

Math Center
Self-Paced Course
Fall 2009

Student
Handbook

San Diego City College
Math Center

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Syllabus

You are responsible for reading and understanding the information contained in this syllabus. Please read it carefully. If you have any questions, feel free to ask a staff member, supervisor or the director for clarification.

Personal Requirements for Success

Although the Math Center courses offer marvelous flexibility in scheduling and pacing, many well-intentioned students find that they are not prepared for the demands of self-paced study. Success in a self-paced course requires strong doses of the following personal characteristics:

1) **Self-Motivation**

You must be highly motivated and able to learn on your own to succeed in this course. Otherwise, you may find yourself falling behind in attendance and eventually being dropped from the course.

2) **Self-Discipline**

It takes a lot of self-discipline to attend regularly when you are given so much flexibility. It also requires self-discipline to schedule a minimum of ten hours per week at home for homework and stick to that schedule.

3) **Good Time-Management Skills**

It requires a great deal of time-management skill for most students to find a minimum of fifteen hours per week in their busy schedules for studying math. You may have to give up or cut back on some social or recreational activities, hire a baby-sitter, get help from your friends and family, or simply be more tenacious about setting a schedule and sticking to it. If you are determined to finish this course in one semester, you need to find a way to make it happen.

4) **Good Reading Skills**

A self-paced course puts a heavy demand on your reading and comprehension skills. A large portion of your learning will come from reading the text, a solutions manual, or a tutorial on the computer screen. You will also need to read, understand, and follow written instructions posted on the Math Center bulletin board.

Self-paced courses are not for everyone. If any of these skills are not already part of your personal strengths, then you should consider taking the course in a lecture format or coming back when you are better prepared. On the other hand, if you do have these skills and you are ready for a challenge, then read on.

How to Approach a Self-Paced Course

1. Read each section in the book, working practice exercises as you go.
2. Do as many exercises from the end of each section as it takes for you to feel comfortable with the subject. Worked out solutions to the odd number exercises are in the Student's Solutions Manual.
3. Watch the computer videos, drill and practice with tutorial software online in MyMathLab to learn the material in each section.
4. Do the assigned homework problems for the section online in MyMathLab.
5. If you have any questions, ask a tutor for help.

6. Complete homework for the section with a score of at least 70%.
7. Take the quiz for the section online in MyMathLab.
8. Pass the quiz with score of at least 70%
9. Continue steps 1 through 8 until you finish all the material for the chapter.
10. Do the study plan for the chapter, then move on to the next chapter.
11. Take the cumulative exam at the specified interval. Go to the front counter and request to take an exam.
12. Repeat steps 1 through 11 until you have completed all the required chapters.
13. Take the practice final.
14. Take the final.
15. Somewhere in between steps 1 and 13, complete the 5-workshop requirement.

Self-Paced Aspect

City College is dedicated to serving the needs of a wide variety of students by offering many alternative-learning opportunities. As an alternative to traditional lecture courses, the Math Center offers Pre-Algebra, Elementary Algebra with Geometry, and Intermediate Algebra with Geometry in a self-paced format. The self-paced format enables students to complete a mathematics course in less than one semester, or to finish one course in up to almost two semesters

Flexible Entry and Exit

The structured self-paced courses in the Math Center are virtually open-entry and open-exit. You may enroll in a Self-Paced course at nearly any time during the semester (with instructor approval). You may also finish a course in less than one semester, or you may take almost two consecutive semesters to complete Math Center courses. For example, if you start your class in the Fall semester you must complete the class during the next semester, which would be the Spring semester.

- You must finish on or before the posted end/final date for your class (Refer to the Current Semester Reference Sheet for end/final date, and check the Math Center student bulletin board regularly for information).
- The end/final date and withdrawal deadline is the same for all students, regardless of when you add the class during the semester.
- For Math Center students not finishing the class during the first semester, the last day to take your final will be approximately two to three weeks prior to the end of the next semester.
- The Math Center end/final date is not the same as the end of semester; check your student handbook and the Math Center student bulletin board regularly for important dates and information.
Remember, it is the students' responsibility to complete the class before the scheduled end/final dates of Math Center classes.

Course Requirements

1. Math Center students **must attend a minimum number of hours per week** in the Math Center.

Math 38 minimum attendance is 4 hours per week.

Math 46 & 96 minimum attendance is 5 hours per week.

2. Each student is expected to spend time studying at home and in the Math Center

Math 38 minimum commitment of 12 hrs per week: 8 hrs studying at home, 4 hrs in the Math Center.

Math 46 minimum commitment of 15 hrs per week: 10 hrs studying at home, 5 hrs in the Math Center.
Math 96 minimum commitment of 15 hrs per week: 10 hrs studying at home, 5 hrs in the Math Center.

If the total minimum commitment of hours seems like a lot of time, keep in mind that *self-paced learning tends to take more time.*

3. As long as you attend the minimum weekly hours, the pace at which you complete each chapter is up to you. The only limitation is that a course **must be completed** by end dates noted in the *Current Semester Reference Sheet* in the back of this handbook and posted in the Math Center.
4. Students must do the designated homework, quizzes, study plans and cumulative exams, attend or watch at least five workshops, and complete a final exam to earn a grade.
5. Students may enroll in a self-paced course throughout the semester, though add codes will be restricted toward the end of the semester. Students who finish a self-paced course early may enroll in the next course with approval of the Supervisor or Math Center Director.
6. Students may be dropped from the Math Center course, if they have two probations and are on probation the last week of the first semester or have a lack of progress**. Students need to meet or exceed the suggested schedule to complete the Math Center course at a comfortable pace.
7. Students planning to complete the course in more than one semester are automatically registered for the second semester. However, the course will not print out on students class schedule for the second semester. Math Center students receive credit for units for the semester in which they add the class and not for subsequent semesters. Students continuing into the second semester need to start attending the Math Center the second week of the second semester to continue from where you left off. Remember, you must complete your class by the end/final date on the *Current Semester Reference Sheet* regardless of when you added the class.
8. Students receiving financial aid are strongly encouraged to finish the course in one semester. Otherwise, in order to maintain your benefits, you will end up taking a full load next semester **in addition to** finishing up your self-paced course in the Math Center. If you take two semesters to finish, your units will count in the first semester, but not the second.
9. Students **must have a SDCCD Student ID (CSID) card to use the Math Center** (no exceptions), to check-in/out, access computers, take any Math Center tests, receive a Math Center ID number, and to obtain an Add code. *Bring your ID card with you each time you come to the Math Center. You will not be able to use the Math Center without your SDCCD Student ID card.*

**Lack of Progress:

Math 38 students will be dropped for lack of progress, if they do not complete Chapter 5 homework and quizzes prior to December 18, 2009, regardless of when you received your addcode during the Fall semester.

Math 46 students will be dropped for lack of progress, if they do not complete test 2 prior to December 18, 2009, regardless of when you received your addcode during the Fall semester.

Math 96 students will be dropped for lack of progress, if they do not complete test 3 prior to December 18, 2009, regardless of when you received your addcode during the Fall semester.

General Information

Math Center Staff

Director: Professor David Kater email: dkater@sdccd.edu

Supervisor: Kate Woodward email: kwoodwar@sdccd.edu

Assistant Supervisors: Brian Jones, Michael Wyatt, Shao Pan

Math Center Hours Monday-Thursday 10am-6pm; Friday 9am-3pm; Closed Saturday & Sunday

Calendar of Events Posted on the Math Center website

Math Center Phone 619-388-3580

Math Center Website <http://citysite.sdccd.edu/mathcenter>

Reg-e <http://www.studentweb.sdccd.net> (Computers are available for student use in the cafeteria)

Textbook

Purchase of specified materials below are required to take a class in the Math Center.

Students have two options when purchasing required materials.

Option one: Textbook bundle includes; a soft cover 3-hole punch textbook, MyMathLab access code, video CDs, solutions manual and Math Study Skills book.

Option two: MyMathLab bundle includes; MyMathLab access, Worksheet booklet, and a Math Study Skills book. (a good option, if you are comfortable learning everything online and don't need a physical textbook)

Math 38 **CRN 41864 or CRN 41870**

PreAlgebra, 3rd Edition, Carson

Textbook bundle *or* MyMathLab bundle

Scientific calculator (recommended for homework); Protractor (*Required*); Graphing Paper (recommended)

Math 46 **CRN 41888 or CRN 41897**

Math 46/96, Custom Edition Beginning and Intermediate Algebra, 4th Edition, Martin-gay with geometry chapter from Thinking Mathematically, 4th Edition, Blitzer

Textbook bundle *or* MyMathLab bundle

Scientific calculator (recommended for homework); Protractor (*Required*); Graphing Paper (recommended)

Math 96 **CRN 70922 or CRN 70919**

Math 46/96, Custom Edition Beginning and Intermediate Algebra, 4th Edition, Martin-gay with geometry chapter from Thinking Mathematically, 4th Edition, Blitzer

Textbook bundle *or* MyMathLab bundle

Scientific calculator (recommended for homework); Protractor (*Required*); Graphing Paper (recommended)

Note: Math 46 & 96 is a combined book, so you should only need to buy one bundle, if you take both classes within a two-year period. Each bundle includes MyMathLab access code (good for two years).

Students transferring from lecture math classes to Math Center classes –

For the first time ever, the Math Center is using the same source textbooks as the on-campus Math Department courses. So, if you already have the Math Department text listed above you can use it instead. However, you will need to purchase the current MyMathLab access code, if you do not have one. The access code is included in the Math Center MyMathLab bundle or available for purchase online.

MyMathLab access code(required)

The MyMathLab (MML) access code is required. All homework, quizzes, study plan and tests are accessed through the MML system. You must log into the MyMathLab course prior to the first attendance check after you receive your Math Center ID number, or you will be dropped from the course. See the bulletin board, current semester reference sheet, student handbook or the Math Center website for the dates of the attendance checks.

Start Date

Refer to the *Current Semester Reference Sheet* in the back of this handbook for start date information.

Drop Date

Refer to the *Current Semester Reference Sheet* in the back of this handbook for drop date. *Check the Math Center bulletin board on a regular basis for updated information or ask a supervisor.*

End Date

Refer to the *Current Semester Reference Sheet* in the back of this handbook for drop date. End dates will be posted in the Math Center. **ALL** coursework must be completed before the posted end date, **including** the final. *Check the Math Center bulletin board on a regular basis for updated information*

Adding and Dropping

Students are responsible for adding or dropping the class properly and OFFICIALLY. Students must drop within the first semester of class. Students dropping after the first semester and prior to the withdrawal deadline must go to records (A109) and petition to withdraw from the class. All paperwork must be complete and submitted to records prior to the withdrawal deadline. It is the student's responsibility to check with records (A109) to verify if they have been officially withdrawn from the class prior to drop date. All students registered in the Math Center class after the withdrawal deadline will receive a letter grade for the class.

Credit/No Credit

If you want to take this class on a credit/no credit basis rather than for a letter grade, you must petition to do so in the Admissions Office. See the calendar in the school class schedule for the credit/no credit deadline.

CSID Requirement

Students must have their SDCCD Student ID (CSID) card with them to enter and use the Math Center, to take any test, receive a Math Center ID number, and get an Add code. Student ID cards must be able to be swiped through the district tracking system, if the card cannot be swiped the student will need to obtain a new student ID card before using the Math Center.

Financial Aid Students

Math Center class units are **only** credited toward the semester in which you receive your addcode. Even if you don't finish in one semester, you will end up taking a full load (12 units) the next semester, in addition to finishing your self-paced Math class, in order to maintain your benefits. You are strongly encouraged to finish the course in one semester. Also, make sure you add this class before the add deadline, so that it counts towards your course load. Check with the financial aid office to verify the deadline.

NOTE: Math Center Fall semester class units are **only** credited toward the Fall semester. Math Center Fall semester class units do not count toward Spring '10 units.

Veterans

Math Center classes are **non-benefit** for veterans. Veterans are welcome to take Math Center classes, however they will need to pay for the class out of their own pocket. Please see the Veterans Affairs Office before you enroll.

Special Assistance

If you receive services from the Disabled Student Services office and need special assistance, have DSPS forward the verification form to the Math Center. Discuss your needs with the Supervisor or Director of the Math Center, so that appropriate accommodations can be made for you. If you need this syllabus in large print or on tape, see a counselor in the Disabled Student Services office.

Lost and Found

Any personal items found in the Math Center should be turned into the supervisor. If you have lost an item in the Math Center please check with the supervisor.

Registration for Next Course

Math Center students are currently blocked from registering for the next course on Reg-e. So, you either need to finish your Math Center course before your registration date or ask the Supervisor for a “Request for Grade” form. Professor Kater will sign this form and the Admissions office will waive the prerequisite allowing you to register, only if you are a student in good standing that has a realistic chance of finishing the course.

“Request for Grade” requirements:

1. All 5 workshops must be completed.
2. You must have a good attendance record. That is, you are not currently on probation and have no more than one total probation.
3. Your grade average for the course must be at least 75%.
4. For a current semester student, no more than one cumulative exam to complete. For a second semester student, no more than the final to complete.

If the prerequisite is waived enabling the student to enroll in the subsequent course, but the student doesn't complete the Math Center course prior to the first day of the subsequent class, the admissions office will be notified and the student will be withdrawn from the subsequent course.

Course Design

The Math Center courses are designed to promote long term learning and to prepare you for the next class. The main emphasis is problem solving, so that you can lock the techniques into your long-term memory. These courses are also designed to get you through material as quickly as possible, so that you can get on to bigger and better things. Testing plays a part, but not the main emphasis. The course components include homework, quizzes, a study plan, cumulative exams, workshops and a final exam.

Learning resources are listed to the right of the problem screen and can be accessed while working on a problem with just a click of the mouse.

For Example:

Help Me Solve This, guides you step-by-step through problems.

View an Example, shows you an example of a similar worked out problem.

Video, each section of the text has an associated video, when you click on the button to view the video it will take you directly to the section of the video explaining and showing a sample problem for the objective.

Print, allows you to print to the “pay-to-print” printer. Refer to the “pay-to-print” information in the student handbook.

New learning materials can be accessed online 24/7. Homework, quizzes and study plans are available online from any location giving students the opportunity to complete their math requirements faster.

Homework

Homework (also known as problem solving) will be your main activity in this course. The more problems you solve, the better you will learn the concepts and techniques, and the better you will be prepared for the quizzes and exams. Homework is a major component of the course grade, so you will be rewarded for your efforts.

You will have all the resources in the course available to you while you are working homework problems, and you can keep redoing all of the problems until you get them correct. A score of 70% or better on the assigned homework for each section is required before you can move on or take the section quiz.

Quizzes

Quizzes are a good way to confirm your understanding of the content in a section. You will need to get a minimum score of 70% before you can move on to the next section or study plan. However, you can retake quizzes as many times as you like, you can also retake the quiz to improve your score.

You will not have access to the learning resources while taking a quiz, but you can review and rework problems you missed and retake the quiz.

Study Plan

The study plan is an integral part of the mastery learning process, it provides you with a comprehensive review of the chapter. Questions for the study plan are taken from the review section of each chapter in the course textbook.

Like the homework component of the course, you will have all the course recourses available to you while you are working the problems.

Cumulative Exams

Each exam has 20 multiple-choice questions; 15 questions from the chapters on the exam, and 5 cumulative review questions from previous chapters.

Cumulative exams are done at the specified intervals and taken in the Math Center testing area. Before you can take a cumulative exam you will need to complete and pass all required homework, quiz and study plan section modules for that exam.

You must have a current SDCCD CSID card and give it to the Math Center testing station staff to take an exam. Sign up for exams at the testing station in the reception area. When you are finished, you'll need to exit the testing area, and go through the sign up process again, for each successive exam. You get instant results by taking the

exams on the computer, and you can review the exam questions and results through your online gradebook in MyMathLab.

If you choose to take a paper test, you'll have to wait up to two days for the results.

You are not allowed to textbooks, notes, handheld calculators, or any other electronic devices during the exam. We supply blank scratch paper where you can work your problems. You are required to turn your scratch paper into the testing station staff upon completion of your exam.

Cheating on an exam may result in an F grade being assigned for the course. Refer to the testing policies in the Student Handbook for additional information.

Workshops

Five percent of your grade will be for attending workshops. Workshops focus on a variety of topics including dealing with math anxiety, improving study skills, applications of math in various vocations, word problems, fractions, etc. You are required to watch or attend **at least five** one-hour workshops. If you can't attend a live workshop or there are none scheduled, you can watch them on video.

Workshop videos may be checked out for use in the Math Center from the Materials Check-out station in the front of the Math Center. Workshop videos are different from the videos that are keyed to the book; workshop videos have a bright orange dot to designate the difference. Students will not be given workshop credit for videos that are keyed to the book.

Final

The Math Center final may be taken after a student has completed all homework, quizzes, study plans, tests and workshops. A student does not need to wait until the end of the semester to take the final. Students are allowed to take the Math Center class final as soon as the course requirements have been met.

- **The final may only be taken once.** Students must pass the Math Center department final with 36 out of 60 questions correct to pass the class. Refer to your Math Center Student Handbook for additional information.
- Students are allowed 120 minutes for the final. It is the students' responsibility to make sure they do not exceed the time allowed for the final. If the allowed time is exceeded the student will receive a zero on the final exam.
- **No** calculators are allowed on the final or practice final.
- **All** finals must be taken on paper. Finals are not available on the computers.
- **All** finals must be requested a minimum of two days prior to when you want to take the final
- Practice finals can be taken at any time online.
- The practice final test is optional, however, highly recommended.
- Students must see the supervisor to request the final

Grade

With the new structure and grading system of the Math Center self-paced classes, there is more emphasis put on working math problems and less emphasis on grades from tests alone. Studies conducted nationally have shown, that students who work more problems and achieve a mastery level of course material, complete their class in less time and achieve higher grades in math.

Math 38

Homework 40%; Quizzes 10%; Cumulative Exams 15%; Study Plan 10%

Mandatory Math Center Final Exam (60 Questions) = 20% of the course grade

5 Mandatory Math Center Workshops = 5% of the course grade

Math 46

Homework 25%; Quizzes 10%; Cumulative Exams 30%; Study Plan 10%
Mandatory Departmental Final Exam (60 Questions) = 20% of the course grade
5 Mandatory Math Center Workshops = 5% of the course grade

Math 96

Homework 15%; Quizzes 10%; Cumulative Exams 40%; Study Plan 10%
Mandatory Departmental Final Exam (60 Questions) = 20% of the course grade
5 Mandatory Math Center Workshops = 5% of the course grade

*NOTE: In order to receive a passing grade, you must get 36 or more out of 60 correct on the Final Exam.
If you score 35 or less on the final, you will not pass the course, regardless of your course average.
Grade cut-offs are 90% for an A, 80% for a B, 70% for a C, and 60% for a D*

Course Outline

Math 38 Chapter 1 (1.2-1.6) Whole Numbers
Chapter 2 (2.1-2.6) Integers
Chapter 3 (3.1-3.7) Expressions and Polynomials

Cumulative Exam 1 will be on chapter 1,2,3 material

Chapter 4 (4.1-4.4) Equations
Chapter 5 (5.1-5.8) Fractions and Rational Expressions
Chapter 6 (6.1-6.6) Decimals

Cumulative Exam 2 will be on chapter 4,5,6 material and include some previous chapter material

Chapter 7 (7.1-7.6) Ratios, Proportions, and Measurement

Chapter 8 (8.2-8.6) Percents

Chapter 9 (9.3-9.4) Geometry & Graphs

Cumulative Exam 3 will be on chapter 7.8.9 material and include some previous chapter material

Math Study Skills (Math Study Skills book by Bass)

Cumulative Exam 4 will be on math study skills and include some previous chapter material

Math 46

Chapter 1 (1.3-1.8) Review of Real Numbers

Chapter 2 (2.1-2.8) Equations, Inequalities, & Problem Solving

Chapter 3 (3.1-3.6) Graphs & Introduction to Functions

Cumulative Exam 1 will be on chapter 1,2,3 material

Chapter 9 (9.1-9.4) Inequalities & Absolute Value

Chapter 4 (4.1-4.3) Solving Systems of Linear Equations

Cumulative Exam 2 will be on chapter 9,4 material and include some previous chapter material

Chapter 5 (5.1-5.6) Exponents & Polynomials

Chapter 6 (6.1-6.7) Factoring Polynomials

Cumulative Exam 3 will be on chapter 5,6 material and include some previous chapter material

Chapter 7 (7.1-7.7) Rational Expressions

Chapter 8 (8.1-8.2) More on Functions & Graphs

Cumulative Exam 4 will be on chapter 7,8 material and include some previous chapter material

Chapter 15 (15.1-15.4) Geometry

Cumulative Exam 5 will be on chapter 15 material and include some previous chapter material

Math 96

Chapter 7 (7.1-7.7) Rational Expressions (Review)

Chapter 4 (4.4) Solving Systems of Linear Equations in Three Variables

Cumulative Exam 1 will be on chapter 7,4 material

Appendix E Solving Systems of Equations by Matrices

Appendix F Solving Systems of Equations by Determinants

Cumulative Exam 2 will be on Appendix E & F material and include some previous chapter material

Chapter 4 (4.5) Systems of Linear Equations and Problem Solving

Chapter 8 (8.1-8.4) More on Functions & Graphs

Cumulative Exam 3 will be on chapter 4,8 material and include some previous chapter material

Chapter 10 (10.1-10.7) Rational Exponents, Radicals, & Complex Numbers

Chapter 11 (11.1-11.6) Quadratic Equations & Functions

Cumulative Exam 4 will be on chapter 10,11 material and include some previous chapter material

Chapter 12 (12.1-12.7) Exponential & Logarithmic Functions

Chapter 13 (13.1-13.4) Conic Sections

Cumulative Exam 5 will be on chapter 12,13 material and include some previous chapter material

Chapter 14 (14.1-14.5) Sequences, Series, & the Binomial Theorem

Chapter 15 (15.5-15.6) Geometry

Cumulative Exam 6 will be on chapter 14,15 material and include some previous chapter material

Procedures

Exam Procedures

Cumulative exams and the final must be taken in the Math Center. Prior to taking an exam, you are required to complete and pass (with 70% or better) the homework, quiz, and study plan required for that exam.

When you are ready to take the Chapter test go to the Testing Check-in/out desk, located in the reception area of the Math Center, and sign-up for the chapter test. Your name will be called when a testing computer is available for you.

1. Sign-in for your exam, on the testing signup sheet, at the Testing Check-in/out desk.

2. If you need to wait for a testing computer, please have a seat and wait quietly in the reception area.
3. When your name is called, return to the Testing Check-in/out area with your current SDCCD CSID.
4. Give the testing staff your ID and your backpack, purse, electronic devices, etc.

Note: The only things you may take into the testing room are your pencil, eraser and the Math Center scratch paper given to by the staff. You will be given three sheets of scratch paper at a time, if you need additional scratch paper you will need to return the first three sheets and you will be given three more. When you finish your exam you are required to turn in all scratch paper to the testing staff, before receiving you ID back.

5. Next, you will be given a computer number card, quietly go into the testing room and have a seat at the computer. Remember, no talking, headphones, food or drink, etc. (refer to exam/testing policies in your handbook).
6. Log into Course Compass/MyMathLab (MML) course.
7. Click on the exam button and select the exam.

Do not begin an exam until you are ready, once the exam is open you will receive a score as soon as you click done, or if you time out, and it counts as one of your three tries.

8. Take the exam. When you finish the exam, click done, logout and return to the Testing Check-in/out desk.

Note: If you would like to printout the exam, you can print it out at a later time. Your exam will be available for your review by clicking on the “exam gradebook” button in your MML course online.

9. Return the computer number card and scratch paper to the staff.
10. Obtain your ID and belongings from the staff.

You must get 14 out of 20 correct (70%) or better to pass the exam. If your score is 13 or less, study the sections you are weak in. Your exam will be available for your review by clicking on the “exam gradebook” button in your MML course online.

When you are ready for the exam, sign up to take the exam over. You have up to 3 tries to pass the exam. If, you do not pass an exam after three attempts, you must move on to the next chapter. Once you pass the exam with 14 (70%) or better, you cannot take the exam over to improve your grade.

If you have a question or a problem arises while you are taking an exam, have a staff member help you. If you need to speak with a supervisor during an exam, please ask a staff member to get the supervisor. Do not leave the testing area. You must complete your exam in one sitting. If you get up and leave the testing area during an exam, you will receive a '0' for that exam.

Allow yourself ample time for each chapter exam.

Math 38 You are allowed 50 minutes for the cumulative exams.

Math 46 You are allowed 60 minutes for the cumulative exams.

Math 96 You are allowed 70 minutes for the cumulative exams.

You are allowed 120 minutes to take the Final Exam for Math 38, 46, or 96.

Exams may be taken on paper, see the supervisor to request the exam on paper. All paper exam requests take a minimum of two days to process. Which means you will not be able to take another exam right away.

Allow two days for grading the exam. You may not take another exam until the score has been recorded.

The testing area closes one hour and fifteen minutes (two hours and fifteen minutes for finals) before Math Center closing, this includes paper exams and computer exams. Students may not begin a new exam after the testing area is closed. If you are taking an exam you will be allowed to continue, however, all exams must be completed a minimum of 10 minutes before Math Center closing.

Policies

Math Center Classroom Policies

- It is **your responsibility to stay informed** of announcements posted on the bulletin board (the bulletin board is located on the west wall of the student study area). Announcements of workshops, policy and procedure changes, schedule changes, etc. will be posted, so **check the bulletin board each day** you enter the Math Center.

- No Food, Snacks or Drinks are allowed in the Math Center. (Only unflavored water in a screw top clear water bottle. No water bottles in computer areas. NO other beverage or beverage containers are allowed.)
- Children are not allowed in the Math Center.
- No visitors in the Math Center without permission from the supervisor.
- The Math Center is a quiet self-study environment. Please be considerate of your fellow students. If you want to talk or visit please check out and leave the Math Center.
- The Math Center is a fragrance free, chemical free, allergen sensitive area. Please do not wear perfume, cologne, etc. or fragrance lotions/powders in the Math Center.
- No cell phones or electronic devices. Turn off all cell phones and electronic devices before entering the Math Center. You must checkout to use cell phones. If you are using a cell phone, you will need to go outside the main lobby, as not to disturb other students.
- Do not remove any Math Center materials (books, calculators, etc.) from the Math Center.
- Do not leave books, calculators and personal belongings unattended. Keep them with you when you are in the Math Center. The Math Center is not responsible for lost or stolen belongings.
- Each student is responsible for Math Center materials they have checked out, do not leave them unattended. If Math Center materials are lost or stolen, the student who checked the item out is responsible for replacement.
- No personal calculators, books, notes, electronic devices, headphones or talking in the testing area. You can use the built-in calculator on the test screen for computer tests or check one out for paper tests. No calculators on the final.
- No visitors in the testing area, no waiting in the testing area.
- If you step out for a break do not congregate in the Math Center / English Center hallway.
- We suggest that you store backpacks and other such materials under your workstation. Please keep track of your materials so that they do not walk away.
- Bring your SDCCD CSID card, book and calculator with you every time you use the Math Center.
- Please do not write on computer screens, tables, or any other Math Center equipment.
- Time spent in the Math Center is to be used for studying Math Center courses (working from your textbook, working in MyMathLab, or using Math Center resources). The Math Center is a math class, as such, you may not work on homework from other classes.
- No student digital materials are allowed in any Math Center computers at any time. Math Center computers are to be used for Math Center resources only. Students may not run any other programs, go into folders, use any other software, or do anything else on the computers. Students who violate this policy may be restricted from using the Math Center.
- When using headphones in the Math Center, keep the volume at a personal level that cannot be heard by other students.
- Math Center policies and procedures are subject to change. Changes will be posted in the Math Center. If you have any questions about the Math Center or policies, ask any staff member or the Supervisor.
- We have made a commitment to provide students with a comfortable and supportive study environment. If you have a problem, complaint, or situation that you feel needs to be addressed, please see a Supervisor immediately, we are here to support you in succeeding in math.

Student Conduct

The S.D.C.C. catalog states that 'No student may interfere with a student's opportunity to learn.' You may be dropped from the class if you exhibit behavior that prohibits or impedes any member of the class from pursuing any class assignment objective or learning opportunity within the classroom.

Math Center Exam / Testing Policies

Testing policies apply to all exams (exams and final)

- Students must have their SDCCD Student ID with them and give it to the testing station staff to take any test, no exceptions.
- Only Math Center scratch paper and pen/pencil are allowed at testing stations. Students may not use their own scratch paper in the testing area. Ask for scratch paper at the testing station desk.
- No Calculators, books, notes, notebooks, backpacks, headphones, electronic devices, cell phones, etc. are allowed in the testing area. Check all books, backpacks, electronic devices, etc. in at the testing check-in station desk.
- No food or drink (i.e. no gum, candy, snacks or water) are allowed at the testing computers.
- No talking in the testing area. If you have a question, ask the Math Center staff.
- No visitors in the testing area, no waiting in the testing area.
- No formula sheets are allowed in testing unless posted on the testing room bulletin board.
- Students are not allowed to leave the testing area while taking any test. If a student leaves the testing area while taking an exam, the exam will be closed and the student will receive a failing grade for the exam.
- Students are not allowed to copy down exam questions for study or review, test questions can be reviewed in the online gradebook.
- Students must turn in all scratch paper to testing station staff upon completion of an exam. Students are not allowed to remove scratch paper used during an exam from the testing area.
- Do not begin an exam, until you are ready to take the exam. Once the exam is open you will receive a grade, even if you open the exam in error and quit immediately. Verify that you have been given the exam you requested prior to taking the exam. Check with the testing staff or talk to the supervisor, if you were not given the exam you requested.
- You must leave the testing area after completing an exam. If you would like to take another exam, go back to the testing check-in desk and sign up to take another exam..
- You must complete all cumulative exam prerequisites before taking the exam.
- You must pass the cumulative exam before you can work on the next assignment.
- If you do not pass a cumulative exam with 14 or better, you may retake the exam (up to three total attempts, unless you have lost an attempt due to unauthorized testing forfeiture.) If you do not pass an exam in three attempts, you must move on to the next assignment.
- When you pass an exam with 70% or better you may not retake the exam to improve your score.
- All exams must be taken in the order specified in your student handbook for your course, you cannot skip exams.
- If you take an unauthorized exam you will receive a zero for the test and forfeit that exam (even if you pass the exam).
- No exams will be administered and students must start exams a minimum of one hour and fifteen minutes (two hours and fifteen minutes for finals) before Math Center closing. Testing stations include paper exams as well as computer exams. If a student is in the process of taking an exam they may continue as long as they can complete the test 10 minutes before closing, if not, they will be asked to quit the exam prior to completing it. Testing computer stations shutdown and the testing room is alarmed 10 minutes prior to Math Center closing.
- It is the student's responsibility to keep track of the time, and not to exceed allotted time when taking a paper test.

Cheating Policy

If a student is found cheating on a quiz, or exam (includes the final), they will receive a grade of "F" for that exam, and the exam cannot be repeated. If the student cheats for a second time, they will be asked to leave the Math Center and will receive a grade of "F" for the course.

Attendance Policy

Taking a self-paced course is very different from taking a standard lecture course. There is a lot more flexibility in scheduling, but it also demands a commitment from you to **attend a minimum number of hours per week in the Math Center.**

Math 38 minimum attendance is 4 hours per week.

Math 46 & 96 minimum attendance is 5 hours per week.

The primary reason for our insistence on regular attendance is that there is a high correlation between regular attendance and success in a self-paced course. Those who meet the minimum attendance requirements have a very good chance of being successful in their Math Center class. Those who fall behind in attendance or lack of progress** will be dropped from the course.

Here's how that process will work:

The Math Center staff will check attendance of all students every two weeks during the Fall & Spring semesters. If you have not attended the Math Center the required minimum number of hours per week you will be placed on probation. If you do not meet the minimum attendance requirements during the next attendance period, you will be dropped from the course. Students are allowed a total of two non-consecutive probations, on a third *non-consecutive* probation, they will be dropped.

- Attendance check periods are from Monday through Friday (at the close of business).
- Attendance hours will roll over, you can put in extra hours in advance for a future attendance check.
- We recommend that students get their attendance hours in early in the week to avoid the last minute crunch and chance something happening that could cause them to be short on hours and be placed on probation.
- Students are welcome and encouraged to put in more hours than required. It stands to reason the more hours a student puts in at the Math Center, the better a student does in their class and they have a tendency to finish the class sooner.

Use your SDCCD CSID and Math Center number to check-in/out each time you enter or leave the Math Center (even if you are just "taking a short break" or using the restroom).

If you do not check out properly, you will not get credit for all the hours you actually attended that day. It is the student's responsibility to verify that he/she has been checked in and checked out properly. Do yourself a favor and verify your time. See a supervisor immediately if you have any questions.

Your attendance commitment begins when you receive your Math Center ID number

- If you have an emergency, notify the Math Center Supervisor or Director. Emergencies that result in not meeting the minimum required hours for the week must be documented [i.e. Doctors note (Note must be on Doctors letterhead, signed and dated by the attending physician. Note must specify nature of illness, length of absence, and date to return to school.)]. It may be possible to keep you from being put on probation or dropped with some advanced planning.
- Since we are open-entry, open-exit, it is possible to add the course again in the same semester in which you were dropped. However, you must first convince the Supervisor that you are now able to arrange your schedule to meet the minimum weekly attendance requirement. You will need to add and pay for the class again, and start at the beginning of the class again.
- Probation warnings are a courtesy. Attendance is the student's responsibility. Students will be dropped without warning, if they have not met the attendance requirements. Students will be dropped from the class, if they have two probations and are on probation the last week of the first semester of their class.

Remember, these requirements are established to support your Math success!

**Lack of Progress:

Math 38 students will be dropped, if they do not complete Chapter 5 homework and quizzes prior to December 18, 2009.

Math 46 students will be dropped, if they do not complete test 2 prior to December 18, 2009.

Math 96 students will be dropped, if they do not complete test 3 prior to December 18, 2009.

Students must meet requirements regardless of when they received their addcode during the Fall semester.

Resources

The Math Center provides several resources to assist you in achieving your learning goals. Resource materials can be checked out at the front counter and are for use in the Math Center only.

Resource Procedures

1. Check out resources at the front counter in the Math Center: give the staff member your Math Center ID number at the time of your request. When you are done with the materials return them to the front counter. Do not leave checked out Math Center materials unattended. Students are responsible for Math Center Materials they have checked out, and will be responsible for the cost of replacement.
2. Time spent using resources in the Math Center will count toward Math Center attendance.
3. Keep in mind that all resources are to be **used in the Math Center only**. Please do not remove them from the Center. If you take materials out of the Math Center and do not return them, we will report it to admissions and records, and all City College privileges will be suspended until the materials are returned or paid for. This means your grades, transcripts, library privileges, etc. will be suspended.
4. **All checked-out materials must be checked back in prior to leaving the Math Center.**

Workshop Videos

A list of available workshop videos is posted at the front counter. Please verify with the staff that you have been given a workshop video prior to watching it. Workshop videos have an orange sticker on them. We recommend that you use your own headphones, but headphones will be provided.

Materials for Checkout

- Textbooks (limited to 10 check outs per course)
- Calculators (limited to 15 check outs per course)

All checked-out materials must be checked back in prior to checking out of the Math Center

Tutors

Trained tutors and professors are available throughout the day. The tutors are there to help you, but it is up to you to contact them, if you are having difficulty. Many times you will find that one or two words from a tutor can help clear up difficulties that could take you up to hours on your own. If you feel that you need help, just go to the Math Center tutor room, a tutor is there to help you.

Different tutors are available at different times, so when you find a tutor you feel you can work with effectively, you should plan your lab hours around their hours. Tutors schedules are posted on the bulletin board.

Tutors and professors are available for tutoring, not teaching. This is a self-taught course and we are not set up to provide teachers for this course. Tutors are there to help you, if you have worked the problems and still have a question. Tutors are not there to provide hours of instruction. If you are having an inordinate amount of difficulties, you may be assigned additional homework. Because of the large number of students, tutors may only be able to spend 5 or 10 minutes at a time with you. If you still feel you need more time for tutoring, please see a supervisor for suggestions.

Pay-to-Print Card & Printer

A pay-to-print printer is now available for students use in the Math Center. To print, you will need to have sufficient value available on a pay-to-print card. Cards are available from a card dispenser machine located in the copy room on the main level of the Learning Resource Center (LRC, R building), or you can purchase a prevalued card from the bookstore or the accounting office, A114.

Card purchase from the card dispenser machine:

1. The initial card costs \$1.00; \$0.50 for card purchase and \$0.50 printer value credit on the card.
2. You can add value to the card through the card dispenser machine. Value can be added in \$1.00 increments.

Prevalued card purchase:

1. Prevalued cards costs \$3.50; \$0.50 for card purchase and \$3.00 printer value credit on the card.
2. You can add value to the card through the card dispenser machine. Value can be added in \$1.00 increments.

Prints cost \$0.10 per page, two-sided prints are considered two pages and cost \$0.20.

To Print:

1. Click on “print”
2. You will see two oblong boxes
3. Type the card number in the top box (denoting card #)
4. Best to put something in the option box (name , number, etc)
5. Now go to the printer’s card reader
6. Swipe your print card (magnetic strip to the bottom facing you)
7. The card number will show up
8. “Click” on the card number, then “click” on the word (at the bottom – PRINT)
9. Now the printer will print

Current Semester Reference Sheet

San Diego City College Math Center 619-388-3580

	CRN #	CRN #	Required Attendance Hours	MyMathlab Course ID
Math 38	41864	41870	4 Hours Per Week	kater04436

Math 46	41888	41897	5 Hours Per Week	kater14682
Math 96	70922	70919	5 Hours Per Week	kater78483

Check the Math Center bulletin board on a regular basis for changes in attendance requirements.

Fall Hours of Operation:

Monday, Tuesday, Wednesday, Thursday 10:00am –6:00pm; Friday 9:00am – 3:00pm

Closed Saturday and Sunday

Check the Math Center bulletin board on a regular basis for changes in hours of operation. The Math Center will be closed for all district school holidays. Closures and changes to Math Center operating hours will be posted on the Math Center bulletin board. It is the students' responsibility to check the bulletin board and to be aware of changes in the Math Center's operating hours

Start Date:

The start date for Fall '09 is August 31, 2009, the first day the Math Center is open to all students.

Drop Date:

The withdrawal deadline date for Fall is January 28, 2010. Students are reminded that a 'W' cannot be recorded after the drop date and NO Incompletes are given for Math Center classes. All Math Center Fall semester students registered for the Fall Math Center class after the withdrawal deadline will receive a letter grade.

Adding and Dropping:

Students are responsible for adding or dropping the class properly and OFFICIALLY. Students must use reg-e (www.sdccity.edu) to drop within the first semester of class. Students dropping after the first semester and prior to the withdrawal deadline must go to records (A109) and petition to withdraw from the class. All paperwork must be complete and submitted to records prior to the withdrawal deadline. It is the student's responsibility to check with records (A109) to verify if they have been officially withdrawn from the class prior to drop date. All students registered in the Math Center class after the withdrawal deadline will receive a letter grade for the class.

End/Final Date:

The projected end/final date for the Fall semester Math Center class is May 8, 2010. However, you can complete the class at any time prior to end date. The last day to take the final will be posted in the Math Center. **ALL** coursework, workshops and the final **must** be completed before the posted end date. The end/final date is the same for all Fall Math Center students, regardless of when you add the class during the Fall semester.

Credit/No Credit:

If you want to take this class on a credit/no credit basis rather than for a letter grade, you must petition to do so in the Admissions Office. Refer to the class schedule for the credit/no credit deadline.

Valid Id Required:

Students must have their SDCCD Student ID (CSID) card with them to enter and use the Math Center, to take any test or exam, receive a Math Center ID number, and get an Add code. Student ID cards must be able to be swiped through the district tracking system, if the card cannot be swiped the student will need to obtain a new student ID card before using the Math Center.

Financial Aid Students:

You are strongly encouraged to finish the course in one semester. Otherwise, in order to maintain your benefits, you will end up taking a full load next semester **in addition to** finishing up your self-paced course in the Math Center.

For Additional information, please go to the Math Center website:

<http://citysite.sdccd.edu/mathcenter>

Attendance Check Dates for Fall '09:

Sept 11, Sept 25, Oct 9, Oct 23, Nov 6, Nov 20, Dec 11, Dec 18

Suggested Schedule

Math 38	Math 38 Suggested Deadlines (finish in Fall semester)	Math 38 Suggested Deadlines (finish in Spring semester)
Test 1 (Chapter 1,2,3)	Sept 25	Sept 29
*Chapter 5 Homework & Quizzes		*Dec 18
Test 2 (Chapter 4,5,6)	Oct 16	Feb 19
Test 3 (Chapter 7,8,9)	Nov 13	Mar 18
Test 4 (Math Study Skills)	Dec 11	Apr 23
Final Exam	On or before the last day of Fall Semester posted on the Math Center bulletin board	On or before End Date posted on the Math Center bulletin board

*Math 38 students must complete Chapter 5 homework and Chapter 5 quiz prior to December 18, 2009 or they will be dropped for lack of progress.

Math 46	Math 46 Suggested Deadlines (to finish in the Fall semester)	Math 46 Suggested Deadlines (to finish in the Spring semester)
Test 1 (Chapter 1,2,3)	Sept 22	Oct 6
**Test 2 (Chapter 9,4)	Oct 13	**Dec 18
Test 3 (Chapter 5,6)	Oct 30	Feb 19
Test 4 (Chapter 7,8)	Nov 20	Mar 19
Test 5 (Chapter 15 – Geometry)	Dec 11	Apr 23
Final Exam	On or before the last day of Fall Semester posted on the Math Center bulletin board	On or before End Date posted on the Math Center bulletin board

** Math 46 students must complete Test 2 prior to December 18, 2009 or they will be dropped for lack of progress.

Math 96	Math 96 Suggested Deadlines (to finish in the Fall semester)	Math 96 Suggested Deadlines (to finish in the Spring semester)
Test 1 (Chapter 7.5-7.7, Chapter 4.4)	Sept 22	Sept 29
Test 2 (Appendix E & F)	Oct 9	Nov 13
***Test 3 (Chapter 4.5, Chapter 8.1-8.4)	Oct 27	***Dec 18
Test 4 (Chapter 10,11)	Nov 13	Feb 19
Test 5 (Chapter 12,13)	Dec 1	Mar 19
Test 6 (Chapter 14, 15-Geometry)	Dec 14	Apr 23
Final Exam	On or before the last day of Fall Semester posted on the Math Center bulletin board	On or before End Date posted on the Math Center bulletin board

*** Math 96 students must complete Test 3 prior to December 18, 2009 or they will be dropped for lack of progress.

The Math Center will be closed on the following dates: Monday 9/7; Friday 11/13; Monday 11/23-Friday 11/27 Last Day of the Fall Semester; December 18, 2009

Fall 2009

Attendance Checks

Students are required to complete a minimum number of hours each week.

Math 38 4 hours per week
 Math 46 & 96 5 hours per week

Hours needed for each attendance check period

Attendance Check Periods		Math 38	Math 46/96
8/31 -9/11	Math Center Closed 9/7	7 Hours	9 Hours
9/14 – 9/25		8 Hours	10 Hours
9/28 – 10/9		8 Hours	10 Hours
10/12 -10/23		8 Hours	10 Hours
10/26 – 11/6		8 Hours	10 Hours
11/9 – 11/20	Math Center Closed 11/13	7 Hours	9 Hours
	Math Center Closed Thanks Giving Break 11/23 – 11/27		
11/30 -12/11		8 Hours	10 Hours
12 -12/18	Last Day of the Semester 12/18	4 Hours	5 Hours

Attendance is checked every two weeks.

You can complete your required hours anytime within the two-week attendance period.

Attendance hours will roll over, you can put in extra hours in advance for a future attendance check.

We do not recommend that you do two weeks time in one week!

**Attendance must meet or exceed posted required hours
for each attendance check period.**

Note: 6 minutes = .1 hour

The Math Center will be closed on the following dates:

Monday 9/7; Friday 11/13; Monday 11/23 – Friday 11/27

Welcome to My Math Lab



MyMathLab is an interactive website where you can:

- Self-test & work through practice exercises with step-by-step help to improve your math skills.
- Study more efficiently with a personalized study plan and exercises that match your book.
- Get help when YOU need it. MyMathLab includes multimedia learning aids, videos, animations, and live tutorial help.

Before You Begin:

To register for MyMathLab you will need:

- A MyMathLab student access code** (packaged with your new text, standalone at your bookstore, or available for purchase with a major credit card at www.coursecompass.com)
- Your instructors' Course ID number:**
Math 38 kater04436 Math 46 kater14682 Math 96 kater78483
- Your school's zip code: 92101**
- A valid email address**

Student Registration:

- Go to <http://www.coursecompass.com> and click the **Register** button under Students.
- Review the **Before You Start** information to ensure you have everything you need to register; click Next.
- On the Course ID page:
 - Enter the Course ID and click on Find Course
 - Choose your enrollment method
 - If your student access code came packaged with your textbook, select Access Code.
(Select "Buy Now" to purchase online access using your credit card)
 - Enter your student access code as displayed; use the tab key to move from box to box and use all **CAPITAL LETTERS** when entering the access code. Click Next.
- Please read all information in the License Agreement and Privacy Policy. Click on Accept if you agree to the terms.
- On the Access Information screen:
 - **If you have registered for other Pearson online products** and already have a login name and password, **select Yes**. Boxes will appear for you to enter your login information.
 - **If this is the first time you have registered for a Pearson online product, select No**. Boxes will appear for you to enter your desired login name and password. You may want to use your email address as your login name. If you do not use your email address, be prepared with a second login name choice if the one you first selected is already in use. Your login name must be at least 4 characters and cannot be the same as your password.
 - **If you aren't sure whether you have a Pearson account or not, select Not Sure**. Enter your email address and click Search. If you have an account, your login information will be sent to your email address within a few moments. Change your selection to Yes, and enter your login name and password as directed.
- On the Account Information page, enter your first and last name and email address. Re-type your email address to make sure it is correct.
- In the School Location section, select United States from the School Country drop-down menu. Enter your **school zip code**, and then select your school from the drop-down list.
- Select a security question and answer to ensure the privacy of your account. Click Next.
- When your registration process is complete you will see a confirmation screen. Click Log In Now to reach CourseCompass, and click Log In. Enter your login name and password and click Log In.

Logging In:

- Go to www.coursecompass.com and click on Log In. Enter your login name and password and click Log in.
- On the MyCourseCompass page, click on the course name to enter your instructor's course.
- The first time you enter your course from your own computer and anytime you use a new computer click the **Installation Wizard** on the announcements page or navigational button at the bottom left of the screen. The wizard (or Browser Check) will detect and then help you install the plug-ins and players you need to access the math exercises and multimedia content in your MyMathLab course. Follow the screen instructions to complete this process. NOTE: Check with your instructor to ensure all plug-ins are installed in the college computer labs.
- After completing the installation process and closing the wizard you will be on your course home page and ready to begin exploring your MyMathLab course.

Need help?

Contact Product Support at <http://www.mymathlab.com/contactus.htm> for live CHAT, email or phone support.

THE SECRET TO MATH SUCCESS

**PRACTICE! PRACTICE!
PRACTICE!
and more PRACTICE!**

Good Luck!!!

***Your success depends
on your commitment.***