

Math Center
Self-Paced Course
Spring 2009

Student Handbook

San Diego *City* College

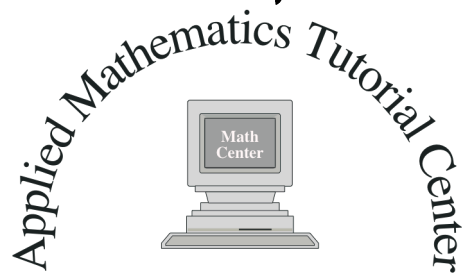


Table of Contents

Syllabus	2
Personal Requirements for Success:.....	3
How to Approach a Self-Paced Course:	3
How to Approach a Self-Paced Course:.....	3
Self-Paced Aspect:	4
Flexible Entry and Exit:	4
Course Requirements:	4
Math Center Classroom Policies:.....	5
Student Conduct:	6
General Information.....	6
Math Center Staff:.....	6
Math Center Phone:.....	6
Math Center Website:.....	6
Materials:.....	6
Valid Id Required:.....	7
Financial Aid Students:	7
Veterans:	7
Special Assistance:.....	7
Lost and Found:.....	7
Registration for Next Course:.....	8
Tutors:	8
Homework:.....	8
Workshops:.....	8
Grading Procedure:	9
Math Center Final:	9
Chapter Test Information:	9
Math Center Testing Policies:	10
Practice Test Procedures/Policies:.....	11
Cheating Policies:.....	13
Chapter Test Procedures / Policies:.....	13
Attendance Policy:	14
Resources:	15
Resource Procedures:	15
Current Semester Reference Sheet.....	16
Spring Hours of Operation:	16
Start Date:.....	16
Drop Date:	16
Adding and Dropping:.....	16
End/Final Date:	17
Credit/No Credit:.....	17
Valid Id Required:.....	17
Suggested Schedule:.....	17
Spring 2009 Attendance Checks.....	18

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 from 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:

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. Use the computer videos, or computer tutorial to learn the material in each section. You should try both to see what works best for you.
4. If you have any questions, ask a tutor for help.
5. Continue steps 1 through 4 until you finish all the material for one chapter.
6. Check your understanding by taking the chapter practice test on the computer. If you do not pass with a score of 14 or better, ask for a copy of your test results. Use it to review the sections in the chapter which you had difficulty. You may retake the practice test until you are satisfied with the results. Even if you have passed the practice test you can retake the practice test, if you feel you need the practice.
7. When you have passed the practice test (14 or better), you may take the chapter exam.
8. When you have passed the chapter exam (14 or better), go on to the next chapter and continue with steps 1 through 7.

9. If you do not pass the chapter exam, make sure that you review the difficult sections on your own or with a tutor. You may take the practice test again to help measure your progress.
10. You may take the chapter exam until you get a passing score (14 or better), up to a maximum of three attempts.
11. You may take the practices exams at your discretion, but once you pass a chapter exam (14 or better), you may not take the chapter test again to improve your score.
12. You must pass the practice test with 14 or better before taking the chapter test. You must complete the practice test and chapter test before moving on to the next chapter. You cannot take the next chapter practice test without passing the previous chapter test.

NOTE: If the tutors and instructor are busy, write down your question and move on to the next item.

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 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. 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 35 minimum attendance is 3 hours per week in the Math Center.

Math 95 minimum attendance is 5 hours per week in the Math Center.

Math 96 minimum attendance is 5 hours per week in the Math Center.

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

Math 35 minimum commitment of 9 hrs per week: 6 hrs studying at home, 3 hrs in the Math Center.

Math 95 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 take the designated number of 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.

****Lack of Progress:**

Students must complete #1, 2, 3 & 4 prior to May 20, 2009, regardless of when you receive your addcode during the fall semester, or they will be dropped for lack of progress.

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 wall past the supervisor's desk). 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.
- No unnecessary talking or noise is allowed in the Math Center. The Math Center is a quiet study area. Please be considerate of your fellow students. If you want to visit, please check out and leave the Math Center. If you are helping a fellow student with a math problem please go back to T207 (tutorial room).
- The Math Center is a quiet self-study environment.
- The Math Center is a fragrance free, chemical free, allergen sensitive area. Please be considerate of your fellow students. Please do not wear perfume, cologne, etc. or fragrance lotions/powders in the Math Center.
- No cell phones or pagers. Turn off all cell phones and pagers before entering the Math Center. You must check-out to use cell phones. If you are using a cell phone step away from the Math Center door & windows.
- Do not remove any Math Center materials (i.e.: books, calculators, video tapes) 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 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 headphones, cell phones or other electronic devices in the testing area.
- No visitors in the testing area, no waiting in the testing area.
- If you step out for a break, no smoking or loud talking in front of the Math Center doors and windows.
- We suggest that you store backpacks and other such materials under your work station. Please keep track of your materials so that they do not walk away.

- Bring your 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 Math Center courses (i.e. working from your textbook, Math Center videos, computer tutorials, using Math Center resources) You may not work on homework from other classes.
- No student diskettes or CD-ROMs 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.
- Please be courteous when using headphones in the Math Center. Keep the volume at a personal level that can not 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.

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.

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: Posted on Math Center T-208 entrance door and the Math Center website

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)

Materials:

Each student is **required** to buy the course textbook (this is not an option):

Your purchase of the text is crucial to the Math Center operation. When you pay for the text, you are also paying for use of the tutorial software, testing software, software support, and videotapes.

Purchase of textbook specified below is required to take a class in the Math Center.

Math 35 CRN 84633 or CRN 84666

PreAlgebra, Fifth Edition, K.Elayn Martin-Gay (*Required*)

Math 35 Book is shrink wrapped with the solution manual.

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

Math 95 CRN 84644 or CRN 84679

Math 95, Custom Edition for San Diego City College, (*Required*)

Math 95 Book shrink-wrapped supplements package is optional.

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

Math 96 CRN 84682 or CRN 84657

Math 96, Custom Edition for San Diego City College, (*Required*)

Math 96 Book shrink-wrapped supplements package is optional.
Scientific calculator(recommended for homework); Protractor(*Required*); Graphing Paper (recommended)

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.

Valid Id Required:

Students must have their SDCCD Student ID 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 is not able to 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. 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 (12 units) the next semester, in addition to finishing your self-paced Math class.

NOTE: Math Center Spring semester class units are **only** credited toward the Spring semester. Math Center Spring semester class units do not count toward Fall ‘09 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 and 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 you 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 two chapter exams to complete. For a second semester student, no more than one exam 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.

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 back to T-207 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.

Homework:

Homework is a very important part of your success in a self-paced course. We do not normally collect and grade homework as part of the class. Most students that are having difficulties are not doing homework, so it is highly recommended that you set a regularly scheduled time at home to work on math. Just as in a standard lecture course, each student is expected to attend the class a minimum of one hour per unit per week, and study at home two hours per unit per week.

You may be assigned homework:

- If you have taken all three chapter pretests and need to have them reset.
- If you have taken two chapter tests and have not passed with 14 (70%) or better.
- If you have fallen behind the recommended schedule and need to get back on track.

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 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 area 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.

Grading Procedure:

Math 35

10 Chapter Exams (20 Questions Each) = 75% of the course grade

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

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

Grade ranges are 90% for an A, 80% for a B, 70% for a C, and 60% for a D

Math 95

9 Chapter Exams (20 Questions Each) = 75% of the course grade

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

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

Grade ranges are 90% for an A, 80% for a B, 70% for a C, and 60% for a D

Math 96

9 Chapter Exams (20 Questions Each) = 75% of the course grade

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

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

Grade ranges are 90% for an A, 80% for a B, 70% for a C, and 60% for a D

NOTE: In order to receive a passing grade, you must get 36 or more out of 60 correct on the Final Exam. If you get less than 36 correct, you will receive a grade of F, even if your overall average is greater than 70%.

Math Center Final:

The Math Center final may be taken after a student has completed all chapter practice tests, chapter 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 on the computer or paper upon student request (paper test requests take a minimum of two days to process).
- The practice final test is optional, however, highly recommended. Students must take all practice tests and chapter tests prior to taking a practice final or the final.
- Students must see the supervisor to request the practice final and the final.

Chapter Test Information:

Math 35

Test 1	Chapter 1 Whole Numbers & Introduction to Algebra
Test 2	Chapter 2 Integers
Test 3	Chapter 3 Solving Equations and Problem Solving
Test 4	Chapter 4 Fractions
Test 5	Chapter 5 Decimals
Test 6	Chapter 6 Ration and Proportion
Test 7	Chapter 7 Percent
Test 8	Chapter 8 Graphing and Introduction to Statistics
Test 9	Chapter 9 Geometry & Measurement
Test 10	Chapter 10 Polynomials

Math 95

Test 1	Chapter 1 Real Numbers and Introduction to Algebra
Test 2	Chapter 2 Equations, Inequalities, & Problem Solving
Test 3	Chapter 3 Graphing Equations & Inequalities
<u>Test 4</u>	<u>Appendix D&E: Sets & Compound Inequalities; Absolute Value Equations & Inequalities</u>
Test 5	Chapter 4 Exponents & Polynomials
Test 6	Chapter 5 Factoring Polynomials
Test 7	Chapter 6 Rational Expressions
Test 8	Chapter 7 Graphs & Functions
Test 9	Chapter 10 Geometry

Math 96

Test 1	Chapter 6 Rational Expressions
Test 2	Chapter 7 Graphs & Functions
<u>Test 3</u>	<u>Chapter 8 Systems of Equations & Inequalities; and Appendix F: Determinants & Cramer's Rule</u>
Test 4	Chapter 9 Rational Exponents, Radicals, & Complex Numbers
Test 5	Chapter 10 Quadratic Equations & Functions
Test 6	Chapter 11 Exponential & Logarithmic Functions
Test 7	Chapter 12 Conic Sections
Test 8	Chapter 14 Sequences, Series, & the Binomial Theorem
Test 9	Inset Chapter 10 Geometry

Math Center Testing Policies:

Testing policies apply to all tests (practice tests and chapter tests)

- Students must have a valid SDCCD student picture ID to take any test, no exceptions

- No food, gum, candy, snacks or water are allowed at the testing computers.
- No talking in the testing area.
- No headphones, cell phones, or electronic devices in the testing area.
- No Calculators, books, notes, notebooks, backpacks, etc. are allowed in the testing area. Check all books, backpacks, etc. in at the testing check-in station desk.
- Students are allowed to have a pencil or pen, and Math Center scratch paper in the testing area. Students may not use their own scratch paper. Ask for scratch paper at the testing station desk (only 3 sheets at one time).
- Students must turn in all scratch paper to testing station staff upon completion of a test. Students are not allowed to remove scratch paper used during a test from the testing area.
- Students may not leave the testing area while taking any test. If a student leaves the testing area while taking a test; the test will be closed, and the student will receive a failing grade for the test.
- No personal or printed formula sheets are allowed in testing, students may use formula sheets that are posted in the testing area.
- Students are not allowed to copy down practice test or test questions for study or review.
- It is the student's responsibility to keep track of the time, and not to exceed allotted time for a paper test.
- You must take a practice test and pass the practice test before taking the chapter test.
- You must pass the practice test and chapter test for each chapter before taking the next chapter practice test.
- All tests must be taken in the order specified in your student handbook for your course, you cannot skip practice tests and chapter tests.
- Testing staff must log students in to take a test, if a test is taken without staff administration of the test.
- If you take an unauthorized test you will receive a zero for the test, even if you pass the test, and forfeit that test, you will still be required to take the practice test.
- Do not begin a test until you are ready to take the test. Once the test is open you will receive a grade even if you open the test in error and quit immediately. Verify that you have been given the test you requested prior to taking the test. Check with the testing staff or supervisor, if you were not given the test you requested.
- If the test problem is incorrect on the computer notify the testing station staff or supervisor immediately.
- If students have not passed the practice test after three times they will be assigned homework, which must be turned in, and corrected before practice tests will be reset.
- If you do not pass a chapter test with 14 or better, you may retake the chapter exam (up to three total attempts, unless you have lost an attempt due unauthorized testing forfeiture.) If you did not pass the chapter test on the second try you will be assigned homework, which must be turned in, and corrected before the third and final attempt. The supervisor must put a note in your file prior to you taking the test the third time. If you do not pass a chapter exam in three attempts, you must move on to the next chapter.
- Once you pass a chapter test with 14 (70%) or better you may not retake the test to improve your test score. [If you would like to take more tests we suggest you take additional practice tests.]
- You must print all practice test and chapter test results. Students must print practice/ chapter tests to receive a grade for the test. Check with the testing station Math Center staff to verify that your test has printed out before closing your test.
- You must leave the testing area after completing one practice test or chapter test. If you would like to take another test you need to sign up again.
- All testing stations close one hour and fifteen minutes(two hours and fifteen minutes for finals) before Math Center closing. Testing stations include paper tests as well as computer tests. All tests must be completed a minimum of 10 minutes before closing.

Practice Test Procedures/Policies:

1. Sign up at the Testing Station for a practice test. Print your name, Math Center ID, course number (i.e. 35, 95, or 96), and the chapter you wish to take on the testing sign up sheet.
2. Your name will be called when a testing station becomes available. When your name is called return to the testing station desk. Give the staff your student ID, backpack, books, etc, and obtain a computer number card.

3. Take your pen/pencil, and Math Center scratch paper to the assigned testing station. (Handbags/Purses/Wallets must be placed on the floor or with your backpack, only Scratch paper and pen/pencil are allowed at the testing station. Please no water bottles, food, snacks or other beverage in the testing area.)
4. Verify the title of the test and your name before starting the test, make sure the information is correct. If it is not the correct test or student name, go back to the testing station desk and request the correct test.
5. When you are ready to begin the test click OK.
6. If you need a calculator during the test, click on the calculator button. Students are allowed to use the calculator that is built into the test while taking the test.
7. If you need help at any time during the test, ask the testing station lab aide to help you. **DO NOT** leave the testing area when you are taking a test. If you leave the testing area during a practice test/test for any reason you will receive a zero for that practice test/test.
8. When you have answered all the questions and completed the test, click DONE. The results of your practice test and a complete diagnostic is displayed as soon as you click **Done**. You **MUST print your practice test** each time you take a one. **DO NOT QUIT** the test at this time.
9. Print the practice test, yes, even if you do not pass it. You **must print all practice tests** or you will be required to take the practice test over, even if you passed it. Practice test scores are not retrieved, you will need to sign up again and wait your turn to retake the practice test. It also counts as one of the three times you get to take the practice test. After you hit print, check with the testing station staff to make sure your practice test printed. If the practice test did not print out, ask the testing station lab aide to help you print your practice test.
10. **DO NOT QUIT the test**; your test scores could be gone forever. If you quit and have not printed the practice test, it counts as one of the three times you can take the practice test. You will also need to retake the practice test, even if you passed it.
11. Your test results will print at the front desk where the staff will record your test score and file the printout in your file. You may ask for a copy of your printout as a study guide. Return to the computer where you took the practice test and quit the test (quit the test only after you have printed the pretest and received a copy of the test).
12. When you are finished with your practice test, return the computer number card to the lab aide at the testing sign-up area, and pick up your backpack, books, etc. The testing station staff will return your ID to you.
13. You **must** leave the testing area after completing one practice test. If you would like to take another practice test you need to sign up again.
14. If you do not pass a practice test with 14 or better, you may retake it as many times as you want. After 3 times, you will be assigned homework, which must be completed, turned into the supervisor. The corrected homework will be returned to you, and you will need to correct any errors and resubmit the corrected homework to the supervisor prior to the practice test being reset. (See the supervisor for homework.) Resetting the practice test gives you an additional three tries to pass. It takes a minimum of two days after your homework is returned to you after corrections, before your practice test is reset.
15. You must pass the practice test with a score of 14 or better before you can take the chapter exam.
16. Allow yourself ample time for each practice exam.

Math 35	You are allowed 50 minutes for practice tests.
Math 95	You are allowed 60 minutes for practice tests.
Math 96	You are allowed 70 minutes for practice tests.
17. You must complete your practice test in one sitting. Do not leave the testing area before you complete the practice test. If you have a question ask the testing station lab aide to assist you. If you leave the testing area before completing the practice test, you will not be allowed to finish it, your practice test will be closed and scored at the time you leave.

Practice Test Procedures/Policies (cont.):

18. No talking in the testing area. No Exceptions. If you have a question or a problem arises while you are taking a practice test, raise your hand or get a staff member to help you. If you need to speak with a supervisor during a test ask a staff member to please get the supervisor for you.
19. Tests are taken in sequential order (1, 2, 3, etc.), so no skipping of chapters. You must take the chapter practice test and pass it before taking the chapter test. You must have taken the previous chapter test and passed it before taking the next chapter practice test. Your score must be entered in the computer before you will be allowed to take another test. If you took the previous chapter test on paper you will need to wait until it is corrected and the score is in the computer before you can take the next practice test. See the supervisor, if you are having particular trouble with a certain chapter.
20. The Final Exam practice test is optional. If you decide to take the Final Exam practice test, see a supervisor prior signing up to take it. You are allowed 120 minutes to take the Final Exam practice test.

Practice tests may be taken on paper. See the supervisor to fill out the paper test request form. (All paper test request forms take a minimum of two days to process. Which means you will not be able to take the paper test right away.) Only one practice paper test is allowed per chapter. If you need additional practice tests, you must take them on the computer. (Allow two days for the grading of paper tests) You may not take a chapter test until the paper practice test has been graded and recorded.

21. If there seems to be a problem with a question on the practice test with no correct answer or more than one correct answer, raise your hand or ask the staff person to come to your testing computer. The testing staff will save a screen copy of the test question. The problem questions are printed out by the supervisor periodically during the semester; you will be notified if you are eligible for additional credit. If you are not eligible for additional credit, you will not be notified. You must notify the testing staff about the problem prior to clicking done. NO credit will be given to students for a question problem that has not been identified prior to clicking done. Remember, once you click done the question is gone forever, all tests are randomly generated, so there is no way to retrieve your exam. Once the results appear on the screen there is no way to go back and look at a problem that you got incorrect. Only the test scores are saved, not the test itself.

22. Do not begin a practice test until you are ready to take it. Once the practice test is open you will receive a grade even if you open the test in error and quit immediately. Verify that you have been given the practice test you requested prior to taking it and your name is on the screen. Check with the testing staff or supervisor, if you were not given the practice test you requested.

23. All testing stations close one hour and fifteen minutes (two hours and fifteen minutes for finals) before Math Center closing. Testing stations include paper tests as well as computer tests. If a student is taking a test they can finish the test, however students may not begin a new test. All tests must be completed a minimum of 10 minutes before closing.

NOTE: All testing policies and procedures apply to all practice tests, tests and finals.

Cheating Policies:

If a student is found cheating on a practice test or chapter test, (this includes practice final and the final) they will receive a grade of "F" for that chapter, and the test 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.

Chapter Test Procedures / Policies:

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

- Checking-in for a test is the same procedure as the Practice test.
- You must receive a 14(70%) or better to pass the test. If your score is 13 or less study the sections you are weak in. When you are ready, sign up to take the test over. You have up to 3 tries to pass the test. However, if you have not passed the test on the second try, you will need to do see the supervisor for homework before taking the test the third time. (The corrected homework will be returned to you, and you will need to correct any errors and resubmit the corrected homework to the supervisor prior to taking the test for the third time.) If you do not pass a chapter exam after three attempts, you must move onto the next chapter.
- Once you pass the chapter test with 14 (70%) or better, you cannot take the test over to improve your grade.
- The Chapter test counts toward your grade; practice tests do not count toward your grade.
- No calculators in the testing area, if you need a calculator during the test, click on the "calc" button.
- No talking in the testing area. No Exceptions. If you have a question or a problem arises while you are taking a test have a staff member from up front help you. If you need to speak with a supervisor during a test, please ask a staff member to get the supervisor. Do not leave the testing area.
- Allow yourself ample time for each chapter exam.

Math 35 You are allowed 50 minutes for chapter tests.

Math 95 You are allowed 60 minutes for chapter tests.

Math 96 You are allowed 70 minutes for chapter tests.

You are allowed 120 minutes to take the Final Exam for Math 35, 95, or 96.

- You must complete your exam in one sitting. If you get up and leave the testing area during a test or a practice test, you will receive a '0' for that test.
- As soon as you click on **Done**, the results of your exam and a complete diagnostic are displayed. You will not be able to go back into the test once you click Done, so make sure you have answered all the questions prior to clicking done.
- **You must print all test results** regardless of score. The results will print at the front desk where the staff will record your test score and file the printout in your file. You may ask for a copy of your printout as a study guide.
- Tests must be taken in sequential order (1, 2, 3, etc.), with no skipping of chapters. See the supervisor or instructor if you are having particular trouble with a certain chapter.
- Chapter tests may be taken on paper. You must ask the supervisor for a Testing Station Request form, fill out the form for the paper test. (All paper test request forms take a minimum of two days to process. Which means you will not be able to take the paper test right away.) Paper tests count like a computer test. (Allow two days for the grading of paper tests.) You may not take a chapter test until the paper test has been graded and recorded.
- If there seems to be a problem on a test question with no correct answer or more than one correct answer, raise your hand or ask the staff person to come to your testing computer. The testing staff will save a screen copy of the test question. The problem questions are printed out by the supervisor and reviewed, you will be notified if you are eligible for additional credit. If you are not eligible for additional credit, you will not be notified. You must notify the testing staff about the problem prior to clicking done. NO credit will be given to students for problems that have not been identified prior to clicking done. Remember, once you click done the question is gone forever, all tests are randomly generated, so there is no way to retrieve your exam. Once the results appear on the screen there is no way to go back and look at a problem that you got incorrect. Only the test scores are saved, not the test itself.
- Do not begin a test until you are ready to take the test. Once the test is open you will receive a grade, even if you open the test in error and quit immediately. Verify that you have been given the test you requested prior to taking the test that your name appears on the screen.
- All testing stations close one hour and fifteen minutes (two hours and fifteen minutes for finals) before Math Center closing. Testing stations include paper tests and computer tests. Students may not begin a new test after the testing stations close. All tests must be completed a minimum of 10 minutes before closing.

Attendance Policy:

Taking a self-paced course is a very different experience 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 35 minimum attendance is 3 hours per week.
Math 95 & 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 you will be dropped.

- Attendance check periods are from Tuesday through Friday/Saturday. Attendance checks are done at the close of business on Friday (Saturday when the Math Center is open on Saturday).
- Hours cannot be accrued from one attendance check to next.
- 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.

Every student who wishes to add a Math Center class will be assigned a Math Center ID number.

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

Note: 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. If you have any questions about your time please see a supervisor immediately.

Your attendance commitment begins when you receive your add code, you are required to spend the required minimum number of hours in the Math Center.

If you are going to be absent for an extended period of time due to an emergency, you must notify a Supervisor or the Math Center 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, you must retake the addcode tests and start at the beginning of the class.

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!

Resources:

The Math Center provides several resources to assist you in achieving your learning goals.

Resource materials can be checked out at the Materials Station #2 and are for use in the Math Center only.

- A lecture for each section of your text is available on video tape or computer video
To view the computer (CD) lecture video in the Math Center use the computers in the area marked with the sign 'Computer Video'. The lecture CD's are loaded on the hard drive of each computer. Just click on the icon that corresponds to the math and chapter you would like to watch.
To view the lecture on video, check out videotape at the front counter and watch it on one of the Math Center televisions using the corresponding VCR.
- Textbooks (*limited to 10 check outs per course*)
- Calculators (limited to 15 check outs per course)
- Workshop Videos: A list of available workshop videos is posted at the Materials check out Station #2. 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. Lecture videos keyed to the book do not count toward workshop videos.
- Tutorial software is available on the tutorial computers. The tutorial software is loaded on the hard drive of each tutorial computer. Just click on the icon that corresponds to the math you are taking, and select the chapter and section you would like to work on from the menu.

We recommend that you use your own headphones, but headphones will be provided.

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

Resource Procedures:

1. Check out resources in the front of the Math Center (Materials station #2); give the staff member your Math Center ID number at the time of your request. When you are done with the materials you must return them before you leave the Math Center. 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. **Books and calculators are required** for all students taking a self-paced course in the Math Center. The money you pay for your textbook also provides you with tutorial and computer video software. Books and calculators are provided on a limited number of checkouts for use in the Math Center for students on financial aid waiting for their first check and for students who are new to the Center. Therefore, you will be allowed to check out a book a maximum of ten times per person per course in the Math Center.
5. **All checked-out materials must be checked back in prior to checking out.**

Current Semester Reference Sheet Spring 2009

San Diego City College Math Center 619-388-3580

	CRN #	CRN #	Required Attendance Hours
Math 35	84633	84666	3 Hours Per Week
Math 95	84644	84679	5 Hours Per Week
Math 96	84682	84657	5 Hours Per Week

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

Spring Hours of Operation:

Tuesday, Wednesday, Thursday 9:00am – 8:00pm; Friday 9:00am – 3:00pm; Saturday 9:00am – 2:00pm
Closed Sunday and Monday (Saturday hours begin on 2/7)

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 and on the Math Center website calendar. 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 Spring '09 is January 27, 2009, the first day the Math Center is open to all students.

Drop Date:

The withdrawal deadline date for Spring is July 31, 2009. 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 Summer semester students registered for the Spring 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 Spring semester Math Center class is December 5, 2009. 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 Spring Math Center students, regardless of when you add the class during the Spring 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 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:

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 Spring '09:

Feb 7; Feb 21; Mar 7; Mar 21; Apr 3; Apr 25; May 9; May 22

Suggested Schedule:

	Math 35 Suggested Deadlines (to finish in the Spring semester)	Math 95 Suggested Deadlines (to finish in the Spring semester)	Math 96 Suggested Deadlines (to finish in the Spring semester)	Math 35 Suggested Deadlines (to finish in the Fall semester)	Math 95 Suggested Deadlines (to finish in the Fall semester)	Math 96 Suggested Deadlines (to finish in the Fall semester)
1	Feb 21	Feb 21	Feb 21	Feb 24	Feb 24	Feb 24
2	Mar 3	Mar 3	Mar 3	Mar 13	Mar 13	Mar 13
3	Mar 10	Mar 14	Mar 14	Apr 14	Apr 14	Apr 14
4**	Mar 24	Mar 24	Mar 24	May 1	May 1	May 1
5	Mar 28	Apr 14	Apr 14	May 19	May 19	May 19
6	Apr 14	Apr 20	Apr 20	Sept 22	Sept 25	Sept 25
7	Apr 24	May 02	May 02	Oct 9	Oct 16	Oct 16
8	May 02	May 12	May 12	Oct 23	Nov 03	Nov 03
9	May 12	May 19	May 19	Nov 06	Nov 20	Nov 20
10	May 19			Nov 20		
Final Exam	On or before the last day of Spring Semester posted on the Math Center bulletin board	On or before the last day of Spring Semester posted on the Math Center bulletin board	On or before the last day of Spring Semester posted on the Math Center bulletin board	On or before End Date posted on the Math Center bulletin board	On or before End Date posted on the Math Center bulletin board	On or before End Date posted on the Math Center bulletin board

**All students must complete test #1, 2, 3 & 4 prior to May 22, 2009 or they will be dropped for lack of progress.

The Math Center will be closed on the following dates:

Friday February 13th; Saturday April 4th; Spring Break April 5th - April 11th

Last Day of the Spring Semester; May 22, 2009

THE SECRET TO MATH SUCCESS
PRACTICE! PRACTICE! PRACTICE! and more PRACTICE!

Good Luck!!!

Your success depends on your commitment.

Spring 2009 Attendance Checks

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

Math 35 3 hours per week

Math 95 & 96 5 hours per week

Hours needed for each attendance check period

Attendance Check Periods		Math 35	Math 95/96
1/27 -2/7		6 Hours	10 Hours
2/10 – 2/21	Math Center Closed 2/13 & 2/14	5.3 Hours	8.8 Hours
2/24 – 3/7		6 Hours	10 Hours
3/10 -3/21		6 Hours	10 Hours
3/24 – 4/3	Math Center Closed 4/4	6 Hours	10 Hours
	Math Center Closed 4/5 - 4/13 Spring Break		
4/14 -4/25		6 Hours	10 Hours
4/28 -5/9		6 Hours	10 Hours
5/12 -5/22		6 Hours	10 Hours

Attendance is checked every two weeks.

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

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:

Saturday 1/31; Friday 2/13; Saturday 2/14; Saturday 4/4; Tuesday 4/7 – Saturday 4/11