



INSTRUCTIONAL PACKAGE

SUR 102
Applied Surgical Technology

Spring 2024
Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Spring 2024

COURSE PREFIX: SUR 102

COURSE TITLE: Applied Surgical Technology

CONTACT HOURS: 3 Lecture/ 6 Lab

CREDIT HOURS: 5

RATIONALE FOR THE COURSE:

This introductory level course is designed to continue the principles and application of case preparation, aseptic techniques, patient safety, medical legal aspects of the operating room, the perioperative role, supplies, equipment, and instrumentation related to basic, intermediate, and advanced surgical procedures.

COURSE DESCRIPTION:

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

PREREQUISITES/CO-REQUISITES:

BIO_ Anatomy and Physiology I_ 210 Credit C or Credit TC
BIO_ Anatomy and Physiology II_ 211 Credit C or Credit TC
AHS_ Medical Terminology_ 102 Credit C or Credit TC
ENG_ English Composition_ 101 Credit C or Credit TC
SUR_ Introduction to Surgical Technology _ 101 Credit C
SUR_ Principles of Surgical Pharmacology_ 126 Credit C
SUR_ Surgical Procedures I_ 103 Credit C
Humanities Elective_ Credit C or Credit TC

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

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 Schein
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.

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 ($\frac{3}{4}$ 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 waterproof 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:

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.
 Access to Cengage Mindtap
 Access to Surgical Counts
 Access to LapSim ST
 Access to Periop Sim

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

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. Please refer to the Surgical Technology Handbook for further information.

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

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.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Lecture:

Surgical Technology for the Surgical Technologist (ST4ST)

- CH 2: Legal Concepts, Risk Management, and Ethical Issues
- CH 3: The Surgical Patient
- CH 4: Special Populations
- CH 8: Emergency Situations, and All Hazards Prep
- CH 9: Surgical Pharmacology and Anesthesia
- CH 11: Hemostasis, Wound Healing, and Wound Closure
- CH 12: Surgical Case Management.

Surgical Equipment and Supplies (DSES)

- CH 4: Suture and Suture Needles
- CH 7: Specialty Equipment
- CH 8: Anesthesia Supplies and Equipment

Assessment(s):

- Lecture:
 - Assignments
 - Mindtap/Classwork
 - Outlines
 - Tests:
 - CH 2: Legal Concepts, Risk Management, and Ethical Issues
 - CH 3: The Surgical Patient
 - CH 4: Special Populations
 - CH 8: Emergency Situations, and All Hazards Prep
 - CH 9: Surgical Pharmacology and Anesthesia
 - CH 8: Anesthesia Supplies and Equipment
 - CH 11: Hemostasis, Wound Healing, and Wound Closure
 - DSES CH 4: Suture and Suture Needles
 - CH 12: Surgical Case Management.
 - CH 7: Specialty Equipment (Specific pages will be added to CH 8 and CH 9)
 - Cumulative Final (Lecture and Lab)
 - All Tests taken in SUR courses are cumulative and may include questions from previous tests.
- Lab:
 - Assignments
 - Skills Assessments/Classwork

- Competency Instrumentation and Equipment Exercise
- Lab In-Service /Equipment Use and safe practices.
- Proper Body Mechanics Exercise

Learning Outcomes:

CH2:

1. Interpret the legal responsibilities of the surgical technologist and other surgical team members.7CC
2. Analyze the concepts of law. 7CC
3. Define the various types of legal doctrines. 7CC
4. Analyze the American Hospital Association's Patient Care Partnership (Patient Bill of Rights) 7CC.
5. Analyze the Role of Morality during ethical decision making.7CC
6. Discuss Principles of patient confidentiality, including verbal and written (HIPAA) 7CC
7. Assess errors that may occur in the operating room and devise a plan for investigation, correction, and notification.7CC
8. Assess resources that aid the surgical technologist in interpreting and following professional standards of conduct.7CC
9. Analyze the role that morality plays during ethical decision making. 7CC
10. Apply principles of problem solving in ethical decision making.7CC
11. Cite examples of ethical situations and problems in the health care profession. 7CC
12. Discuss the Key elements related to developing a surgical conscience.7CC
13. Describe the credentialing options available to the surgical technologist. 7CC
14. Analyze scope of practice issues as they relate to surgical technology.
15. Evaluate the role of the risk management department in the health care facility.7CC
16. Analyze the recommended practices and legal elements of proper documentation. 7CC
17. Describe the different types of documentation. 7CC
18. Explain the types of informed consent.7CC
19. Explain the reasons for informed consent.7CC
20. Describe the need for professional liability insurance policies.

CH3:

21. Assess the patient's response to illness and hospitalization.
22. Demonstrate awareness that all surgical patients have the right to the highest standards and practices in asepsis.
23. Distinguish and assess the physical, spiritual, and psychological needs of a patient.7CC
24. Distinguish and assess cultural and religious influences of the surgical patient.
25. Compare and contrast the patient's responses to the process of death.7CC
26. Discuss the various coping strategies used to deal with hospitalization, disease, and dying. 7CC
27. Discuss quality vs. quantity as it pertains to chronic illness. 7CC
28. Discuss the procedure for a patient death in the operating room (OR).7CC
29. Discuss the various procedures and requirements surrounding organ donation. 7CC
30. Discuss hospital policy and various issues surrounding suicide. 7CC

CH4:

31. Compare and contrast the surgical care considerations for pediatric patients and patients who are obese, diabetic, pregnant, immunocompromised, disabled, or geriatric, as well as for trauma patients.7CC

32. Evaluate the unique physical and psychological needs of each special population.7CC
33. Compare and contrast the intraoperative considerations for pediatric patients, trauma patients, and patients who are obese, diabetic, immunocompromised, or geriatric that relate to postoperative wound healing.
34. Evaluate the role of the CST for the surgical care of each special population.
35. Assess the ethical commitment that is required of CSTs as it relates to special populations care.
36. Determine the general needs associated with special populations of surgical patients.

CH8:

37. Recognize developing emergency situations, initiate appropriate action, and assist in the treatment of the patient.7CC
38. Apply knowledge of radiological and chemical injuries and biological warfare to the treatment of the patient.7CC
39. Discuss the various roles the surgical technologist can fulfill during an all-hazards event.7CC
40. Discuss nature-, human-, and nature/human-caused types of disasters.7CC
41. Explain the various components of personal, health care facility, and national disaster planning.7CC
42. Describe the initial response and steps taken when an all-hazards event occurs.7CC
43. Discuss the various roles a surgical technologist can fill during emergency situations 7CC.
44. Recognize developing emergency situations and initiate the appropriate action 7CC.
45. Describe the effect disasters can have on the environment. 7CC
46. Discuss natural disaster planning for the hospital and the operating room 7CC
47. Discuss natural disaster planning for the nation and state 7CC
48. Describe the four responses that apply to every type of disaster.7CC
49. Describe triage procedures 7CC.
50. Describe the role of a surgical technologist during triage. 7CC
51. Review Cardiopulmonary Resuscitation
52. Discuss Malignant Hypothermia and its causes.
53. Discuss Disseminated Intravascular Coagulation
54. Discuss anaphylactic Reactions.
55. Apply knowledge of radiological and chemical injuries to treatment of the patient 7CC
56. Apply knowledge of biological injuries to the treatment of the patient 7CC
57. Discuss the Affects of emerging infectious diseases. 7CC
58. Discuss the types of natural disasters.
59. Discuss the types of man-made disasters.
60. Describe how healthcare facilities can manage waste 7CC.
61. Describe the processes used to control contamination. 7CC
62. Describe the moral and ethical issues relevant to hazards 7CC.

CH9:

63. Assess the action, uses, and modes of administration of medications and anesthetic agents used in the care of the surgical patient.7CC

64. Convert equivalents from one system to another and accurately identify and measure medications for patient use.7CC
65. Recognize general terminology and abbreviations associated with pharmacology and anesthesia.7CC
66. Demonstrate safe practice in transferring medications and solutions from the nonsterile area to the sterile field.
67. Demonstrate the procedure for identifying a medication or solution on the sterile field.
68. Recognize the side effects and contraindications for the use of various medications and anesthetic drugs.7CC
69. Interpret the factors that influence anesthesia selection for individual patients.7CC
70. List the equipment used during anesthesia administration.7CC
71. Demonstrate the precautions when identifying medications and solutions in the operating room.
72. Interpret the principles and demonstrate the measurement and recording of vital signs.7CC
73. Analyze how sterile technique is used in relation to anesthesia procedures.
74. Compare and contrast the roles of the surgical technologist and circulator during the administration of anesthesia.

CH11:

75. Compare and contrast methods of hemostasis and blood replacement.
76. Demonstrate the preparation and use of appropriate hemostasis agents or devices.
77. Indicate terms relevant to wound healing.
78. Summarize the possible complications of wound healing.
79. Recognize the classifications of surgical wounds.
80. Indicate types of traumatic wounds and give examples of each.
81. Analyze the factors that influence healing and how they affect the healing process.
82. Recognize the characteristics of inflammation.
83. Cite and interpret common suture terms.
84. Classify and differentiate the usage of suture materials and stapling devices
85. Recognize the types, characteristics, and uses of suture materials.
86. Demonstrate application of recommended preparation and handling techniques for suturing and stapling devices.
87. Cite and interpret common suture techniques.
88. Summarize the basic uses and advantages of stapling instruments.
89. Demonstrate proper handling of the various types of surgical needles.
90. Assess the types of injuries that cause damage to tissues.
91. Recognize the characteristics of the types of healing.
92. Recognize the stages/phases of wound healing.

CH12:

93. Review all hand hygiene and surgical scrub material.
94. Review all sterile technique involved in opening a sterile field.
95. Review all information on gowning and gloving self.

96. Describe the technique involved in gowning and gloving a team member.
97. Describe the proper way to doff a surgical gown.
98. Describe the proper way to finalize a sterile field.
99. Describe the protocol and policies involved in intraoperative surgical counts.
100. Explain when additional counts may be required.
101. Review all items that should be included in a count.
102. Explain how and when light handles and cords should be applied to a sterile field.
103. Explain order of use procedural set up and how the knowledge of a surgical procedure contributes to an efficient set up.
104. Discuss methods of patient transport.7CC
105. Discuss the principles of transporting a patient.7CC
106. Discuss the principles of patient transfer.7CC
107. Discuss the various equipment that can be used to transfer a patient.7CC
108. State the purpose of patient identification. 7CC
109. Describe the patient identification procedure.7CC
110. Describe the purpose of the time out.7CC
111. Explain how to properly conduct the time out process.7CC
112. Explain who participates in the time out.7CC
113. List the components that make up a surgical time out. 7CC
114. Discuss the preoperative physical preparation of the surgical patient.7CC
115. Discuss the procedure involved in positioning a surgical patient.7CC
116. Discuss the procedure involved in draping a surgical patient.7CC
117. List the indications for urinary catheterization.7CC
118. Discuss the important components involved in proper urinary catheterization.7CC
119. List the supplies that are required to properly perform a urinary catheterization.7CC
120. Discuss the steps involved to perform a urinary catheterization.7CC
121. Discuss the principles involved in monitoring urine output.7CC
122. Discuss the application of the safety devices used to secure and protect a surgical patient.
123. Explain the factors involved in patient positioning. 7CC
124. Discuss the various types of positions and how the correct position is chosen.7CC
125. Discuss the various types of accessory positioning devices.7CC
126. Discuss the application of a grounding pad.
127. Discuss the various types of prepping solutions used in a surgical prep.7CC
128. Discuss how to properly prep a surgical patient.7CC
129. Discuss the safety precautions for surgical prep.7CC
130. Discuss how patient conditions affect the selection of surgical prep.7CC
131. Discuss how patient conditions affect the selection of surgical instrumentation and supplies.
132. Discuss the various types of drapes used in draping.7CC

133. Describe the characteristics of draping material.7CC
134. Explain the application of drapes to equipment and furniture7CC.
135. Explain the selection of drapes concerning anatomical regions.7CC
136. Describe the draping sequence as related to surgical procedures. 7CC
137. Describe the purpose of the time out procedure. 7CC
138. Discuss the components of a proper time out. 7CC

Lab:

1. Analyze the role of the surgical technologist in caring for the surgical patient.
2. Verify the preoperative routines that must be completed.
3. Demonstrate the transportation of the surgical patient.7CC
4. Demonstrate transfer of the surgical patient to the OR bed. 7CC
5. Demonstrate the principles of surgical positioning.7CC
6. Demonstrate techniques of opening and preparing supplies and instruments always needed for any operative procedure with the maintenance of sterile technique.7CC
7. Demonstrate the preparation of the operative site for surgery.
8. Demonstrate scope of practice for the surgical technologist in the perioperative role.
9. Demonstrate problem solving and ethical decision-making concepts in the perioperative role.
10. Verify knowledge of a proper consent for surgery in the surgical setting. 7CC
11. Demonstrate the application of thermoregulatory devices.
12. Interpret the principles and demonstrate the taking and recording of vital signs. 7CC
13. Interpret the principles of urinary catheterization and demonstrate the procedure. 7CC
14. Analyze how the principles of operative site preparation and urinary catheterization are related both to patient care and to the principles of asepsis.7CC
15. Demonstrate the proper techniques for the surgical hand scrub, gowning, gloving, and assisting team members.7CC
16. Demonstrate the proper technique for preparing supplies and instruments on a sterile field.7CC
17. Demonstrate and explain in detail the procedure for counting instruments, sponges, needles, and other items on the sterile field.7CC
18. Demonstrate participation in the Surgical Safety Checklist process.7CC
19. Demonstrate the initial steps for starting a procedure.7CC
20. Demonstrate how to perform a proper time out.7CC
21. Demonstrate intraoperative handling of sterile equipment and supplies.
22. Summarize and demonstrate postoperative routines.
23. Review proper handling of medications.7CC
24. Demonstrate proper handling of specimens.
25. Review proper handling of irrigation.
26. Demonstrate proper transfer of items to and from a sterile field.
27. Demonstrate contamination containment and mitigation.

28. Demonstrate wrong count protocol for preop, Intraop, and postop.7CC
29. Demonstrate proper draping for laparotomy procedure.7CC
30. Demonstrate proper cord maintenance.
31. Demonstrate sterile furniture placement for procedure.7CC
32. Demonstrate the completion of the sterile field. 7CC
33. Demonstrate the ability to adjust the sterile set up to accommodate special circumstances. 7CC
34. Demonstrate the procedure for counting.7CC
35. Demonstrate the frequency and timing for surgical counts.7CC
36. Demonstrate the intraoperative sequence for surgical counts.7CC
37. Complete all surgical counts demonstrating knowledge of sequencing, timing, and procedures.
7CC
38. Demonstrate movement in and around a sterile field (non-sterile and sterile)
- 39.
40. Demonstrate proper application of the tourniquet.
41. Demonstrate the proper tourniquet setting for an extremity.
42. Demonstrate proper application and placement of SCDs.
43. Demonstrate proper transfer of the surgical patient from stretcher to bed and bed to stretcher.
44. Demonstrate proper case management in Intraoperative patient scenarios to include MH and Cardiac arrest.
45. Demonstrate proper sharp safety procedures
46. Demonstrate time out procedure.
47. Identify patient allergies and adjust case preparation.

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.

Please refer to the handbook concerning Final Skills check off and Appeals requirements. Student Policy 6, Line #6.

****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 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

- Attendance will be taken each class.
- No more than three (3) absences will be allowed in (Lecture Only).
- 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 2 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 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 ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@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