



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

TUF 201

SCWE in Golf Course Management

Effective Term

Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: TUF 201

COURSE TITLE: SCWE in Golf Course
Management

CONTACT HOURS: 32

CREDIT HOURS: 8

RATIONALE FOR THE COURSE:

Students are required to work on a golf course for a period of ten weeks. During this time the students are required to work 40 hours per week, keep accurate records of the job and time required, gain experience in supervision, and make an objective report of the course's problems, corrections, and cost analysis.

COURSE DESCRIPTION:

This course provides for practical work experience at an approved golf course. Recordkeeping, experience in supervision and objective reporting of the golf course's problems, corrections, and cost analysis are included. Should a student not be assigned to work on a specific golf course, he or she will be given specific assignments depending upon their specialized area of study.

PREREQUISITES/CO-REQUISITES:

Tuf – 172 Turf Management I

REQUIRED MATERIALS:

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:

The following materials must be submitted at the end of the semester on the dates assigned below. **All materials must be typed. No handwritten reports will be accepted.**

1. Eight completed reports.
2. A daily log (record or diary) for your ten-week period of employment.
3. A completed supervisor evaluation form. A student receiving an unsatisfactory evaluation from his/her supervisor will receive a grade of "U" and will be required to repeat the course.

REFERENCE MATERIALS: Best Golf Course Management Practices by L. B. McCarty.

RESOURCE PERSONNEL: **Superintendent** of the Assigned Golf Course and Golf Course Management Faculty

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.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. 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

IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor's Course Information Sheet for information regarding this requirement.

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

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 an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System "The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and

responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

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

Unit I - The student should be able to operate basic turf equipment, exhibit operational mechanical skills, display good housekeeping techniques, display acceptable work habits and personal traits as required on his/her assigned golf course.

Unit II - The student should be able to analyze the physical, organizational, and operational procedures of an assigned golf course.

REQUIRED COURSE ASSIGNMENTS AND OUTLINE:

Unit I Operational Skills

A daily log is prepared by the student using the designated format.

- A. Operation of Equipment
- B. Maintenance of Equipment
 - 1. Cleaning and Housing Equipment

- 2. Daily Routine Maintenance Operations
- C. Application of Fertilizers and/or Pesticides
- D. Work Relationships
 - 1. Communication Skills
 - 2. Attitude toward Work and Personnel
 - 3. Personal Attributes
 - 4. Grooming

Unit II Analysis of Golf Course Operations

The student will complete eight (8) assigned projects analyzing the maintenance and management of the golf course.

- A. Soil Analysis
- B. Pesticides/Spreader and Sprayer Calibrations
- C. Measurements, IPM and Pesticide and Chemical Application:
- D. Management of the Golf Course/Chain of Command
- E. Maintenance Operations
- F. General Management Problems
- G. Special Topic Report
- H. Irrigation System Analysis

SPECIFIC SKILLS:

Unit I – It should be noted that the student may not be accountable for all the following equipment due to time and designated responsibilities given by the supervisor.

- 1. Operate greens, tee and fairway sprayers.
- 2. Operate auxiliary pest spraying equipment.
- 3. Operate green and fairway verticutters.
- 4. Operate soil injection equipment.
- 5. Operate greens and fairways aerification equipment.
- 6. Operate transportation equipment.
- 7. Operate and repair irrigation equipment.
- 8. Operate other miscellaneous equipment.
- 9. Check basic maintenance requirements prior to operation of the equipment.
- 10. Properly clean equipment after job completion.
- 11. Operate the equipment with minimal supervision without making mistakes.
- 12. Accurately follow instructions.
- 13. Communicate with golf course personnel, management, and members.
- 14. Display a friendly and courteous attitude toward everyone at facility.
- 15. Tactfully delegate responsibilities.
- 16. Exhibit diplomacy.
- 17. Exhibit patience.
- 18. Display good grooming.

19. Display good work habits: promptness, dependability, and housekeeping techniques.
20. Show willingness to work beyond the required performance.

Unit II

1. Take a soil sample on the assigned golf course.
2. Follow the necessary procedure to send soil for analysis.
3. After receiving soil analysis results, submit the result to instructor.
4. Explain equipment calibration on specific golf course.
5. State personnel in charge of spray operations.
6. Explain the equipment maintenance procedures: mixing, cleaning and nozzle replacement on spray equipment.
7. Measure and calculate square footage of all greens, tees, fairways, bunkers, roughs, sod nursery, and clubhouse.
8. Describe the physical features of the golf course such as contours, soil types, poor drainage areas, excessively drained areas, grass varieties, and special trees.
9. Describe the complete organization of the workforce including the regular and special duties of all laborers and the type of work performed on rainy days.
10. Describe the present liming program of the course.
11. Describe the present fertilizing program for tees, fairways and greens.
12. Describe the present renovation program for tees, greens and fairways including time of year, sequence of operations, and type of grass and rates of overseeding if used.
13. Describe the present irrigation system and program for greens, tees and fairways.
14. Describe the seriousness of weed problems and solutions. List of major weed issues.
15. Describe the seriousness of insect damage in the course and solutions. List the major insects causing problems.
16. Describe the seriousness of turf diseases on the course and what has been done to control them. List the major diseases causing problems.
17. What is the height of cut for greens, tees and fairways throughout the season? Does this change from month to month? If so, how and why?
18. Describe the movement of tee markers on an average tee. How long are worn spots given a chance to recover?
19. Map out a green on the course and record the way the cup is rotated throughout the season. How often is the cup changed?
20. List equipment on golf course giving manufacturer, original cost, age of equipment, and present condition.
21. State how maintenance is performed and by whom.
22. Report on the cleaning procedure of equipment.
23. Determine and state the types of manuals and records maintained on equipment.
24. State the inventory of equipment parts and location
25. List of pesticides stating use, manufacturer, and cost.
26. State in specific terms safety procedures in pesticide applications.

27. Specify who is the licensed pesticide applicator on the golf course and in what categories.
28. Describe the general organization in terms of chain of command, public or private course, authority of the green committee (if one exists), and ownership.
29. List all easy or difficult features of the course to maintain.
30. List of activities that are time-consuming and are ineffective. Estimate this amount of time weekly by the jobs you perform.
31. Describe how supplies and equipment are purchased.
32. Describe the present system for keeping time and records of what is done on the course.
33. List employee benefits including such items as medical insurance, retirement plans, etc.
34. State how the annual maintenance budget is calculated and who approves budget.
35. Prepare a step-by-step analysis of major jobs.
36. Repair leaks in irrigation piping using proper methods and equipment.
37. Take apart and repair valve-in-head or impact golf irrigation heads.
38. Locate and repair breaks in hydraulic control tubing for hydraulic systems or breaks and shorts in the wiring for electric systems.
39. Operate irrigation stations (zones) from the field satellites, radio, handheld device, or base computer.
40. Program watering cycles using a computer for those courses having computer-controlled systems.
41. Assist the irrigation technician in the preventive maintenance and periodic cleaning of the pump station.
42. Monitor irrigation lake water levels by whatever method is available on the golf course.
43. Assist in reading and recording water use data to be reported to governmental agencies.
44. Assist in preparing the equipment and irrigation system for applying fertilizers, pesticides, wetting agents, etc., through the sprinkler heads.

REPORT INSTRUCTIONS

(Step-by-Step)

NOTE: At the end of the semester, you will send the school your work-study with eight (8) reports, your daily log in the designated format, and the superintendent's evaluation. **All materials will be kept by the college on D2L.** Prepare all materials as a Word, PowerPoint, Excel, or PDF document. All reports must be typed.

I. Interpretation and Discussion of Soil Test Reports

Obtain soil sample reports/data on each of two greens, tees, and fairways.

- 1) Use existing reports if less than one year old.
- 2) If over a year old, complete the process by having the club take new samples or pay for the

same number of areas listed above, as directed by your GC Supt.

- 3) Have the samples analyzed by the normal testing facility used by the club or have the data run by the state's land-grant institution. **Do this early in your internship** as it may take a while to get the results back.
- 4) Discuss the interpretation given on the soil reports. Additionally, go into thorough detail regarding the implications concerning pH, CEC, P, K, Ca, Mg, and bulk density, if given. I expect you to apply information from your Soils class material as a major basis for discussion.
- 5) Type up your interviews/discussions with your Superintendent, making sure to give YOUR opinion of the overall state of the soil and its bearing on the overall quality of turfgrass and other plants grown, including what YOU would do to improve the current conditions.
- 6) Obtain a copy of the local Soil Survey book, GIS image, for your county and discuss the native soils found at your golf course, focusing on characteristics such as permeability, pH situations that make it hard to grow grasses, textural content, and bulk density.
- 7) Those of you who have not had Soils yet, rely freely on interviews with your Supt. to help in interpreting and applying information from soil reports. If this is the case, a very thorough discussion process with the Superintendent / Turfgrass Manager should occur.

II. Pesticides/Spreader and Sprayer Calibration

1. Explain in detail how the following types of equipment are calibrated.
 - (A) Boom sprayer
 - (B) Rotary spreader
 - (C) Drop spreader
2. Who oversees pesticide applications?
3. What type of certification (license) do the pesticide applicators possess?
4. How often are nozzles changed?
5. Explain how sprayers are cleaned.
6. What types of personal protective equipment (PPE) are provided for pesticide applications?
7. Include a copy of the pesticide application record form used by the golf course.
8. Describe in detail the pesticide storage facility. Include:
 - (A) location of exhaust fans
 - (B) location of fire extinguishers
 - (C) location of storage for PPE
 - (D) type of materials the shelves are constructed of
 - (E) location of drains
 - (F) location of shower, eyewash, and other safety features

III. Measurements, IPM and Pesticide and Chemical Application

1. Greens, tees, and fairways area measurement.

2. Measure an area on the golf course and detail the methods you used to determine your figures. Examples are a sod project or other renovation, pest mapping, or other area of facility that has not been measured.
3. Report on water management at facility items listed below.
 - a. Wetting agent products, techniques, rates, and areas of course treated with wetting agents.
 - b. Irrigation strategies, scheduling, moisture meter use, hand watering applications and automated irrigation strategies.
 - c. Identify irrigation challenges at facility.
4. List top five turfgrass pest at the facility.
5. List Cultural practices used as IPM strategies versus top pests.
6. Create a table, chart, or spreadsheet on pesticides and within it include the following.
 - a. List ten of the most used pesticides at your facility.
 - b. Each entry will include Common name Brand name, EPA registration number, Chemical class or Code and type of use such as insecticide or herbicide.
7. Are there any environmental enhancement programs at the facility? Examples include wildlife programs, native plants or habitat management, or certification.

IV. Management Structure

1. Discuss the general organization from the owners through the superintendent (including specific information such as private or public course, chain of command, green committee or not, ownership, etc.)
2. Include an organizational chart.
3. Describe the complete organization of the workforce from the superintendent through the crew members. Include the regular and special duties of all laborers and the type of work performed on rainy days. Pictures would be helpful.
4. Interview the head golf professional or the general manager of the golf course. Discuss with him or her the importance of communications between all departments of the golf course (pro shop, maintenance crew, food & beverage, green committee, owner, etc.). Summarize what you have learned in your interview. Include the name(s) of those interviewed.

V. Maintenance Operations

1. Describe the present liming and/or sulfur program on the course. Include specific carriers and rates.
2. Describe the present fertilizing program for tees, fairways, and greens. Include pounds of N, P, and K; types of fertilizers; and other macronutrients and micronutrients applied.
3. Describe the present renovation program for tees, greens, and fairways; including

time of year, sequence of operations, and type of grass and rates of overseeding if used.

4. Describe the seriousness of weed problems on the course and what has been done to correct this. List the major weed causing problems. Also, include plans. (Be specific as to specific herbicides, rates, and time of application.)

5. Describe the seriousness of insect damage on the course and what has been done to control them. List the major insect-causing problems. Also, include future proposals. (Be specific for treatment as to specific insecticides, rates, and time of application.)

6. Describe the seriousness of turf diseases on the course and what has been done to control them. List the major disease-causing problems. Also, include future proposals. (Be specific for treatment as to specific fungicides, rates, and time of application.)

7. What is the height of cut for greens, tees, and fairways throughout the season? Does this change from month to month? If so, how?

8. Describe the movement of tee markers on an average tee. How long are worn spots given a chance to recover?

9. Map out one green on the course and record the way the cup is rotated throughout the season. How often is the cup changed?

10. Name the type of turfgrass (species and cultivar) for the following golf course areas.

(G) greens

(H) collars

(I) tees and driving range or practice facility.

(J) fairways

(K) rough

(L) Clubhouse and other ornamental turf areas.

VI. General Management

1. List all features of the course, which would help in making it easy or difficult to maintain.
2. List activities that are time-consuming and ineffective in accomplishing anything. Estimate the amount of time weekly by jobs you perform.
3. Describe how supplies and equipment are purchased.
4. Describe the present system for keeping time and records of what is done on the course.
5. List employee benefits, including such items as medical insurance, retirement plans, etc.
6. State how the annual maintenance budget is calculated and who approves budget.

VII. Special Topic Report (5 typed pages minimum plus photographs)

For this report, the student will choose a topic of his/her interest that relates to some aspect of the internship. With the approval of the superintendent and the instructor, the student will research a topic and prepare a report based on a specific project, problem, or event occurring on the student's job site. Each student will prepare an individual report; two or more students working on the same golf course will be required to submit papers on different topics. Some potential topics include:

1. A detailed report on all steps and procedures involved in a construction or renovation project.
2. A detailed report on preparing the golf course for a tournament.
3. A report on managing a specific pest problem in which all aspects of the life cycle, damage symptoms, cultural control methods, and specific pesticides (including rates) are discussed.
4. Evaluation of a new piece of equipment, including discussions of its benefits and disadvantages, cost, and preventive maintenance program.
5. Experience with crew supervision.
6. A detailed report on all aspects of an irrigation or drainage installation.
7. Other topics as assigned by the superintendent and instructor.

VIII. Irrigation System Analysis

1. Type of System: _____ Electric _____ Hydraulic
2. Manufacturer or Brand of:
 - A. Sprinkler heads: _____ quantity _____
 - B. Field Satellites: _____ quantity _____
 - C. Field Satellite Model _____
 - D. Master Controller: _____
 - E. Radio Control Capability: _____ Yes _____ No
 - F. Phone App Control Capability: _____ Yes _____ No
3. Pump Station Manufacturer: _____
 Pump System Control Type: ____ Conventional ____ VFD
 Pump Type: _____ Vertical Turbine _____ End Suction Centrifugal
 Pump 1 Horsepower: _____
 Pump 2 Horsepower: _____

Pump 3 Horsepower: _____

Submersible pump H.P.: _____

Jockey pump H.P.: _____

4. Water Source:

_____ Lake _____ Wells
 _____ River _____ Water Treatment Facility
 _____ Wells _____ Other

5. Irrigation system Head Layout:

_____ Single Row
 _____ Double Row Square
 _____ Double Row Triangular
 _____ Triple Row
 _____ Herring Bone

6. Pipe

HDPE or PVC _____

Main line and lateral line sizes _____

7. Sprinkler Head Spacings (Approximate)

Greens _____ ft. Roughs _____ ft.

Fairways _____ ft Practice Range _____ ft.

TEES _____ ft.

8. Average Summer Peak Water Consumption:

Daily: _____ gallons

Weekly: _____ gallons

Monthly: _____ gallons

9. Does the golf course use fertigation?

_____ yes _____ no

If yes, what is the name of the manufacturer? _____

Include a copy of the manufacturer's literature describing the operation of the Equipment.

10. Does the golf course utilize an onsite weather station in conjunction with its watering programs?

_____ yes _____ no

If yes, what brand of weather station is used and be sure to include a copy of the literature explaining how the equipment works.

11. Describe in detail a typical mid-summer watering program for the course's:
 - A. Greens
 - B. Tees
 - C. Fairway
11. Describe the preventative maintenance program for the course's irrigation system and pump station.
12. If the golf course utilizes effluent or recycled water as a source of irrigation water, what special management practices have been adopted to overcome some of the negatives associated with these sources of water?
13. Obtain a copy of the irrigation design as-built and submit with this report.
14. Are there irrigation renovations planned on going?

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*

Projects/Portfolios	50%
<u>Supervisor Evaluation</u>	<u>50%</u>
	100%

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

GRADING SYSTEM:

NOTE: State the College's or departmental grading system as delineated in the Catalog You must have your Dean's approval if changes in the scale are made. 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.

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, and Is also negatively impact academic progression and financial aid status.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 – Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to 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, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):



The SSTC offers 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.

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

STUDENT INFORMATION CENTER – TECH Central:



TECH Central offers 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. You may also call (843) 349-5199.

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 HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

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 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 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 age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law 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.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

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, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and 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.

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 sexual harassment, 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).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@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](#).