COURSE SYLLABUS

AND

INSTRUCTOR PLAN

CODING/CLASSIFICAITON SYSTEMS

HITT- 1441 – O080

DEBORAH WILLIAMS

NOTE: This is a 16-week course.
NOTE: This is an Online course.

CODING AND CLASSIFICATION SYSTEMS

1441.O080

Course Description:
Introduces fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

Prerequisites and/or Corequisites:
Corequisites: HITT 1205, HITT 1301, and BIOL 2401 or BIOL 2404

Course Notes and Instructor Recommendations:
- **Success in this course** requires a commitment from the student to **reading** and **following** directions, specifically **due dates.** Online courses require students to spend a great amount of time reading, studying, reviewing materials, and researching. To be successful, be prepared to dedicate the time necessary and accommodate your schedule accordingly.
- Students are expected to adhere to the posted deadlines for completing all work weekly. The deadlines are **not** optional.
- Students will need the textbooks and materials required for this online course. These are the primary sources of information. However, read the posted power-points and watch the videos, as they will provide additional information and will help prepare you to be successful in this course.
- Since this is an online course, all communication will be delivered via Brightspace and student email. It is **required** that you check your student email and Brightspace on a **daily** basis. Access to your student email can be set up through this link: www.mclennan.edu/student-email/.
- Any student found to be **cheating** will receive an automatic **zero** if cheating is evident. A **second** offense will result in automatic **failure** of the class and program. Cheating is not tolerated.
- If you feel that you may have a technical problem or if your computer crashes, you are **still expected** to turn your work in by the posted due date. Have an alternate location available in case this happens. One alternate location to be considered is MCC's library, which provides computers for student use.

Instructor Information:

Instructor Name: **Deborah Williams**

MCC E-mail: **dmwilliams@mclennan.edu**

Office Phone Number: **254-299-8973**

Office Location: **BTB 225**

Office/Teacher Conference Hours:

Monday: 9:00 a.m. – 12:00 p.m. (zoom)
Tuesday: 10:00 a.m. – 12:30 p.m. (zoom)
Wednesday: 9:00 a.m. – 11:00 a.m. (zoom)
Friday: 9:00 a.m. – 11:00 a.m. (on campus)
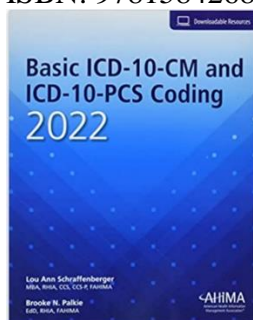
Required Text & Materials:

Title: Basic ICD-10-CM and ICD-10-PCS Coding, 2022
Author: Lou Ann Schraffenberger
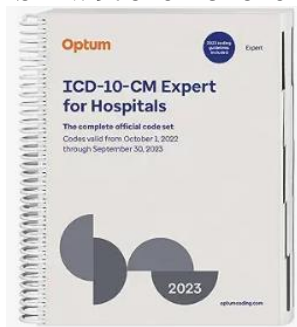Edition: 2022
Publisher: AHIMA
ISBN: 9781584268390

Title: ICD-10-CM Expert for Hospitals Spiral, 2023
Author: Optum
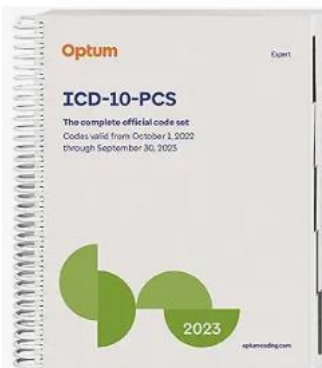Edition: 2023
Publisher: Optum
ISBN: 9781622548262

Title: ICD-10-PCS Expert Spiral, 2023
Author: Optum
Edition: 2023
Publisher: Optum
ISBN: 9781622548385

1. **Microsoft Word, Microsoft Excel, and Adobe Reader.**
2. **Computer with reliable internet connectivity.**
3. **WEBCAM**

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

Methods of Teaching and Learning:
Students will participate in discussions, coding assignments, exams, web meetings, midterm exam and a final exam.

Course Objectives and/or Competencies:

1. Apply nomenclatures and classification systems and assign codes (C03, C05, C07, C08, F01, F05, F09)

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) has approved AHIMA entry-level competency tasks for health information technicians. The objectives of this course relate specifically to those tasks listed below.

Domain I. Data Structure, Content, and Informaiton Governance
5. Explain the use of classification systems, clinical vocabularies, and nomenclatures (2)
Domain IV. Revenue Cycle Management

1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines (3)
1. RM Determine diagnosis and procedure codes and groupings according to offician guidelines (5)

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.

To be counted as attending BEFORE the census date, a student <u>must complete and submit</u> at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have "attended" and will not be withdrawn. <u>If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.</u>

<mark>With regards to the above policy, one "Unit" equates to one "Module".</mark>

Course Outline or Schedule:

This schedule is tentative and subject to change. Students will be notified via Brightspace or student email of changes.

Unit 01 Due Date: 08/29/2023 Orientation; Introduction to Coding		
Overview:	Learning Objectives:	Assignments:

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▪ Introduce yourself and get acquainted with your instructor and classmates ▪ Review the Syllabus and tentative Schedule ▪ Review the history of medical coding	▪ After reviewing the Syllabus, explain what is expected of you as a student in this course ▪ Summarize the history of medical coding ▪ Differentiate between classification systems	**Reading** ▪ Syllabus ▪ Introduction to Coding **Watch** ▪ Orientation Video **Discussion** ▪ Unit 01 Discussion **Homework** ▪ Orientation Assignment ▪ Intro to Coding Assignment
Unit 02 Due Date: 09/5/2023 Chapter 1		
Overview:	Learning Objectives:	Assignments:
▪ Summarize the characteristics of the ICD-10-CM classification system ▪ Identify and define the chapters and subchapters used in ICD-10-CM ▪ Explain the format of the Alphabetic Index to Diseases in ICD-10-CM	▪ Demonstrate an understanding of the use of the cross-reference terms and instructional notes used in ICD-10-CM ▪ List the basic steps in ICD-10-CM coding ▪ Assign diagnosis codes using the Alphabetic Index and Tabular List	**Reading** ▪ Chapter 1 **Watch** ▪ Chapter 1 Lecture Videos **Discussion** ▪ Unit 02 Discussion **Homework** ▪ Ch 1 Coding Assignment 1 ▪ Ch 1 Coding Assignment 2 ▪ Ch 1 Coding Assignment 3 ▪ Ch 1 Review **Quiz** ▪ Unit 02 Quiz
Unit 03 Due Date: 09/12/2023 Chapter 2		
Overview:	Learning Objectives:	Assignments:
▪ Review and describe the characteristics of ICD-10-PCS ▪ Express how a code is constructed using the Index and Tables ▪ List the 16 sections in the Medical and	▪ Apply the concept of the root operations used in ICD-10-PCS ▪ Demonstrate how to code multiple procedures	**Reading** ▪ Chapter 2 **Watch** ▪ Chapter 2 Lecture Videos **Discussion** ▪ Unit 03 Discussion **Homework** ▪ Ch 2 Coding Assignment 1

Surgical and Medical and Surgical-related section of codes	▪ Assign procedure codes using the ICD-10-PCS system	▪ Ch 2 Coding Assignment 2 ▪ Ch 2 Coding Assignment 3 ▪ Ch 2 Review **Quiz** ▪ Unit 03 Quiz

Unit 04 Due Date: 09/19/2023 Chapters 4-5; EXAM 1		
Overview:	Learning Objectives:	Assignments:
▪ Coding of communicable, infectious, and parasitic diseases ▪ Coding of all types of neoplasms ▪ Differentiating between HIV infection, disease, and AIDS for coding purposes ▪ Determination of the primary and secondary site(s) of malignant neoplasms ▪ ICD-10-PCS coding	▪ Describe the organization of the conditions and codes included in ICD-10-CM Chapters 1-2 ▪ Apply the chapter specific coding guidelines for ICD-10-CM Chapters 1-2 ▪ Assign diagnosis and procedures codes related to conditions and treatments for ICD-10-CM Chapters 1-2	**Reading** ▪ Chapters 4-5 **Watch** ▪ Chapters 4-5 Lecture Videos **Discussion** ▪ Unit 04 Discussion **Homework** ▪ Ch 4 Coding Assignment 1 ▪ Ch 4 Coding Assignment 2 ▪ Ch 4 Review ▪ Ch 5 Coding Assignment 1 ▪ Ch 5 Coding Assignment 2 ▪ Ch 5 Review **Quiz** ▪ Unit 04 Quiz **EXAM 1**

Unit 05 Due Date: 09/26/2023 Chapter 15		
Overview:	Learning Objectives:	Assignments:
▪ Common conditions and procedures of the skin and subcutaneous tissue ▪ Coding of diseases and disorders skin and subcutaneous tissue ▪ ICD-10-PCS coding	▪ Describe the organization of the conditions and codes included in ICD-10-CM Chapter 12 ▪ Apply the chapter specific coding guidelines for ICD-10-CM Chapter 12	**Reading** ▪ Chapter 15 **Watch** ▪ Chapter 15 Lecture Videos **Discussion** ▪ Unit 05 Discussion **Homework** ▪ Ch 15 Coding Assignment ▪ Ch 15 Review

Overview:	Learning Objectives:	Assignments:
	▪ Assign diagnosis and procedures codes related to conditions and treatments for ICD-10-CM Chapter 12	**Quiz** ▪ Unit 05 Quiz

Unit 06   Due Date: 10/3/2023   Chapters 8 and 21

Overview:	Learning Objectives:	Assignments:
▪ Coding of mental, behavioral, and neurodevelopmental disorders ▪ Coding of symptoms, signs, and abnormal clinical and laboratory findings, not elsewhere classified ▪ ICD-10-PCS coding	▪ Describe the organization of the conditions and codes included in ICD-10-CM Chapters 5 and 18 ▪ Apply the chapter specific coding guidelines for ICD-10-CM Chapters 5 and 18 ▪ Assign diagnosis and procedures codes related to conditions and treatments for ICD-10-CM Chapters 5 and 18	**Reading** ▪ Chapters 8 & 21 **Watch** ▪ Chapters 8 & 21 Lecture Videos **Discussion** ▪ Unit 06 Discussion **Homework** ▪ Ch 8 Coding Assignment ▪ Ch 8 Review ▪ Ch 21 Coding Assignment ▪ Ch 21 Review **Quiz** ▪ Unit 06 Quiz

Unit 07   Due Date: 10/10/2023   Chapters 16 and 9; Midterm Review

Overview:	Learning Objectives:	Assignments:
▪ Coding of diseases and disorders musculoskeletal system and connective tissue ▪ Coding of various types of diseases of the central and	▪ Describe the organization of the conditions and codes included in ICD-10-CM Chapters 13 and 6 ▪ Apply the chapter specific coding guidelines for ICD-10-CM Chapters 13 and 6	**Reading** ▪ Chapters 16 & 9 **Watch** ▪ Chapters 16 & 9 Lecture Videos **Discussion** ▪ Unit 07 Discussion **Homework** ▪ Ch 16 Coding Assignment 1

Overview:	Learning Objectives:	Assignments:
peripheral nervous systems ▪ ICD-10-PCS coding	▪ Assign diagnosis and procedures codes related to conditions and treatments for ICD-10-CM Chapters 13 and 6	▪ Ch 16 Coding Assignment 2 ▪ Ch 16 Review ▪ Ch 9 Coding Assignment ▪ Ch 9 Review ▪ Midterm Review **Quiz** ▪ Unit 07 Quiz

Unit 08   Due Date: 10/17/2023   Chapters 10-11

Overview:	Learning Objectives:	Assignments:
▪ Coding of diseases and disorders of the sense organs, such as the eye, adnexa ▪ Coding of diseases and disorders of the sense organs, such as the ear, and mastoid process ▪ ICD-10-PCS coding	▪ Describe the organization of the conditions and codes included in ICD-10-CM Chapters 7-8 ▪ Apply the chapter specific coding guidelines for ICD-10-CM Chapters 7-8 ▪ Assign diagnosis and procedures codes related to conditions and treatments for ICD-10-CM Chapters 7-8	**Reading** ▪ Chapters 10-11 **Watch** ▪ Chapters 10-11 Lecture Videos **Homework** ▪ Ch 10 Coding Assignment ▪ Ch 10 Review ▪ Ch 11 Coding Assignment ▪ Ch 11 Review **Quiz** ▪ Unit 08 Quiz

MIDTERM EXAM   Due Date: 10/17/2023   Units 01-07

Overview:	Learning Objectives:	Assignments:
▪ ICD-10-CM diagnosis coding of conditions and disorders from units 01-07 ▪ ICD-10-PCS procedures coding of treatments for		<mark>**MIDTERM EXAM**</mark> **- Take from home using Repondus lockdown browser AND Webcam**

conditions and disorders from units 01-07		

Unit 09   Due Date: 10/24/2023   Chapters 19-20

Overview:	Learning Objectives:	Assignments:
▪ Coding for newborns, perinatal, and neonatal conditions ▪ Coding of congenital anomalies and conditions present at birth ▪ ICD-10-PCS coding	▪ Describe the organization of the conditions and codes included in ICD-10-CM Chapters 16-17 ▪ Apply the chapter specific coding guidelines for ICD-10-CM Chapters 16-17 ▪ Assign diagnosis and procedures codes related to conditions and treatments for ICD-10-CM Chapters 16-17	**Reading** ▪ Chapters 19-20 **Watch** ▪ Chapters 19-20 Lecture Videos **Discussion** ▪ Unit 09 Discussion **Homework** ▪ Ch 19 Coding Assignment ▪ Ch 19 Review ▪ Ch 20 Coding Assignment ▪ Ch 20 Review **Quiz** ▪ Unit 09 Quiz

Unit 10   Due Date: 10/31/2023   Chapters 6-7

Overview:	Learning Objectives:	Assignments:
▪ Coding of various types of diseases of blood and blood-forming organs ▪ Coding of diseases of the endocrine glands, nutritional disorders, and metabolic and immunity disorders ▪ Differentiating between the types of	▪ Describe the organization of the conditions and codes included in ICD-10-CM Chapters 3-4 ▪ Apply the chapter specific coding guidelines for ICD-10-CM Chapters 3-4 ▪ Assign diagnosis and procedures codes related to conditions	**Reading** ▪ Chapters 6-7 **Watch** ▪ Chapters 6-7 Lecture Videos **Discussion** ▪ Unit 10 Discussion **Homework** ▪ Ch 6 Coding Assignment 1 ▪ Ch 6 Coding Assignment 2 ▪ Ch 6 Review ▪ Ch 7 Coding Assignment 1 ▪ Ch 7 Coding Assignment 2

diabetes and related complications ▪ ICD-10-PCS coding	and treatments for ICD-10-CM Chapters 3-4	▪ Ch 7 Review **Quiz** ▪ Unit 10 Quiz

Unit 11 Due Date: 11/7/2023 Chapter 12; EXAM 2		
Overview:	Learning Objectives:	Assignments:
▪ Common conditions of the heart and circulatory system ▪ Coding of diseases of the cerebrovascular system and circulatory system ▪ ICD-10-PCS coding	▪ Describe the organization of the conditions and codes included in ICD-10-CM Chapter 9 ▪ Apply the chapter specific coding guidelines for ICD-10-CM Chapter 9 ▪ Assign diagnosis and procedures codes related to conditions and treatments for ICD-10-CM Chapter 9	**Reading** ▪ Chapter 12 **Watch** ▪ Chapter 12 Lecture Videos **Homework** ▪ Ch 12 Coding Assignment 1 ▪ Ch 12 Coding Assignment 2 ▪ Ch 12 Review **Quiz** ▪ Unit 11 Quiz ==EXAM 2==

Unit 12 Due Date: 11/14/2023 Chapters 13-14		
Overview:	Learning Objectives:	Assignments:
▪ Coding of diseases and disorders of the respiratory system ▪ Coding of diseases and disorders of the digestive system ▪ ICD-10-PCS coding	▪ Describe the organization of the conditions and codes included in ICD-10-CM Chapters 10-11 ▪ Apply the chapter specific coding guidelines for ICD-10-CM Chapters 10-11 ▪ Assign diagnosis and procedures codes related to conditions and treatments for	**Reading** ▪ Chapters 13-14 **Watch** ▪ Chapters 13-14 Lecture Videos **Discussion** ▪ Unit 12 Discussion **Homework** ▪ Ch 13 Coding Assignment ▪ Ch 13 Review ▪ Ch 14 Coding Assignment ▪ Ch 14 Review **Quiz** ▪ Unit 12 Quiz

	ICD-10-CM Chapters 10-11	

Unit 13 Due Date: 11/21/2023 Chapters 17-18		
Overview:	Learning Objectives:	Assignments:
- Coding of diseases and disorders of the genitourinary system - Coding of pregnancy, childbirth, and the puerperium - ICD-10-PCS coding	- Describe the organization of the conditions and codes included in ICD-10-CM Chapters 14-15 - Apply the chapter specific coding guidelines for ICD-10-CM Chapters 14-15 - Assign diagnosis and procedures codes related to conditions and treatments for ICD-10-CM Chapters 14-15	**Reading** - Chapters 17-18 **Watch** - Chapters 17-18 Lecture Videos **Homework** - Ch 17 Coding Assignment 1 - Ch 17 Coding Assignment 2 - Ch 17 Review - Ch 18 Coding Assignment 1 - Ch 18 Coding Assignment 2 - Ch 18 Review **Quiz** - Unit 13 Quiz
Unit 14 Due Date: 11/28/2023 Chapter 22A; EXAM 3		
Overview:	Learning Objectives:	Assignments:
- Coding of traumatic injuries - Conditions coded to the range of ICD-10-CM codes from S00-T34 - ICD-10-PCS coding	- Describe the organization of the conditions and codes included in ICD-10-CM Chapter 19 - Apply the chapter specific coding guidelines for ICD-10-CM Chapter 19 - Assign diagnosis and procedures codes related to conditions and treatments for	**Reading** - Chapter 22A **Watch** - Chapter 22A Lecture Videos **Homework** - Ch 22A Coding Assignment 1 - Ch 22A Coding Assignment 2 - Ch 22A Review **Quiz** - Unit 14 Quiz **EXAM 3**

	ICD-10-CM Chapter 19	

Unit 15 Due Date: 12/5/2023 Chapter 22B; Final Exam Review		
Overview:	Learning Objectives:	Assignments:
- Coding of poisoning, adverse effects, and underdosing of drugs - Coding of complications of surgical and medical care, not elsewhere classified - ICD-10-PCS coding	- Describe the organization of the conditions and codes included in ICD-10-CM Chapter 19 - Apply the chapter specific coding guidelines for ICD-10-CM Chapter 19 - Assign diagnosis and procedures codes related to conditions and treatments for ICD-10-CM Chapter 19	**Reading** • Chapter 22B **Watch** • Chapter 22B Lecture Video **Homework** • Ch 22B Coding Assignment 1 • Ch 22B Coding Assignment 2 • Ch 22B Review **Quiz** • Unit 15 Quiz **Final Exam Review**

FINAL EXAM Due Date: 12/5/2023 Units 08-14		
Overview:	Learning Objectives:	Assignments:
- ICD-10-CM diagnosis coding of conditions and disorders from units 08-14 - ICD-10-PCS procedures coding of treatments for conditions and disorders from units 08-14	- Identify the conditions and procedures in the diagnostic statement that require code assignment - Utilize the ICD-10-CM and ICD-10-PCS coding manuals to research chapter-specific coding guidelines - Accurately assign ICD-10-CM diagnosis	==FINAL EXAM== **– Take from home using Repondus lockdown browser AND Webcam**

	codes for conditions and diseases according to the current guidelines ▪ Accurately assign ICD-10-PCS procedure codes according to current guidelines	

Course Grading Information:

Grades for this course will be weighted. To determine your grade at any point in the semester, calculate the average and multiply by the percentage for each category. **Passing grade for this course is 75 or higher.**

Homework is averaged and multiplied by 10%
Quizzes are averaged and multiplied by 20%
Exams are averaged and multiplied by 20%
Midterm Exam is multiplied by 25%
Final exam is multiplied by 25%

Category	Percent toward final grade	Grade range	
Homework	10%	A	90-100%
Quizzes	20%	B	80-89%
Exams	20%	C	75-79%
Midterm Exam	25%	D	60-74%
Final Exam	25%	F	0-59%

Late Work and Make Up Work Policies:
Unit Work:

Students are encouraged to **complete and submit work early in the week**. You have the ability to check your submitted work via Brightspace. If you see an error in the submission, you have another chance to resubmit the assignment correctly at any point before the due date.

Based on the nature of this course, you will easily fall behind by submitting work late. Weekly coursework builds on each other as you progress through the course. You must complete weekly work accurately and on time to be able to move on to the next section. During the semester, you will be given **ONE** occasion to submit work late (excluding Exams, Midterm, or Final Exam) **regardless of the circumstance**, without receiving a grade deduction. **After this ONE opportunity is used**, any work incorrectly submitted or submitted past the due date will **receive an automatic zero**.

Weekly work will be graded within 7 days of the due date. Feedback will be provided in the feedback area and/or through the D2L|Brightspace gradebook. You are **required** to **review the instructor's feedback on all work** – even if you are satisfied with the assigned grade.

Exams:

There will NOT be a make-up for any exams. There will be a total of **3 exams.** The exams are timed and will be administered through **Respondus Lockdown browser, but no webcam.** Students are encouraged to complete all work prior to taking the exam, as this will better prepare you. Students will receive a score for exams almost immediately and/or within 48 hours after the due date. Due dates are given on Brightspace.

Midterm and Final Exam:

There will NOT be a make-up for the Midterm Exam nor the Final Exam. I will **not reset** the Midterm Exam nor the Final Exam. All students will take the Midterm Exam and Final Exam from home through **Respondus Lockdown browser AND webcam.**

Student Behavioral Expectations or Conduct Policy:
Students are expected to use appropriate language and display respect for fellow students and instructor regardless of the method of communication: face to face, email, discussion board, or over the phone. Students are expected to be respectful toward the instructor and fellow students. Belligerent behavior used in any form of communication will result in immediate dismissal of the student from the course and will result in counseling with the instructor and the student's program director.

Students are expected to send emails with appropriate information such as student name, course title and number, reason for the email using clear English language (no text language) and all

emails should be free of typos, grammatical, spelling, and other errors. Any inappropriate behavior or language may result in the student being dropped from the course immediately.

Instructor Feedback:

Students will receive responses via email within 48 hours. Unless the email is sent after 4:00 p.m. on Friday. Students are encouraged to complete work and contact the instructor with questions regarding the class, assignments, etc. early in the week as there will be no responses after the time noted above until Monday morning after 8:00 a.m.

Emails:

Emails should be sent using your student email. Always identify yourself and the course you are enrolled in, the reason for your email, and use clear English language. At times the instructor may have an extenuating circumstance or may be prohibited from responding (according to the above information) due to conference attendance or other required activities.

Technical Support:

Students who need technical support should contact MCC's Information Systems and Support at 254-299-8077. You can access the link by going to the External Links tab, MCC's Information Systems and Support.

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.

MᶜLENNAN
COMMUNITY COLLEGE

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 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 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/. 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) 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 or a Success Coach by calling (254) 299-8226 or emailing 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. 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.

MCC Academic Integrity Statement:

Go to 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.

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
- 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.

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.