



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**SURGICAL PROCEDURES II  
SRGT 1542.F1**

**MRS. RIERSON BBA, CST**

**NOTE: This is an 8-week Blended/Hybrid course moved to Online instruction due to COVID-19.**

## SURGICAL PROCEDURES II

SRGT 1542.F1

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### **Course Description:**

This class is an online class that will introduce students to surgical procedures and related pathologies. With emphasis on surgical procedures related to ophthalmology, oral and maxillofacial, plastic/reconstructive, cardiac, thoracic, peripheral vascular, and neurological surgical specialties incorporating instruments, equipment, and supplies.

### **Prerequisites and/or Corequisites:**

#### ***Pre-requisites***

SRGT 1405 Introduction to Surgical Technology  
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques  
SRGT 1260 Clinical Introductory  
SRGT 2130 Professional Readiness  
SRGT 1441 Procedures I

#### ***Co-requisite***

SRGT 1660 Clinical Intermediate

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

- Check Brightspace daily for messages, assignments, grades and any class information update.
- Contact the instructor via email or schedule a Zoom meeting at any point in the course.
- Zoom meetings are encouraged and students should feel free to schedule a meeting outside of the required bi-weekly schedule.

### **Instructor Information:**

Instructor Name: Mrs. Marcie Rierison

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

Office Phone Number: (254) 299-8292

Office Location: HP 112

Office/Teacher Conference Hours: by appointment

Other Instruction Information: I will respond to emails received during the work week within 24 hours; weekends may take as long as 48 hours.

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

Title: Surgical Technology for the Surgical Technologist: A Positive Care Approach (along with MindTap)

Author: Association of Surgical Technologist

Edition: 5th

Publisher: Cengage

ISBN: 9781305956414

## SURGICAL PROCEDURES II

SRGT 1542.F1

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Title: Alexanders Surgical Procedures  
Author: Jane Rothrock, Sherri Alexander  
Publisher: Elsevier  
ISBN 978-0-323-07595-8

Title: Pocket Guide to the Operating Room  
Author: Maxine Goldman  
Edition: 3<sup>rd</sup>  
Publisher: FA Davis  
ISBN: 9780803612266

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

### **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, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

### **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 contacted/notified through 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.

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L/Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)  
([www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements))

## SURGICAL PROCEDURES II

SRGT 1542.F1

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Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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

Methods of teaching include but are not limited to:

- Online
  - Quizzes
  - Activities
  - Assessments
  - YouTube videos
  - Discussion boards
  - Zoom meetings
  - Instrument PowerPoints

Since the course is constructed largely around online participation, the student should have knowledge of using a Web browser, computer, and e-mail: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

Students are expected to maintain regular and reliable access to a computer with a stable broadband Internet connection. If your computer is older than 4 years old, it may not have the processing power to work with Brightspace or current versions of the required software.

All MCC campus computers are configured to use Brightspace and will have most of the software needed to complete your online coursework. If additional software is needed on an MCC lab computer, please contact the administrator of the lab for assistance.

If your computer is publicly accessed off campus or is loaned to you, you may be prohibited from downloading files or software. Keep this in mind because many instructors do require file downloads in their courses.

### **Notes About Mobile Devices**

Please note that you very likely that you will NOT be able to complete an online course using **only** a mobile device. A laptop or desktop computer is almost always required. If you only have a mobile device, and you cannot come to MCC campus to use a lab computer, contact your instructor immediately to discuss your situation.

## SURGICAL PROCEDURES II

SRGT 1542.F1

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### Notes About Antivirus and Antimalware Programs

It is highly recommended that you run an antivirus program on every computer that connects to the Internet or shares files with other computers. Thankfully there are some good choices of FREE antivirus and antimalware programs available. You should only install and run one program of each type. Conflicts and false positive reports can result with multiple installations, not to mention wasted system resources. Many antivirus programs now include an antimalware component, so read carefully before you install both types of programs.

Reminder: You must update your antivirus and antimalware on a frequent and regular basis. Most of these programs will automatically update which is nice. Restarts after updates/upgrades maybe needed in some cases so do not postpone the restart.

### Internet Options on Campus

#### Academic Support & Tutoring

Student Services Center, First floor (next to the Police Station)

<https://www.mclennan.edu/academic-support-and-tutoring/>

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

254-299-8500

Monday – Thursday 7:30a.m. – 8:30p.m.

Friday 7:30 – 1p.m.

(Open March 23<sup>rd</sup> throughout the semester)

#### Library

Learning Technology Center, Third floor (above the cafeteria)

<https://www.mclennan.edu/library/>

254-299-8398

Monday – Thursday 8a.m. – 10p.m.

Friday 8a.m. – 5p.m.

Saturday 9a.m. – 3p.m.

Sunday 3p.m.-9p.m.

(Open March 23<sup>rd</sup> throughout the semester)

#### Open Lab for Students

Learning Technology Center, Second floor, Room 228

Monday – Thursday 7:30a.m. – 8:30p.m.

Friday 7:30 a.m. – 5p.m.

Saturday 9a.m. – 3p.m.

Sunday 3p.m.-9p.m.

(Open March 23<sup>rd</sup> throughout the semester)

## SURGICAL PROCEDURES II

SRGT 1542.F1

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### **Course Objectives and/or Competencies:**

To provide the introductory knowledge and skills that will enable the student to evaluate new concepts, attain more knowledge, and solve problems within the perioperative field through:

- Application of physical and biological sciences
- Application of the basic background in behavioral theories and social sciences.
- Comprehension of the surgical process from positioning and prepping to applying dressings.
- Reinforcement of learned aseptic technique and theory.
- Introduction to surgical anatomy and various incision sites.
- Discussion of instrumentation and supplies used for each surgical specialty.
- Discussion of the surgical technologist role during each surgical specialty

### **Learning Outcomes:**

- Relate the relevant anatomy and pathology to indications for selected surgical procedures;
- summarize patient preparation for selected surgical procedures; select appropriate instruments, equipment, and supplies and
- reconstruct the sequence for selected surgical procedures; and
- Identify expected outcomes and possible complications for selected procedures.

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

**Bi-weekly Zoom meetings will take the place of face-to-face meeting this semester. Students are required to make an appointment for a Zoom meeting with the instructor at a time that is convenient for both the student and the instructor.**

**Final Exam will be given Wednesday, May 6, 2020 from 8:30 -10:30. Location will be announced in BrightSpace.**

This is an online course meaning that this course. Students will be required to complete online assignments by their assigned due dates no later than 11:59pm. A list of the course outline may be found on Brightspace under the Syllabus tab.

This course will be divided into weeks. Each week will contain sections with activities that must be completed by their respective due dates. The number of sections may vary from week to week. At the beginning of each week there will be a “To Do” list that will guide the student through the required assignments.

## SURGICAL PROCEDURES II

SRGT 1542.F1

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Online activities for the class will be completed using Brightspace. These activities will be a mixture of timed quizzes and exercises through Brightspace and MindTap by Cengage. MindTap by Cengage is an online companion for the AST book. MindTap does require an access code and that code was purchased with the book bundle. Please see the course outline that is found under the Syllabus tab in Brightspace.

For each unit the chapter for the Alexander book and AST book are included. “A” followed by a number is referring the chapter in the Alexander’s Surgical Procedures Book. “AST” followed by a number is referring to the chapter in the Surgical Technology for the Surgical Technologist: A Positive Approach book.

### **Unit 1 - Ophthalmic Procedures: (A=9, AST=16)**

In this section the student will learn the basic surgical steps and setup of basic ophthalmic procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in ophthalmic surgery
2. Identify the key anatomy and physiology of the eye
3. Describe basic ophthalmic procedures
4. Identify instrumentation, medication and supplies used during ophthalmic surgery
5. Discuss patient prepping, positioning and all safety factors
6. Recognize positive and adverse surgical outcomes
7. Procedural Steps

#### **Week 1:**

- A. Chalazion Excision
- B. Dacryocystorhinostomy
- C. Entropion/Ectropion Repair
- D. Enucleation
- E. Extracapsular Cataract Excision
- F. Iridectomy
- G. Keratoplasty
- H. Laceration Repairs
- I. Scleral Buckle
- J. Strabismus Resection
- K. Strabismus Resession
- L. Victrectomy

#### **Online Activities:**

## SURGICAL PROCEDURES II

SRGT 1542.F1

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*See course outline in Brightspace for due dates*

*Review common surgical supplies for Ophthalmic procedures*

*Review basic Ophthalmic instrumentation*

*Review draping that is commonly used for Ophthalmic procedures*

### **Student's Responsibilities**

Read:

Alexander's Ch 9

AST Ch.16

### **Unit 2- Oral and Maxillofacial Surgery: (A=13 (pg, 628-632) 17 (830-831, 833-834) AST= 18)**

In this section the student will learn the basic surgical steps and setup of basic Oral and Maxillofacial procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in oral and maxillofacial surgery
2. Identify the key anatomical structures of the face and mouth
3. Describe basic procedures of face and mouth.
4. Identify instrumentation, medication and supplies used
5. Discuss patient positioning and prepping
6. Discuss positive and adverse surgical outcomes
7. Procedural Steps

### **Week 2:** A. Maxillary and Mandibular Fractures

ORIF Maxillary & Mandibular Fractures

Arch Bar Application

#### **B. Cleft Repair A= pg 830-831**

Palate

Lip

#### **C. Odontectomy**

Tooth Extractions

#### **D. Maxillary Fractures A= pg, 628-632**

Le Forte I

Le Forte II

Le Forte III

#### **E. Frontal Fractures**

ORIF Orbital Fractures A=pg.629, 833-834



## SURGICAL PROCEDURES II

SRGT 1542.F1

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### **Online Activities:**

*See course outline in Brightspace for due dates*

*Review Common surgical supplies for Oral and Maxillofacial procedures*

*Review basic Oral and Maxillofacial instrumentation*

*Review draping that is commonly used for Oral and Maxillofacial procedures*

### **Student's Responsibilities**

Read:

Alexander's Ch 13 (pg, 628-632) 17 (830-831, 833-834)

AST Ch.18

### **Unit 3 - Plastic and Reconstructive Surgery (A=13, AST= 19)**

In this section the student will learn the basic surgical steps and setup of basic plastic procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in plastic and reconstructive surgery
2. Identify the anatomy and physiology of the skin, face, extremities, breast and torso
3. Discuss the procedures involving the skin
4. Differentiate between the different types of skin grafts and skin grafting procedures
5. Identify and discuss the difference between cosmetic and reconstructive procedures
6. Describe basic setups for different types of plastic and reconstructive procedures
7. Identify instrumentation, medication and supplies used
8. Discuss prepping, positioning and all safety factors
9. Recognize positive and adverse surgical outcomes
10. Procedural steps

### **Week 3:**

#### A. Head and Face

Blepharoplasty

Brow Lift

Cheiloplasty/Palatoplasty

Malar Implants

Mentoplasty

Otoplasty

Rhinoplasty

Rytidectomy

#### B. Breast:

Breast Augmentation

## SURGICAL PROCEDURES II

SRGT 1542.F1

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Breast Mastopexy

Breast Mammoplasty

Nipple Reconstruction

Transverse Rectus Abdominis Musculocutaneous Flap (TRAM)

C. Abdomen:

Abdominoplasty

Suction Lipectomy

D. Superficial Lesions/Neoplasms

E. Skin Grafts:

Full Thickness Skin Graft (FTSG)

Split Thickness Skin Graft (STSG)

Microvascular Pedicle Graft

F. Scar Revisions

G. Hand Procedures

Dupuytren's Contracture Release

Traumatic Hand Injury Repairs

H. Correction of congenital defects

Radial Dysplasia

Release of Polydactyly

Release of Syndactyly

**Online Activities:**

*See course outline in Brightspace for due dates*

*Review Common surgical supplies for Plastic and Reconstructive procedures*

*Review basic Plastic and Reconstructive instrumentation*

*Review draping that is commonly used for Plastic and Reconstructive procedures*

**Student's Responsibilities**

Read:

Alexander's Ch 13

AST Ch.19

**Unit 4 - Cardiac and Thoracic Surgery: A=14, 16 AST = 22**

## SURGICAL PROCEDURES II

SRGT 1542.F1

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In this topic the student will learn the basic surgical steps and setup of basic Cardiothoracic procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in cardiothoracic surgery
2. Identify the key anatomy and physiology of the heart and chest
3. Describe basic heart and thoracic procedures
4. Identify instrumentation and supplies used during cardiothoracic surgery
5. Discuss patient prepping, positioning and all safety factors
6. Recognize positive and adverse surgical outcomes
7. Procedural steps

### **Week 4:** A: Thoracic

Bronchoscopy  
Mediastinoscopy with lymph nodes  
Video Assisted Thoracoscopy (VATS)  
Thoracotomy – Lobectomy  
Thoracotomy – Pneumonectomy  
Thoracotomy – Decortication of the Lung  
Lung Transplant  
Pectus Excavatum Repair  
Pulmonary Embolectomy

### **Week 5:** B: Cardiothoracic

Aortic/Mitral Valve Replacement  
Atrial/Ventricular Septal Defect Repair  
Patent Ductus Arteriosus  
Coronary Artery Bypass Graft (CABG)  
Intra-Aortic Balloon Pump (IABP)  
Minimally Invasive Direct – CABG (MID-CAB)  
Off Pump CABG  
Ventricular Assistive Device (VAD) Insertion  
Heart Transplant  
Repair of Coarctation of the Aorta  
Tetralogy of Fallot Repair  
Ventricular Aneurysm Repair

### **Online Activities:**

*See course outline in Brightspace*

## SURGICAL PROCEDURES II

SRGT 1542.F1

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*Review common surgical supplies for Cardiac and Thoracic procedures*

*Review basic Cardiac and Thoracic instrumentation*

*Review draping that is commonly used in Cardiac and Thoracic procedures*

### **Student's Responsibilities**

Read:

Alexander's Ch 14 and 16

AST Ch.22

### **Unit 5 -Peripheral Vascular Surgery: A=15 AST=23**

In this unit the student will learn the basic surgical steps and setup of basic Peripheral Vascular procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in peripheral vascular surgery
2. Identify key anatomy and physiology of the peripheral vascular system
3. Describe basic peripheral vascular procedures
4. Identify instrumentation and supplies used during peripheral vascular surgery
5. Discuss prepping, positioning, and all safety factors
6. Recognize positive and adverse surgical outcomes
7. Procedural steps

### **Week 6:** A. Abdominal Aortic Aneurysm w/Graft (AAA)

B. Angioplasty

Endograft Placement

Endostent Placement

C. Angioscopy

D. AV shunts and bypass

AortoFemoral Bypass

Arteriovenous Fistula/Shunt

Femoropopliteal Bypass

E. Carotid Endarterectomy

F. Embolectomy

G. Vena Cava Device

H. Vein Ligation & Stripping

I. Venous Access Device

### **Online Activities:**

## SURGICAL PROCEDURES II

SRGT 1542.F1

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*See course outline in Brightspace*

*Review common surgical supplies for Peripheral Vascular procedures*

*Review basic Peripheral Vascular instrumentation*

*Review draping that is commonly used in Peripheral Vascular procedures*

### **Student's Responsibilities**

Read:

Alexander's Ch 15

AST Ch.23

### **Unit 6 -Neurosurgery: A=12, AST=24**

In this topic the student will learn the basic surgical steps and setup of basic neurosurgery procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in neurosurgery
2. Identify the key anatomical structures of the brain and the central nervous system
3. Describe basic procedures in neurosurgery
4. Identify instrumentation and supplies used in neurosurgery
5. Discuss patient positioning and prepping
6. Discuss positive and adverse surgical outcomes

### **Week 7:**

- A. Carpal Tunnel Release
- B. Laminectomy
  - Cervical
  - Anterior
  - Posterior
  - Thoracic
  - Lumbar
  - Minimally Invasive
  - Spinal Fixation
- C. Craniotomy
  - Aneurysm Repair
  - Cranioplasty
  - Craniosynostosis Repair
- D. Rhizotomy
- E. Stereotactic Procedures
- F. Transphenoidal Hypophysectomy

## SURGICAL PROCEDURES II

SRGT 1542.F1

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- G. Ulnar Nerve Transposition
  - H. Ventriculoperitoneal Shunt Placement
  - I. Ventriculoscopy

### **Online Activities:**

*See course outline in Brightspace*

*Review common surgical supplies for Neurosurgery procedures*

*Review basic Neurosurgery instrumentation*

*Review draping that is commonly used in Neurosurgery procedures*

### **Student's Responsibilities**

Read:

Alexander's Ch 12

AST Ch.24

**COMPREHENSIVE FINAL** – Final Exam will be given Wednesday, May 6, 2020 from 8:30 -10:30. Location will be announced in BrightSpace.

### **Course Grading Information:**

Grading Rubric

A – 100 – 89.5

15% MindTap

B – 89.4 – 79.5

40% Online Activities

C – 79.4 – 74.5

20% Assessments

D – 74.4 – 69.5

15% Final

F – 69.4 – 0

10% Attendance

100 %

### **MindTap activities:**

MindTap by Cengage is an online companion for the AST book. MindTap does require an access code and that code was purchased with the book bundle. MindTap activities are timed. Students will have **three** attempts at each activity and the best attempt will be the grade added to the gradebook. This will count for 15% of the student's total grade.

### **Online activities:**

Online activities are activities that can be found on your "Things to Do" list located in each section of the unit. All unit activities must be completed during the allotted time for that unit. Please be aware that some activities may be timed; time will be noted in the activity directions. Please see the *PDF calendar* for specific due dates for each unit. Once the week is closed, the

## SURGICAL PROCEDURES II

SRGT 1542.F1

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activities will no longer be available to the student. This will count for 40% of the student's total grade.

Each week a discussion question(s) will be posted in Brightspace. Discussion participation will be counted as part of your attendance grade. These discussion topics will be available until the due date at 11:59pm. Those that do not participate in the discussion posts will receive an absence for the course.

### Assessments:

Assessments over each week will be available online. Each assessment will have one attempt. Assessments will be available until the due date at 11:59pm. Once the assessment has closed the assessment will be graded and the student will receive a grade. Please make an appointment with Mrs. Rierson to review your assessment answers. This will count for 20% of the student's total grade.

### Comprehensive Final:

The final for this class will be comprehensive meaning that it will cover AST chapters 16, 18, 19, 22, 23, and 24 along with chapters 9, 12, 13, 14, 15, 16, and 17 from Alexander's. This will count for 15% of the student's total grade

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

#### Late work:

All assignments must be turned in by their due date. Due to the pace of the course, no late assignments will be accepted. Quizzes and Face-to-Face activities cannot be made up.

#### Attendance:

Attendance for this class will be counted by completing the discussion assignments online by the due date and bi-weekly Zoom meetings. If the total of the two methods of attendance reach 25% of the course, the student will be removed from the course and consequently the program. Attendance will count for 10% of the student's total grade.

Students are encouraged to schedule a meeting with the instructor at a time that will work best for their schedule. Bi-weekly Zoom meetings will be scheduled by email and all students are required to meet with the instructor via Zoom. The initial zoom meeting for the semester will be a one-on-one with the instructor. Once the initial meeting is complete, group meetings are allowed. If a group meeting is requested, please include the group information in the email sent to the instructor when scheduling to ensure that the invite is sent to all members.

## SURGICAL PROCEDURES II

SRGT 1542.F1

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### \*Bi-weekly Zoom meeting schedule:

- March 23-27 (one-on-one for initial meeting)
- April 6-10 (individual or group meetings allowed)
- April 20-24 (individual or group meetings allowed)
- May 4-5 (individual or group meetings allowed)

\*Emails to schedule a Zoom meetings should be sent to Mrs. Rierison at [mrrierson@mclennan.edu](mailto:mrrierson@mclennan.edu)

### **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.” Unprofessional behavior or conduct will not be tolerated in the classroom or lab setting. Inappropriate behavior will not be tolerated and will be dealt with immediately. Please refer to the MCC Highlander Guide and the ST program handbook for a more detailed explanation. Students are not allowed to eat or drink in the OR lab. Students are expected to be prepared for scheduled tests and will not be allowed to enter or leave during testing. Once the test starts students are expected to sit for the complete test.

Due to the sensitive nature of some of the classroom discussions students are not to take topics outside of the classroom and into the public setting. This is a direct violation of program policies and will not be tolerated and will lead to dismissal from the program.

***\*\*Please refer to your student handbook for further information.***

### **\* Click Here for the MCC Academic Integrity Statement**

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

### **\* Click Here for the MCC Attendance/Absences Policy**

([www.mclennan.edu/highlander-guide/policies](http://www.mclennan.edu/highlander-guide/policies))

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

### **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



## SURGICAL PROCEDURES II

SRGT 1542.F1

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classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

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

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

254-299-8122

Room 319, Student Services Center

**\* Click Here for more information about Title IX**

**([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*