

**Dr. F. P. Afiat**

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Room B 130 H, CCSN Henderson Campus

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### ***COURSE POLICIES***

1. **Tests:** Tests are a measure of each student's performance and should be done independently by each student. All tests in this course are paper-pencil tests and will be given in class.
2. **Missed Tests:** There will be no make up test if you miss a test. If a student miss a test, and have a legitimate excuse, then, students have to provide proper documentation in addition to written notification/explanation, in order to receive an opportunity to make up for the test on the day of the final exam.
3. **Quizzes and Homework Assignments:** Both homework assignment and the quizzes will be done on the computer using the "mymathlab.com" and they will be graded via computer and these grades will contribute to your semester grade.
  - **Homework:** You have to complete each assignment in sequence and pass it with at least 90% (**you are allow unlimited attempt to redo each assignment to accomplish the 90% grade**) in order to be able to take the next assignment.
  - **Quizzes:** You are allowed to take the quiz only if you already have completed all the homework assignments that were assigned before a quiz. You are allowed **2 attempts for completing a quiz**. While taking the quiz (opposite to homework), you cannot use "back" button or look at other options in the program. If you do, then the computer throw you out of quiz site (consider it as cheating).
4. **Attendance:** You are responsible for any information missed due to absentees.
5. **Class Conduct:** You are encouraged to ask subject related questions in class. Discussion of other businesses should be done outside the classroom. If you arrive late, or need to leave early, please find a seat near the exit. Walking out of a class before the class ends is rude and it disturbs other students' learning.
6. **Grading:**

90-92 (A-)	93-96 (A)	97-100 (A+)
80-82 (B-)	83-86 (B)	87-89 (B+)
70-72 (C-)	73-76 (C)	77-79 (C+)
60-64 (D-)	65-66 (D)	67-69 (D+)
Any grade below 60 (F)		

#### **Important Dates:**

Jan 20	First day of classes
Jan 26	Final date to drop a class without a grade of "W"

Feb 9	Final date to change from audit to credit or visa versa
Mar 30	Final date to drop a class
May 10-16	Final examination period

### **Holidays & Breaks**

Jan 19	Martin Luther King
Feb 16	President's Day
Mar 16-22	Spring Recess

### **Tutoring Center**

All tutoring centers in all CSN campuses are working from 8AM to 8PM. The Henderson Math tutoring Lab is in room B210. Take advantage of it.

### **Message from DRC**

If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center located in the Student Service Center on each campus. Cheyenne phone # is 651-4700, Henderson, 651-3086 and West Charleston is 651-5089.

For those students who would like to earn a little extra cash, stop by the Disability Resource Center to fill out a job interest card. This office hires students as note takers, readers, proctors, scribes, lab assistants, and research assistants as needed.

### **Safety**

The mathematics department safety rules are available for inspection in the mathematics office, Room 1029 at the Cheyenne Campus. Also please take time to familiarize yourself with the emergency procedures posted inside each room next to the door.

### **Message from Retention Office**

Students are encouraged to take advantage of the fantastic services offered by the CCSN Retention Office. Retention offers:

- ✓ Free Guidance Appointments
- ✓ Faculty/Staff Mentors
- ✓ Tutoring Assistance (Student Coaches)
- ✓ College Survival Skills
- ✓ Learning the Ropes at CCSN

The Retention Office will help you come up with practical solutions to any challenges you may encounter and get you connected to the right resources. The mission of the office is to help you stay in school and achieve your dreams for a brighter future. We are here to help you and work with you. Don't quit CCSN before calling us! Call 651-3103