



Center of Excellence - Business
Department Chair - Dr. Marina Grau
Associate Chair – Charles Lewis
Program Coordinator – Dr. Mesfin Genanaw
Instructor – Atef Abuelaish

ACNT 1347 – Federal Income Tax: Part. & Corp.

Syllabus Changes

The syllabus is subject to change. When changes occur, the instructor will advise the students during class time and as an announcement on Eagle on Line. It will be the student's responsibility when absent to check with the instructor or students or check Eagle on Line for announcements.

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Section 1: Course Information

Course Name: Federal Income Tax: Individual

Course Number: Acnt 1347

Course Section: CRN 17571

Semester: Spring 2019

Date: JAN. 14th, 2019 – May 12th, 2019

Days and Hours: Saturdays 08:00 To 10:50 am

Location: Southeast Campus - Workforce Building Room 302

Prerequisite: ACNT 1331; must be placed into GUST 0342 in reading, ENGL 0300 or 0347 in writing and MATH 0308 in math.

On Line Class: N/A

Section 2: Instructor's Information:

Office Location: West Loop Campus. **Office Hours:** By appointment

Telephone Number: 832-474-1118 **Email:** atef.abuelaish1@hccs.edu

Communication: All communication between the instructor and the student will be through the email account set up in People Soft as your primary email. HCCS prefers that your primary email be your official HCCS email. If you do have, as your primary email, an email other than your HCCS email, make sure that this information is correct. You will always communicate with me to my official HCCS and/or through Eagle on Line Canvas mail. Do not use In Box in Eagle on Line Canvas for communications. Always in the subject matter of every email put Acnt 1347 CRN 17571. See Eagle on Line Canvas Module 1 document "First day instructions" on how to use email.

Section 3: Course Catalog Description:

- 1) 3 (3 lecture). Introduction to the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for a partnership, sub chapter S, and corporation. Prerequisite: ACNT 1331; must be placed into GUST 0342 in reading, ENGL 0300 or 0347 in writing and MATH 0308 in math. The course is designed to meet the needs of those students who are preparing for a career in accounting and/or taxation including credit hours and preparation for CPA uniform exam.

<https://www.hccs.edu/programs/catalog/2018-2019-Catalog11132018.pdf>

Section 4: Program/Discipline/Course Goals/Scans or Core Curriculum

Program/Discipline Requirements:

Academic Discipline/CTE Program Learning Outcomes

1. Students will be able to read, listen, speak, and write proficiently in preparation for presentations with clients, accounting firms and compliance work.
2. Students will demonstrate complete understanding of the complete accounting cycle.

3. Students will be able to prepare financial statements and tax returns utilizing computerized software packages, i.e. Turbo Tax, Peachtree, and/or Quick Books.
4. Students will be able to reconcile and verify account balances, audit for internal control, and prepare financial statements.
5. Students will be able to help managers make financial and nonfinancial decisions using internal and external information.

End of Course Outcomes:

Compute income tax liability; prepare forms; and research and report on various tax issues.

Conclusion-The three SCANS foundation skills identified by the Commission are the following:

1. **Basic Skills** - Reading, writing, mathematics, listening, and speaking. Classroom activities can develop and reinforce all these basis skills. Teaching these skills in the classroom can provide cross - curricular opportunities.
2. **Thinking Skills** - Creative thinking, decision making, problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.
3. **Personal Qualities** - Responsibility, self- esteem sociability, self-management, and integrity. Throughout their lives, your students will need to get along with others, e.g. classmates, friends and family, customers, and co-workers. Look for changes to reinforce good personal qualities and remember the power of teaching by example.

Section 5: Textbook Information:

Taxation of Individuals and Business Entities: Chapters 1 – 25, 2019 Edition by Spilker, Ayers, Robinson, Outslay, Worsham, Barrick, and Weaver. New York, N.Y.: McGraw - Hill Irwin, 2019. ISBN: 9781260561340

Connect on- line homework system – create on first day of class enrollment into my Eagle Online course mandatory for communication purposes. [Use of on – line Connect homework manager is mandatory]

The McGraw Hill Connect system allows you to register without immediately paying. You do have a 14-calendar day period before you have to pay but do not pass that Courtesy period of paying as your account will expire and you will not have access to Connect. The Courtesy period is a courtesy offered by McGraw at our request, but all students are required to pay. If you pay and then withdraw or drop, Connect will honor

your registration for a certain number of days normally where you can take the course again the next semester.

There is no reason to delay registering. There is also no reason to get behind as the Connect system does offer the ability to use the eBook portion of Connect

If you run into any technical difficulties, please call McGraw-Hill's Customer Experience Group by dialing 1(800)331-5094 or submit the "*Contact Us*" form found online at www.mhhe.com/support.

I suggest for a faster response, CALL. Also see in Eagle On Line Canvas for more information concerning McGraw-Hill Connect.

The below URL is the initial link for registration into McGraw Hill Connect for this class. <http://connect.mheducation.com/class/a-abuelaish-spring-2019-semester---crn-17571---acnt-1347---fed-income-tax---entity---sat-from-08-am---1050-am>

The first day for registration into the above link is January 5th, 2019 and the last day for registration is January 28th, 2019 @ 11:59 pm- Failure to register by January 28th, 2019 may make you subject to withdrawal. Remember that you are able to register with courtesy access and pay later.

To register, confirm that you are on the appropriate page by reviewing the course and section information listed on the site. If the course and section information listed is correct, click on the "Register Now" button, and follow the instructions on the site to complete your registration. You will register with the Connect code or temporally register with the Courtesy period that normally is 14 days.

Textbook Pricing Options are below:

First Option:

Best Bargain \$191.00

Package: Loose-Leaf textbook with Connect 10th, Ed

ISBN: 9781260561340

Print and Digital Solution Good for Acnt 1331 & 1347 (18 month Connect access)

Only Available Online at the link below: Standard 5-7-day shipping applies

Using the McGraw-Hill link below is a two (2) step process. The first step will bring you to a McGraw-Hill home page of all Accounting Courses at Houston Community College that use McGraw Hill books. The second step is to click on the book you wish to purchase which will direct you to the page to order your book for this class. MAKE SURE THAT YOUR BOOK INDICATES ACNT 1347

<http://shop.mheducation.com/mhshop/store/HCCACC>

Second Option:

Best Digital Option Second Option \$135.00

Connect (Includes eBook and homework access only) All digital solution

Purchase Online (18-month Connect Access) 10th, Ed

ISBN: 9781260561340

Third Option: <http://hccs.bncollege.com/>

Package: Loose-Leaf textbook with Connect

ISBN: 9781260561340 (18-month Connect Access)

Print and Digital Solution (18 month Connect Access) 10th, Ed

Available at Bookstores-on Campus or Off Campus

Fourth Option:

If you may buy the book from any other source but you will have to purchase the Connect code separately from McGraw-Hill.

Below is a picture of the McGraw Book



Registering with the Courtesy Period

If you register temporarily with the courtesy period, you can upgrade through your instructor's URL. The below reminder will always be there when you log into Connect.

Example below:

Your courtesy access to this class will expire on August 15, 2017, 11:58 AM CDT.

Do you want to purchase access right now?

No

Yes, purchase access

When you do this, input your code that you got from option 1 or 3 above.
If you click the button to buy on line instead of option 1 or 3 then you will get the digital eBook with Connect and that price is \$135.)

Section 6: Instructional/Technology Methods:

Instructional Methods: 100 % On Line

On-Line Orientation: MANDATORY FOR HCC On Line Classes

Complete your On-line orientation <http://www.hccs.edu/online/> and then locate the link for Orientation. If you are having problems assessing the class, contact a HCC on Line support technician at 713-718-5275. You also may visit the HCC Support Center at:

<http://www.hccs.edu/online/>

Completing the HCCS On-Line orientation does not count as attendance.

This class will be using Eagle on Line Canvas <https://eagleonline.hccs.edu>

You will be required to log into Eagle on Line at least two (2) times a week to read any announcements and review your grade book.

Technical Compliance:

Students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Eagle Online. The instructor is NOT required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues.

This class uses McGraw Hill Connect for all assignments. See Section 5 for registration.

Section 7: Course Tentative Schedule

1	01/19	1	An Introduction to Tax	
2	01/26	2 & 10	Tax Compliance, the IRS, and Tax Authorities Property Acquisitions and Cost Recovery	<i>Total <u>40 Points</u> Extra, Reward for Questions on Chapters <u>1, 2, and 10.</u></i>
3	02/02	15	Entities Overview <u>Assigning Tax Return – Course Project for 100 Points</u>	<i>Using Connect – 5 Questions for 50 Points – <u>Due 03/15</u></i> Project is Due on <u>4/27</u>
4	02/09	16	Corporate Operations	<i>Using Connect – 5 Questions for 50 Points – <u>Due 03/15</u></i>
5	02/16	17	Accounting for Income Taxes	<i>Using Connect – 6 Questions for 50 Points – <u>Due 03/15</u></i> Quiz # 1 – <u>CH15, and 16</u>, in 2 Parts <u>at home</u> on Connect for 40 Points. <u>Under Chapter 17 Due on 03/02.</u>
6	02/23	18	Corporate Taxation Non-liquidating Distributions	<i>Using Connect – 7 Questions for 50 Points – <u>Due 03/15</u></i>

7	03/02	19	Corporate Formation, Reorganization, and Liquidation	<i>Using Connect – 7 Questions for 50 Points – <u>Due 03/15</u></i>
8	03/09	NO CLASS	<u>SPREING BREAK</u>	
9	03/16	MT	<u>Using Connect – 3 PARTS For 90 Points [Chapters 17, 18, and 19]</u> <u>Under Chapter # 19</u>	<u>Using Connect – 3 PARTS For 90 Points [Chapters 17, 18, and 19]</u> <u>AT HOME from TBA till TBA</u>
10	03/23	20 <u>GROUP STUDY</u>	Forming and Operating Partnerships <u>GROUP CASE STUDY – Form 1120</u>	<i>Using Connect – 7 Questions for 50 Points – <u>Due 05/10</u></i> <i>ONE CASE PERGROUP FOR MAX <u>10 POINTS</u> EACH PERSON.</i>
11	03/30	<u>Form Presentation</u>	<u>Form 1120 Case Presentation in Class</u>	
12	04/06	21	Dispositions of Partnership Interests and Partnership Distributions	<i>Using Connect – 7 Questions for 50 Points – <u>Due 05/10</u></i>

13	04/13	22	S Corporations	<i>Using Connect – 5 Questions for 50 Points – <u>Due 05/10</u></i>
14	04/20	23 25	State and Local Taxes Transfer Taxes and Wealth Planning	<i>Using Connect – 5 Questions for 50 Points – <u>Due 05/10</u></i> <i>Using Connect – 5 Questions for 50 Points – <u>Due 05/10</u></i> Quiz # 2 – CH 20, 21, in 2 Parts <u>at home</u> on Connect for 40 Points <u>Under Chapter # 23</u>
15	04/27	24	The U. S. Taxation of Multinational Transactions	<i>Using Connect – 5 Questions for 50 Points – <u>Due 05/10</u></i> <u>Project is Due for Grading.</u>
16	05/04	<u>COURSE REV.</u>	<u>GROUP CASE STUDY PRESENTATIONS</u> <u>PROJECT PRESENTATION</u>	<i>ONE CASE PERGROUP FOR MAX <u>10 POINTS</u> EACH PERSON.</i>
17	05/11	<u>FINAL</u>	<u>COURSE FINAL EXAM</u> <u>Chapters 22 – 25</u> <u>Under Chapter # 25</u>	<i>Using Connect – 4 PARTS for <u>120 Points</u></i> <u>IN CLASS Room TBA</u>

“Spilker 2018 Tax Form Update

For all Spilker 2019 editions, we are currently updating the “*Comprehensive Problems – Static (Tax Form)*” assignments, or Tax Return Problems (TRPs), to feature 2018 tax returns. These updates should be complete by January 31st.

The TaxAct downloadable software has already been updated to include 2018 returns.

For the Spilker series, an edition’s content always covers the prior year’s tax law, (i.e. 2017 edition

covers 2016 tax law). In past years, we have included tax returns from the year prior to the tax law covered (i.e. an edition with 2016 tax law would include 2015 tax forms). This is based on the IRS's release schedule for new tax forms.

In the current tax environment and given the recent TCJA reforms, we chose to make a mid-year update to our assignments featuring tax returns. By January 31st we will have replaced all the existing TRPs in the Connect assignment bank with TRPs featuring 2018 tax returns. Some chapters may have updated TRPs sooner than this, so please check your individual course's Connect question bank.

Once your TRPs have been updated with 2018 forms, you will need to recreate the assignment and assign it to your students. If the TRPs have already been assigned and students have accessed the material, it will not update automatically.

Additionally, the forms located in the Instructor Resource Center (IRC) under the "Tax Forms; Law Updates" section will be updated to 2018 forms for the current 10th edition by January 15th. However, the manually graded Tax Return Problems included in Appendix C will be updated for the 11th edition, publishing in April 2019. For more information, please contact us at AccountingTeam@mheducation.com.

Best regards,
The McGraw-Hill Taxation Team"

Reference to the above "The McGraw-Hill Taxation Team's" message your homework will not be accessible till February 4th to avoid any duplicate in doing the homework twice.

Section 8: Grading Processes

<http://www.hccs.edu/programs/catalog/general-course-information> (see HCC Grading System)

FINAL GRADE OF FX

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into an On Line course without active participation is seen as non-attending. **Students that also fail to complete a minimum of the course work may also receive an FX or may be withdrawn from the class.** See pages 19-20 for guidelines on active participation in this class.

Please note that HCC will not disperse financial aid funding for students who have never attended class. 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.

International Students: For guidelines on FX see page 10

Examinations:

1. There are no make-up exams.
2. There are Mid-Term exam and the FINAL exam.

Mid-Term Exam covers chapters 1, 15, 16, 17, 18, and 19 for 90 Points.

FINAL EXAM covers chapters 20 - 25, equal 100 points in 3 parts.

Evaluation Requirements:

MT Exam	90 points
Homework using Connect	550 points
1 GROUP CASE-STUDY	10 points
5 C Orient., Syllabus Q 5 & 5 Survey	20 points
FINAL EXAM using Connect	120 points
Course Project	100 points
2 Quizzes	80 points
Chapters 1, 2, and 10 Questions Extra Points	40 points
Total Points	1000 points

HCC Grading Scale

Percentage	Grade	Points	Points/semester HR
90 - 100% =	A	(900 to 1000 points)	4 Points
80 - 89% =	B	(800 to 899 points)	3 Points
70 - 79% =	C	(700 to 799 points)	2 Points
60 - 69% =	D	(600 to 699 points)	1 Points
BELOW 59%=	F, FX, IP, W, I, AUD,	(0 to 599 points)	0 Points

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade

points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Evaluation and Requirements:

Students are expected to read all assigned chapters, complete and submit all assignments on or before the due dates. Your assignment grades will be posted in Eagle on Line every Monday. Verify grades every Monday during the Semester. This course will use the book publisher McGraw-Hill Connect Learning Module for all of your on-line work

Your final grade for this course will be based on how well you do in meeting the evaluation requirements listed on your assignment schedule and applying the grading scale which is listed below.

End of the Semester Final Exam

The Texas State Board of Public Accountancy allows certain upper level accounting courses to be taken as face to face and/or on line courses.

Those courses may have assignments and quizzes on line through systems such as McGraw Hill Connect, Cengage CNOW, Wiley Plus or Eagle on Line Canvas.

However, at least one exam must be administered as a face – to - face exam that is proctored by authorized personnel of HCCS or HCCS approved personnel.

Therefore, the final exam must be taken in person.

Any student that fails to take the Final Exam will receive a zero for that exam and also will receive an "F" for the course.

In addition, if your final exam score is less than 50%, then you will receive an "F" overall grade for the course, regardless of the percentage the final exam may be worth of the overall grade for the course.

Educational Credit for the CPA Exam:

The Texas State Board of Public Accountancy (Board) requires that you have completed a baccalaureate or higher degree from a Board recognized institution of higher education to study at a Board recognized Texas community college to complete the educational requirements to qualify for the CPA Exam. Houston Community College [HCC] is recognized as a qualifying Texas community college. This means that you have to have graduated from a recognized, four-year college BEFORE the first day of this class if you want this class to fulfill the Board's education requirements to sit for the CPA Exam.

The Texas State Board of Public Accountancy (TSBPA) awarded Houston Community College the designation to offer "Qualifying Educational Credits for the CPA Examination."

Below are your assignments in Connect

All chapter grades in Connect equal 50 points for simplicity.

The 50 points for each chapter in Connect is based upon the following points:

Learn Smart (5) Exercises/Problems (45) Lectures Videos are in each chapter called “Need to Know Videos”-not gradable. See below:

Chapter	Type	Connect	Pts	
15	Learn Smart	LS	5	In Assignment section
	Exercises	P 44	10	
		45	10	
		47	15	
		49	10	
	Total		50	
16	Learn Smart	LS	5	In Assignment section
	Exercises	P 30	9	
		34	9	
		41	9	
		46	9	
		53	9	
	Total		50	
17	Learn Smart	LS	5	In Assignment section
	Exercises	P 41	8	
		53	8	
		57	8	
		62	8	
		66	8	
		75	5	
	Total		50	
18	Learn Smart	LS	5	In Assignment section
	Exercises	P 32	8	
		39	8	
		41	10	
		50	6	
		61	6	
		62	7	
	Total		50	

19	Learn Smart	LS	5	In Assignment section
	Exercises	P36	8	
		43	10	
		44	8	
		47	6	
		51	7	
		54	6	
	Total		50	
20	Learn Smart	LS	5	In Assignment section
	Exercises	P 37	8	
		38	8	
		42	10	
		58	6	
		61	6	
		68	7	
	Total		50	
21	Learn Smart	LS	5	In Assignment section
	Exercises	P 30	6	
		38	6	
		42	10	
		45	7	
		55	8	
		57	8	
	Total		50	
22	Learn Smart	LS	5	In Assignment section
	Exercises	P 49	15	
		54	10	
		57	10	
		63	10	
	Total		50	
23	Learn Smart	LS	5	In Assignment section
	Exercises	P 43	15	
		45	15	
		49	15	
	Total		50	
24	Learn Smart	LS	5	In Assignment section
	Exercises	P 36	15	

		41	15	
		50	15	
	Total		50	
25	Learn Smart	LS	5	In Assignment section
	Exercises	P 37	12	
		46	10	
		52	13	
		62	10	
	Total		50	

Learn Smart/Smart Book Assignments:

Content is still structured somewhat like a textbook but instead of asking students to read it thoroughly from start to finish, it coaches the student on how to read the material and quizzes them on various concepts as they move through each section. Depending on their responses, they're guided along to different highlighted passages. Learn Smart is more focused on reviewing material and attempts to help students read more efficiently to better retain information.

The assignment list where Learn Smart is listed indicates a time such as 20 minutes. This does not mean you have only 20 minutes before you start but is telling you that the average amount of time is 20 minutes. Just make sure the assignment is completed by the day and time listed in the assignment list.

Be sure to use Learn Smart (Smart Book) that is in the assignment section in Connect to be graded.

See Eagle on Line Topic 4 for links to learn how to do Learn Smart (Smart Book)

See Connect Orientations in Connect on how to use Learn Smart as an assignment

See Connect Orientations in Connect on how to do Exercise Assignments and Interactive Presentations

Exercises and Problems Assignments:

All exercises and problems in Connect are the same exercises and problems as you will find in the back of each chapter. The only difference is that each student's numbers for the exercises or problems in Connect will be different numbers than in the book or what your fellow students have. (Algorithmic exercises and problems)

Submission Attempts-Check my works

The system is set to give you only two (2) submission attempts but you do have unlimited “check my works” to help you eventually master the concept and problem before you submit for grading. The best score will be your grade. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt.

Hints:

Some of the exercises and problems have features to allow you to watch a video of a similar exercise/problem “View Hint” will walk you through the process.

Ask your instructor feature:

The system is set that you can ask your instructor a question by using the mail feature found in each Connect problem. Students can “ask your instructor a question”. Your instructor will respond back to you by using the mail feature in Connect (so check your Connect regularly for responses back from your instructor).

Ebook and resources:

The system is set that you can click on ebook and resources that will take you direct to the section in the book that is dealing with your exercise/problem

Report a content issue:

If a student feels that there is an error with the material do NOT report these issues directly to Connect. Click “ask your instructor” while in the Connect problem. Give detailed information as to the problem. Your instructor will determine if there really is an issue and has the ability to report that issue direct to the Connect product team.

Interactive Presentations Assignments:

Interactive Presentations (IP) are an interactive audio/video that will require you to answer questions as you move along in the video. The system is set to give you two (2) attempts. The best score will be your grade. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt.

Quizzes Assignments:

Each chapter in Connect has a multiple-choice quiz and each student’s quiz is completely different from another student’s quiz. (Random pooling) Each student is allowed 2 attempts to improve their grade. Each attempt is a different set of questions.

The best score will be your grade. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt. Quizzes do not have “check my work”. The feature “ask your instructor” is available.

Section 9: HCCS and Course Policies

a. Attendance guidelines: Face to Face, Hybrid or On-Line classes

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in On Line courses must log into their Eagle on Line class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

<http://www.hccs.edu/programs/catalog/general-course-information>

(See class attendance)

b. Active Participation:

During the course, I reserve the right to withdraw you from the course due to excessive non-participation in class assignments or activities

Active participation is based upon ATTEMPTING AND SUBMITTING Connects assignments for grading. Your instructor will continuously monitor the number of SUBMITTED Connect assignments and your grade average

Any grade average of 50 % or lower will alert your instructor to review your course work and determine if the grade average is due to lack of submitted work or lack of understanding the material. A student may be considered as non-participating and subject to withdrawal if they have attempted and submitted less than 75% of your assignments.

The instructor will apply the above-mentioned guidelines for officially withdrawing a student before or by the official day of withdrawal. These same guidelines will also apply after the official day of withdrawal in assigning a final grade of FX.

Also, review page 1 about the requirement that you must log into Eagle on Line at a minimum of two (2) times a week. Checking in everyday would be advisable. Any modifications to any schedule will be posted in an “Announcement”, email or a revision in the syllabus

c. **Official Day of Record and guidelines- January 5th, 2019**

It is important that you **LOG INTO THIS COURSE IN EAGLE ON LINE** for attendance purposes before **January 28th, 2019@ 11:59 pm** and also register in Connect before **January 28th, 2019@ 11:59 pm**. We are obligated to report attendance to the registrar's office by **January 28th, 2019**. If you have not logged in to Eagle on Line by the above date and registered into Connect by the above stated date, you will have been considered as never attending and the registrar's office will drop you from this course. **I will NOT reinstate you.**

d. **Drops and Withdrawals: HCC Course Withdrawal Policy**

See below link for guidelines and rules

<http://www.hccs.edu/applying-and-paying/financial-aid/withdrawal-policy/>

If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

The final withdrawal deadline for this class is April 1st, 2019 Classes of other duration may have different final withdrawal deadlines. Please visit the online registration calendars or contact the HCC Registrar's Office to determine class withdrawal deadlines.

Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Eagle on Line, and/or to withdraw a student for excessive absences or failure to actively participate regularly. On Line students who do not log into their Eagle on Line class before the Official Day of Record will be automatically dropped for non-attendance. Completing the On-Line orientation does not count as attendance.

e. **HCC 6 Course Drop Policy**

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures>

f. **Financial Aid and Withdrawal**

<http://www.hccs.edu/applying-and-paying/financial-aid/withdrawal-policy/>

g. **Repeat Course Fee**

<http://www.hccs.edu/programs/catalog/costrefund-information/>

h. HCC Policy Statements

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

i. Americans with Disabilities Act (ADA)-Students with Disabilities:

<http://www.hccs.edu/support-services/disability-services/student-resources/>

<http://www.hccs.edu/support-services/disability-services/>

j. Academic Honesty:

[http://www.hccs.edu/about-hcc/procedures/student-rights-policies--](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

[procedures/student-procedures/](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

Academic Dishonesty for this class will result in an automatic zero for the assignment and an “F” for the course or the student has the option to withdraw if the Official Withdrawal date has not passed.

k. Student Services:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

l. Incompletes:

It is my policy NOT TO GIVE a grade of “I” (incomplete).

m. Title IX Parenting and Pregnancy Guidelines

To learn about your Title IX rights under parenting and pregnancy, please click on the link below. If you have further questions, please contact the Office of Institutional Equity.

<http://www.hccs.edu/support-services/disability-services/student-resources/>

n. Campus Carry Law

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at

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

o. If an on-line class – Also see Section 13

Section 10: International Students:

Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status. <http://www.hccs.edu/support-services/international-students/>

Effective Fall 2017, F-1 international students must earn letter grades (A, B, C, D or F). A grade of “FX” (failing because of non-attendance) will no longer count towards the full-time enrollment requirement. “FX” is not considered a valid letter grade and demonstrates the student is not maintaining F-1 immigration status.

Also, please note that the longstanding policy of “W” grades not counting toward full-time enrollment remains in effect.

F-1 students must maintain at least 12 credit hours during the fall and spring semesters (9 credit hours during the summer, if this is their first semester of attendance at HCC). International students holding an F-1 visa are limited to no more than the equivalent of one class or 3 credits

Section 11: Student Support- Technical Support – Tutorial Services

A. Tutorial Services

<http://www.hccs.edu/resources-for/current-students/tutoring/>

B. Technical Support:

<http://www.hccs.edu/online/technical-support/>

C. Student Support Services

<http://www.hccs.edu/support-services/>

D. Password resets

<http://www.hccs.edu/resources-for/current-students/password-reset-information/>

Section 12: EGLS3 - Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Section 13: On-Line Class-If applicable

On-Line Orientation: MANDATORY FOR HCC On Line Classes

Complete your on-line orientation <http://www.hccs.edu/online/> and then locate the link for Orientation. If you are having problems assessing the class, contact a HCC On-Line support technician at 713-718-5275. You also may visit the HCC Support Center at: <http://www.hccs.edu/online/>

Completing the HCCS on Line orientation does not count as attendance.

This class will be using Eagle on Line Canvas <https://eagleonline.hccs.edu>

HCC ON Line Courses:

The HCC on Line Student Handbook contains policies and procedures unique to the On-Line student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as On Line contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the On-Line Student Handbook by visiting this link: <http://www.hccs.edu/online/>
<http://www.hccs.edu/online/class-orientation--handbook/>

HCC On Line for advising, counseling, social networking, Facebook, twitter, library sources:

<http://www.hccs.edu/online/>

Virtual Classroom Conduct:

As with on-campus classes, all students in HCC On Line Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor to achieve this critical goal. Inappropriate behavior also includes emails that the language of the email is considered by the instructor as not being conducive to a positive environment. Your instructor will advise you if the email is inappropriate and ask for you to refrain from future inappropriate emails. The instructor has the right to refer all actions deemed inappropriate to Administration for further action hours of distance education (online class) per semester that will count towards the full-time status.