McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

MDCA 1154.02

Medical Assisting Exam Review

Mr. David Choate

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

Course Description:
A preparation for the Medical Assisting Credentialing Exam.

Prerequisites and/or Corequisites:
Completion of all MDCA courses with a minimum grade of "C" in all courses.

Course Notes and Instructor Recommendations:
Registration for the National Certification Exam will open on the first day of Summer II and will close one week before the exam date.

Instructor Information:
Instructor Name: David Choate
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Office Phone Number: 299-8262
Office Location: HP 130
Office/Teacher Conference Hours: Daily 12.00 pm-2:00pm
Other Instruction Information: Class times. 10:00-12:00 M-Th.

Required Text & Materials:
Title: Medical Assistant (CCMA) Study Guide
Author: Assessment Technologies Institute Allied health
Edition: 2.0
Publisher: Assessment Technologies Institute
ISBN: 978-1-56533-576-9

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

Methods of Teaching and Learning:
Clinical rotation

Course Objectives and/or Competencies:
Learning Objectives

- Perform CLIA-waived Laboratory procedures.
- Obtain patient vital signs using manual and automatic devices.
- Preview the requisition for testing requirements and patient identity.
- Verify patient compliance with testing requirements.
- Prepare the patient for monitoring.
- Document medical information using approved medical terminology.
- Adhere to HIPAA regulations regarding protected health information (PHI).
- Observe the chain of command in a health care setting.
- Explain general office procedures to patients.
- Modify communication with patients based on special considerations.
- Manage patient medical records.
- Schedule impatient and outpatient admissions and procedures.
- Perform office opening and closing procedures.
- Manage inventory of office supplies.
- Perform basic diagnostic and procedural coding.
- Address patient concerns according to the Patient's Bill of Rights.
- Maintain safety in the workplace according to regulatory standards (OSHA, Joint Commission, CLIA).
- Follow chain of custody protocol (e.g., drug testing, rape kits).
- Report illegal or unsafe activities in the health care environment to proper authorities (e.g., neglect of patients, harassment, substance abuse, fraud).
- Recognize and respond to emergency situations (e.g., fire, hostage, biological hazard).
- Perform the steps used in collecting a blood culture.
- Demonstrate infant heel stick puncture procedures.
- Discuss handling requirements for nonblood specimens.
- Identify the components that are required on a chain of custody form.
- Prepare samples for transportation to a reference (outside) laboratory.
- Calculate patient heart rate from the EKG tracing.
- Identify artifacts from the tracing.
- Record a 12-lead EKG on a patient.
- Respond to potentially life-threatening arrhythmias.
- Maintain EKG equipment ant the work environment.

Chapter 1: Health Care Systems and Setting

- Roles and responsibilities of the medical assistant.
- Roles and responsibilities of health care providers.

- Roles and responsibilities of allied heath personnel.
- Professionalism.
- Scope of practice.
- Standard of care.

Titles and Credentials

- Additional credentials for medical assistants.

Licensing and Certification

- Health care licensure.
- Certification.

Health Care Delivery Models

- Types of health care delivery models.
- General vs. specialty and services.
- Ancillary services and alternative therapies.

Insurance Fundamentals

- Insurance terminology.
- Types of insurance plans.
- CMS 1500 form.
- Electronic submission of claims.

Chapter 2: Medical Terminology

- Common medical abbreviations and acronyms.
- Commons medical symbols.

Medical Word Building for Conditions, Instruments, and Procedures

- Roots, prefixes, suffixes, and plurals.
- Common word roots by body systems.
- Other common word roots.
- Combining forms.
- Common prefixes.

- Common suffixes.
- Rules for changing from single to plural.

Positional and Directional Terms.

Chapter 3: Basic Pharmacology

Common Medications and Abbreviations.

- Commonly prescribed medications.
- Commonly approved pharmacological abbreviations.

Medication Classification and Schedules

- Medication classifications and their uses.
- Medication schedules.

Therapeutic Effects, Adverse Effects, Indications, and Contraindications.

- Common therapeutic effects, adverse effects, and allergic reactions.
- Indications and contraindications for medications use.

Measurements, Mathematical Conversions, and Dosage Calculations.

- Metric system.
- Units of the metric system.
- Apothecary measurements.
- Household measurements.
- Mathematical conversions.
- Adult dosage calculations.
- Pediatric calculations.

Forms of Medications.

Look-Alike/Sound-Alike Medications.

Routes of Administration.

Pharmacokinetics.

- Adsorption
- Distribution
- Metabolism
- Excretion

Rights of Medication Administration.

- The right patient.
- The right medication.
- The right dose.
- The right route.
- The right time.
- The right assessment.
- The right to refuse.
- The right technique.
- The right documentation.
- The right reason.
- The right to know.
- The right evaluation.

Physician's Desk Reference and Online Resources.

- Physician's desk reference.
- Online medication references.

Chapter 4: Nutrition

Dietary Nutrients.

- Major nutrients and their functions.

Dietary Needs and Patient Education.

- Major food groups.
- Educating patients about nutrition.
- Dietary modifications for specific patient populations.
- Eating disorders.

Chapter 5: Psychology

Psychology

Developmental Stages

- Erikson's stages of psychosocial development.
- Maslow's hierarchy of needs.

End of Life and Stage of Grief

- End of life struggles.
- Stages/cycle of grief (Kubler-Ross)

Physical Disability, Developmental Delay, and Disease

- Psychological and social aspects related to physical disabilities.
- Developmental delays or other mental or psychological challenges.
- Working with patients who have a chronic or terminal illness.

Environmental and Socioeconomic Stressors

- Environmental stressors of life.
- Socioeconomic stressors of life.
- Depression and anxiety

Mental Health Screening

- Role of behavioral health in ambulatory care.
- Mental health screening tools in ambulatory care.
- Medical assistant's role in mental-health screenings.

Defense Mechanisms

Chapter 6: Body Structures and Organ systems

Body Structure and Organ Systems

Anatomical Structures, Locations, and Positions

Anatomical Position and Directional Terms

- Planes of the body. Body Cavities

Body Quadrants and Regions

Structure and Function of Major Body Systems

- Integumentary system.
- Skeletal system.
- Muscular system
- Immune and lymphatic system
- Cardiovascular system.
- Urinary system.
- Gastrointestinal system.
- Respiratory system.
- Nervous system.
- Endocrine system.
- Reproductive system.

Interactions Between Organ Systems

- Homeostasis.

Chapter 7: Pathophysiology and Disease Processes

Diagnostic Measures and Treatment Modalities

Incidence, Prevalence, and Risk Factors

Risk Factors Leading to High Mortality and Morbity

- Determinants of health.
- Morbidity vs mortality.
- Common comorbid diseases.
- Upstream management in population health.

Endemic, Epidemic, and Pandemic

Ch. 8: Microbiology

Cell Structure

- Organelles.

Organism and Types of Micro-Organisms

- Common categories of micro-organisms.

Common Nonpathogens and Pathogens

Transmission of Infectious Agents

- Infectious agents.
- Chain of infection.
- Conditions for growth.

Ch. 9: General Patient Care

Patient Identification

Preparing Examination and Procedure Rooms

- Review schedule to determine reason for visit.
- Clean and disinfect room.
- Pull appropriate equipment and supplies for visit.

Ensure Patient Safety in the Clinical Setting

- Safety concerns.
- Safety adjustments for specific populations.

Comprehensive Clinical Intake

- Interviewing techniques.
- Rapport and empathy.
- Parts of the intake process.

Measuring Vital Signs

- Temperature.
- Heart rate.
- Respirations.
- Blood pressure.
- Pulse oximetry.(oxygen measurement)
- Pain scale.

Abnormal Signs and Symptoms

Anthropometric Measurements

- Height.
- Weight.
- Body mass index.
- Pediatric measurements.
- Considerations related to age, health status, and disability.

Assisting Providers with Examinations and Procedures

- General physical exams.
- Specialty examinations.
- Preparing patients for procedures.

Preparing and administering Medications and Injectables

- Checking the medication order.
- Injection equipment and supplies.
- Needle safety.
- Keeping equipment sterile.
- Selecting needle gauge and length.
- Checking allergy status prior to administration of medication.
- Following the rights of medication administration.
- Administration of medications.
- Storing medications and medication logs.
- Immunization administration.

Eye, Ear, and topical Medications

Eye and Ear Irrigation

Identifying and Responding to Emergency/Priority Situations

- Emergency action plan.

First Aid and Basic Wound Care

- Types of tissue injuries.
- Types of limb injuries.
- Other types of emergencies.
- Wound care follow up.
- Sings of infection.
- Changing a sterile dressing.

Performing CPR

- Safety concerns.
- Breathing emergencies.

Assisting With Minor and Traumatic Injuries

Assisting With Surgical Interventions

- Explaining the procedure and obtaining consent.
- Pre- and post-surgical instructions.
- Setting up for the procedure.
- Minor surgical procedure.

Staple and Suture Removal

Reviewing Discharge Instruction with Patients

- Reviewing discharge instructions or plan of care.
- Setting up referrals
- Precertification of procedures.
- Participating providers.
- Following up with patients.

Guidelines for Sending Prescriptions and Refills by Phone

- Federal and state requirements.
- Parts of a prescription.
- Methods for creating and sending prescriptions.
- Paper vs. electronic prescriptions.
- Faxing prescriptions.

Documenting Relevant Aspects of Care in Patient Record

- Documenting the chief complaint.
- Documenting procedures.
- Required components of the medical record.
- Medical necessity guidelines.
- Diagnostic and procedural coding.

Operate Basic Functions of an HER/EMR

- Security information.
- Functions of an EMR.
- Computerized physician order entry (CPOE).
- Using patient portal to communicate with patients.

Ch. 10: Infection Control

Infection Control

- Six links in the chain of infection.
- Disease transmission and prevention.

Aseptic Techniques for Clinical Situations

- Medical and surgical asepsis.

Guidelines Regarding Hand Hygiene

- CDC hand hygiene recommendations.
- Steps for washing hands using soap and water.
- Steps for using and alcohol-based sanitizer.

Disinfection/Sanitation

- Sanitation.
- Disinfection.

Sterilization of Medical Equipment

- Sterilization of supplies and equipment.
- Disinfection/sterilization of endoscopes.

Disposal of Biohazardous Materials

- OSHA guidelines for disposal of biohazardous materials.
- Personal protective equipment.
- Safety data sheets.
- Exposure control plans for a biological or chemical spill.

Ch. 11: Testing and Laboratory Procedures

Nonblood Specimens

- Collection of urine specimens
- Collection of stool specimens.
- Collection of sputum specimens.

- Collection of specimens for culture.

CLIA Waived Testing.

- Point of care testing.
- CLIA regulations.
- COLA and other CLIA accreditation organizations.
- Quality assurance and quality control.

Matching Specimen to Patient and Completed Requisition

- Computerized physician order entry.
- Parts of a laboratory requisition form.
- Labeling specimens.
- Matching specimens to the lab requisition form.

Processing, Handling, and Transporting Specimens

- Handling nonblood specimens.
- Processing nonblood specimens.
- Storing nonblood specimens.
- Transporting nonblood specimens.
- Proper disposal of nonblood specimens.

Recognizing, Documenting, and Reporting Laboratory Values

- Values for common laboratory tests.
- Procedures for normal values.
- Abnormal or critical values.

Vision and Hearing Testing

- Vision test performed in ambulatory care.
- Hearing test performed in ambulatory care.

Allergy Testing

- Skin testing.
- R A S T testing.
- Challenge testing.

Spirometry/Pulmonary Test (Electronic, Manual)

- Peak flow testing.

- Spirometry testing.

Ch. 12: Phlebotomy

Verify Order Details

- Review order and lab manual for preparation, collection, handling, and storage instructions.
- Procedures for collecting special teasing samples.
- Consider all preanalytical factors.
- Complete lab requisition form and prepare labels for tubes.
- Identify the patient.
- Verify the patient followed lab preparation instructions.
- Question the patient anxiety and comfort level.
- Explain the procedure.

Select Appropriate Supplies for Tests Ordered

- Standard phlebotomy supplies.

Supplies for Nonroutine Tests

Determine Venipuncture Site Accessibility

- Age determinants.
- Site restrictions.
- Vein anatomy.
- Skin integrity and venous sufficiency.

Prepare Site for Venipuncture

- Position the arm.
- Arranging supplies.
- Cleansing the site.

Perform Venipuncture

- Evacuated tube method.
- Syringe method.
- Butterfly method.
- Determining the method to use.

- Performing the evacuated tube method of venipuncture.
- Performing the syringe method.
- Performing the butterfly method.
- Tube inversion.

Perform Capillary Puncture

- Capillary puncture supplies.
- Location of capillary puncture for adults and infants.
- Preparing the site.
- Performing the puncture.
- Order of draw for microcapillary tubes.

Perform Postprocedure Care

- Bandaging needs.
- Discharge instructions.

Handling Blood Samples as Required for Diagnostic Purposes

- Handling instructions.
- Processing blood specimens for laboratory.
- Centrifugation of serum and plasma.
- Aliquot samples.
- Match and label specimen to patient and completed requisition.
- Completing the requisition form.
- Label the specimen and match it up with the requisition form.

Prepare Specimens for Transportation to a Reference Laboratory

- Storage of blood specimens.
- Transferring blood specimens to the lab courier.

Recognize ad Respond to Abnormal Test Results.

Follow Guidelines in Distributing Laboratory Results

Ch. 13: EKG and Cardiovascular Testing

EKG and Cardiovascular Testing

- Preparing a patient for the procedure.

Performing Cardiac Monitoring (EKG) Tests

- EKG equipment and supplies.
- Performing the EKG.
- Waveforms, Intervals, and segments.

Ensuring Proper Functioning of Equipment

- Calibrating EKG equipment.
- Checking EKG strips for artifacts.

Recognizing Abnormal or Emergent EKG Results

- Abnormal rhythms.
- Abnormal waves.

Transmitting Results

Assisting Providers with Noninvasive Cardiovascular Profiling

- Stress testing.
- Holter monitoring/event monitoring.

Ch. 14: Patient Care Coordination and Education

Team Based Patient Care

- Roles and responsibilities.
- Specific roles of team members.
- Patients and family members.
- Institute for healthcare improvement Triple aim.
- Health care models that practice team-based care.

Patient Centered Medical Home

Accountable Care Organizations

Transition of Care for Patients

- Collaborating with providers and community-based organizations.
- Setting up appointments following inpatient stays.
- Making sure reports are available prior to the visit.

Review Patient Record

- Preventive medicine and wellness.
- Determinants of health.
- Tracking and reporting technologies.
- Responsibilities during the visit.
- Health coaching.
- Learning styles.
- Education delivery methods and instructional techniques.
- Barriers to learning.

Coordinating Care with Community Agencies

Facilitate Patient Compliance to Health Outcomes

- Checking in with the patient or patient's family.

Ch. 15: Administrative Assisting

Scheduling and Monitoring Patient Appointments

- Electronic vs. paper-based system.
- Scheduling software.
- Establishing a matrix.
- Types of scheduling.
- Internal appointments or established patients.
- External appointments or new patients.
- Duration of appointment.
- Urgency of appointment.

- Handling cancellations or no shows.
- Recalls (electronic and manual).

Managing Electronic and Paper Medical Records

- Filing systems and processes.
- Maintenance, storage, and disposal of medical records.
- Categories of the medical record.
- Creating and preparing medical records.
- Record management systems and software.
- Security measures.
- Documentation guidelines.
- Computerized physician order entry.
- Sending records to patients and other providers.

Identifying and Checking Patients In/Out

- Reception room environment.
- Identifying and greeting patients.
- Collecting demographic information.
- Collecting payments.
- Required information for patients to review and sign.
- Using basic office equipment.
- Handling visitors other than patients.
- Explaining general office procedures.

Verifying Insurance Coverage and Financial Eligibility

- Insurance terminology.
- Types of insurance plans.
- Verifying insurance coverage.
- Financial eligibility, sliding scales, and indigent programs

Verifying Diagnostic and Procedural Codes

- Medical coding systems.

Preparing Documentation and Billing Requests

- CMS billing requirements.
- Generating insurance claims for payments.
- Interpreting the explanation of benefits.

Compliance with Government and insurance Requirements

- Chart review.
- Evaluation and management services.
- Auditing methods, processes, and sign-offs.

Referrals to Other Providers and Professionals

Preauthorization's and Precertification's

- Procedures that need to be precertified.
- Participating providers.

Billing Patients, Insurers, and Third-Party Payers

- Financial terminology
- Billing methods
- Payment methods.
- Posting charges and payments.
- Making adjustments
- Online banking for deposits and electronic transfers.

Charge Reconciliation

- Obtaining accounts receivable total.
- Aging reports, collections due, adjustments, and write-offs.

Resolving Billing Issues with Insurers and Third-Party Payers

- Billing inquires.
- Steps to appeal a denial.

Customer Service and Service Recovery

- Telephone etiquette
- Facilitating service recovery

Entering Information Into Databases or Spreadsheets

- Computer literacy.
- Word processing and typing.
- Data entry and data fields.
- Common databases used in health care.

- Responsible behavior in social media.

Inventory of Clinical and Administrative Supplies

- Administrative and clinical supplies.

Safety Evaluations and Concerns

- Equipment inspection logs, required schedules, and compliance requirements.
- Safety notebooks.

Ch. 16: Communications and Customer Service

Clarify and Relay Communications Between Patients and Providers

- Professionalism.
- Communication cycle.
- Verbal vs. nonverbal communication.
- Communication styles.
- Communication with providers and other members of the health care team.
- Communications with patients.
- Therapeutic communication.
- Interviewing and questioning techniques.
- Active listening.
- Boundaries of the medical assistant.

Facilitate and Promote Teamwork and Team Engagement.

- Effective ways to engage with other team members.
- Effective ways to engage with the patient and patient's family.
- The importance of superior customer service.
- Patient satisfaction surveys.
- Coaching and feedback.

Modify Communication for Diverse audiences

- Medical terminology and jargon.

Modify Communication Based on Specific Considerations

- Patient characteristics affecting communication.

Telephone Communication

- Basic telephone etiquette.
- Calls from providers.
- Calls from third party payers.
- Calls from patients and caregivers.

Prepare Written and Electronic Communications

- Internal communications
- External communications.
- Business letter format.
- Preparing faxes.
- E-mail communications.
- Communicating with patients through the patient portal.

Handle Challenging Customer Service Occurrences

- Cause-and –effect analysis.
- Techniques to work with angry patients.
- When to refer problems to a superior.
- Documentation of an event.

Recognizing Defense Mechanism

- Denial.
- Regression.
- Projection and displacement.
- Repression.
- Sublimation.

Engage in Crucial Conversation

Ch. 17: Medical Law and Ethics

Legal and Regulatory Requirements

- Legal fundamentals.
- Federal laws that affect medical practices.

- State laws that affect medical practice.
- Standard of care.
- Tort law.
- Types of consent.

Patient Privacy and Confidentiality

- Laws that affect the medical record.
- Medical record storage and retention laws.

Legal Requirements Regarding Reportable Violations or Incidents

- Mandatory reporting laws.

Professional Codes of Ethics

- Hippocratic Oath.
- Medical assisting code of ethics.

Personal or Religious Beliefs and Values, and Unbiased Care

Medical Directives

- Types of medical directives.
- Obtaining, reviewing, and storing medical directives.
- Complying with medical directives.

Health Care Proxies and Agents

Course Outline or Schedule:

7/12-7/13
Ch. 1 & 2

7/17-720
Ch. 3-6

7/24-7/27
Ch. 7-11

7/31-8/2
Ch.12-17

8/8 National Certification Exam. All students, 12:00 pm.
In MAC 111

NOTE: POP QUIZZES MAY BE GIVEN AT ANY TIME.

Course Grading Information:
EXAMS—25%

PARTICIPATION/ATTENDANCE –15%
QUIZZES—10%

FINAL EXAM—50%

NOTE: PARTICIPATION/ATTENDANCE IS DEFINED AS ACTIVE INVOLVEMENT IS ALL CLASS DISCUSSIONS AND NO MORE THAN TWO UNEXCUSED ABSENCES THROUGHOUT THE SEMESTER.

NOTE: CHEATING OR PLAGARISM WILL NOT BE TOLERATED IN ANY FORM. FIRST OFFENCE WILL RESULT IN A GRADE OF ZERO ON SAID WORK/EXAM, SECOND OFFENCE WILL RESULT IN EXPULSION FROM THE PROGRAM.

Late Work, Attendance, and Make Up Work Policies:
EXAMS ARE ELIGIBLE FOR MAKE UP WITH A 10 POINT PENALTY. QUIZZES, CLASS PARTICIPATION/ATTENDANCE ARE NOT.

Student Behavioral Expectations or Conduct Policy:
PROPER STUDENT BEHAVIOR DURING CLASS AND CLINICALS IS EXPECTED. THIS INCLUDES, PROPER RESPECT FOR YOUR CLASSMATES, YOUR INSTRUCTOR, DRESS CODES, LANGUAGE, ATTITUDE, AND RESPECT FOR THE FIELD IN WHICH YOU ARE ENTERING. ANY DEVIATION FROM THESE EXPECTATIONS WILL BE DEALT WITH

ACCORDING TO THE GENERAL CONDUCT POLICY OUTLINED IN THE HIGHLANDERS GUIDE, INCLUDING SUSPENSION AND UP TO EXPLUSION.

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

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.

Minimum System Rquirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

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.

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.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

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.