

Updated 08/03/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Advanced Radiographic
Procedures**

RADR 2331_101

MEREDITH R. BROWN MS, RT (R)

NOTE: This is an 8-week course.

Course Description:

Positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology, and an exploration of specialized imaging modalities. Semester Hours 3 (3 lec/1 lab)

Prerequisites and/or Corequisites:

Prerequisites: Successful completion of previous RADR courses with a minimum grade of C or better.

Course Notes and Instructor Recommendations:

This course is taught via face-to-face. We will use the textbooks, handouts, and online *open educational resources (OERs)*. There will be readings, assignments, and other activities for each unit.

Alternative meeting plan: In the event we are unable to meet in person, this course could be converted to hybrid or completely online using various options of delivery such as asynchronous recorded lectures and/or two-way synchronous teaching as determined by the instructor.

Students remain available for all scheduled course times to complete course work as assigned and be present when requested for synchronous lectures, in-person class, or lab.

Instructor Information:

Instructor: Meredith R. Brown BSHS, MS, RT (R)

MCC E-mail: mbrown@mclennan.edu

Phone Number: 254-299-8342

Office Location: CSC 202

Office/Teacher Conference Hours: As posted on office door

Other Instruction Information: Email is preferred method of contact. Please include your name, student ID, and telephone number in the email's content.

Required Text & Materials:

Title: Textbook of Radiographic Positioning and Related Anatomy

Author: Kenneth L. Bontrager/ John P. Lampignano

Edition: 10th

Publisher: Mosby

ISBN-13: 978-0-323-35367-1

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

Methods of Teaching and Learning:

Lecture (including the possibility of 2-way communication, recorded lecture and/or face-to-face), quizzes, exams, reading assignments, practice worksheets, online open educational resources, projects, lab practicums, and group activities.

Course Objectives and/or Competencies:

The student will be able to describe the various specialized imaging modalities; perform advanced diagnostic procedures, and analyze radiographic images to distinguish between acceptable and optimal quality.

Course Outline:

UNIT OBJECTIVES

Guidelines for Image Analysis

- 1) State the characteristics of an optimal projection.
- 2) Properly display projections of all body structures.
- 3) State how the patient is associated with the projections and explain what to do if there is a missassociation.
- 4) Discuss how to mark projections accurately and explain the procedure to be followed if a projection has been mismarked or the marker is only faintly seen.
- 5) Discuss why good collimation practices are necessary and list the guidelines to follow to ensure good collimation
- 6) Describe how positioning of anatomic structures in reference to the central ray (CR) and image receptor (IR) affects how they are visualized on the resulting projection.
- 7) State how similarly appearing structures can be identified on projections.
- 8) Determine the amount of patient or CR adjustments required when poorly positioned projections are obtained.
- 9) Discuss the factors that affect the spatial resolution in a projection.
- 10) Describe the radiation protection practices that are followed to limit patient and personnel dose and discuss how to identify whether the concept of ALARA was taken into consideration.

Image Analysis of the Chest and Abdomen

- 1) Identify the required anatomy on all chest and abdominal projections

- 2) State the technical data used in chest and abdominal projections
- 3) List the image analysis guidelines for accurately positioned adults and pediatric chest and abdominal projections.
- 4) State how to reposition the patient when chest and abdominal projection with poor positioning are produced.
- 5) Discuss how to determine the amount of patient or CR adjustment required to improve poor positioning on chest and abdominal projections.
- 6) State how pathological conditions are affected by improper positioning
- 7) State the purpose and proper location of internal devices, lines, tubes, and catheters are demonstrated on chest and abdominal images.
- 8) Discuss various positioning adjustments necessary due to gender of the patient, growth and development of neonates, and various pathologies.

Image Analysis of the Upper Extremity, and Shoulder

- 1) Identify the required anatomy on all upper extremity and shoulder area projections
- 2) State the technical data used in upper extremity and shoulder area projections
- 3) List the image analysis guidelines for accurately positioned upper extremity and shoulder projections.
- 4) State how to reposition the patient when upper extremity and shoulder area projection with poor positioning are produced.
- 5) Discuss how to determine the amount of patient or CR adjustment required to improve poor positioning on upper extremity and shoulder area projections.
- 6) State the kilovoltage (KV) routinely used for upper extremity projections and describe which anatomic structures will be visible when the correct technical factors are used.
- 7) Explain how the wrist and elbow rotations affect the position of specific anatomic structures/landmarks; and
- 8) Discuss how the patients body habitus and muscularity or thickness can require specific adjustments to positioning.
- 9) Understand the changes in the carpal bones when the wrist is extended, deviated, or ulnar- and radial-deviated in the PA and lateral projections
- 10) State why rotating the body part might cause additional harm or issues for the patient if a fracture is suspected; especially the humerus.

Image Analysis of the Lower Extremity, Pelvis, and Hip

- 1) Identify the required anatomy on all lower extremity, pelvis and hip projections
- 2) State the technical data used in lower extremity, pelvis and hip projections

- 3) List the image analysis guidelines for accurately positioned lower extremity, pelvis and hip projections
- 4) State how to reposition the patient when lower extremity, pelvis and hip projections projection with poor positioning are produced.
- 5) Discuss how to determine the amount of patient or CR adjustment required to improve poor positioning on lower extremity, pelvis and hip projections
- 6) State the kilovoltage (KV) routinely used for lower extremity projections describe which anatomic structures will be visible when the correct technical factors are used.
- 7) Discuss how the patients body habitus, muscularity or thickness, gender, arch or the foot, and other individual characteristics can require specific adjustments to positioning.
- 8) State why rotating the body part might cause additional harm or issues for the patient if a fracture is suspected; especially the femur.

Image Analysis of the Spine

- 1) Identify the required anatomy on all spine, sacrum, and coccyx projections.
- 2) State the technical data used in spine, sacrum, and coccyx projections
- 3) List the image analysis guidelines for accurately positioned spine, sacrum, and coccyx projections
- 4) State how to reposition the patient when spine, sacrum, and coccyx projection with poor positioning are produced.
- 5) Discuss how to determine the amount of patient or CR adjustment required to improve poor positioning on spine, sacrum, and coccyx projections
- 6) Discuss the various curvatures of the spine regions and explain the intervertebral disk spaces slant.
- 7) Understand the importance of specific breathing techniques for some areas of the spine.
- 8) Discuss options on how to achieve uniform image density when body part thickness change.

Image Analysis of the Cranium

- 1) Identify the required anatomy on all cranium projections.
- 2) State the technical data used in cranium projections
- 3) List the image analysis guidelines for accurately positioned cranium projections
- 4) State how to reposition the patient when cranium projection with poor positioning are produced.
- 5) Discuss how to determine the amount of patient or CR adjustment required to improve poor positioning on cranium projections

- 6) Define and state the common abbreviations used for the cranial positioning lines.
- 7) Explain how the patient and CR are positioned to demonstrate accurate air-fluid levels in the sinus cavities.

Special Radiographic Procedures

Includes:

- Arthrography.
- Myelography
- Orthoroentgenography
- Biliary Procedures
- Hysterosalpingography
- Sialography
- Conventional Tomography

After completion of this unit, the student will be able to:

1. State the purpose of additional diagnostic procedures.
2. Identify indications and contraindications for diagnostic procedures.
3. Identify necessary equipment and supplies.
4. Describe patient preparation protocols.
5. Describe fluoroscopic and radiographic positioning protocols.

Additional Diagnostic/Therapeutic Modalities

Includes:

- Mammography
- Bone Densitometry
- Nuclear Medicine
- Positron Emission Tomography
- Radiation Oncology
- Sonography
- Magnetic Resonance Imaging

After completion of this unit, the student will be able to:

1. Define terms used in conjunction with the procedures.
2. Identify clinical applications of and protocols for the procedures.
3. Identify the basic structures of the breast.

4. Differentiate among key types of pathologic conditions of the breast.
5. Determine which projections or positions will best demonstrate the structures of the breast.
6. Identify osteopenia and osteoporosis classifications and treatment options.
7. Compare the functionality of various scanners used for bone densitometry.
8. Describe procedural considerations for DXA such as positioning, accuracy, and precision
9. Describe basic principles of Nuclear Medicine.
10. Identify Nuclear imaging equipment and various clinical applications.
11. Define basic Nuclear Medicine terminology.
12. Describe basic principles of PET scanning technique.
13. Understand and describe various Radiation Therapy applications.
14. Recite the historical development of ultrasonography.
15. Recall the theory and methodology of ultrasound imaging.
16. Describe the clinical applications.
17. List the patient preparations required for the common ultrasound procedures.
18. Describe basic principles of MRI.
19. Compare the types of magnets commonly used in MRI.
20. Identify indications and contraindications of MRI.
21. Describe basic safety considerations for MRI.

Trauma, Mobile, and Surgical Radiography

After completion of this unit, the student will be able to:

1. Differentiate among key types of traumatic injuries.
2. Demonstrate familiarity with the manipulation and operation of equipment used for trauma, mobile, and surgical radiography.
3. Appropriately modify projections and positions to accommodate compromised patient mobility.
4. Follow the principles of surgical asepsis and radiation protection.

Pediatric Radiography

After completion of this unit, the student will be able to:

1. Identify the basic radiographic principles related to pediatric radiography.

2. Differentiate among key types of pathology.
3. Describe typical patient, contrast media, and procedural preparation protocols for pediatric radiography.
4. Identify techniques to maintain physical and radiation safety of the patient.

Course Attendance/Participation Guidelines:

As outlined by both the MCC and Health Profession Division policies, regular and punctual attendance is expected of all students, and a complete record of attendance will be kept by each instructor for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

In addition, as specifically stated in the MCC Health Professions policy on attendance in didactic courses, a student will be dropped if a **cumulative of 15% of class meetings are missed due to unexcused reasons**. Please refer to the full MCC Attendance policy and the MCC Health Professions Division policy for full details.

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.

Course Outline or Schedule:

This schedule is subject to change at any time; students will be notified.

RADR 2331 Advanced Radiographic Procedures									
Spring 2024 Schedule									
The Instructor reserves the right to deviate from this schedule will make every effort to provide advanced notification to the student.									
Date		Topic							

Advanced Radiographic Procedures

RADR 2331

Week 1					
9-Jan-24	Syllabus, Course schedule				Watch PodCast Lectures Online
11-Jan-24	Guidelines for Image Analysis				Image Analysis Practical/ Procedures Lab
Week 2					
16-Jan-24	Chest and Abdomen				Watch PodCast Lectures Online
18-Jan-24	Sternum and Ribs				Image Analysis Practical/ Procedures Lab
Week 3					
23-Jan-24	Upper Extremity and Shoulder				Watch PodCast Lectures Online
25-Feb-24	Lower Ext, Pelvis, Hip, and SI				Image Analysis Practical/ Procedures Lab
Week 4					
30-Jan-24			ACERT Conference		
1-Feb-24			Submit Completed Procedures Chart		
Week 5					
6-Feb-24	Pelvis, Hip and Si Cont'd				Watch PodCast Lectures Online
	C, T and L Spine, and Sacral and Coccygeal Vertebrae				Image Analysis Practical/ Procedures Lab
8-Feb-24	Cranium, Facial Bones, and Parnasal Sinuses				Presentation Plans/Outlines due by Sun 10pm
Week 6					
13-Feb-24	Special Radiographic Procedures				Ch 19 - Bontrager
	(Arthrograms, Biliary Duct, HSGs, Myelography, etc)				Protocols Assignment

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15-Feb-24	Special Radiographic Procedures Continued	Online Quiz (Ch 19)			
Week 7					
20-Feb-24	Trauma, Mobile, and Surgical	Ch 15 Bontrager			
	Pediatric	Ch 16 Bontrager			
22-Feb-24		Online Quiz (Ch 15 & 16)			
Week 8					
27-Feb-24	Modality Group Project Presentations	Final Exam Project Grade			
	(CT, Nuc Med, Interventional & Cath Lab, Ultrasound, Radiation Oncology, and Mammo plus Bone Densi.)				
	Spring Break	Be safe & have fun!			

Course Grading Information:

Your grade in this course will be based upon your performance in the following areas:

<u>TASK</u>	<u>PERCENTAGE OF COURSE GRADE</u>
1. Weekly Assignments/Quizzes, etc..	25%
2. Lab Activities/Participation	25%
3. Chapter Exams / Image Evaluation Exam	25%
4. Grp Project Presentations (Final Exam)	<u>25%</u>
	100%

The course grade will be applied to the following scale:

90% - 100%	A
80% - 89%	B
75% - 79%	C
60% - 74%	D
59% or less	F

**REMEMBER: This is an RT course --
C is the minimum acceptable grade.**

All course grades will be applied to the following scale and will be rounded up to the nearest whole number when greater than or equal to .5 or above.

Examples: 93.4 = 93, 93.5 = 94, or 93.6 = 94 and so on.

Should you have any questions regarding the rounding of grades please contact your instructor.

Late Work and Make Up Work Policies:

Make Up Work

Student will be permitted to make up assignments with no penalty due to absence, caused by:

1. Personal illness WITH VERIFICATION FROM YOUR DOCTOR
2. Death in the immediate family (mother, father, brother, sister, or a child of oneself). All other late assignments will receive 10 point deduction on the first day missed and five points everyday thereafter. This is only accountable on business days.

Grading

Grades for each exam are posted on Brightspace for students to view. Students are required to report to the instructor any incorrect posting within two days of taking an exam. Failure of students to check their grades in order to report any incorrect posting and failure to report this to the instructor will result in grades remaining as posted on Brightspace.

Performance Goal, Expectation, and Requirements

The Radiologic Technology program coursework is designed to provide students with a structured comprehensive curriculum that prepares them for a career as a professional health care provider. It is imperative that students develop and maintain a strong knowledge base of all course material and competencies to be successful.

Therefore, the program has established a performance goal for all coursework and assessments in all RADR courses of an 80% or higher. Students that do not achieve the minimum grade of 80% will be required to complete an activity of remediation assigned by the instructor of the course immediately following. The activity requirements will vary as they will be customized according to factors such as the students' needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will receive an "Incomplete" ("I") grade for the course, regardless

of overall passing grade point average, until all work is submitted. An “Incomplete” (“I”) in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an “F” and the student will not pass the course.

****Remediation assignments MUST BE submitted prior to the next Unit exam or a 5 point penalty will be assessed to the Unit quiz or exam grade requiring the remediation.**

Tardiness/Absence Policy

Tardiness is defined by the instructor of this class as any time past the originally scheduled time class is to begin. At **8:30am** am, class has officially begun and a student is considered late if arrival is any time after that. Habitual tardiness indicates a lack of discipline and will be dealt with on an individual basis. The doors to the classroom will be locked at **8:30am** and the student will be denied access until the first break of the class which is usually at 50 minutes after the beginning of class.

- Students will be allowed to take a brief break at approximately 50 minute intervals. A break is designed to allow the student restroom facility time as well as technology breaks to check cell phones/messages, etc.
- Leaving while class is in session can be disruptive to others. Students may leave but need to understand that the classroom doors are locked and will remain locked and no re-entry will be allowed until the next break or class has officially ended. Should you have an emergent situation and need to leave during class, please gather your belongings quietly and leave since you will not be allowed class access until the next break or until class is over. *Special considerations need to be discussed with the instructor.
- Missing any portion of class at any time is considered an absence for the entire class period. *Only extreme circumstances will be considered for an excused absence and is at the discretion of the course instructor.
- Regular and punctual attendance is expected of all students, and a complete record of attendance will be kept by each instructor for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes.
- Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Student Behavioral Expectations or Conduct Policy:

Academic honesty and professional conduct is expected and will be enforced by the instructor. Individuals who cannot conduct themselves in a respectful manner will be asked to leave the classroom on the first occurrence. If continued behavioral incidents occur, the student will be removed from the classroom and referred to the Disciplinary Officer in the Career Development Office. If this occurs, the student may be expelled from the program and possibly the college. Likewise, if a student copies someone else's work, (plagiarism), cheats, or lies about assignments, the student will be required to attend a conference with the instructor, and will receive a grade of zero for the assignment in question.

If a student is caught cheating in any form, the student will receive a grade of "F" for the course and may risk being expelled from the college.

Brightspace Use and Activity

The instructor of this course intends to utilize Brightspace as both a communication tool as well as its features for announcements, assignments, and assessments. It is the student's responsibility to understand procedures and the importance of accessing Brightspace often, most likely daily, (as well as the MCC issued email), in order to stay on-track with the activities and requirements to complete this course

E-mail correspondence

The instructor of this course intends to communicate with students using McLennan Community College email. Use of other email addresses could cause a breakdown in communication and important information missed. Email messages are to be formulated in a professional fashion with no use of text speaking or symbols. Email correspondence should open with an appropriate salutation/greeting to the person intended and close with an appropriate closing/sign off.

Examinations

Random pop quizzes, unit exams and a comprehensive final will be given. Make up tests are not given in this course. (See 'Online Quizzes and Testing Policy' below). missed exams will receive a grade of zero. If an in-class pop quiz is missed for an unexcused absence, the student will receive a grade of zero.

Online Quizzes and Testing Policy

Some chapter tests and/or quizzes may be posted on Brightspace and will be timed according to length and content. Adequate time will be provided to complete the test provided the student has studied the material prior to taking the test. There will not be sufficient time to “look up” each test question searching for the answer.

- 5 points will be deducted for every minute that a student goes over the allotted testing time.
- If a student fails to take the Brightspace test or quiz during the allotted time frame, a zero will be given with no opportunity to re-take the test. This only applies to tests or quizzes that are not begun and completed during the time frame.
- If a technology glitch occurs, the student is to contact the instructor immediately to report the issue. The instructor will investigate the issue and has the option to re-set the test or quiz. If “glitches” continue to be a recurring problem, the student will be required to test at the Testing Center.

Smoking Cessation

Electronic Vapor Products Use of electronic smoking cessation devices are prohibited in the classroom or the building. ECig/Vapor devices can only be used outside the building.

Likewise, these products cannot be used inside any clinical site building. Electronic Devices

All cell phones, pagers, or other electronic devices must be turned off during class. You may check your messages during breaks or between classes. Laptop computers may be used to facilitate note taking or to view classroom visuals that are posted on Brightspace, but must be turned off or put in sleep mode during tests. No other use of the laptop will be tolerated during class. If at any time during class you create a distraction to the Instructor or your classmates, you will be asked to leave the class.

MCC Academic Integrity Statement:

The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

[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.

10/09/2023



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

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

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.