



WLDG 2451 Advanced Gas Tungsten Arc Welding



Faculty: Jim Burnett, Syed Muhammad Raza Naqvi

Faculty Information



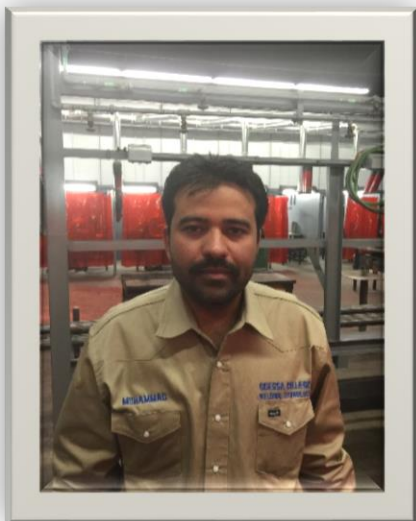
Name: Jim Burnett
E-Mail: jburnett@odessa.edu
Office Phone: 432-335-8474
Cell Phone: 325-647-6033
Office: Sedate Hall, Rm. 157

<i>Office Hours</i>	
Campus Office Hours:	As posted
Online Office Hours:	Same

About Your Instructor

I have 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 in final completion. 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 30 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/welder.

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 and curriculum mapping for core and elective subjects. I have design and implemented core subject crosswalk curricula with CTE curricula and instruction, integrated technology through curricula 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.



Name: Syed Muhammad Raza Naqvi

E-Mail: SNaqvi@odessa.edu

Phone: (601) 562-9353

<i>Office Hours</i>	
Campus Office Hours:	As posted
Online Office Hours:	Same

About Your Instructor

I have an associate's degree in welding technology from Odessa College. I am currently working for Bellows Systems as a welder. I have four years of working experience in SMAW, GMAW, GTAW, sub-arc welding, and flux core welding. I've built exhaust manifolds for steam turbine engines, dry and wet manifolds. I've worked on hydro-formation of bellows and expansion joints with exotic materials such as Inconel, stainless steel, and Monel. I'm also teaching at Odessa College as an adjunct instructor for GTAW and advanced GTAW.

Prior to this I have a Bachelors in Computer Sciences from the College of Digital Sciences in Pakistan. I've worked in accounts at a major bank in Pakistan (Bank Alfala), and at a major telecommunications company as a project manager.

Preferred Method of Communication:

Please email for any additional information

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:

Gas Tungsten Arc Welding Handbook William Minnick, Goodheart-Willcox, 6th edition
ISBN: 978-1-60525-793-8

- Welding Hood with shade 10 or darker lens or auto-darkening 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 textbooks by the 3rd class period or arrangements made with your instructor.**

Information about the Course

Course Description:

WLDG 2451

This is an Advance Gas Tungsten Arc (GTAW) Welding course (48.0508) (2-6) 4 hours.

This advanced course builds upon Intro to GTAW topics in GTAW welding, including welding in various positions and directions. (Positions include 1G, 2G, 5G, and 6G.) The student will describe and demonstrate safety rules and equipment used; and the effects of Welding parameters in GTAW. The student will weld various joint designs; diagnose welding problems; and perform visual inspections. Welds tested by AWS standards. This is a capstone course for the Lead Welding Machine Operator Level II Certificate. Lab fee required. Prerequisites: WLDG 1434.

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:

Prerequisite or Co-requisite: WLDG 1421, WLDG 1434 or consent of the department chair.

Spring 2015 Calendar

Classes Begin 8 A.M.	Jan 14 (Wed)
Late Registration & Schedule Changes (Add/Drop): till 6 P.M.	Jan 14 (Wed)
Holiday (MLK Jr. Day – Offices & Campus Closed - No Classes)	Jan 19 (Mon)
Census Day	Jan 30 (Fri)
Fall 2015 Registration Begins	March 9 (Mon)
Spring Break	March 9 - 15
Last Class Day	April 30 (Thurs)
Final Exams	May 4-7 (Mon-Thurs)
End of Semester	May 11 (Thurs)
Spring Graduation	May 9 (Sat)

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 (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 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.

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 AVID 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 handouts Obtain Equipment	
3	Lecture/ Lab	Proper use of oxy- fuel cutting equipment	Read Unit 1, 2 & 3	Equipment and supplies check list, counts as homework assignment
4	Lecture/ Lab	Unit 1, 2&3 Review of the GTAW Process and	Read Unit 10. Review Notes*	Assigned Questions from Units covered.

		Equipment Overview Begin welding beads and Fillet welds in all positions Practice.		
5	Lecture / Lab	Unit 10 Manual Welding of Stainless Steel Weld SS Beads & Fillets in all positions.	Review Notes*	Assigned Questions from Units covered.
6	Lab	Weld SS V-Groove Welds in all positions	Review Notes*	Assigned Questions from Units covered.
7	Lab	Weld SS V-Groove Welds in all positions	Review Notes*	Assigned Questions from Units covered.
8	Lab	Weld SS V-Groove Welds in all positions	Review Notes*	Assigned Homework Questions from Units covered Due .
9	Lab	Complete Weld SS V- Groove Welds in all positions	Review Homework Review Notes* Study for Exam	Assigned Questions from Units covered
10	Lecture /Lab / Exam	Intro to GTAW Aluminum weld procedures Exam on Chap 1 to 3 & 10	Review Notes* Read Unit 9	Assigned Questions from Units covered.
11	Lecture /Lab	Unit 9 Welding Aluminum Practice GTAW on ¼” Aluminum plate	Correct returned Exam.	Assigned Questions from Units covered.
12	Lab	Practice GTAW on Aluminum ¼” plate.	Review Notes* Read	Exam Corrections Due
13	Lecture /Lab /Exam	Practice GTAW on Aluminum ¼” plate.	Review Notes*	Assigned Questions from Units covered.
14	Lab	Practice all Welds		
15	Lecture /Lab	Lab Test on all Beads, Fillet and 1G Welds	Read Unit 16	
16	Lab	Unit 16 GTAW procedures for Welding Pipe.	Review Notes*	Assigned Questions from Units covered.
17	Lab	Begin GTAW Welding 6” pipe.	Review Notes* Read Unit 15	Assigned Questions from Units covered
18	Lab	Unit 15 Welding Dissimilar Metals	Review Notes*	Assigned Questions from Units covered.
19	Lab	Practice GTAW on 6” pipe.	Review Notes* Read Chap 18 & 19	Assigned Questions from Units covered.
20	Lecture /Lab	Continue practice GTAW on 6” pipe. Unit 18 - Introduction to weld inspection, defects, and corrective action. Unit 19 Qualification, Certification and Employment.	Review Notes*	Assigned Homework Questions from Units covered due .

21	Lab	Continue practice GTAW on 6" pipe.	Review Notes* Study for Exam .	Assigned Homework Questions from Units covered due .
22	Lecture /Lab / Exam	Continue practice GTAW on 6" pipe. Exam Units 15, 18 & 19	Review Notes*	
23	Lab	Test GTAW 6" pipe. Begin SS Pipe Welds.	Review Notes* Make Exam corrections	
24	Lecture /Lab	Test GTAW 6" pipe. Begin SS Pipe Welds.	Review Notes*	Exam corrections due
25	Lab	SS Pipe Weld Practice & Testing	Review Notes*	Note books checked for Homework Grade
26	Lab	SS Pipe Weld Practice & Testing	Study for Final Exam	
27	Lecture /Lab	Aluminum Pipe Weld Practice	Study for Final Exam	
28	Lecture /Lab	Aluminum Pipe Weld Practice	Study for Final Exam	
29	Lecture /Lab	Final Review / Lab Clean-up	Study for Final Exam	
30	Final Exam	Final Comprehensive Written Exam		

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

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)

Learning Outcome(s)	Objectives (CO's)
Technical information used on industrial and assembly drawings.	Thinking Skills - to include creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
the importance of weld print reading skills in .	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

describes what students are asked to do using verbs (write an essay/ complete a laboratory e.	al and Quantitative Skills - to include the manipulation and analysis of empirical data or observable facts resulting in informed conclusions.
strate teamwork during the development of a project	ork - to include the ability to consider different points of view and to cooperate effectively with others to support a shared purpose or goal.
strate personal responsibility necessary for in the workplace.	l Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.
effectively with others, despite differences; respectfully discuss differences with others. Recognizes advantages of working outside existing "comfort zone". Seeks out and works with different backgrounds and/or perspectives to improve decision making. Appreciates the value of diversity and conveys this value to others. Understands and respects the values and traditions of others.	responsibility - to include intercultural competence, knowledge of global issues, 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 432335-6861 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 432335-6433. (Source: *Odessa College Catalog of Courses 2012-2013*, page 52).

Support for Students with Disabilities

How do I contact the Office of Special Populations?

Number	35-6861
Class Location	104N in the Student Union Building
	Rivera-Weiss - brivera@odessa.edu
For more information	Find out more about services provided by the Special Populations office, please visit: 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:

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

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

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	Here (If no one is currently available, please put your question(s) in the appropriate areas of the form and hit Submit . 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