



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

PNR 154

Maternal/Pediatric Nursing

Effective Term

Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: PNR 154 COURSE TITLE: Maternal/Pediatric Nursing

CONTACT HOURS: 9.0

CREDIT HOURS: 5.0.

RATIONALE FOR THE COURSE:

To introduce the student to basic principles of nursing care during pregnancy, labor and delivery, postpartum and the child from birth to adolescence. Emphasis is placed on the normal phases of each with identification of some selected complications or variations of each.

COURSE DESCRIPTION:

This course is a study utilizing the nursing process to meet the needs of the childbearing family. Clinical experiences address the care of the mother, the newborn, and the care of the child with commonly occurring diseases.

PREREQUISITES/CO-REQUISITES:

AHS 126, BIO 210, MAT 155, PNR 110, PNR 120, PNR 130

BIO 211

(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.

Module #1

Materials Covered: Chapters 1, 2, 3 & 4

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 key terms related to prenatal care.
2. Discuss historical factors affecting pregnancy and childbirth.
3. Describe fetal development from conception to birth.
4. Identify the physical and psychological maternal changes that occur during pregnancy.
5. Describe the assessments performed at each prenatal visit.
6. Discuss the nutritional needs of a woman during pregnancy.
7. List the discomforts of pregnancy and one way a patient might alleviate each.
8. Use the nursing process to plan care for a pregnant patient.

Module #2

Materials Covered: Chapter 5

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 key terms related to complications of pregnancy.
2. Explain medical and nursing interventions for a patient with Hyperemesis Gravidarum
3. Compare and contrast the etiology, medical-surgical management, and nursing care for bleeding disorders of pregnancy.
4. Describe the development, medical-surgical management, and nursing care of a patient with Gestational Hypertension and Gestation Diabetes.
5. Discuss the nursing care of a pregnant patient with a chronic medical diagnosis: Diabetes, Hypertension, Heart disease, Maternal PKU.
6. Discuss the effects of infection on a pregnant woman and her fetus and ways to prevent infections.
7. Compare and contrast the etiology, medical-surgical management, nursing care, and effect on the fetus of Rh incompatibility and ABO incompatibility.
8. Explain the effects of multiple pregnancies on the mother, fetus, and family.
9. Describe the effects of addiction on the mother and fetus.
10. Summarize the needs of a woman in preterm labor.

Module #3

Materials Covered: Chapters 6, 7 & 8

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. Explain the key terms related to the birth process.
2. Describe possible causes of labor.
3. Identify signs of labor.
4. Differentiate between true and false labor.
5. Discuss the maternal systemic response to labor.
6. Identify variables that affect the progress of labor.
7. Explain the four stages of labor.
8. Describe the mechanisms of labor.
9. Show nursing actions necessary when admitting a woman to the labor unit.
10. Demonstrate the specific assessments used when caring for a woman in labor:

fetopelvic relationships, fetal assessment, contractions, Leopold's Maneuvers, vaginal examination.

11. Explain possible nursing diagnoses and interventions for a patient during labor and delivery.

12. Identify the most common complications of labor—Dystocia and fetal distress.

13. Identify possible medical—surgical interventions for labor: cesarean birth, induction and augmentation of labor, amniotomy, episiotomy, forceps, vacuum extractor, and analgesia/anesthesia.

14. Provide care for the patient during labor and delivery.

Module #4

Materials Covered: Chapters 9, 10 & 11

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 key terms related to postpartum care.
2. Describe the various aspects of family adaptation.
3. Discuss the mother's physiologic changes after the birth of her baby.
4. Describe the expected and unexpected emotional/behavioral changes in the mother.
5. Demonstrate the postpartum assessments for every new mother and the additional assessments for the mother who has had a cesarean birth.
6. Discuss possible postpartum complications of hemorrhage, and Puerperal infection, including endometritis, Mastitis, and thrombophlebitis.
7. Explain the advantages and disadvantages of the various methods of family planning.
8. Plan and provide the care of a woman who has had a baby.

Module #5

Materials Covered: Chapters 12, 13 & 14

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 key terms related to newborn care.

2. Describe the immediate needs of the newborn.
3. Discuss what initiates breathing in the newborn.
4. Describe the newborns methods of heat production and heat retention.
5. Identify the four ways heat is lost and nursing interventions to prevent heat loss.
6. Describe the immediate care of the newborn.
7. Discuss the Apgar score and how it is used.
8. Describe the physical characteristics of the newborn.
9. Identify the common variations in newborns.
10. Elicit the newborns reflexes.
11. Determine gestational age of a newborn.
12. Discuss the newborns' nutritional needs and how they can be met by breastfeeding and bottle feeding.
13. Identify common problems the newborn may encounter and nursing interventions for each.
14. Plan the care for a newborn.

Module #6

Materials Covered: Chapter 15–22

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 key terms related to basic pediatric care.
2. Discuss the role of a nurse in preparing a child and family for hospitalization.
3. Explain the role of the nurse in admission and discharge of the pediatric patient.
4. Prepare children at different developmental stages for procedures.
5. Discuss various methods of assessing needs and planning daily care.
6. Safely performing supportive pediatric procedures.
7. Identify the child's understanding of death at different stages of development.
8. Describe common responses to death and dying of pediatric patients (family, child, siblings, and nurses).
9. Discuss sources of support for the dying child.
10. Discuss Growth and Development related to the pediatric population.

Module #7

Materials Covered: Chapters 23–33

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 key terms.
2. Differentiate between the most common respiratory illnesses affecting infants.
3. Describe nursing care for infants with circulatory conditions.
4. Discuss nursing considerations for infants with digestive conditions.
5. Explain the evaluation techniques for infants suspected of having musculoskeletal disorders.
6. Explain causes and effects of nervous system conditions seen in infants.
7. Outline teaching strategies for caregivers of infants with visual and hearing impairments and cognitive disorders.
8. Implement nursing interventions for infants that have been abused.
9. Describe teaching guidelines for families of infants who have unsafe environments.

Module #8

Materials Covered: Chapters 23–33

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 key terms related to common problems in children ages 1 to 18 years.
2. Discuss common skin disorders in children.
3. Differentiate between pathophysiology, diagnosis, common diagnostic tests, treatment, and nursing care of children with skin disorders in comparison to adults with skin disorders.
4. Differentiate between the etiology, medical-surgical management, and

nursing care for genitourinary conditions in children as compared to adults.

5. Discuss communicable and infectious diseases of childhood, including their causative agents, transmission, incubation periods, prevention, signs and symptoms, treatment, and nursing care.
6. Differentiate between etiology, medical-surgical management, and nursing care of orthopedic conditions in children as compared to adults.
7. Briefly describe behavioral problems in children, including symptoms, treatment, and nursing care.
8. Plan care for a child with any of the conditions previously mentioned.

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:

Tests	80%
Final Exam	10%
<u>Quizzes/Assignments:</u>	<u>10%</u>
	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.

As an example:

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

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

Total points: $70.13 / 90 = 77.9$

The remaining points from other assignments will be added once the grade of 77 or greater is achieved to calculate the overall theory grade. There is no rounding of any grades. Grades are calculated to the hundredth decimal place.

GRADING SYSTEM:

Unit tests and final exam will be averaged using the weighted calculation at the

end of the course. If the student achieves a 77 or greater, the weighted average for the exams (90%) and the quiz weighted average (10%) will be added together to calculate the final grade.

A = 100 – 90

B = 89 – 80

C = 79 – 77

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.

KAPLAN TESTING FOR PROGRESSION:

Kaplan is a requirement for progression. The Kaplan Integrated Test (KIT) for this course is PN Developing Family A and requires a benchmark of 69% for progression. In order to pass this KIT, you must obtain a benchmark score of 69% and complete remediation. Remediation is defined as one (1) minute per question (right and wrong) on Kaplan website and one (1) Kaplan remediation card/sheet for each Incorrect answer. Benchmark must be met within 3 attempts. If this test is not completed within this course time frame, the student will receive an Incomplete (I) in this course.

There are 2 Kaplan Focused Review (KFR) that is required for progression in this course. The KFR for this course is PN FR Maternity A, NGN, and PN FR Pediatrics A, NGN. To pass the 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.

LABORATORY/CLINICAL EVALUATION:

Satisfactory/Unsatisfactory (must achieve a satisfactory evaluation of all skills to progress in the Practical Nursing program). Clinical skill and competency will be evaluated by the nursing faculty. Students' performance will be evaluated as satisfactory or unsatisfactory. Evaluation of clinical skills and competencies will be documented in the CPE (Clinical Performance Evaluation) tool. All students must achieve a satisfactory evaluation for all the assigned skills and clinical competencies to receive a passing grade in PNR 130. There is a maximum of three attempts allowed for each skill evaluated. If after two attempts, the student remains unsuccessful at demonstration of the skill, the student must arrange for individualized instruction with an instructor prior to the third attempt. If a student is unsuccessful after three unsatisfactory evaluations of a skill, it is determined that a student has failed the laboratory portion, and the student will be dropped from Fundamentals of Nursing with either a "D" if passing theory or an "F" if failing theory. Absences at scheduled check-offs times will count as an unsatisfactory attempt unless prior arrangements are made with the course instructor. Skill content will be tested in the theory portion of the course.

Grades 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 WFs 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 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.

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 WEEKENDS)	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 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 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](#).