



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

PNR 183

Special Topics in Practical Nursing

Effective Term

Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: PNR 183

COURSE TITLE: Special Topics in Practical Nursing

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0.

RATIONALE FOR THE COURSE:

This course is designed to allow the student the opportunity to discuss and explore professional issues pertinent to their entry practice.

COURSE DESCRIPTION:

This course covers special topics in practical nursing.

PREREQUISITES/CO-REQUISITES:

ENG 101

PSY 201

PNR 154

PNR 140

(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 One: Critical Thinking, Ethics and Laws

Materials Covered:

Kurzen and Barrett: Chapters 1, 10, 11, 15, 16

Kaplan: PN Basics Text/E-Book; Pathway to success videos; orientation videos; question trainers; essential nursing content videos; SCLLR Website; NCSBN Website.

Learning objectives: After completing this module, the student should be able to:

1. Discuss how to use evidence to assist in decision making.
2. Explain why critical thinking is essential to decision making as a practical/vocational nurse.
3. List four current ethical issues of concern in twenty-first century health care.
4. Explain the differences among ethics, morals, and values.
5. Differentiate between personal and professional ethics.
6. Identify ethical elements in your state's Nurse Practice Act.
7. Discuss nonmaleficence, beneficence, fidelity, autonomy, and justice in healthcare.
8. Differentiate between ethical and legal responsibilities in nursing.
9. Discuss the content of your state's Nurse Practice Act (NPA).
10. Describe the responsibilities of your state's board of nursing (or nursing regulatory board), including their number one mandate.
11. Explain the limits, including prohibited acts, of a licensed practical nurse/licensed vocational nurse (LPN/LVN) license within your state.
12. Define the nursing standard of care.

13. Differentiate between common law and statutory law.
14. Explain the difference between criminal and civil action.
15. Discuss the difference between intentional and unintentional torts.
16. Describe the major focus of the Health Insurance Portability and Accountability Act (HIPAA).
17. Differentiate between the living will and durable power of attorney.
18. Explain the difference between physician-assisted suicide and euthanasia.

Module Two: Communication, Assertiveness, Cultural Competence

Materials Covered:

Kurzen and Barrett: Chapters 3, 8, 9, 14, 15, 16

Kaplan: PN Basics Text/E-Book; Pathway to success videos; orientation videos; question trainers; essential nursing content videos, SCLLR Website; NCSBN Website.

Learning Objectives: After completing this module, the student should be able to:

1. Describe essential characteristics of effective communication.
2. Self-evaluate your usual communication style, identifying areas for growth.
3. Discuss various modes of communication, including social media.
4. Discuss how nonverbal and affective communication can support, or cancel the meaning of, verbal communication.
5. Identify the four steps of situation, background, assessment, and recommendation (SBAR) and give an example of how it can be used for health care team communication.
6. Differentiate between lateral violence, bullying, and vertical violence in nursing.
7. Discuss dealing with sexual harassment and other work-related challenges in nursing.
8. Explain the importance of awareness, knowledge, information, and collaboration in developing an ability to provide culturally competent care.

Module Three: Nursing Process, Nursing Evidence based practice, Healthcare System, Healthcare team, The LPN Role

Materials Covered:

Kurzen and Barrett: Chapters 4, 6, 7, 8

Kaplan: PN Basics Text/E-Book; Pathway to success videos; orientation videos; question trainers; essential nursing content videos; SCLLR Website; NCSBN Website.

Learning Objectives: After completing this module, the student should be able to:

1. Explain why the nursing process and critical thinking are part of the

practical/vocational nursing program curriculum.

2. Maslow's hierarchy of human needs theory
3. Define evidence-based practice (EBP).
4. Explain the three elements of EBP.
5. Discuss how your site of clinical experience adopts evidence-based guidelines for nursing interventions.
6. Explain the role of the licensed practical nurse/licensed vocational nurse (LPN/LVN) in nursing research and evidence-based practice.
7. Identify the nursing personnel who are part of the interdisciplinary health care team, according to education, role and responsibilities, licensing, and sites of employment.
8. Discuss the different roles and responsibilities between the direct care worker, licensed practical nurse (LPN), registered nurse (RN), and other members of the interdisciplinary health care team.
9. Describe how the philosophy of relationship-centered care impacts nursing care.
10. Discuss how the Affordable Care Act (ACA) and the supply of nurses (LPNs and RNs) impact jobs for the LPN/LVN.
11. Discuss how quality, safety, cost, and access affect the direction of health care.
12. Identify your reaction to change involving your nursing career and personal life.

Module Four: Leadership and Management

Materials Covered:

Kurzen and Barrett: Chapters 1, 12, 13, 14

Kaplan: PN Basics Text/E-Book; Pathway to success videos; orientation videos; question trainers; essential nursing content videos; SCLLR Website; NCSBN Website.

Learning Objectives: After completing this module, the student should be able to:

1. Explain the difference between leadership and management.
2. Explain the following leadership styles in your own words: authoritarian, permissive, democratic, and situational.
3. Discuss the role of the LPN/LVN, as written in your state's Nurse Practice Act (NPA) with special focus on the following: the members of the health care interdisciplinary team who can supervise the LPN; the members of the health care interdisciplinary team who the LPN can supervise in collaboration with the registered nurse (RN); any additional requirements in your NPA that must be met to be an LPN charge nurse; the difference between supervising the

assigned work of a DCW and delegating an assignment to a DCW.

4. Discuss the key skills necessary to effectively manage, empower, and lead a team in a long-term care or community setting.
5. *Explain the purpose of the National Council Licensing Examination for Practical Nurses (NCLEX-PN®).
6. *Explain the significance of the Authorization to Test (ATT).
7. *Describe how Computerized Adaptive Testing (CAT) determines whether you pass or fail the NCLEX-PN®.
8. *Discuss the proven way of preparing for the NCLEX-PN®.
9. *Explain the legal implications of ignoring the NCLEX-PN® confidentiality agreement and sharing information about the NCLEX-PN® content with others.
10. *Discuss the requirements of your state board of nursing for eligibility to take the NCLEX-PN®.
11. *Explain the requirements of your state board of nursing for licensure renewal.
12. *Explain the process of endorsement.
13. Differentiate between a temporary work permit and licensure.
14. Discuss how your state's Nurse Practice Act speaks to the issue of assessment, supervision, and delegation.
15. Discuss how your state's Nurse Practice Act regulates the licensed practical nurse (LPN)'s role in the administration of intravenous therapy, including via a central line.
16. Discuss why it is critical for the LPN to fully understand their state Nurse Practice Act.

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

General Education Outcomes:

This course fulfills the following General Education Outcomes through online assessments and class activities. Upon completion of this course, students will be able to:

- ☐ Communicate effectively.
- ☐ Think critically.
- ☐ Self and professional development.

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*

4 Module Exams	40%
Discussions	10%
Mock Interview	10%
Group Presentation	10%
NCLEX Prep Assignments	20%
Final Exam	10%
Total Grade	100%

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

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 X .80 = 62.03

Final exam grade 81.04 X .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 Tests (KIT) for this course are "PN Secure Predictor, NGN" and requires a benchmark of 70% for progression as well as "PN Readiness NGN" and requires a benchmark of 76.3% for progression.** To pass the KITs, you must obtain the benchmark score 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.

Kaplan Testing

In this course you will be required to take and successfully pass the following:

Kaplan Test	Benchmark	# of Questions
Kaplan Readiness NGN	76.3	100
Kaplan Secure Predictor NGN	70	100
Q-banks and Question Trainers	Varies (will be announced)	Varies

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 -	1220 21st Ave.	Every day 8am-	843-626-

Strand Medical	Myrtle Beach, SC	8pm	9379
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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 accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

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

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

COUNSELING SERVICES:

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

or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

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

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

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

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

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

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees,

applicants for admission and employment, and other persons from all forms of sex discrimination.

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

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

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

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

PREGNANCY ACCOMMODATIONS

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

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

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

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

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