

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

EXAMINATION PREPARATION

RSPT 2230.01

MARIGHNY DUTTON

DONNA MENDOZA

NOTE: This is an 11-week course.

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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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Course Description:

Comprehensive review for selected respiratory care credentialing examinations. The NBRC test matrices and exam content areas for selected exams will be presented. Semester hours: 2 (1 lec./ 3 lab.)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

- Students **MUST** attend the LindseyJones Seminar, as scheduled, and use the LJ resources provided. No need to purchase additional LJ resources.
- Students **MUST have computer and Internet access** to complete homework assignments. If you will be using a wireless device to complete your homework assignments, it is strongly recommended you connect directly to your router via ethernet.
- Students must also have access to MSWord, or free Adobe Reader:
<http://www.download-update.org/lp/adobe-reader/378/>
- **Computer Skills Requirements:** Students are expected to be able to:
 - Access LindseyJones On-Line University from home
 - Navigate the LindseyJones Therapist Multiple Choice (TMC) exams
 - Navigate the LindseyJones Clinical Simulation (CS) exams
 - Navigate the Internet to explore the NBRC and TMB requirements for credentialing and licensure information.

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Instructor Information:

Instructor Name: Marighny Dutton

MCC Email: mdutton@mclennan.edu

Office Phone Number: 254-299-8132

Office Location: HP127

Office/Teacher Conference Hours:

- Monday and Wednesday: by appointment
- Tuesday: 9:00 am – 9:30 am
- Thursday: 9:00 am – 11:30 am and 1:00 pm – 2:00 pm

By appointment, call 254-299-8132 or email @mdutton@mclennan.edu

Instructor Information:

Instructor Name: Donna Mendoza

MCC Email: dmendoza@mclennan.edu

Office Phone Number: 254-299-8426

Office Location: HP128

Office/Teacher Conference Hours:

- Monday and Wednesday: by appointment
- Tuesday: 9:00 am – 9:30 am
- Thursday: 9:00 am – 11:30 am and 2:00 pm – 3:00 pm

By appointment, call 254-299-8426 or email @dmendoza@mclennan.edu

Required Text & Materials:

Title: Study Guide, Respiratory Care Exams TMC and Clinical Sims, 2022

Author: Dennis Stanley

Edition: 1st

Publisher: Lindsey Jones

ISBN: N/A

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

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Methods of Teaching and Learning:

1. **Daily participation assignment: In-Class Individual Readiness Assessment (IRA) (20%).**
 - Each week, students will read the chapters assigned in the Study Guide, Respiratory Care Exams TMC and Clinical Sims, by Dennis Stanley.
 - Students will come to class prepared to successfully complete the closed-book IRA.
 - IRA is administered via Brightspace.
 - Missed IRAs will receive a zero.
 - **No IRAs will be dropped**
 - No makeup permitted for missed IRAs.

2. **Daily participation assignment: In-Class Clinical Simulations (Grade = Your Score divided by the Passing Score) (20%).**
 - During class, students will complete the assigned Lindsey Jones Simulations via the LJ On-Line University.
 - After **June 26th**, ALL Clinical Simulations are closed book.
 - The Clinical Simulations **MUST** be completed without collaboration with classmates or instructor unless otherwise assigned. Students who choose to collaborate while working on the sims in class will receive an F in the course.
 - Missed In-Class Clinical Simulations will receive a zero.
 - No makeup permitted for missed In-Class Clinical Simulations.

3. **Daily participation assignment: In-Class Therapist Multiple Choice (TMCs) (30%).**
 - TMCs are scheduled to be completed in class via the LJ On-Line University.
 - The scaled score earned on these TMCs (first attempt) will **be averaged together for 30% of the course grade**. Each student will examine his/her performance according to the NBRC exam matrix categories.
 - After **June 26th**, ALL TMCs are closed book.
 - TMCs **MUST** be completed without collaboration with classmates or instructor. Students who choose to collaborate while working on the TMCs will receive an F in the course
 - All TMCs missed due to absences **MUST** be made up within one week. **Please note:** a different TMC (instructor's choice) will be given for the makeup. Student should submit a "Make Up" plan to Mrs. Dutton and Mrs. Mendoza along with documentation for the absence. Failure to provide appropriate documentation and/or make up the missed work within one-week results in 0% for that assignment.

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4. **HOMEWORK (10%):**

- **Weekly participation assignment: Lindsey Jones On-Line University TMCs.** Assigned each week. First attempt scores will be scaled. TMCs must be completed **BEFORE** the weekly DEADLINE for credit. TMCs not posted before the deadline will earn 0%. **No makeup homework TMCs are permitted.**
- **Weekly participation assignment: Lindsey Jones On-Line University Clinical simulations.** Assigned each week. The first attempt grade is calculated: Your Score will be divided by the Passing Score. Clinical simulations not posted before the deadline will earn 0%. **No makeup homework Clinical simulations permitted.**
- After **June 26th**, ALL Clinical Simulations and TMCs are closed book.

5. **Self-Assessment Exams (SAEs) (20%)**

- These are OFFICIAL, secured NBRC exams. Students will complete these secure exams – Location HP #219 (Computer Lab)
- Students **must pass the NBRC Therapist Multiple Choice Exam SAE exam at the high cut score (92 questions correct out of 140 questions) to earn credit** in this course, OR, students must pass the **NBRC Clinical Simulation Exam (CSE) SAE exam** to earn credit in this course.
- If a student **fails both SAEs**, the student may only retake an SAE **2 more times**, maximum. **NO EXCEPTIONS.**
- **Students may not retake a passed SAE to boost the overall course average.**
- **The first passed attempt will be recorded in the grade book.**
- NBRC SAE scores will be included in the course average:
 - Actual Therapist Multiple Choice SAE Exam score **(10%)**
 - Actual Clinical Simulation Exam SAE score **(10%)**

Course Objectives and/or Competencies:

Provide a capstone experience prior to completing the requirements for an AAS degree in Respiratory Care.

Course Outline:

The student will:

1. Identify components, content, and structure of the National Board for Respiratory Care (NBRC) Entry Level (CRT) and Advanced Practitioner Examination (RRT) format.
2. Demonstrate mastery of content required to practice as a respiratory care practitioner (didactic).
3. Demonstrate effective test-taking skills in a simulated testing situation.
4. Complete simulated NBRC (TMC SAE, and CSE SAE) exams to achieve a minimum passing score

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Course Schedule:

May 31 - MORNING

9:30 am – 12:00 pm

- Review Syllabus and Plan
- Review NBRC Exam Matrix
 - LJ Feedback example
 - NBRC Feedback example
 - Individual Study Plan template
- Graduation Details!! Make your plans!!!
 - **Graduation Information:** <http://www.mclennan.edu/records/commencement/>
 - **Graduation Date: - Tuesday, August 16th**
 - **Time: TBD**
 - **Location: TBD**
- Professional Organizations:
 - American Association for Respiratory Care (AARC)
 - Texas Society for Respiratory Care (TSRC)
 - Texas Medical Board (TMB)
 - National Board for Respiratory Care (NBRC)

May 31 – AFTERNOON

1:00 pm – 4:00 pm

- Intro to LJ On-Line University
- **Practice** TMC, random 30 questions, online university
- **How To Read NBRC Performance Report**
- **Practice** clinical sims, online university. See LJ Clinical Simulation Schedule
 - Multiple Trauma 1
 - Multiple Trauma 2

HOMEWORK - DEADLINE: Sunday, 11:59 PM, June 5th

Take the LJ Pre-Test (found in LJ Manual) **without** looking at the key.

Score it –Where Am I???

TMC #1

Clinical Simulations (2), see LJ Exam Schedule

Read LJ Study Manual, Patient Data, pages 1 – 39

June 6th	8:30 am – 4:30 pm	LJ Seminar – HP 114
June 7th	8:30 am – 4:30 pm	LJ Seminar – HP 114
June 8th	8:30 am – 4:30 pm	LJ Seminar – HP 114

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HOMEWORK - DEADLINE: Sunday, 11:59 PM, June 12

TMC #2

Plan 2 – 3 hours to take the TMC

After submitting the TMC, take a break! After a break, build your individual study plan.

Examine the **weak** category areas

Study the LJ Exam Review

Retake the TMC

Clinical Simulations (3): See LJ Clinical Simulation Schedule

Read LJ Study Manual, Patient Data, pages 40 - 82

June 14 – MORNING

9:30 am – noon

IRA 1: LJ Study Manual, Patient Data, pages 1 – 82

Clinical Simulations (2) See LJ Clinical Simulation Schedule

June 14 – AFTERNOON

1:00 pm – 4:00 pm

TMC #3

HOMEWORK - DEADLINE: Sunday, 11:59 PM, June 19

TMC #4

Clinical Simulations (3): See LJ Clinical Simulation Schedule

Read LJ Manual, Equipment, pages 85 – 130

June 21 - MORNING

9:30 am – noon

IRA 2: LJ Study Manual, Equipment, 85 - 130

Clinical Simulations (2): See LJ Clinical Simulation Schedule

June 21 - AFTERNOON

1:00 pm – 4:00 pm

TMC #5

HOMEWORK - DEADLINE: Sunday, 11:59 PM, June 26

TMC #6

Clinical Simulations (3): See LJ Clinical Simulation Schedule

Read LJ Manual, Interventions, pages 131 - 203

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June 28 - MORNING

9:30 am – noon

IRA 3: LJ Study Manual, Interventions, pages 131 - 203

Clinical Simulations (2): See LJ Clinical Simulation Schedule

June 28 – AFTERNOON

1:00 pm – 4:00 pm

TMC #7

HOMEWORK - DEADLINE: Sunday, 11:59 PM, July 3

TMC #8

Clinical Simulations (3): See LJ Clinical Simulation Schedule

Read LJ Manual, Interventions, con't. pages 204 – 240

July 5 – MORNING

9:30 am – noon

IRA 4: LJ Study Manual, pages 204 – 240

Clinical Simulation (3): See LJ Clinical Simulation Schedule

July 5 - AFTERNOON

1:00 pm - 4:00 pm

TMC #9

HOMEWORK - DEADLINE: Sunday, 11:59 PM, July 10

TMC #10

Clinical Simulations (3): See LJ Clinical Simulation Schedule

Read LJ Manual, Neonatal Care, pages 241 – 251

July 12 - MORNING

9:30 am – noon

IRA 5: LJ Study Manual, pages 241 - 251

Clinical Simulations (3): See LJ Clinical Simulation Schedule

July 12 - AFTERNOON

1:00 pm – 4:00 pm

TMC #11

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HOMEWORK - DEADLINE: Sunday, 11:59 PM, July 17

TMC #12

Clinical Simulations (2): See LJ Clinical Simulation Schedule

Read LJ Study Manual – pages 267 – 287 Pathology Review – TREAT THE PATIENT!!

July 19 –MORNING

9:30 am – noon

IRA 6: LJ Study Manual, pages 267-287

Clinical Simulations (2): See LJ Clinical Simulation Schedule

July 19 - AFTERNOON

1:00 pm – 4:00 pm

TMC #13

HOMEWORK - DEADLINE: Sunday, 11:59 PM, July 24

TMC #14

Read LJ Study Manual – pages 253 – 266 Pharmacology

Pharmacology Quiz (Brightspace)

July 26 – AFTER LUNCH!!!!

1:30 PM – 4:30 PM Location HP 219

NBRC Therapist Multiple Choice (SAE)

August 2 – EARLY MORNING!!!!

8:30 AM – 12:30 PM Location HP 219

NBRC Clinical Simulation (SAE)

OPTIONAL TUTORING SESSIONS – email Mrs. Dutton or Mrs. Mendoza to schedule

Subject to Change Disclaimer

The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency.

The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.

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Course Grading Information:

Daily participation assignment (IRA) 20%

Weekly participation assignment Homework 10%

- **TMCs:** Calculated grade is scaled
- **Clinical Simulations:** Calculated grade: Your Score divided by the Passing Score

In Class: LJ TMCs 30%

In Class: LJ Clinical Simulations 20%

(NOTE: Must pass a minimum of 10 Clinical Simulations on the first attempt to pass the course – NO EXCEPTIONS!)

NBRC TMC SAE 10%

NBRC CSE SAE 10%

(NOTE: Must pass one of two NBRC SAE exams to pass the course – NO EXCEPTIONS!)

Remediation Plan:

If the instructors see that a student is struggling in class (< 5 passed clinical simulations, consistently scoring below the high-cut score on TMCs, scoring below 80 on daily grades, and/or a course average below 80%), a **mandatory** meeting will be scheduled with the student to discuss a success plan for the remainder of the semester, as well as consequences of not meeting **ALL** of the necessary requirements needed to pass the course. The instructor will also require a **Remediation/Success plan** form be signed and returned within 24 hours of the meeting.

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Late Work, Attendance, and Make Up Work Policies:

Missed daily participation assignments (IRAs) and homework deadlines result in 0% per assignment. Make up opportunities for IRA and homework are NOT available.

All in-class LJ TMCs missed due to absences MUST be made up within one week. **Please note:** a different TMC (instructor's choice) will be given for the makeup. Student should submit a "Make Up" plan to Mrs. Dutton and Mrs. Mendoza along with documentation for the absence. Failure to make up the missed work **within one-week results in 0% for that assignment.**

Student Behavioral Expectations or Conduct Policy:

Cell phones and other electronic devices, and PERSONAL TELEPHONE CALLS:

All cellular phones, tablets, laptops, and smart devices, other than the device the student is using to complete the daily participation assignments must be turned OFF at the beginning of class and put away.

This is NOT optional. If a student is caught with any of the above devices, with the exception of the device the student is using to complete the daily participation assignments, during any portion of the daily participation assignments, the student will immediately receive a zero on the daily assignment, be referred to the Vice President for Student Services for disciplinary action and be subject to suspension. **NO EXCEPTIONS.**

Under extraordinary circumstances and with permission, the student may receive emergency phone calls. No personal phone calls (non-emergency) will be allowed during class.

Texting, during class not pertaining to classwork, will result in the withdrawal of that student from this course.

Students may use laptop computers, tablets, or smartphones to access classwork with permission during class, after the daily participation assignments. Accessing other material or websites during class **WILL RESULT** in the withdrawal of that student from this course. **NO EXCEPTIONS.**

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[Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)
(www.mclennan.edu/academic-integrity)

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

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**.

If the instructor suspects that a student is cheating, the student will be asked to leave the class, immediately, and will receive an F (zero) on that quiz or exam. “Students who are caught cheating, including plagiarizing, will be subject to penalties specified in the course syllabus and, in addition, will be reported to Student Discipline for further tracking. **Students who repeatedly commit acts of academic dishonesty will be subject to academic suspension from the college.**”

The Program Director and the Dean of Allied Health will be notified, in writing, of the incident.

The term “cheating” includes, but is not limited to:

(1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

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Testing Policies and Procedure for Security Measures:

- All daily participation assignments (IRAs, TMCs and Clinical Simulations) will be proctored by the instructor and/or instructors.
- No smartwatches/watches (Apple, Samsung, Fitbit etc.) are allowed on the desk or on an arm during the daily participation assignments.
- No sunglasses, hats, visors, or hoodies will be worn during the daily participation assignments.
- Students may use earplugs if needed and approved by the instructor.
- No talking during the daily participation assignments (IRAs and TMCs).
- No breaks during the daily participation assignments.

Computer Testing Software:

You may experience technical issues with computer testing software. Please raise your hand if you are experiencing a technical problem during the daily participation assignments (IRAs, TMCs and Clinical Simulations).

[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.

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and blended courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes.

NOTICE: Regular attendance and participation in this class are critical to your success on the NBRC exams.

The afternoon lab is considered a separate day from the morning session. The afternoon lab counts as a separate day. Attendance will be taken in the morning session AND in the afternoon session. **Each Tuesday consists of TWO class days. When absent a full day, the student earns TWO absences.**

Absence from 25 percent of scheduled class days (14 days x 25% = 4 days) **including** laboratory meetings will be taken as evidence that a student does not intend to complete the course.

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Unless the instructor has reason to believe the student will complete the course, **the student will be withdrawn from the course with a grade of W.** The instructor may reinstate the student if the instructor is satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn from the college. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F.

Punctuality: Students are expected to be in class on time. Tardies will not be permitted.

Restroom breaks during class are discouraged and for emergencies only. Please take care of business prior to class or during the break.

Students will be permitted to make up classes and assignments (in-class TMCs only) missed due to absences (BEFORE DEADLINES) caused by **(1) authorized participation in official College functions, (2) personal illness, or (3) an illness or death in the immediate family or (4) religious holy day.** The instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for the absence and to do so in a timely fashion. **Students are not allowed to make up IRAs, in-class clinical simulations, or weekly homework assignments.**

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COLLEGE

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. 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.

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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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.

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.

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.