



INSTRUCTIONAL PACKAGE

SUR 103
Surgical Procedures I

Effective Term
Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: SUR 103

COURSE TITLE: Surgical Procedures I

CONTACT HOURS: 3 Lecture/3 Lab

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

This introductory level course is designed to develop an understanding of Surgical Procedures and their related anatomy, and pathology. Patient Safety, knowledge of surgical asepsis, operating room equipment, sterilization, and team approach is included.

COURSE DESCRIPTION:

This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

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_ Applied Surgical Technology_ 102 Credit C

Humanities Elective_ Credit C or Credit TC

***Online/Hybrid** courses require students to complete the [Distance Learning 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. Warm up Jacket (Black with ceil blue embroidery)
2. Scrubs: Ceil blue with black embroidery and Black Scrubs with Ceil Blue embroidery.
3. Lab Coat: White with ceil blue embroidery.
 - a. Both should read: HGTC Surgical Technology Student
4. Black or Ceil Blue Shoes (Athletic shoes are allowed) no clogs or open toes.
 - a. Shoes should be waterproof that can be easily cleaned. (No cloth)
5. Goggles and Croakies
6. Clear ID protector/ holder. (Student ID must be worn in class and at clinical sites.)
7. X-RAY Badge (ordered by Program director before 2nd semester clinical)
8. HGTC Lanyard (Optional)(Suggested)
9. CPR (BCLS) for health care provider
10. 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)
11. 3 ring 2" binder with dividers
12. Blue and Orange Highlighters
13. Sticky Notes (recommended)
14. Flash Drive
15. Laptop (Wi-Fi, Camera, and Mic Capability) (Microsoft 365)
16. 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*:

Materials Covered:

Lecture: [Surgical Technology for the Surgical Technologist]

- CH 14: Diagnostic Procedures
- CH 15: Minimally Invasive Applications
- CH 16: General Surgery
- CH 17: Obstetric and Gynecologic Surgery
- CH 19: Otolaryngologic Surgery
- CH 22: Genitourinary Surgery

Lab: [Differentiating Surgical Instruments; Surgical Equipment and Supplies; Power Points; Videos; Surgical Technology for the Surgical Technologist]

- Differentiating Surgical Instruments:
 - CH1: Instruments, Care of Instruments, and Setup Guide _Review.
 - CH 2: General Instruments_ Review.
 - CH 3: Laparoscopic Instruments
 - CH 4: Robotic Instruments
 - CH 5: Obstetrics and Gynecologic Instruments
 - CH 6: Genitourinary Instruments
 - CH 10: Otolaryngology Instruments
- Surgical Equipment and Supplies
 - CH 3: General Surgical Supplies and Splints _ Review
 - CH 4: Tubes, Drains, and Catheters
 - CH 8: Endoscopic Equipment
 - CH 9: Robotics
 - CH 10: Specialty Equipment
- Surgical Technology for the Surgical Technologist
 - Ch 12: Surgical Case Management
 - CH 13: Intraoperative and Postoperative Surgical Case Management

Learning Objectives:

Learning Outcomes:

Lecture:

CH 14: Diagnostic Procedures

1. Apply knowledge of anatomy and physiology, physiology, and terminology to determine which diagnostic examination will be useful. 7CC
2. Indicate the sources of patient data.
3. Compare and contrast techniques used to establish the diagnosis. 7CC

4. Determine which diagnostic procedure are invasive and will require sterile technique.
5. Recognize the necessary equipment, supplies, and instruments needed for various diagnostic procedures.7CC
6. Identify various medications that are used in obtaining a diagnosis.7CC
7. Discuss various nerve monitoring devices and studies. 7CC
8. Recognize wound classifications that may apply to various diagnostic procedures.7CC
9. Recognize the major indications for surgical intervention.
10. Discuss indications for an Angioplasty. 7CC
11. Describe Specimen Types. 7CC
12. Discuss methods of obtaining specimens. 7CC
13. Identify specimen collection containers. 7CC
14. Describe the procedures for handling the transfer of specimens. 7CC
15. List required specimen labeling components. 7CC
16. Discuss the procedure for managing a specimen incident. 7CC

CH 15: Minimally Invasive Applications:

17. Discuss the application of each type of MIS system. 7CC
18. Discuss the advantages of each type of MIS system.7CC
19. Discuss the risks associated with the use of each type of MIS system.7CC
20. Discuss the components of minimally invasive systems and applications.7CC
21. Describe the purpose of interventional radiology.7CC
22. Discuss the considerations for the use of interventional radiology.7CC
23. Discuss image guidance systems. 7CC
24. Discuss Robotics. 7CC
25. Describe the imaging modalities.7CC
26. Evaluate the role of the CST. 7CC

CH 16: General Surgery

27. Apply medical terminology as it relates to each general procedure. 7CC
28. Compare and contrast the approach for each general procedure. 7CC
29. Recognize the relevant anatomy and physiology of the gastrointestinal systems.7CC
30. Indicate the diagnostic procedure and pathology used to obtain the diagnosis.7CC
31. Describe preoperative patient preparation and considerations for each procedure. 7CC
32. Discuss the operative sequence for each procedure. 7CC
33. Recognize the necessary supplies, instrumentation, and equipment for each procedure. 7CC
34. Evaluate the use of medications for each procedure. 7CC
35. Identify wound classification for each procedure. 7CC
36. Discuss postoperative care, considerations, and potential complications for the surgical patient. 7CC
37. Discuss the regions and tissue layers related to the surgical procedures by specialty 7CC
38. Identify the anatomy related to each type of incision. 7CC
39. Distinguish among the various types of incisions. 7CC
40. Identify surgical incision selection based upon proper planning. 7CC
41. Describe the principles of exposure. 7CC
42. Discuss Incision planning to include blade choice, Langer lines, skin marking, placement, and

- size pertaining to each surgical specialty. 7CC
43. Discuss the principles of exposure to include the purpose, application, device type, and device selection, 7CC.
 44. Determine any specific variations related to the preoperative, intraoperative, and postoperative care of the general surgery patient.
 45. Assess the pathophysiology for a laparoscopic Cholecystectomy, 7CC.
 46. Analyze the diagnostic interventions for a laparoscopic cholecystectomy. 7CC
 47. Evaluate the supplies, equipment, and instrumentation used for a Laparoscopic cholecystectomy. 7CC
 48. Explain the procedural steps for a cholecystectomy. 7CC
 49. Explain the necessity of a cholangiogram and common bile duct exploration. 7CC
 50. Discuss the postoperative considerations following a laparoscopic Cholecystectomy. 7CC
 51. State the levels of wound classification that apply to the procedure. 7CC
 52. Assess the pathophysiology of the colon. 7CC
 53. Analyze the diagnostic interventions for the colon. 7CC
 54. Discuss the preoperative considerations needed for an open right hemicolectomy. 7CC
 55. Discuss the surgical steps of the Open right hemicolectomy procedure. 7CC
 56. Discuss the postoperative considerations for a open hemicolectomy. 7CC
 57. State the levels of wound classification that apply to the open hemicolectomy procedure. 7CC

CH 17 Obstetrics and Gynecologic Surgery:

58. Apply medical terminology as it relates to each OB/GYN procedure. 7CC
59. Compare and contrast the approach for each OB/GYN procedure. 7CC
60. Recognize the relevant anatomy and physiology of the female reproductive systems. 7CC
61. Describe the pathophysiology of the female reproductive system. 7CC
62. Analyze diagnostic interventions. 7CC
63. Indicate the diagnostic procedure used to obtain the diagnosis. 7CC
64. Describe preoperative patient preparation and considerations for each procedure. 7CC
65. Discuss the operative sequence for each procedure. 7CC
66. Recognize the necessary supplies, instrumentation, and equipment for each procedure. 7CC
67. Evaluate the use of medications for each procedure. 7CC
68. Identify wound classification for each procedure. 7CC
69. Discuss postoperative care, considerations, and potential complications for the surgical patient. 7CC
70. Identify the anatomy related to each type of incision. 7CC
71. Identify surgical incision selection based upon proper planning. 7CC
72. Describe the principles of exposure. 7CC
73. Discuss the regions and tissue layers related to the surgical procedures by specialty 7CC.
74. Discuss Incision planning to include blade choice, Langer lines, skin marking, placement, and size pertaining to each surgical specialty. 7CC
75. Discuss the principles of exposure to include the purpose, application, device type, and device selection, 7CC.
76. State the levels of wound classification that apply to the procedure. 7CC
77. Discuss Low thermal frequency devices Uterine ablation. 7CC

CH 19: Otolaryngologic Surgery

78. Apply medical terminology as it relates to each ENT procedure. 7CC
79. Compare and contrast the approach for each ENT procedure. 7CC
80. Recognize the relevant anatomy and physiology of the ear, nose, and upper aerodigestive tract. 7CC
81. Indicate the diagnostic procedure and pathology used to obtain the diagnosis. 7CC
82. Describe preoperative patient preparation and considerations for each procedure. 7CC
83. Discuss the operative sequence for each procedure. 7CC
84. Recognize the necessary supplies, instrumentation, and equipment for each procedure. 7CC
85. Evaluate the use of medications for each procedure. 7CC
86. Identify wound classification for each procedure. 7CC
87. Discuss postoperative care, considerations, and potential complications for the surgical patient. 7CC
88. Identify surgical incision selection based upon proper planning. 7CC
89. Describe the principles of exposure. 7CC
90. Discuss the regions and tissue layers related to the surgical procedures by specialty 7CC.
91. Discuss Incision planning to include blade choice, Langer lines, skin marking, placement, and size pertaining to each surgical specialty. 7CC
92. Discuss the principles of exposure to include the purpose, application, device type, and device selection, 7CC.
93. Assess any specific variations related to the preoperative, intraoperative, and postoperative care of the otorhinolaryngologic patient.

CH 22: Genitourinary Surgery

94. Apply medical terminology as it relates to each GU procedure. 7CC
95. Compare and contrast the approach for each GU procedure. 7CC
96. Recognize the relevant anatomy and physiology of the genitourinary tract. 7CC
97. Indicate the diagnostic procedure and pathology used to obtain the diagnosis. 7CC
98. Describe preoperative patient preparation and considerations for each procedure. 7CC
99. Discuss the operative sequence for each procedure. 7CC
100. Recognize the necessary supplies, instrumentation, and equipment for each procedure. 7CC
101. Evaluate the use of medications for each procedure. 7CC
102. Identify wound classification for each procedure. 7CC
103. Discuss postoperative care, considerations, and potential complications for the surgical patient. 7CC
104. Identify the anatomy related to each type of incision. 7CC
105. Distinguish among the various types of incisions. 7CC
106. Identify surgical incision selection based upon proper planning. 7CC
107. Describe the principles of exposure. 7CC
108. Discuss the regions and tissue layers related to the surgical procedures by specialty 7CC.
109. Discuss Incision planning to include blade choice, Langer lines, skin marking, placement, and size pertaining to each surgical specialty. 7CC

110. Discuss the principles of exposure to include the purpose, application, device type, and device selection. 7CC.
111. Assess the pathophysiology of the prostate. 7CC
112. Analyze the diagnostic interventions for the prostate. 7CC
113. Plan the intraoperative course for a patient undergoing a prostate resection. 7CC
114. Evaluate the supplies, equipment, and instrumentation needed to perform a robotic prostatectomy with lymph node dissection. 7CC
115. Explain the procedural steps for a robotic prostatectomy with lymph node dissection. 7CC
116. Discuss the postoperative considerations for a patient undergoing a prostate resection. 7CC
117. State the levels of wound classification that apply to the procedure. 7CC

Lab:

1. Recognize General, OBGYN, Genitourinary, Otorhinolaryngology, instruments by type, function, and name.
2. Identify specialty instruments and supplies unique to surgical procedures. 7CC
3. Demonstrate proper care, handling, and assembly of General, OBGYN, Genitourinary, Otorhinolaryngology instruments.
4. Demonstrate techniques for tissue exposure. 7CC
5. Differentiate the types of General, OBGYN, Genitourinary, Otorhinolaryngology equipment utilized in the OR practice and demonstrate proper care, handling techniques and safety precautions.
6. Cite the names and functions of General, OBGYN, Genitourinary, Otorhinolaryngology instruments and demonstrate proper care, handling, and assembly.
7. Collect and prepare supplies used in the OR.
8. Demonstrate the perioperative duties if the assistant circulator to include documentation. 7CC
 - a. Operating room preparation. 7CC
 - b. How to monitor vital signs. 7CC
 - c. Urinary Catheterization. 7CC
 - d. Patient transport to the operating room. 7CC
 - e. Patient Transfer to the surgical table. 7CC
 - f. Applying and connecting accessory devices. 7CC
 - g. Patient positioning. 7CC
 - h. Surgical Skin Prep. 7CC
 - i. Patient transfer from the surgical table to the stretcher. 7CC
9. Associate the relationship between instrumentation, equipment, and supplies with quality patient care in the OR.
10. Identify the relationship between instruments, equipment and supplies and the OR environment and related to safety.

11. Identify basic surgical supplies. 7CC
12. Demonstrate the usage of surgical supplies. 7CC
13. Demonstrate principles of handling surgical supplies. 7CC
14. Evaluate the selection of surgical supplies. 7CC
15. Demonstrate the role of the surgical technologist in the application of surgical supplies. 7CC
16. Cite and interpret common General, OBGYN, Genitourinary, Otorhinolaryngology suture types demonstrate proper care, handling techniques and safety precautions.
17. Demonstrate proper positioning and draping techniques for General, OBGYN, Genitourinary, Otorhinolaryngology surgical procedures. 7CC
18. Demonstrate a mock surgical procedure utilizing the principles of asepsis in the first scrub role. 7CC
19. Demonstrate a mock surgical procedure utilizing the principles of asepsis in the second scrub role. 7CC
20. Demonstrate Mock Surgical Set up and the knowledge of procedural steps to include suture, sequence, hemostasis, passing, medication control, specimen control/validation process, and surgical anticipation skills. 7CC
21. Demonstrate knowledge of the surgical scrub roles during surgery. 7CC
22. Demonstrate an intra mock surgery modification in the sterile field as it pertains to a conversion to open or a bowel and isolating technique. 7CC
23. Demonstrate perioperative instrument handling. 7CC
24. Demonstrate proper transport of instrumentation. 7CC
25. Demonstrate knowledge of circulating duties and procedures in the mock surgery setting to include prepping, positioning, catheterization, and vital signs. 7CC
26. Demonstrate the proper preparation of the OR for a mock surgical procedure. 7CC
27. Demonstrate the technique of opening and delivering sterile items utilizing aseptic technique. 7CC
28. Demonstrate the steps needed to perform a medical handwash and surgical hand scrub. 7CC
29. Demonstrate how to properly don the sterile gown and gloves. 7CC
30. Demonstrate the assembly and organization of the sterile field. 7CC
31. Demonstrate the procedure for counting sponges, sharps, instruments, and accessory items. 7CC
32. Demonstrate the proper technique for gowning and gloving a team member. 7CC
33. Demonstrate the proper technique for draping a surgical patient. 7CC
34. Demonstrate the principles of asepsis when draping the patient, furniture, and equipment. 7CC
35. Demonstrate the proper steps for finalizing the sterile field and transitioning to the operative field. 7CC
36. Demonstrate the knowledge of the factors involved with blood loss. 7CC
37. Demonstrate intraoperative communication and teamwork involved in managing blood loss. 7CC
38. Demonstrate how to determine the amount of blood loss or estimated blood loss. 7CC

39. Describe the various Equipment that can be found on a video tower or boom. 7CC
40. Demonstrate operating knowledge of the camera box. 7CC
41. Demonstrate operating knowledge of the Insufflation unit and CO2 source. 7CC
42. Demonstrate operating knowledge of the light source. 7CC
43. Demonstrate operating knowledge of the Monitor. 7CC
44. Demonstrate the ability to operate the thermal energy source. 7CC
45. Discuss Low Thermal Frequency devices_ Example: Novasure. 7CC
46. Review Robotics Care and Handling. 7CC
47. Review Laparoscopic Instrument Care and handling. 7CC
48. Discuss different Nerve monitoring devices. 7CC
49. Review the Ultrasonic Machine 7CC.
50. Review the Vacuum curettage machine 7CC.
51. Demonstrate proper sharp safety procedures. 7CC
52. Demonstrate correctly passing instruments. 7CC
53. safety precautions during the intraoperative surgical phase. 7CC
54. . Review proper handling of medications. 7CC
55. Demonstrate correctly passing instruments. 7CC
56. Demonstrate sharps safety. 7CC
57. Demonstrate methods for monitoring the sterile field. 7CC
58. Demonstrate the transfer of care. 7CC
59. Demonstrate management of medications. 7CC
60. Demonstrate techniques for handling various types of specimens. 7CC
61. Demonstrate proper handling of irrigation. 7CC
62. Demonstrate the proper transfer of fluids to the sterile field. 7CC
63. Demonstrate proper handling of irrigation. 7CC
64. Demonstrate proper labeling of fluids to include irrigation. 7CC
65. Describe how to perform all counts. 7CC
66. Demonstrate handling of various types of sponges on the sterile field. 7CC
67. Demonstrate the application of various types of dressings. 7CC
68. Demonstrate participation in the Surgical Safety Checklist process. 7CC
69. Participate in the identification process of the patient. 7CC
70. Demonstrate postoperative patient transfer. 7CC
71. Demonstrate postoperative Breakdown of the sterile field. 7CC
72. Demonstrate doffing of the surgical attire. 7CC
73. Demonstrate the disinfecting the surgical environment. 7CC

- Simulation:

- PeriOp Simulation for General, OBGYN, Genitourinary, Otorhinolaryngology surgical procedures

- LapSimST Simulation for General, OBGYN, Genitourinary, Otorhinolaryngology surgical procedures.

****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: [70%]

- UNIT TESTS 40%
- ASSIGNMENTS 10%
- **LAB** **30%**
- FINAL EXAM 20%

LAB: [30%]

- TESTS/SKILLS 40%
- Simulation 20%
- Moch Surgery 20%
- Final 20%

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.



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 Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to 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. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

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:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions

or in student admissions or in student decisions, or in all other segments of the College community 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

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

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, tamatha.sells@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**](#).