

Updated 08/03/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

WILLS, TRUSTS & PROBATE ADMINISTRATION

LGLA 1353-B001

KRISTY TURNER

NOTE: This is a Blended 16-week course.

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Course Description:

Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role. Semester Hours 3 (2 lec/ 2 lab)

Prerequisites and/or Corequisites:

Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0302.

Course Notes and Instructor Recommendations:

Follow Brightspace for information on this class and assignments.

Deadlines are important! In the working world, deadlines matter. Because students are being trained for the workforce, deadlines must be taken seriously and students need to take steps to ensure deadlines are not missed. Students need to schedule adequate time to complete assignments by the assigned deadlines.

Instructor Information:

Instructor Name: Kristy Turner

MCC Email: kturner@mclennan.edu

Office Phone Number: (254) 299-8261

Office Location: BT 220

Office Hours: Tuesdays & Thursdays 10:00 a.m. to 11:00 a.m. and 2:05 p.m. to 3:05 p.m.

I am available at other times by appointment.

Required Text & Materials:

Title: Wills, Trusts, and Estate Administration

Author: Walter/Fletcher

Edition: Ninth

Publisher: Cengage Learning

ISBN-13: 978-0-357-45219-6

*A digital version of your textbook is included with this course and is accessible via the course page in Brightspace – click on “Business Law eBook” within the Content tab. You will need to follow a registration process for the first time you access it. If you have any problems accessing the eBook, call Cengage customer service at 800-354-9706.

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

Methods of Teaching and Learning:

Lecture, discussion groups, group projects, lab exercises, projects, written reports/papers, exams, quizzes, and/or tutorial software.

Course Objectives and/or Competencies:

1. Use terminology relating to wills, trusts, and probate administration;
2. Analyze sources relating to wills, trusts, and probate administration;
3. Draft documents commonly used in wills, trusts, and probate administration; and
4. Analyze the ethical considerations of the paralegal's role in wills, trusts, and probate administration.

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.

Students enrolled in face-to-face courses are expected to attend class.

The instructor will use a method of their choice for routine recording of student attendance. The official record for student attendance is Brightspace. Instructors must update the official record within 24 hours of a class meeting in the days prior to the census date. After the census date, instructors must update the official record within 48 hours of a class meeting.

If a student fails to appear for face-to-face sessions in the period prior to the census date, the instructor will drop the student for failure to attend even if they complete accessible assignments in Brightspace.

Past census date, for a student to remain in a face-to-face course, they must regularly attend class. If a student misses more than 25% of class meetings prior to the 60% point of the term, the instructor will withdraw the student from the course. If a student misses more than 25% of class meetings and the class is past the 60% point for the term, the instructor will NOT withdraw the student. The student is assigned the grade earned for the course.

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If a student attends class meetings but does not complete assignments, they remain in the course and are awarded the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy.. <https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

Tardies

Students arriving 15 minutes after the class start time (12:45 p.m.) are considered tardy. Three tardies will result in one absence. Leaving before class is dismissed (2:05 p.m.) is also an issue. Leaving three classes prior to the dismissal of class will also result in one absence. This class is a face-to-face course and you agreed to participate on the posted dates during the post times—you made a commitment, so honor it. Believe it or not, these disruptions do affect more than just you.

Course Outline or Schedule:

Additional book assignments as well as drafting assignments may be assigned at the discretion of the instructor as the course material is covered.

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<p>Week 1 Chapter 1 8/25</p>	<p>The Estate Plan and the Purpose and Need for a Will</p> <ul style="list-style-type: none">• Explain the need for and purpose of an estate plan and the procedures and documents used to create a plan• Explain the reasons why many Americans die without a will• Identify the basic terminology of wills and trusts• Explain the function and purpose of wills• Identify and contrast the procedures and outcomes when property is passed by testacy versus intestacy• Recognize the terms used to identify the persons who make, manage, administer, or benefit from wills, trusts, and a deceased person's estate• Identify the functions of fiduciaries including guardians, conservators, trustees, and personal representatives• Identify examples of instances where a person may not need a will• Summarize the requirements for a legal will <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Assignment 1.1 (found on pg. 9 in the chapter)• Case Problem 1• Practical Assignments 2 & 3
<p>Week 2 Chapter 2 9/1</p>	<p>The Concept of Property Related to Wills, Trusts, and Estate Administration</p> <ul style="list-style-type: none">• Identify, explain, and classify the various kinds of property, such as real and personal property or probate and nonprobate property• Recognize the terminology associated with property law• Distinguish the various forms of ownership of real and personal property• Explain the requirements for the creation and function of various forms of ownership• Discuss why states are allowed to enact laws that govern the passage of property• Explain why courts do not favor the creation of joint tenancies between parties other than spouses• Identify the community property states• Differentiate between community and separate property• Explain the kinds, methods of creation, and characteristics of estates in real property <p>Assignments:</p>

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	<ul style="list-style-type: none">• MindTap Assignments• Assignment 2.1 (found on pg. 25 in the chapter)• Assignment 2.7 (found on pg. 39 in the chapter)• Assignment 2.18 (found on pg. 63 in the chapter)• Assignment 2.20 (found on pg. 67 in the chapter)• Case Problem 1• Practical Assignments 1 & 2
Week 3 Chapter 3 9/8	<p>The Law of Succession: Death Testate or Intestate</p> <ul style="list-style-type: none">• Recognize the basic terms, including the difference between orthodox (traditional) and UPC terminology), associated with testacy and intestacy• Analyze a will and identify the parties and gifts using both orthodox (traditional) and UPC terminology.• Apply intestate terminology to a fact pattern• Identify lineal and collateral relationships and determine who is entitled to receive a decedent's property under state intestate succession statutes• Contrast the difference between the right of heirs of an intestate to take their share of the estate per capita or per stirpes• Explain the process of escheat• Explain the intestate succession statutory rights of family members versus the spouse's election rights when a decedent spouse dies with a will• Identify the advantages and disadvantages of a will <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Assignment 3.1 (found on pg. 84 in the chapter)• Assignment 3.2 (found on pg. 95 in the chapter)• Case Problems 1 & 2• Practical Assignments 2 & 3

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<p>Week 4 Chapter 4 9/15</p>	<p>Wills: Validity Requirements, Modification, Revocation, and Contests</p> <ul style="list-style-type: none">• Use the terminology associated with the validity, modification, and revocation of wills• Recognize the formal requirements for a valid will and verify that a client's will has satisfied all those requirements• Interpret statutes and statutory language so that you can apply the statutes to problems presented by a client's will• Explain the legal requirements for modifying an existing will and know how to avoid errors in making modifications• Describe the various methods of revoking a will• Explain the legitimate grounds for contesting a will <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Assignment 4.1 (found on pg. 122 in the chapter)• Case Problem 2• Practical Assignments 1 & 3
<p>Week 5 Chapter 5 9/22</p>	<p>Preparation to Draft a Will: Checklists and the Conference with the Client</p> <ul style="list-style-type: none">• Select the relevant facts in preparation for the preliminary draft of a will• Interpret the sources of law, e.g., common (case) law and statutes that determine the validity of a will• Develop checklists to elicit the information necessary for the preliminary draft of a will• Use developed checklists to prepare the preliminary draft of a will• Assess whether all necessary pertinent information obtained from appropriate checklists is accurate and complete• Recognize when additional information is needed to prepare the preliminary draft of a will• Analyze tax issues that may affect the estate• Apply guidelines used to prepare wills <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Assignment 5.2 (found on pg. 162 in the chapter)• Assignment 5.8 (found on pg. 173 in the chapter)• Practical Assignments 1, 2, & 3• Draft a will

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<p>Week 6 Chapter 6 9/29</p>	<p>Final Draft and Execution of a Valid Will</p> <ul style="list-style-type: none">• Analyze the collected data and make sure that the information conforms to the client’s objectives when preparing a draft of the will• Identify and include the appropriate clauses for the client’s will• Verify that the will’s construction and execution have followed the relevant state statutes• Draft a preliminary will, for the supervising attorney’s review, that is free from errors of construction that might invalidate the will or lead to a will contest• Explain the purpose and function of a self-proving affidavit, living will, health care proxy, and durable power of attorney• Compare issued affiliated with different places to retain copies of wills <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Assignment 6.8 (found on pg. 196 in the chapter)• Assignment 6.10 (found on pg. 199 in the chapter)• Assignment 6.12 (found on pg. 200 in the chapter)• Practical Assignment 3
<p>Week 7 Chapter 7 10/6</p>	<p>The Participants and the Proper Court</p> <ul style="list-style-type: none">• Identify the participants who are essential for drafting wills and trusts and for administering the estate of a decedent and explain their basic functions• Identify the proper court that supervises the administration and distribution of a decedent’s estate• Explain what is meant by probate and jurisdiction• Identify various factors that a court will consider to determine one’s domicile• Determine the proper place (county/state) to commence probate proceedings of a decedent’s estate• Recognize the necessity for establishing a second or ancillary administration of a decedent’s estate when property of the decedent is located in another state <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Practical Assignments 1 & 2

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<p>Week 8 Chapter 8 10/13</p>	<p>Personal Representatives: Types, Pre-Probate Duties, and Appointment</p> <ul style="list-style-type: none">• Identify and define the various types of personal representatives involved in the administration of decedents' estates• Explain the procedures for appointment of the personal representative in formal probate proceedings• Explain the basic functions and duties performed by the personal representative in the preparation of probate and estate administration• Recognize your role as an assistant to the personal representative in the performance of the required duties of estates administration <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Practical Assignment 3
<p>Week 9 Chapter 9 10/20</p>	<p>Probate and Estate Administration</p> <ul style="list-style-type: none">• Explain the distinction between probate proceedings and estate administration• Identify and explain alternative procedures to probate and estate administration when administering "small estates"• Define the traditional forms of probate and estate administration and compare the Uniform Probate Code alternative• List the circumstances under which solemn or formal probate proceedings are appropriate• Identify and explain the use of formal probate procedures and forms for administering a decedent's estate whether death occurred testate or intestate• Explain the potential liability of the personal representative• Apply the procedures and prepare the legal forms used in formal probate and estate administration for a set of facts involving a decedent's estate• Identify when special probate proceedings are required <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Case Problem 1 for Texas, not Minnesota• Practical Assignments 1 & 2

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<p>Week 10 Chapter 10 10/27</p>	<p>Informal Probate Administration</p> <ul style="list-style-type: none">• Identify and explain the informal probate method of administering decedents' estates under the Uniform Probate Code• Determine the priority of persons seeking appointment as personal representative• Recognize the circumstances under which informal probate procedures are appropriate• Explain the steps in informal probate administration of a decedent's estate• Apply the procedures and prepare the legal forms used in informal probate administration for a set of facts involving a decedent's estate <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Case Problems 1 & 2• Practical Assignment 1
<p>Week 11 Chapter 11 11/3</p>	<p>Tax Considerations in the Administration of Estates</p> <ul style="list-style-type: none">• Identify the income, gift, and death taxes that impact a decedent's estate• Explain various ways to transfer assets while alive in order to lessen the amount of taxes owed to the state and federal governments by a decedent's estate• Understand the current tax consequences for gifts and estates created by changes in the tax laws• Prepare the tax returns of a decedent's estate <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Assignment 11.1 (found on pg. 379 in chapter)• Case Problem 1• Practical Assignment 3
<p>Week 12 Chapter 12 11/10</p>	<p>Introduction to Trusts</p> <ul style="list-style-type: none">• Define the basic terms related to trusts• Define the essential elements of trusts• Identify the participants in the creation and operation of a trust and be able to explain their functions and roles• Explain the ways in which a trust terminates <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Practical Assignments 1 & 2

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<p>Week 13 Chapter 13 11/17</p>	<p>Classification of Trusts, the Living Trust, and Other Special Trusts</p> <ul style="list-style-type: none">• Define the classes of trusts• Explain the uses and functions of the various kinds of trusts• Explain the formation, use, advantages, and disadvantages of revocable and irrevocable living trusts• Explain a pour-over will• Explain the function of Totten, spendthrift, sprinkling trusts, and digital asset trusts• Outline the purpose of trusts• Describe effects of improperly drafted trusts• Summarize the advantages of a special needs trust• Prepare preliminary drafts of private express trusts, including living trusts• Contrast the pre-death and post-death administration of the revocable living trust <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Practical Assignments 1 & 2
<p>Week 14 Chapter 14 11/24</p>	<p>Estate Planning</p> <ul style="list-style-type: none">• Explain the components of estate planning• Summarize the adverse factors that diminish an estate's value and how to minimize them• Identify documents used to create the estate plan• Incorporate into an estate plan the tax-saving devices that increase the deductions from the gross estate or reduce the gross estate, thereby reducing or possibly eliminating federal and/or state death taxes• Explain how disclaimers and other strategies can be used to save on taxes after a testator's death <p>Assignments:</p> <ul style="list-style-type: none">• MindTap Assignments• Practical Assignment 2

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Week 15 Chapter 15 12/1	Long-Term Care <ul style="list-style-type: none">• Identify the users and their need for long-term care. Explain how the cost of such care is financed by individual assets, state and federal sources, and long-term care insurance• Determine the segment of the population that should consider the purchase of long-term care insurance• Interpret the options available for a long-term care insurance policy• Analyze different policies and determine the appropriate coverage and premium for specific situations• Evaluate the insurance companies for their financial strength, size, and history for payment of claims Assignments <ul style="list-style-type: none">• MindTap Assignments• Practical Assignment 3
Final Exam 12/9 due by 11:59 p.m.	Final Exam

Course Grading Information:

Grading will be based on the following standard:

- A = 90 – 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = Below 60

1. Tests (30%)

There will be quizzes for each chapter.

If you take all quizzes, your final project grade can count not only as your final grade but also may be substituted for your lowest test grade, if that is to your advantage. If you fail to turn in the final project, that grade will be zero. No makeup tests or final projects are allowed. If you make below a 70 on any of your major tests, you must meet with me to discuss your score; it is your responsibility to schedule a time for that meeting.

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2. Assignments (40%)

You will have chapter assignments due during the semester. Assignment details will be distributed separately.

3. Final Exam Project (20%)

You will have one major final project assignment. Assignment details will be distributed separately.

4. Professionalism/Participation (10%)

Students will receive a professionalism/participation grade in this course. This grade is based on attendance, participation in class, assignment completion, and professional communication. Each student begins with 100 and points are deducted as follows:

- 1 point for every missing assignment, exam, or quiz
- 5 points of each absence
- 5 point for communication that does not meet professional standards. (E-mails must include course name in the subject line, a greeting, body, and closing with signature. Complete sentences and correct grammar are required).

Notwithstanding anything to the contrary, because all assignments are considered necessary to your success in preparation for your career, it is within the instructor's discretion to require that all assignments be completed for you to receive a final grade in the course; if an assignment remains undone, the instructor may assign a final grade of "incomplete", which over time automatically changes to an "F" if the assignment remains uncompleted.

Grades will be determined as follows:

Tests	30%
Assignments	40%
Final Project	20%
Participation & Professionalism	10%

A grade of C or better in all required LGLA courses is a prerequisite to graduation with a Legal Assistant degree.

It may take up to two weeks to grade certain assignments.

Late Work and Make Up Work Policies:

All assignments must be completed on time. **No assignments will be accepted after the due date.** Exceptions are rarely granted. Any variance from this policy is within the instructor's discretion. **Any late work that is accepted will have 5 points per day deducted for each day it is late.**

Student Behavioral Expectations or Conduct Policy:

In general, 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.

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

[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.

The instructor reserves the right to change course policies, deadlines, assignments, or exams at their discretion with the proper notice.

06/24/2025



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 Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. 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 Accommodations (Disability Services). 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident 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.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

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/>

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>.

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/>)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html>

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:

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

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.