

Preferred Method of Communication:

If you need to get in touch with me, you can email me at the email address given above. Also, you can call my office during my office hours or call and leave a message. Always feel free to come by my office if you have any questions during my office hours and I am there frequently more often than my listed office hours.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

provide my contact information at the beginning of the syllabus;

respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,

notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

provide clear information about grading policies and assignment requirements in the course syllabus, and

communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

post grades for discussion postings within one week of the discussion thread closing.

provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Textbook Information and Required Hardware/Software

Textbook(s):

ISBN of package: 9780321927040

Human Anatomy and Physiology, 10th edition, Elaine N. Marieb

Hardware:

Computer: A minimum of 2 GB RAM, 1.7 GHz or higher recommended, and a monitor of at least 800 X 600 resolution.

Peripherals: Speakers or headphones will be needed to listen to audio files. You should have access to a microphone and webcam if needed for assignments.

Internet Connection: A high-speed internet connection (Cable or DSL) is necessary for this course. If you do not have a broadband connection you can use a computer on campus for assignments.

Software:

Email: Students enrolled in OC courses MUST use their OC Gmail account for all correspondence.

Browsers and Settings: Blackboard operates best with Internet Explorer; however, you may use Apple's Safari, Firefox, Google Chrome, Mozilla's Firefox, or Mozilla's Comino. Users may see some losses in compatibility. Make sure to enable cookies and disable pop-up blockers to be able to listen to the Tegrity audio lectures.

Other Software: Anti-virus software is highly recommended. Windows Media Player, Quick Time or Real Player for audio files and Adobe's Shockwave Player to listen to the publishers audio files.

Websites:

www.masteringaandp.com is the Publishers companion website to this course.

Information About the Course

Course Description:

BIOL 2401 Anatomy & Physiology I
(26.0707.5103) (3-3) 4 hours

This is the first semester of a two-semester course in the study of the structure and function of the human body. Emphasis will be given to cytology, histology, and the interrelationships of the integumentary, skeletal, muscular, and nervous systems. Lab fee is required.

(ICOs 1, 2, 3, 4)

Course Prerequisites:

Prerequisites: Pass reading on THEA or COMPASS or by passing the developmental reading sequence and be eligible for MATH 0375 by passing math on THEA or COMPASS or successfully completing MATH 0372.

Corequisite: Each student must be enrolled in Medical Terminology (HPRS 1106) or have previously passed a Medical Terminology course.

Basic Skills: You should not attempt to take this course online unless you are very comfortable using a computer. You are expected to have the following basic computer skills: website navigation, word

processing, send/received/save emails, organize/backup computer files, view online videos/tutorials, download software, cut and paste between a word processor and email program, change subject/title of email message, compose/reply to email messages in complete sentences

Email:

Students enrolled in Odessa College must use an Odessa College student email address for correspondence in online courses. The college has already created this email address for you. DO NOT use the email link in Blackboard to send email to your professor. Follow the Student Email link on the OC Homepage for information on how to access your email account. Detailed instructions for naming assignments, etc. can be found within the Course Information Tab on Blackboard within a document titled "Student Email Information AP1". Keep in mind that Email is the primary method of contact in this course; therefore, students should remember to check their student email account for replies from the professor. Additionally, many assignments will be submitted as emails from your student account.

Please note: your assignments should NOT be sent as attachments... the assignment/information should be included within the main body of the email message.

Course Topics:

Module 1: Chapter 1: The Human Body an orientation, Chapter 2: Chemistry Comes Alive

Module 2: Chapter 3: Cells the Living Units, Chapter 4: Tissues the Living Fabric, Chapter 5: The Integumentary system

Module 3: Chapter 6: Bones and Skeletal Tissues, Chapter 8: Joints, Chapter 9: Muscle and Muscle Tissue

Module 4: Chapter 11: Fundamentals of the Nervous System, Chapter 12: The Central Nervous System, Chapter 13: The Peripheral Nervous System, Chapter 14: The Autonomic Nervous System

Note: Chapters 7, 10 and 15 are covered in the laboratory portion of this course.

Study Groups

I highly recommend that you try to find other students in this course to get together with for the purpose of learning the course material. This is a difficult course, but no more difficult than the same course that is taught on campus. Through the years I have seen the students that make connections with other students consistently perform at a higher level than the students who stay isolated. This is true of online courses as well. Of course, there are always exceptions. This brings up another important issue. There is a difference between studying together and cheating – there will be a statement of academic integrity that each student must acknowledge and agree to follow in order to participate in this course. Feel free to use the 'student lounge' as a study area to ask each other questions.

Assignments:

Within each Module is a 'Student Learner's Guide', this document supplies you with the module outline and student learning outcomes as well as the assignments within each module that are graded. I encourage you to use this guide to make sure you have completed all graded assignments. Completed homework assignments are to be submitted to your instructor by email. Discussion questions will be completed online in the discussion area of the Blackboard website. A deduction of 10 points will be

assessed for each day an assignment is late. Assignments that are 3 days late will receive a maximum grade of 55%. Assignments will not be accepted after they are more than three days late. Typically students that get behind in the A&P web courses have a difficult time catching up and passing the course. I don't want this to happen to you. This policy is here in order to motivate you to stay current in your course work.

Tegrity/Audio Lectures:

Tegrity provides me with the technology to capture the classroom lecture and sync it with PowerPoint files, image files, or videos and post these lectures online. Students will be reminded to go to the Tegrity tab each week and listen to the assigned lectures for that week. You may listen to these lectures on a computer or download the lectures to an iPod or other mp3 player. Most students that have taken this course state that they would not have understood the material as well without listening to the lectures. Since many exam questions come from the Tegrity lectures I will from time to time require you to submit your notes from the Tegrity lectures to me by email for a homework grade.

Grading

Chapter Quizzes:

Each Chapter covered will have multiple 15 question quizzes associated with the chapter. The quizzes will be graded and are required by all students to complete. Quizzes will have a 10 minute time limit and exceeding the time limit can result in loss of points from a student's lecture exam if any question from that quiz appears on the lecture exam. **DO NOT EXCEED THE TIME LIMITS ON QUIZZES.** Each chapter quiz may be taken twice if desired. There will be no makeup for quizzes, **NO EXCEPTIONS.** Each quiz has 'negative feedback' embedded that gives the page number where the correct answer may be found should a student submit an incorrect answer. The successful student will research the correct answer for questions before attempting a quiz for the second time. Quizzes will be counted as homework when calculating student's overall grade.

Homework Assignments:

There are many types of homework assignments within each Module. The types of assignments may include, but are not limited to: crossword puzzles, computer simulations, artwork labeling, listening to recorded lectures (Tegrity), textbook readings, lecture quizzes, lab quizzes, discussion board postings, projects, etc. You are expected to complete all assignments whether or not they need to be turned in to your instructor. I believe you will find your success this semester will be strongly correlated to the way you approach the course. The discipline, organization, and attitude that you put into this semester will pay off. The opposite is also true – a lack of the previously mentioned attributes will certainly prevent success in this course.

Exams:

An online Lecture Exam will be given after each of the four Modules. There will also be two lab exams during the semester: a Lab Midterm and Lab Final. All exams may be taken from your home computer

with the exception of makeup exams. You may use your book and notes on an exam. All exams are timed and there is a significant penalty for going over the time limit. You are not allowed to copy or print exams or use another person for help - including, but not limited to telling students what questions to expect on the exam. Doing so will be considered cheating and you will be removed from the course.

Makeup Exams:

Since technology errors occur from time to time, you should be aware of the following policy: If your exam does not submit properly you will be given the opportunity to take a Makeup Exam. NO Makeup Exam will be provided for any student that does not take an exam during the time period provided for an exam. All Makeup Exams will be proctored and must be taken in a College Testing Center without the use of a book or notes. The Makeup Exam is a different exam than the normal test. Makeup exams may be essay exams. Depending on the college in your area, there may be a fee for this service.

Final Exam:

The Final Exam is a comprehensive exam covering both the lecture and laboratory portion of the course. The Final Exam consists of all of the information presented throughout the entire semester. The Final Exam will be available online for students to take during the week of Final Exams according to the schedule. No official review will be provided for the final exam; however, you will be able to review your quizzes and exams. Everything that is presented during the semester is important to your knowledge of the body, which is why you need to prepare for the Final Exam by studying all of your notes. As you can tell, keeping organized notes throughout the semester will really help you when it comes time to study for the Final Exam.

Discussion Requirements:

Discussion items will be posted for each Module. Details will be given within the modules for each assignment and a grading rubric is supplied. Discussion questions account for 10% of the overall grade. No 'text-speak' is allowed in the discussion board except in the STUDENT LOUNGE, a discussion board area for students to post anything they wish. The only rule I ask for the student lounge is to keep it professional with no insults or foul language, other than that have fun. In all discussion board assignments it is required for you to 'reply' to other students. This is a very important aspect of the class for us to communicate with each other effectively.

Grading Scale:

"A" = 90-100

"B" = 80-89

"C" = 70-79

"D" = 60-69

"F" = 0-59

Your Course Grade will be determined by the following: Lab Exams 10%, Discussion Board 10%, Homework and Quizzes 20%, Final Exam 20%, Lecture Exams 40%. There is no extra credit in the web course, since 20% of your grade is based on the correct submission of homework and Quizzes.

Grading Policy:

All Grades will be rounded to the nearest whole number.

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;

recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,

understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

getting "kicked off" of the system during tests or quizzes;

having trouble submitting assignments; and

dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will seek out help from my instructor and/or from tutors;

ask questions if I don't understand; and

access my course several times during the week to keep up with assignments and announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Course Alignment with Industry Standards

Digital Protocol

Cell phones must be placed on either vibrate or silent mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time. Back-up and/or additional copies of all assignments submitted is encouraged. Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments. If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be WORD documents (doc or docx).

Attendance Policy

Students are expected to make contact with the course/instructor a minimum of every other day by submitting assignments, posting to the Discussion Board, and/or asking the professor questions. This is not a self-paced course. Students that neglect to log in to Blackboard and/or submit assignments each week are setting themselves up for failure. Please understand it is your duty as a student to participate in the course on a regular basis. Students failing to log in to the course for three consecutive days will receive a 'Starfish' notification for their absence. These alerts are automatically generated and sent to me as well.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

General Course Requirements

Attend class and participate.

Contribute and cooperate with civility.

Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.

Incomplete Policy

An 'Incomplete' grade may be given only if:

The student has passed all completed work

If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

Course Schedule

Important Dates:

The census day for this course is Monday, Aug. 31st. I am fully committed to your education and DO NOT expect anyone to withdraw from this course; however, I am required to let you know that the last day to drop or withdraw from this course and receive a "W" on your transcript is Tuesday, Sept. 30th, 2015.

Therefore, I would like for you to come talk to me if you are considering withdrawing from this course.

Weekly Schedule:

The following is a tentative week-by-week schedule for this semester. The dates do not typically change in my web courses. If a date is changed, I will post an announcement in Blackboard. We will begin with Chapter 1 and proceed through the book in order until we reach Chapter 15. Chapters 7, 10, and 15 will be covered in lab only.

Lecture Schedule:

Week 1	Aug. 24 – Aug. 31	Introduction; Module 1 – Ch. 1 & 2
Week 2	Sept. 01 – Sept. 07	Module 1 – Ch. 2 (cont.), Module 2 – Ch. 3
Week 3	Sept. 08 – Sept. 14	Module 2 – Ch. 4 & 5
Week 4	Sept. 15 – Sept. 21	Module 3 – Ch. 6 & 8
Week 5	Sept. 22 – Sept. 28	Module 3 – Ch. 9, Module 4 – Ch. 11
Week 6	Sept. 29 – Oct. 05	Module 4 – Ch. 12 & 13
Week 7	Oct. 06 – Oct. 12	Module 4 – Ch. 14, Study and Review
Week 8	Oct. 13 – Oct. 14	Exam 4 Due by 14th and Final Exam

Lab Schedule:

Week 1	Aug. 24 – Aug. 31	Introduction, Body Organization Lab
Week 2	Sept. 01 – Sept. 07	Dosage, Membrane Transport
Week 3	Sept. 08 – Sept. 14	Histology Lab 1 & 2
Week 4	Sept. 15 – Sept. 21	Lab Midterm, Skeletal Lab
Week 5	Sept. 22 – Sept. 28	Muscle Lab
Week 6	Sept. 29 – Oct. 05	Nervous System Lab
Week 7	Oct. 06 – Oct. 12	Special Senses Lab, Study and Review
Week 8	Oct. 13 – Oct. 14	Last Lab Exam Due by 14th

Exam Schedule:

Module Exam 1	Sept. 08 – Sept. 14	Chapter 1 and 2
Module Exam 2	Sept. 15 – Sept. 21	Chapter 3, 4, and 5

Module Exam 3	Sept. 29 – Oct. 05	Chapter 6, 8, and 9
Module Exam 4	Oct. 09 – Oct. 13	Chapter 11, 12, 13, and 14
Lab Midterm	Sept. 15 – Sept. 21	Body Org. Lab – Histology Lab 2
Lab Final	Oct. 09 – Oct. 13	Skeletal Lab – Special Senses
Final Exam	Oct. 13 – Oct. 14	

Modules: This is not a self-paced course:

The lecture portion of this course will be presented in Modules. A Module contains lecture assignments and materials to be covered during a specific period of time. For example: Module 1 is composed of assignments from Chapter 1 and 2. The first Module spans from Week 2 through Week 4. A Lecture Examination will be available the Friday after the Module closes. Example: Module 1 ends Monday, September 23rd therefore; the Module 1 Exam will open on Friday, September 27th at 9:00 am and be available through Monday, September 30th at 7 am. It does not work well to schedule exams this way at the end of the semester; therefore, the Module 4 Exam, the Lab Final, and the Final Exam will deviate from this schedule.

Assignment Due Dates:

Our typical workweek will begin each Tuesday and end on the following Monday. Assignments for the week are due each Monday at 7 am. For Example: Week 1 officially begins on Tuesday, August 27th and ends on Monday, September 2nd; therefore, all assignments from Week 1 are due before 7 am Monday, September 2nd. Week 2 will begin on Tuesday, September 3rd and end on Monday, September 9th. The assignments from Week 2 are due on Monday, September 9th at 7 am. The student has the flexibility to utilize the full seven-day week in this online course. The accommodation of various student schedules is an essential part of the online method of education.

Procrastination is the primary enemy of online students. I suggest that you DO NOT wait until Sunday night to submit homework or take an exam. It is with these facts in mind that you should be aware of the following policy: there is a significant deduction for each day an assignment is late. Assignments may not be accepted after they are more than three days late.

Institutional Core Objectives (ICOs)

Description of Core Objectives (ICO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the

essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: Odessa College Catalog of Courses 2012-2013, page 73)

Odessa College's Institutional Core Objectives (ICOs):

Critical Thinking Skills (CT) - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills (COM) - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills (EQS) - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork (TW) - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Social Responsibility (SR) - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Personal Responsibility (PR) - to include the ability to connect choices, actions and consequences to ethical decision-making

Discipline Core Statement

Life and Physical Sciences

Each course included in Core Curriculum for Life and Physical Sciences was selected based upon its ability to satisfy the requirements of this Foundational Component Area. Lab courses were selected to provide students with options that are likely to transfer in cases where the student does not complete the Core.

Core courses in the Life and Physical Sciences focus on describing, explaining, and predicting the natural phenomena using the scientific method. These courses also involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

= Required Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
Life and Physical Sciences	6						
<p>Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method.</p> <p>Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.</p>							

Student Learning Outcomes (SLOs)

Course Objectives:

Demonstrate proficiency utilizing a vocabulary of anatomical and medical terms related to the body.

Identify important anatomical structures in the integumentary, skeletal, muscular, and nervous systems.

Demonstrate knowledge of the physiology of each organ system covered.

Explain the interrelationships between structure and function for each organ system covered.

Develop skill identifying various cells and tissues through microscopy.

Apply the principles of chemistry to the human body.

Explain the principle of homeostasis and the major control mechanisms for maintaining homeostasis.

Analyze the interactions of covered organ systems in maintaining homeostasis.

Student Learning Outcome(s)	Core Objectives (CO's)
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1, 6, 7, 8	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1, 3, 4, 5, 7	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3, 4, 8	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
1, 2, 4, 5	Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
	Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
	Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Tuition Discounts

The “First Course is Free” discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The “Academic Progress Discount” provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

Copying from another student's test paper

Using test materials not authorized by the person administering the test.

Collaborating with or seeking aid from another student during a test without permission from the test administrator.

Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.

The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.

Substituting for another student, or permitting another student to substitute for one's self, to take a test.

Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: Odessa College Student Handbook 2012-2013, page 29-30)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA), unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or

psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: Odessa College Catalog of Courses 2012-2013, page 52)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F." (Source: Odessa College Catalog of Courses 2012-2013, page 36)

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online at

https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online Click here.
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online Click here.
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online Click here.
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online Click here.

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account?

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at

https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

Main Number	432-335-6861
Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu

Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

How do I contact the Student Success Center?

Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here (If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)

Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.

Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm