



# **INSTRUCTIONAL PACKAGE**

SUR 104  
Surgical Procedures II

Effective Term  
Fall 2025/Spring 2026/Summer 2026

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

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 [DLi Orientation Video](#) prior to enrolling in an online course.

### REQUIRED MATERIALSREQUIRED MATERIALS:

Textbooks:

1. Surgical Technology for the Surgical Technologist: A Positive Care Approach 6th Ed. Delmar Cengage Learning, 2017 ISBN-13: 978-0-357-62573-6
2. Cengage Mindtap Access Unlimited
3. Differentiating Surgical Instruments by Colleen J. Rutherford 3<sup>rd</sup> Edition FADAVIS ISBN:

978-0-8036-6831-7

4. Surgical Equipment and Supplies by Colleen J. Rutherford 3<sup>rd</sup> Edition FADAVIS ISBN: 978-1-7196-4841-7
5. Pocket Guide to the Operating Room 4<sup>th</sup> Edition ISBN 978-0-8036-6839-3
6. Laparotomy pack from B&N /Henry Schein
7. Lange Q and A Surgical Technology Examination 7<sup>th</sup> Edition by Mary Chmielewski and Carolan Sherman ISBN-13-978-1-2595-8-8112
8. Surgical Technologist Certifying Exam Study Guide 3rd Edition ISBN 9780926805668

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 (¾ length)
2. Warm up Jacket (Black with ceil blue embroidery)
3. Scrubs: Ceil blue with Black embroidery and Black Scrubs with Ceil Blue embroidery. (recommend more than one pair)
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 and can be easily cleaned. (No cloth)
6. Goggles and Croakies
7. X-RAY Badge (ordered by Program director before 2<sup>nd</sup> semester clinical)
8. CPR (BCLS) for health care provider
9. 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)
10. Three ring 2" binder with dividers
11. Blue and Orange Highlighters
12. Sticky Notes (recommended)
13. Flash Drive (Mandatory with adaptor for laptop)
14. Laptop (Wi-Fi, Camera, and Mic Capability) (Microsoft 365- free -offered on HGTC website for students)
15. 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**

### **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

### **Module 1:**

CRQ: Law and Consents

CRQ: Emergency Procedures\_CPR\_Observations\_Occupational Hazards

CRQ: Intraoperative Positioning

CRQ: Safety\_ OR Environment\_ Transportation and Positioning

ST4ST: CH 2\_Review

ST4ST: CH 3 \_ Review

ST4ST: CH 4\_ Review

ST4ST: CH 8\_Review

CRT#1: Counts towards Grade

### **Module 2:**

2025-2026

CRQ: Equipment and Supplies  
CRQ: Instruments  
CRQ: Aseptic Technique\_ Sterility\_ Disinfection  
CRQ Microbiology  
ST4ST CH 5\_ Review  
ST4ST CH 6\_ Review  
ST4ST CH 7\_ Review  
ST4ST: CH 10\_Review

CRT# 2 Counts towards Grade

**Module 3:**

CRQ: GU  
CRQ: General  
CRQ: OBGYN  
CRQ ENT  
ST4ST CH 16 \_ Review  
ST4ST CH 17\_ Review  
ST4ST CH 19 \_ Review  
ST4ST CH 22 \_ Review

CRT#3 Counts Towards Grade

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 (CRT) 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. CRQ Outlines will count toward assignments grades. Students will need to make questions and answers for every question they got wrong and every question they guessed at and got right. There should be additional questions for each that addresses every possible answer for each question and why the other answers were not the right answer. Each CRQ is set up so that each student has 2 attempts. Each student 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 of 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 surgical attire. 7CC
59. Demonstrate the disinfecting of 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 Completion of all assigned modules

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

### **GENERAL EDUCATION OUTCOMES:**

This course fulfills the following General Education Outcomes through the (list the appropriate assessment – programs should select which GELO applies). Upon completion of this course, students will be able to:

(Check all that apply.)

- ☒ Communication – Students will be able to communicate effectively, orally and/or in written format.
- ☒ Critical thinking – Students will be able to demonstrate higher order of thinking when problem solving.
- ☒ Career Readiness/Lifelong Learning – Students will be able to effectively engage in the professional world or transition to higher level learning.

## **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	<u>30%</u>
	100%
<b>LAB: [20%]</b>	
TESTS/SKILLS	40%
Simulation	10%
Moch Surgery	30%
Final	<u>20%</u>
	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

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## **Part IV: Attendance**

- Attendance will be taken at 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.

Students 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 Academic Coaching for college success skills.

2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.



### **STUDENT INFORMATION CENTER: TECH Central**

TECH Central offers to all students the following free resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option # 1.



### **HGTC LIBRARY:**

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

### **STUDENT TESTING:**

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the

usage)

Furthermore, tests may have time limits and/or require a proctor.

Testing candidates must make their appointments 24 hours in advance.

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

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

### **DISABILITY SERVICES:**

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at [disabilityservices@hgtc.edu](mailto:disabilityservices@hgtc.edu) or 843-796-8818 (call or text).

### **COUNSELING SERVICES:**

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to [counseling@hgtc.edu](mailto:counseling@hgtc.edu) or visit the website the [Counseling Services webpage](#).

### **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment

to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

## **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX, Section 504, and Title II Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto: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](mailto:Jacquelyne.Snyder@hgtc.edu)

## **TITLE IX REQUIREMENTS:**

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

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



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

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

**Student and prospective student** inquiries concerning Title IX and its application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX, Section 504, and Title II Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Title IX and its application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)

## **PREGNANCY ACCOMMODATIONS**

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements

mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).