The "Mission Statement" mentioned in College Priorities is NOT a course requirement.

Meeting Times

This is an accelerated 8-week course, covering the same material as a 16-week course.

There are no regularly scheduled meeting times for this course. The course is a Distance Learning course delivered through Canvas, a learning management system that you will connect with through the My Courses link in ACES.

Students are REQUIRED to regularly and frequently participate in Canvas by completing assignments by the due date.

Failure to log in for FOUR consecutive days will equal ONE WEEK of absences.

Two weeks of absences will be cause for being DROPPED from this course--regardless of your average.

See Participation on the syllabus.

First Week (SmartStart) Attendance: Failure to complete the SmartStart Identity Verification assignment in Canvas by 5:00 PM on the 5th class day will result in your being DROPPED from this course. (See Canvas for more information.)

Contact Information

Instructor: Chris Grayson, MA
Office: SLC 219M
email: cgrayson@alamo.edu
Phone: 210-486-2595
Preferred: Canvas Inbox

Please DO NOT leave a message on my office phone. Use Canvas or ACES, or schedule an appointment to meet with me. I will not respond to email from your personal account (google, yahoo, etc.). Use your ACES email or the Canvas Inbox.

Every reasonable attempt will be made to answer messages according to this schedule:

Messages received by 1:00 PM Monday through Friday will receive a same day response.

Messages received after 1:00 PM Monday through Thursday will receive a next day response.

Messages received between 1:00 PM Friday and 11:59 PM Sunday will receive a Monday response.

Messages will not normally be answered on weekends or holidays.

Office Hours:

MTWR 745-900 AM
MTWR 1130 AM-1245 PM
Technical Support:

ACES Help- Please call Support Central at 210-485-0555, option 1.

Canvas Help- Please call Support Central at 210-485-0555, option 2. This is your first point of contact if you need to resolve a Canvas technical issue.
You can also report a problem through an online form by clicking on the Button (upper right hand of your screen) found on every screen in Canvas.

Student Identity Verification (BioSig): Call 210-485-0555, option 4.

It is YOUR responsibility to seek help immediately if problems arise.

Materials


Yes--you must have THIS edition of the book.

Shop around for the best price. Buy from any source. Use either the hardbound text OR the electronic text. Rentals are available through the bookstore or other sources. It is YOUR responsibility to get a textbook in some form by the FIRST class day!

Publisher's Site: https://www.cengage.com/c/drug-use-and-abuse-8e-maisto

SPC Bookstore: https://www.bkstr.com/stphillipsstore/home

Internet Access

Distance Learning and Web-enhanced courses require you to have consistent, reliable internet and computer access. In the event of technological malfunction, I will NOT reset assignments for you. I strongly advise you to take quizzes and exams on a desktop or laptop, rather than your phone or an app.

Distance Learning Requirements

Information about OLRN training, hardware and software requirement and other information about online classes is here:

https://www.alamo.edu/spc/academics/distance-learning/

Technical Skills

The following technical skills are necessary for success in this course:

The ability to follow written instructions
Using Canvas (Take an OLRN course.)

Using, saving, and attaching files in Word and PDF form

Copying and pasting

Downloading and installing software (Refer to the SPC Distance Learning (https://www.alamo.edu/spc/academics/distance-learning/) site.)

d Description

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors.

This course is designed for college-level students, and includes "mature" content.

Prerequisite(s)

INRW 0420

Objectives

As a student enrolled in a program offered through the Social and Behavioral Sciences department, you can expect to acquire:

- the ability to respect others in an academically and culturally rich environment
- the ability to engage in discussions of civil discourse and identify the political, economic, historical, sociological, philosophical, and psychological implications and benefits of civility in our society.

Course objectives:

- Discuss drug use in modern society
- Evaluate drug classifications and actions
- Critically evaluate the prevention and treatment of drug abuse

Outcomes

1 Discuss the factors that make drug use a social problem.
2 Critically evaluate current drug policy.
3 Identify the actions of various categories of drugs.
4 Discuss the prevention and treatment of drug abuse.

Evaluation

The grading scheme for this course is based on a points system.

I do not inflate grades. Students who are aiming for a grade of A must produce exceptional work. B is a GOOD grade. C indicates AVERAGE/ACCEPTABLE performance at the college level.

Breakdown

A = 306-340 points EXCELLENT
B = 272-305 points GOOD
C = 238-271 points AVERAGE
D = 204-237 points BELOW AVERAGE
F = < 204 points FAILING

Criteria
Grades are based on a combination of discussions, exams, and other assignments.

<table>
<thead>
<tr>
<th>Type</th>
<th>Weight</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLRN 0001</td>
<td>0001</td>
<td>NEW Students Only: Orientation to Online Learning</td>
<td>If you are new to online classes, it is MANDATORY to take the Orientation to Online Learning course, OLRN 0001, CRN #18893 or 20359. This course familiarizes students with navigating through the online system for a successful start. Register for the free, self-paced OLRN course the same way as any other course. See <a href="http://www.alamo.edu/spc/distance-learning">www.alamo.edu/spc/distance-learning</a> or call (210) 486-2239 for more information.</td>
</tr>
<tr>
<td>8 Exams</td>
<td>15</td>
<td>Textbook Material</td>
<td>Exam questions are based on textbook chapters and module items, including videos, interactive exercises, and supplemental readings.</td>
</tr>
<tr>
<td>Discussion</td>
<td>20</td>
<td>Icebreaker</td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td>100</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Two Short Essays</td>
<td>20 points each</td>
<td>Reflection Papers</td>
<td>Short essays based on textbook material.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>60</td>
<td>Comprehensive Final Exam</td>
<td>The Final Exam includes questions from each of the Chapter Exams.</td>
</tr>
</tbody>
</table>

Course Policies

The following policies apply to this course.

First Week Attendance
Students must submit the Smart Start Bio-Sig Identity Verification assignment through Canvas by the 5th class day to avoid being dropped without reinstatement.

Attendance and Participation
Attendance: In an 8-week course, failure to log in for FOUR consecutive days equals one week of absences. Two weeks of absences may result in your being dropped from the course.

Regular and frequent participation is REQUIRED. It is not sufficient to log in and lurk around—you must complete activities regularly and frequently: take the exams, post to discussions, etc. Failure to participate regularly and frequently may result in your being DROPPED—even if you have a passing grade.

Participation includes regularly and frequently checking announcements and messages, including those posted prior to the start of the course.

Canvas allows me to monitor your participation, including the pages you have visited.

Pace of the Course
Pace of the Course: The completion of each chapter module, including reading the entire assigned chapter and completing other...
activities will require a minimum of 6 hours preparation. Plan on spending a MINIMUM of 6 hours per week reading, studying, and completing assignments. Deadlines/due dates indicate the LAST possible opportunity to submit assignments. Early completion and submission of all assignments is encouraged.

Make-Up Policy and Late Work

There are NO make-ups for exams, essays, or any other class activities.

There are no "substitute" assignments and no extra credit. To receive credit for any assignment, you must submit it before the deadline.

No assignments will be reset or reopened.

Be proactive and avoid waiting until the last day and the final hours to submit an assignment or take a test. Assignments can be submitted ANYTIME between the time they open and the deadline.

NOTE: All deadlines are based on CDT (TEXAS TIME). All assignments are due by 5:00 PM on the due date.

Disabilities Services

Students with disabilities may contact the SPC Disability Resource Center if accommodations are required. Before I can provide any accommodations, I must first have a letter from the DRC. (Accommodations are not retroactive.)

Disability Resource Center (Links to an external site.) (http://www.alamo.edu/spc/disability-resource-center/)

Dropping the Course

To drop this course, submit a drop request through ACES before the drop deadline.

Academic Honesty and Integrity

I expect that all work submitted by you has been done by you. Evidence of academic dishonesty will result in a minimum penalty of a '0' grade on your essay, discussion, or exam. Depending on the extent of dishonesty, you may also receive a grade of "F" in the course and be required to meet with the Vice President of Student Affairs. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

Examples:

Copying from another student’s test paper, essay, or discussion entry.

Using materials during a test which are not authorized by the person giving the test.

Collaborating with another student during a test without authority.

Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test, without consent of the instructor.

Substituting for another student, or permitting another student to substitute for one’s self, to take a test.

"Plagiarism" means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own work offered for credit. Plagiarism includes copying and pasting excerpts from work that someone else authored.

"Collusion" means the unauthorized collaboration with another person in preparing any scholastic work.

Other Stuff

Early Alert Progress: The Early Alert Progress Report is used to identify students who are At-Risk for failing the course. Your instructor will complete a report for all students enrolled in the class. If you are at risk for failing, you will immediately receive an email from the instructor letting you know that you need to come set up an appointment to discuss your progress in the class. There are 2 early alert progress reports sent out:
1st Early Alert – 3rd week of class for 16 week classes or 1st week class for 8 week classes
2nd Early Alert (Midterm Early Alert) – 8th week of class for 16 week classes or 4th week of class for 8 week classes

**Midterm Grade:** All students will receive a midterm grade for all math classes. Midterm grades are posted during the 9th week of class and are immediately available for view. To view the midterm grade, go to the My Page tab within ACES. At the bottom of the page is where you can view midterm (or final) grades.

**Final Grades:** Final Grades are posted the Monday after the last day of final exams for 16 week and flex courses. Students can view the final grade the Wednesday after finals week. To view the midterm grade, go to the My Page tab within ACES. At the bottom of the page is where you can view final grades.

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**Course Content:** All textbook chapters will be covered, on a variety of topics including:

- trends in drug use and abuse
- neurology
- pharmacology
- drug actions and reactions
- treatment and prevention of substance abuse

For more information, refer to Canvas modules.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPICS*</th>
<th>ASSIGNMENTS*</th>
<th>Opening Dates</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Smart Start Bio</td>
<td>ID Verification</td>
<td>October 22nd</td>
<td>October 26th</td>
</tr>
<tr>
<td>1</td>
<td>Orientation to Online Learning (New DL Students ONLY)</td>
<td>OLRN</td>
<td>Self-paced: Register for any section through ACES.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Icebreaker</td>
<td>Discussion</td>
<td>October 22nd</td>
<td>October 26th</td>
</tr>
<tr>
<td>2</td>
<td>Census Date</td>
<td></td>
<td>October 29th</td>
<td></td>
</tr>
<tr>
<td>1-2</td>
<td>Chapters 1,2</td>
<td>Exam #1</td>
<td>October 22nd</td>
<td>October 28th</td>
</tr>
<tr>
<td>2-3</td>
<td>Chapters 3,4</td>
<td>Exam #2</td>
<td>October 28th</td>
<td>November 3rd</td>
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<tr>
<td>3-4</td>
<td>TBA</td>
<td>Discussion</td>
<td>November 5th</td>
<td>November 8th</td>
</tr>
<tr>
<td>3</td>
<td>Chapters 5,6</td>
<td>Exam #3</td>
<td>November 3rd</td>
<td>November 9th</td>
</tr>
<tr>
<td>5</td>
<td>Chapters 1-8</td>
<td>Reflection Paper #1</td>
<td>November 8th</td>
<td>November 14th</td>
</tr>
<tr>
<td>4</td>
<td>Chapters 7,8</td>
<td>Exam #4</td>
<td>November 9th</td>
<td>November 15th</td>
</tr>
<tr>
<td>Chapter Range</td>
<td>Assignment</td>
<td>Exam Date 1</td>
<td>Exam Date 2</td>
<td></td>
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<tr>
<td>---------------</td>
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<td></td>
</tr>
<tr>
<td>Chapters 9,10</td>
<td>Exam #5</td>
<td>November 15th</td>
<td>November 20th</td>
<td></td>
</tr>
<tr>
<td>Chapters 10,11</td>
<td>Exam #6</td>
<td>November 20th</td>
<td>November 27th</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Holidays</td>
<td></td>
<td>November 22nd</td>
<td>November 25th</td>
<td></td>
</tr>
<tr>
<td>Chapters 10,11</td>
<td>Last Day to Withdraw</td>
<td></td>
<td>November 30th</td>
<td></td>
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<tr>
<td>Chapters 13,14</td>
<td>Exam #7</td>
<td>November 27th</td>
<td>December 4th</td>
<td></td>
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<tr>
<td>Chapters 9-16</td>
<td>Reflection Paper #2</td>
<td>November 30th</td>
<td>December 6th</td>
<td></td>
</tr>
<tr>
<td>Chapters 15,16</td>
<td>Exam #8</td>
<td>December 4th</td>
<td>December 11th</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>Comprehensive Exam</td>
<td>December 12th</td>
<td>December 13th</td>
<td></td>
</tr>
<tr>
<td>Course Closes</td>
<td></td>
<td></td>
<td>December 15th</td>
<td></td>
</tr>
</tbody>
</table>

* Topics and Assignments are driven by course objectives. More than one chapter/assignment may target the same objective. One chapter/assignment may target more than one objective.

Dates and assignments are TENTATIVE and subject to change by the instructor.

### Institutional Policies

**STUDENT RESPONSIBILITIES:**

**A. Attendance:**

**SmartStart.** Student absences will be recorded from the first day the class meets, and beginning Fall 2014, students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Effective Spring Term 2010, student absences will be recorded from the first day the class meets. Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Course syllabi must provide specific information regarding attendance, including, for courses involving the internet, online activity that constitutes "attendance." Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, it is the student’s responsibility to drop a course for nonattendance. Course instructors may drop a student for excessive absences or for online classes non-participation as defined by assigned work not being turned in during the course of a week. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but
faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the “student course withdrawal” link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw may result in a failing grade for the course. It is the student’s responsibility to withdraw officially from a class by submitting a “student course withdrawal” request in ACES.

B. Early Alert and Intervention

Alamo College instructors care about students’ success in every course. During the semester, students may receive alert emails through the ACES account regarding their progress and ultimate success in a course. Upon receipt of the email, students are to contact the course instructor to discuss specific tasks or actions to improve success in this course. In addition, students will also need to meet with their Certified Advisor. Discussions with faculty and Certified Advisors allows the student to identify actions that will help to successfully complete course requirements at the colleges of the Alamo Colleges District.

C. Student Responsibility for Success (Alamo Colleges District Policy F.6.2 [https://www.alamo.edu/link/845f7dc97d0e4b3c8ed7b453f1f0c729.aspx]):

As members of the Alamo Colleges District learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges District provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

1. Engagement

1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
2. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
3. Complete all requirements for admission, registration, and payment by deadlines;
4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
5. Meet all federal, state and local health care regulations.

2. Communication

1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests;
4. Carefully consider the information provided by College personnel and make decisions using that information;
5. Check the Alamo Colleges District’s Web Services regularly for emails, holds, student records, financial aid status and announcements;
6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

3. Academic Success

1. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status;
2. Read and follow all syllabi;
3. Purchase textbooks and required supplies in a timely manner;
4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
5. Arrive to class with all needed materials and completed assignments for that class period;
6. Be attentive in class and actively participate as appropriate;
7. Devote sufficient time for studying;
8. Ensure integrity in all aspects of academic and career development;
9. Accurately represent one’s own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled.

4. Self-Responsibility and Responsibility to Others

1. Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
4. Maintain respectful and appropriate behavior within and outside the classroom;
5. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.).

D. Textbook Availability

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

E. Licensed Concealed Campus Carry

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the direction of their instructor or test administrator.
- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

Disciplinary Sanctions

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

If you see a person openly carrying or deliberately displaying a firearm:

- Call the Alamo Colleges District Police 210-485-0911
- Do not confront the person or ask if the person has a permit

F. Title IX policy

Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in Board Policy H.1.2 (https://www.alamo.edu/link/bddbd6057f27474b8207b6d6c9741e3.aspx).

COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam
A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded ‘0’ on the exam.

Incomplete Grades. The conditional grade of “I” may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The “I” becomes an “F” in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of “D” or higher. Re-enrollment in the course will not resolve the “I.” The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

⭐ College Priorities

How can I create My Mission Statement?

A Personal Mission Statement is critical to your success as a student at St. Philip's College. The development of your mission statement will assist you in identifying your skills, abilities, and interests and how they relate to your values and principles toward the career you wish to pursue.

Once completed schedule your appointment with your advisor via your ACES portal.

Take a peek at the attachment to better assist you in the creation of your mission statement. (https://www.alamo.edu/siteassets/spc/academics/academic-resources/academic-advising/documents/personal-mission-statement.pdf)

College Policies

St. Philip’s College Mission Statement

St. Philip's College, founded in 1898, is a comprehensive public community college whose mission is to empower our diverse student population through personal educational growth, ethical decision-making, career readiness, and community leadership. As a Historically Black College and Hispanic Serving Institution, St. Philip's College is a vital facet of the community, responding to the needs of a population rich in ethnic, cultural, and socio-economic diversity. St. Philip’s College creates an environment fostering excellence in academic and technical achievement while expanding its commitment to opportunity and access.

The college fulfills its mission by offering:

1) General courses in arts and sciences leading to an associate degree.

2) Transfer education for students desiring to attend senior institutions.

3) Developmental courses that improve the basic skills of students whose academic foundations require strengthening.

4) Applied Science and technical programs leading to an associate degree or certificate designed to prepare students for employment and/or to update crucial skills.

5) Workforce and Career development training programs for business, industry and government.

6) Continuing education programs for occupational and educational enrichment or certification.

7) Counseling and guidance designed to assist students in achieving their educational and professional goals.

8) Educational support services including library services, tutoring, open use computer labs and writing center.

9) Services and appropriate accommodations for special populations, to include adult literacy and distance education.

10) Quality social, cultural, and intellectual enrichment experiences for the community.
11) Opportunities for participation in community service and economic development projects.

St. Philip’s College Quality Enhancement Plan: Ethical Decision Making

St. Philip's College is committed to quality education, as such the focus of the 2016 Quality Enhancement Plan is ethical decision-making which is the ability to connect values and choices to actions and consequences.

*QEP FOCUS STATEMENT:* Ethical Decision–Making is the ability to connect values and choices to actions and consequences.

*QEP GOAL:* Students engage in specific measurable academic activities to enhance their ethical decision–making skill

QEP Student Learning Outcomes:

- **Values:** Students gain skills to assess their own values.
- **Ethical Issues:** Students identify and are knowledgeable of ethical issues.
- **Perspectives:** Students analyze various ethical perspectives.

**THE PROCESS OF ETHICAL DECISION–MAKING**

1. Stop and think to determine the facts.
2. Identify options.
3. Consider consequences for yourself and others.
4. Make an ethical choice and take appropriate action.

For more information on the Quality Enhancement Plan,


Policies for St. Philip's College:

A. All of the colleges of the Alamo Colleges District are tobacco free.

B. Alamo Colleges District DPS Emergency Phone Numbers:
   
   - Emergency Phone (210) 485-0911
   - General Phone (210) 485-0099
   - Weather Phone (210) 485-0189 (For information on college closures)

C. Disability Access Statement – In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the campus Disability Support Services office. Only those students with appropriate documentation will receive a letter of accommodation from the Disability Services office. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. For further information, please contact the Disability Services office at (210) 486-2199 or SWC (210) 486-7175 or visit the office located:

   - **MLK Campus** – Located at the Sutton Learning Center, Ste. 102
   - **SWC** – Located in the LIFEspace office, ITC A-135
If you have specific needs, please discuss them privately with your instructor.

D. Mandatory Student Training for Online Classes:

**Note** If you are new to online classes, you are REQUIRED to take the St. Philip’s College Orientation to Online Learning course, OLRN 0001. The free, self-paced, online course will familiarize you with Canvas and will provide helpful tips on being a successful online learner. Register for the OLRN course the same way as any other course. See [https://www.alamo.edu/spc/academics/distance-learning/](https://www.alamo.edu/spc/academics/distance-learning/) or call 210-486-2239 for more information.