



WLDG 2435

Advance Layout & Fabrication



Faculty: Jim Burnett, Garry Henry

Faculty Information



Name: Jim Burnett
E-Mail: jburnett@odessa.edu
Office Phone: 432-335-6484
Cell Phone: 325-647-6033
Office: Sedate Hall, Rm. 157

Preferred Method of Communication:

Please email for any additional information.

About Your Instructor

This will be my second year here at Odessa College and my 36th year in education. I hold a Bachelor of Science Degree in Industrial Technology, Master's Degree in Career and Technical Education, Master's Degree in School Administration, Doctoral Degree in Educational Leadership almost finished! Certifications I currently hold are Vocational Trades and Industry certified in welding and machine technology, Certified Welding Educator and weldor from the American Welding Society, and Texas educator, all of which, through 35 years combined years in education as a welding instructor, Director of Career and Technical Education, principal, Director of Development, and six years being in business and industry as an owner and operator of a trailer manufacturing company before and after being honorably discharged from the U. S. Navy as a machinist/weldor.

Experiences, abilities, and skills, other than teaching welding and machine technology, I have performed various administrative duties commensurate of being a Principal, CTE Director, and Director of Development in grant writing. I have design and implemented core subject crosswalk curriculum with CTE curriculum and instruction, integrated technology through curriculum and instruction, evaluated programs for teaching and teacher effectiveness, recommended personnel for employment and/or termination, coordinated campus functions involving community stakeholders, budgets, interpreted and applied local, state, and federal policies, procedures, recruited students into CTE programs, and gathered data for all educational programs ensuring student success both academically and vocationally, conducted career guidance with at-risk students, employing a variety of career assessments to help students determine their interests, strengths, and learning styles in setting goals, and priorities for a future career path.

My Office Hours and Class Times

Jim Burnett	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00am-7:30am					
7:30am-8:00am	OFFICE HOURS SH 157	WLDG 1421 WLDG 2451 WLDG 2406 RM 163	OFFICE HOURS SH 157	WLDG 1421 WLDG 2451 WLDG 2406 RM 163	By Appointment only
8:00am-8:30am					
8:30am-9:00am					
9:00am-9:30am					
9:30am-10:00am					
10:00am-10:30am					
10:30am-11:00am					
11:00am-11:30am					
11:30am-12:00pm					
12:00pm-12:30pm					
12:30pm-1:00pm	Class A ECISD WLDG 1421 RM 155				
1:00pm-1:30pm					
1:30pm-2:00pm					
2:00pm-2:30pm					
2:30pm-3:00pm	Class B ECISD WLDG 1421 RM 155				
3:00pm-3:30pm					
3:30pm-4:00pm					
4:00pm-4:30pm	OFFICE HOURS SH 157		OFFICE HOURS SH 157		
4:30pm-5:00pm					
5:00pm-5:30pm					
5:30pm-6:00pm					
6:00pm-6:30pm	WLDG 1421 WLDG 1435 WLDG 2435 Rm 163		WLDG 1421 WLDG 1435 WLDG 2435 Rm 163		
6:30pm-7:00pm					
7:00pm-7:30pm					
7:30pm-8:00pm					
8:00pm-8:30pm					
8:30pm-9:00pm					
9:00pm-9:30pm					
9:30pm-10:00pm					
10:00pm -10:20pm					
Notes: I am available for meetings by appointment at any time, outside of class times, within reason.					

Faculty Information



Name: Garry Henry

E-Mail: gmhenry@odessa.edu

Office Phone: 432-335-6479

Cell: 432-202-2741

Office: Sedate Hall, Rm. 156

Preferred Method of Communication:

Please email for any additional information.

About Your Instructor

Working as a weldor for over 35 years I have worked alongside, in my belief, some of the best weldors, and to be included among them had been an honor. As a journeyman weldor I had help train many apprentices, and it always felt good when one would come to me and thank me for helping them. Therefore, teaching welding had become a dream of mine.

Besides teaching, my passion is riding (motorcycles). I have traveled across much of the country by motorcycle and believe it to be the only way to see it. After leaving the Northwest, one could say I had traveled (by motorcycle) nearly 30,000 miles to reach my dreams.

My Office Hours and Class Times

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Garry Henry						
8:00am-8:30am						
8:30am-9:00am	Class SH- 155		Class SH- 155			
9:00am-9:30am	WLDG		WLDG			
9:30am-10:00am	1417 &		1417 &			
10:00am-10:30am	2435		2435		SH-156	
10:30am-11:00am						
11:00am-11:30am						
11:30am-12:00pm						
12:00pm-12:30pm						
12:30pm-1:00pm	RMA	RMA	RMA	RMA		
1:00pm-1:30pm	Dual	SH- 163D	Class			
1:30pm-2:00pm						
2:00pm-2:30pm	Credit					
2:30pm-3:00pm	ECISD	ECISD	ECISD	ECISD		
3:00pm-3:30pm	Dual	SH- 163D	Class			
3:30pm-4:00pm	Credit					
4:00pm-4:30pm						
4:30pm-5:00pm	SH-156	SH-156	SH-156	SH-156		
5:00pm-5:30pm						
5:30pm-6:00pm	SH-156	SH-156	SH-156	SH-156		
6:00pm-6:30pm						
6:30pm-7:00pm	SH- 155	SH- 155	SH- 155	SH- 155		
7:00pm-7:30pm	WLDG	WLDG	WLDG	WLDG		
7:30pm-8:00pm	1417	1421, 2406 &	1417	1421,		
8:00pm-8:30pm		2413		2406 &		
8:30pm-9:00pm				2413		
9:00pm-9:30pm	Class	Class	Class	Class		
9:30pm-10:00pm						
10:00pm-10:20pm						

NOTES:

Engagement Expectations 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.
- 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 you 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.

As an instructor, I understand that student(s) requiring special accommodations are required of me. Please see me if you have a special need for your success in your course.

Textbook Information and Required Hardware/Software

Required Texts:

1. Welding Print Reading ISBN: 978---1---60525---911---6

This text is also available as a download version at www.g---wonlinetextbooks.com

2. The Pipe Fitter's and Pipe Welder's Handbook ISBN0-----02-----802500-----8

Required Equipment:

- Welding Hood with shade 10 or darker lens or auto-dark lens
- Welding Cap
- Welding Gloves
- Safety Glasses or Goggles or Face Shield
- Cutting Goggles or Face Shield
- Spark striker
- Chipping hammer
- Hand wire brush
- Combination Square
- Welding Shirt or Jacket
- Notebook & Pen/Pencils

You are encouraged to buy the following *optional* supplies.

Welding Leather sleeves

25 foot tape measure

2nd pair of Welding Gloves

****All students must have equipment and required books by the 3rd class period or arrangements made with instructor.**

Information about the Course

Course Description:

WLDG 2406 Intermediate Pipe Welding (48.0508) (2-6) 4 hours

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. Topics also include ferrous and nonferrous materials. The student will describe equipment and required pipe preparation. Emphasizes technology of welding carbon steel pipe with LH 7018 Welds tested by AWS standards. This is a capstone course for the Pipe Welder Level I Certificate, Certified Welder Level I Certificate, and the Lead Welding Machine Operator Level II Certificate. Lab fee required. (ICOs 1, 2, 3, 4)

Prerequisites: WLDG 1421 and WLDG 1435.

Course Student Learning Outcomes:

Outcomes	ICO's
The student will use these skills to develop welded pipe and plate designs and fabricate projects.	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Students will follow written and verbal instructions to fabricate welded projects.	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
The student will use numerical data to design, and understand welding related prints and projects.	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
Students will develop work skills and habits necessary to work in a manufacturing environment as part of a production team.	Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
Students will develop ethical choices, actions and consequences for the production and inspection of welded products used in a manufacturing environment.	Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.
Students will use their skills and knowledge to engage in community outreach and volunteer programs. The students will become effective community citizens through these activities.	Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Course Prerequisites:

Prerequisites: WLDG 1421 and WLDG 1435.

Grading

<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
Homework Average/theory	10%	<ul style="list-style-type: none">• To enable all students to achieve their full potential.• To develop the skills of an independent learner.• To consolidate, reinforce, and promote a partnership between home and school.• To develop good work habits for the future.
Section Quiz/theory	20%	<ul style="list-style-type: none">• To assess all students' theoretical knowledge and identify learning needs.
Lab Work/applied skills/projects	50%	<ul style="list-style-type: none">• The student demonstrates theoretical knowledge through applied skills.
Professionalism	10%	<ul style="list-style-type: none">• The student will exhibit traits of courtesy, honesty, integrity, and responsibility.
Final Exam	10%	
	100%	Total

Grading Scale:

“A” = 90-100

“B” = 80-89

“C” = 70-79

“D” = 60-69

“F” = 0-59

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 a timely manner.

Original Effort

- The work submitted for this course must be your own original work prepared by you, the student enrolled in this course.

Course Alignment with Industry Standards

This course follows the guidelines set forth by the American Welding Society SENSE program, along with the WELD-ED National Core Curriculum.

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 learning.

For online submissions, 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 (301303); 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 students with pertinent information and status reports. Assignments submitted electronically need to follow the file-type requirements provided by the instructor.

Attendance Policy

Regular and consistent attendance at all class sessions is expected of all Students. This is a significant part of instilling a good work ethic for future employment. For this reason, if a student must be absent for any reason he/she will be required to notify the instructor(s) as soon as practical for each absence and reasons why. Attendance will be recorded daily **at the beginning of class and at class end**. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class **or leave class early without notifying the instructor, this will count as an absence**. Students are permitted 2 absences before a loss of point(s). If the student has incurred 7 absences in the course, the instructor will recommend withdrawing from the course to avoid course failure.

Fall 2015 Calendar

Classes Begin 8 A.M.	Aug. 24 (Mon)
Holiday (Labor Day – Offices & Campus Closed - No Classes)	Sept. 7 (Mon)
Census Day	Sept. 9 (Wed)
Spring 2016 Registration Begins	Nov. 2 (Mon)
Last Day to Drop Fall Semester	Nov. 10
Thanksgiving Holiday: Campus Closed	Nov. 25-29 (Wed. - Sun.)
Last Class Day	Dec. 3 (Thurs.)
Final Exams	Dec. 7-10 (Mon-Thurs)
End of Semester	Dec. 10 (Thurs)
Fall Graduation	Dec. 12 (Sat)

AVID (teaching and learning strategies)

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

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

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:

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. An Incomplete form is required and submitted.

Course Schedule

Schedule (Tentative and Subject to Change)

Class	Instructional Approach (* denotes a strategy)	Topic	Assignment	Assignment Submission
1	Lecture	Review Syllabus, Class Introduction, requirements, safety	Read handouts Obtain equipment	-----
2	Lecture/Lab/ Exam*	Lab Safety Video and discussion, Oxy-fuel welding and cutting. Safety Exam	Read Unit 5	-----
3	Lecture/ Lab	Review Unit 5 – Understanding Prints Begin Project 1 Plan and Design	Read Unit 6 & 7	Equipment and supplies check list, counts as homework assignment.
4	Lecture/ Lab	Review Types of Prints & Print Format Develop List of Materials and submit for Project Approval	Review Notes*	Assigned Questions from Units covered.
5	Lab	Begin Project 1 Construction	Review Notes*	Assigned Questions from Units covered.

6	Lab	Continue Project 1 Construction	Review Notes*	Assigned Questions from Units covered.
7	Lab	Continue Project 1 Construction	Review Notes*	Assigned Questions from Units covered.
8	Lab	Complete Project 1 Construction	Review Notes*	Assigned Homework Questions from Units.
9	Lab	Begin Project 2 Plan and Design. Review Section 1.	Review Notes* Review Units 15, 16 & 17	Assigned Questions from Units covered.
10	Lecture /Lab/ Exam	Develop List of Materials and submit for Project 2 Approval.	Review Notes* Read Unit 21	Assigned Questions from Units covered.
11	Lecture /Lab	Pipe Welding Symbols	Review Notes*	
12	Lab	Project 2 Construction	Review Notes*	
13	Lab	Project 2 Construction	Review Notes*	
14	Lab	Project 2 Construction	Review Notes*	Assigned Questions from Units covered
15	Lecture /Lab	Complete Project 2 Construction. Exam on Units 15, 16 & 17.	Review Notes* Read Unit 24	
16	Lecture /Lab	Examining and Testing Welds Tests.	Correct exam	Assigned Questions from Units 21 and 24.
17	Lecture /Lab	Begin Project 3 Plan. Develop List of Materials and submit for Project 3 Approval	Review Notes*	Exam Corrections Due. Assigned Questions from Units covered
18	Lab	Project 3 Construction	Review Notes*	
19	Lab	Project 3 Construction	Review Notes*	Assigned Questions from Units covered
20	Lab	Project 3 Construction	Review Notes*	
21	Lab	Complete Project 3 Construction. . Exam on Units 21 and 24.	Review Notes*	
22	Lecture / Lab	Begin Project 4 Plan and Submit Material list for Approval.	Review Notes* Correct exam	
23	Lab	Begin Project 4 Construction	Review Notes*	Exam Corrections Due.
24	Lab	Project 4 Construction	Review Notes*	
25	Lab	Project 4 Construction	Review Notes*	Note books checked for Homework Grade*
26	Lab	Project 4 Construction	Study for Final Exam	
27	Lab	Project 4 Construction	Study for Final Exam	
28	Lecture /Lab	Complete Project 4 Construction	Study for Final Exam	
29	Lecture /Lab	Final Review / Lab Clean-up	Study for Final Exam	
30	Final	Final Comprehensive Written Exam		

General Education – Core Objectives (CO's)

Description of Core Objectives

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 (COs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73*).

As part of the Design for Completion initiative, your Odessa College Student Success Coach and faculty mentor will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert. Your Student Success Coach or faculty mentor will contact you to work toward a solution.

Odessa College's Core Objectives (COs):

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

Student Learning Outcomes (SLO's)

Student Learning Outcome(s)	Core Objectives (CO's)
Interpret Technical information used on industrial working and assembly drawings.	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Explain the importance of weld print reading skills in industry.	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Clearly describes what students are asked to do using action verbs (write an essay/ complete a laboratory exercise.	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
Demonstrate teamwork during the development of a welding project	Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
Demonstrate personal responsibility necessary for success in the workplace.	Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.
Works effectively with others, despite differences; can respectfully discuss differences with others. Recognizes advantages of moving outside existing "comfort zone". Seeks out others with different backgrounds and/or perspectives to improve decision making. Appreciates the importance of diversity and conveys this value to others. Understands and respects the values and beliefs of others.	Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

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*" provide 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 but not limited to:

- 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 un-administered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered 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 un-administered test or information about an un-administered 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, cutting or welding 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 Support 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*).

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

Dropping a Course, unexcused absences, or withdrawing from College

***WARNING—READ CAREFULLY! ***

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 classes' 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*).

Unexcused absences exceeding 10% of the total eighty clock-hours required for this course by the Texas Higher Education Coordinating Board, you will be dropped from class. You will receive the grade of W. If the final semester withdrawal date has passed, and do not withdraw in prior to that time you will receive the grade of F, and If

you are failing, you will be locked in that course for the duration with no way to avoid the final course grade of F. If it becomes necessary for you to withdraw yourself from this course, consult the calendar in the current Course Schedule for the last day to withdraw and still receive the grade of W (approximately two weeks before the end of the semester). It is not your instructor's responsibility to remind you of this date.

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.

College Student E-mail accounts?

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

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>. Contact the Student Success Center: 432-335-6673 or online at <https://www.odessa.edu/dept/ssc/helpdeskform.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.

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

MURRY H. FLY LIBRARY

Main Number	432-335-6640
Email	library@odessa.edu
Campus Location	1 st floor of the Learning Resources Center (LRC)
Website with Additional Help and Information	http://www.odessa.edu/dept/library Ask A Librarian: https://www.odessa.edu/dept/library/askalibrarian.htm

Equipment and Services Provided:

The Murry H. Fly Library, located in the Learning Resources Center, is a full-service academic library whose mission is to provide research and other educational resources to the Odessa College community. Super Search, the library's centralized search engine, offers easy access locating materials in the library's collection. The following resources are available through the library.

- **Books, Videos, CDs** – 30,000+ books and 4,000+ media holdings
- **Ebooks** – 50,000+
- **Specialized databases** for current students – 60+
*Remote access requires OC login
- **Magazines, newspapers, & scholarly journals**
- **Interlibrary loan services** of material from participating Texas libraries
- **Online Tutorials**
*Tips for research strategies
- **Computers for online research, homework, and printing**
- **Selected textbooks** for short-term use in the library only
- **Photocopier and FAX service** – There is a charge associated with these services
- **VHS/DVDs** – in library use only

- **Quiet study rooms** for individual and group study
*Must check in at the main desk
- **Larger meeting rooms** – for events, educational workshops, and group computer use. Reservations required

TUTORING SERVICES

Odessa College provides tutoring services to assist students in meeting their academic and career goals. The College strives to provide new and updated resources and services at no charge to OC students. Computers provide Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing, and mathematical skills.

Appointments are preferred, but walk-ins are accepted as availability allows. Tutoring services are offered in a number of locations on and off campus. For more information or to make an appointment:

- **Student Success Center**, located in the Learning Resources Center, provides support for a variety of academic subjects as well as TSI test prep, AVID, study skills training, workshops, assistance with Blackboard, student email, OC portal, student orientation tours, and more.

Main Number	432-335-6878
Email	studentsuccesscenter@odessa.edu
Campus Location	1st floor of the Learning Resources Center (LRC)
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Chat Assistance	Click Here Subject to availability. <i>(If no one is currently available, call or email)</i>

- **Math Lab**, located on the second floor of the Wood Math and Science building, provides support for all math-related tutoring

Math Lab Main Number	432-335-6537
Email	mymathlab@odessa.edu
Campus Location	Wood Math and Science building, Room 201
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/math_lab.htm Provides support for all math related tutoring

- **Synapse Lab**, located on the third floor of the Wood Math and Science building, provides support for all science-related tutoring

Synapse Lab Main Number	Coming soon
Email	SynapseLab@odessa.edu
Campus Location	Wood Math and Science building, Room 308
Website with Additional Help and Information	http://www.odessa.edu/dept/biology/tutoring.htm Provides support for all science related tutoring

- **Writing Center**, located on the first floor of Wilkerson Hall, provides support for all writing-related tutoring

Writing Center Main Number	Coming soon
Email	writingcenter@odessa.edu
Campus Location	Wilkerson Hall, 106
Website with Additional Help and Information	Coming soon Provides support for writing related tutoring

- **Offsite tutoring services** are available in the Rodeo and Agriculture Graham Center located in Gardendale
- **Online tutoring** is available 24/7 through Upswing, which will start Fall II, a web-based, student-friendly service

Student Success Center (SSC) / AVID Center/ Veteran Support

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 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