



Division of Natural Sciences and Horticulture

Department of Chemistry

<http://learning.hccs.edu/programs/chemistry>

CHEM 1311: General Chemistry I | Lecture | CRN #17313

Fall (Second-start) 2020 | 12 Weeks (9.21.2020-12.13.2020)

HCC Online | Online College

<https://eagleonline.hccs.edu/login/ldap>

3- units (3 hrs lecture) | 48 hours per semester

Instructor Contact Information

Instructor: Anuoluwa Adegoke, Ph.D.

Office Hours: CANVAS Conference
By appt.

HCC Email: anuoluwa.adegoke@hccs.edu

This semester, there are three modalities for Chemistry courses: Online Anytime, Online on a Schedule, and Flex Campus. Online Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times. Online on a Schedule classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Flex Campus are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of CHEM 1311 is Online Anytime Course.

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Your CANVAS Inbox or HCC Email address is required as the preferred method of contact, should you contact me, please use your HCC CANVAS Inbox. I will only be able to send correspondence from Eagle online to your student account. I will reply to messages within 24-48 hours. I will reply to weekend messages on Monday mornings. Please do not wait until last minute to make urgent request.

What's Exciting About This Course

Chemistry is an incredibly fascinating field of study. It is so fundamental to our world and plays a role in everyone's lives. In this course, you will learn so much about how we can use chemical principles to have a clear understanding of a host of phenomena that occurs around us everyday; the changes that produce brilliant colors of tree leaves, the cascade of bubbles you notice when you mix vinegar and baking soda, how bonding and structure in molecules influences their properties, how energy is produced, the impact of energy on our everyday activities, why lasers produce light with very specific colors, the role of salt in our bodies, causes, sources and remediation of environmental pollution, all these and many more will be explored in detail in this course.

My Personal Welcome

Welcome to General Chemistry—I'm delighted that you have chosen this course. One of my passions is how the relationship between molecular structures and predicted properties largely influence design of new chemicals, and I can't wait to pass it on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. My goal is for you to walk out of the course with a better understanding of how you can use chemistry concepts and chemical principles in real-life. Please contact me whenever you have questions.

Prerequisites and/or Co-Requisites

CHEM 1311 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed **Reading 0342, Math 0312 and Writing 0310 / 0349 or Math 0312 with INRW 0420**. The minimum requirements for enrollment in CHEM 1311 include placement in college-level reading (or take INRW 0420). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Eagle Online Canvas Learning Management System

This section of CHEM 1311 is an online course and will use Eagle Online Canvas

for all aspects of this course. All of the course supporting materials (PowerPoints, Practice Exams and Lecture Videos) are uploaded on Canvas course modules.

- PowerPoints: vivid lecture presentation to help you in learning
- Practice Exams: through practice questions, find out the concepts you may be struggling with. Redo those questions as many times, as you can
- Lecture Videos: watching the live videos will greatly help you to understand concepts

This course will be taught online, but it is NOT a self-paced course. You must meet the established deadlines for completing the course works and exams. The flexibility of an online course allows you to choose the time of day or night to "enter" the virtual classroom. It is recommended that you log onto Canvas daily for messages, announcements, homework submissions, online discussions and exam submissions.

Please pay particular attentions to exam dates and times because there is no make-up!

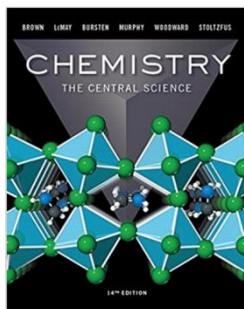
A working computer with access to the internet is critical for this course. There may be some programs and or links which may not be viewable from a smartphone or tablet.

It is the student's responsibility to ensure that they have an internet accessible computer as well as the text for this course. It is recommended that you USE **FIREFOX OR CHROME AS YOUR BROWSER.**

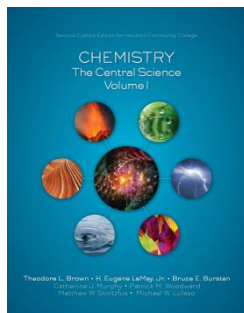
Textbook and Course Materials Information

The materials listed below are **required** for this course.

1. Brown, LeMay Jr, Bersten, Murphy, Woodward, Stoltzfus. (2015). *Chemistry : The Central Science*, 14thed., Pearson, MN.



OR



Either hardcover that contains BOTH volumes I and II (for General Chemistry I and II) ISBN: 978-0-13-441423-2

Softcover Volume I for CHEM 1311 only

ISBN: 978-1-323-85000-8

The texts are included in a package that contains the text



as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book, or rent the e-book from Pearson.

(NOTE: Pearson's Mastering Chemistry with access code is RECOMMENDED but not MANDATORY for this course.)

2. A Nonprogrammable scientific calculator (no graphing calculators permitted in testing)

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for details.

For online tutoring: HCC offers 24-hour access to tutors online. Students can get free tutoring for a variety of subjects. Visit: <https://hccs.upswing.io/>
The online tutoring service is also available for students during the breaks and holidays.

Videos

In addition to the videos provided on CANVAS for each chapter in this course, here is another useful video resource to use: STEM educational video platform: <https://www.numerade.com/>.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have

already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview for CHEM 1311

This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy, veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher-level science courses in their respective curricula.

Science and engineering majors study atomic structure, chemical reactions, thermodynamics, electronic configuration, chemical bonding, molecular structure, gases, states of matter, and properties of solutions. The laboratory includes appropriate experiments.

Core Curriculum Learning Objectives (CCLOs)

The HCCS Chemistry Discipline Committee has specified that the course address the following core objectives:

- Reading/ Writing
- Speaking/Listening
- Critical Thinking
- Computer/Information Literacy

Program Student Learning Outcomes (PSLOs) for all CHEM Courses

Can be found at <http://learning.hccs.edu/programs/chemistry>

Course Student Learning Outcomes (CSLOs) for CHEM 1311

SLO 1. Give names and formulas of elements, ions, and ionic and molecular compounds.

SLO 2. Categorize, complete, and balance chemical reactions.

SLO 3. Do chemistry calculations involving reaction stoichiometry and energy changes.

SLO 4. Relate the properties of electromagnetic radiation (frequency, wavelength, and energy) to each other and to the energy changes atoms undergo which accompany electronic transitions.

SLO 5. Identify the parts of the periodic table and the trends in periodic properties of atoms.

SLO 6. Relate the properties of gases with the gas laws and extend the application of these relationships to reaction stoichiometry, gas mixtures, and effusion/diffusion of gases.

SLO 7. Depict chemical bonding with dot structures and valence bond theory and determine the molecular shapes (geometry) of molecules based on VSEPR and valence bond theory.

SLO 8: Calculate density and relate the value to mass and volume measurements for all physical states.

SLO 9: Covert measurements in Metric, SI, and American systems

SLO 10: Apply thermochemical principles to evaluate work, heat, and energy relationships based on specific heat, calorimetry, and temperature changes.

Learning Objectives for each CSLO can be found at [Learning Objectives for CHEM 1311](#).

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet virtually with individual students if needed

To be successful in this class, it is the student's responsibility to:

- Log in daily to CANVAS and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

There is no short cut for success in this course; it requires reading, solving problems and studying the material using the course objectives as your guide.

Student Success in CHEM 1311

Chemistry 1311 is a course that is largely based on math, which requires conceptual understanding and application, and is not a subject that can be learned passively. Chemistry is full of word problems and therefore mastering chemistry depends heavily on the student's reading and math skills, persistence and strong determination.

Chemistry is best learned through constantly working problems. Follow the course outline, study the chapters/assignments daily is the key for success.

It is easy to fall behind in a course like CHEM 1311. Students easily fall behind if they fail to log in daily to CANVAS and do not keep up with daily study. The concepts build on each other, in other words, your mastery of the concepts and word problems from the first chapter is very crucial for the understanding of subsequent chapters. This course is more rigorous than high school chemistry and Introductory Chemistry and thus requires students putting more effort than what they did in their previous studies.

Usually it requires 20 or more hours a week to study and practice. Scores from exams speak for student preparation for the class and how thorough the student has studied for the tests. Remember that reading solutions is solely different from solving problems and doing practice exams yourself.

Academic Integrity

You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to: cheating on a test, plagiarism and collusion. Possible punishment for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or referral to the college Dean of Student Services or disciplinary action up to and including expulsion".

There is a **Zero tolerance** for any type of academic dishonesty. Please see the following link for further information: [Student Handbook](#)

EXAMS

Three non-cumulative online exams and a comprehensive final exam (online) will be administered throughout the semester, please follow the syllabus & course schedule for each online exam.

Make-up exams will NOT be given, so please make every effort to take the exams on their scheduled dates.

Exams are to be taken without collusion, or collaboration with other persons, and or reference materials. Exam formula sheet will be embedded in the exam. Each exam is composed of 35-40 multiple choice questions and must be completed within 90-100 mins.

A working computer and access to the internet is required for all exams. The software, Respondus Lockdown Browser, needs to be loaded on your computer to take exams. Your computer should also be equipped with web-cam. Please ensure that you have a Valid Photo ID (HCC Student ID card or Driver's License), have access to a camera ready computer loaded with the latest version of Respondus Lockdown Browser and accessible to the internet to take your exams.

(Instructions on setting up the RespondusLockDown Browser with Webcam is given in this syllabus). All Exams are open from 6 pm of Friday to midnight of Sunday. You are strongly advised to not wait until close to the deadline to take the exams or quizzes, in case you encounter any technical difficulties you won't have sufficient time to get help.

Giving the large testing window, NO make-up exams will be given and you are allowed only one (1) attempt, so prepare and plan wisely to finish them on time.

Failure to complete any exam or quiz for any reason other than a technical issue by the fault of the College will result in a grade of 0.

Be sure to secure a reliable internet source and a fully charged device battery before taking the exams. Should you encounter any interruption during your exam that is not the fault of the college, the system will automatically record your grade where you stop. There will be no make-up for incomplete exams. Please plan wisely before taking the online exams.

Should you have a technical issue with Eagle Online, please contact the Eagle Online Technical Support. If there is a technical issue that is the fault of the college, e.g. Eagle Online Canvas system down; please take a screen shot of the error message and notify me immediately.

Exam scores will be posted in the Canvas gradebook.

LockDown Browser + Webcam Requirement

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=355612798>

Once Installed

- Start LockDown Browser

- Log in to Canvas
- Navigate to the quiz

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Guidelines

When taking an online quiz, follow these guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product

- If your problem is with a webcam, select "Respondus Monitor" as your product

Eagle Online Help Center and Canvas Help

HCC Online publishes the [Eagle Online \(Canvas\) Technical Requirements for HCC Students](#).

You can find the answers to many of your questions about how to use Canvas by clicking the **Help** link in the bottom left corner of the Canvas window and then clicking **Search the Canvas Guides**.

If you have technical issues with Canvas, click the **Help** link and then click **HCC Online Help**.

[My Eagle Student SignIns](#)

Eagle Online Help Center: http://www.hccs.edu/online/technical-support/	
Eagle Online Technical Support	713-718-5275, option 3
Student Help form (Recommended to request help)	
IT (Password reset) Customer Support	713-718-8800, option 1

Policy Regarding Making Up Missed Assignments

Make-up exams will NOT be given, so make every effort to take the exams on their scheduled dates. In the event that you must miss a regular exam, I will count the grade made on the final exam as the grade for the missed exam (for one missed exam only), and calculate the final course grade accordingly. A grade received due to scholastic dishonesty can't be replaced. There is no retake exam for this course.

Evaluation

Your final grade is based on a total percentage system of 100 and will be calculated based on the following:

60%-Test Average

15% - Homework & Selected Exercises Average

25% - Comprehensive Final Exam

[Grading Formula](#)

Grade	Total Points
A	90-100
B	80-89
C	70-79
D	60-69
F	<59
FX	Student stop coming to class

FINAL GRADE OF FX: Students who stop attending classes and do not withdraw themselves prior to the withdrawal deadline will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. **A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.**

HCC Grading Scale can be found on this site under HCC Grading System:
<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Student Work

All assignments and tests submitted to your instructor shall be performed solely by you. You will not submit work that is plagiarized or that otherwise violates copyright laws of the United States of America. If you have been found guilty of academic misconduct by your college of enrollment disciplinary action may result in banning you from the course and/or future enrollment at Houston Community College.

Actions contrary to academic integrity will NOT be tolerated. Activities that have the effect or intention of interfering with learning or fair evaluation of a student's work or performance are considered a breach of academic integrity.

Examples of such unacceptable activities include, but are not limited to:

- Cheating - intentionally using or attempting to use unauthorized material, assistance or study aids in any academic work
- Plagiarism - representing another's ideas, words, expressions or data in writing or presentation without giving proper credit, failing to cite a reference or failing to use proper documentation, using works of another gained over the Internet and submitted as one's own work
- Falsification and/or Misrepresentation of Data - submitting contrived or made-up information in any academic exercise

- Facilitating Academic Dishonesty - knowingly helping or attempting to help another violate any provision of the academic integrity policy
- Multiple Submission - submitting, without prior approval from the instructor, any work submitted to fulfill academic requirements in another class
- Unfair Advantage - trying to gain unauthorized advantage over fellow students

Student Conduct in an Online Environment

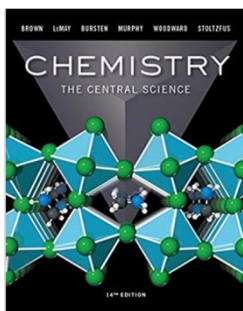
In an online teaching environment, every student is expected to follow the code of conduct in the student's handbook. Any communication with the instructor that is seen as disrespectful, offensive or inappropriate will NOT be tolerated and will be promptly reported to the appropriate campus administrators for further actions.

Homework

Homework is a graded component of this course. The homework problems are selected from the prescribed textbook. Required homework problems from the back of each chapter are below. These are for your benefit and for preparation for the chapter exams. Homework may be hand written or typed, but must be the student's original work, with all problems worked out (no answers only), numbered correctly, and legible to get credit. Participating in homework completion will help reinforce the material and better enable you master the content. Completed homework MUST be submitted on CANVAS via file upload by the due dates. Acceptable files for submission on CANVAS are pdf, jpg, or word files.

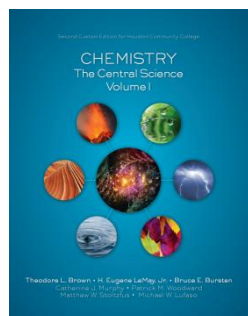
Note: The chapter orders in the two prescribed texts are different (chapter 10 is gases in the hardcover book, while chapter 5 is gases in the softcover book). The chapter orders for each book are highlighted separately below depending on the book you choose to use.

The homework chapter order below are from the General Chemistry Text: Brown, LeMay Jr, Bersten, Murphy, Woodward, Stoltzfus. (2015). Chemistry : The Central Science, 14th ed., Pearson, MN. Hardcover that contains BOTH volumes I and II (for General Chemistry I and II) ISBN: 978-0-13-441423-2



End of Chapter Exercises	EXAM 1 (Homework set 1 are due 10/9/20)
Chapter 1	1.13, 1.15, 1.21, 1.25, 1.27, 1.37(a,b,d), 1.47, 1.51, 1.55
Chapter 2	2.4, 2.6, 2.15, 2.23, 2.25, 2.29, 2.35, 2.39, 2.41, 2.49, 2.51, 2.55, 2.59, 2.61, 2.63, 2.65, 2.73, 2.75, 2.77
Chapter 3	3.11, 3.13 a & b, 3.21, 3.23, 3.25, 3.35, 3.47 a & b, 3.53b, 3.61
	EXAM 2 (Homework set 2 are due by 10/30/20)
Chapter 4	4.21, 4.31, 4.37, 4.39, 4.51 a, b, c, 4.73, 4.81
Chapter 5	5.25, 5.31, 5.37, 5.43, 5.57, 5.65, 5.73, 5.83
Chapter 10	10.26, 10.33, 10.34, 10.51, 10.55, 10.64
	EXAM 3 (Homework set 3 are due by 11/20)
Chapter 6	6.19, 6.25, 6.37a, 6.39, 6.45, 6.57
Chapter 7	7.25, 7.27, 7.43 (a-c), 7.55, 7.67, 7.69
Chapter 8	8.4, 8.7, 8.13, 8.17, 8.19, 8.41, 8.47, 8.55
Chapter 9	9.23, 9.25 (a-d), 9.30, 9.37, 9.41, 9.51
Chapter 11	11.2, 11.6, 11.16, 11.22

The homework chapter order below are from the Softcover Volume I for CHEM 1311 only: ISBN: 978-1-323-85000-8:



End of Chapter Exercises	EXAM 1 (Homework set 1 are due by 10/9/20)
Chapter 1	1.13, 1.15, 1.21, 1.25, 1.27, 1.37(a,b,d), 1.47, 1.51, 1.55
Chapter 2	2.4, 2.6, 2.15, 2.23, 2.25, 2.29, 2.35, 2.39, 2.41, 2.49, 2.51, 2.55, 2.59, 2.61, 2.63, 2.65, 2.73, 2.75, 2.77
Chapter 3	3.11, 3.13 a & b, 3.21, 3.23, 3.25, 3.35, 3.47 a & b, 3.53b, 3.61
	EXAM 2 (Homework set 2 are due by 10/30/20)
Chapter 4	4.21, 4.31, 4.37, 4.39, 4.51 a, b, c, 4.73, 4.81
Chapter 5	5.26, 5.33, 5.34, 5.51, 5.55, 5.64
Chapter 6	6.25, 6.31, 6.37, 6.43, 6.57, 6.65, 6.73, 6.83
	EXAM 3 (Homework set 3 are due by 11/20)
Chapter 7	7.19, 7.25, 7.37a, 7.39, 7.45, 7.57
Chapter 8	8.25, 8.27, 8.43 (a-c), 8.55, 8.67, 8.69
Chapter 9	9.4, 9.7, 9.13, 9.17, 9.19, 9.41, 9.47, 9.55
Chapter 10	10.23, 10.25 (a-d), 10.30, 10.37, 10.41, 10.51
Chapter 11	11.2, 11.6, 11.16, 11.12

Course Calendar

WEEK	ONLINE COURSE SCHEDULE
9/21	Course Orientation/Syllabus/Download Respondus Lockdown Browser + Webcam Chapter 1
9/28	Chapter 2
10/5	Chapter 3 ONLINE EXAM 1 (Chapter 1-3) [10/9 – 10/11 (Fri-Sun)]
10/12	Chapter 4
10/19	Chapter 5 (Softcover Book) Chapter 10 (Hardcover Book)
10/26	Chapter 6 (Softcover Book) Chapter 5 (Hardcover Book) ONLINE EXAM 2 (Chapters 4-6 softcover book) (Chapters 4, 10 & 5 hardcover book) [10/30 – 11/1 (Fri – Sun)]
11/2	Chapter 7 (Softcover Book) Chapter 6 (Hardcover Book)
11/9	Chapter 8 (Softcover Book) Chapter 7 (Hardcover Book)
11/16	Chapter 9 (Softcover Book) Chapter 8 (Hardcover Book) Chapter 10 (Softcover Book) Chapter 9 (Hardcover Book) ONLINE Exam 3 (Chapters 7-10 softcover book)(Chapters 6, 7, 8, 9 hardcover book) [11/20 – 11/22 (Fri- Sun)]
11/23	Chapter 11 Thanksgiving Break (11/26)
11/30	Chapter 11 Final Exam Review
12/7	Final Examination (Online) (Comprehensive-Chapters 1-11) 12/9/2020

**NOTE: If using the hardback full volume edition, gas laws chapter is chapter 10. In the custom edition (Vol I), it is chapter 5. Order of content in the modules is the same so follow those as your guide and if you have any questions, do not hesitate to ask.*

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any

such changes.

Important Dates:

Official Date of Record: 9/30/2020

Last Day to Withdraw: 11/9/2020

Other Course Information

Chemistry Program Information

Please visit the chemistry program page for more about our degree offering, requirements, employment prospects and more.

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/chemistry/>

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/In> it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS³ surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your->

[professors/](#)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID and activate it now.](#) You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to

pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>**Department Chair Contact Information**

Chemistry Department Chair

If you have questions or concerns about the course, please see your instructor. Should you wish to contact the department chair, below is his information:

Dr. Emmanuel Ewane, emmanuel.ewane@hccs.edu; 713-718-5414