

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**MUSIC APPRECIATION**

**MUSI 1306\_O081**

**INSTRUCTOR: MANDY MORRISON**

**NOTE: This is a 16-week Online Course.**

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### **Course Description:**

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) Applies as a required humanities or fine arts course for all students. Semester Hours 3 (3 lec)

### **Prerequisites and/or Corequisites:** *None*

### **Course Notes and Instructor Recommendations:**

- Ensure that you have daily access to a computer (not your phone) with reliable internet access
- Completing the Introduction Unit is imperative for understanding and seeing course content
- Check the course calendar daily and work ahead
- College-level writing is expected in all assignments and communication. Please download Grammarly, a free editing software. A link is located in the course resources in Brightspace.

### **Instructor Information:**

Instructor Name: *Mandy Morrison*

MCC Email: *mmorrison@mclennan.edu*

Office Phone Number: *254-299-8113*

Office Location: *Ball Performing Arts Center (BPAC) 110*

Office/Teacher Conference Hours: *TBA*

### **Required Text & Materials:**

Title: *Listen to This*

Author: *Mark Evan Bonds*

Edition: *4<sup>th</sup>*

Publisher: *Pearson*

ISBN: *13-9780134419794*

### **MCC Bookstore Website:**

<http://www.mclennan.edu/bookstore/>



Pearson | Revel



McLennan  
IncludED

- *Revel is the platform for the Listen to This text (REQUIRED).*
- *Access to Revel shows as a course fee.*
- *The McLennan IncludED program provides students with access to music and textbook information for the course, available on any device.*
- *To use, follow the instructions in the Introduction Unit in Brightspace.*

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### **Methods of Teaching and Learning:**

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| <ul style="list-style-type: none"><li>• <i>Lectures</i></li><li>• <i>Assignments (Brightspace)</i></li><li>• <i>Exams (Brightspace)</i></li></ul> | <ul style="list-style-type: none"><li>• <i>Readings and listening examples (Revel)</i></li><li>• <i>Quizzes (Revel)</i></li><li>• <i>Concert Assignments (Brightspace)</i></li><li>• <i>Discussion Boards (Brightspace)</i></li></ul> |
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### **Course Objectives and/or Competencies:**

The course will meet the following Student Learning Outcomes:

**Develop an understanding of the principles that govern and/or guide the musical arts.**

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information (Assessed through Discussion Boards, Concert Reviews, Chapter Quizzes, Unit Exams, and the Final Exam)
- **Communication Skills** - to include effective development, interpretation, and expression of ideas through written, oral and visual communication (Assessed through Discussion Boards, Concert Reviews)
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal (Assessed through Discussion Boards)
- **Social Responsibility:** to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities (Assessed through Discussion Boards, Concert Reviews, Chapter Quizzes, Unit Exams, and the Final Exam)

**Also:** How does the music of the Medieval period teach the uneducated about culture, religion, current events (Assessed through the Unit 1 assignments)

Students will develop and demonstrate an appreciation for the aesthetic and generic principles that guide and govern the broad scope and variety of works in the humanities and the arts through:

1. Readings: students will read from the required textbook or the online lessons which may include links to sources on the Internet
2. Listening: students will listen to music in the classroom or through online links provided by the textbook publisher
3. Responding through written reports, oral reports, or testing over the contents of the readings and listening assignments

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### **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 misses 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.

- Students are expected to login to Brightspace and Revel and complete work at least once a week.
- Course dates are listed in the task sheets and in the course calendar (below).
- If the student goes longer than 5 consecutive days without logging in AND completing work, the instructor will take the absence as evidence of a desire to be dropped from the course.
- You may not remain in the course solely by logging in. You must also complete work in Brightspace AND Revel.
- **Attendance will be taken once a week, using either discussion board participation or the assigned Revel quizzes. A student that has completed the assigned work will be counted as present.**
- (If work is completed ahead, attendance is taken based on the work completed. Meaning, if you have already done the work, you will be counted as present for that week.)

**[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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## Course Outline or Schedule:

*\*\*Task Sheets with assignment dates are available at the start of each unit in Brightspace. After scoring 100% on the Intro Unit Exam, Unit 1 will open in Brightspace. After making one attempt the Unit 1 Exam, Unit 2 will open, etc.*

	Course Schedule	Task Location	Due Date
<b>Music Appreciation – Aug./Sept. 2023</b>	<b>Week 1 – Introduction Unit</b>		
	First Day of Class		Aug. 21
	Login to Brightspace	Brightspace	Aug. 21
	Read the Welcome Announcement or Click on the “Start Here” tab; follow the instructions	Brightspace/Revel	Aug. 21
	Complete every item in the Intro Unit Task Sheet	Brightspace/Revel	Aug. 27
	Intro Discussion Board (Attendance + Grade)	Brightspace	Aug. 27
	Check every box in the Intro Unit Task Sheet	Brightspace	Aug. 27
	Make 100% on the Intro Unit Exam	Brightspace	Aug. 27
	<b>Week 2 - Unit 1</b>		
	Read: The Elements of Music: A Brief Introduction	Revel	Sept. 3
	Quiz: Introduction Quiz: The Elements of Music	Revel	Sept. 3
	Discussion Board 00 (Attendance + Grade)	Brightspace	Sept. 3
	<b>Week 3 - Unit 1</b>		
	Read: Part 1: The Middle Ages Quiz: Part 1: The Middle Ages	Revel	Sept. 10
	Read: Chapters 1, 3 and 4 Quizzes: Chapters 1, 3, and 4 (Attendance + Grade)	Revel	Sept. 10

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	Course Schedule	Task Location	Due Date
Music Appreciation – Sept./Oct. 2023	<b>Week 4 - Unit 1</b>		
	Read: Part 2: The Renaissance Quiz: Part 2: The Renaissance	Revel	Sept. 17
	Read: Chapters 7, 8, 9, 10 Quizzes: Chapters 7, 8, 9, 10	Revel	Sept. 17
	Discussion Board 01 (Attendance + Grade)	Brightspace	Sept. 17
	*Extra Credit Unit 1 Review	Brightspace	Sept. 17
	Check every box in the Unit 1 Task Sheet	Brightspace	Sept. 17
	Make at least one attempt on the Unit 1 Exam	Brightspace	Sept. 17
	<b>Week 5 - Unit 2</b>		
	Read: Part 3 Baroque Quiz: Part 3 Baroque	Revel	Sept. 24
	Read: Chapters 13, 14, 16, 17 Quizzes: Chapters 13, 14, 16, 17 (Attendance + Grade)	Revel	Sept. 24
	<b>Week 6 - Unit 2</b>		
	Read: Chapters 18, 19, 20, 21 Quizzes: Chapters 18, 19, 20, 21	Revel	Oct. 1
	Discussion Board 02 (Attendance + Grade)	Brightspace	Oct. 1
	*Extra Credit Unit 2 Review	Brightspace	Oct. 1
	Check every box in the Unit 2 Task Sheet	Brightspace	Oct. 1
	Make at least one attempt on the Unit 2 Exam	Brightspace	Oct. 1

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## Music Appreciation – October 2023

Course Schedule	Task Location	Due Date
<b>Week 7</b>		
Concert Review 1 (Attendance + Grade)	Brightspace	Oct. 8
<b>Week 8 - Unit 3</b>		
Read: Part 4: The Classical Era Quiz: Part 4: The Classical Era	Revel	Oct. 15
Read: Chapters 22, 24, 25 Quizzes: Chapters 22, 24, 25 (Attendance + Grade)	Revel	Oct. 15
<b>Week 9 - Unit 3</b>		
Read: Chapters 26, 27 Quizzes: Chapters 26, 27	Revel	Oct. 22
Discussion Board 03 (Attendance + Grade)	Revel	Oct. 22
*Extra Credit Unit 3 Review	Brightspace	Oct. 22
Check every box in the Unit 3 Task Sheet	Brightspace	Oct. 22
Make at least one attempt on the Unit 3 Exam	Brightspace	Oct. 22
<b>Week 10 - Unit 4</b>		
Read: Part 5: The Nineteenth Century Quiz: Part 5: The Nineteenth Century	Revel	Oct. 29
Read: Chapters 30, 31, 32, 33 Quizzes: Chapters 30, 31, 32, 33 (Attendance + Grade)	Revel	Oct. 29

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	Course Schedule	Task Location	Due Date
Music Appreciation – November 2023	<b>Week 11 - Unit 4</b>		
	Read: Chapters 34, 35, 36, 37, 43 Quizzes: Chapters 34, 35, 36, 37, 43 (Attendance + Grade)	Revel	Nov. 5
	<b>Week 12 - Unit 4</b>		
	Read: Chapters 40, 41, 42 Quizzes: Chapters 40, 41, 42	Revel	Nov. 12
	Discussion Board 04 (Attendance + Grade)	Brightspace	Nov. 12
	*Extra Credit Unit 4 Review	Brightspace	Nov. 12
	Check every box in the Unit 4 Task Sheet	Brightspace	Nov. 12
	Make at least one attempt on the Unit 4 Exam	Brightspace	Nov. 12
	<b>Week 13 - Unit 5</b>		
	Read: Part 6 Since 1900 Quiz: Part 6 Since 1900	Revel	Nov. 19
	Read: Chapters 45, 46, 47, 48 Quizzes: Chapters 45, 46, 47, 48 (Attendance + Grade)	Revel	Nov. 19



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	Course Schedule	Task Location	Due Date
<b>Music Appreciation – Nov./Dec. 2023</b>	<b>Week 14 - Unit 5</b>		
	Read: Chapters 55, 56, 58, 59 Quizzes: Chapters 55, 56, 58, 59	Revel	Nov. 26
	Discussion Board 05 (Attendance + Grade)	Brightspace	Nov. 26
	*Extra Credit Unit 5 Review	Brightspace	Nov. 26
	Check every box in the Unit 5 Task Sheet	Brightspace	Nov. 26
	Make at least one attempt on the Unit 5 Exam	Brightspace	Nov. 26
	<b>Week 15</b>		
	Last Day of Class	Brightspace/Revel	Dec. 3
	Concert Review 2	Brightspace	Dec. 3
	Last Day for Late Work (See Late Work Policy)	Brightspace/Revel/ Syllabus	Dec. 3
	Make at least one attempt on the Unit 5 Exam Prior to the Last Day of Class!	Brightspace	Dec. 3
	<b>Final Exam</b>		
	Use the Extra Credit Unit Reviews to Study	Brightspace	Dec. 4
	Check every box in the Final Exam Task Sheet	Brightspace	Dec. 4
	Make at least one attempt on the Final Exam	Brightspace	Dec. 4

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### **Course Grading Information:**

*All assignments will be graded on 100 point scale and will be weighted according to the layout below.*

20% <b>Quizzes</b> in Revel	<b>A = 100% - 90%</b>
20% <b>Discussion Boards</b> in Brightspace	<b>B = 89% - 80%</b>
10% <b>Concert Reviews (2)</b> in Brightspace	<b>C = 79% - 70%</b>
40% <b>Unit Exams</b> in Brightspace	<b>D = 69% - 60%</b>
10% <b>Final Exam</b> in Brightspace	<b>F = 59% - 0%</b>
<b>100% Total</b>	

*Letter grades (A, B, C, D, F, W, Inc.) are entered into Web Advisor at the end of the semester.*

### **Overall Grading Description**

*Music Appreciation is designed by unit, corresponding to the time-periods in music history. Below is a description of all areas of the course and the way in which each is graded.*

#### **Chapter Quizzes (In Revel)**

- *Unit intro and chapter quizzes are based on the Revel reading assignments*
- *Reading assignments are located in the Task Sheet for each unit and in the course schedule.*
- *None of the writing assignments in Revel are assigned.*
- *Check your grades and for missing assignments by clicking on "Scores" on the main page in Revel.*

*Requirements:*

- *Complete each end-of-section quiz by the due date and time*

*Grading:*

- *Quizzes are between 5 and 10 questions, each worth 3 points*
- *Quizzes are worth 20% of your overall grade.*

#### **Discussion Board (In Brightspace)**

- *Discussion Boards for each unit*
- *Topics facilitate conversation, encourage collaboration, and create a "virtual classroom."*
- **There is no opportunity to make up this portion of the course.**

*Requirements:*

- *For Each Unit's Discussion Board: Write one original response post to the prompt AND respond to the post of another student. (You will have a minimum of 2 posts total for each unit....more are encouraged.)*
- *EACH post should be 150 words.*
- *Attempt to use terms and elements from the readings*
- *Make posts before the due date and time (located on Brightspace)*

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### Grading:

- Response to Prompt = 50 points
  - Length (Up to 25 points) – Many well-worded sentences. Minimum of 150 words.
  - Content (Up to 25 points) – Use terms and elements discussed in the readings. It should be obvious that you have read ALL of the material for the unit. Work to enhance your ability to discuss music.
- Response to Student = 50 points
  - Length (Up to 25 points) – Many well-worded sentences. Minimum of 150 words.
  - Content (Up to 25 points) – Further the conversation. Use appropriate terms and elements of music. Example of a post that would NOT receive credit: “I totally agree with you!” or, “Thank you for posting that. I really like the way you stated....”
- The Discussion Board is 20% of your total grade.

### Concert Reviews (In Brightspace)

- You are requested to attend two live or recorded-live “classical” concerts (chosen from a list of approved concerts) and turn in reviews for each. As a substitute for live performances, you may request to view a performance online. See the requirements below.

### Requirements:

- Read the assignment “Concert Reviews,” (located in the Introduction Unit in Brightspace). Take note of the requirements and the due dates in the course calendar.
- Please be advised that Concert Reviews take some planning to complete. Concert Reviews are due 48 hours after a live performance and no later than the due dates listed in the Course Calendar.

### Grading:

- Reviews are based on content. A quality review will be 1-2 pages and well written with correct terms from the semester.
- Concert Reviews are worth a total of 10% of your grade (5% each).

### Unit Exams (In Brightspace)

- Unit Exams cover the content found in the assigned chapters for each unit

### Requirements:

- Complete each exam by the due date and time, after completing all of the assigned reading and chapter quizzes.
- **You must check EVERY box in the task sheet in order to gain access to the unit exams.**
- **You must also make one attempt on each exam before the next unit will show up.**

### Grading:

- 50 questions, multiple-choice, worth 2 points each
- Unit Exams are 40% of your total grade.

***Final Exam (In Brightspace)***

- *The cumulative Final Exam covers the content from the entire semester*

*Requirements:*

- *Complete the Final Exam by the due date and time*
- ***You must make at least one attempt on Exam 5 to gain access to the final exam***

*Grading:*

- *100 questions, multiple-choice, worth 1 point each*
- *Final Exam is 10% of your total grade.*

***Extra Credit (In Brightspace)***

- *Unit Exam Reviews*
  - *Requirements:*
    - *Download the reviews for each exam. Save the file. Fill in the answers to the questions. Save the file as a .pdf. Submit the completed review on Brightspace prior to the exam's due date and time.*
    - *Reviews will not be accepted late.*
    - *Each Review is worth up to 1 point on your total grade (up to 5 points total).*

**Late Work and Make-Up Work Policies:**

*Grading Timeframe*

- *Quizzes and Exams are graded instantly. Discussion Board posts will be graded within two days of the close of each unit.*

*Assignment Planning*

- *You should plan to spend approximately 6-7 hours per week to complete all assigned materials and assessments.*

*Late Work*

- ***Late work will not be accepted for any discussion board posts, any of Unit 5, or the Final Exam. The last day of class is the last day to turn in work. Refer to the course schedule for the last-day-of-class date.***
- *Do not wait until the last minute! Procrastination is not your friend. Experiencing technical difficulties while trying to upload an assignment 30 minutes before it is due, does not demonstrate your ability to plan ahead. Give yourself plenty of time to run into problems and get them fixed before your assignments are due. I will always work with you whenever possible.*

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### **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.*

### **Communication:**

#### *From the Student*

- Communication in an online course is vital. If things are not moving along smoothly for you or if you don't understand something, please contact me. The sooner you let me know of your situation the sooner we can work together towards a solution.
- All assignments should be typed and turned in via Brightspace or Revel, as requested in the instructions.
- All other communication should include your **course name and section number**. College-level writing is expected in all assignments and communication.
- MCC Email Policy: McLennan Community College would like to remind you of the [policy](#) 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.

#### *From the Instructor*

- You can expect a 24-hour email response time; Monday through Friday between 8:00 am – 5:00 pm. I do check email on the weekends, but I try to reserve some time for my family. If you have not received a response to an email within 24 hours, please follow up with another email. I sometimes miss things, but it is never intentional! If I miss something I will always work with you. I am available to meet via Zoom or on campus.

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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) 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.