



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Majors Biology I

BIOL 1406.001

Elizabeth Mitchell

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

AN EQUAL OPPORTUNITY INSTITUTION

Spring 2024

Course Description:

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification.

Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Prerequisites and/or Corequisites:

Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 4 (3 lec/3 lab)

Course Notes and Instructor Recommendations:

This course is for students interested in majoring in biology and/or students who are interested in pursuing a degree in a health profession (pre-med, pre-dental, pre-PA, pre-pharmacy, etc.).

As such, the purpose of this course is to lay foundational groundwork upon which many principles of biology will be built. Therefore, this is a content heavy course. Please make sure you have the time commitment necessary to be successful.

This is also a reading intense course. Students will be expected to read the material outside of class.

Instructor Information:

Instructor Name: Liz Mitchell

MCC Email: emitchell@mclennan.edu

Office Phone Number: 254.299.8187 (If I am not in my office, please leave a message. I will be able to listen to the message on my cell phone).

Office Location: Science 220

Office/Teacher Conference Hours:

In person or on Zoom: Mondays 11:30 – 1:30, Thursdays 2:30 – 3:30

Other Instruction Information: I will be using Remind to send out important messages. Please sign up here. <https://www.remind.com/join/bybio>

Required Text & Materials:

Title: *Biology*

Author: Peter Raven, George Johnson, et al.

Edition: 13th

Publisher: McGraw-Hill

ISBN 13: 978-1260565959

ISBN 10: 1260565955

Title: *Custom Lab Manual Biology 1406/07*

Author: McLennan Community College/Liz Mitchell

Edition: 1st

Publisher: McGraw-Hill

ISBN 13: 978-1-307-77395-8

ISBN 10: 1-307-77395-9

*Note: This book is ONLY available at the MCC bookstore. You will be required to bring this book to each class. Failure to do so will result in you not being able to complete the labs. You will be unable to make-up missed labs.

Students will need access to a computer or tablet with internet (smart phones will not work). All Reading Assignments are accessed through the Connect software platform. Students who do not have a computer at home can use the MCC library computers.

Your class is enrolled in Inclusive Access. This means your textbook was paid in your tuition fees. **Unless you specifically opted out of this option, your textbook and lab manual have already been paid for.**

Please go to the bookstore to pick up your lab manual. It will be required to have your lab manual during lab.

Please go to the bookstore to pick up your hardcopy, loose-leaf textbook. You will need a large 3-ring binder to keep your book and your graded labs.

It is also highly suggested you purchase a 3 ring binder to keep up with all of your graded work for this semester.

\$12 for the Biological Molecules Project (student grants will be offered, as needed. Information will be given for this during class/on Bright Space).

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

Methods of Teaching and Learning:

Lectures are dynamic and require student participation. Please come talk to me if you are unable to participate in lecture activities. PowerPoint will be used sparingly in class. Lectures will be conducted using class white boards and online resources (YouTube, KEGG, OMIM, etc.).

Weekly homework will be assigned to help students learn lecture material. Students will be given tests to assess their mastery of lecture material.

Weekly reading assignments will also be assigned to help students connect the material of the textbook to the material we are learning in class. These assignments are also created to help students understand the material more deeply and broadly.

Labs will help lead to deeper learning of lecture concepts. Labs will also facilitate an understanding of how scientific knowledge is created, scrutinized, and disseminated. Not all labs follow the lecture material.

Students will also be required to attend outside Supplemental Instruction (SI) activities. Students will be required to attend 7 SI sessions during 7 different weeks. Mandatory SI has been scientifically shown to help students achieve higher success in courses.

Course Objectives and/or Competencies:

Upon successful completion of this course, students will:

- Describe the characteristics of life.
- Explain the methods of inquiry used by scientists.
- Identify the basic requirements of life and the properties of the major molecules needed for life.
- Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
- Describe the structure of cell membranes and the movement of molecules across a membrane.
- Identify the substrates, products, and important chemical pathways in metabolism.
- Identify the principles of inheritance and solve classical genetic problems.
- Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.

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- Describe the unity and diversity of life and the evidence for evolution through natural selection.

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.

Attendance will be taken at the start of each class. Students who are more than 30 minutes late will be marked absent for that day (unless a note for an MCC-excused absence is provided). Students who leave 30 minutes early will be marked absent. If coming late/leaving early equals 30 minutes or more, the student will be marked absent.

Students will also be marked absent if they are not participating (for example, paying attention to their phone, etc.).

Course Outline or Schedule:

The following schedule is tentative. If schedule changes occur, I will communicate the changes through Bright Space and through class announcements.

The lab schedule, and corresponding pre-labs, will be announced through Bright Space.

What are we studying this week?			Test Schedule
Week 1	January 8 - 14	Welcome, Cells	Quiz over syllabus and bright space
Week 2	January 14 - 21	Cells and Tissues	
Week 3	January 21 - 28	Functional Groups, Biological Molecules, Phospholipid Membranes	January 24th: Mini-Test (Cells and Tissues)
Week 4	January 28 - February 4	Proteins/Enzymes, Intro to Cell Communication	Quiz: Functional Groups
Week 5	February 4 - 11	Cell Communication	
Week 6	February 11 - 18	Start Transcription and Translation	Test 1 February 14th: Bio Molecules, Phospholipid Membranes, Proteins and Enzymes, Intro to Cell Communication, Cell Communication
Week 7	February 18 - 25	Finish Transcription and translation, Mutations	
Week 8	February 25 - March 3	Genetics	
Spring	Break	Break	
Week 9	March 10 - 17	Meiosis, Start Mitosis	
Week 10	March 17 - 24	Finish Mitosis/Stem Cells, Test 2	Test 2 March 20th: Transcription and Translation, Mutations, Genetics, Meiosis, Mitosis/Stem Cells
Week 11	March 24 - 31	DNA Replication	
Week 12	March 31 - April 7	Cell respiration	
Week 13	April 7 - 14	Natural Selection	
Week 14	April 14 - 21	Photosynthesis	
Week 15	April 21 - 28	Biotechnology Activity (graded)	Test 3 April 24th: DNA Replication, Cell Respiration, Natural Selection, Photosynthesis

	Final Exam	Monday, April 29th 8 am - 10 am
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Final Exam Time and Location:

Monday, April 29th 8 – 10 am Room 234 (normal class room)

Course Grading Information:

Student grades will be measured based on performance on Connect Reading Assignments and Homework. Grades are marked based on correct answers.

Tests are multiple choice, T/F, mark-all-that-apply, fill-in-the-blank, and short answer. Answers are marked based on correct answers. Tests will also have an essay question. Essay questions will be graded blindly and are also marked based on correct response.

Labs and pre-labs are graded based on effort, completion, and correct responses.

If you leave a lab early (without a documented MCC excuse), you will need to turn the lab in as you leave. You will not be allowed to take the lab home to complete it later.

Pop quizzes will be assigned throughout the course. Students who are not present at the beginning of the pop quiz will not be allowed to take the quiz. Students will be issued a 0 for that assignment.

All assignments in the Homework, In-Class Assignments, and Quizzes are worth 100 points.

All tests, including the final exam, are worth 150 points.

Students who fail to complete the pre-lab or fail to bring their lab notebooks for one lab will receive a 0 on that lab. Students will be asked to leave the class for those labs.

SI grades are calculated based off participation. Students will receive full credit for participating. Students who do not participate or who are more than 10 minutes late will not receive credit for that SI.

This course is a percentage course. Grades are calculated based off the following percentages:

Grades

Tests	65%
Lab Grades	20%
Homework, In-Class Assignments, Quizzes	9%%
SI	5%
Biological Molecules Team Assignment	0.5 %%
Test 1 Corrections	0.5 %%

Labs

Pre-Lab	10%
Lab	90%

The final exam is cumulative; it will include all information from the Mini-Test, Tests 1, 2, and 3, as well as the new information learned in the course.

A student's final exam will replace their lowest test grade.

The Mini-Test and Tests 1-3 are worth 150 points each. The Final Exam is worth 75 points.

Bonus:

1. For tests:
 - a. Turn in one practice test early (5 points), complete both practice tests (5 points).

- b. If you complete both practice tests early, you can have a total of 10 bonus points on the test.
- 2. For the final (labeled as Test 4):
 - a. Practice tests as described above. These bonus points **WILL NOT** transfer over when your final exam replaces your lowest test grade.
 - b. After your 7 required SI sessions, attending up to 5 further SI sessions spread out over 5 weeks can result in 5 additional bonus points on the final exam. These bonus points **WILL** transfer over when the final exam replaces your lowest test grade.
- 3. If a student completes all of the Reading Assignments for this course, they will receive a 2% bump in their overall grade at the end of the semester. To receive the bonus, students must:
 - a. Complete the Reading Assignment by the due date
 - b. The 2% bump will be “pro-rated”, based on how many Reading Assignments a student completes. For example, if a student completes half of all Reading Assignments with a 100% grade, the student will receive a 1% bump for their overall grade for the course.

SI Attendance Requirements:

- 1. Students must attend SI sessions outside of class. Students will have several times to choose from throughout the week.
- 2. Students must attend 7 SI sessions throughout the semester. These 7 sessions must be attended on 7 different weeks.
- 3. Students will get an initialed card as attendance of SI. Students will give this card to the instructor the next class period.
- 4. Cards will not be accepted after April 26th.
- 5. Not having a card will mean students will not be counted present.
- 6. Students who arrive 5 minutes late or leave 5 minutes early will not be counted present.
- 7. Students who do not participate, are disruptive, are disrespectful, or cause problems will not be allowed to attend SI. These students will receive 0s for the remaining SI grades and will be ineligible to make these grades up.

SI will be offered three times each week. SI will be offered the following times:

Mondays of even weeks: 2:15 PM

Wednesdays of odd weeks: 2:15 pm

Every Thursday: 2:10 pm

Every Tuesday: 6:00 pm

Students are expected to complete all course work themselves. Students who violate academic integrity will face penalties. Students who violate academic integrity for Reading Assignments, Homework, In-Class Assignments, Quizzes, Pre-Labs, and Labs will be issued a 0 for that assignment. A second offense will result in an F for the course. Students who violate academic integrity on tests will face an F on the course. Cheating/plagiarism include: copying another student's work, copying answers from the internet, having an AI system, such as ChatGPT generate answers and/or work for the student, having another student complete work, using outside sources to answer questions on a test, etc. It is up to the student to know if their actions violate the academic integrity of the course. If a student is concerned about an action, they may ask me before hand for no penalty. Students who provide answers to other students will face the same consequences as the students seeking answers.

Late Work, Attendance, and Make Up Work Policies:

Students get the following dropped grades:

Drops	
	1 lab grades
4 homework, reading, and quiz category	

Labs

All labs must be completed within the time frame given. If students do not finish the labs during the scheduled class time, those lab questions will not be completed and will be counted as incorrect.

You will have two class periods to complete the lab work. Any additional questions that need to be answered will be answered outside of class.

Students must do the work for the lab. If a student is seen sitting during the lab and not completing the "test tube" portions, but turns in answered questions, the lab will be graded as a 0.

Students who copy lab answers from either the pre-lab or labs will be issued a 0 for that assignment and one letter grade lower for the course.

In order to make sure you have enough time to complete the labs, it is important for you to have read over the entire lab, to know what the expectations are.

Students must have all pre-lab questions answered before coming to class. Not having the pre-lab questions answered will mean students will not be able to complete that lab. This lab will not be eligible to be made up.

Students who do not bring their lab manuals to class will not be allowed to complete that lab. Those labs will not be made up.

If students do not bring their lab manuals on the day a lab is due, students will not be allowed to turn that lab in later.

All students get 1 dropped lab. If a student misses more than 1 lab (all for approved MCC-excused absences), the student and I will have a conversation to determine a course of action.

A 50% grade penalty will be issued for lab stations and/or lab rooms that are left without being cleaned. These grade penalties can be issued for entire classes. If a student is worried their station is not clean enough, ask me, and we can make sure everything is ok before you leave.

Because some lab reagents are only available on the days assigned, students who miss a lab due to an MCC excused absence may be assigned an alternative assignment. Students will have 1 week to turn the assignment in.

Homework and Reading Assignments

All homework and reading assignments are assigned at the beginning of the week. It is up to the student to complete these assignments by the due date.

All Reading Assignments and Homework are due the Sunday before the next week starts at 11:59 PM. For example, Week 2 Reading Assignments will be due the Sunday that Week 3 starts.

A student must have an MCC-excused absence covering the entire week to make up homework and reading assignments. Students will have 1 week to complete any missed work. Any work not completed in that time frame will be a 0.

No late homework or reading assignments will be accepted. Students have 4 dropped grades.

Test 1 Corrections

Students will be assigned Test 1 corrections after Test 1. Test 1 corrections must be completed and turned in by the due date. No late work will be accepted.

Biological Molecules Project

Students will complete the Biological Molecules Project as a team. If the project is not turned in by the due date, the entire team will receive a 0.

If one student on the team commits a violation of academic integrity, all students on the team will be held responsible for the consequences of that violation.

Academic integrity violations include (but are not limited to): using Chegg or other online homework sources to complete the project/answer the questions for them, using ChatGPT to answer the questions for them, etc. It is up to the student to know if their actions violate the MCC academic integrity policy. It is up to team members to make sure other team members do not violate the academic integrity policy. Any academic integrity violations will result in a 0 for this lab and one letter grade lower for the entire course.

Students can elect to work by themselves on this assignment for a 10% grade penalty.

Quizzes

Some pop quizzes will be given during class or lab time. Students who are not present when the quiz is given out will not be allowed to take the quiz (for example, if a student comes in late after the quiz has started, that student will not be allowed to take the quiz).

Students get 4 drops in the homework, reading assignment, and quiz category. A missed quiz will be counted as the drop.

Tests

Students have a 2 hour time frame to take the test (unless the student has ADA accommodations, in which case I will work with those accommodations).

Students who come late to the test will not be given additional time to complete the test.

Depending on the schedule for computer labs on campus, tests may be taken on a computer at a computer lab. These tests will be the same questions as a test would be if given on paper. This information will be communicated in class at through Bright Space.

If a student misses a test for any reason, that student can take that test on Friday, December 1st in the 8:30 – 12:30 time frame with me OR on Friday, April 26th, during Testing Center hours. Students will need to tell me by Friday, April 12th, if they plan to take the test with me or with the Testing Center.

If a student does not show up to the make-up test day, that test will remain a 0 and the test will be replaced by the final exam.

Make-up test day is Friday, April 26th. You may either take it with me in the 9 am – 11 am time frame. Or, you may schedule your test with the Testing Center. I will put up a Bright Space communication asking students to let me know what test they missed and their preference for taking the test. If I do not hear back from students by the requested date, they will have to take the test with me (it will be too late to schedule with the Testing Center).

Be advised: the make-up test is NOT the same test that was given during class-time. It would be unethical for a student to be given the same test that was previously given in class. The test that will be assigned will be comparable to the tests given in class.

If a student misses 2 tests, the first test will be made-up on make-up test day. The second test will be replaced by the final exam.

If a student misses 3 tests, the student must have an MCC-excused absence for the third test in order to coordinate with me to take that test.

If a student misses the final exam and does not have an MCC-excused absence, the final exam will be a 0. If a student has an MCC-excused absence, the student can coordinate with me to take the final exam by the end of the semester, Thursday, May 2nd/

Supplemental Instruction

Because students only need to attend 7 SI sessions in a 15 week course, no make-up SI sessions will be offered.

Covid Issues

If you have tested positive for Covid, please self-report on the MCC website.

https://mclennan.co1.qualtrics.com/jfe/form/SV_9FiKfG5D85livQN

Because the COVID guidelines have been quickly changing, please check Bright Space to know what the most up-to-date MCC requirements are.

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.

It is expected students will complete their own work. Using outside sources, such as Chegg, ChatGPT, etc to complete assignments is considered cheating. Any use of these outside sources will be considered academic dishonesty. Students who use these resources on non-test assignments will receive a 0 for that assignment and one letter grade lower for the course.

An academic dishonesty violation on a test will result in an F for the course.

Students will be reported to Academic Conduct. If a student has a history of academic honesty violations, they may be suspended from taking further classes at MCC. If this a student's first violation of academic dishonesty, let it be known their name will be recorded by MCC. Any future violations of academic dishonesty may result in loss of scholarships, financial aid, suspension from MCC, etc. Please also be aware that academic dishonesty violations can be requested by transferring institutions (even first-time offenses).

It is up to the student to know if their actions are considered a violation of MCC's academic dishonesty policy.

Students who continue to be disruptive in class, either to me or other students, will be asked to leave. Students will be required to meet with me and a third party (who may include the Division Director) before being allowed to return to class.

Please note: due to the threats faced in 2023, students who make remarks regarding committing violent acts, wishing to commit violent acts, or statements that can be interpreted as such, will be taken at face value. These remarks will be reported to the MCC police. Subsequent MCC police action will be taken.

Students who do not participate in class will be issued an absence for that day. Continued non-participation will result in being required to meet with me and potentially the Division Director.

Students who are disruptive, disrespectful, or cause problems during SI will be issued one warning. At the second disruption/problem, students will not be allowed to attend SI. Students will receive a 0 for the remaining SI sessions. Other disciplinary actions may also take place.

Students are expected to attend SI for the duration of SI. Students who come late/leave early will not get credit for that SI session.

[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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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability

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

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. 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 may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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 success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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:

Please view our [Academic integrity statement](#) for more 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-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/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](#) 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.