



INSTRUCTIONAL PACKAGE

PTH 205
Physical Therapy Functional Anatomy

Effective Term
Fall 2023

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2023

COURSE PREFIX: PTH 205

COURSE TITLE: Physical Therapy Functional Anatomy

CONTACT HOURS: 6/week

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

This course introduces the student to performing manual muscle testing and goniometric patient assessments, correctly identifying musculoskeletal anatomy on written patient situations, accurately analyzing human movement and discussing the pertinent musculoskeletal components involved.

COURSE DESCRIPTION:

This course introduces the basic concepts and principles of muscles, joints, and motion, including traditional testing procedures.

PREREQUISITES/CO-REQUISITES:

Prerequisites: BIO 210 and BIO 211 and (MAT 110 or MAT 120) Corequisites: PSY 203, PTH 221, PTH 204

REQUIRED MATERIALS:

- Lippert LS. *Clinical Kinesiology and Anatomy* 7th Ed. Philadelphia, PA: F.A. Davis Company; 2023.
- Avers D, Brown M. *Daniels and Worthingham's Muscle Testing Techniques of Manual Examination and Performance Testing* 10th Ed. St. Louis, MO: Elsevier; 2019.
- Reese NB, Bandy WD. *Joint Range of Motion and Muscle Length Testing* 3rd Ed. St. Louis, MO: Elsevier 2017.
- Roy SH, Wolf SL, Scalzitti, DA. *The Rehabilitation Specialist's Handbook* 4th Ed. Philadelphia, PA: F. A. Davis Company; 2013.
- First Hand Student Kit American Physical Therapy Association
- Scrubs

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:

Laptop

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

CLASSROOM ETIQUETTE:

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

Part II: Student Learning Outcomes**PROGRAM LEARNING OUTCOMES:**

After successful completing the Horry-Georgetown Technical College Physical Therapist Assistant Program the graduate will be able to achieve the program learning outcomes. The student is advised to view the program learning outcomes in the Student Handbook. Reviewing the outcomes will assist the student in understanding how the terminal course objectives achieve the program learning outcomes.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

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

1. Review the medical record and physical therapy documentation to accurately identify and palpate specific musculoskeletal structures along with muscular origins, insertions, and innervations within the human body.
 - a. Assessments: Skill Check Assessments, Final Laboratory Practical Competency Examination and Comprehensive Final Examination
2. Review the medical record and physical therapy documentation to identify and discuss the functional significance of supportive connective tissues within the human body (i.e. ligaments, bursa, capsules, and etc.)
 - a. Assessment: Comprehensive Final Examination
3. Identify indications, contraindications and precautions for data collection procedures and be able to adjust interventions within the plan of care established by the physical therapist.
 - a. Assessments: Skill Check Assessments, Final Laboratory Practical Competency Examination, Comprehensive Final Examination
4. Communicate adequately and appropriately, both verbally and non-verbally, in a manner that fosters confidence, and reflects an understanding of socioeconomic, cultural, and psychological differences during data collection procedures on a mock patient scenario.
 - a. Assessments: Skill Check Assessments and Final Laboratory Practical Competency Examination
5. Demonstrate compliance within the scope of practice of a Physical Therapist Assistant in both legal

and ethical dimensions.

- a. Assessments: Final Laboratory Practical Competency Examination, Comprehensive Final Examination

STUDENT UNIT LEARNING OUTCOMES PER MODULE

After successful completion of the classroom activity, the student will be able to meet the following instructional objectives:

*Modules can change per discretion of the instructor.

Module #1

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 1

Assessment(s): Lecture Exam

1. Define kinesiology and biomechanics as it relates to the human body.
2. Compare and contrast descriptive terminology utilized to relate various parts of the human body to each other.
3. Identify the types of motion and provide an example in the human body of each.
4. Differentiate osteokinematic motions of the human body relative to the planes of movement.

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 2

Assessment(s): Lecture Exam

1. Recognize the components of the axial versus appendicular skeleton.
2. Define the primary components found in bone.
3. Describe the structure of bone.
4. Describe the five types of bones found in the human skeleton.
5. Define common skeletal pathologies including fracture, osteoporosis, osteomyelitis, and those seen in childhood.

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 3

Assessment(s): Lecture Exam

1. Classify joints of the human body according to type, available motion, and structure.
2. Describe the three primary materials found in connective tissue.
3. Explain how tendons and ligaments support the structure of a joint.
4. Describe the effects of immobilization on the connective tissues.
5. Analyze the planes of movement and axes of rotation for the human body.
6. Define common pathological terms to describe pathology of the articular system.

Lab

Materials Covered: Clinical Kinesiology and Anatomy Chapter 1, Chapter 2 and Chapter 3; Joint Range of Motion and Muscle Length Testing Chapter 1; Muscle Testing Chapter 1

Assessment(s): Lab Handout

1. State the data collection techniques and procedures for goniometry, muscle length assessment and manual muscle testing.
2. Explain the role of the physical therapist assistant in data collection procedures to meet the stated short- and long-term goals on the plan of care established by the physical therapist.

Module #2

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 4

Assessment(s): Lecture Exam

1. Differentiate between osteokinematic and arthrokinematic movement.
2. Define end feel and explain both normal and abnormal.
3. Explain the convex-concave rule as it relates to arthrokinematic movement.
4. Explain the difference between the open and closed packed positions of a joint.
5. Define accessory motion forces that occur during joint mobilization.

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 5

Assessment(s): Lecture Exam

1. Explain how muscle nomenclature assists with understanding the action of the muscle.
2. Describe how cross-sectional area, line of pull, and shape help determine the functional potential of a muscle.
3. Describe the process of muscle contraction and the sliding filament theory.
4. Explain the length-tension relationship in muscle tissue.
5. Describe concentric, eccentric, isometric, and isokinetic activation of muscle.
6. Distinguish between open kinetic chain and closed kinetic chain movement.

Lab

Materials Covered: Clinical Kinesiology and Anatomy Chapter 4, Chapter 5; Muscle Testing Chapter 1

Assessment(s): Lab Handout

1. Demonstrate arthrokinematic movements using skeletal models for joints of the body.
2. Define joint range of motion and muscle length and discuss how positioning of a limb affects the outcome of a goniometric measurement.
3. Perform concentric, eccentric, and isometric contractions for muscles in the human body.
4. Demonstrate the force velocity relationship by performing muscle contractions at various speeds.
5. Demonstrate the length tension relationship by performing muscle contractions at varying degrees of available joint motion.
6. Describe the use of manual muscle testing (MMT) as a clinical measure of muscle performance.

Module #3

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 6

Assessment(s): Lecture Exam

1. Distinguish the central nervous system, peripheral nervous system, and the autonomic nervous system.
2. Define components of nervous tissue.
3. Describe the two major types of nerve fibers in peripheral nerves.

4. Define dermatome and discuss the clinical significance of understanding sensory innervation.
5. Explain the formation of peripheral nerves via a plexus.
6. Recognize common pathologies of the central and peripheral nervous systems.

Module #4

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 8

Assessment(s): Lecture Exam

1. Define terms related to basic biomechanics.
2. Describe how force, torque, and levers affect biomechanical movement.
3. Define Newton's Laws of Motion and provide a clinical example of its implication.
4. Describe the four simple machines and explain the advantages and disadvantages of each.
5. Analyze how muscular lines of pull produce specific biomechanical motions.
6. Explain how muscular force vectors are used to describe movement.

Lab

Materials Covered: Clinical Kinesiology and Anatomy Chapter 6 and Chapter 8

Assessment(s): Lab Handout

1. Identify dermatome patterns on a model and on your lab partner and discuss the clinical significance.
2. Draw the brachial plexus and discuss the clinical significance to your lab partner.
3. Identify cutaneous and motor distribution of peripheral nerves.
4. Demonstrate daily applications of Newton's Laws of Motion.
5. Provide examples of the different types of forces acting on objects.
6. Provide an example of a first class, second class and third-class lever using examples from the human body and illustrate the concepts with practical applications.

Module #5

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 9 and 10

Assessment: Lecture Exam

1. Identify the bones, joints, and ligaments relevant to the shoulder complex and discuss the primary function of each.
2. Cite the normal range of motion for shoulder osteokinematics.
3. Cite the proximal and distal attachments, actions, and innervation of the muscles of the shoulder complex.
4. Describe the biomechanics for the glenohumeral joint, scapulothoracic joint, acromioclavicular joint and sternoclavicular joint in producing functional upper extremity motion.
5. Cite the closed and loose packed positions, end feel and capsular pattern of the shoulder complex.

Lab

Materials Covered: Clinical Kinesiology and Anatomy Chapter 9 and 10; Joint Range of Motion and Muscle Length Testing Chapter 3 and 6; Muscle Testing Chapter 5

Assessment: Lab Handout; Skill Check Assessment

1. Accurately identify the bony landmarks used for goniometric alignment and be able to perform active and passive range of motion for the shoulder using a goniometer on your lab partner following demonstration by the instructor.
2. Accurately identify shoulder and scapular musculature by palpation and place your lab partner in the correct position to perform manual muscle testing of the shoulder and scapula following demonstration by the instructor.
3. Accurately perform muscle length testing for the shoulder on your lab partner following demonstration by the instructor.
4. Recognize when data collection procedures should not be provided due to a change in the patient's status and report to the supervising Physical Therapist.
5. Recognize when a mobility or strength intervention is not further indicated based upon data collection with assistance from the instructor.
6. Explain the purpose and results of data collection procedures to your lab partner effectively in a clear and understandable manner and reinforce the importance of a home exercise program.
7. Appropriately respond to a peer's privacy by performing appropriate draping during data collection techniques.

Module #6

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 11

Assessment: Lecture Exam

1. Identify the bones, joints and ligaments relevant to the elbow and forearm complex and discuss the primary function of each.
2. Cite the normal range of motion for elbow and forearm osteokinematics.
3. Cite the proximal and distal attachments and innervation of the muscles of the elbow and forearm complex.
4. Describe the biomechanics for the elbow and forearm in producing functional upper extremity motion.
5. Cite the closed and loose packed positions, end feel and capsular pattern for the elbow complex.

Lab

Materials Covered: Clinical Kinesiology and Anatomy Chapter 11; Joint Range of Motion and Muscle Length Testing Chapter 4 and 6; Muscle Testing Chapter 5

Assessment: Lab Handout; Skill Check Assessment

1. Accurately identify the bony landmarks used for goniometric alignment and be able to perform active and passive range of motion for the elbow and forearm using a goniometer on your lab partner following demonstration by the instructor.
2. Accurately identify elbow and forearm musculature by palpation and place your lab partner in the correct position to perform manual muscle testing of the elbow and forearm following demonstration by the instructor.
3. Accurately perform muscle length testing for the elbow and forearm complex on your lab partner following demonstration by the instructor.
4. Recognize when data collection procedures should not be provided due to a change in the patient's status and report to the supervising Physical Therapist.
5. Recognize when a mobility or strength intervention is not further indicated based upon data

collection with assistance from the instructor.

6. Explain the purpose and results of data collection procedures to your lab partner effectively in a clear and understandable manner and reinforce the importance of a home exercise program.
7. Appropriately respond to a peer's privacy by performing appropriate draping during data collection techniques.

Module #7

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 12 and 13

Assessment: Lecture Exam

1. Identify the bones, joints and ligaments relevant to the wrist and hand joint complex and discuss the primary function of each.
2. Cite the normal range of motion for wrist and hand complex.
3. Cite the proximal and distal attachments and innervation of the primary muscles of the wrist and hand.
4. Describe the biomechanics for the wrist and hand in producing functional upper extremity motion.
5. Cite the closed and loose packed positions, end feel and capsular pattern for the wrist and hand.
6. Identify the two types of prehension (grasps) and discuss the functional significance of each.

Lab

Materials Covered: Clinical Kinesiology and Anatomy Chapter 12 and 13; Joint Range of Motion and Muscle Length Testing Chapter 5 and 6; Muscle Testing Chapter 5

Assessment: Lab Handout; Skill Check Assessment

1. Accurately identify the bony landmarks used for goniometric alignment and be able to perform active and passive range of motion for the wrist and hand using a goniometer on your lab partner following demonstration by the instructor.
2. Accurately identify wrist and hand musculature by palpation and place your lab partner in the correct position to perform manual muscle testing following demonstration by the instructor.
3. Accurately perform muscle length testing for the wrist and hand on your lab partner following demonstration by the instructor.
4. Recognize when data collection procedures should not be provided due to a change in the patient's status and report to the supervising Physical Therapist.
5. Recognize when a mobility or strength intervention is not further indicated based upon data collection with assistance from the instructor.
6. Explain the purpose and results of data collection procedures to your lab partner effectively in a clear and understandable manner and reinforce the importance of a home exercise program.
7. Appropriately respond to a peer's privacy by performing appropriate draping during data collection techniques.

Module #8

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 18

Assessment: Lecture Exam

1. Identify the bones, joints and ligaments of the hip and pelvis and discuss the primary function of each.
2. Cite the normal range of motion and functional range of motion for osteokinematics of the hip.
3. Describe the three kinematic strategies used to produce different functional motions at the hip.
4. Describe the biomechanics for the hip in producing functional lower extremity motion and gait.
5. Cite the closed and loose packed positions, end feel and capsular pattern for the hip.

Lab

Materials Covered: Clinical Kinesiology and Anatomy Chapter 18; Joint Range of Motion and Muscle Length Testing Chapter 11 and 14; Muscle Testing Chapter 6

Assessment: Lab Handout; Skill Check Assessment

1. Accurately identify the bony landmarks used for goniometric alignment and be able to perform active and passive range of motion for the hip using a goniometer on your lab partner following demonstration by the instructor.
2. Accurately identify hip musculature by palpation and place your lab partner in the correct position to perform manual muscle testing following demonstration by the instructor.
3. Accurately perform muscle length testing for the hip on your lab partner following demonstration by the instructor.
4. Recognize when data collection procedures should not be provided due to a change in the patient's status and report to the supervising Physical Therapist.
5. Recognize when a mobility or strength intervention is not further indicated based upon data collection with assistance from the instructor.
6. Explain the purpose and results of data collection procedures to your lab partner effectively in a clear and understandable manner and reinforce the importance of a home exercise program.
7. Appropriately respond to a peer's privacy by performing appropriate draping during data collection techniques.

Module #9

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 19

Assessment: Lecture Exam

1. Identify the bones, joints and ligaments of the knee and discuss the primary function of each.
2. Cite the normal range of motion and functional range of motion for osteokinematics of the knee.
3. Describe the biomechanics for the knee in producing functional lower extremity motion.
4. Cite the closed and loose packed positions, end feel and capsular pattern for the knee.
5. Describe the combined movements at the hip and knee that promote the most effective force production.

Lab

Materials Covered: Clinical Kinesiology and Anatomy Chapter 19; Joint Range of Motion and Muscle Length Testing Chapter 12 and 14; Muscle Testing Chapter 6

Assessment: Lab Handout; Skill Check Assessment

1. Accurately identify the bony landmarks used for goniometric alignment and be able to perform active and passive range of motion for the knee using a goniometer on your lab partner following demonstration by the instructor.

2. Accurately identify knee musculature by palpation and place your lab partner in the correct position to perform manual muscle testing following demonstration by the instructor.
3. Accurately perform muscle length testing for the knee on your lab partner following demonstration by the instructor.
4. Recognize when data collection procedures should not be provided due to a change in the patient's status and report to the supervising Physical Therapist.
5. Recognize when a mobility or strength intervention is not further indicated based upon data collection with assistance from the instructor.
6. Explain the purpose and results of data collection procedures to your lab partner effectively in a clear and understandable manner and reinforce the importance of a home exercise program.
7. Appropriately respond to a peer's privacy by performing appropriate draping during data collection techniques.

Module #10

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 20

Assessment: Lecture Exam

1. Identify the bones, joints and ligaments of the ankle and foot and discuss the primary function of each.
2. Cite the normal range of motion and functional range of motion for osteokinematics of the foot and ankle complex.
3. Describe the biomechanics for the foot and ankle complex in producing functional lower extremity motion.
4. Cite the closed and loose packed positions, end feel and capsular pattern for the foot and ankle complex.
5. Explain how the interaction among the talocrural, subtalar, and transverse tarsal joints allow the foot to adapt to uneven ground while standing and walking.

Lab

Materials Covered: Clinical Kinesiology and Anatomy Chapter 20; Joint Range of Motion and Muscle Length Testing Chapter 13 and 14; Muscle Testing Chapter 6

Assessment: Lab Handout; Skill Check Assessment

1. Accurately identify the bony landmarks used for goniometric alignment and be able to perform active and passive range of motion for the ankle and foot using a goniometer on your lab partner following demonstration by the instructor.
2. Accurately identify ankle and foot musculature by palpation and place your lab partner in the correct position to perform manual muscle testing following demonstration by the instructor.
3. Accurately perform muscle length testing for the ankle and foot on your lab partner following demonstration by the instructor.
4. Recognize when data collection procedures should not be provided due to a change in the patient's status and report to the supervising Physical Therapist.
5. Recognize when a mobility or strength intervention is not further indicated based upon data collection with assistance from the instructor.
6. Explain the purpose and results of data collection procedures to your lab partner effectively in a clear and understandable manner and reinforce the importance of a home exercise program.

7. Appropriately respond to a peer's privacy by performing appropriate draping during data collection techniques.

Module #11

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 15, 16 and 17

Assessment: Lecture Exam

1. Identify the bones, joints and ligaments of the spine and discuss the primary function of each.
2. Describe the three parts of the intervertebral disc and discuss the function and mechanics in the spine.
3. Cite the normal range of motion for the spine.
4. Describe the biomechanics of the spine in producing functional movement patterns.
5. Cite the closed and loose packed position, end feel and capsular pattern of the spine.

Lab

Materials Covered: Clinical Kinesiology and Anatomy Chapters 15, 16 and 17; Joint Range of Motion and Muscle Length Testing Chapter 8 and 9; Muscle Testing Chapter 3 and 4

Assessment: Lab Handout; Skill Check Assessment

1. Accurately identify the bony landmarks used for goniometric alignment and be able to perform active and passive range of motion for the spine using a goniometer, tape measure, and inclinometer on your lab partner following demonstration by the instructor.
2. Accurately identify spinal musculature by palpation and place your lab partner in the correct position to perform manual muscle testing following demonstration by the instructor.
3. Recognize when data collection procedures should not be provided due to a change in the patient's status and report to the supervising Physical Therapist.
4. Recognize when a mobility or strength intervention is not further indicated based upon data collection with assistance from the instructor.
5. Explain the purpose and results of data collection procedures to your lab partner effectively in a clear and understandable manner and reinforce the importance of a home exercise program.
6. Appropriately respond to a peer's privacy by performing appropriate draping during data collection techniques.

Module #12

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 22

Assessment: Lecture Exam

1. Describe the key events of the normal gait cycle utilizing both the traditional and Rancho Los Amigos terminology.
2. Describe the sagittal, frontal, and horizontal plane kinematics that occur during gait.
3. Explain the muscular interactions during each phase of gait.
4. Describe the common gait deviations, including impairments that may cause the deviations.
5. Explain the normal development of gait from birth to age seven.

Lab

Materials Covered: Clinical Kinesiology and Anatomy Chapter 22; The Rehabilitation Specialist's

Handbook Part 4 Section XIV; Muscle Testing Chapter 9

Assessment: Lab Handout; Skill Check Assessment

1. Distinguish between Rancho Los Amigos and Standard terminology used to describe the phases of the gait cycle.
2. Accurately identify the muscle activity that occurs during the phases of gait and the normal range of motion values required for normal gait.
3. Use appropriate gait terminology to perform data collection for gait patterns on your lab partner and document accurately in a SOAP note.
4. Perform simple clinical measurements of gait to measure the temporal and spatial aspects of gait.
5. Explain the purpose and results of data collection procedures to your lab partner effectively in a clear and understandable manner and reinforce the importance of a home exercise program.

Module #13

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 14 Temporomandibular Joint

Assessment: Lecture Test

1. Identify the bones, joints, and ligaments relevant to the temporomandibular joint and discuss the primary function of each.
2. Cite the normal range of motion for osteokinematics of the temporomandibular joint.
3. Describe the biomechanics for the temporomandibular joint for opening and closing the mouth.
4. Cite the closed and loose packed positions, end feel and capsular pattern of the temporomandibular joint (TMJ).
5. Justify the actions of the primary muscles of the temporomandibular joint through knowledge of the muscles' proximal and distal attachments.
6. Identify common pathologies and physical therapy interventions in relation to the temporomandibular joint.

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

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

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

EVALUATION*

Tests	60%
Assignments/quizzes	8%
Skill Check Assessments	2%
Final Laboratory Practical Competency Examination	8%
Class Participation	2%
<u>Comprehensive Final Examination</u>	<u>20%</u>
	100%

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

GRADING SYSTEM:

A= 90%-100%

B= 80%-89%

C= 75%-79%

D= 69%-74%

F= below 68%

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

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

Part IV: Attendance

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

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

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

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

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



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

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

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators 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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu