED:

Timby's Introductory to Medical Surgical Nursing: Chapters 15, 17, Kaplan Basics Text and NCLEX-PN Content Review Guide. Nugent & Vitale: Test Success.

Assessments: Module Exams, Adaptive Quizzing Assignments, In-class Assignments, Case Studies, Simulation Activities, Content Based Worksheets, Hands on Activities, Group Discussions, Kaplan Integrated Testing, Clinical Performance.

LEARNING OUTCOMES

1. Review leading causes of accidental injury and death in the United States and explore nursing interventions specific to injury and trauma.
2. Compare first aid and cardiopulmonary resuscitation in the clinical setting vs. a public setting.
3. Review causes of shock and nursing management of patients experiencing shock.
4. Discuss prevention of injury and the role of the nurse.
5. Describe nursing responsibilities in response to natural disasters or bioterrorism events.
6. Compare and contrast the parameters used in the triage system for victims after a disaster versus the routine triage that occurs in hospital emergency departments.
7. Discuss how personal attitudes, experiences, beliefs, and values can affect the nurse's ability to care for victims of abuse.
8. Describe the nurse's role in the care of victims of accidental poisoning, insect stings, tick bites, and snake bites.

Unit 5: Physiologic and psychosocial aspects concerning patients with cancer.

MATERIALS COVERED:

Timby's Introductory to Medical Surgical Nursing: Chapters: 18
Kaplan Basics Text and NCLEX-PN Content Review Guide. Nugent & Vitale: Test Success.

Assessments: Module Exams, Adaptive Quizzing Assignments, In-class Assignments, Case Studies, Simulation Activities, Content Based Worksheets, Hands on Activities, Group Discussions, Kaplan Integrated Testing, Clinical Performance.

LEARNING OUTCOMES:

1. Discuss the physiological differences between benign and malignant cells.
2. Review leading types of cancer diagnosed in society.
3. Explore the emotional responses of clients diagnosed with cancer.
4. Understand the genetic, chemical, physical, and infectious processes associated with cancer development.
5. Discuss the TMN system for staging metastasis.
6. Review the four methods for cancer treatment.
7. Explore common side effects of cancer treatment and the effects on a client.
8. Discuss the impact on spiritual well-being cancer can cause.
9. Review the LPN role in assisting with medical treatment pertaining to cancer clients.
10. Develop a support resources guide for clients and families experiencing cancer.
11. Review practices to protect the nurse and society from clients receiving radiation treatments.
12. Discuss medications commonly used in cancer treatment:

Narcotics, antiemetics, antibiotics, alkylating, antimetabolic, and hormones.

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

Part III: Grading and Assessment

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

Evaluation:

Tests	80%	
Final Exam	10%	
Quizzes/Assignments: (see below)		10%

*CoursePoint Assignments: 3%

*PrepU, KITs, & After Exam Quizzes: 7%

Total = 100%

Students must achieve a minimum of a 77 weighted average on the unit tests and final exam (90% of grade) to progress. The grade is calculated as follows: Unit test average X percentage and Final exam test grade X percentage divided by 90.

Example:

Unit test average $77.54 \times .80 = 62.03$

Final exam grade $81.04 \times .10 = 8.1$

Total points $70.13 / .90 = 77.9$

GRADING SYSTEM:

A = 100 – 90

B = 80 – 89

C = 79 – 77

D = 76 – 69

F=Less than 69

TESTING GUIDELINES:

Please refer to the Testing Guidelines below, for testing within the Nursing Department. All testing will occur on campus, in person, and are computerized.

- Telephones on silent and placed in front of the room.
- Scratch paper will be provided by faculty. You may not use your own.
- No drinks, snacks, mints, cough drops during the test. Any drink must be placed in the trash or in the front of the classroom during the test.
- Please use the bathroom prior to the test. If you must use the bathroom, you will be escorted by a proctor. No additional time will be added to your testing time.
- No hats or hoods.
- No questions during the test.
- Raise your hand if there are technology issues.
- All belongings must be stored along the wall of the classroom. You may not access these bags during the testing period (ex. no unzipping your purse to get your phone when you finish the test to take it outside. It is distracting to the other students. Instead, quietly take all belongings with you when you

leave the room.)

- If you have a medical condition that may require a rapid sugar source, please have it available and give it to the instructor, who will hold it in front of the classroom.

All alternate format questions (select-all-that-apply, ordering, matching) will be graded as right-minus-wrong (+/-). These modifications are necessary to ensure the security of the testing environment.

KAPLAN TESTING FOR COURSE:

Kaplan is a requirement for progression. The Kaplan Integrated Test (KIT) for this course is "PN Adult Health A, NGN" and requires a benchmark of 61% for progression. To pass this KIT, you must obtain a benchmark score of 61% and complete remediation. Remediation is defined as: one (1) minute per question (right and wrong) on Kaplan website and one (1) Kaplan remediation card for each Incorrect answer.

If the benchmark is not met on the first attempt:

- Students must complete full remediation and retake the exam.

If the benchmark is not met on the second attempt:

- Students will be referred to the remediation specialist for targeted support.

A third attempt is permitted, and students must demonstrate measurable improvement from their highest score:

- Improvement may be defined as a score increase of one (1) point from the highest score.

If this test is not completed within this course time frame, the student will receive an Incomplete (I) in this course.

There are 4 Kaplan Focused Reviews (KFR) that are required for progression in this course. The KFR's for this course are PN FR Sensory A, NGN; PN FR Mental Health A, NGN; PN FR Neurological A, NGN; and PN Pharmacology 2 A, NGN. To pass this KFRs you must obtain a benchmark score of at least 80% and complete remediation. You may attempt these as many times as needed to obtain the benchmark. Remediation for KFR's is for the 1st attempt only and is defined as one (1) minute per question (right and wrong) on Kaplan website and a complete Kaplan Focused Review Remediation Sheet with explanation of each Incorrect answer. This

KFR is not proctored but has a due date. If this test is not completed within this course time frame, the student will receive an Incomplete (I) in this course.

CHAIN OF COMMAND

Please refer to Chain of Command document found under Content.

Please refer to the diagram below regarding the appropriate process to address issues which arise during the semester.

Step 1: Clinical Instructor or Lecturer	Step 2: Course Coordinator	Step 3: Assistant Dept. Chair then Dept. Chair
• Initial issues or concerns are addressed with the clinical instructor or lecturer. This is an opportunity to resolve the issue. • Concerns which affect the class (not an individual) are to be addressed by the class representative using the same chain of command.	• If the problem or concern remains unresolved, an appointment is made with the Course Coordinator. The student (or class rep) presents the concern and provides the course coordinator with an opportunity to investigate and respond to the issue.	• If the response of the Course Coordinator is unsatisfactory, the student (or class rep) makes an appointment with the Assistant Department Chair. If the issue remains unresolved, the student (or class rep) makes an appointment with the Department Chair to address the concern.

Classroom Decorum:

Please arrive on time for class. If late for class, please enter the room as quickly and quietly as possible. For dates with online testing or assignments, please turn on the computer on arrival. Written assignments are to be turned in as scheduled.

LATE ASSIGNMENTS:

A student at Horry-Georgetown Technical College is responsible for all course work and all assignments made in class and clinical. Written assignments are to be turned in as scheduled.

LATE ASSIGNMENTS ARE NOT ACCEPTED FOR CREDIT. IF A STUDENT IS ABSENT ON THE DUE DATE FOR A WRITTEN ASSIGNMENT, THE STUDENT MUST HAND IN THEIR WORK TO THE FACULTY MEMBER'S OFFICE PRIOR TO THE BEGINNING OF THE NEXT DAY PRESENT

FOR CLASS TO RECEIVE CREDIT. DROP BOX ASSIGNMENTS ARE OPEN FOR SEVERAL DAYS AND LATE DROP BOX ASSIGNMENTS ARE NOT ACCEPTED.

USE OF TECHNOLOGY

- Recording nursing lectures is not allowed.
- Personal electronic devices will be on “Silent Mode” during all learning times.
- Personal electronic devices (smart technology, tablets, laptop, etc.) may be used in classroom and laboratory environments for educational, content-related purposes only.
- The above-described use of all electronic devices may only be used according to the discretion of the instructor(s).
- In all clinical settings, HGTC Nursing Students will comply with the technology policy as defined by the institution in which the clinical learning experience is occurring.

TEST MAKE-UP POLICY:

Students are strongly encouraged to be present for ALL scheduled examinations as scheduled in the Course Calendar. Students may miss a maximum of one (1) scheduled exam for certain reasons. The score on the final exam will be used as the score on the missed exam and 5 points will be deducted for the replaced grade only. (DOES NOT REPLACE OR SUBSTITUTE FOR THE LOWEST EXAMINATION SCORE).

Example:

Student misses Unit 1 Exam

Student scores an 80 on his/her Final Exam.

The student will be assigned a score of 75 for his/her missed Unit 1 Exam

The student will

maintain a score of 80 for his/her Final Exam

If you know in advance that you must be absent for one of the reasons listed in the student handbook, then you must notify the course instructor or course coordinator at least 1 week in advance or at least two weeks in advance if due to a religious observance. If you fail to present advanced notice of absence and/or acceptable documentation, then you will receive a grade of zero (0) for the missed unit test and/or final exam.

Any subsequently missed exams will receive a grade of zero (0) and no option for

make-up will be allowed. Students are not allowed to substitute for the Final Exam grade.

QUIZ MAKE UP POLICY:

In class quizzes missed cannot be made up and a grade of 0 will be assigned unless prior arrangements are approved by the instructor.

ACADEMIC DISHONESTY:

As part of your learning journey, it's important to engage with your assignments and projects in an authentic and meaningful way. While AI can be a useful tool for research or inspiration, using AI-generated assignments is not an appropriate way to complete your work. Submitting AI-generated content as your own is considered academic dishonesty and undermines your ability to truly grasp the material.

Your personal effort, critical thinking, and creativity are essential to your development. By completing assignments yourself, you gain the skills and knowledge necessary for success in both school and life. Remember that the process of learning is just as important as the final product. Let's keep our academic integrity strong and continue to take pride in our own work!

PLAGIARISM:

The college defines "Plagiarism" as (1) the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work or (2) submitting content for academic purposes that are created by artificial intelligence, technology platforms, or writing services and representing that such content is the person's own work product. While AI can be a useful tool for research or inspiration, using AI-generated assignments is not an appropriate way to complete your work. Submitting AI-generated content as your own is considered academic dishonesty and undermines your ability to truly grasp the material. Your personal effort, critical thinking, and creativity are essential to your development. By completing assignments yourself, you gain the skills and knowledge necessary for success in both school and life. Remember that the process of learning is just as important as the final product. Let's keep our academic integrity strong and continue to take pride in our own work! If plagiarism is identified by similarity score greater than 25% the student will earn a zero ("0") for the assignment. If plagiarism

is identified by similarity score greater than 50% the student will be turned in for academic misconduct.

TESTING POLICY:

All tests for PNR 130 will occur on campus, in-person. If you are tardy for a scheduled unit test or final exam, you may not be allowed to take the test. See Nursing Student Handbook.

In situations of a public health restriction that prevents a student from on campus attendance, Honorlock is an option available for course testing. To use this testing service, students must have access to a PC or Mac with internet connection, the Google Chrome browser, webcam (either internal or external) and microphone, as well as the ability to download and install the Honorlock Chrome extension on the computer. Students must present a valid student ID or driver's license to take the exam. There is a fee (\$10 per exam) for using this service, which is paid directly to Honorlock at the time the exam is taken. This service is ONLY available for those students who has been placed on quarantine.

USE OF ARTIFACTS:

Student graded assignments may be used for organization accreditation.

MIDTERM SURVEY:

Must be completed at the Midterm Point, after Unit Test #2. Refer to Course Calendar for specific date.

END OF COURSE SURVEY:

Must be completed prior to end of semester. Refer to Course Calendar for specific date.

Accident and/or Illnesses Occurring on or off Campus:

Accidents involving Faculty, Staff and Student Workers (work-study, clinical student or students on a required internship):

An accident/illness involving faculty, staff or student worker must be reported immediately to the Human Resources Department before seeking medical treatment, if possible, so an accident/incident report can be completed, and Worker's Compensation can be notified. In the event someone in Human

Resources cannot be notified, the injured party may contact the College's Worker's Compensation insurance carrier, CompEndium Services, to complete an accident/incident report and to receive clearance for treatment at 877.709.2667. If the incident is an emergency, please notify Human Resources as soon as the proper medical attention has been rendered for verification of the workers' compensation coverage.

In any event, if an accident occurs, proper documentation needs to be completed. An accident report needs to be filled out stating the name of the injured party, the location of the accident, his/her identification number (social or H number), his/her address & phone number, the date & time of the accident, whether there were witnesses, and a brief description of what occurred. Attached is a copy of the Accident/Incident Report form. A copy of the report needs to be distributed to the following departments: Human Resources, the respective Supervisor, and the Dean/Provost of the specific campus.

If you need to go to the doctor's office, the following locations work in conjunction with our Worker's Compensation:

Convenient for the Grand Strand Campus:

Doctors Care - Carolina Forest	200 Middleburg Dr Myrtle Beach, SC 29579	Mon-Fri 8am- 8pm Sat/Sun 9am- 5pm	843-903- 6650
Doctors Care - North Myrtle Beach	1714 Hwy 17 Myrtle Beach, SC 29582	Every day 8am- 8pm	843-361-0705
Doctors Care - Strand Medical	1220 21st Ave. Myrtle Beach, SC	Every day 8am- 8pm	843-626- 9379

Convenient for the Conway Campus:

Doctors Care - Church Street (Hwy 501)	1113 Church St Conway, SC	Every day 8am- 8pm	843-248- 6269
Doctors Care - Main Street	1400 Main Street Conway, SC 29526	8am-6p Mon-Fri ONLY (NO WEEKNDS)	843-381- 8206

Convenient for the Georgetown Campus:

Doctors Care – Georgetown	1068 North Frazier St Georgetown, SC 29440	Mon–Fri 8am– 8pm Sat/Sun 9am– 5pm	843–545– 7200
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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.**

For online and hybrid courses, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

ATTENDANCE POLICY:

Successful completion of any nursing course requires the student to:

1. Attend at least 80% of all nursing classes. Students attending less than 80% of all classes in any nursing course will be withdrawn from the course.
2. Attend 100% of all clinical/lab hours in any nursing course. A maximum of 1 (one) of the total clinical/lab assigned days may be missed.
 - a. Students who fail to notify the clinical/lab instructor prior to each clinical absence may not be allowed to make up the hours.
 - b. Absence more than 1 (one) of the total clinical/lab assigned days or failure to make up the missed clinical/lab time will result in a grade of “unsatisfactory” for clinical and a failing

grade (D) for the course.

3. Attendance at all scheduled conferences as specified in each course syllabus is required to pass the course.

TARDY POLICY:

Students are expected to be on time for class and to stay for the entire session.

Three events of tardiness, or leaving class early, five minutes or longer, will be counted as one class absence.

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

STUDENT TESTING:

Testing in 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 accommodation 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 accommodation 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 accommodation. Students may begin the accommodations process at any time; however, accommodation is **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 accommodation.

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 require 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 people 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 Snyder, 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 based on 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 accommodation to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodation as soon as they know they are pregnant. It is extremely important that communication between students, 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 accommodation, please complete the *Pregnancy Intake Form* that can be found [here](#).