



INSTRUCTIONAL PACKAGE

SUR 104
Surgical Procedures II

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 104

COURSE TITLE: Surgical Procedures II

CONTACT HOURS: 3 Lecture/ 3 Lab

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

This course of study consists of various specialties of surgical procedures, instrumentation, and supplies. Communication of proper procedures and protocol is essential. Basic knowledge of wound closures and medications will aid in success for this course.

COURSE DESCRIPTION:

This course is a study of the various specialties of surgical procedures.

PREREQUISITES/CO-REQUISITES:

SUR: Introduction to Surgical Technology_ 101 Credit C

SUR: Principles of Surgical Pharmacology_126 Credit C

SUR: Applied Surgical Technology_102 Credit C

SUR: Surgical Procedures I_103 Credit C

SUR: Surgical Practicum I_112 Credit C

AHS: Medical Terminology_102 Credit C

BIO: Anatomy and Physiology I_ 210 Credit C

BIO: Anatomy and Physiology II_211 Credit C

ENG: 101 Credit C or Credit TC

Humanities Elective

***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

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)

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.

Cengage Mindtap Access

Surgical Counts Access

Access to LapSimST

Access to PeriOpSim

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:

ST4ST:

CH 20: Oral and Maxillofacial Surgery

CH 23: Orthopedics

CH 26: Neurosurgery

Lab:

CH 12 Preoperative Surgical Case Management

CH 13 Intraoperative and Post Operative surgical Case management

DSI: CH 11 Dental and Maxillofacial Instruments

DSI: CH 8 Neurosurgical Instruments

DSI: CH 7 Orthopedic Instruments

SES: CH 10 Specialty Equipment

Certification Review:

Sources Include: Lange Q&A and AST Certification Review and the ST4ST

CRQ: Law and Consents

CRQ: Emergency Procedures _CPR _Observations _Occupational Hazards

ST4ST: CH2_Review

ST4ST: CH 8_Review

CRT_1:

CRQ: Intraoperative Positioning

CRQ: Aseptic Technique_ Sterility_ Disinfection

CRQ: Safety_ OR Environment_ Transportation and Positioning

ST4ST CH 5_ Review

ST4ST CH 6_ Review

CRT 2

CRQ: Equipment and Supplies

CRQ: Instruments

CRQ: Lasers

CRQ: OBGYN

ST4ST: CH 10_Review

ST4ST: CH 12_Review

ST4ST: CH 13_ Review

CRT#3

Learning Outcomes:

CH 20: Oral and Maxillofacial Surgery

1. Apply medical terminology as it relates to each maxillofacial procedure. 7CC
2. Compare and contrast the approach for each maxillofacial procedure. 7CC
3. Recognize the relevant anatomy and physiology of the maxillofacial systems.7CC

4. Indicate the diagnostic procedure and pathology used to obtain the diagnosis.7CC
5. Describe preoperative patient preparation and considerations for each procedure. 7CC
6. Discuss the operative sequence for each procedure. 7CC
7. Recognize the necessary supplies, instrumentation, and equipment for each procedure. 7CC
8. Evaluate the use of medications for each procedure. 7CC
9. Identify wound classification for each procedure. 7CC
10. Discuss postoperative care, considerations, and potential complications for the surgical patient. 7CC
11. Indicate the names and uses of special equipment used for oral and maxillofacial surgery.
12. Assess any specific variations related to the preoperative, intraoperative, and postoperative care of the surgical patient.7CC

CH 23: Orthopedic Surgery

13. Apply medical terminology as it relates to each orthopedic procedure. 7CC
14. Compare and contrast the approach for each orthopedic procedure. 7CC
15. Recognize the relevant anatomy and physiology of the musculoskeletal systems.7CC
16. Indicate the diagnostic procedure and pathology used to obtain the diagnosis.7CC
17. Describe preoperative patient preparation and considerations for each procedure. 7CC
18. Discuss the operative sequence for each procedure. 7CC
19. Recognize the necessary supplies, instrumentation, and equipment for each procedure. 7CC
20. Evaluate the use of medications for each procedure. 7CC
21. Identify wound classification for each procedure. 7CC
22. Discuss postoperative care, considerations, and potential complications for the surgical patient. 7CC
23. Discuss the proper way to manage and record the use of implants. 7CC
24. Discuss the steps of normal bone healing. 7CC
25. Discuss the pathophysiology of the wrist and forearm. 7CC
26. Analyze diagnostic interventions for a patient undergoing an open reduction internal fixation (ORIF) of the distal radius fracture. 7CC
27. Describe the preoperative patient preparations. 7CC
28. Summarize the equipment needed for the surgical procedure. 7CC
29. Describe the instrumentation needed for the ORIF of the distal radius procedure. 7CC
30. Describe the supplies needed for the ORIF of the distal radius procedure. 7CC
31. Explain the ORIF of the distal radius procedural steps. 7CC
32. Discuss the postoperative considerations for the ORIF of the distal radius. 7CC
33. Describe the wound classifications of the ORIF of the distal radius procedure. 7CC
34. Determine any special preoperative preparation related to orthopedic procedures.

CH 26: Neurosurgery

35. Apply medical terminology as it relates to each orthopedic procedure. 7CC
36. Compare and contrast the approach for each orthopedic procedure. 7CC
37. Recognize the relevant anatomy and physiology of the musculoskeletal systems.7CC

38. Indicate the diagnostic procedure and pathology used to obtain the diagnosis. 7CC
39. Describe preoperative patient preparation and considerations for each procedure. 7CC
40. Discuss the operative sequence for each procedure. 7CC
41. Recognize the necessary supplies, instrumentation, and equipment for each procedure. 7CC
42. Evaluate the use of medications for each procedure. 7CC
43. Identify wound classification for each procedure. 7CC
44. Discuss postoperative care, considerations, and potential complications for the surgical patient. 7CC
45. Indicate the names and uses of special equipment related to neurosurgery. 7CC
46. Describe the various image guidance systems available for surgery. 7CC
47. Summarize recent advances in neurosurgery.

Certification Review:

Students will review certification material in preparation for the national board. Students will take certification review quizzes in the national board modality. At the end of each series of certification review quizzes (CRQ), students will take a cumulative certification review test or Surgcom tests. Certification Review Tests are comprised of previous certification quizzes and Surgcom tests can include previous textbook chapters. CRQs can contain 50 – 100 questions and CRTs/ Surgcom can contain up to 200 questions. CRQs will count toward assignments grades. Each CRQ is set up so that each student has 3 attempts, and the grade is an average of all 3 attempts. CRTs must be scheduled for the testing center and there is only 1 attempt. There will be a Final CRT Competency at the end of the semester. This is not a substitute for the final exam but will carry the same weight as the final.

Lab:

1. Recognize Oral and Maxillofacial, Orthopedics, and Neurology instruments by type, function, and name.
2. Identify specialty instruments and supplies unique to surgical procedures. 7CC
3. Identify surgical supplies. 7CC
4. Demonstrate the usage of surgical supplies. 7CC
5. Demonstrate principles of handling surgical supplies. 7CC
6. Evaluate the selection of surgical supplies. 7CC
7. Demonstrate the role of the surgical technologist in the application of surgical supplies. 7CC
8. Demonstrate the principles of asepsis when draping the patient, furniture, and equipment. 7CC
9. 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

10. Demonstrate proper care, handling, and assembly of Oral and Maxillofacial, Orthopedics, and Neurology instruments.
11. Differentiate the types of Oral and Maxillofacial, Orthopedics, and Neurology equipment utilized in the OR practice and demonstrate proper care, handling techniques and safety precautions.
12. Cite the names and functions of Oral and Maxillofacial, Orthopedics, and Neurology instruments and demonstrate proper care, handling, and assembly.
13. Collect and prepare supplies used in the OR.
14. Associate the relationship between instrumentation, equipment, and supplies with quality patient care in the OR.
15. Identify the relationship between instruments, equipment and supplies and the OR environment and related to safety.
16. Cite and interpret common Oral and Maxillofacial, Orthopedics, and Neurology suture types demonstrate proper care, handling techniques and safety precautions.
17. Demonstrate proper positioning and draping techniques for Oral and Maxillofacial, Orthopedics, and Neurology surgical procedures. 7CC
18. Demonstrate Mock Surgical Set up and the knowledge of procedural steps to include suture, sequence, hemostasis, passing, medication control, specimen control and surgical anticipation skills. 7CC
19. Demonstrate knowledge of circulating duties and procedures in the mock surgery setting to include prepping, positioning, catheterization, and vital signs. 7CC
20. Demonstrate a mock surgical procedure utilizing the principles of asepsis in the first scrub role. 7CC
21. Demonstrate a mock surgical procedure utilizing the principles of asepsis in the second scrub role. 7CC
22. Demonstrate the proper preparation of the OR for a mock surgical procedure. 7CC
23. Demonstrate participation in the Surgical Safety Checklist process. 7CC
24. Participate in the identification process of the patient. 7CC
25. Demonstrate the technique of opening and delivering sterile items utilizing aseptic technique. 7CC
26. Demonstrate the steps needed to perform a medical handwash and surgical hand scrub. 7CC
27. Demonstrate how to properly don the sterile gown and gloves. 7CC
28. Demonstrate the assembly and organization of the sterile field. 7CC
29. Demonstrate the procedure for counting sponges, sharps, instruments, and accessory items. 7CC
30. Demonstrate transfer of care during mock procedure. 7CC
31. Demonstrate the proper technique for gowning and gloving a team member. 7CC
32. Demonstrate the proper technique for draping a surgical patient. 7CC
33. Demonstrate the proper steps for finalizing the sterile field and transitioning to the operative field. 7CC
34. Demonstrate the knowledge of the factors involved with blood loss. 7CC
35. Demonstrate intraoperative communication and teamwork involved in managing blood loss. 7CC
36. Demonstrate how to determine the amount of blood loss or estimated blood loss. 7CC

37. Demonstrate proper sharp safety procedures. 7CC
38. Demonstrate fire safety precautions during the intraoperative surgical phase. 7CC
39. . Review proper handling of medications. 7CC
40. Demonstrate correctly passing instruments. 7CC
41. Demonstrate methods for monitoring the sterile field. 7CC
42. Demonstrate the transfer of care. 7CC
43. Describe how to perform all counts. 7CC
44. Demonstrate management of medications. 7CC
45. Demonstrate proper handling of irrigation. 7CC
46. Demonstrate the proper transfer of fluids to the sterile field. 7CC
47. Demonstrate proper handling of irrigation. 7CC
48. Demonstrate proper labeling of fluids to include irrigation. 7CC
49. Demonstrate techniques for handling various types of specimens. 7CC
50. Demonstrate the proper information needed when using implants. 7CC
51. Demonstrate how to properly manage implants on a sterile field. 7CC
52. Demonstrate handling of various types of sponges on the sterile field. 7CC
53. Demonstrate the application of various types of dressings. 7CC
54. Demonstrate perioperative instrument handling. 7CC
55. Demonstrate proper transport of instrumentation. 7CC
56. Demonstrate postoperative patient transfer. 7CC
57. Demonstrate postoperative Breakdown of the sterile field. 7CC
58. Demonstrate doffing of the surgical attire. 7CC
59. Demonstrate the disinfecting the surgical environment. 7CC

Simulation: Simulations must be completed to progress to the next semester.

- PeriOp Simulation for Oral and Maxillofacial, Orthopedics, and Neurology surgical procedures
- LapSimST Simulation for Oral and Maxillofacial, Orthopedics, and Neurology 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: [80%]

UNIT TESTS	40%
ASSIGNMENTS	10%
LAB	20%
FINAL EXAM	
CRT/Surgcom	
ST4ST	30%
	100%

LAB: [20%]

TESTS/SKILLS	30%
Simulation	20%
Moch Surgery	30%
Final	20%
	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**](#)