

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Federal Government**

**Fed Govt 2305 010**

**Professor Andria Ramon**

**NOTE: This is a 16-week, Face to Face course.**

**Course Description:**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

**Prerequisites and/or Corequisites:**

Prerequisite: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 lecture).

To supplement the concepts learned in the course, additional material will be placed on Brightspace. Please ensure to access your Brightspace daily for any assignment or supplemental readings posted. All students have access to the Internet on campus.

Furthermore, it is very important that the student stay abreast of current events through the media particularly the daily paper and the Internet. This will facilitate the student's ability to relate instructed material to current events.

If students are absent, they are responsible for obtaining the missed material. The professor is not responsible for the student's missed material.

Finally, it is required that the student come prepared to class which involves outside class preparation. As a recommendation, for each 1 hour in class, it is recommended that the student arrange 2 – 3 hours of outside preparation time. With a 3-hour course, students should dedicate at least 6 hours a week to course related work. During that time, students should read the required material, complete assignments, prepare reviews, explore current events, meet with the professor for any questions or concerns, and whatever else the student needs in order to be thoroughly equipped and successful in the course.

**Trouble with Course Material:**

Contact your Instructor. information can be found in the Instructor Information section of the Instructor Plan.

### **Technical Support:**

For any technical issues, Brightspace issues, or computer concerns, students may contact MCC Technical Support Found at <http://www.mclennan.edu/tech-support/>

### **Instructor Information:**

Instructor Name: Professor Andria Ramon

Office Phone Number: 254-299-8906

Office Location: MAC room 315

Email – [aramon@mclennan.edu](mailto:aramon@mclennan.edu)

### **Office/Teacher Conference Hours:**

**Office Hours:** My office hours are both face to face and virtual via Zoom.

**Face to Face:** Monday & Wednesday - 0935 am to 11:00 am. Also, 12:30 – 1:00 pm

Tuesday & Thursday 12:30pm to 1:30 pm

Friday – by appointment only

**Virtual:** If students are unable to meet with faculty at the above designated times, a Zoom meeting can be scheduled.

One of the best ways to take full advantage of learning in my course is by coming to my office hours. I look forward to guiding you in your academic pursuits. Take advantage of the hours listed above and message me for an appointment.

Although I am in my office during office hours to make certain of availability please contact me in advance to schedule your conference. This assures that your time will be exclusive and uninterrupted.

Students may contact me via email for a scheduled meeting.

**Required Text & Materials:**

Title: *American Government: Institutions & Policies*

Author: Wilson, James Q.; et al.

Edition: 17<sup>th</sup> Edition - Enhanced

Publisher: Cengage

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

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who miss 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

**Methods of Teaching and Learning:**

The method of instruction and teaching for this course will be a combination of both lecture and discussion. Students will be expected to be prepared for class with all readings and activities completed prior to class, quizzes completed, and items submitted on the due dates. There will be a total of four proctored exams, including the final exam, and 5 chapter quizzes with the lowest 2 quizzes dropped from consideration.

**Course Objectives and/or Competencies:**

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of the federal government. Courses

involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

- **Critical Thinking Skills (CT):** “to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.”
- **Communication Skills (COMM):** “to include effective development, interpretation and expression of ideas through written, oral and visual communication.”
- **Social Responsibility (SR):** “to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.”
- **Personal Responsibility (PR):** “to include the ability to connect choices, actions and consequences to ethical decision-making.”

### **Learning Outcomes**

**Upon successful completion of this course, students will:**

1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in both theory and practice.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
6. Analyze the election process.
7. Describe the rights and responsibilities of citizens
8. Analyze issues and policies in U.S. politics.

### **Course Requirements:**

#### **Readings:**

Other than the required chapter readings, several readings are located on the course Brightspace and will be required for the course. Test questions may stem from the readings. Additional readings may be posted on Brightspace and added to the syllabus. Exam questions will come from the readings.

- #1 Aristotle. “Chapters 3” and “Chapters 9”. Politics. Found – on Federal Government Brightspace.
- #2 Locke, John. “Second Treatise of Government: Chapters II – XIX.” 1690.
- #3 Diamond, Martin. “Framing the More Perfect Union” in The Founding of the Democratic Republic. Cengage. 1981. Pp. 22 – 45. Found: On the Federal Government Brightspace
- #4 “Federalist #39”, James Madison
- #5 “Federalist #45”, James Madison.
- #6 *McCulluch v Maryland*
- #7 *Gibbons v Ogden*
- #8 *National Labor Relations Board v. Jones & Laughlin Steel Corporation*
- #9 *Wickard v Filburn*
- #10 *US v Lopez*
- #11 “Federalist #8” Alexander Hamilton
- #12 “Federalist #10”, James Madison.
- #13 “Federalist #51”, James Madison.
- #14 “Federalist #70”, Alexander Hamilton
- #15 *United States v Curtiss Wright*
- #16 *Youngstown Sheet & Tube v Sawyer*
- #17 “Federalist #78”, Alexander Hamilton.

#18 *Marbury v Madison*

**Assignments**

**Additional Assignment details and instructions will be posted on Brightspace**

Basic Assignment Requirements:

Two assignments are mandatory during the semester each worth 50 points for a total of 100 points.

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**Key Points on the Assignment (other details are provided on Brightspace and must be followed):**

- Each Assignment must be submitted on the due date via Brightspace under the Assignment tab. **Assignments cannot be submitted late.**
- All assignments are located on the course Brightspace under the Assignment tab.
- For all assignments, any use of undocumented sources is an automatic zero.
- MLA parenthetical citation (Citation within the Assignment) and a MLA Works Cited page are required. If not provided, the student will earn zero points for the assignment grade.
- If students need assistance with their assignment, consult with the professor first.
- Any sign of plagiarism will be an automatic zero for the paper. Any non-citation of words, ideas, or concepts is considered plagiarism. These incidences will cause the student to receive a zero for the assignment.
- Do not copy other student's material or assignments. This action falls under the plagiarism definition, and the assignment will receive a zero.
- Students are required to write their own assignments and not allowed to have others write the assignment for them. This action is plagiarism and will result in a zero.

- No wikis such as Ballotpedia, Wikipedia or Congresspedia are allowed. A zero will be received.
- Do not quote the entire paper or large sections of the paper. A zero will be received.
- Any plagiarism is grounds for a zero on the assignment, and students will be reported to the MCC Academic Integrity Council. A second cheating or plagiarism event will result in the student failing the course.
- Failure to complete these assignments will not allow the student to make an A in the course.

### **Chapter/ Reading Quizzes:**

Six chapter/reading quizzes will be administered on Brightspace or in class with the lowest grade dropped (or dropped for technical concerns, absences, non-completion). Each quiz is worth 20 points, may only be completed twice, and requires a due date and time limitation. The highest quiz grade will be the recorded grade. Technical difficulties or missed quizzes will limit the number of opportunities to take the quiz. In addition, the quiz questions are taken from a larger pool of questions. Each quiz attempt may introduce previous questions or new questions. Nonetheless, taking the quizzes twice should increase the students overall quiz performance, chapter material retention, and concept comprehension.

- The quizzes are based upon the Jones chapters or specified readings.
- The quiz times are administered based on CST (central standard time).
- Any notice of student's sharing quiz questions or quiz answers will be considered Plagiarism/Cheating. The student will receive an automatic zero and reported to the Integrity Committee. After a second noted plagiarism attempt, the student will be removed from the course and will automatically fail the course.
- If ADA accommodations are necessary, please contact me as soon as possible.
- More details and instructions will be posted on Brightspace



**Exams:**

Three exams, which includes the final exam, are required. Each exam is both objective and subjective. Each exam will cover lectures, readings, chapter readings, and other items discussed in class. All exams may include short answer questions, essay questions, multiple choice, and true/false questions.

If a student cheats, then the student will receive a zero for the exam and be reported to the MCC Academic Integrity Council. If a second cheating attempt or plagiarism is noted, then the student will fail the course.

**Exam 1** Chapter 1 – Introduction to American Democracy, Chapter 2 Constitution, Chapter 3 – Federalism, assignment, lectures, and readings

**Exam 2** Chapter 9 Congress, Chapter 10 The Presidency, Chapter 16 – The Judiciary, readings, lecture, and class discussions.

**Exam 3** Chapter 5 – Civil Liberties, Chapter 8 – Political Participation, Chapter 10 – Elections & Campaigns, Semester Review questions, lectures, and readings

**Grades (Points)**

Quizzes – 20 points each x 5 100 points

Exams – 100 points each x 3 +300 points

Assignments – 50 points each x 2 +100 points

Total points = 500 points

**At the end of the semester the point range will break down as follows:**

90% of 500 points = 500 – 450 points = A

80% of 500 points = 449 – 400 points = B

70% of 500 points = 399 – 350 points = C

60% of 500 points = 349 – 300 points = D

299 points and below = F

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

A daily roll will be checked and attendance is a must. Regular punctual attendance is required for 75% of all classes. Absence from 25 percent of scheduled lecture will be taken as evidence that a student does not intend to complete the course. Students, whether present or absent, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.

Absences will include leaving class early or coming to class more than 5 minutes late.

### **Missed Activities:**

#### **Quizzes:**

The lowest quiz grade will be dropped. The quiz dropped may also include quizzes missed due to absences, quizzes missed due to technical concerns, and quizzes missed due to school activities. No make-up quizzes will be provided.

#### **Assignments:**

Assignments cannot be submitted late.

#### **Late exams:**

With a physician's note or with a valid MCC Institutional absence, you may take a make-up exam. Without a physician's note or Institutional Excused Absence, 20 points will be deducted from the original test grade no matter what the reason. (The point is to take the exam when administered or suffer a penalty). The missed exam

will be taken immediately upon returning to class with or without an excuse. Final exams MAY NOT be taken late.

With permission and valid reason, students may take an exam early if needed excluding the final.

[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.

### Fed Govt 2305 010 FALL 2023 Calendar

Week	Lesson	Preparation/Items Due
Week 1 Beginning August (Aug) 21 <sup>st</sup>	Introduction Chapter 1 - Reading: The Study of American Government	<b>Read- Chapter 1 in textbook</b>
Week 2 Beginning August (Aug) 28 <sup>th</sup>	Political Philosophy	<b>Reading</b> – Aristotle. “Chapters 3” and “Chapters 9”. Politics <b>Reading</b> - Locke, John. “Second Treatise of Government: Chapters II – XIX.” 1690
Week 3 Beginning September (Sept) 5 <sup>th</sup>  Monday, Sept 4 <sup>th</sup> Labor Day Holiday	The Constitution	<b>Read</b> – Chapter 2 <b>Reading</b> - Diamond, Martin. “Framing the More Perfect Union”

Week 4 Beginning Sept 11 <sup>th</sup>	The Constitution	<b>Read – Chapter 2</b> <b>Reading</b> - Diamond, Martin. “Framing the More Perfect Union” <b>Quiz #1</b> – Chapter 2 AND “Framing the More Perfect Union” (BOTH) due Sunday, Sept 9 <sup>th</sup> , before 11:55 pm
Week 5 Beginning Sept 18 <sup>th</sup>	Federalism	<b>Read</b> - Chapter 3 <b>Reading</b> - Federalist #39 <b>Reading</b> – Federalist #45 <b>Reading</b> - McColluch v Maryland <b>Quiz #2</b> – Chapter 3 Quiz due Sunday, Sept 17 <sup>th</sup> , before 11:55 pm
Week 6 Beginning Sept 25 <sup>th</sup>	Federalism	<b>Reading</b> - Gibbons v Ogden <b>Reading</b> - National Labor Relations Board v. Jones & Laughlin Steel Corporation <b>Reading</b> - Wickard v Filburn <b>Reading</b> - US v Lopez <b>Assignment #1 due</b> Sunday, Sept 24 <sup>th</sup> , before 11:55 pm
Week 7 Beginning October (Oct) 2 <sup>nd</sup>	Exam #1 Congress	<b>Exam #1 – Monday, Oct 2<sup>nd</sup></b> <b>Read</b> - Chapter 7
Week 8 Beginning Oct 9 <sup>th</sup>	Congress	<b>Read</b> – Chapter 13

		<p><b>Reading – “Federalist #8”</b></p> <p><b>Reading</b> - “Federalist #10”, James Madison.</p> <p><b>Reading</b> - “Federalist #51”, James Madison.</p> <p><b>Quiz #3</b> – Chapter 13 AND Federalist #8 due Sunday, Oct 8<sup>th</sup>, before 11:55 pm</p>
Week 9 Beginning Oct 16 <sup>th</sup>	The Presidency	<p><b>Reading</b> - “Federalist #70”, Alexander Hamilton</p> <p><b>Read</b> – Chapter 14</p>
Week 10 Beginning Oct 23 <sup>rd</sup>	The Presidency	<p><b>Reading</b> - <i>United States v Curtiss Wright</i></p> <p><b>Reading</b> - <i>Youngstown Sheet &amp; Tube v Sawyer</i></p> <p><b>Quiz #4</b> – Chapter 14 and Federalist #70 (BOTH) due Sunday, Oct 22<sup>nd</sup>, before 11:55 pm</p>
Week 11 Beginning Oct 30 <sup>th</sup>	The Judiciary	<p><b>Read</b> – Chapter 16</p> <p><b>Reading</b> - Federalist #78</p> <p><b>Reading</b> - <i>Marbury v Madison</i></p>
Week 12 Beginning November (Nov) 6 <sup>th</sup>	Exam #2	Exam #2 – Nov 6 <sup>th</sup>

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Week 13 Beginning Nov 13 <sup>th</sup>	Civil Liberty	<b>Read</b> Chapter 5 <b>Quiz #5</b> – Chapter 5 due Sunday, Nov 12 <sup>th</sup> , before 11:55 pm
Week 14 Beginning Nov 20 <sup>th</sup>	Political Participation	<b>Read</b> – Chapter 8 <b>Assignment #2</b> – Due Sunday, Nov 19 <sup>th</sup> , before 11:55 pm
Week 15 Beginning Nov 27 <sup>th</sup>	Elections & Campaigns	<b>Read</b> – Chapter 10 <b>Quiz #6</b> – Chapter 10 due Sunday, Nov 26 <sup>th</sup> , before 11:55 pm
Week 16 – Final Exams	Final Exam	<b>Final Exam (Exam #3)</b> Monday, Dec. 4 <sup>th</sup> 11:00 a.m. – 1:00 p.m.

\* Chapter readings stem from, *American Government: Institutions & Policies*, the main textbook for the class. Please see Brightspace for a full schedule and readings. The instructor reserves the right to change the course schedule. Students will be notified in case of a change via Brightspace.

### Fall 2023 Important Dates

	Fall 2023		
	16-Week	1st 8-Week	2nd 8-Week
Registration Begins	April 3 - 7:00 a.m.		
Start Date	August 21	August 21	October 16
Class Changes-Late Registration	August 21-24 (12 p.m.)	August 21-24 (12 p.m.)	October 16-19 (12 p.m.)
Student Drop (Absences/Never Attended)	September 5	August 27	October 22
Census Date	September 6	August 28	October 23
Roster Certification Date	September 8	August 30	October 25
60% Date	October 23	September 21	November 14
Student Initiated Withdrawal Deadline	October 23	September 21	November 14
Last Class Day	December 1	October 4-MW	December 4-MW
		October 5 -TTH	November 30-TTH
Final Exams	December 4-7	October 9-MW	December 6-MW
		October 10 -TTH	December 5-TTH
End Date	December 8	October 11	December 8
Graduate Grades Due by 12 p.m.	December 6	N/A	December 6
All Other Grades Due by 12 p.m.	December 8	October 11	December 8
Commencement	December 12 - 7:30 p.m. Waco Convention Center		

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Updated 07/18/2023



## **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) 2542998122 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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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/studentemail](http://www.mclennan.edu/studentemail).

**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](#)
- [Email Setup for Androids](#)

**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.