



INSTRUCTIONAL PACKAGE

SUR 101

Introduction to Surgical Technology

Effective Term

Fall 2022/Spring 2023/Summer 2023

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 202210

COURSE PREFIX: SUR 101

COURSE TITLE: Introduction to Surgical Technology

CONTACT HOURS: 5

CREDIT HOURS: 5

RATIONALE FOR THE COURSE:

This introductory level course is designed to introduce the student to the surgical discipline for usage in preparing surgical environment, team concepts, aseptic technique, and hospital organization, basic instrumentation and supplies, sterilization principles of infection control, wound healing, medical and legal aspects of the operating room, anesthesia, and pharmacology.

COURSE DESCRIPTION:

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

PREREQUISITES/CO-REQUISITES:

Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED:

- Sign and submit the "Additional Admission/ Placement Requirement Affidavit" (Background Check Affidavit).
- Have a GPA of 2.0 on all prerequisite and core courses
- Complete prereq courses (BIO 210, BIO 211 (5 yr. time limit), BIO 225 (5 yr. time limit) within the required time limits and with grades of C or higher and a GPA of 2.0
- Complete a Health Physical and submit required immunizations, complete and pass a Certified Background Check and Drug Screening, submit deposit to hold your seat, and show proof of current HealthCare Providers CPR.
- Submit the Required Steps Session Checklist and verify completion of this STEPS session and indicate interest in admission to the Surgical Technology program.
- Transfer students must meet the College transfer student admission requirements
- Completion of AHS 102 Medical Terminology with a 2yr. time limit with grades of a C or higher and a GPA of 2.0.

REQUIRED MATERIALS:

2022-2023

Textbooks:

1. Surgical Technology for the Surgical Technologist: A Positive Care Approach 5th Ed. Delmar Cengage Learning, 2017 ISBN-13: 978-1-305-95641-4
2. Cengage Mindtap Access Unlimited
3. Surgical Instrumentation; An Interactive Approach 3rd Edition Elsevier 2019 ISBN: 978-0-323-52370-7
4. Surgical Equipment and Supplies by Colleen J. Rutherford 2nd Edition FADAVIS ISBN: 978-0-8036-4571-4
5. Pocket Guide to the Operating Room 4th Edition ISBN 978-0-8036-6839-3
6. Laparotomy pack from B&N /Henry Shein
7. Lange Q and A Surgical Technology Examination 7th Edition by Mary Chmielewski and Carolan Sherman ISBN-13-978-1-2595-8-8112

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

1. White Lab Coat (¾ length)
2. Warm up Jacket (Black with ceil blue embroidery)
3. Scrubs: Ceil blue with black embroidery and Black Scrubs with Ceil Blue embroidery.
4. Lab Coat: White with ceil blue embroidery.
 - a. Both should read: HGTC Surgical Technology Student
5. White shoes and/or Black or Ceil Blue (Athletic shoes are allowed) no clogs or open toes.
 - a. Shoes should be mostly synthetic that can be easily cleaned. (No cloth)
6. Goggles and Croakies
7. Clear ID protector/ holder. (Student ID must be worn in class and at clinical sites.)
8. X-RAY Badge (ordered by Program director before 2nd semester clinical)
9. HGTC Lanyard (Optional)(Suggested)
10. CPR (BCLS) for health care provider
11. Clinical Compliance (Rhonda Todd: Rhonda.Todd@hgtc.edu or 843-477-2138)
 - a. (*Failure to meet clinical compliance will result in being dropped from the Surgical Technology program)
12. 3 ring 2" binder with dividers
13. Blue and Orange Highlighters
14. Sticky Notes (recommended)
15. Flash Drive
16. Laptop (Wi-Fi, Camera and Mic Capability) (Microsoft 365)
17. Printer/Scanner

TECHNICAL REQUIREMENTS:

2022-2023

Access to Mindtap/Cengage Brain
 Access to Desire2Learn (D2L), HGTC's student portal for course materials.
 myHGTC and college email access.
 Surgical Counts Access

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.

No cell phones allowed in lab.

There will be no talking when the instructor is talking. Each student will receive only one warning. After the initial warning, the student will be asked to leave the classroom, will receive a critical u, and will be marked absent.

Questions are encouraged during class, but they need to be subject related. Questions that are not related to the material being covered will be viewed as a disruption and the student will receive a warning. Additional disruptions will result in the student being sent home with an absence. Once the student returns to class any additional disruptions will result in a critical u Two critical U's will result in dismissal from the program.

Any student that is insubordinate to an instructor will be removed from the classroom and receive a critical U and an absence for the day.

Any student who uses threatening language or action towards an instructor or fellow student will be removed from the program. Please refer to the critical U paperwork for additional disciplinary protocol

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*:

Program Cognitive Objective:

At the completion of the program, the graduate of Horry Georgetown Technical College Surgical Technology Program will demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry level Surgical Technologist in Horry and Georgetown counties.

Program Psychomotor Objective:

At the completion of the program, the student will demonstrate technical proficiency in all skills necessary to fulfill the role of entry level Surgical Technology in Horry and Georgetown counties.

Program Affective Objective:

At the completion of the program, the student will demonstrate personal behaviors consistent with professional and employer expectations for the entry level Surgical Technology in Horry and Georgetown counties.

Surgical Technology for the Surgical Technologist 5th Edition:

- Ch. 1: Orientation to Surgical Technology
- Ch. 5: Physical Environment and Safety Standards
- Ch. 6: Biomedical Science and Minimally Invasive Surgery
- Ch. 7: Preventative Perioperative Disease Transmission
- Ch. 10: Instrumentation, Equipment, and Supplies
- Ch. 12: Surgical Case Management

Surgical Equipment and Supplies 2nd Edition:

- Special Topics
- Ch. 1 Common Equipment and Supplies
- Ch. 5 Lasers
- Ch. 6 Endoscopic and Robotic Equipment
- Ch.7 Specialty Equipment

Assessment(s):

- Lecture:
 - Assignments/Classwork:
 - MindTap
 - Outline
 - Resume
 - Tests:
 - Lecture:
 - ST4ST CH1: Orientation to Surgical Technology
 - ST4ST CH12: and CH 7 (Specific/Sections)
 - ST4ST CH 5: Physical Environment and Safety Standards
 - ST4ST CH 7: Preventing Perioperative Disease Transmission
 - ST4ST CH 10: Instrumentation, Equipment, and Supplies
 - DSES CH 6 Endoscopic and Robotic Equipment
 - DSES CH 7 Specialty Equipment
 - ST4ST Ch 6: Biomedical Science and minimally Invasive Surgery
 - DSES CH 5: Lasers
 - DSES CH 6: Robotics
 - Lab Tests:
 - Labeling Equipment, Instruments, and Supplies
 - Cumulative Final (Lecture and Lab)

- Including National Board test prep questions
- Lab:
 - Skills Assessments
 - Equipment, Basic Instrumentation, Equipment, and Supply Identification
 - Environment Decontamination
 - Sterilization Exercise
 - Instrument Assembly
 - OR Prep
 - Case Prep

Learning Outcomes:

ST4ST CH1:

1. Trace the historical development of surgical technology
2. Compare the different roles of the team members in the surgical setting. **(7th)**
3. Identify the proper chain of command in the operating room. **(7th)**
4. Describe the healthcare facility (HCF) departments that provide direct and indirect patient care. **(7th)**
5. Describe the healthcare agencies that impact the provision of surgical services. **(7th)**
6. Discuss methods of successful surgical team participation. **(7th)**
7. Discuss strategies for the attainment of effective team goals. **(7th)**
8. Compare and contrast individual skills vs. collaboration roles and responsibilities. **(7th)**
9. Describe The characteristics of the professional surgical technologist
10. Identify the traits of a Professional Surgical Technologist **(7th)**
11. Compare and contrast the various roles of the surgical technologist
12. Interpret the components of a job description for the surgical technologist
13. Describe the credentialing options available to the surgical technologist. **(7th)**
14. Define and describe types of communication relationships. **(7th)**
15. Discuss the Goals of Communication **(7th)**
16. Demonstrate the significance of content and tone in communication. **(7th)**
17. Demonstrate principles of communication in the surgical setting
18. Identify the skills necessary to resolve conflict in the workplace. **(7th)**
19. Distinguish the types of behavioral concerns found in society. **(7th)**
20. Discuss the strategies to negotiate effective problem resolution. **(7th)**
21. Evaluate the methods to prevent conflict in the surgical arena. **(7th)**
22. Relate awareness of aseptic principles to the surgical technologist's role in the care of the surgical patient
23. Summarize the different types of health care facilities
24. Analyze a typical hospital organization structure
25. Classify hospital departments and their relationship to surgical services
26. Develop a plan of action to secure employment in the healthcare field. **(7th)**
27. Develop a professional resume. **(7th)**

28. Analyze various interview strategies. **(7th)**
29. Compare and contrast the various roles in the surgical technology profession. **(7th)**
30. Assess employment opportunities for the surgical technologist. **(7th)**
31. Evaluate personal employability qualities and develop an employment strategy that includes positive characteristics. **(7th)**
32. Compare and contrast various types of employment applications and follow-up correspondence. **(7th)**
33. Compare and contrast the various roles in the surgical technology profession. **(7th)**
34. Compare and Contrast professional organizations related to the profession **(7th)**

ST4ST CH 5:

- 35.** Describe basic floor plan designs for surgical services. **(7th)**
36. Discuss the location of the surgical services within the healthcare facility. **(7th)**
37. Explain the principles underlying the design of the surgical department. **(7th)**
38. Describe the floor plan of the operating room. **(7th)**
39. Summarize the components that comprise the environmental systems. **(7th)**
40. Recognize the working environment of the OR
41. Determine the physical components of the OR
42. Review the type of air handling system required in the OR and the temperature and humidity required to maintain a sterile field.
43. Describe the principles of environmental system safety controls. **(7th)**
44. Classify hospital departments that relate to surgical services

ST4ST CH 6:

45. Describe the basic components of a computer system. **(7th)**
46. Perform basic word processing, Internet, and email functions.
47. Apply Computer knowledge to safe patient care.
48. Evaluate basic electronic medical records (EMR) systems used. **(7th)**
49. Evaluate safe practices for implementing information technology. **(7th)**
50. Describe best practices in securing protected health information (PHI). **(7th)**
51. Define terminology of the components of electricity. **(7th)**
52. Describe the principles of electrical flow. **(7th)**
53. Describe the various components of the electrosurgical unit. **(7th)**
54. Cite the basic principles of electricity and their application in the OR
55. Apply Electrical safety precautions.
56. Describe the biophysics of lasers. **(7th)**
57. Discuss the advantages of using lasers. **(7th)**
58. Describe the types of lasers. **(7th)**
59. Describe the specific applications of each type of laser. **(7th)**
60. Interpret terms related to physics.
61. Apply principles of physics to safe patient care practices in the OR

ST4ST CH 7:

62. Describe the terms related to asepsis and sterile technique. **(7th)**
63. Define and discuss the concept of surgical conscience
64. Discuss the principles of asepsis
65. Apply concepts related to asepsis. **(7th)**
66. Evaluate sources of contamination. **(7th)**

67. Discuss principles and practices of sterile technique. (7th)
68. Define terms related to sterile processing. (7th)
69. Describe the processes of decontamination. (7th)
70. Describe the manual methods used for cleaning surgical instrumentation and equipment. (7th)
71. Describe the mechanical methods used for cleaning. (7th)
72. Describe the concepts of disinfection. (7th)
73. Discuss the principles related to preparing items for sterilization. (7th)
74. Analyze the requirements for sterilizing items. (7th)
75. Discuss the principles of sterile storage. (7th)
76. Discuss the principles of distributing sterile supplies (7th)
77. Discuss the sterile practices related to principles of asepsis
78. Identify the principles and procedures related to disinfection and sterilization
79. Discuss the surgical environment and the application of the principles of asepsis to the environment
80. Discuss the relationship between the principles of asepsis and practice of sterile technique and surgical patient care
81. Demonstrate competency related to the practice of sterile technique
82. Demonstrate competency in the procedures related to disinfection and sterilization

ST4ST CH 10:

83. Recognize basic instruments by type, function, and name
84. Demonstrate proper care, handling, and assembly of instruments
85. Identify the purposes of the various types of equipment. (7th)
86. Review the uses of the various types of equipment. (7th)
87. Describe the perioperative handling of equipment. (7th)
88. Identify the manufacturing characteristics of surgical instruments. (7th)
89. Compare the grades of surgical instruments. (7th)
90. Describe the categories of surgical instruments. (7th)
91. Apply knowledge of surgical instrumentation to specific surgical specialties. (7th)
92. Evaluate perioperative instrumentation handling concepts. (7th)
93. Indicate items that require sterilization prior to use in the sterile field
94. Differentiate the types of special equipment utilized in the OR practice and demonstrate proper care, handling techniques and safety precautions
95. Cite the names and functions of accessory equipment and demonstrate proper care, handling, and assembly
96. Collect and prepare supplies used in the OR
97. Associate the relationship between instrumentation, equipment and supplies with quality patient care in the OR
98. Identify the relationship between instruments, equipment and supplies and the OR environment and related to safety

ST4ST CH 12:

99. Demonstrate the transportation of the surgical patient
100. Identify select types of surgical attire. (7th)
101. Describe the purposes of surgical attire. (7th)
102. Identify the types of accessory attire. (7th)
103. Discuss restrictions involving surgical attire (7th)

104. Demonstrate techniques of opening and preparing supplies and instruments needed for any operative procedure site, always maintaining sterile technique
105. Describe the considerations that are important to maintaining hand and skin integrity. **(7th)**
106. Discuss the concepts for performing the medical hand wash. **(7th)**
107. Discuss the concepts of the surgical scrub as related to infection control. **(7th)**
108. Analyze how the principles of operative site preparation and urinary catheterization are related both to patient care and to the principles of asepsis
109. Demonstrate the initial steps for starting a procedure
110. Demonstrate intraoperative handling of sterile equipment and supplies
111. Summarize and demonstrate postoperative routines
112. Describe the principles associated with establishing the sterile field. **(7th)**
113. Explain the steps for preparing an operating room. **(7th)**
114. Describe the use of the surgeon's preference card. **(7th)**
115. Describe the concepts that are applied for opening sterile items. **(7th)**
116. Explain the sequence of opening sterile supplies. **(7th)**
117. Explain the steps for organizing the back table. **(7th)**
118. Explain the steps for organizing the Mayo stand. **(7th)**
119. Describe the final steps required to finish establishing the sterile field. **(7th)**
120. Analyze special circumstances that require adjusting the normal routine for establishing the sterile field. **(7th)**
121. Describe the types of surgical gowns and gloves. **(7th)**
122. Describe the factors that affect the selection process. **(7th)**
123. Describe the methods of gowning. **(7th)**
124. Evaluate each method of gloving. **(7th)**
125. Demonstrate the proper technique for preparing supplies and instruments on a sterile field
126. Demonstrate and explain in detail the procedure for counting instruments, sponges, needles and other items on the sterile field
127. Demonstrate application of thermoregulatory devices.
128. Apply the principles of surgical positioning
129. Summarize the methods of preparation of the operative site for surgery

DSES CH 5:

130. Discuss the acronym LASER
131. Review the characteristics of a LASER beam
132. Describe the parts of a laser
133. Discuss the various types of lasers and their application
134. Discuss laser safety
135. Review the troubleshooting guide for the laser

DSES CH 6:

136. Discuss how robotic surgery enhances minimally invasive surgery
137. Discuss the technological advantages of robotic surgery

DSES CH 7:

138. Discuss the compound microscope (p165-166)
139. Discuss the various surgical interventions that use the microscope

- 140. Discuss the parts of an operative microscope
- 141. Discuss how to figure the amount of magnification
- 142. Discuss microscope care and handling

Lab Skill Assessments:

INFORMATION - THE CLINICAL SKILLS REQUIRED OF THE SURGICAL TECHNOLOGIST:

There are many clinical skills the ST must possess in order to be efficient and proficient in the surgical environment. These will be taught during this program and monitored and graded by the assigned instructor/preceptors during the classroom and clinical experience. First Semester Skills Assessments include, but are not limited to:

1. Demonstrate principles of communication in the surgical setting. **(7th)**
2. Demonstrate body language and non-verbal communication. **(7th)**
3. Demonstrate principles of teamwork in the surgical environment. **(7th)**
4. Demonstrate responsible and accountable behavior within the role and competencies of the surgical technologist. **(7th)**
5. Identify the characteristics of a successful leader. **(7th)**
6. Discuss the functions and roles of leadership. **(7th)**
7. Explore pathways to advance in management roles **(7th)**
8. Demonstrate knowledge of Operating room equipment and supplies
9. Identify surgical equipment necessary to perform surgical interventions in the operating room.
10. Demonstrate care and use of the Surgical Back table **(7th)**
11. Demonstrate care and use of the Surgical IV poles **(7th)**
12. Demonstrate care and use of the Surgical Kick bucket **(7th)**
13. Demonstrate care and use of the Surgical Mayo Stand **(7th)**
14. Demonstrate care and use of the Surgical Prep Stand **(7th)**
15. Demonstrate care and use of the Surgical Ring Stand **(7th)**
16. Demonstrate Care and use of lighting **(7th)**
17. Demonstrate the proper placement of equipment in the Operating Room prior to surgical cases.
18. Demonstrate the principals involved in donning or doffing surgical attire. **(7th)**
19. Demonstrate the basic hand wash **(7th)**
20. Demonstrate decontamination of the OR as if prior to first procedure of the day
21. Demonstrate assembly of an instrument tray
22. Identify Basic Instruments, Equipment, and Supplies **(7th)**
23. Demonstrate perioperative instrument handling. **(7th)**
24. Demonstrate proper transport of instrumentation. **(7th)**
25. Demonstrate knowledge of the application and operating of basic surgical Instrumentation, equipment, and supplies.
26. Demonstrate the preparation of Instrument and supplies for sterilization.
27. Demonstrate the proper preparation of peel packs, rigid containers, and Instrument wraps. **(7th)**
28. Demonstrate knowledge of the autoclave settings, and use. **(7th)**
29. Demonstrate knowledge of proper sterilization techniques.

30. Demonstrate the steps for preparing to complete a surgical scrub. **(7th)**
31. Demonstrate the surgical hand scrub **(7th)**
32. Apply the principles of asepsis to gowning and gloving self. **(7th)**
33. Demonstrate gowning and gloving of self **(7th)**
34. Demonstrate removal of gown and gloves **(7th)**
35. Demonstrate opening sterile supplies. **(7th)**
36. Demonstrate the procedure to correct contaminations during the opening process. **(7th)**
37. Demonstrate the process of organizing the sterile field. **(7th)**
38. Demonstrate the principles of economy of motion. **(7th)**
39. Demonstrate the principles of spatial awareness when organizing the sterile field. **(7th)**

40. Demonstrate proper opening techniques for sterile supplies and instrumentation. **(7th)**
41. Demonstrate proper positioning of furniture prior to creating a sterile field.
42. Demonstrate proper placement and reading of biological indicators.
43. Demonstrate proper placement and reading of steam indicators.
44. Identify breaks in sterile technique and provide appropriate measures to correct these breaks. **(7th)**
45. Identify contaminated conditions of sterilized instrumentation and supplies
46. Apply corrective measures to contaminated instrument and supplies.
47. Demonstrate knowledge of operating the electrosurgical unit **(7th)**
48. Demonstrate Fire Safety knowledge in the OR.

Simulation:

49. Demonstrate the ability to properly assemble instrument trays in a safe and efficient manner.
50. Demonstrate the ability to perform laparoscopic assignments with efficiency and accuracy demonstrating anticipation. (PeriOp/LapSimST) **(7th)**
51. Demonstrate proper camera operating mechanics in a laparoscopic setting.
52. Demonstrate instrument manipulation in a virtual setting
53. Demonstrate instrument handling and passing techniques in a laparoscopic setting
54. Complete Basic Skills in Simulation
55. Complete Instrument identification and assembly in PeriOp sim **(7th)**

The student must be able to perform these skills safely, with proficiency and confidence. It is vital that the student be able to “function” in the role of the surgical technologist. The knowledge gained in lecture is important, but alone is not sufficient for employment in the surgical area.

Failure to complete skills prep assignments prior to lab will indicate that the student is not prepared and will not be able to participate in the lab skills exercise.

Students will be trained through a process of being “called out.” This process will bring attention to any break in sterile technique during training. During a calling out process students will experience identification of the break in technique, announcement of the break in technique, assessment of the break in technique, application of the proper corrective measure, and the application of the correct technique. This technique of “calling out” is done so that everyone is aware and able to adjust. This process is also the protocol practiced in every clinical site. This process protects the patient and helps the team, work as a cohesive unit.

All students are required to perform a b-line recording of their cumulative assessment and must schedule a review of that assessment with their lab instructor, prior to their final cumulative skills check off.

Failure of the final cumulative lab skills assessment will result in a second cumulative assessment.

Students are required to remediate prior to their second check off. Failure in the second assessment will result in a failure for the entire course, regardless of grade.

First semester cumulative assessment involves OR prep and opening of sterile supplies prior to sterile scrub. Sterile scrub and case set up in an orderly fashion without breaks in sterile technique. All case set up should be performed in an orderly fashion within a 20-minute time period. A deduction in points will be assessed for every 5 minutes a student exceeds the time allotment. The entire assessment and grade review should not take more than a total of one hour. Any student that exceeds the time limit without completing the skill requirements within a 45-minute period will receive an automatic failure and will have to repeat.

Students who fail their skills attempts more than twice will receive a failing grade, regardless of overall score.

****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*

Lecture: 80%

- Tests: 40%
- Assignments: 15%
- Final Cumulative Exam: 25%

Lab: 20%

- Competency: 20%
- Skills: 20%
- Simulation: 20%
- Final Skills Check Off: 40%

Total: 100%

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

GRADING SYSTEM:

93-100 = A
 85 - 92 = B
 77 - 84 = C
 69 - 76 = D
 68 or below = F

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.

Please follow the proper exit protocol found in the Surgical Technology Handbook.

Part IV: Attendance

- Attendance will be taken each class.
- No more than three (3) absences will be allowed in lecture and lab combined.
- Students must maintain 100% attendance in Lab. (Make Up days must be scheduled with the instructor to assure proper instruction in skills is received.
- More than three (3) absences in lecture will result in withdrawal from the program by the instructor or withdrawal by the student.
- Anyone leaving more than thirty (30) minutes prior to the end of class will be marked as a class absent.
- The student will be responsible for any information given out while not in class.
- Any student that comes to class late three times will receive one absence.
- Students are expected to inform the instructor when they are going to be absent.
- Students cannot request exemption from an attendance policy.
- Instructors cannot and will not give permission to be late or absent.
- Every absence or tardy falls within the parameters of the attendance policy.

Student will be dropped from the course with a W or a WF if they have violated the attendance policy as written.

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 re-enroll. **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 #2.

STUDENT TESTING:

(If course is offered in multiple formats include this section, delete if only F2F sections are offered.)
Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

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, based on 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, 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 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

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu