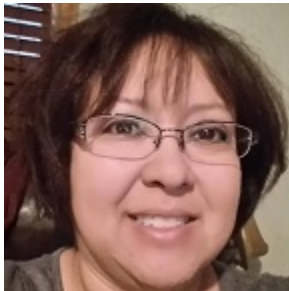


VNSG 1400

Nursing in Health & Illness

Fall 2015

Faculty Information



Name: Rosa Tejeda RN

E-Mail: rtejeda@odessa.edu

Phone: ###-###-####

Office: 432-524-4022

Office Hours	
Campus Office Hours:	Mon-Thurs: 8am-530p; Friday: 8am-1p
Online Office Hours:	N/A

About Your Instructor

Dedicated and hardworking individual with 24 years' experience as a registered nurse. A little background information: I graduated from the OC LVN program way back in 1991 (yes, I know, some of you students hadn't been born yet!!) I worked at MCH for a couple of months, then a nursing home. I have spent the majority of my nursing career, working at PRMC (the hospital in Andrews). Overall I worked at PRMC for over 18 years! In March 2011, I began work as a part-time clinical instructor for the Vocational Nursing Program. In the fall of 2012, I was hired as a full-time instructor for Nursing in Health & Illness I, II, III and Health Science classes.

I have "two" children which are of the four-legged variety! Two Chihuahuas, which I call my "brats." Presently I am working on earning my MSN in education, so I know what you are feeling and going through. Balancing work and school is not easy, but it can be done. There will be a lot of tears throughout the whole year, but you CAN do this!! We can encourage each other as we all work in accomplishing our goals. I look forward to getting to know you as the year

progresses! So, put on your running shoes, because we will hit the ground running on the first day of class!!

Preferred Method of Communication

Please use the above cell phone number to call or text.

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. Please call or text before 9pm (this pertains to every day.)

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): Anderson, M. 2011. Caring for Older Adults Holistically, 5th edition, F.A. Davis Company.

Edmunds, M.W., 2013. Introductory to Clinical Pharmacology, 8th edition, Elsevier/Saunders.

Edmunds, M.W., 2010. Study Guide: Introduction to Clinical Pharmacology, 8th edition, Elsevier/Saunders.

Timby, B. 2014. Introductory Medical-Surgical Nursing, 11th edition, Wolters Kluwer, Lippincott Williams & Wilkins.

Timby, B. 2014. Workbook Introductory Medical-Surgical Nursing, 11th edition. Wolters Kluwer, Lippincott Williams & Wilkins.

Cooper, Kim, D. Virtual Clinical Excursions, 6th ed, Elsevier.

Hardware:

Computer access and internet access outside of the classroom will be required. Speakers or headphones will be required to listen to online lecture.

Software:

NCLEX-PN 5,000 Powered by Prep-U

Computer Browsers:

- Mac users should use Firefox
- PC users may use any browser except IE10

Websites:

You will access course materials for this course by logging into **Blackboard** at <https://blackboard.odessa.edu/webapps/login/>.

Students, if you have problems logging onto Blackboard, please call the Student Success Center at 335-6673 for assistance.

Frequent access to www.atitesting.com

Frequent access to Evolve.elsevier.com

Frequent access to and an OC account with Techsmith Relay for online lectures

Campus Computer Labs

Computer Labs are located within the Andrews Center. There are also computer labs available to the student on the Odessa College Campus.

Information About the Course

Course Description: Introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions.

Co-requisites : VNSG 1160, VNSG 1227, VNSG 1402, VNSG 1405

Course Topics:

Unit 1	Anderson Chapter1-5: Holistic Caring; The Aging Experience, Supporting Life Transitions and Spirituality in the Elderly, The Use of the Nursing Process and Nursing Diagnosis in the Care of Older Adults, Legal and Ethical Considerations Regarding Older Adults
Unit 2	Anderson Chapter 6-10: Promoting Wellness, Nutrition for Older Adults, Culturally Specific Care, Activity, Rest, and Sleep as Criteria for Health, End-of-life Issues in Older Adults.
Unit 3	Timby: End-of-life care, Pain Management, Infection
Unit 4	Timby: Integumentary System
Unit 5	Timby: Musculoskeletal System

Unit 6	Timby : Sensory System
Unit 7	Timby: Respiratory System
Unit 8	Timby: Gastrointestinal System

Grading

Students will receive a numerical grade. A grade of 75% or greater is required to pass. Each theory course requires that students also reach an average of 75% on unit exams (50%) and the final (50%) in order to pass the course, this is a threshold and no other grades will be utilized until this threshold is met.

Example: Student has a class average of 78 but the unit exam and final exam average is 74, this student

does not pass the course and must repeat. Theory grades are assigned according to the following scale:

90-100 A

80-89 B

75-79 C

60-74.99 D

Below 60 F

Grades will be calculated at the end of the semester for each theory class according to the formula specified in the course syllabus. There will be no rounding of grades in the Vocational Nursing program. A grade of 74.99 (or lower) is a failing grade. In the event of an absence, quizzes and daily work cannot be made up. They will receive a zero for those assignments. If the student is absent of the day of an exam, they will be required to make that exam up on the first day of returning to class, and at a time that the instructor assigns. An automatic 10 points will be deducted from any exam that is not taken on the original assigned date. If the instructor assigns a take home exam, the exam must be completed by ALL students in the time frame given by the instructor, this applies to students who are absent on the day of the take home exam. If a student does not complete the exam within the allotted time frame, a zero will be given for the exam. Any exceptions must be made and agreed upon in writing with the instructor of the VNSG class before the exam time begins.

No late work is accepted in the Vocational Nursing Program. If there is an extenuating circumstance, the course instructor will make the exception on an individual basis.

Clinical Grading Policy:

Clinical course grades are Pass (P) or Fail (F). The course grade will be determined on a numerical scale. When grades are calculated at the end of the semester, >75= P, <75 = F. Failing a clinical course will result in dismissal from the program. Clinical objectives and the clinical evaluation forms provide the objective measure of the student’s performance. Instructor observation of care delivered to clients, input from agency staff or preceptors, written care plans, charting, assigned written work, and other requirements are included in the assessment of clinical performance. Verbal and written feedback on student performance occurs throughout clinical courses (formative evaluation). A summative or final evaluation occurs at the end of each course. Mid-point or rotational evaluations occur in selected courses as specified in course materials.

<i>Type of Assignment</i>	<i>Percentage/Points</i>
Exams	65%
Daily Assignments	5%
Final	30%
100%	

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.

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 a 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 and Tardy Policy

Students are expected to attend all scheduled theory, laboratory, and clinical classes. Good attendance

helps ensure success in nursing school as there is a large volume of materials to cover and laboratory/clinical experiences provide necessary connection of theory to practice. Attendance and

punctuality are also important professional responsibilities.

In the event of illness or family crisis, the instructor should be notified as soon as possible.

Absences due

to extenuating circumstance will be considered on an individual basis. Awarding of grades and progression are affected by absences in the following manner:

Absence from Clinical: The following will result in an automatic grade of zero for a clinical day and a

written Violation of the NAH Code of Conduct:

- o Failure to notify the clinical instructor and clinical site of an absence at least 15 minutes in before

the clinical day begins.

- o Clinical absences will be made up to meet course objectives. Tardies over 15 minutes from a clinical site will be considered an absence and must be made up.

- o If a student shows up to a clinical without proper paperwork, attire or equipment, the student will be sent home and the clinical will be considered an absence and must be made up.

Missed clinical hours must be made up hour for hour.

The LVN program will only offer up to 16 make-up clinical hours per semester. Any clinical time missed over 16 hours per semester will result in dismissal from the VN Program.

Absence from Classroom and Lab: The following will result in an automatic grade of zero for a class/lab

day and a written Violation of the NAH Code of Conduct:

o Lecturing instructor should be notified of any absence as soon as there is a conflict and at least before the class begins. If the instructor cannot be reached, a message may be left on the instructor's voice mail or in the Nursing Office. Follow the guidelines set by each instructor.
o If the student does not call, it will be considered a no call no show and the lab time must be made up hour for hour.

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, wither 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

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **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:

1. The student has passed all completed work

2. 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

(Tentative and Subject to Change)

Week	Unit and Assignments:	Tentative Test Date:	Tentative Due Date for ALL Assignments (for each unit):
Week 1-3: August 22, 2015-September 8, 2015	Unit 1: Anderson Chapters 1-5	September 8, 2015	Due: September 8, 2015 at 0800am
	Ch. 1: Complete ALL Study Questions (end of chapter) with correct answer		
	Ch. 2: Complete ALL Study Questions (end of chapter) with correct answer		
	Ch. 2: Complete Obj. # 1		
	Ch. 2 Complete Obj. # 2		
	Ch. 2 : Complete Obj. : 3		
	Ch. 3: Complete ALL Study Questions (end of chapter) with correct answer		
	Ch. 4: List the 5 stages of the Nursing Process with a brief definition; List & define 5 expectations of goals/outcomes; What is the purpose of evaluation?		
	Ch. 4: List 8 items included in an assessment		
	Ch.4 List 18 problem areas for the older adult		
	Ch. 4 List 8 common Nursing		

	Diagnoses for the older adult		
	Ch. 4 Define Medical Diagnosis		
	Ch. 4 Define Nursing Diagnosis		
	Ch.5 Complete Obj. # 1;		
	Ch. 5 Obj. # 2		
	Ch. 5 Obj. # 4		
	Ch. 5 Obj. #5		
	Ch.5 Obj. # 7		
	ATI: Tutorials: Nurse Logic: Knowledge and Clinical Judgement: Beginning Test; Nursing Concepts: Beginning Test Priority Setting Frameworks: Beginning Test	September 8, 2015	Due: September 8, 2015 at 0800am
Week 3-5: September 7-Septmeber 21, 2015	Unit 2: Anderson Chapters 6-10	September 21, 2015	Due: September 21, 2015 at 0800 am
	Ch. 6 Summarize 4 nutritional changes that occur in the older adult		
	Ch. 6 Complete ALL Study Questions with correct answer		
	Ch. 7 Obj. #3		
	Ch. 7 Obj. #4		
	Ch. 7 Obj. #5		
	Ch. 7 Obj. #6		
	Ch. 8 Complete ALL Study Questions with correct answer		

Week:	Assignments:	Tentative Test Dates:	Tentative Due Date for ALL Assignments (for each unit):
	Ch. 9 Complete ALL Study Questions with correct		

	answer		
	Ch. 10 Obj. #1		
	Ch. 10 Obj. #2		
	Ch. 10 Obj. #3		
	Ch. 10 Obj. #4		
	Ch. 10 Obj. #5		
	ATI Pharmacology Made Easy 3.0: Intro to Pharmacology	September 21, 2015	Due September 21, 2015 at 0800 am
Week 5-7: September 21- October 5, 2015	Unit 3: Timby	September 29, 2015	Due: September 29, 2015 at 0800 am
	Ch. 10 Timby Workbook		
	Ch. 10 PrepU on thepoint website		
	Ch. 11 Timby Workbook		
	Ch. 11 PrepU on thepoint website		
	Ch 12 Timby Workbook		
	Assignments:		
	Ch.12 PrepU on thepoint website		
	ATI: Pharmacology Made Easy 3.0: Pain & Inflammation		
	ATI Pharmacology Made Easy 3.0: Infection	September 29, 2015	Due: September 29, 2015 at 0800 am
Week 7-9: October 5-October 19, 2015	Unit 4: Integumentary System	October 12, 2015	Due: October 12,2015 at 0800 am
	Ch. 64 Timby Workbook		
	Ch. 64 PrepU on thepoint website		
	Ch. 65 Timby Workbook		
	Ch. 65 PrepU on thepoint website		

	Ch 66 Timby Workbook		
	Ch 66 PrepU on thepoint website		

Week:	Assignments:	Tentative Test Due Dates:	Tentative Due Date for ALL Assignments (for each unit):
	Ch. 23 Edmunds Online NCLEX Questions on Evolve/Elsevier Website		
	Ch. 23 Edmunds Workbook		
	ATI Learning System PN: Practice Tests: Medical-Surgical : Dermatological	October 12, 2015	Due: October 12, 2015 at 0800 am
Week 9-10: October 19- October 27, 2015	Unit 5: Musculoskeletal System	October 26, 2015	Due: October 26, 2015 at 0800am
	Ch. 60 Timby Workbook		
	Ch. 60 PrepU on thepoint website		
	Ch.61 Timby Workbook		
	Ch. 61 PrepU on thepoint website		
	Ch.62 Timby Workbook		
	Ch. 62 PrepU on thepoint website		
	Ch.63 Timby Workbook		
	Ch. 63 PrepU on thepoint website		
	Ch. 18 Edmunds Online NCLEX Evolve/Elsevier Website	Print a copy for your records	
	Ch. 18 Edmunds Workbook		
	ATI Learning System PN: Practice Tests: Medical-Surgical Musculoskeletal	October 26, 2015	Due: October 26, 2015 at 0800 am
	ATI Pharmacology Made Easy 3.0: Tutorials: The Musculoskeletal System		

Week:	Assignments:	Tentative Test Dates:	Tentative Due Date for ALL Assignments (for each unit):
Week 11: November 2, 2015	Unit 6: Sensory System	November 3, 2015	Due: November 3, 2015 at 0800am
	Ch. 41 Timby Workbook		
	Ch. 41 PrepU on thepoint website		
	Ch. 42 Timby Workbook		
	Ch. 42 PrepU on thepoint website		
	Ch. 43 Timby Workbook		
	Ch. 43 PrepU on thepoint website		
	Ch. 23 Edmunds Online NCLEX Evolve/Elsevier Website	Print a copy for your records	
	Ch. 23 Edmunds Workbook		
	ATI Learning System PN: Practice Tests: Gerontology	November 2, 2015	Due: November 2, 2015 at 0800 am
Week 11-13: November 2- November 16, 2015	Unit 7: Respiratory System	November 10, 2015	Due: November 10, 2015 at 0800 am
	Ch. 19 Timby Workbook		
	Ch. 19 PrepU on thepoint website		
	Ch. 20 Timby Workbook		
	Ch. 20 PrepU on thepoint website		
	Ch. 21 Timby Workbook		
	Ch. 21 PrepU on thepoint website		

Cont with Unit 7:

	Ch. 11 Edmunds Online	Print a copy for your	
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	NCLEX Questions Evolve/Elsevier Website	records	
	Ch. 11 Edmunds Workbook		
	ATI Pharmacology Made Easy 3.0 : The Respiratory System		
	ATI Learning System PN: Practice Tests: Medical-Surgical Respiratory	November 10, 2015	Due: November 10, 2015 at 0800 am

Week:	Assignments:	Tentative Test Dates:	Tentative Due Date for ALL Assignments (for each unit):
Week 13-15: November 23- December 1, 2015	Unit 8: GI System	November 30, 2015	Due: November 30, 2015 at 0800 am
	Ch. 44 Timby Workbook		
	Ch. 44 PrepU on thepoint website		
	Ch. 45 Timby Workbook		
	Ch. 45 PrepU on thepoint website		
	Ch. 46 Timby Workbook		
	Ch. 46 PrepU on thepoint website		
	Ch. 47 Timby Workbook		
	Ch. 47 PrepU on thepoint website		
	Ch. 48 Timby Workbook		
	Ch. 48 PrepU on thepoint website		

	Ch. 19 Edmunds Online NCLEX Evolve/Elsevier Website	Print a copy for your records	
	Ch. 19 Edmunds Workbook		
	ATI Pharmacology Made		

	Easy 3.0: The Gastrointestinal System		
	ATI Learning System PN: Practice Tests: Medical-Surgical Gastrointestinal System	November 30, 2015	Due: November 30, 2015 at 0800 am
Week 16: December 7-10, 2015 ***FINALS***	Comprehensive: 100 questions; covering ALL Units (1-8)	TENTATIVE: December 7, 2015 at 0800am	-----

AVID strategies used in these classes

Note to course instructor: Delete this entire section if this course is not part of the Core Curriculum or General Education courses.)

Core Objectives (COs)

Description of Core Objectives (CO'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 Core Objectives (COs):

1. *Critical Thinking Skills (CT)* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. *Communication Skills (COM)* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. *Empirical and Quantitative Skills (EQS)* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4. *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
5. *Social Responsibility (SR)* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. *Personal Responsibility (PR)* - to include the ability to connect choices, actions and consequences to ethical decision-making

Course Objectives

Describe the psychosocial, growth and development, and physiological needs of patients across the life span; identify primary health care needs of the patient; and identify the basic interventions to support the patient and family during life stages including death and dying.

Learning Outcomes

Outcome	ICO
	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making

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.
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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

Student Success Center (SSC) / AVID Center

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 <i>(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.)</i>

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

