

**McLennan**  
C O M M U N I T Y  
**C O L L E G E**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**Hematology MLAB 1415.01**

**Alisa J. Petree, MHSM, MLS (ASCP)<sup>cm</sup>**

**NOTE: This is a 16-week course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

**Course Description:**

MLAB 1415 Hematology is the study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequence, and normal and abnormal morphology and associated diseases. Utilizes a student laboratory for experiences in basic hematology procedures.

**Prerequisites and/or Corequisites:**

Admission to the Medical Laboratory Technician program and approval by the program director.

Semester Hours: 2 (2 lec/4 lab)

**Course Notes and Instructor Recommendations:**

Have your textbook by the first day of class. Estimated study time outside of class: 12–14 hours per week. Check your student email daily. Use computer with reliable internet access Please note: It is MCC's policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student e-mail addresses will be the only e-mail authorized to communicate official college information or business. A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

Students must have access to a computer with reliable Internet access to participate in this class. If the computer you are using does not have a copy of Microsoft Office for Word, Power Point, Excel Spreadsheets, etc. you will need to either purchase Microsoft Office (MCC Bookstore has student version/price) or download Open Office. Students should also download Adobe Reader to open any PDF files in the course (free download).

Student Support/Resources: MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

**Instructor Information:**

Instructor Name: Alisa J. Petree

MCC E-mail: [apetree@mclennan.edu](mailto:apetree@mclennan.edu)

Office Phone Number: 254-299-8406

Office Location: S320 (3rd floor of the science building)

Office/Teacher Conference Hours: Monday/Wednesday 9:30 AM – 11:30 AM, Tuesday/Thursday 9:00 AM – 10:00 AM, Other times available by request.

**Required Text & Materials:**

Title: Rodak's Hematology Clinical Principles and Applications Author: Keohane

Edition: 6<sup>th</sup> edition Publisher: Elsevier ISBN: 9780323530453

**Required atlas:**

Clinical Hematology Atlas 5th edition, Bernadette F. Rodak and Jacqueline H. Carr.

ISBN: 9780323322492

Title: Bloodborne & Airborne Pathogens (Wbkb) Author: National Safety School

Edition: Copyright year: 2011 Publisher: National Safety Council ISBN: 9780879123154

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

MLAB 1415 is designed to prepare students to function at an entry-level position in a routine hematology laboratory. Lectures, case studies, demonstrations, prepared blood smears, laboratory exercises, clinical experiences, Internet exercises, quizzes, streaming video, recordings, and resource applications will be used during the course. Emphasis will be placed on the identification of normal, mature cells seen in the peripheral blood. Abnormal cells will be studied in relationship to the different diseases of the blood.

Course materials will be available on Brightspace for student access during the course.

Resources are also available in the student laboratory, campus library, and hospital libraries, as well as at the clinical sites.

**Course Objectives and/or Competencies:**

The student will describe basic laboratory techniques used in the hematology section; identify principles and procedures of hematology tests to include sources of error and clinical significance of results; and evaluate normal and abnormal erythrocyte morphology and related diseases. The student will evaluate normal and abnormal leukocyte morphology and related diseases; and perform routine hematology tests to include a CBC and peripheral smear evaluation. The student will demonstrate an understanding of hematology; describe disease states associated with abnormal hematology results; and perform basic hematology testing by scoring a grade of **75** or better in the class.

After completion of MLAB 1415 Hematology the student should be able to meet the following general course objectives:

1. Collect, process, and analyze hematology specimens.
2. Recognize and apply principles related to the use of laboratory information systems used in the hematology.
3. Perform analytical tests on body fluids, cells, and other substances tested in the department.
4. Recognize factors that affect methods and test results and take appropriate actions within established guidelines using the skills of critical thinking and problem solving.
5. Recognize the clinical significance of laboratory procedures in the diagnosis and treatment of disease.
6. Perform and monitor routine departmental quality control within established guidelines by applying the principles of critical thinking and problem solving.

7. Perform preventive and corrective maintenance of equipment and instruments and refer to appropriate sources as necessary.
8. Utilize the principles of laboratory safety, including Standard Precautions. Practice all safety protocols prescribed by the college relating to COVID.
9. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
10. Recognize the responsibilities of other laboratory and health care personnel and interact appropriately with them for quality patient care.
11. Apply basic scientific principles in learning new techniques and procedures.
12. Relate laboratory test results to common disease processes by recognizing the principles and methodologies practiced in the department.
13. Establish and maintain continuing education as a function of growth and maintenance of personal and professional competence.

### **Rationale**

Medical laboratory technician students must demonstrate entry-level proficiency in the practice of Hematology testing as a fundamental part of the MLT training. This course is designed to aid students academically, mentally and emotionally for the experiences they will encounter in the clinical or workplace setting.

### **Learning Outcomes**

Learning outcomes, or specific course objectives, for the cognitive, affective, and psychomotor domains are listed for each unit and will be available to students on the first day of class via Brightspace.

### **Course Outline or Schedule:**

Learning outcomes, or specific course objectives, for the cognitive, affective, and psychomotor domains are listed for each unit and will be available to students on the first day of class via Brightspace. The class schedule (calendar) will also be available the first day of class.

- I. Introduction to Hematology and Routine laboratory evaluation of blood cells
  - A. Safety in the hematology laboratory
  - B. Specimen collection to include venipuncture and capillary punctures
  - C. Blood smear preparation and staining of blood smears
  - D. Routine testing in hematology
  - E. Use the microscope and examination of the peripheral blood smear
  - F. Introduction to hematology instrumentation
- II. Hematopoiesis
  - A. Morphology and function of cellular components
  - B. Hematopoietic theory
  - C. Erythrocyte production and destruction
  - D. Metabolism of the erythrocyte
  - E. Bone marrow overview
  - F. Hemoglobin metabolism
  - G. Leukopoiesis

- III. Hematopathology: erythrocyte disorders
  - A. Anemias: RBC morphology and approach to diagnosis
  - B. Disorders of iron metabolism
  - C. Anemias caused by defects of DNA metabolism
  - D. Bone marrow failure
  - E. Selected topics on hemolytic anemias
  
- IV. Malignant and Nonmalignant alterations of leukocytes
  - A. Qualitative alterations of leukocytes
  - B. Quantitative alterations of leukocytes
  - C. Introduction to leukocyte neoplasms
  - D. Acute leukemias
  - E. Chronic leukemias
  
- VI. Supplemental information – incorporated into topics I-IV
  - A. Flow cytometric analysis in diagnostic hematology
  - B. Cytochemistry
  - C. Immunocytochemistry
  - D. Cytogenetics and Molecular diagnostics in the clinical laboratory

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All assignments must be submitted via Brightspace unless otherwise instructed.

| Learning Unit & Dates |           | Reading   | Assignments/Labs   | Exams                                       |
|-----------------------|-----------|---|--|---|
| 1                     | 8/22-8/28 | Chapter 1<br>Chapters 3,4 Cell structure and Hematopoiesis  | Venipuncture demonstration<br>Capillary puncture demonstration<br><br>MTS Biosafety<br>LU 1 Quiz - Microhematocrit |   |
| 2                     | 8/28-9/4  | Chapter 5<br>RBC production and destruction<br><br>Chapter 6<br>RBC metabolism and membrane structure | Hematocrit (manual)-lab<br>LU 2 Blood Smear Preparation and Staining – Quiz format                                 |   |
| 3                     | 9/5-9/12  | Chapters 7<br>Hemoglobin metabolism   | Hemoglobin assay(s) XP 300 and Pointe 180<br>- lab   |   |
| 4                     | 9/11-9/18 | Chapter 8<br>Iron kinetics and laboratory assessment  | RBC – reticulocyte counts – lab<br>LU 4 ASCP Blood Cell ID Quiz  | Exam 1<br>Chapters 1,3,4,5,6,7<br>Wednesday |

|    |             |   |  |   |
|----|-------------|---|--|---|
| 5  | 9/18-9/25   | Chapter 2<br>Quality assurance and Quality control Chapter 9<br>WBC development, kinetics and functions                               | Differential counts - lab<br>Sedimentation Rates -lab<br>WBC foldable maturation sequence(s) – created project |   |
| 6  | 9/25-10/2   | Chapter 10<br>Platelet production, structure and function   | Platelet estimates-lab   |   |
| 7  | 10/2-10/9   | Chapters 16-17<br>Anemias and disorders of iron kinetics and heme metabolism  | RBC Indices - and Peripheral smears<br>LU 7 Iron Kinetics - worksheet<br>LU 7 Hematology Math - worksheet      |   |
| 8  | 10/9-10/16  | Chapters 18-20<br>Anemias caused by defects of DNA metabolism<br>Bone marrow failure<br>Introduction to increased destruction of RBCs | RBC and WBC Morphology review of smears - lab<br>RBC Brochures – created project<br>LU 8 Heinz Bodies          | Exam 2<br>Chapters 8,2,9,10, 16-17<br>Wednesday         |
| 9  | 10/16-10/23 | Chapters 21-23 Intrinsic defects of rbcs Extrinsic defects of rbcs<br>Non-immune and immune   | LU 9 HDFN Lab Medicine Quiz<br>LU 9 Malaria Quiz   |   |
| 10 | 10/23-10/30 | Chapters 24-25<br>Hemoglobinopathies and thalassemias   | Mini-PCR Sickle Cell gene detection- lab   |   |
| 11 | 10/30-11/6  | Chapters 26-27<br>Nonmalignant leukocyte disorders<br>Introduction to neoplasms   |  | Exam 3<br>Chapters 18,19,20,21,22,23,24,25<br>Wednesday |

|    |             |   |                                     |                                   |
|----|-------------|---|-------------------------------------|-----------------------------------|
| 12 | 11/6-11/13  | Chapters 28-31 Selected topics Flow cytometry Molecular techniques Cytogenetics Acute Leukemias                   | LU 12 Acute Leukemia Comparison     |                                   |
| 13 | 11/13-11/18 | Chapter 32 Myeloproliferative neoplasms Chapter 33 Myelodysplastic syndromes Chapter 34 Mature lymphoid neoplasms | LU 13 Myeloproliferative Assignment |                                   |
| 14 | 11/20-11/27 | Thanksgiving Week – Class on Monday only  |                                     | Exam 4- Chapters 26-34 Wednesday  |
| 15 | 11/27-12/4  | Review for final exam Practical Exam  |                                     | Exam 5 Practical Exam - Wednesday |
| 16 | Final Exam  |   |                                     |                                   |

**Subject to Change Disclaimer:**

The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency. The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.

Students should regularly check their student email and the announcements on Brightspace for changes in the class schedule.

**Course Grading Information:**  
**Grading Policy**

| Grade | Percentage Points |
|-------|-------------------|
| A     | 90-100%           |
| B     | 80-89%            |
| C     | 75-79%            |
| D     | 70-74%            |
| F     | 69% and below     |

Final grades are rounded. For example, if you achieve a final score of 79.5%, you will receive a B in the course. If you achieve a 79.4%, you will receive a C.

Any student earning a grade of less than 75% on an assignment/exam is required to schedule a conference time with the Program Director. The conference will be to identify potential solutions aimed at student success.

|                            | Breakdown   |
|----------------------------|-------------|
| Assignments/Labs           | 40%         |
| Examinations               | 45%         |
| Final Exam                 | 15%         |
| <b>Total Course Points</b> | <b>100%</b> |

Grades will be posted on Brightspace.

**Assignments**

Your assignment grade may include work such as quizzes, projects, worksheets, and/or homework. All assignments must be turned in Sunday by midnight or the student will receive a zero for the assignment.

**Lab Exercises**

Being competent in the laboratory is critical for the MLT. Therefore, it is crucial that each student be present and able to complete his/her lab assignments. Practical lab exams may be given to determine competency. Many lab exercises/assignments may not be available to makeup. All labs must be turned in Sunday by midnight or the student will receive a zero for the lab.

**Examinations**

There are **five** major examinations which may be comprehensive. No make-up exams are given. If you miss an exam, due to an excused absence, the grade you make on the final exam will be the grade also for the missed exam. Students may only have one make-up an exam with a doctor's note or proof of a death in the immediate family.

**ALL tests will be proctored.**

**Final Exam**

The Final Exam will be a comprehensive, testing your knowledge of the material for the entire course.

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### **Late Work, Attendance, and Make Up Work Policies:**

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Absence from 6 scheduled class days (excused or unexcused), will result in the student being withdrawn from the course. If the student's 6th absence is reached after the official drop date, the instructor may assign a W if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 6th absence after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing. Each absence (whether excused or unexcused) will count toward attendance requirements in each course.

**Make-up Work:** Students are responsible for all material presented or assigned in class and Lab. Students will be held accountable for such materials in the determination of course grades. If a student misses an **EXAM** or **LAB COMPETENCY**, the student **must** provide 1) proof of illness, 2) illness of a family member for whom the student is a caretaker (e.g., single parent) or death in the family, 3) religious holy day or 4) approved college activity and make up missed exam or Lab competency within one week following the Exam date or Lab Competency date. If a student fails to follow these instructions for making up an exam or Lab competency, the student will receive a zero (0%) for that exam or **UNSATISFACTORY** for the Lab competency.

**Note:** the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

**Students are expected to be in class, on time.** For security reasons, the doors to the classroom and Lab will be locked from the outside and the doors will remain locked after class starts. If the student cannot be in the classroom or Lab by the time class starts, the student will be able to come in during the scheduled break. If the student must leave the classroom or Lab for an emergency, the student will quietly pick up course materials and leave the classroom or Lab. Since the doors are locked from the outside, the student will not be able to come back into the class or Lab until the scheduled break. The students' cooperation is appreciated.

**Lab absences** – will be monitored the same as above. **Leaving early will also be counted as an absence.**

### **Student Absences on Religious Holy Days**

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

### **Dress Code**

The student classroom/laboratory is a level 2 biohazard lab. Therefore, students will be required to wear scrubs (preferably the MLT scrubs) and closed toe shoes to class and lab. We are representing our profession and our program. Please see the MLT Student Handbook for more information.

### **Plagiarism and Cheating**

Any reported incidents of plagiarism or cheating will be investigated and documented with proper disciplinary action taken as necessary including possible dismissal from the program. "Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

"Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### **Cellular Telephones, Personal Telephone Calls, and Electronic Devices**

Students may use laptop computers during lectures as directed by the instructor. Students are NOT to receive or place telephone calls or text messages during class, labs, or clinical hours. Cellular telephones and other electronic devices are to be turned off before entering the classroom, student laboratory, or the clinical site. Messages for students may be left with the Health Professions Executive Secretary (254-299-8568). Messages during an emergency will be delivered immediately to the student. Inappropriate use of any electronic device may result in disciplinary action.

### **[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.