

## Faculty Information



Name: Dr. James Morris  
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Phone: 432-335-6532  
Office: Wood Math & Science Building Room 313

Office Hours	
Campus Office Hours:	Mon, Wed, Fri: 8:00-10:00 Tues: 4:00-6:00 Thurs: 4:00-6:00
Online Office Hours:	Same as above

### About Your Instructor

I earned a bachelor's degree in anatomy and my doctorate degree in chiropractic in 1993. Practiced chiropractic for 17 years and started teaching at Odessa College part time in 2010 and took a full time position in 2011.

### Preferred Method of Communication:

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

### Expectations for Engagement for Instructor:

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

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

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

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

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

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

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

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



↕ Textbook Information and Required Hardware/Software



Textbook(s):

ISBN of package: 9780132148023

Jane Rice, Medical Terminology: A Word-Building Approach, 7th ed., 2011

## Hardware:

**Computer:** A minimum of 512 gb RAM, 1GB of free disk space, 866 MHz or higher recommended, and a monitor of at least 800 X 600 resolution.

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

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

## Software:

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

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

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



↑ Information About the Course



## Course Description

HPRS 1106 Essentials of Medical Terminology

(51.0000) (1-0) 1 hour

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.

(ICOs 1, 2, 5)

Course Prerequisites:

None

Course Topics:

Module 1: Chapter 1: Intro. to Medical Terminology, Chapter 2: Suffixes, Chapter 3: Prefixes, Chapter 4: Organization of the Body

Module 2: Chapter 5: Integumentary System, Chapter 6: Skeletal System, Chapter 7: Muscular System

Module 3: Chapter 8: Digestive System, Chapter 9: Cardiovascular System, Chapter 11: Respiratory System

Module 4: Chapter 10: Blood & Lymphatic System, Chapter 12: Urinary System, Chapter 13: Endocrine System

Module 5: Chapter 14: Nervous System, Chapter 15: The Ear, Chapter 16: The Eye

Module 6: Chapter 17: Female Reproductive System, Chapter 18: Male Reproductive System

Module 7: Chapter 19: Oncology, Chapter 20: Radiology & Nuclear Medicine, Chapter 21: Mental Health



↕ Grading



#### 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 on the Monday after the test has closed from 6am - 9pm.

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 1hour.

The Final Exam will be administered on-line on Friday, May 09 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.

There are 7 Module Exams and a Comprehensive Final Exam covering all of the course material.

7 Module Exams	70%
1 Final Exam	30%

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 = Below 60%

All Grades will be rounded to the nearest whole number.

Grading Policy:

Please understand that this is a required course for the in order to take Anatomy and Physiology II. Quality work and active participation is expected and not to be negotiated.



↓ Student Course Participation



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

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

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

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

getting “kicked off” of the system during tests or quizzes;

having trouble submitting assignments; and

dealing with a traumatic personal event.

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

seek out help from my instructor and/or from tutors;

ask questions if I don’t understand; and

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

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



↕ Course Policies



Disclaimer

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



## Original Effort

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

## Course Alignment with Industry Standards

## Digital Protocol

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

## Attendance Policy

This is not a self paced course. Students are expected to log into the class regularly and keep up with the given course schedule.

## AVID

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

## Grade Inquiry Policy

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

### General Course Requirements

Attend class and participate.

Contribute and cooperate with civility.

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

### Incomplete Policy

An 'Incomplete' grade may be given only if:

The student has passed all completed work

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



↕ Course Schedule



### COURSE SCHEDULE

Medical Terminology is not a self-paced course. There are specific due dates for each assignment as outlined in the syllabus and course schedule. Late assignments will not be accepted. No exceptions.

Assignment	Reading Assignment	Word List	Assignments/Wordlists/Tests opening and closing times
1. Bio and Contact Information			Jan. 21 (opens at 8:00 am) – Feb. 06 (closes at 9:00 pm)
2. Quiz over Syllabus			Jan. 21 (opens at 8:00 am) – Feb. 06 (closes at 9:00 pm)
Module 1	Chapters 1, 2, 3, & 4	Chapters 1, 2, 3, & 4	Jan. 21 (opens at 8:00 am) – Jan. 30 (closes at 9:00:pm)
Module 1 Test			Jan. 30 (opens at 9:00 pm) – Feb. 06 (closes at 9:00 pm)
Module 2	Chapters 5, 6, & 7	Chapters 5, 6, & 7	Feb. 06 (opens at 9:00 pm) – Feb. 13 (closes at 9:00 pm)
Module 2 Test			Feb. 13 (opens at 9:00 pm) – Feb. 20 (closes at 9:00 pm)
Module 3	Chapters 8, 9, & 11	Chapters 8, 9, & 11	Feb. 20 (opens at 9:00 pm) – Feb. 27 (closes at 9:00 pm)
Module 3 Test			Feb. 27 (opens at 9:00 pm) – Mar. 06 (closes at 9:00 pm)
Module 4	Chapters 10, 12, & 13	Chapters 10,12, & 13	Mar. 06 (opens at 9:00 pm) – Mar. 13 (closes at 9:00 pm)
Module 4 Test			Mar. 13 (opens at 9:00 pm) – Mar. 20 (closes at 9:00 pm)
Module 5	Chapters 14, 15, &	Chapters	Mar. 20 (opens at 9:00 pm) – Mar. 27

	16	14, 15, & 16	(closes at 9:00 pm)
Module 5 Test			Mar. 27 (opens at 9:00 pm) – Apr. 03 (closes at 9:00 pm)
Module 6	Chapters 17 & 18	Chapters 17 & 18	Apr. 03 (opens at 9:00 pm) – Apr.10 (closes at 9:00 pm)
Module 6 Test			Apr. 10 (opens at 9:00 pm) – Apr. 17 (closes at 9:00 pm)
Module 7	Chapters 19, 20, & 21	Chapters 19, 20, & 21	Apr. 17 (opens at 9:00 pm) – Apr. 24 (closes at 9:00 pm)
Module 7 Test			Apr. 24 (opens at 9:00 pm) – May 01 (closes at 9:00 pm)
Comprehensive Final Exam		Chapters 1 - 21	<b>Date: May 09 (Friday)</b> <b>The Final Exam will be on-line.</b> <b>Test will be open from: 6:00 am – 9:00 pm</b> <b>Must be taken during this time.</b> <b>No exceptions.</b>

Last Day to Drop or Withdraw from the class with a “W” is Wednesday, April 16th.



↓ 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):

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

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

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

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

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

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



↑ Discipline Core Statement









(Note to course instructor: If this course is a CORE CURRICULUM course, fill in the following area. Please consult with your department chair if you have any questions regarding this section.)

(Discipline Name Here)

(Your department will provide you with a body of text that will be copied and pasted into this area.)

 = Required Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
(Area)	#						
(Body text here)							



↓ Student Learning Outcomes (SLOs)



The following table details how this course's STUDENT LEARNING OUTCOMES (SLOs) align with COs.

Directions for Instructor:

In the left-hand column, list specific SLOs that indicate what students will be able to do at the end of the course. You may reference the number from the Learning Outcomes listed in the Course Learning Outcomes list under the Course Description.

Determine, as appropriate, how your SLOs align with the CO's that are listed in the right-hand column.

NOTE: A course may not incorporate all 6 COs. Every course should include an SLO that aligns with "critical thinking" and "communication" skills. Every Core course has assigned CO's indicated in the chart above that should correlate to SLO's here.

Student Learning Outcome(s)	Core Objectives (CO's)
3, 4, 5, 7	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

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



↕ Program-Level Student Learning Outcomes (SLOs)



If this course has been identified as part of the program-level assessment process, include the program-level SLO that has been developed for this course. Please consult with your department chair if you have any questions regarding this section. Delete this section if it does not apply.

Program-Level Student Learning Outcome(s)	Course Learning Outcomes	Specific Assignment

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### ↑ Student Learning Outcomes (SLOs)



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.



### ↑ 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](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	Online Click here.

	performed in Blackboard.	
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](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: <a href="http://www.odessa.edu/dept/counseling/disabilities/index.htm">http://www.odessa.edu/dept/counseling/disabilities/index.htm</a>

### Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

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

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
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Campus Location	1st floor of the Library
Website with Additional Help and Information	<a href="http://www.odessa.edu/dept/ssc/">http://www.odessa.edu/dept/ssc/</a>
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 - <a href="mailto:grangel@odessa.edu">grangel@odessa.edu</a>
Website	To find out more about services provided by the Veteran's Outreach office, please visit: <a href="http://www.odessa.edu/dept/counseling/veterans/index.htm">http://www.odessa.edu/dept/counseling/veterans/index.htm</a>