Medical Laboratory Technician and Phlebotomy Program

Student Handbook
McLennan Community College

Revised: December 2018
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**General Information**

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Client/patient bill of rights

Program course descriptions

MLAB 1160 Clinical-MLT: Phlebotomy
MLAB 1191 Special Topics in Medical Laboratory Technology
MLAB 1201 Introduction to Clinical Laboratory Science
MLAB 1211 Urinalysis & Body Fluids
MLAB 1227 Coagulation
MLAB 1231 Parasitology/Mycology
MLAB 1235 Immunology/Serology
MLAB 1260 Clinical - MLT I
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Student responsibilities and clinical rotation hours
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An Overview of the Medical Laboratory Technician Program at McLennan Community College

The medical laboratory technician (MLT) is an allied health professional who is qualified by academic and practical training to perform diagnostic testing in medical laboratories. Subspecialties of the profession include hematology, hemostasis, microbiology, parasitology, mycology, virology, clinical chemistry, immunohematology, immunology, toxicology, endocrinology, urinalysis and body fluids, phlebotomy, molecular techniques, quality control and quality assurance.

Medical laboratory technicians use basic and specialized laboratory skills, computer technology and knowledge of human pathology to provide information needed by the physician to diagnose and treat disease. Personal qualities essential to the profession include the ability to relate to people, a capacity for calm and reasoned judgment and a commitment to exceptional patient care. Medical laboratory technicians must demonstrate ethical and moral attitudes and principles that are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and diagnoses must be maintained at all times. The medical laboratory technician is responsible for his or her own actions, as defined by the profession.

A solid foundation in high school sciences, such as biology, chemistry, math and computer science, is needed to begin preparation for training as an MLT. The next step is a combination of formal education plus clinical education in a medical laboratory technology program accredited by the National Accrediting Agency for Clinical Laboratory Sciences, or NAACLS. The MLT program at McLennan Community College is designed to prepare entry-level medical laboratory technicians who play an important role in the detection, diagnosis, and treatment of human disease. Individuals interested in a career in medical laboratory technology should be flexible and adaptable to the needs of a growing profession. Medical laboratory technicians must be accurate, dedicated and skilled. They must also be self-motivated and have the ability to solve problems and make decisions. They must respond appropriately to challenges and take responsibility for their actions. MLTs must be reliable, emotionally stable, and able to finish a task once it is begun. An MLT must be able to communicate well, both in writing and in speaking. A successful MLT sets high standards, and demonstrate the ability to be a life-longer learner and are committed to the profession.

After meeting the academic and laboratory education requirements, MLT graduates from MCC are prepared to take a national certification examination in medical laboratory science. The American Society of Clinical Pathologists (ASCP) Board of Certification exam. The ASCP MLT exam is recognized nationally and each student is encouraged to sit for this exam. The MLT program tracks student success on the national certification exam as an outcome measure for accreditation.
The MLT program at McLennan Community College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS – www.naacls.org). The program admits one class each year in the fall semester. Class size is limited. The medical laboratory technician program culminates in the Associate in Applied Science degree in medical laboratory technology. The AAS degree is awarded upon successful completion of the college's requirements for graduation and the degree is not contingent upon the student's passing any type of external certification or licensure examination.

The MLT program at MCC offers academic courses in English, chemistry, general biology, anatomy and physiology, psychology or sociology, and the humanities. Training covers all areas of the medical laboratory and includes both didactic and clinical courses in laboratory fundamentals and safety, urinalysis, body fluids, phlebotomy, hematology, hemostasis, immunohematology, immunology, medical microbiology, parasitology, mycology, virology, medical chemistry, molecular techniques and computer applications. A certification-exam review during the final course is designed to be the program’s capstone experience for the MLT curriculum.

Students interested in phlebotomy only have the option of taking MCC’s phlebotomy course which is offered through the MLT program. Phlebotomy training includes both didactic and clinical phases. The Occupational Skills Award in Phlebotomy is a 13-credit-hour group of courses which better prepares the phlebotomy student for a career as a phlebotomist. This entry level career option may be completed in one semester and is available during the spring and fall semesters. Clinical sites for phlebotomy training may extend into an additional semester due to limited availability of clinical training sites. Successful completers of the phlebotomy lecture class (PLAB 1323) and clinical class (PLAB 1260) are eligible to take a national certifying examination in phlebotomy offered by ASCP.

McLennan Community College first offered a training program to individuals wanting professional education as a medical laboratory technician in the fall of 1982. The program is fully accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS) and has been in continuous operation since that date.

NAACLS: National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd., Suite 720
Rosemont, IL 60018-5119
P 847.939.3597
773.714.8880
F 773.714.8886
www.naacls.org
**MLT Program Mission Statement**

The mission statement of the medical laboratory technician program at MCC reflects the goal of program officials to prepare students to function in all areas of medical laboratory technology as competent employees in hospital and clinical laboratories across the nation. It states:

"The medical laboratory technician program at McLennan Community College affirms its mission to provide a comprehensive range of quality education and training for students enrolled in the MLT program. Program officials are committed to excellence in the program and are dedicated to assisting students to achieve their educational and professional goals through collaboration with professional organizations, hospital and clinical affiliations, business and industry."

**MLT Program Goals**

MLT program officials:

1. Are dedicated to the goal of enabling students to function in all areas of medical laboratory technology as competent employees in hospital and clinical laboratories across the nation.

2. Support MCC's endeavors to develop a model of instruction that provides for transition to a learner-centered college.

3. Develop and maintain ways to assess the training needs of local employers by offering continuing education courses to laboratory employees in and around the Waco area.

4. Support the concept of life-long learning for students and laboratory employees as well as faculty and staff.
Graduates of the MLT program at MCC should be able to perform the following competencies as entry-level medical laboratory technicians:

1. Collect, process, analyze and transport biological specimens as appropriate.

2. Recognize and apply principles related to the use of laboratory information systems used in clinical laboratory science.

3. Perform analytical tests on blood, body fluids, and other substances tested in the clinical laboratory.

4. Recognize factors that affect procedures and test results and take appropriate actions within established guidelines using the skills of critical thinking and problem solving.

5. Recognize the clinical significance of laboratory procedures in the diagnosis and treatment of disease.

6. Perform and monitor quality control within established guidelines by applying the principles of critical thinking and problem solving.

7. Perform preventive and corrective maintenance on equipment and instruments and refer to appropriate sources as necessary.

8. Apply and encourage the use of the principles of laboratory safety and Standard Precautions.

9. Demonstrate professional conduct and interpersonal communication skills with fellow students, patients, laboratory personnel, other health care professionals, and with the public.

10. Recognize the responsibilities of other laboratory and health care personnel and interact appropriately with them for quality patient care.

11. Apply basic principles of science in learning new techniques and procedures.

12. Relate laboratory findings to common disease processes by recognizing the principles and methodologies practiced in all areas of the medical laboratory.

13. Establish and maintain life-long learning as a function of growth and maintenance of personal and professional competence.
MLT Essential Functions or Essential Requirements

These essential requirements are non-academic capabilities and tasks required by the medical laboratory technology and phlebotomy programs at McLennan Community College that reflect the physical, emotional, and professional demands required of the medical laboratory technician and phlebotomist.

Observation
The student must be able to:

- Observe laboratory demonstrations in which lab procedures are performed on biological specimens (i.e., blood and body fluids, culture materials and other specimens as appropriate).
- Characterize the color, odor, clarity, and viscosity of biological specimens and reagents.
- Use a clinical grade binocular microscope to discriminate among fine differences in structure and color (hue, shading, and intensity) in microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a monitor or audiovisual media.

Motor and Sensory Skills
The student must be able to:

- Move freely and safely about the laboratory in a timely manner.
- Lift and move objects weighing 20 pounds.
- Perform laboratory testing adhering to existing laboratory safety standards.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting and/or standing, over several hours.
- Grasp, hold, transport, and utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing.
- Obtain patient specimens in a timely, safe, and professional manner (e.g. perform phlebotomy).
- Use laboratory equipment (e.g. pipettes, inoculating loops, test tubes) and instruments to perform laboratory procedures according to established laboratory guidelines.
- Use a computer to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
- Troubleshoot and correct equipment malfunctions.
- Detect and respond to emergency and instrumentation signals, lights, and sounds.
Communication
The student must be able to:

- Communicate effectively in written and spoken English; comprehend and respond to both formal and colloquial English, including person-to-person, by telephone, and in writing.
- Appropriately assess nonverbal as well as verbal communication.
- Read and comprehend technical and professional materials (i.e., textbooks, journal articles, handbooks, and instruction manuals).
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- Clearly instruct patients prior to and during specimen collection.
- Demonstrate sensitivity, confidentiality, and respect when speaking with or about patients or patients’ information.
- Communicate clearly, accurately and tactfully with patients, faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication.)
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

Verbal communication includes the ability to ask and respond to formal and informal questions with confidence at an appropriate professional level. Written communication includes the ability to use correct grammar and spelling as well as the appropriate level of formality.

Intellectual Skills
The student must be able to:

- Comprehend, measure, calculate, reason, integrate, analyze, evaluate, correlate, problem-solve and compare.
- Recognize abnormal laboratory results (e.g. patient and QC) and take appropriate action.
- Demonstrate critical-thinking and judgment skills appropriate to a given situation.

Behavior
The student must be able to:

- Organize and prioritize work, performing multiple tasks within given time constraints and under stressful conditions while maintaining the ability to communicate clearly.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interpretation), emergency demands (i.e., "stat" test orders), and a distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- Be flexible and adapt to professional, technical, and academic changes.
• Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
• Recognize emergency situations and take appropriate actions.
• Adapt to working with unpleasant biological specimens.
• Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps further a team approach to learning, task completion, problem-solving, and patient care.
• Be honest, compassionate, reliable, ethical, and responsible.
• Accept and act on constructive criticism, critically evaluate self-performance, recognize and correct mistakes.
• Exercise independent judgment and accept responsibility for own work.

Professional Conduct and Appearance
The student must:

• Maintain general good health and self-care including a well-groomed, neat appearance.
• Maintain patient confidentiality and exercise ethical judgment, dependability, and accountability.
• Show respect for self and others and display attitudes of tolerance and integrity.
• Display professional attributes such as punctuality, professional demeanor and presentation, and cooperation.


Disabilities/ADA Statement

Disability Services
Student Services Center, Completion Center 249 • 254-299-8122 • disabilities@mclennan.edu
Fall & Spring Hours: Monday-Friday, 8 a.m.-5 p.m. • Summer Hours: Monday-Thursday, 7 a.m.-6 p.m.

Disability Services is an academic support program that helps to provide equal access to educational opportunities and campus life activities for students with disabilities. We collaborate with students, faculty and staff to create usable, inclusive and sustainable learning environments. Disability Services strives to increase awareness and acceptance of those with disabilities in support of McLennan's commitment to enhancing each learner's potential and success.

Students requesting disability-based accommodations must contact the Disability Specialist and present qualified and current documentation detailing the diagnosis and effect of the disability.
Students are encouraged to contact the Disability Specialist immediately after registering for courses so that accommodations may be provided in a timely manner. The documentation must clearly identify that the student has one or more physical or mental impairments that substantially limit one or more of their major life activities.

Subsequently, the Disability Specialist reviews the documentation and determines appropriate accommodations. The Disability Specialist provides the student a letter to authorize and identify specific accommodations to the student's instructor(s) and to other support services staff (Testing Center, Student Support Services).

Confidentiality is maintained at all times. And information is not released without signed student consent. Instructors and Testing Center staff are informed only of the necessary accommodation.

The Disability Specialist also provides information about accommodation approaches, including assistive and adaptive technology to students, faculty, and staff. He serves as the campus liaison with external agencies that provide funding and support services for students with disabilities. In addition, the Disability Specialist provides training to faculty and staff regarding the provision of reasonable accommodations to students with disabilities, and keeps faculty and staff apprised of ADA issues.

Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities

Transition of Students with Disabilities to Postsecondary Education: A Guide for High School Educators

Americans with Disabilities Act Amended Acts of 2008 (ADAAA)

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), and Section 504 of the Federal Rehabilitation Act of 1973, McLennan's designated ADA coordinators shall be responsible for coordinating the college's efforts to comply with and carry out its responsibilities under ADA.

Coordinator Contact Information

Success Coach, Disability Services
Ms. Laura Caruthers
254-299-8122

Titles I and II - Employment and Facilities
Dr. Stephen Benson, Vice President, Finance & Administration
254-299-8649

Title II - Education & Section 504 of the Federal Rehabilitation Act of 1973
Dr. Drew Canham, Vice President, Student Success
254-299-8645
Students who have a disability (i.e. physical, mental, learning, vision or hearing) are welcome to contact the Disability Services office to arrange a confidential discussion.

This site is designed to provide current and prospective students, as well as faculty, with information related to disability services. Please explore the links to learn more about receiving services.

If you have difficulty accessing information from the Disability Services web pages, please call 254-299-8122 for assistance.

* Click Here for more information about Title IX (www.mclennan.edu/titleix)

**Title IX**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. Examples of discrimination prohibited under title IX include discrimination on the basis of sex can including gender discrimination, pregnant and parenting discrimination, sexual harassment or sexual violence, such as rape, dating violence, domestic violence, stalking, sexual assault, sexual battery, and sexual coercion. In accordance with the requirements of the Title IX Education Amendments of 1972 MCC's designated Title IX Coordinator, Drew Canham - Vice President, Student Success shall be responsible for coordinating the College's effort to comply with and carry out its responsibilities under Title IX.

**Contact information**

titleix@mclennan.edu

Drew Canham, Title IX Coordinator
Vice President, Student Success
McLennan Community College
Administration Building, Room 408
1400 College Drive
254-299-8645
FAX: 254-299-8654
dcanham@mclennan.edu

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinators by using the contact information below. Individuals also may contact the MCC Police Department at 254-299-8911.
Individuals who wish to speak with a confidential resource may contact Student Counseling Services at MCC by calling 254-299-8210. Any student or employee may report alleged offenses anonymously by visiting the following website: http://www.lighthouse-services.com/mclennan/
MLT Program Career Entry Competencies

The goal of the program is to prepare students for career entry positions as medical laboratory technicians. Thus, specific professional competencies are the goal of graduates. The program strives, through its educational methods, to incorporate all facets of quality laboratory practice into the professional development of students. The curriculum is designed to prepare graduates in various testing and analysis skills.

1. Collect and safely handle biological specimens.
2. Perform accurate laboratory testing.
3. Evaluate and interpret laboratory test data.
4. Identify problems and take corrective action.
5. Use quality assurance to monitor procedures, equipment, and technical competency.
6. Operate equipment properly, and perform preventive and corrective maintenance.
7. Comply with established laboratory safety regulations.
8. Use computers and laboratory software effectively.
9. Evaluate the efficacy of new procedures and instrumentation for a given setting.
10. Demonstrate ethical behavior, and maintain confidentiality in terms of patient results.
11. Interact professionally with patients and other health care personnel.
12. Establish and maintain life-long learning as a function of professional competence.

Adapted from: The Rotation Manual for Clinical Laboratory Science, Lori Rice-Spearman and Hal S. Larsen, 1995
**MLT Program Policies and Procedures**

**Admission to MCC**

- Application forms for admission to McLennan Community College are available online at [www.mclennan.edu](http://www.mclennan.edu) and at the Office of Student Admissions. Students must be admitted to the college before enrolling in MLT curriculum courses and must be compliant with TSI requirements.

**Admission to the MLT Program**

- Application forms for admission to the Medical Laboratory Technician program are available on the MCC website [www.mclennan.edu](http://www.mclennan.edu), from Student Services, or the MLT Program Director. Enrollment in the phlebotomy courses only (PLAB 1323 and PLAB 1260) does not require admission to the MLT program.

**ACT/SAT Scores**

- Arrangements for taking the ACT or the SAT exam should be made far enough in advance of the June 1 admissions deadline that the scores are available for use during the application process. Information about both exams may be obtained through the Testing department of Student Services. ACT/SAT scores are not required for students who enroll only in the phlebotomy sequence of courses.

**Admission Committee for the Medical Laboratory Technician Program**

- The MLT admission committee meets in early June to review the files of all individuals who apply for admission to the MLT program. Points are assigned to each applicant according to published admission criteria. Decisions concerning admission to the new MLT class are made during this meeting. The committee is made up of the Dean of Health Professions and the Dean of Student Services. Notification letters are mailed to applicants shortly after the committee meeting.

**Letter of Notification**

- Along with the letter of notification that announces acceptance into the program, the student will receive a short form that must be completed by the student and returned to the MLT program director. This form indicates the student's intent to either accept or decline admission into the MLT program.

**Immunizations**

- All MCC students enrolled in any health science program will be required to show proof of immunity to Hepatitis B, varicella, measles, mumps, rubella, and diphtheria/tetanus. Also, students will be required to have a flu shot and 2-step tuberculosis skin test or chest x-ray annually. Costs for immunizations and x-rays will be the responsibility of the student. Failure to comply with immunization schedule will result in student being withdrawn from the clinical course and possibly the program. Proof of immunizations does not guarantee acceptance into a health
professions program. Such proof is necessary for the student to participate in direct patient care during clinical courses. Because clinical activities may begin in the first semester of the program, it is imperative that students applying for health science programs arrange to receive these immunizations prior to actual acceptance into the program.

CPR Certification

- Documentation of current CPR certification (approved by the American Heart Association) must be submitted to the MLT program director while the student is enrolled in the first MLT program course and before starting clinical rotations. The cost for CPR certification is not included in any tuition or fee and must be assumed by the student as a separate program cost.

Drug Screens

- All health profession students will be required to undergo a drug screen and receive a negative report for such. This report must be submitted before the first day of clinical rotations. Costs for drug screens will be the responsibility of the student.

Background checks

- All health profession students will be required to undergo a criminal background check and receive a negative report for such before the first day of class. Costs for the background check will be the responsibility of the student.

Alternate List

- If the program finds that there are more enrolled students than can be accommodated at the clinical affiliates, volunteers will be solicited to accept a rotation schedule that would provide clinical training the following semester. In the absence of volunteers, eligible students will be given priority according to grades, allowing those with the highest grades preference in clinical scheduling.

Continuation in the MLT Program

- Credits for the associate in applied science degree include a minimum grade of 'C' or better (2.5 grade point average) in each major course in the technical curriculum. A major course is a course that has the prefix of the program (i.e., MLAB). A minimum grade of 'C' will be required for related courses when specified in the catalog course description as a prerequisite. A minimum grade of 'C' or better will be required for courses transferred or substituted to satisfy degree requirements.

- A student has five years in which to complete the Medical Laboratory Technician curriculum after official enrollment in the first MLT course. The first course restricted to students officially accepted into the MLT program is MLAB 1415 Hematology.

- No more than one program course may be repeated, and that course may be repeated only once during the five year time period. Therefore, failure of two program courses, or failure of one course twice, will cause the student to become
ineligible to re-enroll in the program. The student must repeat the application process as a new student.

- Since most of the information learned in the MLT program builds upon previously learned information, students must complete scheduled program courses before being allowed to move forward. In other words, if you receive an incomplete in an MLT course, you must complete the course before being allowed to register for another MLT course.

**Dismissal from the MLT Program**

- Dismissal may be considered when misconduct by a student results in disciplinary action. These breaches of conduct are stated in the *Highlander's Guide*.

**Appeals and Grievance Procedures**

- The MLT program follows the appeals and grievance procedures as stated in the *Highlander's Guide*.

**Fees, Costs and Tuition**

- The current class schedule contains information concerning current fees, costs and tuition. A schedule of costs is available from the MLT program director.

**Refund Policy**

- The MLT and phlebotomy programs follow the refund policy as stated in the *Highlander's Guide*.

**Service Work**

Medical Laboratory Technician students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. A clinical affiliate, which employs a currently enrolled MLT student in a student assistant position, will schedule the student for work during non-instructional hours.

The student is not to be “pulled” from their instruction to perform the duties they normally perform as an employee, even temporarily. The student is to report such practice to the MLT Program faculty. A student who also works as an employee may not count their paid hours as clinical time as the student is performing the duties of an employee, not a student in training.

**Advanced Placement**

- In certain cases, academic course work may be challenged. Advanced placement for a student is arranged on an individual basis.
Official Degree Plan

- The degree plan shows the academic and technical courses required for graduation with an Associate in Applied Science degree from McLennan Community College with a major in Medical Laboratory Technology. A signed degree plan is placed in the student's program file that is maintained in the office of the MLT program director.

Client Care Statement

- Clinical assignments will be made without regard to the sex, disability, creed, religion, color, age, national origin or disease condition of the client/patient. Therefore, students will be required to provide safe care for any client/patient assigned to their level of responsibility.

Cellular Telephones and Personal Calls

- Students are not to receive or place telephone calls during class or clinical hours without the consent of the instructor and then only in case of an emergency. Cellular telephones and other electronic devices are to be turned OFF before entering the classroom, the student laboratory, or ANY of the clinical sites. Messages for students may be left with the secretary of the Dean of Health Professions (254-299-8568). Messages for a student during an emergency will be delivered immediately.

Plagiarism

- "Plagiarism" is the use of someone else's words or ideas without giving proper credit for those words or ideas. It includes, but is not limited to, the use, by paraphrase or direct quotation; of the published or unpublished work of another person without full and clear acknowledgment (this includes material from the internet). It is a serious offense and grounds for disciplinary action.

Cheating

- "Cheating" includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor; or (3) the acquisition, without permission, of tests or other academic material belonging to the MCC faculty or staff. Any reported incidents of cheating will be investigated and documented with proper disciplinary action taken as necessary.

Student Conduct

- The MLT and phlebotomy programs follow the student conduct policy of MCC as stated in the Highlander's Guide.

- MLT and phlebotomy students are expected to obey the regulations of the college and to conduct themselves in a socially acceptable and professional manner.
MLT and phlebotomy students are also expected to conduct themselves according to these ASCP Board of Certification Guidelines for Ethical Behavior.

Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

1. Treat patients with respect, care and thoughtfulness.
2. Develop cooperative and respectful relationships with colleagues to ensure a high standard of patient care.
3. Perform my duties in an accurate, precise, timely and responsible manner.
4. Safeguard patient information and test results as confidential, except as required by law.
5. Advocate the delivery of quality laboratory services in a cost-effective manner.
6. Strive to maintain a reputation of honesty, integrity and reliability.
7. Comply with laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
8. Continue to study, apply, and advance medical laboratory knowledge and skills; and share such with other members of the health care community and the public.
9. Render quality services and care regardless of patients’ age, gender, race, religion, national origin, disability, marital status, sexual orientation, political, social, or economic status.

Student Dress

All students in the medical laboratory technician and phlebotomy programs must follow dress guidelines. All students will maintain a conservative, professional appearance, especially during clinical assignments.

Navy blue scrub pants and burgundy scrub shirts must be worn at all times by MLT students during clinical rotations. This uniform should also be worn when conducting laboratory sessions in the MLT student laboratory. Clothing should be neat, clean, and in good repair.

White lab coats are to be worn over the scrubs. These lab coats are to be long-sleeved and the hem is to fall at or below the knee. Disposable lab coats are available at the clinical affiliates and in the student laboratories.

Phlebotomy students wear navy scrub shirts and pants and a white lab jacket.

Both the scrub top and the white fabric lab coat are to have the MCC arm patch sewn to the left sleeve for students. There is a different patch for Phlebotomists and MLTs.

Impermeable/fluid resistant leather or vinyl walking shoes with white or color-coordinated socks must be worn with the uniform. Canvas tennis shoes are not acceptable. Shoelaces must be tied for safety. Shoes must be kept clean and in good repair.
Appropriate name badges supplied by the college or clinical affiliate must be worn with the uniform at all times. The name and picture on the tag must be visible at all times.

A watch with a second hand is necessary for all clinical rotations as well as many procedures in the student laboratory.

Use of aftershave or perfume is prohibited.

Deodorant or antiperspirant must be worn at all times.

Grooming and body hygiene is required.

Chewing gum, eating or drinking, smoking, or applying makeup is prohibited in the classroom, student laboratory, and in the laboratory departments of all clinical affiliates.

Hats are prohibited in the classroom, student laboratory, and in the laboratory departments of all clinical affiliates.

Sunglasses are prohibited in the classroom, student laboratory, and in the laboratory departments of all clinical affiliates.

Tattoos are not considered to be in the best interest of the medical laboratory technician and/or phlebotomy program and are only acceptable if covered completely from view in some way.

Jewelry may be a small ring and/or a wedding set.

No bracelets or necklaces may be worn in the laboratory departments of all clinical affiliates.

Small earrings may be worn. Multiple ear piercing is not acceptable.

Body piercing jewelry in any other form is not acceptable.

Shoulder length hair must be pulled back and secured away from the face. Extreme fashion statements such as shaving the head, radical haircuts or hairstyles such as bleaching, dying or tinting hair in unnatural colors is not acceptable. Facial hair must be neat and trimmed.

Fingernails should be kept clean and well groomed. Polish should be moderate and subdued. Chipped nail polish should be avoided. False or applied fingernails, multicolored nails, frosted, glitter, nail ornamentation, extremes in color or length are not acceptable.
Student Liability Insurance

- Student liability insurance is purchased through the college as part of the medical laboratory technician program's tuition and fees. This limited liability coverage for students is effective only during clinical instruction. The student is NOT covered if employed outside of the clinical instruction time.

Student Health Insurance and Available Health Care Services

- Neither the college nor any of the clinical affiliates assume financial responsibility for an injury or illness of the student during clinical hours. The student is strongly encouraged to carry private medical coverage and it is required by many clinical affiliates. The student must report an injury or illness to the clinical instructor and/or program director immediately.

- The college has made arrangements for Health and Sickness Insurance for students and their dependents on a voluntary basis. Brochures outlining the programs are available in Human Resources, located on the first floor of the Administration/Classroom Building.

- Students needing medical care are encouraged to seek the services of a physician at a local hospital, clinic, or with their family health care provider.
General Information

MLT Program Officials

Glynnis Gaines
Dean, Health Professions
Office: ADM 303
254-299-8306
ggaines@mclennan.edu

Alisa J. Petree, MHSM, MLS (ASCP)\textsuperscript{cm}
Program Director/Professor
Medical Laboratory Technician and Phlebotomy Programs
Office: S320
254-299-8406
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Dr. Samantha Dove
Temporary MLT/Phlebotomy Instructor
Medical Laboratory Technician and Phlebotomy Programs
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254-299-8119
sdove@mclennan.edu

Jacqueline Markum, PBT (ASCP)
Phlebotomy Instructor
Office: S321
254-299-8119
jmarkum@mclennan.edu

John Ucci, MT(ASCP)
Instructor/Clinical Coordinator
Office: Science Building 3\textsuperscript{rd} Floor adjunct office
254-299-8445
jucci@mclennan.edu
Directory of Clinical Affiliates and Their Locations

Baylor Scott & White Hillcrest Medical Center (HBMC)
100 Hillcrest Medical Blvd
Waco, TX 76712
(254) 202-4890
Fax: 202-4899
Michael Uptmore, MLS(ASCP)cm MCC MLT Clinical Liaison
Kele Crouch, Administrative Director

From the main entrance to MCC, turn right on College Drive. Turn right on Lake Shore Drive. Turn right on Martin Luther King, Jr. Blvd. Follow MLK to Interstate 35. Turn right onto I-35 South. From IH-35, take exit 330A just past the Hwy 6 interchange, make a right at either the main entrance or Corporation Parkway. From Hwy 6 eastbound (from Hewitt/Woodway), take the I-35 Austin exit, make a right at Legends Crossing entrance or continue on frontage road to the main Medical Center entrance.

Coryell Memorial Hospital (CMH)
1507 West Main
Gatesville, TX 76528
(254) 248-6271
Ron Pundt, MT(ASCP) Laboratory Director

From the main entrance to MCC, turn left on College Drive. Turn left on 19th street. You will come to a curve in the road where 18th street joins 19th street. Stay on the main road which is 18th street. Continue on until you reach Waco Drive and turn right. Waco Drive becomes Highway 84. Stay on Highway 84 all the way into Gatesville. Go through Gatesville (still on Highway 84). Just after you go over the bridge through Gatesville, turn right into the hospital parking lot.

Falls Community Hospital (FCH)
322 Coleman
Marlin, TX 76661
(254) 803-3561 ext. 132
Donna Ryan, Laboratory Manager

From the main entrance to MCC, turn right on College Drive. Turn right on Lake Shore Drive. Follow Lake Shore Drive to Bellmead. Lake Shore drive becomes Loop 340. Follow Loop 340 to Hwy 6. Turn left on Hwy 6. Follow Hwy 6 to Marlin. Take exit 147 and turn right at the stop sign. Continue on this road (Walker) until you come to a T in the road. Turn right on Coleman; the hospital is on the left.

Family Health Center (FHC)
1600 Providence Drive
Waco, TX 76707
(254) 313-4279
Fax: 254-759-3479
Jonathan Ramsey, MS, BS (MT) ASCP Laboratory Supervisor
From the main entrance to MCC, turn left on College Drive. Turn left on 19th street. You will come to a curve in the road where 18th joins 19th. Stay on the main road, which is 18th street. Turn left on Providence. Family Practice Center is on the right at 1600 Providence Drive.

**Goodall-Witcher Hospital Authority (GW)**
101 Posey Avenue  
Clifton, TX 76634  
(254) 675-8322 x7839  
Leslie Keys, Laboratory Manager  
101 Pose Ave.  
Clifton, TX 76634  
Ikeys@gwhf.org

From the main entrance to MCC, turn right on College Drive. Turn right on Lake Shore Drive. Turn left on Steinbeck Bend. Go to China Spring. Turn left on N. River Crossing. Turn right on Hwy 6. Go to Clifton. Turn left on 5th. Turn left on Posey Ave. Goodall-Witcher Hospital is on the left at 101 Posey Avenue.

**Hamilton General Hospital (HGH)**
400 N. Brown  
Hamilton, TX 76531  
(254) 386-1751  
Sanam Koirala, Laboratory Director

From the main entrance to MCC, turn left on College Drive. Turn left on 19th street. You will come to a curve in the road where 18th street joins 19th street. Stay on the main road which is 18th street. Continue on until you reach Waco Drive and turn right. Waco Drive becomes Highway 84. Continue on Hwy 84 W for about 36 miles. Turn right onto TX-36 W ramp to Texas National Guard. Merge onto TX-36 N. Turn right at N Manning St. The Hospital will be on your right.

**Hill Regional Hospital (HILL)**
101 Circle Drive  
Hillsboro, TX 76645  
(254) 580-8793  
Jessica Holloway, Laboratory Director

From the main entrance to MCC, turn right on College Drive. Turn right on Lake Shore Drive. Turn right on Martin Luther King, Jr. Blvd. Follow MLK to Interstate 35. Turn left onto I-35 North. Go to Hillsboro. Exit on 368A and go West on SR 171 and turn right (North) on I-35 access road. Turn left on East Franklin Street and Right on Jane Street. Hill Regional Hospital is on the right.

**Limestone Medical Center (LMC)**
701 McClintic Drive  
Groesbeck, TX 76642  
(254) 729-3281 x2240  
Linda Rojas, Laboratory Manager

From the main entrance to MCC, turn right on College Drive. Turn right on Lake Shore Drive. Follow Lake Shore Drive to Bellmead. Lake Shore Drive becomes Loop 340. Follow Loop 340
to Hwy 6. Turn left on Hwy 6. Follow Hwy 6 to Hwy 164. Turn left on Hwy 164 and go to Groesbeck. Turn left on Ellis Street. You will come to a fork in the road, go left onto McClintic. Limestone Medical Center will be on the left at 701 McClintic Drive.

**Providence Healthcare Network (PHC)**
6901 Medical Parkway
Waco, TX 76712
(254) 751-4721
Fax: (254) 751-4544
Open, Administrative Director
Samantha Ostrander, Clinical Liaison

From the main entrance to MCC, turn right on College Drive. Turn left on Lake Shore Drive. Lake Shore Drive will become Valley Mills Drive after you pass Lake Waco. Turn right on Bosque Blvd. Follow Bosque to Hwy 6 and turn left. You can stay on the Hwy 6 access road. Providence Health Center will be on the right at 6901 Medical Parkway at the corner of Medical Parkway and Hwy 6.

**Central Texas Veteran’s Healthcare System, Waco (W-VA)**
4800 Memorial Drive
Waco, TX 76711
(254) 297-3046
Barbara Ann King, Supervisor Medical Technologist

From the main entrance to MCC, turn left on College Drive. Turn left on 19th street. You will come to a curve in the road where 18th street joins 19th street. Stay on the main road which is 18th street. Continue on until you reach Waco Drive and turn right. Continue on Waco Drive until you get to New Road. Turn left on New Road. The VA is on the right at Memorial Drive.

**Central Texas Veteran’s Healthcare System, Temple (T-VA)**
1901 S. Veterans Memorial Drive
Temple, TX 76504
(254) 778-4811
Debra King, Chief Medical Technologist

From Waco take Interstate-35 South to Temple. Take the North 3rd Street/Industrial Blvd Exit (Exit 303, also labeled Spur 290/Downtown); go south on 3rd Street. Follow Third Street through Downtown Temple approximately 2 miles. 3rd Street will turn into 1st Street just after you cross the downtown overpass. Continue on 1st Street approximately 1 mile. The Olin E. Teague Veterans’ Medical Center will be on your left.

**CHI St. Joseph Health**
2801 Franciscan Dr.
Bryan, TX 77802
T: (979) 776-2489  F: (979) 776-2488
Kimberly A. Dubose
Director
Laboratory Services
Baylor Scott & White
1400 Eight Avenue
Fort Worth, TX 76104
817-922-1989 Office
Lisa Lingenfelter
MCC MLT Clinical Liaison
Lab Quality and Compliance Team
Baylor All Saints

From Waco take I-35 North toward Fort Worth. Keep left onto I-35W N. At exit 49A, take ramp right toward Allen Ave, bear left onto S Freeway. Turn left onto E Allen Ave. Road name changes to W Allen Ave. Turn right onto 8th Ave. Arrive at 8th Ave
Attendance

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation.

Absence from 6 scheduled class days (excused or unexcused), will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student’s 6th absence is reached after the official drop date, the instructor may assign a W if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 6th absence after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing. Each absence (whether excused or unexcused) will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons for a grade no higher than a 75. It is the student’s responsibility to provide the proper documentation for an excused absence within 24 hours of the absence.

Students are expected to be in class on time.
For security reasons, the classroom door will remain locked at all times and students will be allowed entry before class starts. Attendance is recorded at the start of the class period. If you are not in the classroom by the time class starts, do not expect to be let in. Use the time wisely to be productive. If you must leave while class is in session, quietly pick up your course materials and exit the classroom. Since the doors are locked from the outside, you will not be able to come back into the class. If a student enters class during a break or leaves before class is excused, s/he will be counted as tardy. Three such tardies will be counted as an unexcused absence. Students will be allowed entry and exit only during the start and finish of class, during break time, and in the case of an emergency. If you leave class, you will not be permitted to return until such time.

Student Absences on Religious Holy Days
McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.
Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
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<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>75-79%</td>
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<tr>
<td>D</td>
<td>70-74%</td>
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<tr>
<td>F</td>
<td>69% and below</td>
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Final grades are rounded. For example, if you achieve a final score of 79.5%, it will be rounded up to an 80 and you will receive a B in the course. If you achieve a 79.4%, it will be rounded down to a 79 and you will receive a C.

Any student earning a grade of less than 75% on an assignment is required to schedule a conference time with the Program Director.

Supplies

1. MCC MLT uniform
2. Closed-toe walking shoes
3. Name badge supplied by college
4. Black-ink Sharpie or permanent marker, fine tip
5. Watch/timing device with second hand
6. Black ink pen
7. Binder/notebook, paper, and/or lap-top computer for taking and storing notes and information
8. Calculator with square root function
9. Other supplies as indicated

Textbooks and Reference Books

- A copy of the current book list may be obtained from the program director.
- Required and suggested books may also be found on the MCC website through WebAdvisor.

- Note: Textbooks and reference books are subject to change without prior notice.

SCANS

- SCANS is the acronym for Secretary's Commission on Achieving Necessary Skills. The US Secretary of Labor appointed this commission in 1990 to determine the skills people need to succeed in their work. The SCANS criteria are divided into a three-part Foundation and five-part Competencies. The three-part Foundation includes basic skills that include literacy and computational skills, thinking skills described as necessary to put knowledge to work, and personal qualities described as making workers dedicated and trustworthy. The five Competencies include the ability to manage resources, interpersonal skills needed to work amicably and productively with others, the ability to acquire and use information, skills needed to master complex systems, and skills needed to work with technology.
It was the finding of the Commission that these skills "lie at the heart of job performance and are essential preparation for all students, both those going directly to work and those planning further education."


SCANS criteria are incorporated into the MLT curriculum and are identified on course syllabi and in specific learning outcomes

<table>
<thead>
<tr>
<th>SCANS Matrix for the MLT Program</th>
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<tbody>
<tr>
<td>Program: Health &amp; Medical Laboratory Technologists/Technicians (CIP 511000)</td>
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<table>
<thead>
<tr>
<th>Required Courses and Competencies</th>
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<tbody>
<tr>
<td>McLennan Community College - Medical Laboratory Technician Program &amp; Phlebotomy Program</td>
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<table>
<thead>
<tr>
<th>Competencies</th>
<th>Course</th>
<th>Course Title</th>
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<tbody>
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<td>MLAB 1160</td>
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<tr>
<td>C02</td>
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<td>MLAB 1191</td>
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<td>PLAB 1260</td>
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**Course Titles**
- Clinical-Phlebotomy/MLT
- Special Topics in Medical Laboratory Technology
- Introduction to Clinical Laboratory Science
- Urinalysis & Body Fluids
- Coagulation
- Parasitology/Mycology
- Immunology/Serology
- Clinical-MLT I
- Hematology
- Clinical-MLT II
- Clinical-MLT III
- Chemistry
- Immunohematology
- Microbiology
- Phlebotomy
- Clinical-Phlebotomy/PLB: optional course for MLT students

**Competencies**
- F03 Personal qualities: responsibility, self-esteem, sociability self-management, integrity, honesty
- F02 Thinking skills: creativity, decision-making, problem-solving, visualization, how to learn & reason
- F01 Basic skills: reading, writing, math, listens, speaks
- C05 Technology: works with a variety of technologies
- C04 Systems: understands complex interrelationships
- C03 Information: acquires & uses information
- C02 Interpersonal skills: works with others
- C01 Resources: allocating time, money, materials, facilities, human resources
Student Laboratory Safety Rules

- NO eating, drinking, smoking, chewing gum, or applying makeup in the laboratory.
- NEVER pipette by mouth.
- Wear a lab coat with the buttons closed. Remove the lab coat before leaving the lab.
- Use gloves at ALL times in the lab. Treat every specimen as biohazardous.
- Keep fingers and pencils or pens out of the mouth.
- Clean work area properly BEFORE and AFTER laboratory procedures.
- Wash hands BEFORE and AFTER laboratory procedures.
- Follow instructions for operation of the equipment and instruments.
- Handle equipment and supplies with care.
- Report ANY accident or injury to the instructor IMMEDIATELY.

Universal/Standard Precautions

- Blood and body fluids from all patients must be handled as infectious material.
- All specimens of blood and body fluids should be put in a well-constructed container with a secure lid to prevent leaking during transport.
- All persons processing blood and body fluid specimens must wear gloves, plus a face shield if blood or body fluids are expected to splatter.
- Workers must change gloves and wash hands after specimens are processed.
- Workers must never pipette by mouth. Use mechanical pipetting devices.
- Laboratory work surfaces should be decontaminated with appropriate chemical germicide after a spill of blood or body fluids and when work activities are completed.
- Contaminated materials should be decontaminated before use or be placed in bags and disposed of in accordance with institutional policies.
- All persons must wash their hands after completing laboratory activities and must remove protective clothing before leaving the laboratory.
Exposure Categories

- All employees or students with direct or potential exposure to biohazardous materials are classified in one of the following exposure categories:

  **Category I:** Those individuals who are routinely involved in the collection, packaging, transportation, treatment, processing, analysis, or disposal of biohazardous materials.

  **Category II:** Those individuals who are occasionally involved (one to three times per month on average) with any of the activities listed above.

  **Category III:** Those individuals who never handle biohazardous materials or work outside the designated biohazardous area.

  **MLT and phlebotomy students are classified as Category I.**

Patient Confidentiality / HIPAA Training Requirements and Responsibilities

The Health Information Portability and Accountability Act of 1996 went into effect in April 2003. HIPAA regulations determine the handling of what is known as Protected Health Information. Serious consequences for failure to comply with these patient/client confidentiality regulations may apply, therefore, students in the MLT and Phlebotomy programs must comply with these regulations by:

1. Attending mandatory orientation and HIPAA training
2. Signing and dating the signature page indicating one’s understanding
3. Submitting the signed form to the MLT program director to be filed in the student's permanent record.

Further, students, faculty, and staff associated with the medical laboratory technician program and the phlebotomy program at MCC must understand and act in accordance with the applicable laws pertaining to the use and disclosure of patient information whether on or off-campus, before, during, and after class sessions, and during clinical assignments.
Client/Patient Bill of Rights

- The client/patient has the right to considerate and respectful care.

- The client/patient has the right to obtain from his/her physician complete current information concerning his/her diagnosis, treatment, and prognosis in terms the client/patient can be reasonably expected to understand.

- The client/patient has the right to receive from his/her physician information necessary to give informed consent prior to the start of any procedure and/or treatment.

- The client/patient has the right to every consideration of his/her privacy concerning his/her own medical care program.

- The client/patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential.

- The client/patient has the right to expect that within its capacity a hospital must make reasonable responses to the request of a client/patient for services.

- The client/patient has the right to obtain information as to any relationship of his/her hospital to other health care and educational institutions insofar as his/her care is concerned.

- The client/patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his/her care or treatment.

- The client/patient has the right to expect reasonable continuity of care.

- The client/patient has the right to examine and receive an explanation of his/her bill regardless of source of payment.

- The client/patient has the right to know what hospital rules and regulations apply to his/her conduct as a patient.

Source: American Medical Association
The MLT program is 24-months in length and includes sequenced coursework in all areas of the medical laboratory. These courses include:

**MLAB 1160  Clinical-Medical Laboratory Technician/Assistant: Phlebotomy**  
A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Provides clinical training in phlebotomy. Co/Prerequisites: PLAB 1323 and admission to the medical laboratory technician program or approval by the program director.  
Semester hours 1 (3 external)

**MLAB 1191 Special Topics in Medical Laboratory Technology**  
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Includes a comprehensive certification-type examination that serves as a capstone experience to assess student achievement of entry-level competencies required by the profession and the workplace. Prerequisites: Admission to the medical laboratory technician program and approval by the program director. This class is taken the last semester before graduation.  
Semester hours 1 (1 lec)

**MLAB 1201 Introduction to Clinical Laboratory Science**  
An introduction to medical laboratory science, structure, equipment, and philosophy.  
Prerequisites: none  
Semester Hours: 2 (2 lec)

**MLAB 1211 Urinalysis and Body Fluids**  
An introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney, and physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids. Utilizes a student laboratory for experiences in basic urinalysis and body fluids analysis. Prerequisites: Admission to the medical laboratory technician program and approval by the program director.  
Semester hours 2 (1 lec/2 lab)
MLAB 1227  Coagulation
A course in coagulation theory, procedures, and practical applications. Includes laboratory exercises that rely on commonly performed manual and semi-automated methods. Utilizes a student laboratory for experiences in basic coagulation procedures. Prerequisites: MLAB 1415 and admission to the medical laboratory technician program and approval by the program director.
Semester hours 2 (1 lec/2 lab)

MLAB 1231 Parasitology/Mycology
A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures. Prerequisites: Admission to the medical laboratory technician program and approval by the program director.
Semester hours 2 (2 lec)

MLAB 1235 Immunology/Serology
An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. Utilizes a student laboratory for experiences in basic immunology-serology procedures. Prerequisites: Admission to the medical laboratory technician program and approval by the program director.
Semester hours 2 (1 lec/2 lab)

MLAB 1260 Clinical-MLT I:
A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Co/Prerequisites: MLAB 1415 and admission to the medical laboratory technician program and approval by the program director.
Semester hour: 2 (6 external)

MLAB 1415 Hematology
Introduction to the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cell maturation sequences, and normal and abnormal morphology and associated diseases. Utilizes a student laboratory for experiences in basic hematology procedures. Prerequisites: Admission to the medical laboratory technician program and approval by the program director.
Semester hours 4 (3 lec/4 lab)
MLAB 2260  Clinical-MLT II  
A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Co/Prerequisites: MLAB 1260, MLAB 2434, and MLAB 2431; admission to the medical laboratory technician program; and approval by the program director. Semester hours 2 (6 external)

MLAB 2360  Clinical-MLT III:  
A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Co/Prerequisites: MLAB 2260, MLAB 2401 and MLAB 1211; and admission to the medical laboratory technician program; and approval by the program director. Semester hour: 3 (9 external)

MLAB 2401  Chemistry  
An introduction to the principles and procedures of various tests performed in clinical chemistry. Presents the physiological basis for the test, the principle and procedures for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory techniques, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology. Utilizes a student laboratory for experiences in basic clinical chemistry procedures. Co/Prerequisites: CHEM 1405 or CHEM 1411 and admission to the medical laboratory technician program and approval by the program director. Semester hours 4 (3 lec/3 lab)

MLAB 2431  Immunohematology  
A study of blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, cross matching, elution, and absorption techniques. Utilizes a student laboratory for experiences in basic immunohematology procedures. Co/Prerequisites: MLAB 1235 and admission to the medical laboratory technician program and approval by the program director. Semester hours 4 (2 lec/4 lab)
MLAB 2534  Clinical Microbiology
Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Utilizes a student laboratory for experiences in basic microbiology, parasitology, mycology, and virology. Co/Prerequisites: Admission to the medical laboratory technician program and approval by the program director.
Semester hours 5 (4 lec/2 lab)

PLAB 1260  Clinical-Phlebotomy Technician
A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Provides clinical training in phlebotomy. Co/Prerequisites: PLAB 1323 and admission to the college and approval by the program director. This course is not required for the MLT degree.
Semester hours 2 (7.5 external)

PLAB 1323  Phlebotomy
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collections devices, syringes, capillary skin punctures, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures. Prerequisites: Admission to the college and approval by the program director.
Semester hours 3 (2 lec/2lab)
Clinical Assignments

Responsibilities and Clinical Rotation Hours for MLT and Phlebotomy Students

- Students must have passed or be passing the corresponding lecture course in order to attend clinical rotations. In the event a student’s corresponding lecture course grade drops below a 75, the student will be asked to wait for a clinical spot until a passing grade is achieved.

- You must be available during times appropriate for clinical rotations. Rotations are scheduled Monday through Friday during the day.

- Be on time for all clinical assignments; some clinical assignments may begin very early.

- Be dressed in the appropriate uniform.

- The clinical practice is a separate course from the classroom course. It has its own set of learning outcomes, evaluations, and final examination just as any other course does.

- ALWAYS call the designated contact person at the hospital or clinic if you are going to be late or absent from your scheduled assignment. Failure to notify the appropriate person may result in disciplinary action including dismissal from the program.

- ALWAYS call the clinical coordinator AND the program director if you are going to be late or absent from your scheduled assignment. Failure to notify the appropriate persons may result in disciplinary action including dismissal from the program.

- All students will follow their individual clinical schedule that has been confirmed by the clinical affiliate. Any deviation from this schedule must be approved by the contact person, the clinical coordinator AND the program director.

- Students will be expected to attend clinical sites both locally and out-of-town.

- You must have reliable transportation to all clinical affiliates. Some sites are an hour or more away. Transportation costs are not covered by any tuition or fee and are the responsibility of the student as an additional program cost.

- No student will be allowed to attend only a single clinical affiliate during the course of the program.

- The student is responsible for scheduling ALL make-up days. These days are to be made at the convenience of the designated contact person and the clinical affiliate. Make-up days must be confirmed by the clinical coordinator AND the program director. Make-up days at the originally-scheduled site are not guaranteed and you may have to wait for an available opening.
- Students are **responsible** for having **all** clinical materials with them while attending an assignment.

- Students are not to work on homework assignments other than clinical assignments during the clinical rotation. *Failure to comply may result in disciplinary action including dismissal from the program.*

- All paperwork is to be completed electronically or **neatly** in black ink. Pencil or any other color is not to be used.

- Students are to submit the **Daily Task Sheet** to the supervising technologist each day. The technologist is to initial and date the form for verification/documentation of the student's clinical hours. *Failure to comply may result in disciplinary action including dismissal from the program.*

- Students are to submit the **Competency Evaluation** checklist/form to the supervising technologist. The technologist is to complete the form for verification/documentation of the work performed by the student. If a particular procedure is not performed at the clinical affiliate, the student and technologist should discuss the procedure. This form evaluates the student's performance, attitudes, and skills during his/her time spent at the clinical affiliate. It is to be completed by the technologist and forwarded to the clinical coordinator and/or the program director for review, verification, and signature. These forms are discussed with the student as appropriate and placed in the student's program file. *Failure to comply may result in disciplinary action including dismissal from the program.*

- Students are to complete the **Student Evaluation of Clinical Affiliate** form and return it to the clinical coordinator/program director. This form is completed after the student's final clinical rotation for the semester. The survey is anonymous and comments are confidential.

- Students will participate in an end-of-semester conference with the clinical coordinator and/or the program director. These conferences are scheduled by appointment. Students are expected to arrive promptly on time. No-shows and arriving late will be treated as an absence or tardy and recorded on the attendance form. *Failure to comply may result in disciplinary action including dismissal from the program.*

- Students will **NOT** accept payment in **any form** for the time or work performed during a clinical rotation. *Failure to comply may result in disciplinary action including dismissal from the program.*

- Students are expected to attend the clinical affiliate sites as assigned for the rotation period that has been confirmed by the clinical coordinator and the program director. Students who decide on their own to attend a clinical rotation that has not been approved may face disciplinary action and the time and work performed will not be included in the clinical hours required during the rotation.
- Some clinical sites may require orientation or special requirements for students attending rotations at their facility.

- Clinical rotations involving back-to-back days, split shifts, holidays, evening and/or weekend hours are at the discretion of the contact person, the clinical coordinator, and the program director.

- Students are expected to attend the various hospital health fairs, the MCC career day, and any other scheduled community programs.

- All complaints or concerns should be brought to the attention of the clinical coordinator or program director as soon as possible.

- Remember the Patient Bill of Rights and maintain patient confidentiality.

- The MLT Program Director has final approval of any and all clinical schedules.

**Attendance**
Regular and punctual attendance is expected of all students. Students are expected to attend all clinical rotation days for the scheduled number of hours per day in order to fulfill the course requirements. All clinical absences (excused or unexcused) must be made-up.

**Tardiness**
Students are expected to be at their assigned clinical site on time and must notify the clinical instructor immediately when he/she arrives. Failure to attend the entire clinical day (arriving late or leaving early) will be counted as a tardy. If the student arrives an hour or more after the assigned start time, the student will be counted absent and additional clinical time will be required. Three tardies will be counted as an absence which will result in formal counseling.

**Leaving the Clinical Site**
If the student must leave the clinical site early, s/he must first gain authorization from the assigned clinical instructor and the MCC clinical coordinator of their intentions to leave the clinical assignment. If the student leaves the clinical site without notification or authorization, this will be considered a non-notified absence and the student will receive an absence for that day. In order to be dismissed from the clinical site, students must 1) obtain prior approval from the clinical instructor and MCC clinical coordinator and 2) accurately record the time out on the daily task sheet. If the student leaves more than one hour early, the student will be required to schedule additional clinical time in cooperation with the MCC clinical coordinator and the clinical site.

**Rules of Attendance**
More than 2 (two) unexcused absences or failure to notify the MCC clinical coordinator, Program Director and clinical site instructor of an absence will result in failure of the course. Students must submit proper documentation for excused absences. Students will be permitted to make up clinical time missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. It is the student’s responsibility to inform the MCC clinical coordinator of the reason for an
absence prior to the excused absence and then provide the proper documentation for the absence.

Dismissal from Clinical Site
Students who are dismissed from the clinical area for specific reasons (e.g., no name tag, inappropriate dress, hygiene, illness, etc.) shall receive an absence that will require notification of the MCC clinical coordinator and MCC Program Director. The student should contact the MCC Clinical Coordinator to schedule an appointment to review the cause for dismissal and permission to return to the facility. Additional clinical time will be arranged, if needed, based on site availability.

Any student dismissed by a clinical affiliate and asked not to return will undergo formal counseling and possible disciplinary action including dismissal from the program. A student who has been rejected by more than one clinical affiliate will be dismissed from the program and will receive a failing grade for the course.

Exceptions to the above policy statements based on extenuating circumstances will be considered on an individual basis and must be approved by the MLT Program Director.

Subject to Change Disclaimer
The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency.

The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.

Teach Out Plan
In the event that the Medical Laboratory Technology Program at McLennan Community College would close, any student currently enrolled in program specific (MLAB) courses or in the process of completing the program would be allowed to complete the didactic and clinical courses needed to finish the degree. No new students would be accepted into the program.

In the event that there is a catastrophic event and didactic coursework could not be delivered on the McLennan campus through face to face instruction, the program would first attempt to continue courses through the use of the learning management system (Brightspace). Laboratory instruction would be provided through partnership with affiliated clinical sites or on the campus of regional community college or universities with appropriate facilities.
In the event that a catastrophic event interferes the operations of a clinical affiliate, the college will attempt to place the MLT students at other functioning sites to complete their clinical coursework. If the college is unable to provide clinical or didactic courses by any means due to a catastrophic event, the MLT program make every effort to collaborate with MLT programs in the region to provide current students with the opportunity to complete their education.

**TITLE IX**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinators at titleix@mclennan.edu or to call Dr. Drew Canham (Vice President for Student Success) at 299-8645 or Missy Kittner (Director, Human Resources) at 299-8514. Individuals also may contact the MCC Police Department at 299-8911 or Counseling Services at MCC by calling 299-8210.

McLennan’s Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

**ADA Statement**

Disabilities/ADA Statement

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

**Non-Discrimination Policy**

McLennan Community College is dedicated to providing equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment.
as required by Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the
Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972, and the Age

For inquiries concerning the College’s compliance with this non-discrimination policy, please
contact one of the following administrators, each of whom is trained to assist in these matters:

Concerns dealing with **TITLE IX** and other non-specified **Civil Rights Issues** contact either:

**Drew Canham**, Title IX Coordinator
Vice President, Student Success
Administration Building, Room 408
254-299-8645
FAX: 254-299-8654
dcanham@mclennan.edu or titleix@mclennan.edu

For more information, see [http://www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/).

Concerns dealing with the **American with Disabilities Act (ADA)** contact either:

**Drew Canham**, Title II & 504 Coordinator
Vice President, Student Success
Administration Building, Room 408
254-299-8645
FAX: 254-299-8654
dcanham@mclennan.edu

**Stephen Benson**, Title I & II
Vice President, Finance & Administration
Administration Building, Room 404
254-299-8649
FAX: 254-299-8654
sbenson@mclennan.edu

For more information, see [http://www.mclennan.edu/about/ada](http://www.mclennan.edu/about/ada).

Concerns dealing with **Equal Employment & Educational Opportunity (EEO)** contact:

For more information, see [http://www.mclennan.edu/about/eoo](http://www.mclennan.edu/about/eoo).

MCC’s Non-Discrimination policy is located online at

A lack of English language skills will not be a barrier to admission to and participation in career and technical
education programs. La falta de conocimiento del idioma inglés no será un impedimento para la admisión y
participación en programas de educación técnica y profesional.

For a brief summary of MCC’s program offerings:
For a brief summary of MCC’s Admission Criteria:
http://www.mclennan.edu/catalog/admission

NOTIFICACIÓN DE NO DISCRIMINACIÓN
McLennan Community College se compromete a proporcionar igualdad de oportunidades a todas las personas y no discrimina a ninguna persona independientemente de la raza, color, religión, origen nacional o étnico, género, discapacidad, edad, condición de veterano, información genética, orientación sexual, identidad de género, embarazo u otra categoría legalmente protegida en sus programas educativos, actividades o empleo, según lo exige el Título VII de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, el Título IX de la Ley de Emnienas Educativas de 1972 y la Ley de Discriminación por Edad de 1978.

La Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés) y la política del McLennan Community College prohíben la discriminación en el empleo y los programas educativos contra personas calificadas con discapacidades. Los sitios web de las universidades deben ser accesibles para que los estudiantes, estudiantes potenciales, empleados, invitados y visitantes con discapacidades tengan un acceso equivalente a la información y funcionalidad que se proporciona a las personas sin discapacidades.

La política de McLennan Community College es proporcionar adaptaciones razonables o ajustes académicos cuando sea necesario. Estas adaptaciones y ajustes deben realizarse de manera oportuna, individualizada y flexible.

Es responsabilidad de cada estudiante, miembro del personal y del cuerpo docente identificarse como una persona con discapacidad cuando requieran una adaptación o ajuste. También es responsabilidad de cada estudiante, cada miembro del personal y del cuerpo docente documentar su discapacidad (a través de un profesional debidamente licenciado) y demostrar cómo la discapacidad limita su capacidad para completar las funciones esenciales de su trabajo o limita la participación del estudiante en programas o servicios de la institución. La documentación médica será resguardada bajo estricta confidencialidad.

Los estudiantes y los miembros del personal y del cuerpo docente deben mantener las normas institucionales de desempeño.

La institución no discrimina en los procesos de admisión, programas educativos o empleos sobre la base de cualquier factor antes descrito o prohibido bajo la ley vigente.

Para obtener información sobre el cumplimiento de esta política de no discriminación por parte de la institución, comuníquese con uno de los siguientes administradores, cada uno de los cuales está capacitado para asistir en estos asuntos: Si tiene inquietudes relacionadas con el TÍTULO IX y otras cuestiones de derechos civiles no especificadas, póngase en contacto con:

Drew Canham, coordinador del Título IX,
vicepresidente Éxito Estudiantil
edificio administrativo de McLennan Community College, Sala 408
1400 College Drive
254-299-8645
FAX: 254-299-8654
dcanham@mclennan.edu
titleix@mclennan.edu

Si tiene inquietudes relacionadas con la Ley de Estadounidenses con Discapacidades (ADA), póngase en contacto con:

Drew Canham, coordinador del Título IX,
vicepresidente Éxito Estudiantil
edificio administrativo de McLennan Community College, Sala 408
1400 College Drive
254-299-8645
FAX: 254-299-8654
dcanham@mclennan.edu
titleix@mclennan.edu
Stephen Benson, Título I y II, vicepresidente del Finanzas y Administración
edificio administrative de McLennan Community College, Sala 404
1400 College Drive
254-299-8649
FAX: 254-299-8654
sbenson@mclennan.edu

Si tiene inquietudes relacionadas con la Igualdad de Oportunidades de Empleo y Educativas (EEO, por sus siglas en inglés), póngase en contacto con:

, funcionario de EEO
edificio administrativo de McLennan Comunity College, Sala 417
1400 College Drive
254-299-8669
FAX: 254-299-8654
apollard@mclennan.edu