McLENNAN COMMUNITY COLLEGE

1400 COLLEGE DR., WACO, TEXAS, 76708

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COLLEGE ALGEBRA Math 1314.o080

PROFESSOR CINDY BURNS

NOTE: This is an ONLINE course.
NOTE: This is an 11-week course.

****

COURSE DESCRIPTION:

1314 College Algebra is an In-depth study and application of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability and conics may be included. Problem solving with algebraic applications relevant to today's world is emphasized. Graphing Calculator Required. Semester Hours: 3 Lecture.

PREREQUISITES AND/OR COREQUISITES:

TSI Math complete or MATH 0311.

COURSE NOTES AND INSTRUCTOR RECOMMENDATIONS:

This class is **ONLINE** which means **all instruction is online with all assignments and tests done online.** For a fully online class, students need a good computer, fast internet, a webcam, and the ability to use all of these tools.

- Instruction is called Classwork (CW) and each classwork section must be done to a grade of 85 before the homework will open. CW is not part of the course grading. It consists of videos, pages of the e-text, interactive work, and practice problems similar to a classroom experience.
- Homework (HW) is due on Monday and Thursday nights.
- **All tests and the final exam will be proctored by a proctoring service** which means everyone will be videoed while taking the tests.
  - A human is not watching, but videos may be viewed by instructor to verify appropriate testing behavior. Students will need a web camera of some kind and a computer that is NOT a mobile device (tablet or phone). **PREPARE NOW** for this!
- The Syllabus Quiz will need a grade of 100 before any assignments will open.
- NOTE: Time management will be extremely important from day one of the class. **Students need to plan to work at least 9 hours per week for an 11-week class.** After a few weeks of class, this time commitment should be re-evaluated and adjusted as needed.

Pearson's **MyLabMath** (MLM) will be the delivery system for homework, quizzes, tests, and online instruction. The fee for MLM was included with tuition and no code of any sort is needed. If a physical textbook is desired, consider buying an older edition online via a 3rd party seller. Pearson offers a $50 option.

Other instructor recommendations:

- **Manage time well**—Create a schedule including all activities to determine best time to do math.
- **Understand the requirements—PRINT THE SYLLABUS** and consult often. Due dates are used to keep students moving at a good pace.

****

- **Buy a notebook—**a 3 ring binder with a set of dividers—A lot of paper is used in the class.
- **Do the coursework**—Work regularly on assignments—several times a week. All homework sections can be done to a score of 100 with repetition and corrections. Assignments can be reviewed by clicking MyLab Math Gradebook in BrightSpace. Students will plan to work at least 9 hours per week on math.
- **No extra credit requests.** Just do the assigned work ☺. There are a few bonus points hidden in a few announcements which is another good reason to…
- **Read the announcements** in Brightspace (BS). Set notifications in BS.
- **Get help early!!!** Email or come see me or click TUTORING tab in BS for free tutoring at McLennan Community College (MCC).
- **Use the resources MCC provides**—Get your money's worth!!! A complete list of support from MCC: https://www.mclennan.edu/campus-resource-guide/
- **Partake in the college experience—**Many students make life-long friends while going to college. Experiences and people encountered will help set the stage of a student's future career and life.

INSTRUCTOR INFORMATION:

Instructor Name:	Cindy Burns
MCC Email:	cburns@mclennan.edu
Office Phone:	254-299-8877. Leave a message. Phone messages are returned during on-campus office hours which are non-existent in summer. Set an appointment for Zoom instead.
Office Location:	Mathematics bldg., #219.
Office Hours:	The purpose of office/conference hours is to give students the opportunity to engage with the instructor, discuss the course or it's requirements, and/or receive assistance with the math problems.

- On-campus: No on-campus conference time during the summer. May meet face-to-face via zoom.
- Online: Emails are preferred because they can be answered as soon as they are seen. The email inbox is checked frequently Monday through Friday.
- Zoom: Send an email to request an appointment. The appointment needs to be scheduled at least 24 hours in advance. Students will receive an appointment link via email. Video should be on for Zoom meetings.

Vital Information about emails:

- **Subject line needs to contain our class number 1314.o080. This is a requirement.**
- MCC requires that student emails come from the student's MCC email address.
- Replies to emails will be within 24 hours, but not on the weekend beginning at 5 p.m. on Friday.
- It is very helpful to use the **ASK MY INSTRUCTOR** button available on each homework page. MyLab Math sends the question so no need to re-type the math problem. Include your work.

****

REQUIRED TEXT & MATERIALS:

We will use **MyLab Math (MLM)** from Pearson for online work. **Cost is included in student's tuition statement.** The book is included as an e-book. Not necessary to buy a hard-cover book. Students access MLM by going to their Brightspace math course and clicking on Content in the Nav Bar.

Title: *College Algebra with Modeling & Visualization* Author: Gary Rockswold
Edition: 6th Publisher: Pearson ISBN: NA

- Desktop or laptop computer—with attachable webcam or a built-in camera.
- High speed internet.
  - MCC has computers and internet available for student use in the library. We also have a computer, webcam, and internet hot-spot loaner program—talk to instructor if needed.
- 3 ring binder with dividers and notebook paper—preferred method for organizing notes & all papers.
- Graphing calculator—Texas Instruments: TI84 or
  - instructor's preference: free version on www.Desmos.com
- Graphing or quad paper
- A printed syllabus

MCC BOOKSTORE WEBSITE: http://www.mclennan.edu/bookstore/

METHODS OF TEACHING AND LEARNING:

In an ONLINE class, students need to be persistent and intentional in "attending" class and participating in the learning of mathematical concepts. Students will spend considerable time doing:

- Classwork that incorporates
  - watching and listening to instruction,
  - writing notes, and
  - practicing new skills.
- Graded work that includes
  - homework,
  - participation activities,
  - and tests.
- Extra practice that involves
  - Every student completing a short tutoring session before getting the password to open Test 1.
  - Another tutoring session WITH A TUTOR OR INSTRUCTOR will be required if a student scores below 50 on any test. Next test will be blocked until tutoring is completed and proof submitted.

Learning a new skill takes patience and practice…and lots of both!!

COURSE OBJECTIVES AND/OR COMPETENCIES:

Upon successful completion of the course, students will:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equation.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

COURSE ATTENDANCE/PARTICIPATION GUIDELINES:

Regular attendance is required by the college and is beneficial to the learning process. Online class attendance is very flexible and therefore needs to be planned.

- Students who do not do the Orientation/Syllabus Quiz AND all assignments for Week 1 by midnight **June 22** will be dropped **June 23** for having never attended.
- Attendance is based on homework activity and test completion.
- Due dates are used to keep everyone working at a good pace and are FIRM.
- Attendance will be checked on Tuesday mornings and recorded in Brightspace.
- Students will be marked **Present** if all of the week's assignments have a grade.
- Students will be **Tardy** if some but not all of the work has a grade. Each tardy will equal one-half absence.
- Students will be **Absent** if all of the assignments are past due when attendance is checked on Tuesday morning.
- **Students with more than 3 absences or who have two tests with grades of zero as of midnight July 14 will be withdrawn from the course on July 15.**
- If dropped or withdrawn in linked courses then dropped or withdrawn from both.
- Student Requested withdrawals must be requested via student email before 4:30 **July 15**.
- No withdrawals after **July 15** unless student meets criteria listed in the MCC policy below.

MCC Policy:

"If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester.

****

After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work."

COURSE OUTLINE OR SCHEDULE:

This schedule is subject to change and if changes are made, then students will be notified by an announcement in Brightspace (BS).

- ***Turn on email notifications for Brightspace announcements.*** *Click your name at the top of our BS course home page and then click Notifications. Check email next to announcements.*

WEEK	BEGINS	CLASSWORK (CW) & HOMEWORK (HW) SECTIONS COVERED Most are due the following Thursday or Sunday at 11:59 p.m.	DUE DATES
1	June 2	Read the syllabus, announcements, Academic Resources. Watch the Getting Started videos. Print the syllabus. **Orientation/Syllabus QUIZ. Password is in DAY ONE email.** 1.3 Functions and their Representations ➢ Participation: Discussion 1	June 5
1	June 2	1.4 Types of Functions 2.1 Equations of Lines	June 9
2	June 9	2.2 Linear Equations 2.3 Linear Inequalities ➢ Participation: Assignment 1	June 12
2	June 9	2.4 Modeling Linear Functions 2.5 Absolute Value Functions	June 16
3	June 16	**Practice QUIZ 1** **TEST 1—Linear Functions, Equations, and Graphs** ➢ Participation: Discussion 2 **JUNETEENTH HOLIDAY—**Campus closed on Thursday.	June 19
3	June 16	3.1 Quadratic Functions and Models 3.2 Quadratic Equations and Problem-Solving pt. 1	June 23
4	June 23	3.2 Quadratic Equations and Problem-Solving pt. 2 3.3 Complex Numbers ➢ Participation: Assignment 2	June 26
4	June 25	3.4 Quadratic Inequalities 3.5 Transformations of Graphs	June 30
5	June 30	**Practice QUIZ 2** **TEST 2—Quadratic Functions, Equations, & Graphs** ➢ Participation: BS Assignment 3 **FOURTH OF JULY HOLIDAY—**Campus closed Thursday.	July 3
5	June 30	4.1 Nonlinear Functions and their Graphs 4.2 Polynomial Functions and Models	July 7

6	July 7	4.3 Division of Polynomials 4.4 Real Zeros of Polynomials ➢ Participation: BS Discussion 3	July 10
6	July 7	4.5 Fundamental Theorem of Algebra 4.6 Rational Functions and Models	July 14
7	July 14	4.7 More Equations & Inequalities 4.8 Radical equations and Power Functions ➢ Participation: Assignment 4	July 17
7	July 14	**Practice QUIZ 3** **TEST 3—Polynomial, Rational, & Radical Functions**	July 21
8	July 21	5.1 Combining Functions 5.2 Inverse Functions ➢ Participation: Assignment 5	July 24
8	July 21	5.3 Exponential Functions and Models 5.4 Logarithmic Functions and Models	July 28
9	July 28	5.5 Properties of Logarithms 5.6 Exponential and Logarithmic Equations	July 31
9	July 28	**Practice QUIZ 4** **TEST 4—Exponential & Logarithmic Functions**	Aug. 4
10	Aug. 4	6.1 Functions and Systems of Equations in Two Variables ➢ Participation: Discussion 4	Aug. 7
10	Aug. 4	6.3 Systems of Equations in Three Variables 6.4 Using Matrices to Solve Systems of Equations	Aug. 11
11	Aug.11	6.5 Properties and Applications of Matrices	Aug. 12
FE	Aug. 13	**FINAL EXAM—Cumulative assessment with emphasis on matrices. Practice Quiz is optional, but recommended.**	**11:59pm Aug. 13**

COURSE GRADING INFORMATION:

Students will receive a letter grade of either A, B, C, D or F based on averages below:
A = 90% + B= 80-89% C = 70-79% D = 60-69% F = below 60%

Grading in 1314 will be based according to the following percentages.
Homework: 20%. Participation: 10%. Quizzes: 10%. Tests: 40%. Final Exam: 20%.

Student's **MyLab Math Gradebook** is preferred gradebook and is found in BS **Content.**

Classwork:

Located in BrightSpace. Click **Content** tab; then **MyLab Math** then **Assignments**.

- Classwork (CW) contains instructional videos created by Pearson. Students are able to pause, replay, or fast-forward through the videos as preferred.

****

- Practice problems are built into several of the videos and it is helpful to pause the video and do the problems as if sitting in a classroom.
- Other practice problems that include vocabulary, concept reviews, and homework type problems make up the bulk of the points needed to proceed to the homework.

Homework:

Located in BrightSpace. Click **Content** tab; then **MyLab Math;** then **Assignments**.

- Homework (HW) will open after corresponding Classwork (CW) has a score of 85.
- Most homework (HW) assignments are due the following Thursday or Monday.
- Each HW assignment needs a minimum score of 80 for the Practice Quiz to open.
- Each missed problem can be re-done so it is possible to score 100.
- If homework is late, a penalty of 1% per day is applied to work done late.
- No extensions on due dates unless a documented serious event has occurred.

Participation Project:

Activities are located in BrightSpace under the **Discussions** or **Assignments** tabs.

- Includes activities that extend understanding of math concepts or college life.
- There will be one short interactive type activity every week.
- Activity will open Monday morning and is due Thursday night before midnight.
- No late assignments accepted.
- Each activity is worth 10 points and the maximum semester score is 100.
- Follow all of the directions carefully to get all of the points.
- Grades will be recorded in MLM Gradebook within 5 business days of due date.

Participation Project Schedule:

WEEK	BRIGHTSPACE	DESCRIPTION	DUE
1	Discussion 1	Introduction to classmates	June 5
2	Assignment 1	How to use Ask My Instructor button	June 12
3	Discussion 2	MCC Services	June 19
4	Assignment 2	Self-Progress Report	June 26
5	Assignment 3	YouTube video	July 3
6	Discussion 3	Test 2 Debrief	July 10
7	Assignment 4	Khanacademy.org	July 17
8	Assignment 5	Line Gem Game	July 24
9/10	Discussion 4	Looking Forward	Aug. 7
11		Attendance— Number of days present over 10	Aug. 12

****

Practice Quizzes:

Located in BrightSpace. Click **Content** tab; then **MyLab Math;** then **Assignments**.

- The first quiz tests knowledge about the requirements for this class. Students must score 100 on the Orientation/Syllabus Quiz before any homework (HW) assignments will open.
  - The quiz contains questions about information in the syllabus, the BrightSpace announcement page, student resources, and the getting started videos in the Welcome announcement.
  - Password: found in MCC email box in the email from me titled DAY ONE.
- The next four quizzes are Practice Quizzes (PQ) for the four tests. The quizzes help to prepare students for the testing experience.
- The Practice Quiz needs a grade of 75 for a test to open.

Unit Tests:

Located in BrightSpace. Click **Content** tab; then **MyLab Math;** then **Assignments**.

- Tests have an 80-minute time limit which is the same amount of time as taking face-to-face class.
- A calculator may be used. If a phone is used, it will be considered cheating!
- The tests will have the Desmos calculator attached.
- Two attempts are given for tests.
  - The first attempt must be done by the due date. A grade of 0 (zero) will be entered if first attempt of test is not done by due date.
  - The second attempt may be done before or after the due date.
- **Notes may be used.** The directions that Pearson attaches to the proctoring service says notes may not be used so ignore that directive.
  - The syllabus always has the correct rules to follow.
- **ALL TESTS ARE PROCTORED.** Open the test, follow directions, and Respondus Monitor will check that the computer's camera is working correctly. Students will need a photo ID. Everyone is videoed while taking the test and the video will check for improper behavior during a test. If someone is looking extremely left or right then it looks like another computer monitor is being observed. Do not leave the area while taking the test.
- If anyone encounters problems with the monitoring service, contact https://web.respondus.com/student-help/ for support and/or a live chat option. May also call MCC and ask for help from a technology specialist. 254-299-8077.
- Test 1 will have two prerequisites:
  - 1. quiz needs a grade of 75 **and**
  - 2. send proof from Upswing that student met with a tutor either in person or virtually.
- Whoever does not score at least a 50 on a test will meet with a tutor again or with me before allowed to take the next test.
- **All tests must be attempted to be eligible to take the Final Exam.**

Final Exam:
Located in BrightSpace. Click **Content** tab; then **MyLab Math;** then **Assignments**.

- Students will take an online proctored semi-comprehensive final exam covering last half of course.
- The Final Exam will have a two-hour limit and there is only one chance to take it.
- A graphing calculator may be used. If a phone is used, it will be cheating.
- The Desmos calculator will be attached to the test.
- Notes may be used.
- THE FINAL EXAM WILL OPEN IF ALL TESTS HAVE BEEN TAKEN.
- No one will be able to pass this course without taking the final exam.
- Final Exam grade may replace one lower test grade if needed.
- THE FINAL EXAM IS DUE AT 11:59 P.M. ON Wednesday, August 13.

LATE WORK AND MAKE UP WORK POLICIES:

Late work:
- Homework assignments will close each Monday or Thursday at 11:59 p.m. Students may continue to work after the due date with a 1% per day penalty on all late work.
- Participation Activities are due on Thursday nights and will not be extended.
- Tests may be taken late, but the opportunity to take a test twice is eliminated.
  - The second attempt can be done before or after the test's due date.
- All assignments except the final will close permanently on Aug. 12.

Make-up Work:
- Make-up work is not offered unless a student has an excused absence according to the policy of MCC.
- If a serious situation affects a student's progress, the student needs to share that information and documentation of proof with the instructor ASAP so options may be discussed.

STUDENT BEHAVIORAL EXPECTATIONS OR CONDUCT POLICY:
Students are expected to:
- "attend" class on a regular basis and participate in the learning process.
- treat other humans with respect, kindness, and fairness.
- use resources provided by the instructor and Pearson or other online resources.
- display integrity while taking tests.

  - Cheating is easy in an online math class. I encourage use of online tools while working on homework BUT DO NOT USE PHOTOMATH OR ANY OTHER TYPE OF WEBSITE DURING A TEST! **DON'T CHEAT YOURSELF OF AN EDUCATION!**

****

- Do not use Artificial Intelligence (AI) websites to answer questions for Participation Project. Answers created by AI are easy to recognize and affected assignments will get a zero (0).
- If a student is found to be doing anything that is unethical, then the student will be reported for suspicious test-taking behavior to the appropriate MCC authorities and the grade for that assignment will become zero.
- If a second incident of cheating occurs, the student will receive an F for the class.

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

❖ TO GET STARTED IN THIS COURSE:

- **Print this syllabus. Put it into your notebook for quick reference.**
- **Read over Academic Resources and Policies posted after the syllabus.**
- **An email will be sent on or before the first day of class titled DAY ONE with the Orientation/Syllabus Quiz password.**
- **Go to Brightspace on the first day of class, read the Welcome announcement, and watch the attached videos.**
- **Go to MyLab Math Assignments and take the Orientation/Syllabus Quiz.**

07/02/2024

MCLENNAN COMMUNITY 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 Accommodations (Disability Services) 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

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/

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/)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing 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.

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.

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:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/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.