HORRY-GEORGETOWN TECHNICAL COLLEGE
DENTAL SCIENCES DEPARTMENT

DENTAL HYGIENE
STUDENT PROGRAM MANUAL

This program manual has been designed to provide the student with information regarding the Dental Hygiene Program. Further information regarding the College may be found in the College catalog. All students must possess a copy of both documents for reference during their academic stay at the College.
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PROGRAM PHILOSOPHY AND GOALS

PHILOSOPHY

The Horry Georgetown Technical College Dental Hygiene program believes that the dental hygienist is an extremely important member of the dental health team who makes a significant contribution to the total health care of all people. Through the use of state-of-the-art technology in lecture and clinical instruction, it is the mission of this program to provide the student with a well-rounded general education as well as an evidenced-based professional education. In so doing, the student will be prepared for his/her role as a successful dental hygienist, as well as an enlightened and contributing citizen to the community.

It is the aim of the dental hygiene program faculty to create a supportive environment in which the student will develop self-confidence, expertise in clinical skills, and the desire to learn to become an effective, dedicated health care provider. Through the use of problem solving, planned experiences, goal setting, and self-assessment, the graduate is expected to become a purposeful, thinking, self-directed member of the professional society able to make critical judgments in both personal and professional roles.

PROGRAM GOALS & COMPETENCIES:

The goals and competencies of the Horry Georgetown Technical College Dental Hygiene Program are to provide the dental profession with a knowledgeable dental hygienist who can assume responsibility for providing current dental hygiene services within the scope of the South Carolina Dental Law. To achieve this purpose, the following are the stated program goals and competencies:

GOAL 1. Graduates will be able to demonstrate fundamental knowledge in the Dental Hygiene curriculum components.

Competencies:

1.1 Demonstrate working knowledge of the general education component of the curriculum.
   - Display effective interpersonal, written, and communication skills with individuals and groups from diverse cultural populations.
   - Demonstrate critical thinking skills.
   - Demonstrate computer literacy.
1.2 Demonstrate a working knowledge of the biomedical sciences and their relationship to total body health.

1.3 Demonstrate essential knowledge of the dental sciences focusing on oral health and disease to effectively apply the dental hygiene process of care and prevention methodologies to all patients.

**GOAL 2.** *Graduates will be able to demonstrate competency in the clinical and interpersonal skills necessary for the provision of current comprehensive preventive, educational, and ethical dental hygiene services within a diverse patient population.*

**Competencies:**

2.1 The student will demonstrate core values in ethics, skills, and knowledge in relationship to the dental hygiene process of care (assessment, diagnosis, planning, implementation, and evaluation).

- Adhere to the *American Dental Hygienists’ Professional Code of Ethics*.
- Adhere to all state and federal rules and regulations governing the practice of dental hygiene.
- Utilize critical analysis and problem solving skills in the provision of dental hygiene care

2.2 Assessment: The student will methodically collect, analyze, and record data on the general, oral, and psychosocial health status on a culturally diverse patient population.

- Obtain, review, and update a complete medical, family, social and dental history
- Recognize health conditions and medications that impact overall patient care
- Identify patients at risk for a medical emergency and manage the patient care in a manner that prevents an emergency
- Identify predisposing and etiologic risk factors for education, prevention, and intervention.

2.3 Diagnosis: Use critical decision making skills to synthesize patient assessment data in formulating a dental hygiene diagnosis.

2.4 Planning: Collaborate with the patient and other health professionals to formulate a comprehensive individualized dental hygiene care plan with alternative treatment modalities that is based on current scientific evidence.
• Establish a prioritized planned sequence of care (educational, clinical, and evaluation) based on the dental hygiene diagnosis; identified oral conditions; potential problems; etiologic and risk factors; and available treatment methods.
• Obtain medical consultation when appropriate
• Make referrals to other health care professionals as needed
• Obtain the patient’s informed consent based on a thorough case presentation

2.5 Implementation: Provide dental hygiene treatment that includes preventive and therapeutic services designed to achieve and maintain oral health by guiding the patient in setting and achieving oral health goals.

• Provide a high standard of care to all patients in a humane, empathetic, and caring manner
• Perform dental hygiene treatment to eliminate and/or control local etiologic factors to prevent and control caries, periodontal disease and other oral conditions
• Control pain and anxiety during treatment through the use of accepted clinical and behavioral techniques
• Provide life support measures to manage medical emergencies should they arise
• Respect the goals, values, beliefs, and preferences of the patient throughout treatment

2.5 Evaluation: Evaluate the effectiveness of the implemented clinical, preventive, and educational services and modify as needed.

• Assess the outcomes of dental hygiene treatment utilizing various indices, instruments, etc.
• Evaluate the patient’s satisfaction with the care that has been received and the health status that has been achieved
• Establish appropriate treatment or referrals based on evaluation data
• Develop and maintain an appropriate maintenance program for the patient

2.6 Documentation: Recording of all phases of patient treatment to provide a chronologic history of the patient’s total care.

• Document all assessment data, diagnosis, treatment care plan, treatments rendered, oral home care education and evaluations for the patient’s permanent record
• Record all findings in a legible, concise, and accurate manner
• Recognize the legal and ethical responsibilities of maintaining accurate patient records as required by state law.

**GOAL 3.** *The dental hygiene student/graduate will exhibit attributes of professional growth and development.*

**Competencies:**

3.1 Continuously perform self-assessment for life-long learning and professional growth.

**GOAL 4.** *The dental hygiene student/graduate will participate in community service activities promoting oral health initiatives.*

**Competencies:**

4.1 Advance dental hygiene and the dental profession through service activities and affiliations with professional organizations.
These Standards provide a framework for clinical practice that focuses on the provision of patient-centered comprehensive care. The Standards describe a competent level of dental hygiene care as demonstrated by the critical thinking model known as the process of care. As noted in various dental hygiene textbooks, the five components of the dental hygiene process of care include assessment, dental hygiene diagnosis, planning, implementation, and evaluation. The dental hygiene process encompasses all significant actions taken by dental hygienists, and forms the foundation of clinical decision-making. This document expands the process to include a sixth component, documentation.

It is the goal of this program to educate all dental hygiene students to competency on these Standards.

STANDARDS OF PRACTICE

Standard 1: Assessment

Assessment is the systematic collection, analysis and documentation of the oral and general health status and patient needs. The dental hygienist conducts a thorough, individualized assessment of the person with or at risk for oral disease or complications. The assessment process requires ongoing collection and interpretation of relevant data. A variety of methods may be used including radiographs, diagnostic tools, and instruments.

I. Patient History

a. Record personal profile information such as demographics, values and beliefs, cultural influences, knowledge, skills and attitudes.

b. Record current and past dental and dental hygiene oral health practices.

c. Collection of health history data includes the patient’s:
   1. Current and past health status
   2. Diversity and cultural considerations (i.e. age, gender, religion, race and ethnicity)
   3. Pharmacologic considerations (e.g. prescription, recreational, over the counter(OTC) and herbal medications)
   4. Additional considerations (e.g. mental health, learning disabilities, phobias, economic status)
   5. Record vital signs and compare with previous readings
   6. Consultation with appropriate healthcare provider(s) as indicated
II. Perform a comprehensive clinical evaluation which includes:

a. A thorough examination of the head and neck and oral cancer screening, evaluation of trauma and a temporomandibular joint (TMJ) assessment.

b. Evaluation for further diagnostics including radiographs.

c. A comprehensive periodontal evaluation that includes the documentation of:
   1. Full mouth periodontal charting:
      • Probing depths
      • Bleeding points
      • Suppuration
      • Mucogingival relationships/defects
      • Recession
      • Attachment level/attachment loss
   2. Presence, degree and distribution of plaque and calculus
   3. Gingival health/disease
   4. Bone height/bone loss
   5. Mobility and fremitus
   6. Presence, location and extent of furcation involvement

d. A comprehensive hard tissue evaluation that includes the charting of existing conditions and oral habits.
   1. Demineralization
   2. Caries
   3. Defects
   4. Sealants
   5. Existing restorations and potential needs
   6. Anomalies
   7. Occlusion
   8. Fixed and removable protheses
   9. Missing teeth
III. Risk Assessment:

Risk assessment is a qualitative and quantitative evaluation gathered from the assessment process to identify any risks to general and oral health. The data provides the clinician with the information to develop and design strategies for preventing or limiting disease and promoting health.

Examples of factors that should be evaluated to determine the level of risk (high, moderate, low):

a. Fluoride exposure

b. Tobacco exposure including smoking, smokeless/spit tobacco and second hand smoke

c. Nutrition history and dietary practices

d. Systemic diseases/conditions (e.g. diabetes, cardiovascular disease, autoimmune, etc)

e. Prescriptions and over-the-counter medications, and complementary therapies and practices (e.g. fluoride, herbal, vitamin and other supplements, daily aspirin)

f. Salivary function and xerostomia

g. Age and gender

h. Genetics and family history

i. Habitual and lifestyle behaviors
   • Cultural issues
   • Substance abuse (recreational drugs, alcohol)
   • Eating disorders
   • Piercing and body modification
   • Oral habits (citrus, toothpicks, lip/cheek biting)
   • Sports and recreation

j. Physical disability

k. Psychological and social considerations
   • Domestic violence
   • Physical, emotional, or sexual abuse
   • Behavioral
Standard 2: Dental Hygiene Diagnosis

The dental hygiene diagnosis is a component of the overall dental diagnosis. The dental hygiene diagnosis is the identification of an existing or potential oral health problem that a dental hygienist is educationally qualified and licensed to treat. The dental hygiene diagnosis requires analysis of all available assessment data and the use of critical decision making skills in order to reach conclusions about the patients' dental hygiene treatment needs.

I. Analyze and interpret all assessment data to evaluate clinical findings and
II. Determine patient needs that can be improved through the delivery of dental hygiene care.
III. Incorporate the dental hygiene diagnosis into the overall dental treatment plan.

Standard 3: Planning

Planning is the establishment of goals and outcomes based on patient needs, expectations, values, and current scientific evidence. The dental hygiene plan of care is based on assessment findings and the dental hygiene diagnosis. The dental hygiene treatment plan is integrated into the overall dental treatment plan. Dental hygienists make clinical decisions within the context of ethical and legal principles.

I. Identify, prioritize and sequence dental hygiene intervention (e.g. education, treatment, and referral).
II. Coordinate resources to facilitate comprehensive quality care (e.g. current technologies, pain management, adequate personnel, appropriate appointment sequencing and time management).
III. Collaborate with the dentist and other health/dental care providers and community-based oral health programs.
IV. Present and document dental hygiene care plan to patient.
V. Explain treatment rationale, risks, benefits, anticipated outcomes, treatment alternatives, and prognosis.

VI. Obtain and document informed consent and/or informed refusal.

**Standard 4: Implementation**

Implementation is the delivery of dental hygiene services based on the dental hygiene care plan in a manner minimizing risk and optimizing oral health.

I. Review and implement the dental hygiene care plan with the patient/caregiver.

II. Modify the plan as necessary and obtain consent.

III. Communicate with patient/caregiver appropriate for age, language, culture and learning style.

IV. Confirm the plan for continuing care.

**Standard 5: Evaluation**

Evaluation is the process of reviewing and documenting the outcomes of dental hygiene care. Evaluation occurs throughout the process of care.

I. Use measurable assessment criteria to evaluate the outcomes of dental hygiene care (e.g. probing, plaque control, bleeding points, retention of sealants, etc.).

II. Communicate to the patient, dentist and other health/dental care providers the outcomes of dental hygiene care.

III. Collaborate to determine the need for additional diagnostics, treatment, referral, education and continuing care based on treatment outcomes and self-care behaviors.
Standard 6: Documentation

Documentation is the complete and accurate recording of all collected data, treatment planned and provided, recommendations, and other information relevant to patient care and treatment.

I. Documents all components of the dental hygiene process of care (assessment, dental hygiene diagnosis, planning, implementation, and evaluation).

II. Objectively records all information and interactions between the patient and the practice (i.e. telephone calls, emergencies, prescriptions).

III. Records legible, concise and accurate information (i.e. dates and signatures, clinical information that subsequent providers can understand, ensure all components of the patient record are accurately labeled).

IV. Recognizes ethical and legal responsibilities of record keeping including guidelines outlined in state regulations and statutes.

V. Ensures compliance with the federal Health Information Portability and Accountability Act (HIPAA).

VI. Respects and protects the confidentiality of patient information.

Summary

The Standards for Clinical Dental Hygiene Practice is a resource for dental hygiene practitioners seeking to provide patient-centered and evidence-based care. In addition dental hygienists are encouraged to enhance their knowledge and skill base to maintain continued competence. It is expected these Standards will be modified based on emerging scientific evidence, federal and state regulations, and changing disease patterns as well as other factors to assure quality care and safety.

Key Terms

Cultural and religious sensitivity: the ability to adjust one’s perceptions, behaviors, and practice styles to effectively meet the needs of different ethnic, racial or religious groups.

Dental Hygiene Care Plan: an organized presentation or list of interventions to promote the health or prevent disease of the patient’s/client’s oral condition; plan is designed by dental hygienists and consists of services that the dental hygienist is educated and licensed to provide.
**Evidenced-based care:** the integration of best research evidence with clinical expertise and patient values

**Intervention:** dental hygiene services rendered to clients as identified in the dental hygiene care plan. These services may be clinical, educational, or health promotion related.

**Multidisciplinary teams:** a group of healthcare professionals and their client who work together to achieve shared goals. The team can consist of the dental hygienist, dentists, physician, nutritionist, smoking cessation counselor, nurse practitioner, etc.

**Outcome:** result derived from a specific intervention or treatment.

**Patient:** refers to the potential or actual recipients of dental hygiene care, and includes person, families, groups and communities of all ages, genders, socio-cultural and economic states.

**Patient-Centered:** approaching services from the perspective that the patient/client is the main focus of attention, interest, and activity; the patient’s/client’s values, beliefs, and needs are of utmost importance in providing care.

**Risk:** a characteristic, behavior, or exposure that is associated with a particular disease, i.e. smoking, diabetes, or poor oral hygiene.
Professional Roles of the Dental Hygienist

- Educator
- Researcher
- Clinician
- Advocate
- Administrator/Manager

Dental Hygienist

Public Health
## THE ALLIED HEALTH DIVISION of HGTC
&
THE DENTAL HYGIENE PROGRAM

The Allied Health Division encompasses the following healthcare programs at HGTC:

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<td>Expanded Duty Dental Assisting</td>
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<td>Associate in Applied Science</td>
<td>Dental Hygiene</td>
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<td>Medical Imaging</td>
<td>Certificate</td>
<td>Diagnostic Medical Sonography</td>
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<td>Limited General Radiologic Technology</td>
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<td>Nuclear Medicine Technology</td>
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<td></td>
<td>Associate in Applied Science</td>
<td>Radiological Technology</td>
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<tr>
<td>Nursing</td>
<td>Diploma</td>
<td>Practical Nursing</td>
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<td></td>
<td>Associate in Applied Science</td>
<td>Nursing</td>
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<tr>
<td>Medical Sciences</td>
<td>Certificate</td>
<td>Emergency Medical Technician/Paramedic</td>
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<td>Phlebotomy</td>
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<td></td>
<td>Diploma</td>
<td>Pharmacy Technician</td>
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<td></td>
<td>Associate in Applied Science</td>
<td>Emergency Medical Technician</td>
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<td>Physical Therapy Assistant</td>
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The Dental Hygiene Program offers an Associate of Applied Science Degree in Dental Hygiene. The two-year program is designed to prepare graduates who will be respected members of the dental health team, providing direct patient care under the supervision of a dentist, in the detection and prevention of oral diseases.
ACCREDITATION

Horry Georgetown Technical College is accredited by the Southern Association of Colleges and Schools.

The Dental Hygiene Program began in January 1998 and at the most recent site visit in 2006, has achieved "Full Accreditation without Written Reports" status from the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the council on Post Secondary Accreditation and by the United States Department of Education. The primary goal of this agency is to maintain and improve the quality of dental hygiene education.

The accrediting body requests that each program provide the students and the public with the opportunity to file complaints and/or grievances with the Commission. The following is the stated policy:

“Each program accredited by the Commission on Dental Accreditation will review complaints that relate to a program’s quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.”

A copy of the appropriate accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.
PROGRAM FACILITIES

The Dental Hygiene Program is located in the Robert E. Speir Allied Health Complex on the Grand Strand campus. Students receive their clinical education in a brand new state-of-the-art dental facility that includes the following:

- Fifteen hygiene dental chairs
- Six dental assisting dental chairs (also to be utilized as a Community Dental Clinic)
- Seven intraoral radiographic units and one panoramic unit with a dedicated room for processing digital radiographs
- Six station radiographic viewing room fully equipped with computers and monitors
- Fully equipped sterilizing room for the prevention of disease transmission and
- Eighteen station Simulation Laboratory utilized for pre-clinical instruction and continuing education
- Eighteen station Dental Materials lab where students learn to take dental impressions, pour study models, and fabricate whitening trays.
DENTAL SCIENCES DEPARTMENT
HONORS AND AWARDS

The Dental Hygiene and Expanded Duty Dental Assisting Programs have been fortunate to receive the following awards since our beginning in 1998.

Mary Clary Award
This award is given to the outstanding Dental Hygiene and Dental Assisting student within the State of South Carolina. Each school submits a candidate who then submits an extensive personal packet to the South Carolina Dental Association. The candidates are interviewed by members of the Association and a winner for Hygiene and Assisting is announced each year. Our Department has won the following:


Alpha Nu Sigma Service & Leadership Award
This award is presented at graduation and given by the College to a student or students for their dedication and service to the community. This award was given to the Dental Hygiene classes of 2002 and 2004 and the Expanded Duty Dental Assisting class of 2008 for their community service with regards to dental health education.
ADMINISTRATION AND FULL-TIME FACULTY

- Neyle Wilson, MEd.  
  President  
  Building 100, Room 106

- Marilyn Fore, PhD.  
  Senior Vice President for Academic Affairs  
  Building 200, Room 114

- Gregory Thompson, MS  
  Vice President  
  Student Affairs  
  Student Services Building, Bldg. 1100

- Philip Render, DMD  
  Associate Vice President for Academic Affairs  
  Dean, Allied Health & Natural Resources  
  Speir Dental Annex, Room 1282J

- Alice S. Derouen, RDH, MEd  
  Chair, Dental Sciences Department  
  Director/Professor, Dental Hygiene Program  
  Speir Dental Annex, Room 1282F

- Jamie A. Sawyer, CDA, RDH, MEd  
  Professor, Dental Sciences  
  Speir Dental Annex, Room 1282H

- Pamela L. Moyers, CDA, BHS  
  Expanded Duty Dental Assisting Program  
  Director, Professor  
  Speir Dental Annex, Room 1282G
ABOUT THE DENTAL SCIENCES FACULTY & STAFF

Alice S. Derouen, RDH, MEd
Full Time Dental Science Faculty
Chair, Dental Sciences Department
Director, Dental Hygiene Program

Mrs. Derouen was born and raised in Indianapolis, Indiana. She received her Associate of Science Degree in Dental Hygiene and her Bachelor of Science in Education at Indiana University. She received her Master's Degree in Education from Loyola University, New Orleans. She has worked in private practice for five years and has been in dental hygiene education at four previous colleges and universities for 30 plus years.

Mrs. Derouen moved to Conway in 1997 to start the new program at HGTC.

She resides in Conway, SC with her husband, Thom. In her "spare" time, she enjoys her two “4-legged children”, reading, gardening, and camping in their RV.

Jamie A. Sawyer, CDA, RDH, MEd
Full Time Dental Science Faculty

Mrs. Sawyer grew up in Jacksonville, Florida. She received her Dental Assisting certificate from Florida Junior College, her Dental Hygiene degree from Florence Darlington Technical College in South Carolina, and her BS degree in Allied Health Science from MUSC in Charleston, South Carolina. She received a Master's Degree from the Citadel, in Charleston. She has been in dental hygiene education for 30 plus years, most recently as Program Director for Athens Technical College in Georgia.

Ms. Sawyer has two grown children, Sarah and Bryan, and resides in Myrtle Beach, SC with her husband Tommy. In her “free” time, she enjoys boat racing with her husband.

Pamela L. Moyers, CDA, AS, BHS
Full Time Dental Science Faculty
Dental Assisting Coordinator

Mrs. Moyers grew up in Summerville, South Carolina. She received her Dental Assisting education from the Medical University of South Carolina while attending Trident Technical College. Most recently, she received her Bachelor
ABOUT THE DENTAL SCIENCES FACULTY/STAFF  
(Continued ......)

of Health Science degree from the Medical University of South Carolina. Mrs. Moyers has been a private practice dental assistant for 25 years in the Myrtle Beach area until her recent employment at Horry-Georgetown Technical College to start the new Dental Assisting Program in 1999.

Mrs. Moyers resides in Myrtle Beach with her husband Michael and enjoys her two “4-legged children”, time in the garden, and traveling to the West each summer.

Dr. Thomas Kelly  
Associate Dental Science Faculty

Dr. Kelly was born and raised in Spartanburg, SC. He received his BS degree from Wofford College, his DDS degree from Medical College of Virginia, and an MS degree from the University of Missouri at Kansas City. He had his own private practice in Spartanburg and then became associated with the VA Medical Center in Fayetteville, NC where he was chief of Dental Services and then retired as Chief of Staff of the Medical Center in 1999.

Dr. Kelly has been with our program since January 2000. He has taught Radiology, Dental Materials, Pharmacology, and supervises the dental hygiene clinic. We are very fortunate to have someone of Dr. Kelly's caliber teaching in our Department.

In his spare time he loves to rebuild old cars and tractors and fish and hunt with his grandchildren.

Dr. Ed Eckert, Jr.  
Associate Dental Science Faculty

Dr. Ed Eckert grew up in Charleston, West Virginia. He received his BS degree from Hampden-Sydney College, his DDS degree from West Virginia University School of Dentistry, his internship at St. Agnes Hospital in Baltimore, Maryland, and his SC Oral Surgery Residency at MUSC, SC.

Dr. Eckert was one of the first oral surgeons in Myrtle Beach and we are fortunate to have him teach our Oral Pathology course each year.
ABOUT THE DENTAL SCIENCES FACULTY/STAFF

(Continued .......)
ABOUT THE DENTAL SCIENCES FACULTY/STAFF  
(Continued ......)

Ms. Dawnne Donovan, RDH, CDA, AS, BHS  
Associate Dental Science Faculty

Ms. Donovan was born and raised in Florida. She received her Dental Assisting certificate from Concord Career Institute in Florida and her Associate of Health Science degree in Dental Hygiene from HGTC in 2001. She just completed her BHS degree from MUSC this past May. Since graduation, she has worked in private practice as well as a faculty member within our Department.

She lives in Conway with her husband Brian and three sons Will, Tim and Andy.

Ms. Ann Stalvey, RDH, BSDH  
Associate Dental Science Faculty

Ms. Stalvey was born and raised in Conway, SC. She received her AS Degree from Coastal Carolina University and her BS Degree in Dental Hygiene from the Medical University of South Carolina. She was in full-time private practice for ten years and continues her work on a part-time basis while teaching in our programs. She is a clinical faculty member as well teaches the Nutrition course for the Dental Hygiene students.

Ms. Stalvey has two children, Ronald and Taylor. In her spare time she enjoys playing the piano and reading.

Ms. Denise Thompkins, RDH, BS  
Associate Dental Science Faculty

Ms. Thompkins was born and raised in the area. She received her Associate of Arts degree from HGTC. She later returned to HGTC and graduated from the first dental hygiene class. She worked as a hygienist in a general dentistry practice for seven years before venturing into a school dental prevention program in Williamsburg and Georgetown counties. After three years working in this program, she decided to further her education at Coastal Carolina University where she was a member of the Beta Beta Beta Biological Honor Society. She graduated with a BS in Biology. She continued
to work part time as a dental hygienist while earning her BS degree and
joined the faculty of HGTC in 2010.

Ms. Thompkins currently resides in Georgetown with her husband of 15 years
and her two children, Karli and Devin Riley. She volunteers as an Upward
Coach for basketball. She enjoys spending time with family and friends. Her
special interests are interior decorating, reading, and going to the movies.

**Ms. Noelle Whittaker**

*Office Manager*

Ms. Whittaker joined our staff in 2005 and is the backbone of our department.
She is responsible for numerous duties (too many to list) that assist the
students, faculty and patients of our department. Noelle and her husband Al
and their two children Zack and Trevor moved to Conway from New York in
late 2005. She enjoys motorcycling, go-karting, roller derby and the great
outdoors.
REQUIREMENTS FOR ADMISSION, PROGRESSION, READMISSION & GRADUATION

INTRODUCTION

The Dental Hygiene program prepares the student to provide direct patient care in the detection and prevention of oral diseases under the supervision of a dentist as required by law. The Dental Hygienist's major role is as an educator and includes designing individualized dental hygiene patient treatment and education. The Dental Hygienist is qualified to evaluate patient medical histories, take and record blood pressure, chart conditions of periodontal disease and decay for diagnosis by the dentist, conduct oral cancer screening examinations, educate the patient on the latest techniques of oral home care and perform a thorough cleaning of the patients' teeth. The Dental Hygienist is also qualified to apply sealants and fluoride for the prevention of decay, expose and develop radiographs, and provide nutritional counseling for dental patients.

Students in the Dental Hygiene Program will receive their education in a state-of-the-art dental clinic located on campus under the direct supervision of licensed dentists and hygienists.

Students ready for graduation from this program are eligible to take national and state board licensure examinations. Upon successful completion of these examinations, the dental hygienist will be licensed and recognized as a Registered Dental Hygienist.

Career opportunities are readily available in a private dental practice, public health departments, hospitals, industrial clinics, health insurance companies, research, marketing, and dental hygiene education. The flexibility of working hours be it full time or part-time employment, allows the dental hygienist to maintain a balance between career and other personal goals. Financial rewards are excellent and the work is challenging.

NOTE: Criminal background checks and drug testing are required of all students enrolling in this program. Felony or misdemeanor convictions could result in applicants and/or students being ineligible for licensure following completion the program. Please contact the Admissions Office for more information.
ACCEPTANCE REQUIREMENTS

Applicants will be accepted into the Dental Hygiene program by completing a weighted admission form. Students with the highest scores will receive admission to the program. A “wait list” of applicants will not be maintained for future admission. An applicant who receives notification that he/she was not admitted to the program must notify the Admission Office in writing by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available in the College’s Admissions office.

The following requirements for a completed application MUST be submitted to the Admissions Office by the application deadline date:

1. Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.

2. Minimum placement test scores from one of the following tests: SAT, ACT, or COMPASS (College placement test)
   ➢ The Developmental Studies course sequence will be required if minimum placement test scores are not achieved.

3. Transfer students must meet the College transfer student admission requirements.

4. Completion of the four prerequisite courses with a grade of “C” or higher: BIO 210 Anatomy & Physiology I, CHM 105 General, Organic and Biochemistry, CPT 101 Introduction to Computers, and ENG 101 English Composition I.

   BIO 211 Anatomy & Physiology II and BIO 225 General Microbiology MUST be completed by the end of Spring semester, First Year; otherwise, the student will not be allowed to progress in the curriculum.

   Some of the general education courses may have time limits, so please refer to the transfer credit limit section in the catalog.

5. Students having failed a general education course twice will not be granted admission into the Dental Hygiene program.

6. Cumulative GPA of 2.5 or higher in all required Dental Hygiene curriculum courses. A minimum grade of “C” is required in all DHG courses.

7. Attend an information session with a Dental Hygiene faculty member and obtain a signed statement verifying attendance.
8. Complete 10 hours of clinical observation: 5 in a private dental office observing the dental hygienist and 5 in the HGTC Dental Hygiene Clinic. (Observation forms will be available at the information session).

9. Review and acknowledge the Technical Standards of the Dental Sciences Department.

10. Payment of a non-refundable tuition deposit.

11. Completion of a criminal background check and a drug screening test. This will be completed once the student has been officially accepted into the program. There will be a short window of time for the student to complete the check and screening test. Dates and times will be on the students acceptance letter from admissions.

12. All applicants must be at least 18 years of age at the time of admission to the program.

COURSE SEQUENCE AND PROGRESSION FOLLOWING ADMISSION

1. Maintain a minimum grade of "C" in all Dental Hygiene curriculum courses. Failure of one Dental Hygiene course or any part of a course (lecture/laboratory/clinical) will result in the student being dropped from the curriculum with eligibility for readmission the next time the course is offered. Readmission will be on a space available basis and the student will also be required to meet all admission requirements for readmission. (Refer to Re-Acceptance section below).

2. Maintain a cumulative GPA of 2.0 or higher.

3. Submit evidence of and maintain current CPR certification (Healthcare provider) throughout the Dental Hygiene curriculum.

4. Submit a completed Allied Health Division physical examination record at the beginning of the curriculum.

5. Meet all course requirements, including attendance, according to the policies stated in the course syllabus (required to pass each course). 100% attendance is a goal that every student should strive for as there is a tremendous amount of information that is provided during each lecture period.

6. Certain general education courses have credit time limits. For the Associate Degree in Dental Hygiene, the following course time limits apply: DHG courses –
2-years, BIO 210, 211, and 225 – 5 years, Math courses – 10 years. (Refer to the transfer credit time limit section of the College catalog).

RE-ACCEPTANCE POLICIES

A student may not be readmitted to the Dental Hygiene program more than once. Each candidate for readmission to the Dental Hygiene program will be considered on the basis of space availability in both theory and clinical courses. Students who receive a W, D, or F in the curriculum course may request consideration for readmission to the Dental Hygiene Program. Readmission is not automatic. The following policies and procedures for readmission must be followed:

1. Submit a written request to the Dental Hygiene Director.

2. Have a cumulative GPA of 2.5 or higher to include all curriculum and general education courses within the major.

3. Schedule and attend a conference with the Dental Hygiene Director to discuss the student's written plan of activities related to successful completion of the program.

4. Dental Hygiene courses older than two years will not be accepted.

NOTE: Students readmitted to the curriculum will be expected to update competencies prior to re-entering the program. The Department Chair in collaboration with the entire Dental Science faculty makes decisions regarding readmission of students to the Dental Hygiene program.

TRANSFER POLICIES

Students seeking transfer of credit from Dental Hygiene programs at other institutions will be considered on an individual, space available basis. Candidates for transfer must:

1. Submit a written request to the Dental Hygiene Department Chair.

2. Meet all requirements for the completed application to the Dental Hygiene program.

3. Meet all minimum requirements for acceptance to the Dental Hygiene program.
4. Not have repeated a Dental Hygiene course more than once.

5. Not have repeated a Dental Hygiene curriculum general education course more than twice.

6. Have earned a grade of "C" or better in all Dental Hygiene and support courses taken at the institution from which he/she is seeking transfer credit.

7. Submit a letter of recommendation from the previous Dental Hygiene program.

8. Complete at least the last two semesters in the Dental Hygiene program in order to receive a Dental Hygiene degree from Horry Georgetown Technical College.

NOTE: Students transferring to the Dental Hygiene program may be expected to update competencies prior to entering the program or retake the dental hygiene courses.

ADVANCED PLACEMENT

The Dental Hygiene program does not currently admit advanced placement students.

GRADUATION POLICIES

The following must be completed for the student to graduate from Horry-Georgetown Technical College:

1. Successful completion of all courses in the Dental Hygiene curriculum with a grade of "C" or better.

2. Cumulative GPA of 2.0 or higher.

3. All fees and financial obligations due the College must be paid.

4. An "Application for Degree" must be filed with the Registrar one semester prior to graduation with a nonrefundable $25.00 fee.
ESSENTIAL FUNCTIONS REQUIRED OF STUDENTS
FOR ADMISSION AND PROGRESSION IN THE DENTAL SCIENCES DEPARTMENT

Applicants/students MUST be able to perform these essential functions. For those applicants requesting reasonable accommodations such as compensatory techniques and/or assistive devices, you MUST also be able to demonstrate the ability to become proficient in these essential functions.

If your ability to perform these essential functions depends on accommodations being provided, be advised that requests for accommodations must be presented to "Services for Students with Disabilities", and must be accompanied by appropriate medical, psychological and/or psychiatric documentation to support this request. Students who need accommodations should contact Ms. Laura Milling, Counselor for Students with Disabilities, Conway campus, at 843-349-5349.

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTION</th>
<th>TECHNICAL STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Requirements</td>
<td>Must have use of both hands and dexterity in the fingers; body build must fit into dental operator’s stool; use of feet.</td>
<td>Proper manipulation of dental instruments, materials, and dental hand pieces; proper manipulation of foot pedals to activate hand pieces and other dental equipment.</td>
</tr>
<tr>
<td>Data Conception</td>
<td>Must have the ability to gather, classify, and interpret information regarding patients or things, must be able to carry out appropriate actions in relation to the data received.</td>
<td>Proper interpretation of data given in the medical history and coordination of patient treatment with regards to the data.</td>
</tr>
<tr>
<td>Color Discrimination</td>
<td>Must be able to differentiate various shades of colors in a limited environment and space in the oral cavity.</td>
<td>Recognition of changes in the oral cavity from normal to abnormal with regards to tissue color.</td>
</tr>
<tr>
<td>Manual Dexterity/Motor Coordination</td>
<td>Must have excellent eye-hand coordination and manual dexterity.</td>
<td>Manipulating dental instruments in a small area to discern changes in surface texture without causing tissue trauma, controlling pressure exerted by dental hand pieces on dental tissue.</td>
</tr>
<tr>
<td>Physical Communication</td>
<td>Must be able to perceive sound.</td>
<td>Talking to patients on the telephone, hearing commands through operator’s face mask, discerning blood pressure sounds through a stethoscope.</td>
</tr>
<tr>
<td>Reasoning Development</td>
<td>Must be able to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.</td>
<td>Interpreting knowledge that has been learned in the classroom towards patient treatment.</td>
</tr>
<tr>
<td>Visual Acuity</td>
<td>Must be able to see minute, detailed shapes from a 2 foot distance.</td>
<td>Identification of working ends of dental instruments and other dental implements.</td>
</tr>
<tr>
<td>Language Development</td>
<td>Must be able to read and comprehend complex information; able to communicate the same type of information through speech and in writing.</td>
<td>Communication to patients of technical information in a clear concise manner at an understandable level.</td>
</tr>
<tr>
<td>ESSENTIAL FUNCTION</td>
<td>TECHNICAL STANDARD</td>
<td>SOME EXAMPLES OF NECESSARY ACTIVITIES</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Numerical Ability</td>
<td>Must be able to determine percentages, convert fractions, ratios, and proportions as well as basic mathematical skills.</td>
<td>Calculation of percentages with regard to plaque indices, counting of teeth.</td>
</tr>
<tr>
<td>Form/Spatial Ability</td>
<td>Must be able to view in 3-dimentional relationships, distinguish subtle changes from one form or shape to another, discriminate intricate measurements.</td>
<td>Visualize tooth morphology during subgingival scaling procedures, read probe readings during periodontal charting.</td>
</tr>
<tr>
<td>Personal Temperament</td>
<td>Must be able to maintain a professional attitude and appearance, deal with stress, adapt to change, and function and focus in an environment with multiple extraneous stimuli.</td>
<td>Progress through a rigorous, challenging curriculum that is stressful, while maintaining a professional attitude and appearance when treating patients in an open-bay clinic that will have some noise and interruption.</td>
</tr>
</tbody>
</table>

**NOTE:** Students with documented disabilities through the Student Disability Center of HGTC should inform their Course Professor at the beginning of each course to allow for accommodations for testing, note taking, etc.
DENTAL HYGIENE CURRICULUM

Students interested in transferring to a senior institution may elect to take the following courses: MAT 110 in lieu of MAT 101 and CHM 110 in lieu of CHM 105. BIO 210 has a prerequisite of BIO 101 or CHM 110. CHM 110 can be substituted for CHM 105. BIO 211 and BIO 225 MUST be completed by the end of the Spring Semester, First Year; otherwise the student will not be allowed to continue in the curriculum.

PRE-REQUISITES FOR ADMISSION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>C</th>
<th>L</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>CHM 105</td>
<td>General, Organic, &amp; Biochemistry</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

FIRST SEMESTER (Fall 1st Year)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>C</th>
<th>L</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 211</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>BIO 225</td>
<td>General Microbiology</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>AHS 113</td>
<td>Head &amp; Neck Anatomy</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>DHG 125</td>
<td>Tooth Morphology &amp; Histology</td>
<td>1</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>DHG 151</td>
<td>Dental Hygiene Principles</td>
<td>3</td>
<td>6</td>
<td>5</td>
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SECOND SEMESTER (Spring 1st Year)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHG 121</td>
<td>Dental Radiography</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>DHG 141</td>
<td>Periodontology</td>
<td>1</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>DHG 165</td>
<td>Clinical Dental Hygiene I</td>
<td>2</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>DHG 243</td>
<td>Nutrition</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
<td>0</td>
<td>3</td>
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</table>

THIRD SEMESTER (Summer 1st Year)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHG 175</td>
<td>Clinical Dental Hygiene II</td>
<td>2</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>DHG 239</td>
<td>Dental Assisting for Dental Hygienists</td>
<td>1</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Beginning Algebra</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

FOURTH SEMESTER (Fall 2nd Year)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHG 140</td>
<td>General &amp; Oral Pathology</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DHG 143</td>
<td>Dental Pharmacology</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DHG 230</td>
<td>Public Health Dentistry</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>DHG 241</td>
<td>Integrated Dental Hygiene I</td>
<td>0</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>DHG 255</td>
<td>Clinical Dental Hygiene III</td>
<td>1</td>
<td>12</td>
<td>5</td>
</tr>
</tbody>
</table>

FIFTH SEMESTER (Spring 2nd Year)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>C</th>
<th>L</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHG 242</td>
<td>Integrated Dental Hygiene II</td>
<td>0</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>DHG 265</td>
<td>Clinical Dental Hygiene IV</td>
<td>0</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>SOC 201</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Humanities(Choose from existing list of accepted courses)</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS IN CURRICULUM: 83
COURSES SATISFYING THE HUMANITIES REQUIREMENT

- **Art Appreciation Series**  
  ART 101, 105 or 108

- **English Series**  
  ENG 201, 202, 203, 205, 206, 208, 209, 214, 218, 222, 224, 230, 236, or 260

- **Foreign Language Series**  
  FRE 201 or 202, GER 201 or 202, SPA 201 or 202

- **History Series**  
  HIS 101, 102, 201, 202 or 214

- **Philosophy Series**  
  PHI 101, 105 or 110 or 201

- **Religion Series**  
  REL 101 or 103

- **MUS 105**

- **THE 101**

**NOTE:** All of the above courses are transferable to an institution of higher learning within the State of South Carolina.
EXPENSE STATEMENT FOR ENTERING DENTAL HYGIENE STUDENTS

The following are the major expenses that a student will incur during enrollment in the dental hygiene curriculum. Please keep in mind that these figures are only approximations; additional expenses may be incurred, and due dates for expenditures may occur earlier than semester costs indicate.

Students will also be required to purchase items such as gloves, face masks, disposable gowns, and other minor clinical items necessary for patient treatment. Vendor names may be obtained from the program office.

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>APPROXIMATE COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEED PRIOR TO STARTING CLASSES:</td>
<td></td>
</tr>
<tr>
<td>Complete medical examination (form provided by program)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Evidence of negative PPD (TB skin test) or negative chest x-ray</td>
<td>20.00</td>
</tr>
<tr>
<td>CPR Certification (Must be Healthcare Provider and must be kept current throughout the entire curriculum).</td>
<td>40.00</td>
</tr>
<tr>
<td>Hepatitis Vaccine (Must have all 3 shots)</td>
<td>150.00</td>
</tr>
<tr>
<td>TOTAL COST</td>
<td><strong>$285.00</strong></td>
</tr>
<tr>
<td>FIRST SEMESTER, FALL FIRST YEAR</td>
<td></td>
</tr>
<tr>
<td>Tuition (Horry &amp; Georgetown County residents)</td>
<td>$1661.00</td>
</tr>
<tr>
<td>Books</td>
<td>700.00</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>5.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>24.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>35.00</td>
</tr>
<tr>
<td>Instrument Kit</td>
<td>1000.00</td>
</tr>
<tr>
<td>Magnification Loupes</td>
<td>800.00</td>
</tr>
<tr>
<td>Items for Pre-clinic (gloves, glasses, face masks, disposable gowns, disinfecting wipes, etc.)</td>
<td>100.00</td>
</tr>
<tr>
<td>Uniforms and clinic shoes</td>
<td>300.00</td>
</tr>
<tr>
<td>Name tags (2)</td>
<td>16.00</td>
</tr>
<tr>
<td>Student Association Dues</td>
<td>85.00</td>
</tr>
<tr>
<td>TOTAL COST</td>
<td><strong>$4770.00</strong></td>
</tr>
<tr>
<td>SECOND SEMESTER, SPRING FIRST YEAR</td>
<td></td>
</tr>
<tr>
<td>Tuition (Horry &amp; Georgetown County residents)</td>
<td>$1661.00</td>
</tr>
<tr>
<td>Books</td>
<td>500.00</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>5.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>24.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>35.00</td>
</tr>
<tr>
<td>Stethoscope and Blood Pressure Kit</td>
<td>47.00</td>
</tr>
<tr>
<td>Radiology Instrument Kit</td>
<td></td>
</tr>
<tr>
<td>1 Set of Phosphor Plates</td>
<td>300.00</td>
</tr>
<tr>
<td>Items for Clinic (gloves, face masks, disposable gowns, etc.)</td>
<td>50.00</td>
</tr>
<tr>
<td>TOTAL COST</td>
<td><strong>$2672.00</strong></td>
</tr>
</tbody>
</table>
### THIRD SEMESTER, SUMMER
- Tuition (Horry & Georgetown County residents) $1661.00
- Books 100.00
- Liability Insurance 5.00
- Student Activity Fee 24.00
- Technology Fee 50.00
- Parking Fee 35.00
- Items for Clinic (gloves, face masks, disposable gowns, disinfecting wipes, etc.) 50.00

**TOTAL COST** $1925.00

### FOURTH SEMESTER, FALL SECOND YEAR
- Tuition (Horry & Georgetown County residents) $1661.00
- Books 300.00
- Liability Insurance 5.00
- Student Activity Fee 24.00
- Technology Fee 50.00
- Parking Fee 35.00
- Ultrasonic tips and Cassettes 300.00
- Items for Clinic (gloves, face masks, disposable gowns, disinfecting wipes, etc.) 50.00
- Student Association Dues 85.00
- National Board Review Course Registration Fee 400.00

**TOTAL COST** $2910.00

### FIFTH SEMESTER, SPRING SECOND YEAR
- Tuition (Horry & Georgetown County residents) $1661.00
- Books 150.00
- Liability Insurance 5.00
- Student Activity Fee 24.00
- Technology Fee 50.00
- Parking Fee 35.00
- Instruments (optional) 160.00
- Items for Clinic (gloves, face masks, disposable gowns, disinfecting wipes, etc.) 50.00
- National Board Review Course held in Atlanta
  - Hotel & Meals for 3 nights (students sharing rooms) 300.00
  - Transportation to Atlanta 100.00
- National Board Licensing Exam Fee 400.00
- Clinical Board Licensing Exam
  - Registration Fee 940.00
  - Facility Usage Fee 100.00
  - Instrument Rental 100.00
- Hotel for student and patient 300.00
- Meals for student and patient 60.00
- 1 box of film for patient x-rays 57.00
- South Carolina Dental Hygiene License Fee 150.00
- Application for Graduation Fee 25.00
- Dental Hygiene Pin 50.00
- Dental Hygiene Class Picture 50.00

**TOTAL COST** $4767.00

**TOTAL COST FOR TWO YEARS** $17,329.00
DENTAL HYGIENE REQUIRED BOOK LIST
(Subject to Change)

It is recommended that you do not sell your books until AFTER successful completion of both licensing examinations. All books will be the most current edition available. This may change from year to year, buying used books may not be the best solution to lower textbook costs.

**FIRST SEMESTER (Fall 1st Year)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 113</td>
<td>Head and Neck Anatomy</td>
</tr>
<tr>
<td></td>
<td>Fehrenbach &amp; Herring, <em>Anatomy of the Head and Neck</em></td>
</tr>
<tr>
<td>DHG 125</td>
<td>Tooth Morphology and Histology</td>
</tr>
<tr>
<td></td>
<td>Bath-Balogh &amp; Fehrenbach, <em>Dental Embryology, Histology, &amp; Anatomy</em></td>
</tr>
<tr>
<td>DHG 151</td>
<td>Pre-Clinical Dental Hygiene</td>
</tr>
<tr>
<td></td>
<td>Wilkins, <em>Clinic Practice for the Dental Hygienist</em></td>
</tr>
<tr>
<td></td>
<td>Wyche, Wilkins; Student Workbook to Accompany Wilkins text</td>
</tr>
<tr>
<td></td>
<td>Nield, <em>Fundamentals of Periodontal Instrumentation</em></td>
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<td></td>
<td>Nield-Gehrig, <em>Patient Assessment Tutorials</em></td>
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<td></td>
<td>Horry-Georgetown Technical College Dental Hygiene Clinic Manual</td>
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**SECOND SEMESTER (Spring 1st Year)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DHG 121</td>
<td>Dental Radiography</td>
</tr>
<tr>
<td></td>
<td>Haring &amp; Lind, <em>Dental Radiography Principles and Techniques</em></td>
</tr>
<tr>
<td>DHG 141</td>
<td>Periodontology</td>
</tr>
<tr>
<td></td>
<td>Nield-Gehrig, <em>Foundations of Periodontics for the Dental Hygienist</em></td>
</tr>
<tr>
<td>DHG 243</td>
<td>Nutrition</td>
</tr>
<tr>
<td></td>
<td>Stroda, <em>Nutrition for a Healthy Mouth</em></td>
</tr>
<tr>
<td>DHG 165</td>
<td>Clinical Dental Hygiene I</td>
</tr>
<tr>
<td></td>
<td>(Same books as for DHG 151)</td>
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**THIRD SEMESTER (Summer 1st Year)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DHG 175</td>
<td>Clinical Dental Hygiene II</td>
</tr>
<tr>
<td></td>
<td>(Same books as for DHG 165 and 151)</td>
</tr>
<tr>
<td></td>
<td>Jeske, <em>Mosby’s Dental Drug Reference</em></td>
</tr>
<tr>
<td>DHG 239</td>
<td>Dental Assisting for Dental Hygienists</td>
</tr>
<tr>
<td></td>
<td>Gladwyn &amp; Bagby, <em>Clinical Aspects of Dental Materials: Theory, Practice and Cases</em></td>
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**FOURTH SEMESTER (Fall 2nd Year)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DHG 140</td>
<td>General and Oral Pathology</td>
</tr>
<tr>
<td></td>
<td>Ibsen &amp; Phelan, <em>Oral Pathology for the Dental Hygienist</em></td>
</tr>
<tr>
<td>DHG 230</td>
<td>Public Health Dentistry</td>
</tr>
<tr>
<td></td>
<td>Nathe, <em>Dental Public Health Contemporary Practice for the Dental Hygienist</em></td>
</tr>
<tr>
<td>DHG 143</td>
<td>Dental Pharmacology</td>
</tr>
<tr>
<td></td>
<td>Haveles, <em>Pharmacology for Dental Hygiene Practice</em></td>
</tr>
</tbody>
</table>
DHG 241  Integrated Dental Hygiene I  
        Bassett, *Local Anesthesia for Dental Professionals*
DHG 255  Clinical Dental Hygiene III  
        Same books as for DHG 175

**FIFTH SEMESTER (Spring 2nd Year)**

DHG 242  Integrated Dental Hygiene II  
        Kimbrough, *Ethics, Jurisprudence, & Practice Management*
DHG 265  Clinical Dental Hygiene IV (No books required)
FINANCIAL AID

The student financial aid program at the college provides financial assistance to students who without such help would be unable to attend Horry-Georgetown Technical College. Financial aid is awarded on the basis of financial need, academic ability and leadership, or a combination of these items.

Students wishing to apply for any type of assistance should apply for “financial aid” rather than for a specific scholarship, loan, or job. Application blanks may be secured by contacting the Director of Financial Aid. **ALL STUDENTS SHOULD APPLY FOR FINANCIAL AID EVEN IF YOU FEEL THAT YOU DO NOT QUALIFY. SOME FORM OF ASSISTANCE MAY BE AVAILABLE THAT YOU ARE NOT AWARE OF.** Scholarships may become available from various dental associations with some basing qualifications on financial need. To be eligible for any scholarships, students must have completed and have on file in the financial aid office a completed and current financial aid form. Students not having this completed will not be considered for scholarships/loans.

SEMESTER COURSE SCHEDULES

Although the Dental Hygiene Program is essentially a day program, there may be some semesters that will have a required hygiene course scheduled during evening hours. Each student will be given a semester schedule during early registration so plans can be made accordingly for part-time employment and/or family responsibilities.

STUDENT ADVISING

The Dental Hygiene faculty will be available in their offices during their eight posted office hours per week. These hours are available on WaveNet and are also posted outside of the faculty member’s office. Should a student not be available during these times, sessions can be schedule by appointment only. Students should try to make appointments for all of their sessions and notify the faculty member if he/she is unable to keep the appointment.

Students are encouraged to maintain an open line of communication with their instructors. The faculty are here to guide students both academically and personally. Students in the dental hygiene program are free to select the faculty member with whom they feel most comfortable.
ACADEMIC POLICIES

GRADING SCALES

The Dental Hygiene Program may have a stricter grading scale than other departments in the college community. This is due to the fact that both the National Board Examination and most State Board Examinations set 75% as their passing rate. To keep in line with these guidelines and to better prepare our students for these examinations, the program utilizes the following grading scales:

<table>
<thead>
<tr>
<th>Didactic Scale</th>
<th>Clinical Scale</th>
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<tbody>
<tr>
<td>A= 100-93</td>
<td>A= 100-95</td>
</tr>
<tr>
<td>B= 92-85</td>
<td>B= 94-88</td>
</tr>
<tr>
<td>C= 84-77</td>
<td>C= 87-78</td>
</tr>
<tr>
<td>D= 76-69</td>
<td>D= 77-70</td>
</tr>
<tr>
<td>F= 0- 68</td>
<td>F= 0- 69</td>
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</tbody>
</table>

The clinical grading scale is more strict than the didactic/lecture grading scale because each clinical function in the patient treatment sequence is taught to clinical competency.

COURSE COMPLETION

Several of the Dental Hygiene courses are lecture and laboratory/clinical combined. For these courses the student MUST pass both the laboratory/clinical and the lecture section of the course with a grade of "C" or better. If either of the sections is below the required "C" grade, the student will not be allowed to progress in the Dental Hygiene curriculum and must reapply for admission to the next class. Please note that the student's grade sheet may indicate a combined grade that indicates a grade of "C" or higher; however, if one of the sections was below a "C", the student will still be dropped from the curriculum.

INCOMPLETE POLICY

Incompletes will be given for clinical courses only. This usually occurs when a student has not completed the required number of patients due to excessive cancellations, the patient did not want to return, or other extenuating circumstances. If this occurs, the student will receive a grade of "I". The incomplete must be made up by the end of the next semester or the grade will automatically turn to an "F".
A STUDENT WILL BE ALLOWED ONLY 1 INCOMPLETE DURING THE DENTAL HYGIENE CURRICULUM. THE STUDENT WILL NOT BE CARRIED IN THE PROGRAM SEMESTER TO SEMESTER FOR INCOMPLETE CLINICAL REQUIREMENTS.

REMEDICATION/ENRICHMENT POLICY

Faculty are available to students for remediation/enrichment during the semester. At times, the student will be requested to spend additional hours outside of class time to work on clinical skills, etc. for improvement. It is recommended that the student seek help early in the semester so there will be enough time to improve the grade. STUDENTS WHO DO NOT MEET THE MINIMUM STANDARDS FOR THE COURSE WILL NOT BE ALLOWED TO PROGRESS IN THE DENTAL HYGIENE CURRICULUM.

- Students not achieving a 77% or higher on their exams will be required to meet with their course instructor(s) to explore alternative methods to improve their academic performance. This may include attending sessions at the HGTC Student Success and Technology Center on test taking skills, study skills, etc.

- Records of all remediation/enrichment sessions will be kept in the student’s file.

WITHDRAWALS

The College maintains that it is the responsibility of the student to apply for honorable withdrawal. This protects the student’s records, his/her right to re-enroll and the right to transfer credits. The academic calendar shows each of the dates mentioned below.

Students needing to withdraw from a course or courses must do so on WaveNet, on the College website, if prior to the two-thirds point of the semester.

During the add/drop period for the term, the student will perform a Web Drop. If student withdraws during this period, class(es) do not appear on the transcript and no tuition is charged. After the add/drop period and before two-thirds points for the term, the student may perform a withdrawal which results in a grade of “W”;

After the two-thirds point, a student will receive a “W” if passing the course on the date last attended, or “WF” if failing the course on the last date attended.

After the two-thirds point, the withdrawal grade of “W” (passing) or “WF” will be assigned by the course instructor. Students should contact the course instructor to
initiate withdrawal after the two-thirds point. Students should discuss their withdrawal plans and the grade with the instructor(s) prior to withdrawal.

Because changes in course loads impact financial aid, veteran’s benefits and other enrollment-related financial situations, it is important that students who anticipate withdrawing from a course(s) investigate the impact of this withdrawal with the appropriate College office. Students who do not attend or withdraw from classes may be required to repay funds allocated for financial assistance for tuition, books, etc.

NOTE: If a Dental Hygiene student elects to drop any of the Dental Hygiene courses, the student will automatically be dropped from the Dental Hygiene curriculum. Due to courses being in a sequential order, the next time the course will be offered is one year from the time the student withdrew. The student may remain at the college to take general education courses required in the Dental Hygiene curriculum; however, the student must re-apply for admission to the program the next Fall Semester. Readmission will be on a space available basis. (Refer to Readmission Policies) If a student decides to withdraw from the program, it must be done officially by notifying the Department Chair and the Registrar's office. The proper paperwork must be completed; otherwise, the student will receive a grade of "F" for each course in which he/she was enrolled. These grades will not be erased from the student's records and the resulting GPA will be very difficult to raise.
ATTENDANCE POLICY

1. REGULAR ATTENDANCE IN ALL LECTURES, LABORATORIES AND CLINICAL SESSIONS IS A STUDENT'S OBLIGATION AND IS MANDATORY.

2. Attendance will be taken when the class is scheduled to begin. If the student is not present when roll is taken, an absence will be recorded. The student will be withdrawn from the course for “Excessive Absences” once the total number of hours for absence has been recorded.

3. Students should call the Faculty member and notify him/her if they are going to be late or absent from class. Upon the student's return to campus, a written excuse must be personally presented to the course instructor.

4. Students are expected to be present for all tests. No student has a right to a make-up test. Make-up tests will be provided only in those exceptional cases where the student is able to provide clear and convincing evidence of a severe illness or emergency. The burden of proof rests with the student requesting the make-up test. If you have an exceptional circumstance and are going to miss an exam, you must call the instructor before the class meets. The final decision on whether or not to allow a make-up test is at the instructor's discretion. If make-up examinations are given, the highest obtainable score will be a 92% with an excused or unexcused absence.

   If a student has a test in the afternoon, is absent in the morning, and shows up for the afternoon test, the student will still be considered absent for the entire day and the grade will be based on the 92%.

   Students will not be allowed to take tests early.

5. If the instructor is not present at the time the class or lab is due to begin, the students will remain in the room until instructed to leave by the program director or another instructor. "Walking" a class is not allowed.

6. If the student fails to report a clinical absence or provide a written excuse for the absence, 5 points will be deducted from the FINAL grade for each patient appointment missed.

7. Further information about attendance policies for courses will be found in the course syllabi for each course.
8. Personal, medical, and dental appointments, except emergencies, MUST NOT be made during scheduled clinic sessions.
CLINICAL DRESS GUIDELINES

ALL STUDENTS WILL BE EXPECTED TO FOLLOW THE STATED PROGRAM GUIDELINES FOR CLINICAL DRESS. The dress regulations for the dental hygiene clinic have been established to promote maximum infection control for all clinical operations and present the most professional appearance for the dental hygiene student. Student and faculty/staff adherence is expected. Anyone not adhering to the following guidelines will be asked to leave the clinic area and remedy the problem with a deduction points corresponding to the appropriate section on the grade sheet. If the problem cannot be resolved, the student will receive one unexcused absence for the infraction. THESE GUIDELINES APPLY WHenever THE STUDENT IS WEARING A UNIFORM, EVEN IF IT IS DURING CLASS TIME!

1. The designated clinic uniform must be a cotton/poly blend and will meet the following guidelines: Uniforms must be clean, neatly pressed, and of proper fit with the appropriate undergarments. Scrub tops will be pull-over style. NO T-SHIRTS OR SHIRTS OF ANY KIND SHOULD BE WORN UNDER THE SCRUB TOP.

- **Scrub Top**: Pull-Over (no button or snap front tops)  
  ✓ Camisole or tank top can be worn for warmth as long as it cannot be seen at neck and sleeves.  
  ✓ Must be long enough to cover the top of the uniform pants when seated

- **Scrub Jacket**: Round neck with long sleeves that are cuffed  
  ✓ This will be worn to and from school over the uniform or when giving professional presentations.

- **Scrub pants**:  
  ✓ Hemmed to proper length so they will not touch the floor  
  ✓ Pant legs cannot be rolled up  
  ✓ No sweat or stretch pants  
  ✓ No ribbed band on the cuff

- **Clinic jacket/overjacket**: (Will be ordered through the school)  
  ✓ **Will be worn during patient treatment only**  
  ✓ MUST meet OSHA requirements with long sleeves that are cuffed, round necks and knee length  
  ✓ MUST be fluid resistant  
  ✓ MUST be laundered and kept at school.  
  ✓ MUST NOT be worn outside of the clinical facility.
2. White clinic shoes or leather tennis shoes are to be worn with uniforms. Shoes must be cleaned and polished including the heels and side of soles. White leather clogs are acceptable. Shoelaces must be clean.

3. Hair must be off the collar and away from the face. Bangs **MUST NOT** fall into the eyes and obscure vision. Long hair must be put up in a neat manner or worn in a **washable** lace net. Barrettes or headbands matching hair color may be worn. Ponytails **MUST** be secured and not allowed to hang down. Scrunchies the color of the hair or matching the uniform may be worn around the secured bun. Extreme hair colors and hairstyles will not be allowed. If hair does not meet the regulations, the student **MUST** wear a clinical hair covering. **NO OTHER HAIR COVERING WILL BE ALLOWED.**

5. Hose should be white, clean, and without runs. Trouser socks or white cotton socks should be long enough to avoid showing bare legs. Heavy white socks and ankle socks are not acceptable as part of the clinic uniform.

6. Nails **MUST** be clean, short (when your hand is held up toward the light with palm toward you, the nails should not extend beyond the end of the fingers), and polish free. False nails must not be worn. Even though gloves are being worn, micro-pores do exist in the gloves and bacteria could penetrate and cause a serious infection around the false nails. This can also happen if there are any cuts on the cuticle or hand area.

7. Jewelry
   a. **SMALL** single, solid design stud earrings in gold, silver, or pearl may be worn. Gem stone settings will collect and harbor microbes during aerosol production. (**ONLY 1 EARRING PER EARLOBE IS ALLOWED**). **HOOP EARRINGS OF ANY STYLE/SIZE ARE NOT ALLOWED.**
   b. **NO OTHER PIERCINGS OF ANY KIND ARE TO BE WORN IN THE CLINICAL AREA. THIS INCLUDES PIERCINGS IN THE NOSE, TONGUE, EYEBROW, etc.**
   c. Gem rings must not be worn. A metal wedding band is permitted as long it is smooth and will not puncture gloves.
   c. Watches can be worn if they are completely covered by gloves. Waterproof watches are recommended.

8. Name tags will be worn at all times. If lost, contact Department Chair.
9. When not in uniform, the clinic jacket/coat must be worn during all laboratory and clinic sessions. **If a student needs to enter the clinic when patients are being seen, this jacket must be worn over street clothes. This rule also applies when taking x-rays during non-clinic times.**

10. Perfume, scented lotions and sprays should **NOT** be worn during clinic sessions. The fragrance may be pleasant to you, but may not be pleasing to the patient. Also, some patients are highly allergic to fragrances.

11. Students with tattoos must have them covered during clinical experiences.

12. Chewing gum and/or tobacco products are not allowed during clinical/laboratory experiences. A uniform that smells of smoke is offensive to patients – remember, you are a dental healthcare professional and should be a setting an example. Students will be asked to change uniforms or leave the clinic with an unexcused absence if tobacco odor is noticed.

13. **SAFETY GLASSES WITH SIDE PROTECTION OR FACE SHIELDS ARE TO BE CONSIDERED PART OF THE CLINICIAN'S UNIFORM AND MUST BE WORN DURING ALL LABORATORY AND CLINICAL SESSIONS.**

**NOTE:** When in uniform, whether on or off of the clinical floor, ALL dress regulations still apply.
STUDENT RESPONSIBILITY

While enrolled in Horry-Georgetown Technical College and the Dental Sciences Department, it is the student’s responsibility to:

- **Take ownership and responsibility for one’s learning.**
  - Complete assignments
  - Manage your time responsibly
  - Be prepared to participate in learning
  - Put forth an effort to learn
  - Ask questions
  - Take responsibility for one’s actions
  - Maintain scholastic honesty

- **Students must have the understanding that all course material CANNOT be covered during lecture/laboratory time.**
  - Students **MUST** be responsible for self-directed learning of the material outside of class time
  - Students **MUST** be responsible to read and understand course assignments.
  - Students **MUST** be willing to enhance course material with additional student-initiated research as appropriate.

- **Show respect for others.**
  - Give complete attention and listen while others are talking
  - Avoid arguing with instructor and classmates
  - Avoid confrontations with others during classroom discussions
  - Respect the opinions of others
  - Keep conversations and questions focused on relevant course issues
  - Avoid threatening behavior toward students and professors
  - Use appropriate language
  - TURN OFF ELECTRONIC DEVICES SUCH AS CELL PHONES AND PAGERS WHILE IN CLASS.

- **Engage in classroom activities.**
  - Avoid sleeping
  - Actively participate
  - Avoid doing personal work or other class assignments
  - Exhibit a positive attitude and interest in the class
  - Use personal computers for note-taking only
• **Exhibit respect for college property.**
  ❖ Use equipment with care
  ❖ Avoid eating and drinking in classrooms where prohibited
  ❖ Keep desk areas neat and clean
  ❖ Be in the classroom at the start of class and stay until class is over

• **Show respect for authority.**
  ❖ Exhibit cooperation with the professor
  ❖ Avoid comments that show disrespect for the professor and their knowledge
  ❖ Select appropriate times to inquire about academic performance which may be outside the classroom
  ❖ Address professors as “Professor”, Dr., Mr., Mrs. or Ms. and not by their first or last name
ACADEMIC HONESTY

The faculty believes that dental hygienists must maintain a high level of integrity. Honesty, fairness, respect, and trust demonstrate integrity. Deception for personal gain would demonstrate a lack of integrity, and is against the standards established in dental hygiene. Deception for personal gain includes, but is not limited to, cheating, plagiarism, and misrepresentation.

Cheating is defined as the giving or taking of information during a test, using crib sheets or any other type of illegal information during a test, or altering or fabricating any course work (examinations, written reports, care plans, patient records, etc.) for self gain or for the benefit of others.

Plagiarism is defined as the act of copying, stealing, or using another person's ideas or words as one's own without giving credit to the source. This applies to any work that is taken from texts and/or internet research.

Misrepresentation is defined as work submitted improperly or falsely to meet course requirements.

Any violation of academic honesty may result in dismissal from the dental hygiene program with no option to re-enter the program.
PROGRAM ACTIVITIES

STUDENT ORIENTATION

Prior to classes starting each Fall Semester, the Dental Hygiene program schedules a new student orientation to acquaint the students with the rules and regulations of the program. At this time, students have the opportunity to meet and talk with their classmates and faculty.

PINNING AND AWARDS CEREMONY

At the end of the last semester and before graduation, the graduating students will be honored at an Honors and Awards ceremony.

At this ceremony, awards from the College and dental companies will be presented to students along with their graduation pins. Both the first and second year classes participate in this event.

The following awards are presented at this ceremony:

- **Scholastic Achievement Award** - goes to that student who has maintained the highest GPA throughout the entire curriculum

- **Outstanding Clinician Award (Hu-Friedy Golden Scaler Award)** - goes to that student who has maintained the highest grades in overall patient care throughout the entire curriculum

- **STAR Award (Student Total Achievement Recognition)** - compliments of Colgate Oral Pharmaceuticals; goes to that student who has demonstrated the most dedication to the dental hygiene profession by excelling both academically and clinically, as well as promoting community service

- **Preventive Oral Health Care Award** - compliments of Procter and Gamble, goes to that student who has demonstrated excellence in educating patients towards optimum oral health care

- **Thomas W. Kelly, Jr. Excellence in Radiology Award** - goes to that student who has demonstrated excellence in taking radiographs throughout the entire curriculum

- **Edward Eckert, Jr. Oral Diagnosis Award** - goes to that student who has demonstrated excellence in the recognition of patients' oral conditions
• **Program Director’s Award** – goes to that student who has demonstrated exceptional behavior above and beyond what is required throughout the curriculum
STUDENT ORGANIZATION

The student affiliate of the American Dental Hygienists' Association is called SADHA, Student American Dental Hygienists' Association. The student organization prepares the student to assume roles in their professional organization following graduation. Members of the student group work together to raise funds to attend dental conferences and other various functions as well as participating in community service projects.

The group has participated in the following events and projects:

- Attending the Annual Dental Hygiene Symposium sponsored by the South Carolina Dental Hygienists’ Association
- Attending the Annual Student State Dental Hygienists’ Association meeting
- Attending the Annual South Carolina Dental Association Meeting held in Myrtle Beach each year
- Holding fundraisers to earn money to attend these meetings;
  - Pizza and donut sales
  - T-shirt sales
- Participating in Relay for Life, American Heart Walk, and Diabetes Walk
- Performing some form of Community Service as agreed upon by the members
LICENSURE EXAMINATIONS

NOTE 1: According to the State Board of Dentistry Rules and Regulation #40-15-190, any person convicted of a felony or other crime involving moral turpitude or controlled substance may not be granted a license to practice dental hygiene in the State of South Carolina even if the dental hygiene curriculum is successfully completed. Questions regarding this regulation can be directed to the South Carolina Board of Dentistry, Koger Office Park, Kingstree Building, 110 Centerview Drive, Suite 306, Columbia, SC 29211 or telephone 803-896-4599.

NOTE 2: The South Carolina Board of Dentistry will not issue a dental hygiene license unless the candidate possesses a VALID SOCIAL SECURITY NUMBER.

In order to practice dental hygiene, each graduate of the dental hygiene program must pass both a national and a state examination. It is the responsibility of each student to make the necessary arrangements for taking these examinations and complying with all the requirements established by the examining agencies. For all states, the following examinations are required:

1. **Dental Hygiene National Board** - administered by the Joint Commission on National Dental Examinations of the American Dental Association. This all day online exam is a comprehensive exam comprising 350 multiple-choice questions covering material from the general education courses through the dental hygiene curriculum. A score of 75 or higher is required to pass. Applications are online only (www.ada.org) and the test can be taken at Pearson Professional testing centers located in either Wilmington, NC; Charlotte, NC; Columbia, SC or Charleston, SC.

2. **Clinical Exam** - Applications are obtained online by contacting either the individual state or regional board. This exam is a clinical exam where a dental hygiene student takes a patient to the Board site, cleans their teeth, and is graded by three dental examiners. There may be a computerized exam that focuses on oral assessment, medically compromised patients, medical history evaluation and dental radiography. A score of 75 or higher is required to pass both portions of this exam.

3. Candidates seeking a license in this state must apply directly to the South Carolina Dental Board for a dental hygiene license with the application fee of $150. A law test will be distributed by the State Board and a 75 or higher is...
required to pass. Once all three exam results are in the South Carolina Dental Board's office, plus proof of graduation, a dental hygiene license will be issued.

Although applying and fulfilling all the requirements for these examinations is the student's responsibility, the Horry Georgetown Technical College Dental Hygiene Program will assist students in preparing for these examinations by conducting Mock National Boards and Mock State Boards. The Mock Exams will follow the same format and procedures in order to familiarize the students with the actual examination and detect areas of weakness. **THESE EXAMS ARE MANDATORY FOR EVERY DENTAL HYGIENE STUDENT.**

**NOTE: SUCCESSFUL COMPLETION OF THE PROGRAM DOES NOT ENSURE PASSING STATE, REGIONAL OR NATIONAL BOARD EXAMINATIONS.**

**EXAMINATION FEES**

The student will pay for all examination fees required to obtain the dental hygiene license. The examination fees are as follows:

1. Dental Hygiene National Board Exam $400.00
2. South Carolina Dental Hygiene License $150.00
3. Regional Board Clinical Dental Hygiene Exam $1500.00

These fees are not under control of the Dental Hygiene Program and may change without notice.
TIPS FOR SUCCESS

The Dental Hygiene curriculum is very extensive and there are several requirements for each course taken. Students must develop their own personal program for study at the onset of the program. This will enable the student to conquer each and every assigned task as program requirements increase throughout the curriculum.

NOTETAKING

Lectures may be recorded; however, it is the responsibility of the student to ask permission from the course professor prior to recording any lecture. When recording a lecture, try to take as many notes as possible during the lecture and then use the tape to supplement any gaps that may have occurred in the note-taking process. Some students have indicated that re-writing notes helps in the learning process.

READING ASSIGNMENTS

Reading assignments, both in texts and professional journals, should be completed prior to lectures. This will enable the student to be more familiar with the topic as well as facilitating note taking and participation in class discussions.

STUDYING

Some students prefer study groups and others prefer to study individually. Whatever the method of studying may be, it is suggested that successful methods should not be altered.

TIME-MANAGEMENT

Being a Dental Hygiene student will require making good use of each and every minute since the curriculum is very demanding. This is very true for students that are married, have children, and may have a job. The family unit must be able to understand the demands being placed upon the student and be able to cope with the lifestyle change that will occur. The student will need as much support as possible from family members, since he/she will be trying to manage family as well as academic responsibilities.

Dental Hygiene must become a priority; and it will take careful time management to not neglect the family unit while progressing through the curriculum.
COLLEGE SUPPORT SERVICES

STUDENT INFORMATION CENTER: WAVENET CENTRAL

WaveNet Central includes the people, the place and the computers for learning how to use WaveNet, for understanding how WaveNet is important, and for discovering all the help that WaveNet can provide, including:

- Assistance in applying to HGTC
- Completing Financial Aid process
- Finding and accessing information about HGTC
- Information sessions for academic enhancement or personal enrichment
- Additional services, such as the Advising Center and scheduling tutoring or testing center appointments

CAREER RESOURCE CENTER

This center exists to meet the needs of students and alumni as they prepare to enter the workforce, as well as the needs of employers who seek to fill positions. The center offers mock interviews, resume/cover letter development, computer access, counseling, printing services for resume production, salary databases, an online job board, resume software, on-campus recruitment and interview facilities, career fairs, and a full career library. There is no charge to employers, students, or alumni for any of these services.

SERVICES FOR STUDENTS WITH DISABILITIES

HGTC is committed to providing an accessible environment for students with disabilities. The primary purpose of Services for Students with Disabilities, a function of Counseling Services and the Deans of Students Affairs, is to improve the educational development of students with disabilities through the understanding and support of the campus environment. This mission is accomplished through direct assistance to students with disabilities, encouragement of their independence, creation and maintenance of an accessible physical environment, and the provision of a supportive psychological environment so that students may achieve their educational objectives.

The College understands that students with disabilities may require unique appropriate academic accommodations and must have their needs assessed on a case-by-case basis.
The Coordinator of the Service will review the documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Students with documented disabilities must notify their course instructor at the beginning of each course for accommodations that have been approved by the Student Affairs office.

THE STUDENT SUCCESS AND TUTORING CENTER

The SSTC is an excellent place for you to go if you start experiencing any trouble with your assignments in any course. The SSTC offers to all students the following free resources:

1. Student and professional tutors (appointment preferred)
2. Student success, academic, and technology support resources
   - Reading comprehension
   - Study skills and test taking strategies
   - Writing skills
   - Microsoft office 2007 skills
   - And more........
3. Workshops on student success skills, technology and D2L for online courses
4. General technology assistance

The SSTC wants you to have the opportunity to use the free resources that they offer to students in house and online on their website: [www.hgtc.edu/sstc](http://www.hgtc.edu/sstc). To schedule a tutoring session or appointment with staff, please call one of the following locations: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations are posted on the SSTC website.
PERSONAL ITEMS

PERSONAL HEALTH

Students will be treating patients, and these patients will be looking to their student hygienists as role models for oral health as well as good physical health. It is imperative that dental hygiene students practice optimum oral hygiene as well as immaculate personal hygiene.

Due to the demanding curriculum, it is also imperative that the dental hygiene student maintain a balanced, nutritious diet to keep physically fit. Students cannot afford to become ill and miss several lectures and/or lab sessions.

Regular eye exams as well as medical exams should also be a part of the students' physical well being.

STUDENT HEALTH STATUS DISCLOSURE

If a student's health status changes during the two-year curriculum, it is the responsibility of the student to immediately inform the Program Director of this change. In some instances, clinical/patient treatment may be affected. All disclosures will be kept in strict confidence.

STUDENT PREGNANCY

As soon as a student is aware of the pregnancy, she must notify the Director of the Dental Hygiene Program. To provide for optimum prenatal care, the student must consult with her physician regarding class attendance during this time. A written clearance from the physician is required which should address the following:

- Whether or not the student may participate in clinic and/or laboratory sessions.
- Precautions regarding the exposure to dental radiation should be addressed
- How long the student will be out following delivery

The student is encouraged to schedule make-up sessions in advance to preclude complications that may arise during the pregnancy. If the student faces complications during the pregnancy, the student may have to withdraw from the curriculum and re-enter the following year. The program will make every attempt to work with the student to accomplish all stated goals in a timely manner.
SUBSTANCE USE AND ABUSE

As health care providers, dental hygienists have a responsibility to maintain a healthy body and not abuse one's self with alcohol and drugs. The Program maintains an added responsibility to safeguard the health of all patients by not allowing a student to provide clinical treatment to a patient when the student's ability is impaired or compromised.

A student who is suspected, by appearance, actions, and/or breath or body odors, of using drugs and/or alcohol (during scheduled school hours and/or school functions) will be removed from the class, laboratory or clinical session for a conference with the faculty. The student will be advised to refrain from using the substance during school hours, or if more serious use is suspected, the student will be advised to seek assistance from community services.

Should the problem continue, the student will be withdrawn from the professional curriculum and may seek re-entry into the curriculum at the appropriate point, if eligible, following professional treatment. Each case will be handled on an individual basis.

EMPLOYMENT

It is strongly recommended that part-time employment be limited to a maximum of twenty (20) hours per week. Should grades suffer because of employment, the student may be advised to cease working. However, each situation will be discussed and handled on an individual basis.

PERSONAL DATA

In order to keep academic/personal records current, any change in name, address, or telephone number is to be reported to the Program Office Manager and the College Registrar. A change in marital status should also be reported to the Registrar with appropriate documentation
RISKS OF A DENTAL HEALTHCARE PROFESSIONAL

As part of the clinical education in the program, dental hygiene students will be working with sharp instruments as well as needles when administering infiltration anesthesia. Treatment with these instruments is in an environment of human saliva and blood. There is a slight risk of an instrument/needle stick during clinical procedures; as well as a risk of exposure to bloodborne diseases, such as HIV, Hepatitis B and Hepatitis C.

Although there are no documented cases of the occupational spread of HIV to dental workers, students enrolled in the Dental Hygiene Program are at a slight risk of exposure to blood and body fluids and the potential does exist for transmission of bloodborne and other infectious diseases, such as Hepatitis B and C and HIV/AIDS, during patient treatment. The risk of HIV and Hepatitis C transmission from dental patients to members of the dental team is very low. However, there is some small potential for this to occur. The Americans with Disabilities Act forbids discrimination against patients with HIV; therefore, students are required to treat all patients assigned, regardless of the disease state of the patient. The risk for Hepatitis B is much higher and students are required to have the vaccine series prior to patient/student treatment or sign a declination form for not taking the vaccine. (These forms are included in the Personal Medical Form). Unfortunately, there is no vaccine for Hepatitis C.

All students will receive appropriate education on the Bloodborne Standards and Infection Control (per OSHA and CDC guidelines) utilized in the treatment of dental patients. Students will be tested on this material and must demonstrate laboratory and clinical competency prior to patient treatment.

Students will be expected to provide services for patients with bloodborne/infectious diseases as part of the routine clinical experiences.
STUDENT INFORMATION DATA SHEET
HEPATITIS B VIRUS VACCINE

ADVANTAGE
Hepatitis B is a serious disease. Although most people who acquire the disease recover completely, 5 - 10% become chronic carriers, 1 - 3% develop hepatitis and cirrhosis, 1 - 2% die, and some may develop liver cancer. This vaccine induces immunity against the Hepatitis B virus in 90 - 95% of those who take the vaccine.

POSSIBLE SIDE EFFECTS
The incidence of side effects is very low and consists mainly of tenderness at the site of injection. Other less common local reactions include erythema, swelling, warmth, induration, and low grade fever which usually subsides within 2 days of vaccination. Systemic complaints including malaise, fatigue, headache, nausea, vomiting, dizziness, myalgia, and arthralgia have been infrequently reported. Neurological disorders have been rarely reported in temporal association with the administration of the vaccine although no cause and effect relationship has been established.

CONTRAINDICATIONS AND WARNINGS
Hypersensitivity to yeast/mold.

Persons with immuno-deficiency or those receiving immunosuppressive therapy require larger vaccine doses and do not respond as well to the vaccine. (Consult your physician).

Because of the long incubation period of Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and the vaccine may not prevent the disease in these persons.

PRECAUTIONS
Any serious active infection is reason for delaying use of the vaccine except when, in the opinion of the physician, withholding the vaccine entails a greater risk.

Caution should be exercised in administering the vaccine to persons with severely compromised cardiopulmonary status or to others in whom a febrile or systemic reaction could pose a significant risk.

Since there are no well-controlled studies in pregnant women, the vaccine should be given to pregnant women only if clearly needed. (Consult your physician).

If you have any medical problems you are unsure of, consult your physician before taking the vaccine.
HORRY GEORGETOWN TECHNICAL COLLEGE
DENTAL HYGIENE PROGRAM FALL SEMESTER 2011
STATEMENT OF UNDERSTANDING
(Student Copy)

I have received and read the Horry-Georgetown Technical College Dental Hygiene Program Manual. The following areas have been thoroughly explained and I fully understand these policies and procedures.

- Accreditation Complaint Procedure
- Requirements for Admission, Progression, Graduation, and Re-Entry
- Essential Functions Required of Students (Technical Standards)
- Financial Information
- Immunization Policy/Health Risks
- Student Advising
- Academic Policies
- Attendance Policies
- Student Responsibility
- Licensure Examinations
- Health Disclosure Policy
- Substance Abuse Policy

By my signature, I hereby state that I am able to perform the functions necessary of a dental hygienist and agree to abide by all of the stated policies and procedures of the program.

__________________________
Print Your Name

__________________________  ___________
Student Signature                      Date