

LBCC Diagnostic Imaging Program  
**Radiographic Procedures & Positioning**  
**Fluoroscopy**  
Winter 2019

<b>Instructor</b>	Carley Hansen Prince, M.Ed. R.T.(R)(A.R.R.T.)
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<b>Lecture Location</b>	<a href="#">Virtual Classroom</a>
<b>Lecture Times</b>	Mondays and Wednesdays 1:00-3:15 pm
<b>Lab Days</b>	Specific Tuesdays and Thursdays (see schedule)
<b>Office Hours</b>	By appointment; please email to set up a mutually convenient time
<b>Phone</b>	(541) 917-4406 (office)                      541-917-4419 (lab)

#### **COURSE DESCRIPTION**

This course focuses on radiographic positioning and procedures for fluoroscopic examinations, operating room procedures and sterile technique. The lab portion includes peer positioning, film critique, anatomy, and limited utilization of equipment to perform required x-ray films that accompany the fluoroscopic procedures on phantoms. There is an emphasis on the radiographer's role regarding patient care. The theory and practice of basic techniques of venipuncture and the discussion of administration of diagnostic contrast agents is included.

#### **REQUIRED TEXT (PROVIDED)**

- *Bontrager's Textbook of Radiographic Positioning and Related Anatomy* by John P. Lampignano and Leslie E. Kendrick

#### **SCHEDULE:**

- The traditional Winter 2019 DI program schedule may be [accessed at this link](#).
- The DE Winter 2019 DI program schedule may be [accessed at this link](#).
- Class is held in real time in the Virtual Classroom on **Mondays and Wednesdays 1:00-3:15 pm January 7** through **March 13, 2019**. It is expected students will be on time to attend **all** lectures. Students are encouraged to login to the virtual classroom **5-10 minutes early** to every class.
- There will be **no live class** on **Monday, January 21st** (in honor of Martin Luther King Jr Day); **Wednesday, February 6th** (instructor conference), or **Monday, February 18th** (in honor of President's Day). Recorded lectures may be substituted.
- **Traditional Students:**
  - **Instructor-led lab** is conducted on-site in the **HOC X-Ray Lab** on select **Tuesdays and Thursdays, January 8** through **March 14**. The same lab time students are assigned for DI 112 applies to this course. Students are assigned **specific** lab times by the Program Director that may not be switched or made up. **Lab attendance is mandatory**.
  - There are five, 3-hour fluoroscopy labs: **Tuesday, January 22nd; Thursday, January 24th; Tuesday, February 19th; Thursday, February 21st; and Thursday, March 7th**. Please attend your assigned lab section.
- **DE Students:**
  - DE Clinical Mentors have been asked to assist with coordinating your **observation** of a specific **fluoroscopy procedure** each week (see the [Winter 2019 DE Mentor Agenda](#) for the list of exams and schedule.) This may or may not be possible depending on your clinical site placement/schedule.
  - DE students will complete an **online version** of a **fluoro lab assignment** the same weeks that

traditional students have lab on-site in Lebanon. This assignment will be due by **11:59pm** on the **Sunday night** of the week it is assigned.

- **Quizzes** are assigned throughout the course. See the course calendar for dates. Quizzes are **closed book, closed note** and students are expected to take their quizzes with integrity.
- A **final written exam** will be given during the week of **March 18-22, 2019**. Students will be notified of the date and time as soon as it has been scheduled by the Program Director.

### STUDENT EXPECTATIONS

- ❖ **YOU are RESPONSIBLE for your own LEARNING.**
- ❖ **We provide the structure for that learning, but it is up to you to decide how much or little you get out of the class and your lab time. It is imperative that you understand PRACTICE MAKES PERFECT. The more you practice both the written assignments and the hands-on assignments, the more successful you will be with graded assignments, with the final exam, and eventually in your clinical placement.**
- ❖ **Positioning and procedures courses are intense, multi-faceted, hands-on courses designed to provide the student with a variety of resources for learning.**
- ❖ **LBCC faculty provides the classroom lecture and lab portion of the course.**
- ❖ **Each student is expected to spend extra time practicing on his/her own sufficiently to become proficient.**
- ❖ **If you do not understand something or need clarification, it is your responsibility to ask for assistance.**
- ❖ **There are specific deadlines, so this course is not self-paced. It is up to the student to keep up with his/her assignments and deadlines.**
- ❖ **Issues with technology are not valid reasons for turning in late work.**
- ❖ **No late work is ever accepted.**

## **COURSE OBJECTIVES:**

- Discuss the elements of a radiographic image.
- Identify the structures demonstrated on routine radiographic and fluoroscopic images.
- Critique the radiographic contrast within various radiographic images.
- Apply a problem-solving process used for image analysis.
- Describe the role of the radiographer in image analysis.
- Summarize the importance of proper positioning.
- Discuss the impact of patient preparation on the resulting radiographic image.
- Analyze images to determine the appropriate use of beam restriction.
- Evaluate the effects of scattered radiation on the image.
- Critique images for appropriate technical, procedural and pathologic factors, and employ corrective actions if necessary.
- List the information to be collected prior to a patient examination.
- Critique orders, requests and diagnostic reports.
- Identify methods for determining the correct patient for a given procedure.
- Explain the role of the radiographer in patient education.
- Describe the steps in performing various mobile procedures.
- Define medical imaging terms.
- Describe standard positioning terms.
- Demonstrate proper use of positioning aids.
- Discuss general procedural considerations for radiographic exams.
- Identify methods and barriers of communication and describe how each may be used or overcome effectively during patient education.
- Explain radiographic procedures to patients and family members.
- Modify directions to patients with various communication problems.
- Develop an awareness of cultural factors that necessitate adapting standard exam protocols.
- Adapt general procedural considerations to specific clinical settings.
- Identify the structures demonstrated on routine radiographic and fluoroscopic images.
- Adapt radiographic and fluoroscopic procedures for special considerations.
- Simulate radiographic and fluoroscopic procedures on a person or phantom in a laboratory setting.
- Evaluate images for positioning, centering, appropriate anatomy and overall image quality.
- Discuss equipment and supplies necessary to complete basic radiographic and fluoroscopic procedures.
- Explain the patient preparation necessary for various contrast and special studies.
- Explain the routine and special positions and projections for all radiographic and fluoroscopic procedures.
- Explain the purpose for using contrast media.
- Name the type and route of administration of contrast media commonly used to perform radiographic contrast and special studies.
- Describe the general purpose of radiographic and fluoroscopic studies.
- Apply general radiation safety and protection practices associated with radiographic and fluoroscopic examinations.
- Use the appropriate method of shielding for a given radiographic or fluoroscopic procedure.

**COURSE OUTLINE:**

\*B = Bontrager

M= McQuillen

Week	Date	Topic	Required Reading	Homework	Assignment	Assessment
0	W 1/2 to F 1/4	Orientation	Syllabus	Record all due dates on your personal calendar!		
1-1	M 1/7	Esophagram	B: 450-470, 478-481, 643-644  M: 486-493	HW 1-1	<b>Assignment 1 due by SUN 1/13 @ 11:59 pm</b>	<b>Quiz 1-1 WED 1/9</b>
1-2	W 1/9	UGI	B: 450-465, 471-477, 482-486, 643-644  M: 493-501	HW 1-2		<b>Quiz 1-2 MON 1/14</b>
2-1	M 1/14	SBFT	B: 488-489, 492-499, 511, 513-514, 643-644 M: 501-504	HW 2-1		<b>Quiz 2-1 WED 1/16</b>
2-2	W 1/16	Contrast Enemas	B: 488, 490-493, 500-512, 515-524, 645-646  M: 504-516	HW 2-2	<b>Assignment 2 due by SUN 1/20 @ 11:59 pm</b>	<b>Quiz 2-2 MON 1/21</b>
3-1	M 1/21	<i>Esophagram and UGI positioning</i>  <i>MLK HOLIDAY NO LIVE CLASS</i>	B: 478-486 M: 486-501	HW 3-1	Review recorded lecture over esophagram and UGI positioning  <b>Assignment 2 due by SUN 1/27 @ 11:59 pm</b>	<b>Quiz 3-1 WED 1/23</b>

3-1	T 1/22 TRAD DE*	<b>TRAD: FLUORO LAB 1 Esophagram/ UGI</b>			<b>TRAD: Fluoro Lab 1 due by end of lab T 1/22</b>  <b>DE: Fluoro Lab 1 due by SUN 1/27 @ 11:59pm</b>	
3-2	W 1/23	LGI positioning	B: 515-524 M: 501-516	HW 3-2		<b>Quiz 3-2 MON 1/28</b>
3-2	R 1/24 TRAD DE*	<b>TRAD: FLUORO LAB 2 SBFT/BE</b>			<b>TRAD Students: Fluoro Lab 2 &amp; Contrast Station 1 due by end of lab R 1/24</b>  <b>DE Students: Fluoro Lab 2 and DE Contrast Station 1 due by SUN 1/27 @ 11:59pm</b>	
4-1	M 1/28	IVU	B: 526-549, 552-558	HW 4-1	<b>Assignment 4 due by SUN 2/3 @ 11:59 pm</b>	<b>Quiz 4-1 WED 1/30</b>
4-2	W 1/30	VCUG	B: 530-532, 550-553, 559-561, 651-652	HW 4-2		<b>Quiz 4-2 MON 2/4</b>
5-1	M 2/4	HSG	B: 718-720	HW 5-1	<b>Assignment 5 due by SUN 2/10 @ 11:59 pm</b>	<b>Quiz 5-1 WED 2/6 TAKE BETWEEN 12:00 AM AND 11:59 PM</b>
5-2	W 2/6	<i>NO LIVE CLASS</i>  Urinary and HSG positioning	B: 552-561, 720	HW 5-2	<b>Review recorded lecture over urinary and HSG positioning</b>	<b>Quiz 5-2 MON 2/11</b>
6-1	M 2/11	Arthrograms/ Therapeutic Injections	B: 712-715	HW 6-1	<b>Assignment 6 due by SUN 2/17 @ 11:59 pm</b>	<b>Quiz 6-1 WED 2/13</b>

6-2	W 2/13	Myelograms/ Lumbar Punctures	B: 684-691, 721-724	HW 6-2		Quiz 6-2 WED 2/20
7-1	M 2/18	<i>HOLIDAY NO CLASS</i>				
7-1	T 2/19 TRAD DE*	<b>TRAD: FLUORO LAB 3 Urinary/HSG</b>			TRAD: Fluoro Lab 3 due by end of lab TUES 2/19  DE: Fluoro Lab 3 due by SUN 2/24 @ 11:59pm	
7-2	W 2/20	Surgical Procedures	B: 594-613, <a href="#">Surgery Article</a>	HW 7-2	Assignment 7 due by SUN 2/24 @ 11:59pm	Quiz 7-2 MON 2/25
7-2	R 2/21 TRAD DE*	<b>TRAD: FLUORO LAB 4 Injections/ Specials</b>			TRAD: Fluoro Lab 4 & Contrast Station 2 due by end of lab THURS 2/21  DE: Fluoro Lab 4 and DE Contrast Station 2 due by SUN 2/24 @ 11:59pm	
8-1	M 2/25	Hepatobiliary	B: 446-449, 458, 604-605, 716-717	HW 8-1	Assignment 8 due by SUN 3/3 @ 11:59 pm	Quiz 8-1 WED 2/27
8-2	W 2/27	Interventional	B: 650-682	HW 8-2		Quiz 8-2 MON 3/4
9-1	M 3/4	Clinical Scenarios I	All reading to date			
9-2	W 3/6	Fluoro Film Critique	All reading to date			

9-2	R 3/7	TRAD: FLUORO LAB 5 Surgery			TRAD Students: Fluoro Lab 5 due by end of lab R 3/7  DE Students: Fluoro Lab 5 due by SUN 3/10 @ 11:59 pm	
10-1	M 3/11	Clinical scenarios II	All reading to date			
10-2	W 3/13	Final Review	B: ALL M: ALL			
11	M 3/18 to F 3/22	<b>FINALS WEEK</b>				<b>FINAL WRITTEN EXAM</b>

### CONTACTING THE INSTRUCTOR

Email is the best way to contact the instructor for this class. Emails received between 8:00 am Monday and 5:00 pm Friday are generally returned within 24 hours. Emails received after 5:00pm on Friday, or on Saturday or Sunday will be returned on Monday mornings. Students who call and leave a message on the instructor's office phone should be aware that the instructor is only at the Healthcare Occupations Center 3-4 days/week. Students wishing for a sooner response should email the instructor.

Office hours are held by appointment. Please email to arrange a mutually convenient time. By appointment office hours may take place in the [Virtual Office](#), via phone or in person depending on schedules.

### MODULES

This course has two modules per week inside Moodle. Each module is made available on **Saturdays at 12:00 pm**. An exception is made for Module 0 which will unlock at 12:00 pm on Wednesday, January 2nd. Modules 1-1 and 1-2 will unlock on Saturday, January 5th. Modules 2-1 and 2-2 will unlock on Saturday, January 12th, etc. Your instructor is often working on the next module during prep time on Fridays and even up until unlock time on Saturday morning. Unlocking the module earlier than noon on Saturday would require your instructor to email students multiple times about changes. Students desiring to get a headstart on the next week's content may consult the syllabus for the required reading assignment and get started on that.

### ONLINE RESOURCES/LINKS

This hybrid online course contains many links. A concerted effort is made to ensure all materials are accessible. However, if you discover a link to be broken or missing, *first* check it in another browser. Sometimes things work in Mozilla but not Chrome or vice versa. Use of Internet Explorer is discouraged. If you have checked it in at least two browsers and discover that it is still not functional, please email the instructor to let her know which link is broken/non-functional, which browsers you have checked and where the specific link is located so the problem may be remedied.

## PRINTING

Students wishing to print documents at LBCC will need to have a GoPrint account. Cost is 10 cents per black/white page and 20 cents per color page. A GoPrint account can be set up at

<https://goprint.linnbenton.edu:7773/user/signin.jsp>. You will need a valid email address to create your account.

Once created, you can add funds to your GoPrint account using your charge card or debit card (VISA, MasterCard, American Express, Discover). There is a \$3 minimum and a \$15 maximum limit when adding funds to a GoPrint account. No refunds are possible. GoPrint accounts will expire after 2 years of inactivity. More information about GoPrint can be found online at <https://www.linnbenton.edu/student-printing>.

## TECH SUPPORT

Help with **Moodle** is available via the **Student Help Desk** in the LBCC main campus Library. The hours are

**Monday through Thursday 7:30am to 9:00pm, Fridays 7:30am to 5:00 pm and Saturdays/Sundays**

**11:00 am-4:00 pm.** To speak with support staff during these hours call **541-917-4630** or email

[student.helpdesk@linnbenton.edu](mailto:student.helpdesk@linnbenton.edu).

If the student has difficulty accessing the Virtual Classroom or other tech issues related to the Virtual Classroom, the student should call **Zoom Tech Support at 1-888-799-9666, extension 2**. Students may access the Virtual Classroom for this course at <https://zoom.us/j/9519289278>

## ASSIGNMENTS

Students will be required to attend class as scheduled in real time in the virtual classroom, participate in assigned lab sessions, complete weekly readings, review recorded lectures, submit online ungraded homework assignments, ethically take graded quizzes, and complete lab and other assignments /pop quizzes / projects as given. A cumulative final exam is also a large portion of the grade. Assignments must be completed/submitted by the due date in order to be graded. **Late work is not accepted.**

## CLASS ATTENDANCE

Students are expected to attend all scheduled virtual classroom sessions provided by LBCC faculty for this course at the scheduled times. Students will be called upon during class. Students enrolled in virtual classroom sections of the course are required to participate utilizing a webcam.

- P&P will meet Winter Term 2019 in the online **Zoom virtual classroom**. Students may wish to [bookmark this link](#).
- Students are expected to complete weekly required **text readings** *prior* to virtual classroom lesson with the LBCC faculty.
- **Interaction during lecture is an integral part of the each lecture and cannot be substituted.**
  - Attendance and participation will both be scored as part of your final evaluation. Tardies, not being present in class when called upon and/or missing all or portions of a class will result in a lower score in the "Punctuality and Attendance" category on your final professional evaluation.



## VIRTUAL CLASSROOM EXPECTATIONS

1. Students must have a **headset with attached microphone on at all times**. Do not talk into the computer's built-in microphone or use your computer's speakers to hear class! Feedback is a major issue and can be avoided by wearing a headset with attached microphone.
2. Arrange yourself in your work space in such a way that **you are well lit** and **easy to see at all times**. Your back should not be to a window or other bright light source.
3. You must be **on webcam at all times**. We need to see your **entire face**. The top of your head or just your eyes does not suffice!
4. You will be required to **show your workspace prior to each quiz**. Your workspace should be clean with no books/papers/etc. open or around. Your cell phone should be put away.
5. Your **webcam** must be **able to show your workspace**. For some students, this may mean you have to purchase a separate web cam that attaches to your computer.
6. When asked to show your workspace, do so in a **slow and deliberate sweeping motion** so we can see the whole area. This should take about **5-7 seconds**. Doing it too quick negates the purpose and you may be asked to do it again if you go faster than this.
7. If you have a **question or a comment**, please **raise your hand**.
8. Please **mute your microphone** unless it is your turn to talk.
9. Students are expected to treat the virtual classroom like a **traditional classroom**. It is essential students **make arrangements to attend class** in a **distraction-free space**. Household chores, babysitting, maintenance appointments, watching TV (or having a TV on in the background), etc. should *not* be performed or scheduled during class time.
  - a. Ask yourself: Would I \_\_\_\_\_ in a traditional classroom?
  - b. **If the answer is no, then it should not be done in the virtual classroom either.**

### **HOMEWORK (0 points each)**

There will be weekly *ungraded* homework assignments for students to use as a study tool. The homework assignments allow the student to determine how well they understand the material and are provided as an additional study resource. Homework will be made available online within the Moodle class Saturdays at 12:00 pm the week it is assigned and must be completed by the following Sunday night at 11:59 pm. Homework may be completed and submitted multiple times. The homework assignments are provided as practice. They allow almost instantaneous feedback, so students may see if there are specific areas that need additional study/review. Students will have access to online homework questions for every topic covered in class. The material covered in the homework can come from the textbooks, lectures, homework and prepared activities. The homework assignments may be completed using whatever resources are available.

### **ASSIGNMENTS (8 ASSIGNMENTS @20-100 POINTS EACH = ~500 POINTS)**

There will be weekly graded assignments. The assignments are **due by SUNDAY night at 11:59pm** the week it is assigned. Assignments are to be completed online within the Moodle class. Assignments may only be submitted once. Assignments will be **made available by Saturday at 12:00 pm** the week it is assigned and **must be completed by the following SUNDAY night at 11:59 pm**. Weekly assignments are **open note/book**. You may **work** on your **assignments** with **other students**, but it is expected any **work** you **submit** is **your own**. Short answer/essay questions should be written in your own words. Students who submit identical answers will not receive credit and there may be additional consequences for plagiarism. **Late assignments will not be accepted**. Assignment answers will not be available until after all assignments have been submitted. Assignments will be graded and made available for review within one week of the deadline.

### **LAB ATTENDANCE**

Students are expected to come prepared for hands-on lab by having attended lecture, reviewed any relevant videos, read the required text material and by having questions already prepared for the instructor. Lab instruction is provided by a registered radiologic technologist.

**Interaction during labs is an integral part of the program and cannot be substituted.** Attendance and participation in all Diagnostic Imaging courses will be scored as part of your final evaluation. Tardies and/or missing all or portions of a lab will result in a lower score in the "Punctuality and Attendance" category on your final evaluation.

### **FLUORO LAB ASSIGNMENTS (5 LAB ASSIGNMENTS @30 POINTS EACH = 150 POINTS, 2 CONTRAST STATIONS @ 11 POINTS EACH = 22 POINTS)**

Laboratory assignments will be assigned during each lab period. These will include, but not be limited to anatomy recognition, practice with sterile technique, peer positioning, obtaining a patient history, practice with a C-arm and phantom imaging. Points will be awarded for certain lab activities, and traditional students will be required to turn in lab assignments before leaving lab. Distance students will be able to complete these lab assignments online; the online versions of these lab assignments will be due by Sunday nights of the week it is assigned by 11:59 pm. DE students should see the individual fluoro lab assignments for more information, and contact the instructor with any questions.

### **QUIZZES (15 QUIZZES @ 10 POINTS EACH = 150 POINTS)**

Two quizzes will be scheduled most weeks, one on Monday and one on Wednesday, beginning Wednesday, January 9th. These quizzes will assess content from the reading material, activities and lecture notes.

Quizzes will be given during the **first 10 minutes of class** (1:00-1:10pm.) Some assessments may be longer at the instructor's discretion. Students are encouraged to login to Moodle and the Virtual Classroom a few minutes early. The **password** for the quiz will be given inside the Virtual Classroom once students have done a "sweep" of their workstations to demonstrate that no notes, books, cell phones or other resources are at their workstation. Once the password has been given, students will need to click over to the quiz inside the P&P class

in Moodle and take it. The assessment has a maximum of 10 minutes allowed. **Students not logged into class by 1:05 pm** will *not* be given the password or have access to the quiz. Students not finished when time is up will not be granted additional time and will be “kicked out” of the assessment.

The guideline used for determining the amount of time to be used for an assessment is based on the following:

- 1 minute for multiple-choice, true/false, or fill-in-the blank questions
- 2 minutes for matching or short answer questions
- 3 minutes for essay questions

You will need to use your time wisely when taking assessments. Don't spend too much time on any one question. Answer the questions you know first and skip the ones you don't initially know. Once you have gone through the entire assessment, go back to answer any unanswered questions. Any questions that are not answered when time is up may not be made up or completed later, so it's a good idea to record your best guess.

Quizzes are closed note/closed book and may only be taken once. All students are expected to take quizzes with **integrity**, jeopardizing neither their own work, nor that of others. Once a student begins taking a quiz, the student **must finish**. The assessment may not be saved and resumed at a later time.

Class will resume after the quiz is scheduled to be over inside the Virtual Classroom. Class will not wait for students who are late finishing assessments.

Please allow **up to one week from the due date** for the quiz to be **graded and returned**.

#### **POP QUIZZES (POINTS TBA)**

Pop quizzes may be given at any time at the instructor's discretion. Pop quizzes may be given in the virtual classroom or in lab. Students absent from class or lab for any reason when a pop quiz is given may not make up the assignment or missed points. Students late to lab or virtual classroom when a pop quiz is announced may not take the pop quiz and are thus ineligible to earn points on the pop quiz.

#### **PROJECTS / OTHER ASSIGNMENTS (POINTS TBA)**

Students may be assigned specific group projects and/or solo projects or other assignments throughout the term at the discretion of the instructor. Some additional projects/assignments will be graded and some assignments/projects will not be graded, depending on the task. Completing ungraded assignments/projects is considered to be part of the participation of the course.

#### **WRITTEN FINAL EXAM (400 POINTS)**

The final exam is scheduled for week 11 of the course, will be **comprehensive** and consist of **multiple choice questions**. The exam will be **CLOSED BOOK, CLOSED NOTE** and proctored at the Lebanon site. Students will be notified of the date and time of the final exam as soon as it has been scheduled by the Program Director. **Once a student begins his/her final exam, he/she may not leave the testing room.** If a student leaves the testing room during the final, he/she will only be graded on the portion completed prior to leaving the room. Please plan accordingly.

## **GRADING SCALE**

This is a four (4) credit, letter grade course. When these points are combined, the final grading scale is:

A = 91.5 – 100%

B = 82.5 – 91.4%

C = 74.5 - 82.4%

FAIL ≤ 74.4%

## **SYLLABUS CHANGE POLICY**

This syllabus is subject to change as the instructor evaluates the progress of students and their understanding of concepts.

## **COURSE FAILURE POLICY**

Diagnostic Imaging students must complete each course, including this one, within the Diagnostic Imaging program with a grade of at least 75%. A letter grade of F will be applied to the course if a student scores a 74.4% or below. The Diagnostic Imaging program does not utilize the letter grade "D". Students who can not pass coursework with the minimum standard grade will fail academically, which will then make the student ineligible to proceed in the program. As a result of academic failure, the student will be terminated from the program. Students who fail can only enter the program again through reapplication.

## **LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](#). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public-report](http://linnbenton-advocate.symplicity.com/public-report).

## **BASIC NEEDS STATEMENT**

Any student who has difficulty affording groceries or food, or who lacks a safe and stable place to live, is urged to contact a Student Resource Navigator in the Single Stop Office (T-112): Amanda Stanley, [stanlea@linnbenton.edu](mailto:stanlea@linnbenton.edu), 541-917-4877. The navigator can connect students to resources. Furthermore, please talk with your instructor if you are comfortable doing so. This will enable your instructor to provide any resources that they may have.

## **DISABILITY SERVICES POLICY**

You should meet with your instructor during the first week of class if:

- You have a documented disability and need accommodations.
- Your instructor needs to know medical information about you.
- You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR) [Online Services webpage](#) **every term** in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services or call 541-917-4789.

## **STATEMENT OF INCLUSION**

The LBCC community is enriched by diversity. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill. I actively support this right regardless of race, creed, color, personal opinion, gender, sexual orientation, or any of the countless other ways in which we are diverse. (Related to Board Policy #1015)