McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Equine Clinical Management

VTHTL 2205

Dennis A. Clark DVM

NOTE: This is a 16-week course.

Course Description:

Survey of feeding, common management practices, and care of equines in a clinical setting. Review of common diseases of equines encountered in the practice of veterinary medicine. Semester Hours 2 (1 lec/3 lab).

Prerequisites and/or Corequisites:

Prerequisite: VTHT 1349, 1413, 2321.

Course Notes and Instructor Recommendations:

In order to fully understand and remember the material it is important for you to read the chapters before class and then to spend a certain amount of time reviewing the information each day. The more you review something the easier it is to learn and remember. You should plan on spending at the **minimum,** 2 hours of study for every hour of class/lab. This is a very fast paced class with a lot of information covered in a short period of time. **Do not wait until the day before the exam to try to learn everything.**

 **All notices and information related to this course will be posted on Brightspace and/or your MCC student email. Please check them regularly.

Instructor Information:

Instructor: Dennis A. Clark DVM
Office: Veterinary Technology, Room 125
 Hours: Monday 830hrs to 930hrs; Tuesday 1130hrs to 1250hrs; by appointment on Fridays
Lecture- Tuesday 1300-1355hrs
Lab- Tuesday 1400-1645hrs
Instructor Contacts:
   e-mail – **dclark@mclennan.edu**
   Office – (254) 299-8771
   Cell phone/text – (254) 715-3258

Appointments may be conducted in person, via Zoom, or by my office phone. All MCC's COVID-19 policies will be followed.
Other Instruction Information:
INSTRUCTOR NOTE:

I read my e-mail at least once a day during the week; however, if you send me an e-mail at 11 PM with a question you need answered before the class tomorrow, I likely will not read it before class. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me via e-mail. Instructors are not 24/7 call centers. Please plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

I normally respond to emails within 2 Business Days.

When you send an e-mail, ALWAYS begin the subject line with VTHT and your course number. If you respond to my e-mail, hit reply, in the subject line, be sure it states what it pertains to; such as VTHT 1105.75. **Please use complete sentences in your emails. I do not want to see: u, ur, b4, jw, etc.. In professional communications it's essential you do not communicate as you might when you text or message friends or family.** Spell out all words and use complete sentences. Be professional in your communications to your instructors.

For Example: Open the email with who it's address to:

Mrs. Allen, Ms. Shrawder, or Dr. Clark

Close the email professionally:

Use your first and last name. Example: Sue Allen

Instructor Note Regaring the Submission of Documents/Assisgments

Do not submit *.pages, *.numbers, or *.key files. These are Apple iWorks files and cannot be opened. If you submit Apple iWorks files and your work cannot be opened by the instructor, you will receive a zero for the assignment.

Do not submit *.odp, *.odt, or *.ods files. These are OpenOffice files and, when opened in Microsoft Office, will lose formatting and document properties. If you submit OpenOffice files and your document loses formatting when opened, you will lose any points associated with the formatting of the document for the assignment.

If you submit *.pdf files, your professor will be limited to how they can markup the document or assist with modifications to the document. PDF files are an acceptable submission format, but may limit the assistance that you can receive if corrections or revisions must be made.

Do not submit assignments in Google Docs, your instructors can't open these submissions and it will cause a delay in grading. You will be asked to resubmit the assignment as a Word document.

Required Text & Materials:
Title: Equine Manual for Veterinary Technicians
Author: Reeder, Miller, Wilfong, Leitch, and Zimmel
Edition: First
Publisher: Wiley - Blackwell
ISBN-13: 978-0-8138-2971-5

Title: Case Studies in Veterinary Technology

Author: Rockett and Christensen
Edition: First
Publisher: Rockett Publishing
ISBN: 9780615435053

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

Methods of Teaching and Learning:

1. Lectures and class discussion on material.

2. Weekly Assignments: There are assignments which are due every week and may include quizzes online or in-person, case studies, writing assignments, discussion boards, or any other assignment that I may decide to include. There are usually multiple assignments due during the week.

3. Lecture exams are objective in format, and may include multiple choice, true/false, matching, fill in the blank, labeling or short answer. Please know that I normally review each exam after the test, as Brightspace does not always identify correct "fill-in-the-blank" answers.

4. Final exam is comprehensive over the entire semester. The final exam will be in similar format as the lecture exams.

5. Assignments and exams will be through Brightspace for this course.

Course Objectives and/or Competencies:
The student will become knowledgeable in all parts of equine care and maintenance, equine anatomy and physiology, equine physical exam, common equine diseases and treatments, surgical assistance, equine anesthesia, and equine medical procedures.
Course Outline or Schedule:
Week 1: Introduction to class, breeds, and colors
Week 2: General horse management, horse handling, Physical Exam – Part 1
Week 3: Physical Exam – Part 2, Equine Nutrition
Week 4: Anatomy & physiology class
Week 5: Lab day - Anatomy & physiology and physical exam
Week 6: Equine Reproduction and foal care
Week 7: Stallion collection, Health Maintenance and Wellness – Part 1
Week 8: Health Maintenance and Wellness – Part 2
Week 9: Dentistry, lameness exam, pre-purchase exam
Week 10: Lab day – Diagnostic imaging, lameness exam, endoscopy, dentistry
Week 11: Equine Surgical Assistance and Anesthesia class
Week 12: Lab day - Equine Surgical Assistance and Anesthesia

Week 13: Common Equine Emergencies, Diseases and Nursing Care
Week 14: Equine pharmacology (Review if time allows)
Week 15: Lab day - Equine Clinical Procedures
Week 16: Final Exam

This is a general outline of the lecture/lab schedule and may change at any time at the instructor's discretion.

Course Grading Information:

A. **LECTURE EXAMS.** Lecture exams are objective in format, i.e., multiple choice, true/false, matching, fill-in-the-blank and short answer. The unit exams will be worth 100 points. The exams may contain questions from the class assignments, quizzes or word-of-the-day. Any grading errors must be reported to the instructor no later than the end of the week following the exam. The final exam will be worth 200 points and will be **comprehensive over the entire course**.

B. **FINAL EXAM**. **A comprehensive exam, covering information from the entire course, will be given.** This exam will be worth 200 points and administered during finals week. This exam will be objective in format (MC, T/F, etc).

C. **LABORATORY PARTICIPATION – Attendance and participation in lab is MANDATORY.** A grade will be assigned at the end of the semester; the grade will may range from 0 – 100 based on attendance and participation and will count as one test grade.

D. **WEEKLY QUIZZES:** Quizzes will cover the reading for that week and will be on Brightspace. The quizzes will be available from the Monday at 0700hrs until Sunday at 2359hrs. You will have two attempts to take the quiz. There is no make up for missed quizzes. Each quiz is worth 10 points. There will be 10 quizzes in this class. The instructor may use pop-quizzes at any time as a way to measure learning and to take attendance. All pop-quizzes will be worth 10 points.

E. **CLASS ASSIGNMENT – ESSAY:** A paper is required to be completed and turned in by Tuesday November 15th. This paper should discuss health maintenance of the horse, including anthelmentics, vaccination, nutrition and environment. This paper is worth 200 points of your total grade. This paper must be typed and turned in electronically. Handwritten papers will not be accepted. Computers are available for use in the Vet Tech Library room and in the Main Campus Library. Include a Works Cited page in your paper that includes at least three (3) sources. Only one (1) source can be in a digital format (website, email, television, video, etc). The other two (2) sources needs to come from a journal, book or other printed material. For more information on how to document your sources in MLA style, go to this website:

http://www.english.uiuc.edu/cws/wworkshop/writer_resources/citation_styles/mla/mla.htm#authors.

APA style will also be accepted.

GRADE DETERMINATION

A. Exams and lab participation: 400 points
   Final Exam: 200 points
   Quizzes: 100 points
   Class Assignment: 200 points
B. Taking the total points earned in lecture and lab and dividing this by the total possible number of points will determine your final grade.
   For example:
      Lecture Exam Grades and Lab Participation: 74, 68, 81, 100 = 323.
      Final Exam: 180
      Quizzes: 93
      Class Assignment grade: 190
      Course Grade = 323 + 180 + 93 + 190= 786/900 (Total points possible from all
   four categories) = B

B. **Final grades are based on:**
      900 to 828 = A
      827.9 to 765 = B
      764.9 to 675 = C
      674.9 to 630 = D
      629.9 and below = F

C. You must pass this course with a minimum of a 675 points (75 %). Failure to achieve a minimum of a 675 points will result in dismissal from the Veterinary Technology Program.

Late Work, Attendance, and Make Up Work Policies:
As stated in the Student attendance policy: Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) the observance of a religious holy day, or (5) active duty in the National Guard or Reserves. Also, 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. If the student misses an exam he/she will be allowed to make up the missed exam ONLY IF the absence is caused by one of the 4 causes listed above. Personal illnesses will require a doctor's note before you can make up any missed exams or work. Make up exams and assignments may be Essay in nature and mat be taken at the MCC Testing Center. **Missed labs will be made up by scheduling time outside of class with the instructors. LABORATORY EXAMS CANNOT BE MADE UP UNDER ANY CIRCUMSTANCES.**

Late Assignments: will have a (5) point deduction taken per late assignment, unless it is for one of the permitted absences noted above.

There will be NO retakes for failed exams.

<u>Student Behavioral Expectations or Conduct Policy:</u>
Students are to conduct themselves while attending classes according to the conduct policies set forth in the MCC Veterinary Technology Student Handbook that has been provided to you, as well as those set forth in the General Conduct Policy in the Highlander Guide.

"Students are expected to maintain classroom behavior that includes respect for other students and the instructor, regular attendance, being on time for class, and an attitude that seeks to take full advantage of the educational opportunity."

This course is taught on the basis of mutual respect. I respect your desire to learn the material and will do my best to present it in a way to facilitate learning. You are expected to respect the classroom environment, your fellow students and instructor. Behavior and attire are to be professional at all times.

CODE OF STUDENT CONDUCT FOR VETERINARY TECHNOLOGY:

To ensure the greatest possible learning experience and to respect the student's desire to learn as well as the instructor's goal to instruct, we have adopted a code of conduct to direct the Veterinary Technology program at McLennan Community College. This code of conduct is not intended to supersede the general conduct policies of the college but rather to augment the general conduct policy and apply it as it pertains to the Veterinary Technology program.

1. **All cell phones and pagers WILL be turned off or silenced during class, labs and field trips**. If you leave the room to answer a cell phone for any reason other than an emergency you will not be allowed to reenter the classroom.
2. It is expected that the students will be on time to all lectures, labs and field trips and if the student arrives late he or she will enter the room as quietly and unobtrusively as possible.
3. It is expected that the student attend every class, lab and/or field trip.
4. The program encourages students to work together and to discuss academic material. Talking among yourselves during lecture or labs or otherwise disturbing the class will not be tolerated.
5. It is expected that the student will dress in a professional manner when in class and labs, on field trips or other functions while representing the Veterinary Technology program and MCC. The professional dress code is addressed in the section below entitled, "Student Uniforms".
6. **Cheating will not be tolerated in this program**. This includes copying answers from another student's paper, storing/sharing information on cell phones, PDA's, or calculators, turning in work that is not your own, or copying material from another source without appropriate credit given to the original author. If <u>suspected</u>, a grade of "0" will be given on the first occurrence. The second occurrence will lead to an "F" for the course

in which the cheating occurred, resulting in immediate dismissal from the program. If cheating is <u>proven</u>, an "F" will be given for the course, and the student will be immediately dismissed from the program.

7. Needles, syringes, and other veterinary drugs or supplies will be used in the instruction of veterinary procedures while at Highlander Ranch and are not for personal use or to be removed from the premises.

8. MCC is a smoke-free, tobacco-free, and vape-free environment effective January 1, 2020. The policy can be located at http://www.mclennan.edu/employees/policy-manual/docs/E-XXIII.pdf. For the purpose of this policy, the term "tobacco and vaping products" includes cigarettes, chew, vape pens, e-cigarettes, cigars, and any other form of tobacco or vaping.

9. All animals will be handled in a humane and caring manner and the amount of restraint used to control the animal will only be used to the extent necessary to perform the procedure or to protect the student or animal.

<u>MCC Veterinary Technology Dress Code Policy:</u>

STUDENT UNIFORMS/DRESS CODE while attending face to face class, labs or MCC related events:

The type of scrubs and lab coats worn by veterinary technicians in veterinary clinics is required in laboratory classes starting with the first semester in the first year of training. Student's dress and appearance at all times will be expected to reflect the dress worn when the student becomes employed as a veterinary technician. Scrub tops and jeans are acceptable in some courses. If jeans are worn, they must NOT have any holes/tears/rips in them, and be clean. You are required to have at least one set of MCC Veterinary Technology scrubs to wear as directed by your instructors for labs, field trips and special occasions. These are available at the MCC Bookstore. Otherwise, scrubs of various prints and colors may be worn to lecture and laboratory sessions as long as the scrubs are in good condition, fit well, and are clean, not wrinkled, and in good taste. Full scrubs, close toed shoes, and full surgical attire must be worn during all surgery laboratories. Coveralls may be worn when working around large animals or appropriate clothing as determined by instructor's class syllabi. Lab coats may be required in labs that involved handling blood, fecal material or urine. Lab coats that have the MCC Vet Tech logo are available at the program for use-they are to remain in the building and laundered here. Coveralls are available at most retail clothing stores and are similar to the Dickies brand coveralls. Closed-toe, non-slip shoes, such as boots or tennis shoes, must be worn at all times during all lectures, labs and field trips. It is strongly advisable to wear boots when handling large animals to minimize foot injuries. Mud boots are beneficial to have during inclement/wet weather.

1. Visible tattoos and body jewelry (other than earrings confined to the ear lobes-1 per ear) **may** be required to be covered up or removed, respectively, when in lecture or laboratory sessions while at the veterinary technology facility, during your practicum, or while participating in program or college related activities. Gauged ears will require a plug in each while in any/all program classes, field trips or public events.

2. No loose jewelry or loose fitting clothing (such as bracelets, scarves) are allowed in any lab or during kennel duty due to safety concerns.
3. Disruptive hair styles are discouraged. Acceptable hair colors fall under the normal range of natural color.

Instructors may have specific requirements, as outlined in the syllabus for the course.

Personal Grooming Guidelines:

1. Professional appearance when in clinical settings.

2. Good personal hygiene is required.

3. All clothing should be clean and free from wrinkles, stains, ragged hems. Hems and pants should be at least ½" from the floor.

4. Hair should be well groomed and pulled out of face and off shoulders in the laboratory courses.

5. Male students should be freshly shaven or have well-groomed beards, mustaches, and sideburns.

6. Fingernails are to be kept at a length and shape consistent with patient and personal safety, approximately 1/4 inch in length. NO artificial nails are allowed.

7. The use of safety goggles or other eye protection may be required in the laboratory classes. The wearing of exam gloves when handling laboratory specimens, including anatomical specimens, blood, urine and feces, is required at all times.

You must wear closed-toe non-slip shoes at all times for lecture, lab and kennel duty. No sandals, flip-flops, Crocs, etc. are to be worn. Steel toed boots are strongly discouraged.

Students may wear the following to lecture class:
Preferred dress for all vet tech classes:
    Scrub top
    Scrub pants or jeans

Jeans (clean with no holes, no rips and no tears)
Scrub pants
Dress slacks
Scrub top
MCC Vet Tech Polo shirt or polo shirt, or other shirts deemed appropriate.

The following is prohibited and will result in being dismissed from class for the day, being marked as absence, and a grade of 0 (F) for the day:
Open toed shoes
Shorts
Capri Pants
Leggings
Short skirt or kilt
T- Shirt (MCC shirts may be considered)
Tank tops
Sleeveless shirt
No spaghetti strap or cami-style tops
Facial Piercings: one (1) earring allowed in each ear. More than 1 earring per ear, lip/nose/tongue or other piercings with jewelry is discouraged and may be required to be removed while at the program or participating in program or college related activites.
Any distractive/suggestive clothing, piercing, or body art is prohibited.

PHOTOGRAPH & SOCIAL MEDIA POLICY

No pictures maybe taken during this class of other people including instructors and students, patients, exams, tests, homework, or instructional models without the express written consent of the instructor(s) of this class. **Any sharing of photographs of this class on ANY social media sites is strictly forbidden.** No statements that would be considered inflammatory or derogatory towards another student, instructor, or client will not be allowed on social media. **VIOLATION OF THIS POLICY WILL RESULT IN AUTOMATIC FAILURE OF THIS CLASS.**

Professional Expectations

1. All students will dress per Veterinary Technology Professional Dress Code. This is in both the Veterinary Technology Handbook and your syllabus.

2. There will be no profane or vulgar language used at MCC Veterinary Technology. This includes outside of the classroom, during kennel duty, or on field trips.

3. Students will be on time. Tardiness is unacceptable. This includes class, field trips, and kennel duty.

4. Students will be polite and courteous to the public, other students, MCC staff, and MCC faculty.

5. The social media policy for MCC Veterinary Technology will be **strictly** adhered to by all students.

6. There will be no abusive behavior (physical or verbal) towards people, animals, cadavers, supplies, or equipment.

7. All veterinarians will be addressed as Doctor with their last name used:

Example – I am Dr. Clark

All technicians will be addressed as Mr., Ms., or Mrs.

Example – Mrs. Allen

8. Students will clean all laboratory areas at the end of class and will not leave until all lab space, surfaces, equipment, and supplies are properly cleaned, disposed of, or put back in proper working order.

9. Any cheating, stealing, or dishonesty can and will result in dismissal from the program.

10. Students will have all kennel duties, assignments, and other assigned tasks completed on time.

<u>The Veterinary Technician's Oath</u>

"I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and promoting public health.
I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning."

Click Here for the MCC Attendance/Absences Policy
(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.

TARDY POLICY

In order to ensure that students arrive on time for class, the classroom instructor will be locking the classroom door **10 minutes** after the start of class. If a student arrives late and the door is locked, please know that the student will NOT be allowed in the classroom and will be counted absent for that class period. If a student leaves the classroom during the class (for anything other than an emergency)-such as becoming ill, or specific phone calls-for example a sick child, doctor's office, etc.-they will NOT be allowed to return to the classroom. Personal needs need to be taken care of between classes.

For classes (either lecture or labs), that last more than the approximate 50-minute period, a tardy student may be allowed into that class when the class takes a scheduled break or at the instructor's discretion if scheduled breaks are not practical.
This policy is to help diminish disruption of the class, and to help ensure student safety while in the classroom.

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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.

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

MCC Academic Integrity Statement:
Go to 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.

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 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)
- 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)

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.

<u>**Disclaimer:**</u>
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.