HORRY GEORGETOWN TECHNICAL COLLEGE

INSTRUCTIONAL PACKAGE

PTH 205
Physical Therapy Functional Anatomy

Effective Term
Fall 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2025

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 7*th Ed. Philadelphia, PA: F.A. Davis Company; 2023.
- Avers D, Lott DJ, Brown M. *Daniels and Worthingham's Muscle Testing Techniques of Manual Examination and Performance Testing* 11th Ed. St. Louis, MO: Elsevier; 2025.
- Reese NB, Bandy WD. Joint Range of Motion and Muscle Length Testing 4th Ed. St. Louis, MO: Elsevier 2024.
- 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 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 Manual. 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 Basic Information
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. Explain the difference between a closed kinetic chain and an open kinetic chain.
4. Discuss joint movement in reference to planes and axes.
5. Differentiate osteokinematic motions of the human body relative to the planes of movement.

Lecture
Materials Covered: Clinical Kinesiology and Anatomy Chapter 2 Basic Biomechanics
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. Identify the types of motion and provide an example in the human body of each.
5. Describe the four simple machines and explain the advantages and disadvantages of each.
6. Analyze how muscular lines of pull produce specific biomechanical motions.
7. Explain how muscular force vectors are used to describe movement.

Lab
Materials Covered: Clinical Kinesiology and Anatomy Chapter 1 and Chapter 2 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.
3. Demonstrate daily applications of Newton's Laws of Motion.
4. Provide examples of the different types of forces acting on objects.
5. 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 #2

Lecture
Materials Covered: Clinical Kinesiology and Anatomy Chapter 3 Skeletal System
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 4 Articular System and Arthrokinematics
Assessment(s): Lecture Exam

1. Classify joints of the human body according to type, available motion, and structure.
2. Describe the structure of joints and explain the purpose of the connective tissues.
3. Define normal and abnormal end feels and state the purpose of understanding each.
4. Differentiate between osteokinematic and arthrokinematic movement.
5. Explain the convex-concave rule as it relates to arthrokinematic movement.
6. Explain the difference between the open and closed packed positions of a joint.
7. Define accessory motion forces that occur during joint mobilization.
8. Define common pathological terms to describe pathology of the articular system.

Lab
Materials Covered: Clinical Kinesiology and Anatomy Chapter 3 and Chapter 4
Assessment(s): Lab Handout

1. Palpate boney landmarks on a lab partner and verbalize the location using directional terminology.
2. Assemble disarticulated bones from the upper and lower extremities to create the appendicular skeleton.
3. Organize bones from the bone box into the appropriate category of type of bone.
4. Perform passive range of motion on a lab partner to determine the end feel.
5. Demonstrate arthrokinematic movements using skeletal models for joints of the body.

Module #3

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 5 Nervous System
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.

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 6 Muscular System
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 5 and Chapter 6
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. Perform concentric, eccentric, and isometric contractions for muscles in the human body.
5. Demonstrate the force velocity relationship by performing muscle contractions as various speeds.
6. Demonstrate the length tension relationship by performing muscle contractions at varying degrees of available joint motion.
7. Describe the use of manual muscle testing (MMT) as a clinical measure of muscle performance.

Module #4

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 12 and Chapter 13 Shoulder

Girdle and Shoulder Joint
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 Chapters 12 and 13; 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 #5

Lecture
Materials Covered: Clinical Kinesiology and Anatomy Chapter 14 Elbow and Forearm
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 14; 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 #6

Lecture
Materials Covered: Clinical Kinesiology and Anatomy Chapter 15 and Chapter 16 Wrist Joint and Hand
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 15 and 16; 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 #7

Lecture
Materials Covered: Clinical Kinesiology and Anatomy Chapter 17 Hip Joint
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 17; 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 #8

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 18 Knee Joint

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 18; 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 #9

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 19 Leg, Ankle, and Foot
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 19; 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 #10

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 9 Neck and Trunk; Chapter 10 Pelvis

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 9-10; 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 #11

Lecture

Materials Covered: Clinical Kinesiology and Anatomy Chapter 21

Assessment: Lecture Exam

1. Describe the key events of the normal gait cycle utilizing both the traditional and Ranchos

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 21; The Rehabilitation Specialist's Handbook Part 4 Section XIV; Muscle Testing Chapter 8
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 #12

Lecture
Materials Covered: Clinical Kinesiology and Anatomy Chapter 8 Head and 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%
Comprehensive Final Examination	20%
	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 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 Academic Coaching for 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 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 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. 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. 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 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 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.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

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. 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 sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation 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.

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

TITLE IX REQUIREMENTS:
Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

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

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

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

Student and prospective student inquiries concerning Title IX and its 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 Title IX and its 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

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.