

Course Syllabus ▾

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Paul Burton



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Office: No On-Campus Location

**Essentials of Med
Terminology
(14SP.HPRS.1106.W1C)**

Office Hours

Campus Office Hours:

No On-Campus Hours

Online Office Hours:

10 am to 12 pm on Thursdays

About Your Instructor

I live in Tennessee with my wife and three kids. I have been teaching a variety of biology classes since 1995, and I am excited to work with you this

Preferred Method of Communication:

Please feel free to contact me if you need help. Email me at pburton@odessa.edu. You can also reach me during my online office hours (10 am to 12 pm on Thursdays). To reach me during office hours, click the "Online Office Hours" link on the left side of the page. Then click office hours again, and follow the online prompts to reach me.

Don't wait until the last minute to contact me!

Expectations for Engagement for Instructor:

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

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

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

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

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

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Textbook Information and Required Hardware/Software

Textbook(s):

Rice, Jane. Medical Terminology: A Word-Building Approach. 7th edition. Pearson/Prentice Hall: 2012.

Hardware:

You will need speakers and a microphone if you want to talk with me using the "Online Office Hours" link. A web-camera is also helpful.

Software:

JAVA

You will need the latest version of Java in order to reach me by the "Online Office Hours" link. Keep Java updated on your computer when you are prompted to update. You should be prompted to update Java when you log into my "Online Office Hours" room.

BROWSERS

This is a web course. Internet technology will be utilized for communication, delivery of assignments, and on-line testing.

Firefox or Internet Explorer

Do not use AOL as a browser, because it will cause many difficulties when you go to Blackboard to take your tests. You can get online with AOL, but you should then transfer to a different browser. I recommend Firefox. You can download a copy of Firefox (free) from the internet. Click on FAQs (Frequently Asked Questions) button to learn how.

Websites:

Information About the Course

Course Description

A study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

Course Prerequisites:

None.

Course Topics:

Module 1. Word Structures (Ch.1), Suffixes (Ch.2), Prefixes (Ch.3), Body Organization (Ch.4)

Module 2. Integumentary (Ch.5), Skeletal (Ch.6), and Muscular (Ch.7) Systems

Module 3. Digestive (Ch.8), Cardiovascular (Ch.9), and Respiratory (Ch.11) Systems

Module 4. Blood (Ch.10), Lymphatic (Ch.10), Urinary (Ch.12), and Endocrine (Ch.13) Systems

Module 5. The Nervous System (Ch.14), The Ear (Ch.15), and The Eye (Ch.16)

Module 6. The Female Reproductive System (Ch.17), and The Male Reproductive System (Ch.18)

Module 7. Oncology (Ch.19), Radiology (Ch.20), Nuclear Medicine (Ch.20), and Mental Health (21)

Grading

Type of Assignment	Percentage/Points	Learning Objective
Bio and Contact Information	5 extra credit points	Share Etc. and Contact information with Instructor
Quiz Over Syllabus	5 extra credit points	Understand Syllabus Information
7 Module Tests = 70% of Grade		
Module 1 Test	10%/100pts	Mastery of Module 1 Information
Module 2 Test	10%/100pts	Mastery of Module 2 Information
Module 3 Test	10%/100pts	Mastery of Module 3 Information
Module 4 Test	10%/100pts	Mastery of Module 4 Information
Module 5 Test	10%/100pts	Mastery of Module 5 Information
Module 6 Test	10%/100pts	Mastery of Module 6 Information
Module 7 Test	10%/100pts	Mastery of Module 7 Information
Final Exam = 30% of Grade		
Comprehensive Final Exam	30%/300pts	Mastery of Course Information
	1010 pts	TOTAL

Grades will be based on a percentile scale. At the end of the semester, earned points will be divided by the total number of available points and multiplied by 100 to give a final average percentile score.

Grading Scale:

"A" = 90-100
"B" = 80-89
"C" = 70-79
"D" = 60-69
"F" = 0-59

Grading Policy:

Please understand that this is a corequisite for all students enrolled in A&P I in order to provide you with vocabulary that you will use during your education and career. Quality work and active participation is expected and not to be negotiated. You can expect feedback on assignments within a week's time.

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 timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course.

Course Alignment with Industry Standards

Medical Terminology is a corequisite for A&P I. A&P I is, in turn, a requirement for Odessa College's Nursing and Allied Health Programs.

Digital Protocol

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).**

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 a health-related field, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to communicate with the instructor by phone, text, email or online office hour to discuss your academic progress.

General Course Requirements

1. Contribute and cooperate with civility.
2. **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)

Medical terminology is not a self-paced course. There are specific due dates for each assignment as outlined in this syllabus and in the course schedule. It is the instructor's responsibility to ensure that Wordlists and Exams are available as outlined in the posted schedule. It is the sole responsibility of the student to keep up with Wordlist Schedule and Module Tests.

***Please notice that there is a test each week during the semester.

Assignment	Reading Assignment	Word List	Assignments/Wordlists/Tests opening and closing times
Bio and Contact Information			The student will submit a brief bio and picture with current phone number and an alternative email address (not OC) during the first week of class. Send via email.
Quiz Over Syllabus			Jan 21 – Jan 26 Submit by 9:00 pm
Module 1	Chapters 1, 2, 3, & 4	Chapters 1, 2, 3, & 4	Jan 21 (opens at 8:00 am) – Jan 26 (closes at 9:00 pm)
Module 1 Test			Jan 26 (opens at 6:00 am) – Jan 30 (closes at 9:00 pm)
Module 2	Chapters 5, 6, & 7	Chapters 5, 6, & 7	Jan 26 (opens at 9:00 pm) – Feb 6 (closes at 9:00 pm)
Module 2 Test			Jan 30 (opens at 9:00 pm) – Feb 6 (closes at 9:00 pm)
Module 3	Chapters 8, 9, & 11	Chapters 8, 9, & 11	Jan 30 (opens at 9:00 pm) – Feb 6 (closes at 9:00 pm)
Module 3 Test			Feb 6 (opens at 9:00 pm) – Feb 13 (closes at 9:00 pm)
Module 4	Chapters 10, 12, & 13	Chapters 10, 12, & 13	Feb 6 (opens at 9:00 pm) – Feb 13 (closes at 9:00)
Module 4 Test			Feb 13 (opens at 9:00 pm), – Feb 20 (closes at 9:00 pm)
Module 5	Chapters 14, 15, & 16	Chapters 14, 15, & 16	Feb 13 (opens at 9:00 pm) – Feb 20 (closes at 9:00 pm)
Module 5 Test			Feb 20 (opens at 9:00 pm) – Feb 27 (closes at 9:00 pm)
Module 6	Chapters 17, 18, & 19	Chapters 17, 18, & 19	Feb 20 (opens at 9:00 pm) – Feb 27 (closes at 9:00 pm)
Module 6 Test			Feb 27 (opens at 9:00 pm), – Mar 6 (closes at 9:00 pm)
Module 7	Chapters 20, 21, & 22	Chapters 20, 21, & 22	Feb 27 (opens at 9:00 pm) – Mar 6 (closes at 9:00 pm)
Module 7 Test			Mar 6 (opens at 9:00 pm) – Mar 13 (closes at 9:00 pm)
Comprehensive Final Exam		Chapters 1 - 22	<p>Date: March 21 (Friday)</p> <p>The Final Exam will be on-line.</p> <p>Test will be open from: 6:00 am – 9:00 pm</p> <p>Must be taken during this time.</p> <p>No exceptions.</p>

ADDITIONAL INFORMATION

ASSIGNMENTS

The assignments "Bio and Contact Information" and "Quiz Over Syllabus" are for extra credit only. They are worth 5 points each and will be added to your lowest Module Exam score.

MODULE EXAMS

The Medical Terminology class is organized into seven learning Modules. Each Module has a **Wordlist**. The Wordlist is a table of material obtained from your Medical Terminology textbook. Each Module Exam will test your knowledge of the wordlist for that Module. Each Module Exam has a specific opening date and closing date. Check the schedule for all open and close dates. Once the Module Wordlist or Module Exam is closed, it will not be re-opened. You **must** open the Module Exam **no later than 9:00 pm of the date listed on the schedule or a grade of zero will be recorded.**

To take a Module Exam, click on the "Test" toolbar and open the exam by clicking on it. Follow the directions from there.

- Once you open an exam, you are committed to completing it.
- Each exam is 'timed,' with a 30 minute time limit. (A timer will display the amount of time remaining throughout the test). The test will automatically be submitted after this time has elapsed, and the exam will be scored based on the questions completed.
- Spelling must be correct in Medical Terminology. No credit is given for any misspelled word.

Module Exam Information

Questions are displayed one at a time and there will be 50 Questions.

Instructions:

- **Displaying the question.** When the exam opens, Question #1 will automatically load and a timer will appear in the upper right hand corner of the test window.
- **Answering the question.** Select your answer to a question by clicking on the empty circle to the left of the answer you choose. When you click the empty circle a green dot should appear in the circle to let you know the selection was entered.
- **Proceeding to the next question.** Clicking the single forward arrow button only one time will cause a new box to appear asking you to confirm question submission; select ok. This will automatically save your answer and advance you to the next question.
- **Going back to the previous question.** If you need to go back to a question, click the single back arrow button.
- **Submitting your completed exam.** After Question 50 (the last question of the exam), you will see a Submit button in the lower right corner of the test window. Click the Submit button only one time to submit the exam.
- **Unanswered Questions.** If you leave any question blank, a new window will appear after you click Submit stating "the following questions may be incomplete". A list of questions which have not been answered will be seen in the window. You will have a choice at this point to answer the unanswered questions or submit the exam with the questions unanswered. Select cancel if you want to answer the questions that were skipped. If you are prepared to submit the exam, select OK. A box will then appear asking you to confirm assessment submission; click OK.
- **Skipping quickly to Question #1 or Question #50.** If at any time during the test you select the double back arrow, you will automatically advance to Question #1. If you select the double forward arrow, you will automatically advance to Question #50. This may be helpful if you have skipped a question and need to advance to the final question to submit the test.
 - **Should you use your textbook when taking the exam?**

When it comes to using your textbook during a Module Exam, you have a choice as to whether you make it an "open-book" or a "closed-book" test. The obvious advantage of making it an "open-book" exam in which you allow yourself the option of referring to your textbook is that you may very well get a much higher test score than if you took the exam as "closed-book." Disadvantages are that you may be less prepared for the final exam (which is "closed-book") and may not know where you are struggling in order to better focus your studies for the final. Remember: The final exam is comprehensive and is 30% of your overall course grade.

TECHNICAL DIFFICULTIES DURING MODULE TESTS

- The student will email the instructor outlining the issue **immediately** upon technical problems with Module Tests.
- **If this email is not received immediately, then no reset of the Module Test will be made available.**
- It is strongly recommended that if the student experiences technical problems in Module Tests, he take the exam on-campus on a desktop computer during the second attempt.
- The exam will be reset for a second (and final) attempt as soon as possible by the instructor.
- **If a Module Test is reset, it can only be reset once.**
- **With reasonable exceptions to be determined by the instructor, each student will be limited to a maximum of three Module Test resets throughout the semester, with no more than one reset per Module Test.**

FINAL EXAM

- The Final Exam is comprehensive and will cover all the Wordlists from the seven Modules.
- The Final Exam is "closed book."
- The Final Exam is 100 questions with a time limit of 1 hour.
- The Final Exam will be administered on-line on **Friday, March 21, from 6:00am – 9:00pm.**
- **You must take the exam during this time or you will receive a "0" on your final exam score. No exceptions.**
- On test day, instructor will check email periodically as allowed by his teaching schedule in order to address technical problems with the Final Exam. The Final Exam must be taken on the scheduled date. Technical problems should be emailed to the instructor immediately so the exam may be reset for completion that same day. No exceptions.

COMMUNICATION

OC policy is that students must use OC email. After the first week of class, emails sent from private email accounts will receive no response. To obtain an OC student email account, go to the OC homepage (www.odessa.edu), click on "student email," and follow the instructions.

When you send me an e-mail, please include in the subject heading all of the following: (a) your full name, (b) your course number and section (e.g., HPRS 1106.WB9), and (c) the subject of the email. Messages without the required information will not receive a timely response.

General communication during the course. In general, emails sent Monday through Thursday will receive a response within 24 hours (except on school holidays). Do not count on communication during the weekend. Emails sent on holidays and weekends will be answered on the "next business day."

Specific communication during exam periods. If you encounter a technical problem during an exam, send me an email **immediately** describing the problem. The exam will be made available as outlined above only if this email is sent to me at this time.

Institutional Core Objectives (ICOs)

Description of Institutional Core Objectives (ICO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

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

Odessa College's Institutional Core Objectives (ICOs):

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

Course Objectives

1. Learner will be able to recognize and use the prefixes, suffixes, root words and plural required for exploration in the scientific and medical fields.
2. Learner will be able to recognize and use the vocabulary words, and the definitions of the vocabulary words, required for exploration in the scientific and medical fields.
3. Learner will be able to recognize and use the abbreviations and symbols required for exploration in the scientific and medical fields.
4. Learner will be able to identify the basic surgical procedures used in the medical fields.
5. Learner will be able to identify the basic medical specialties used in the medical fields.
6. Learner will be able to identify the basic diagnostic procedures used in the medical fields.
7. Learner will be able to identify the basic structure and functions of the eleven organ systems of the human body.

Learning Outcomes

Course Objectives	ICO
1, 2, 3	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1, 2, 3, 4, 5, 6, 7	<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
1, 2, 3, 4, 5, 6, 7	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Tuition Discounts

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

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

Academic Policies

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

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

Scholastic Dishonesty

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

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

Special Populations/Disability Services/Learning Assistance

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

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

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

Student Support Services and Technical Support

Blackboard Support

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

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

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

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

Additional Blackboard Help Resources:

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

Student E-mail Support

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

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

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

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

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

Support for Students with Disabilities

How do I contact the Office of Special Populations?

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

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu
Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:

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

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

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 (If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)

Equipment and Services Provided:

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

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

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

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