HPRS 2301 – Pathophysiology Master Syllabus

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):

Essentials of Human Diseases and Conditions, 5th Edition, Frazier

ISBN of package: 9781455710003

Hardware (Access to the following):

Computer: A minimum of 2GB RAM, 1.7 GHz 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 or testing purposes.

Internet Connection: A high-speed Internet connection is necessary for this course. If you do not have a broadband connection you can use a computer on campus.

Software:

Anti-virus software is highly recommended. Windows Media Player, Quick Time, Real Player, or Adobe Shockwave is recommended for playing audio or video files.

Email:

Students enrolled in OC courses MUST use their OC Gmail account for all email correspondence. DO NOT use the email link that is available within Blackboard when sending email to your professor.

Browsers and Settings:

Blackboard may be accessed from most modern web browsers: Apple's Safari, Google's Chrome, Mozilla's Firefox, Mozilla's Camino, or Microsoft's Internet Explorer. Users have noted some compatibility issues with the latest version of Internet Explorer. Make sure to enable cookies and disable all pop-up blockers, especially those that come with Yahoo and Google toolbars.

 Websites:

http://www.evolve.elsevier.com

Information About the Course

Course Description

(26.0707.5103) (3) 3 hours
This course will describe the more common disease states found in human organ systems.

Course Prerequisites:

Pass reading on TSIA or by passing the developmental reading sequence and be eligible for College Algebra by passing math on TSIA or by passing the developmental math sequence.

Basic Skills: A student should not attempt to take this course unless you are very comfortable using a computer. You are expected to have the following basic computer skills: website navigation, word processing, send/received/save emails, organize/backup computer files, view online videos/tutorials, download software, cut and paste between a word processor and email program, change subject/title of email message, compose/reply to email messages in complete sentences.

Course Topics:

Module 1

Chapter 1: Mechanisms of Disease, Diagnosis and Treatment

Chapter 2: Developmental, Congenital and Childhood Diseases and Disorders

Chapter 3: Immunologic Diseases and Conditions

Chapter 4: Diseases and Conditions of the Endocrine System

Module 2

Chapter 5: Diseases and Disorders of the Eye and Ear

Chapter 6: Diseases and Conditions of the Integumentary System

Chapter 7: Diseases and Conditions of the Musculoskeletal System

Chapter 8: Diseases and Conditions of the Digestive System

Module 3

Chapter 9: Diseases and Conditions of the Respiratory System

Chapter 10: Diseases and Conditions of the Circulatory System

Chapter 11: Diseases and Conditions of the Urinary System

Chapter 12: Diseases and Conditions of the Reproductive System

Module 4

Chapter 13: Neurologic Diseases and Conditions

Chapter 14: Mental Disorders

Chapter 15:Diseases and Conditions Resulting from Trauma

Grading

Type of Assignment	Percentage/Points	Learning Objective
Quizzes/Homework/Discussions	30%	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
Lecture Exams	50%	1, 2, 3, 5, 6, 8, 9
Final Exam	20%	
	100%	TOTAL

Grading Scale:

"A" = 90-100
"B" = 80-89
"C" = 70-79
"D" = 60-69
"F" = 0-50

Grading Policy:

Please understand that this is a required course for allied health programs in order to prepare you to become a health care professional. Quality work and active participation is expected and not to be negotiated. Students can expect feedback on assignments within a one-week time period.

Chapter Quizzes:

Each Chapter will have multiple Chapter Quizzes to help you test your knowledge of the material. The quizzes will be graded. Students are required to complete each quiz. Chapter Quizzes will have a 10-minute time limit. Each Practice Quiz may be taken twice.

Please be advised, there will be no make-up period given for quizzes since students will have 6 days to complete them, NO EXCEPTIONS. Each quiz has 'feedback' embedded that provides the approximate page number where the topic is covered and the correct answer may be ascertained. The successful student will research the topic and not simply try to memorize the correct answer for each question. Chapter Quizzes will be counted as homework when calculating student's overall grade.

Homework Assignments:

There are many types of homework assignments within each Module. The types of assignments may include, but are not limited to: listening to recorded lectures, YouTube, crossword puzzles, computer simulated labs, artwork labeling, submitting notes, textbook readings, lecture quizzes, lab quizzes, discussion board postings, projects, etc. You are expected to complete all assignments whether or not they need to be turned in to your instructor. I believe you will find your success this semester will be strongly correlated to the way you approach the course. Discipline, organization, and a proactive approach leads to success. The opposite is also true – students lacking the previously mentioned attributes find success difficult to achieve.

Discussion Requirements:

Discussion boards will be included within each Module. Details will be given within the modules for each assignment and a grading rubric will be supplied. Discussion questions account for 10% of the overall grade. No 'text-speak' is allowed in the official discussion boards. A secondary discussion board area (Student Lounge) is provided for students to communicate with one another. The only rule I ask for the STUDENT LOUNGE is to keep it professional with no insults or foul language. In all discussion board assignments it is required for you to read each of your classmates posts and 'reply' to a specific number of students. This is a very important aspect of learning to communicate with each other effectively.

Exams:

An Exam will be given after each of the four Modules. Students will only be given one attempt to complete these exams. These exams may be taken from your home computer. Students may use books

and notes, while taking these exams. Students MAY NOT use books and notes, while taking any make-up exam. All exams are timed and will automatically close when the time limit has been reached. Students are not allowed to copy or print exams or use another person for help - including, but not limited to telling students what questions to expect on the exam. Doing so will be considered cheating and you will be removed from the course.

Makeup Exams:

Since technology errors occur from time to time, you should be aware of the following policy: If your exam does not submit properly you will be given the opportunity to take a Makeup Exam. All Makeup Exams will be proctored and must be taken in a College Testing Center without the use of a book or notes. The Makeup Exam is a different exam than the normal test. Makeup exams may be essay exams. Depending on the college in your area, there may be a fee for this service.

Please note: A Makeup Exam will NOT be given to any student that misses an exam deadline.

Final Exam:

The Final Exam is a comprehensive exam covering both the lecture and laboratory portion of the course. The Final Exam consists of all of the information presented throughout the entire semester. The Final Exam must be taken on OR before October 14th.

No official review will be provided for the final exam; however, you will be able to review your quizzes and exams and all learning objectives. Everything that is presented during the semester is important to your knowledge of the body, which is why you need to prepare for the Final Exam by studying all of your notes. I'm sure you can understand that maintaining organized notes throughout the semester will benefit the learner, when it comes time to prepare for the Final Exam.

Preparation for Technology Emergencies

Computer Problems

According to Murphy's Law, anything that can go wrong will. While I don't really subscribe to this philosophy, I do realize that online courses present students with various technological challenges. You may not be a member of the Geek Squad and should not have to be in order to succeed in an online course. With this in mind there are a few basic preparations that you can make in order to ensure your semester goes smoothly, regardless of the technological glitches that may occur.

Organize/Organize/Organize

Organizing your files into folders will make it much easier for you in the event of an untimely computer problem. You can simply drag the main folder to a USB drive/etc. and each subfolder will also be copied.

Save early/Save often

Get into the habit of saving your files early and often. Most software programs even allow you to set it up so that your work is automatically saved at a specified interval of time. Even so, save early/save often is an excellent mantra for computer users.

Backup Data

Definitely produce a backup of all assignments/documents/emails that you produce during the semester. It is highly suggested that you utilize a USB drive or external hard drive in addition to saving all course files on your computer. Flash drives provide a very convenient method of storage. A 8GB model is a great investment in your peace of mind for around $10. You never know when lightning may strike and render a computer useless. Backing up files is necessary in the virtual world.

Alternate Computer

Make arrangements to have access to another computer that you can use in the event you have computer problems. Identify a college, library, Internet café, employer, friend, or other source that would provide you with computer access in case of emergency. Always be prepared for waking up to a non-functional computer. If you take care with these few simple suggestions you will understand why technology problems are NOT acceptable reasons for deadline extensions.

Complete Loss of Contact

If you lose the ability to contact your instructor from your primary computer, you should contact your instructor via email from another computer. If you lose the ability to contact your instructor from your student email account, you should contact your instructor via another email account.

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 original work prepared by the student enrolled in this course.

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

This is NOT a self-paced course. Students are expected to attend all lecture and lab sessions. Additionally, the student will make contact with the instructor each week by submitting assignments by email, posting to the Discussion Board, and taking practice quizzes. Students that neglect to log in to Blackboard and/or submit assignments each week are setting themselves up for failure. Please understand it is your duty as a student to log into Blackboard at least 5 days per week with a gap of no more than 24 hours spent away from the course. Students failing to log in to the course for three consecutive days will receive a notification email for their absence, unless all work is completed. These alerts are automatically generated and sent to me as well.

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:

- Attend class and participate.
- Contribute and cooperate with civility.
- Submit assignments on time.

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

Important Dates:

This course is offered during Fall1 (August 22 – October 14). The census day for Fall1 is Monday, August 31, 2015. This is the date the course becomes a part of your permanent college transcript. I am fully committed to my students and DO NOT expect anyone to withdraw from this course; however, I am required to let you know that the last day to drop this course and receive a "W" on your transcript is Wednesday, September 30, 2015.

Weekly Schedule:

The following is a tentative week-by-week schedule for this semester. The dates do not typically change in my web courses. If a date is changed, I will post an announcement in Blackboard. We will begin with Chapter 1 and proceed through the book in order until we complete Chapter 15.

Lecture Schedule: Note: All due dates listed are 7:00 am

Week 1	Aug. 22 – Aug. 31	Module 1 – Introduction, Chapter 1, 2
Week 2	Sep. 1 – Sep. 7	Module 1 – Chapter 3, 4
Week 3	Sep. 8 – Sep. 14	Module 2 – Chapter 5, 6
Week 4	Sep. 15 – Sep. 21	Module 2 – Chapter 7, 8

Week 5	Sep. 22 – Sep. 28	Module 3 – Chapter 9, 10
Week 6	Sep. 29 – Oct. 5	Module 3 – Chapter 11, 12
Week 7	Oct. 6 – Oct. 12	Module 4 – Chapter 13, 14, 15
Week 8	Oct. 12 - Oct. 14	FINAL EXAM

Exams Schedule:

Exam 1	Sep. 4 – Sep. 7	Chapter 1, 2, 3, and 4
Exam 2	Sep. 18 – Sep. 21	Chapter 5, 6, 7, and 8
Exam 3	Oct. 2 – Oct. 5	Chapter 9, 10, 11, and 12
Exam 4	Oct. 7 – Oct. 12	Chapter 13, 14, and 15
Final Exam	Oct. 12 - Oct. 14	Final Exam

Course Schedule **By Module**

All Due dates are 7:00 am on the listed date unless otherwise specified

Module	Assignments/Points
1	1. Email Name Change – 10 2. Navigation Assignment – 10 3. DB – Biography – 10 4. Netiquette Quiz – 0
	1. C1 Quiz – 10 (x 3 quizzes) 2. C2 Quiz - 10 (x 3 quizzes)
	1. C3 Quiz – 10 (x 3 quizzes) 2. DB – ******** – 10 3. DB – ******** – 10 4. C4 Quiz - 10 (x 3 quizzes)
	Exam 1 – 100
2	1. C5 Quiz – 10 (x 3 quizzes)

	2. C6 Quiz – 10 (x 3 quizzes)
	1. C7 Quiz – 10 (x 3 quizzes)
	3. DB – ********** – 10
	4. DB – ********** – 10
	1. C8 Quiz – 10 (x 3 quizzes)
	Exam 2 – 100

Module	Assignments/Points
3	1. C9 Quiz – 10 (x 3 quizzes)
	2. DB **********– 10
	3. DB ********** – 10
	1. C 10 Quiz – 10 (x 3 quizzes)
	2. C 11 Quiz – 10 (x 3 quizzes)
	1. C12 Quiz – 10 (x 3 quizzes)
	Exam 3 – 100
4	1. DB – ********** – 10
	2. C13 Quiz – 10 (x 3 quizzes)
	3. C14 Quiz – 10 (x 3 quizzes)
	1. C15 Quiz – 10 (x 3 quizzes)
	Exam 4 – 100
	Final Exam

Modules: This is not a self-paced course:

This course will be presented in Modules with specific due dates. A Module contains assignments and materials to be covered during a specific period of time. Example: Module 1 is composed of an Introduction and Assignments from Chapter 1, 2, 3, and 4. The first Module spans through Week 1 into Week 2. A Lecture Examination will be available before each Module closes.

Common Assignment Due Dates:

Procrastination is the primary enemy of online students. I highly suggest that you DO NOT wait until the deadline or due date to submit homework or take an exam.

In the 8 Week format, we will be covering a minimum of 2 Chapters per Week throughout the term. Our workweek will begin on Tuesday and end on the following Monday at 7:00 am.   The Assignment due time is 7:00 am on the due date, unless stated differently.

Please note: Discussion Board and email assignments may have multiple components, each with its own due date.

Late Assignment Policy:

There is a one-day grace period for most assignments (exceptions: exams, chapter quizzes). No penalty will be given for any assignment submitted during the one-day grace period. After the grace period expires, a 15% deduction will be applied for each day an assignment is late. Assignments will NOT be accepted after they are more than four days late. Quizzes are not considered assignments under this policy. Quizzes are due on their respective Mondays at 7:00 am and NO make-ups are given for missed quizzes regardless of reason.

Discipline Core Statement

Life and Physical Sciences

Each course included in the Core Curriculum for Life and Physical Sciences was selected based upon its ability to satisfy the requirements of this Foundational Component Area. Lab courses were selected to provide students with options that are likely to transfer in cases where the student does not complete the Core.

= Required Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
Life and	6	x	x	x	x		

Physical Sciences							
Courses in the Life and Physical Sciences focus on describing, explaining, and predicting natural phenomena using the scientific method. These courses also involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.							

Student Learning Outcomes (SLOs)

Upon completion of the course the student will be able to:

1. Identify normal physiology of the identified body systems.

2. Demonstrate an understanding of symptoms associated with specific health deviations as they relate to the identified pathology.

3. Identify relevant lab studies that are indicative of specified pathological responses.

4. Discuss assessment characteristics representative of normal physiological parameters and specific pathological-health deviations.

5. Recognize disease categories, terminology, and common diagnostic methodology.

6. Demonstrate basic knowledge in pathogenesis of disease processes.

7. Define and explore the most common etiologies and predisposing factors associated with human disease

8. Define the basic approach to the prognosis of various disorders based on their pathogenesis

9. Define the basic approach to treatment of various disorders based on current medical science and clinical practice

10. Explore the latest peer-reviewed research and publications in the field of pathophysiology.

Student Learning Outcome(s)	Core Objectives (CO's)
3, 7, 9, 10	Critical Thinking Skills - to include creative thinking, innovation,

	inquiry, and analysis, evaluation and synthesis of information
2, 4, 10	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
10	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4, 10	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

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	Online Click here.

	Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information 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.

<u>Veterans Support</u>

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