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Section I

Welcome

Welcome to the Surgical Technology program at Tri-County Technical College. We, the faculty, are pleased you have selected to pursue the profession of Surgical Technology. This program offers classroom and clinical experiences for the entry-level Surgical Technologist. Your success in this program will be a direct reflection of the effort you invest in reaching your goal and your ability to communicate efficiently and effectively. We invite you to join us in a cooperative effort as you pursue your dream to become a Certified Surgical Technologist.

The Surgical Technology Program prepares students to function efficiently and safely in the clinical setting. This program consists of general education courses, specific surgical technology courses, and clinical rotations at various clinical affiliates. Upon completion of the program, the graduate receives a diploma and is eligible to take the national certifying exam through NBSTSA. Upon successful completion of the national certification exam, the graduate may use the credential CST™.

This handbook is to be utilized in conjunction with the College Catalog. The faculty reserve the right to revise this manual as the need arises. The student will be notified of any changes made to this manual in writing.

Faculty and Staff

Denelle White, CST, BS
Surgical Technology Program Director

Sandra Williams, CST
Lecturer
Program Goals

The goal of the Surgical Technology Program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Program Outcomes

1. The student will apply principles of disinfection and sterilization to the surgical environment, equipment, and instrumentation.
2. The student will maintain principles of aseptic technique in the surgical environment.
3. The student will prepare the operating room by gathering equipment and supplies.
4. The student will pass instruments, equipment, and supplies correctly and efficiently.
5. The student will provide a safe, efficient, and supportive environment for the perioperative patient.
6. The student will anticipate the sequence of events during surgical procedures.
7. The student will prepare and manage medications and solutions.
8. The student will function as an ethical, legal, and moral member of the healthcare team within the surgical technologist’s scope of practice.

SURGICAL TECHNOLOGIST PLEDGE

I solemnly pledge:

To be faithful to my vocation,

To be conscientious, loyal and truthful in the practice of my vocation,

To be sincere in my efforts and stay within my limitations,

To perform all duties with dignity and with the welfare of my patient foremost,

To hold in confidence all information coming to my knowledge,

To carry out aseptic technique to the best of my ability, and

To refuse to participate in unethical practices.
Section II

ACCEPTANCE INTO THE PROGRAM

Students are notified via eTC email regarding acceptance into the program. If the student is not granted acceptance into the Surgical Technology program the student must fill out Notice of Completion for the year in which they would like to enter.

Once accepted, a $100.00 non-refundable deposit fee must be paid to reserve the seat in the program and must be paid by the deadline, otherwise the student will be removed from the list.

Students coming into the program will need to attend a new student orientation. Topics to be covered at the orientation include, but are not limited to, background checks, drug testing, and Healthstream. Instructors will be available to answer questions, and Read’s Uniforms will be on campus to fit students for uniforms.

The Tri-County Technical College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Academic Advisement

Each student in the Surgical Technology program will be advised by the Program Director to assist in scheduling sequential courses in the curriculum. It is the responsibility of the student to schedule an appointment through Starfish with his/her advisor during the early advising period to identify courses that need to be taken for course completion and graduation requirements. Students who are experiencing academic difficulty should schedule an appointment with the appropriate faculty member for counseling specific for the course. Program Director office hours are posted on Starfish. Appointments can be made through Starfish or by calling the division office at 864-646-1400.

Academic Misconduct

The Surgical Technology program at Tri-County Technical College expects academic integrity. It is the student’s responsibility to ensure proper conduct and behavior with regard to testing, clinical evaluations and proficiencies. An instructor who has reason to believe that the student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information in which it is based. Once a decision has been made concerning the academic misconduct, the instructor may recommend one of the following academic sanctions:
Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
Assign a failing grade for the course.
Require the student to withdraw from the course.

Students may refer to the Student Code in Appendix 3 on page 150.

Curriculum

Fall Semester
SUR 101 Introduction to Surgical Technology
SUR 102 Applied Surgical Technology

Spring Semester
SUR 103 Surgical Procedures I
SUR 104 Surgical Procedures II
SUR 110 Introduction to Surgical Practicum

Summer Term
SUR 111 Basic Surgical Practicum
SUR 120 Surgical Seminar

*Biology 112, Biology 115, and Medical Terminology AHS 102 are prerequisites for SUR 101 and must be taken prior to entry into the program. A student may repeat a maximum of two major courses; “W” (Withdrawals) count as an attempt. Prerequisites courses must be completed within 3 years of the start of the program.

Grading and Progression

The Surgical Technology Program grading scale will be used to determine grades as follows:

100 - 93 = A
92 - 84 = B
83 - 75 = C
74 - 70 = D
69 and below = F

A grade of “C” or better must be achieved in each curriculum course for a student to progress in the Surgical Technology program.
Graduation Requirements

To graduate from the College, the Surgical Technology student must meet and complete the following requirements:

☐ Satisfactory completion of all required courses and have maintained an overall grade point average of 2.0 on a 4.0 scale.

☐ Payment of all required fees and financial obligations owed to the College.

☐ Submission of an “Application for Graduation” form to the Office of Registrar, payment of the required graduation fee, and submission by the deadline.

Graduates of this program will be qualified to sit for The National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST™) exam.

Withdrawal from the Surgical Technology Program

The Withdrawal Policy of Tri-County Technical College will be followed as outlined in the current College Catalog. In addition, the requirements of the Surgical Technology Program stipulate that once the student is in the course sequence, course withdrawal will result in withdrawal from the program.

The following procedure for student withdrawal is:

☐ Make an appointment with the Program Director to discuss reasons for withdrawal.

☐ File a course withdrawal form with Student Records after obtaining appropriate faculty signature. The student may also utilize the withdrawal procedure that is available through the student’s eTC account.

☐ Re-entry to the program will be determine by availability of clinical space at the time of desired re-entry and by faculty review of the student’s status at the time of exit of a program.

☐ It is the student’s responsibility to complete this procedure. Failure to do so may result in a grade of “F” assigned for the course.

☐ Make an appointment with the financial aid department to ensure financial aid process is appropriate with regards to federal and state financial aid regulations.

Re-entry to the Program

Procedure for re-entry:

1. The student shall make an appointment with the Program Director at least one semester prior to the date of desired re-entry. The Program Director should validate progress made toward meeting any recommendations stipulated at the exit interview.
2. The student must have an academic standing in the college of a grade point average of 2.0 based on a 4.0 scale on prior courses excluding the failed curriculum course for which re-entry is desired.

3. Priority for re-entry will be given to the student who has demonstrated a satisfactory performance in theory and clinical practice at the time of exit from the program.

4. Re-entry to the program will be determined by availability of clinical space at the time of desired re-entry and by faculty review of the student’s status at the time of exit from a program.

5. A student is eligible for re-entry into the Surgical Technology program one time only and will be considered on a space available basis.

6. All curriculum requirements must be completed within a prescribed period of time. The program must be completed within two years of the time the student begins the first curriculum course. Students re-entering the program will be required to repeat all SUR classes regardless of where he/she previously existed.

7. The student approved for re-entry must contact the admission counselor for the program in Student Services to re-activate the student’s file and update transcripts.

8. The student will meet with the Program Director to determine re-entry. Upon approval, the student will be placed on the complete list and notified by the Health Education Division office by eTC email.

**Section III**

**Attendance**

The faculty for the Surgical Technology program have a responsibility to assure that all Surgical Tech students have an adequate background of knowledge and skills. The faculty must ensure that each student is able to utilize this knowledge and skill in a safe, professional manner in their clinical practice. Clinical courses are organized to provide experience that is critical to the pathway of becoming an entry-level Surgical Technologist.

**College Policy**

A student may not be absent for more than 14 consecutive calendar days in a fall or spring semester. A student who arrives late may, at the discretion of the instructor, be marked absent for that class.

**Program Policy**

The Surgical Technology program has a policy to ensure competency for Surgical Technology students. Students may not miss more than the number of times the class meets in a two-week
period for the semester. The number of allowable absences for the summer term or other terms of varying lengths will be 10% of the total number of class meetings.

A. Absence from an examination or skills check-off

Students absent from an exam/check-off will receive a “0” grade unless other arrangements are made with the individual instructor prior to the exam/check-off day or on the exam/check-off day before it is scheduled to be given. The instructor is in no way required to allow make-up on missed exams/check-offs. Tests may vary in make-up work. Exams/check-offs must be completed on the first day back to classes or a time decided by the faculty member. It is the student’s responsibility to contact Program Director or responsible course faculty member by email the day before the scheduled exam/check-offs.

B. Clinical Absence

Attendance on all clinical days is expected to fulfill standards set forth by the ARC/STSA requiring 120 clinical cases divided up into certain specialty cases (see Course Outline for further explanation). Failure to meet these standards will result in the student’s inability to meet graduation requirements.

In the event of an unavoidable clinical absence (illness, death in the immediate family, or funeral attendance), the student must follow the following protocol for the clinical absence.

1. Call the Program Director or clinical faculty responsible for the clinical site after 6 a.m. but no later than 6:30 a.m. (phone numbers provided on “Facility Information” sheet)

2. Call clinical facility you are attending (other than GMH) to let them know you will be absent. (phone numbers provided on “Facility Information” sheet)

Students are not allowed to leave the hospital for ANY reason, including lunch, during their clinical shift unless arrangements are made with the clinical faculty member prior. Leaving clinical without making arrangements or notifying a clinical faculty member first may be grounds for program probation or inability to continue at clinical site. Students must be able to attend all clinical sites as assigned to remain in the program

Please follow the College Policy in the event of hazardous weather. For clinical experiences, if TCTC is closed, then clinical is automatically canceled. If the College is on a delay, then the student is expected to report to the clinical facility at the appropriate time. It is the student’s responsibility to call the clinical site to let them know that school is delayed or closed. Contact the appropriate clinical faculty member for verification of clinical attendance.
**Tardiness**

Being prompt and on time is directly related to professionalism, whether it be in the classroom or in clinical. Tardiness is not acceptable professional behavior. According to the college attendance policy, a student who arrives late may, at the discretion of the instructor, be marked absent for that class.

**Classroom/Lab**

Once the instructor enters the classroom and is ready to begin class, the classroom door will be locked. Students that arrive late will have to wait until the next break time to enter the room. Class attendance is crucial to student success. As such, the college requires regular attendance to promote academic success and effective workplace skills required by employers.

**Clinical**

Students entering a clinical facility are expected to demonstrate the utmost professionalism. Tardiness will not be tolerated in the clinical setting. One tardy will result in a counseling with the Program Director, a second tardy will result in automatic probation, and a third tardy may result in the inability to complete the program. Probationary status will remain through the end of the semester.

**Health Status/Health Screening**

All students entering the Surgical Technology program are required to submit the results of a TB skin test, and Immunization records as mandated by the Health Education Division. Students must show proof of Chickenpox immunity or dates of the disease. The student must have the first two injections of the Hepatitis B vaccine before clinical assignments can be made or sign a declination form. Entry into the clinical phase will not be allowed until this requirement is met.

**Safety/Security Information**

Students will be made aware of safety and security information through Healthstream online courses at [www.healthstream.com/hlc/ghs](http://www.healthstream.com/hlc/ghs) and Passport online courses at [www.passport.carelearning.com](http://www.passport.carelearning.com). The user name, password and deadline for completion will be assigned at the beginning of registration for SUR 101 in a welcome email. When all courses are completed, a transcript must be printed and submitted to the Surgical Technology Program Director. The cost is $15.00(subject to change) and is added as a fee for this course, paid with the tuition payment. Do not pay this fee on the Healthstream website if asked.
Background Checks

The Health Education Division Dean will oversee criminal background checks on any Surgical Technology student. Criminal background checks will be conducted on all new students. Failure to comply will result in administrative withdrawal from the program. The background check must be done prior to the start of the semester that the student enrolls in a clinical course.

Drug Screens

Annual drug screens will be conducted on new students entering the program. The cost for each student is $40.00(subject to change) and is attached to the student’s tuition. Student should be prepared to present photo identification at the time of the screening. A 10-panel rapid drug screen (urinalysis) will be utilized. This test will be given prior to clinical rotations in the Spring semester. The Health Education Division Dean oversees drug screening results.

Academic and Clinical Concerns and Complaints

Procedure:

The student must go to the instructor or clinical instructor assigned to that site where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. If the student is not satisfied with the results of the informal meeting, then the student will schedule a meeting with the Program Director for additional clarification of the grievance. Any violation of this process may result in dismissal of the student from the program or probation. Please refer to the TCTC Catalog/Student Handbook for additional information.

Health/Malpractice Insurance

Individual health insurance is required by federal law; the College disclaims any medical coverage except that which is covered under Worker Compensation. Insurance information can be obtained by contacting the Office of Student Development at 864-646-1562. Professional liability insurance is provided by a college policy. A student fee for the premiums is paid the beginning of each semester at the time of registration. No student will be permitted in the clinical area without this coverage.

Electronic Devices

All cell phones and other electronic devices that may disrupt the classroom must be turned off and put away during the lecture and lab periods. No cell phones are allowed in the clinic area. No exceptions will be made. No texting is allowed during class or clinical rotations.

Student Emails

Students should regularly check their college email for important messages. If a student chooses to forward email to another account, please be aware that TCTC email may be filtered or
blocked and the college is not responsible of non-delivery of those emails. Also, if a student does not check TCTC email periodically, the account may expire due to inactivity or reach quota and no emails will be received.

**Financial Aid/Scholarships**

All financial support is handled through the Financial Aid Office. However, if you are experiencing acute unforeseen financial difficulties, IMMEDIATELY consult with the Program Director before making decisions about your academic process. Referrals will be made as necessary to Student Support and Engagement (SSE) as needed.

**Section IV**

**Conduct in Classroom and Clinical Facility**

Students are expected to follow professional standards of conduct when in the classroom and clinical areas. A student whose performance is unacceptable will be counseled. A second incident of not conforming to professional standards will result in probation or dismissal from the program at the discretion of the Program Director. A student whose behavior threatens or endangers the well-being of the patient will be dismissed from the program.

**Disruptive Behavior Policy**

Disruptive behavior in the classroom or other academic setting is strongly discouraged by the Health Education Division at Tri-County Technical College. Disruptive behavior is defined as any behavior that interferes (disrupts) with the collegiate educational process, college administration, and/or sanctioned college program activities. Determination of a behavior as disruptive is at the discretion of the division faculty or staff and can be dependent on many factors.

Behavior which health education personnel may declare disruptive includes, but is not limited, to the following:

- ☐ Entering class late or leaving early (without permission)
- ☐ Eating/drinking in class without permission
- ☐ Sleeping in class or clinical areas
- ☐ Persistent speaking without faculty invitation to do so as part of the learning process
- ☐ Inappropriate use of electronic devices
- ☐ Disputing the authority of faculty, staff or clinical affiliate
Arguing with faculty, staff, clinical affiliate, or other students

Electronic communications which are abusive, harassing, or excessive

Incivility

Threats of any kind and/or harassment

Physical or verbal disruptions or assault

Procedure:

Disruptive behavior occurring within and outside the academic setting will be reported to the appropriate Department Head, Dean of Health Education, and the Dean of Student Development. Disruptive behavior will be handled according to the Student Code of Conduct as outlined in the College catalog in Appendix 3 page 150.

Disruptive behavior occurring during academic activities will be addressed using the following procedure. The instructor will inform the student that he or she is disruptive. If the behavior continues or escalates, the instructor will ask the student to leave the activity/class/clinical for the day, possibly resulting in grade penalties for work missed. If the student does not leave, the instructor will call campus police to escort the student from campus if necessary. If disruptive behavior occurs during academic activities conducted outside a physical classroom, such as in on-line instruction or during clinical or field trips the instructor may dismiss the student from participation in that activity. If disruptive behavior occurs during a college sanctioned event, the instructor or staff member may dismiss the student from participation in that activity.

Instructors should call the campus police and Division Dean immediately if any or the following situations occur.

A student threatens or intimidates faculty, staff or other students

A student engages in violent behavior

Faculty suspect criminal activity

A situation begins to escalate, such as discussion turning into shouting

The instructor of record will retain documentation of disruptive academic behavior in the student’s file and will meet with the student within 5 business days after the incident. The Dean of Student Development will be immediately involved in final disposition and handling of the matter.

Progressive Academic Discipline

Faculty are committed to assisting students to be successful in the program. Therefore, Surgical Technology students who are not meeting course objectives in theory, lab, clinical or practicum will be apprised of their performance status using the progressive academic discipline process.
Step 1: **Warning**

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to – remediation by faculty, utilization of peer study groups, tutors, computer-assisted instruction, and seeking assistance from Student Support Services. At the discretion of the instructor and depending on the situation, this step may be skipped and a conference completed.

Step 2: **Conference**

The student meets with the instructor in a formal conference to review the performance deficit. A written Surgical Technology Conference Report will identify specific course/program objectives not met and a remediation plan / contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation. The student may withdraw from the program and receive a “W” if it is within the withdrawal period.

Step 3: **Probation**

Probation may be implemented for, but not limited to, the following behaviors:

- † Academic dishonesty
- † Unsatisfactory trends in clinical or practicum performance
- * Unsatisfactory clinical attendance and punctuality
- † Inability to maintain physical and mental health necessary to function in the program
- † Unethical, unprofessional behavior, and/or unsafe clinical, lab, or practicum practice
- † Refusal to participate in a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety.
- † Behavior which compromises clinical affiliations
- † Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve their grades, behavior, or attendance.

The student meets with the instructor and/or Program Director. The student and faculty will review and sign a Surgical Technology Probation Form explicitly stating expectations that must
be followed during the probationary period and signed. The probation period for safety or professional conduct violation is until the student successfully completes all program requirements.

☐ Step 4: Withdrawal

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

☐ Violations of patient confidentiality
☐ Academic dishonesty
☐ Falsification of documentation
☐ Unprofessional behavior that seriously jeopardizes patient, student, staff, or preceptor safety
☐ Unprofessional behavior that seriously jeopardizes clinical affiliations.

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” as applicable.

Students must return any hospital issued ID badges, dosimetry badge, and/or any equipment or items that belong to the department to the Program Director. Failure to do so may result in a replacement charge to the student.

Uniform Policy

Uniform: The uniform should be clean and ironed. Uniforms will be purchased by each student and worn during all surgical technology courses or when designated by the Program Director.

Shoes: Appropriate clinic shoes should be worn. Closed toe shoes with leather top and a heel no grader than 2 inches. Socks should match the color of student’s shoes and be above the ankle.

Jewelry: ALL jewelry should be removed when in the lab and clinical setting. No visible body piercings, including tongue rings, will be allowed.

Nails: Must be neatly manicured and not come above the pad of the fingers. Fingernail polish/gel and artificial nails are not allowed in the lab or clinical setting.

Hair: Must be pulled up and off the collar. Hair color should be natural tones.
Makeup: Should be used in moderation. Perfume and scented lotions will not be allowed in the lab or clinical setting. Fake eyelashes will not be allowed in the lab or clinical setting.

Gum: Is not allowed in the lab/clinical area or during clinical rotations.

Smoking: **Smoking/vapor will not be permitted for any Health Education student PRIOR TO or DURING THE CLINICAL DAY.** The odor of cigarettes (and related products) is offensive to many individuals. Additionally, some people are allergic to cigarettes. Smoke smell on the student’s clothing, hair, or body may be cause to be dismissed from clinical.

Tattoos: Visible tattoos, which may be perceived as offensive, may result in the student’s inability to complete clinical rotations. This may result in failure to meet program requirements. All visible tattoos should be covered at all times.

Cell phones: Cell phones must be kept on silent mode and messages returned only during breaks or at lunch. Phones should not be visible in the classroom, lab or clinical area. Texting is not allowed during class, lab or clinical. Students that disobey this directive may be asked to leave the clinical facility. Violations will result in a mandatory meeting with the Dean of Health Education.

Name Badges: Each student will wear a picture ID issued by the Tri-County Technical College Security Department as well as any facility badges issued.

**Privacy and Confidentiality**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted in 1996 to protect the privacy of all health information. It is the responsibility of every Surgical Technology student to maintain the confidentiality of patient information. Under no circumstances should a student convey confidential information to anyone not involved in the care of the patient. Students are also expected to maintain professional confidentiality regarding other students, employees and surgeons. Breach of this policy will result in disciplinary action and termination from the program.

**Social Media Policy**

HEALTH EDUCATION DIVISION

GUIDELINES FOR USE OF SOCIAL AND ELECTRONIC MEDIA

PURPOSE

To provide guidelines outlining how Tri-County Technical College Health Education (HE) students (ADN, PNR, VET, MLT, MED, EDDA, SUR, EMT) support area clinical agencies, physician offices, and the division in terms of knowing boundaries of appropriate
communication with social media (HIPAA, FERPA). Students are prohibited from posting any comment that is personal health information including patient images on any social media site.

The use of social media provides the ability for students to communicate with their peers in an expeditious and even real-time basis. However, students should understand that publishing information on a social media site may be public, can be shared by others and is searchable in order to trace activity back to them as individuals for long periods of time. If a student provides identification that he/she is a Tri-County Technical College student, public perception expands beyond the individual student to the program, division and the College. Examples of social media include, but are not limited to:

- YouTube
- Facebook
- ITunes
- LinkedIn
- Twitter
- Blogs (except for course or College approved platforms such as Blackboard with faculty oversight)

Students in all areas of Health Education are preparing for professions which provide services to the public who expect high standards of care and in the handling of confidential information. Therefore, students should be constantly aware of HIPAA and or FERPA guidelines which require that confidential information related to patients or agencies/offices must not be disclosed. Students may be personally as well as legally responsible for anything that they post on social media sites. In addition, potential employers now commonly utilize analysis of public personal web sites as a determination of possible job offers.

PDA USE

PDA’s can provide students with quick and easy access to up-to-date evidenced-based information in both the classroom and clinical setting. However, PDA use must be appropriate and within established guidelines by an instructor/clinical agency. HIPAA/FERPA guidelines still apply. During clinical and class time, it is expected that any PDA be utilized only when expressly authorized by TCTC faculty. If the PDA is combined with a cell phone, the cell phone should be silenced. No personal conversation or texting is allowed at any time in a patient/animal care area. Please remember that in patient areas, PDA’s may act as a reservoir for microorganisms and have the potential to deleteriously affect immunocompromised patients. Misuse of electronic devices can be interpreted as a classroom or clinical disruption and students may be dismissed by the instructor (See TCTC Student Code of Conduct).

eTC Accounts
Tri-County Technical College (TCTC) uses email as one of several means of communication with HE students. An official eTC email address is issued to each student at the time of admission to the College. This is the only email address that the College maintains for sending official communications to students. Students must check email on a regular basis (at least three times a week) in order to read important e-mail messages and notifications/announcements in a timely manner. In addition, certain communications may be time-sensitive, i.e. drug testing dates. Failure to read official College communications sent to the student’s official eTC email address does not absolve the student from knowing and complying with the content of those communications.

Each HE student must manage his/her College email account to assure that the Inbox file has sufficient space to allow for email delivery. Students who choose to forward their eTC account email to another email address risk not receiving important official emails from the College. The HE Division will not be responsible for the non-receipt of any official communication that has been forwarded by a student to another email account.

RESPONSIBLE USE OF COMPUTER TECHNOLOGY AND SOCIAL MEDIA IN HEALTH EDUCATION

All forms of communication and behavior that are conducted in an electronic environment (TCTC procedure titled “External Communications” 1-2-1024.1) demand the same adherence to rules that provide expected levels of civility, safety, privacy, and respect. Students are, therefore, expected to govern their “electronic” behavior (social media) with the same care and self-control they exhibit face-to-face with patients, peers, instructors, and clinical employees.

Program Costs

In addition to books and tuition, student costs may include, but are not limited to:

Uniforms ..................................................approx. $50/set + shoes

Student Name X-Ray Badge (included in tuition).................approx. $50

AST Gold Bundle (included in spring semester tuition).......... $270 (Includes AST membership, cert. exam fee, study guide)

2 Practice Exams (included in tuition)........each $40 and up

Criminal Background Check(SR&I)................................. $49.50 (Subject to Change)

*ALL FEES ARE SUBJECT TO CHANGE
Student Handbook Disclaimer

The statements and provisions in this handbook are not to be regarded as a contract between the student and the College. The College reserves the right to change, when warranted, any provisions, schedules, programs, courses, syllabi or fees. This handbook has been revised to reflect current curriculum changes. Tri-County Technical College does not discriminate on the basis of race, color, national origin, sex, age, (except when age is a bona fide occupational qualification), religion, marital status, political affiliation, sexual orientation, or other non-merit factors, or disability in its education programs, recruitment efforts, employment opportunities, programs or activities.

This handbook becomes effective Fall 2019.

Tri-County Technical College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of www.tctc.edu is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student’s academic advisor, program faculty or program director. In addition, a prospective student’s reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student’s enrollment or otherwise. Links or references to other materials and websites provided in the above referenced sources are also for information purposes only and do not constitute the college’s endorsement of products or services referenced.

Your signature on this page is to acknowledge that you have received, read, understand and will adhere to the concepts contained in this handbook.

__________________________________________________________________________
Student’s name (printed)                      Date

__________________________________________________________________________
Student’s Signature