



**Division of College Readiness  
Developmental Math Department**

<https://learning.hccs.edu/programs/developmental-mathematics>

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**MATH 0332P: Introductory Algebra | Lecture | #23334**

Spring 2021 | 16 Weeks (1-19-2021 to 5-16-2021)

Flex Campus | Felix Fraga Campus, Room 350 | MW 8:00 AM – 9:20 AM

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Eddy A. Attar

Office: AM-101.15G

HCC Email: [eddy.attar@hccs.edu](mailto:eddy.attar@hccs.edu)

Office Phone: 713-718-7274

Office Hours: After Class

Office Location: Southeast Campus

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.

**Instructor's Preferred Method of Contact**

[eddy.attar@hccs.edu](mailto:eddy.attar@hccs.edu). I will respond to emails within 24 hours that are sent Monday through Friday; I will reply to weekend (Begins at 5:00 PM on Friday) messages on Monday mornings. **(Please use your HCC E-mail).**

HCC is offering students **FOUR** ways to learn during the Spring 2021 Semester. Descriptions of each type of courses can be found at: <https://www.hccs.edu/campaigns/college-your-way/>

**Flex Campus (FC)**

The course modality of this class is *FlexCampus*.

**Faculty will hold class as per the assigned schedule, and students will be assigned to attend in person or online each class period utilizing Canvas Eagle Online.**

On the days when you are not assigned to be in person, it is expected that you will attend virtually (online).

Attendance will be taken each class period.

**What's Exciting About This Course**

This course will be a combination of lecture, and tutoring. Beginning Wednesday January 20th, I will be Conducting Live Lectures in Canvas Conferences every Monday and Wednesday from 8:00 AM – 9:20 AM until March 22<sup>nd</sup> (Tentatively we are scheduled to return to Campus on March 22<sup>nd</sup>). Logging into these Live lectures are required for attendance; however, if you are unable to Join us Live, you can view it later in Conferences in Canvas (Note: It takes about 2 hours for the recording to Upload in conferences, and Canvas only saves these Live Recordings for 2 Weeks. If you would like to view the Video Conference after

2 weeks, click on Modules on the left side of the homepage of Canvas and look for Video Lectures). To Join the Live Conference or to View the Recording later, click Conferences on the Left side of the Home Page of Canvas. For Attendance, you are required to login to the Conference from 8:00 AM – 9:20 AM MW to be counted present for the day. Watching the Video Recording later is not counted as being Present for the day.

### **My Personal Welcome**

Welcome to Math 0332P Introductory Algebra, I hope you enjoy your experience in this course.

### **Prerequisites and/or Co-Requisites**

Placement by state required entrance exam.

MATH 0332P is a prerequisite to MATH 1332.

### **Canvas Learning Management System**

This section of MATH 0332P will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>). **You will use Canvas to access your ConnectMath Homework, Quizzes, Tests, and the Final Exam, and to view your grades.**

**USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

### **Scoring Rubrics, Sample Assignments, etc.**

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

## Instructional Materials

### Textbook Information



The textbook listed below is **required** for this course, or you can purchase just the Access Code which will include the e-book.

**Introductory Algebra** (Custom edition by McGraw Hill Publishing).

ISBN: 978-1-26-08493-01 (textbook and access code)

ISBN: 978-1-26-08492-26 (access code with e-book)

### Temporary Free Access to E-Book

This course has associated with it a Connect Math course. (Online Homework)

To access the Connect Math course, including temporary free access to the online eBook, go to Canvas at: <https://eagleonline.hccs.edu> and click on your Class (Math 0332P), look on the left side of the page and click on "Modules", then click on "McGraw Hill Campus Classic" and register using the **2 week free Financial Aid Access Code: 29ED8-EC413-EA1B8-11320**

### Other Instructional Resources

#### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, 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 services provided.

#### 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

Math 0332P: Introductory Algebra is a developmental math course whose topics include real numbers, introduction to Logic, polynomials, basic factoring, linear equations, linear models, percentage models, order of operations, set operations, and an introduction to other topics which may include linear and quadratic modelling and math for financial management. A departmental final examination must be passed with a score of 60% or more in order to pass the course.

### Core Curriculum Objectives (CCOs)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

- **Critical Thinking Skills:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

### Program Student Learning Outcomes (PSLOs)

During courses in the developmental math program students will

1. Engage in problem solving strategies, such as organizing information, drawing diagrams, and modeling.
2. Use symbolic representations to solve problems. This includes manipulating formulas, solving equations, and graphing lines.
3. Learn the foundational mathematical skills that will enable a student to successfully complete a college level math course.

### Course Student Learning Outcomes (CSLOs)

Upon completion of MATH 0332P, the student will be able to:

1. Identify and apply properties of real numbers, and perform accurate arithmetic operations with numbers in various formats.
2. Demonstrate the ability to manipulate/simplify algebraic expressions, & classify/solve algebraic equations with appropriate techniques.
3. Demonstrate the use of elementary graphing techniques.
4. Solve basic problems in mathematics of finance.
5. Recognize, examine, and interpret the linear and quadratic equations.
6. Identify sets and set notations and perform set operations.
7. Interpret and analyze various representations of data.
8. Demonstrate the understanding of basic concepts in logic.

## Learning Objectives

Upon completion of MATH 0332P, the student will be able to:

1. Add, subtract, multiply and divide real numbers and manipulate certain expressions.
2. Simplify algebraic expressions.
3. Solve problems using equations.
4. Factor polynomials using the techniques of the greatest common factor and grouping.
5. Solve problems using simple interest and compound interest.
6. Plot ordered pairs and graph linear equations.
7. Graph linear inequalities.
8. Find the rate of change of a line & write the equation of a line given slope and y-intercept
9. Model situations with linear and quadratic problems.
10. Identify sets and perform set operations including union, intersection and complement of sets.
11. Understand basic concepts in Logic.
12. Interpret and analyze various representations of data.

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Math cannot be learned by merely reading or hearing about it, you must spend the time to practice. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class Online
- Completing assignments
- Participating in class

There is no short cut for success in this course; it requires time and dedication.

### 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 learner-centered instructional techniques
- 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 with individual students before and after class as required

#### As a student, it is your responsibility to:

- Attend class Online on MW from 8:00 AM – 9:20 AM
- Participate actively by reviewing course material, practicing the material, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments, homework, quizzes, and exams online.
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 60% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

## Assignments, Exams, and Activities

### Exams

The Homework (ConnectMath), Quizzes, Tests, and Final Exam will be submitted online through Canvas.

The Math Department is requiring the remote proctoring of all major examinations (including the Final Exam) to ensure the integrity of the assessment process and to prevent acts of academic dishonesty. In this course, in addition to a reliable internet connection, you will be required to have hardware that meets the following minimal requirements:

- a functioning webcam and microphone, and
- a computer with an operating system that is capable of running the Respondus LockDown Browser and Respondus Monitor.

**USE [FIREFOX](#) OR [CHROME](#) AS YOUR BROWSER.**

**(Note: Technical Issues are not an excuse for not being able to complete any Homework Assignment, Quiz, Test, or Final Exam Review Test, or for not being able to complete it on time). For Quizzes you will be given 2 attempts, for Tests and the Final Exam you will only have 1 attempt. Make sure you check your answers before Submitting any Quiz, Test, or Final Exam. Due Dates will not be extended. There are "No Exceptions".**

### Final Exam

All students will be required to take a cumulative departmental final exam consisting of 33 multiple-choice questions. Any student that does not complete at least 60% (20 of 33) of the items correctly on the final exam will receive a failing grade in the course (departmental decision). If a student does complete at least 60% of the items correctly on the final exam, their grade will be determined by the grading formula stated below.

### Grading Formula

Test 1	12% of your grade
Test 2	12% of your grade
Test 3	12% of your grade
Homework	10% of your grade
Quizzes	14% of your grade
Final Exam	40% of your grade

You can use Canvas to estimate your current grade.

Class Grade =  $.12 * (\text{Test 1 Grade}) + .12 * (\text{Midterm Grade}) + .12 * (\text{Test 3 Grade}) + .10 * (\text{Average of Homework Grades}) + .14 * (\text{Average of Quiz Grades}) + .40 * (\text{Final Exam Grade})$

Grade	Percent
A	90% +
B	80% - 89%
C	70% - 79%
F/IP	0% - 69%
FX	Excessive Absences

Note: Any student that has failed this course for the first time is eligible to receive an IP. Any subsequent failures will receive an F.

**Developmental Math Department Grading Policy:**

The grade of **D** is not allowed in developmental math courses. The grade of **FX** is given when a student fails due to lack of attendance. Any student that has failed this course for the first time is eligible to receive an IP. Any subsequent failures will receive an F. A grade of **W** may be given on or before the official withdrawal date but not at the time of final grade submission.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>



## Course Calendar

Week	Dates	Topic/What's due
1	Mon. Jan. 18	<b>SCHOOL CLOSED, MLK HOLIDAY</b>
1	Wed. Jan. 20	Syllabus <b>1.1</b> Introduction to Set Theory (omit equal vs. equivalent, omit one to one correspondence) <b>1.2</b> Subsets and Set Operations (omit set subtraction)
2	Mon. Jan. 25	<b>1.3</b> Statements and Quantifiers <b>1.4.</b> Truth Tables (tables with two components only)
2	Wed. Jan. 27	<b>QUIZ 1</b> <b>Chapter 1 (In Canvas Assignments, 2 Attempts. Due Fri. Jan. 29<sup>th</sup> at 8:00 AM)</b>
3	Mon. Feb. 1	<b>2.2</b> Introduction to Algebra and the Set of Real Numbers <b>2.4</b> Addition of Real Numbers
3	Wed. Feb. 3	<b>2.5</b> Subtraction of Real Numbers <b>2.6</b> Multiplication and Division of Real Numbers
4	Mon. Feb. 8	<b>2.3</b> Exponents, square roots (perfect square radicand only), and the Order of Operations <b>2.7</b> Properties of Real Numbers and Simplifying Expressions
4	Wed. Feb. 10	<b>QUIZ 2</b> <b>Chapter 2 (In Canvas Assignments, 2 Attempts. Due Fri. Feb. 12<sup>th</sup> at 8:00 AM)</b>
5	Mon. Feb. 15	<b>SCHOOL CLOSED, PRESIDENTS DAY HOLIDAY</b>
5	Wed. Feb. 17	<b>NO CLASS, SCHOOL CLOSED WEATHER</b>
6	Mon. Feb. 22	<b>NO CLASS, SCHOOL CLOSED WEATHER</b>
6	Wed. Feb. 24	<b>TEST 1</b> <b>(Review Quiz 1 Video &amp; Quiz 2 Video in Media Gallery)</b> <b>(Test 1 Taken Online Outside of Class In Canvas Assignments, 1 Attempt. Due Fri. Feb. 26<sup>th</sup> at 8:00 AM)</b>
7	Mon. Mar. 1	<b>3.1</b> Addition, Subtraction, Multiplication, and Division Properties of Equality (omit translations) <b>3.2</b> Solving Linear Equations
7	Wed. Mar. 3	<b>3.4</b> Formulas and Applications of Geometry (omit geometry applications) <b>QUIZ 3 (Review Quiz 3 Video in Media Gallery)</b> <b>Chapter 3 (In Canvas Assignments, 2 Attempts. Due Fri. Mar. 5<sup>th</sup> at 8:00 AM)</b>
8	Mon. Mar. 8	<b>4.1</b> Rectangular Coordinate System <b>4.2</b> Slope of a Line and Rate of Change (omit parallel and perpendicular lines) <b>4.3</b> Slope-Intercept Form of a Linear Equation (Omit parallel and perpendicular lines)
8	Wed. Mar. 10	<b>4.5</b> Introduction to Modeling (linear and quadratic models only, omit exponential models) <b>QUIZ 4 (Review Quiz 4 Video in Media Gallery)</b> <b>Chapter 4 (In Canvas Assignments, 2 Attempts. Due Fri. Mar. 12<sup>th</sup> at 8:00 AM)</b>
	Mar. 15-Mar. 21	<b>SPRING BREAK SCHOOL CLOSED</b>
9	Mon. Mar. 22	<b>TEST 2 (Review Quiz 3 Video &amp; Quiz 4 Video in Media Gallery)</b>

		<b>(Test 2 Taken Online Outside of Class In Canvas Assignments, 1 Attempt. Due Wed. Mar. 24<sup>th</sup> at 8:00 AM)</b>
9	Wed. Mar. 24	<b>5.1</b> Multiplying and Dividing Expressions with Common Basis (omit applications of exponents) <b>5.2</b> More Properties of Exponents

10	Mon. Mar. 29	<b>5.3</b> Definitions of $b^0$ and $b^{-1}$ (only $b^0$ , omit $b^{-1}$ ) <b>5.5</b> Addition and Subtraction of Polynomials (omit polynomials and applications to geometry)
10	Wed. Mar. 31	<b>5.6</b> Multiplication of Polynomials and Special Products (omit special products, omit applications to geometry) <b>5.7</b> Division of Polynomials (Monomial divisors only, omit polynomial divisors)
11	Mon. Apr. 5	<b>5.8</b> Greatest Common Factor and Factor by Grouping <b>5.9</b> Factoring Trinomials of the form $x^2+bx+c$
11	Wed. Apr. 7	<b>QUIZ 5 (Review Quiz 5 Video in Media Gallery)</b> <b>Chapter 5 (In Canvas Assignments, 2 Attempts. Due Fri. Apr. 9<sup>th</sup> at 8:00 AM)</b>
12	Mon. Apr. 12	<b>6.1</b> Percent, Fractions, and Decimals <b>6.2</b> Percent Equations and Applications (omit applications of percent equations)
12	Wed. Apr. 14	<b>6.3</b> Applications of Sales Tax, Commission, Discount, Markup, and Percent Increase and Decrease
13	Mon. Apr. 19	<b>6.4</b> Simple and Compound Interest <b>7.1</b> Tables, Bar Graphs, Pictographs, and Line Graphs (interpreting charts and graphs required, omit construction of charts and graphs)
13	Wed. Apr. 21	<b>7.2</b> Mean, Median and Mode (omit weighted mean) <b>7.4</b> Measures of Position (Percentile only, omit quartiles and boxplots)
14	Mon. Apr. 26	<b>QUIZ 6 (Review Quiz 6 Video in Media Gallery)</b> <b>Chapters 6 &amp; 7 (In Canvas Assignments, 2 Attempts. Due Wed. Apr. 28<sup>th</sup> at 8:00 AM)</b>
14	Wed. Apr. 28	<b>TEST 3</b> <b>(Review Quiz 5 Video &amp; Quiz 6 Video in Media Gallery)</b> <b>(Test 3 Taken Online Outside of Class In Canvas Assignments, 1 Attempt. Due Fri. Apr. 30<sup>th</sup> at 8:00 AM)</b>
15	Mon. May 3	<b>REVIEW FINAL EXAM (Homework Due May 3<sup>rd</sup> at 8:00 AM)</b>
15	Wed. May 5	<b>REVIEW FINAL EXAM</b>
16	Mon. May 10	<b>NO CLASS, FINAL EXAM WEEK (Review Final Exam I Video &amp; Final Exam II Video in Media Gallery)</b>
16	Wed. May 12	<b>FINAL EXAM</b> <b>(Opens Wed. May 12<sup>th</sup> @ 8:00 AM, and Due Wed. May 12<sup>th</sup> @ 10:00 AM. In Canvas Assignments, 1 Attempt). Mandatory, No Makeups</b>

### 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.

## Instructor's Practices and Procedures

### Missed Assignments

**NOTE:** Tests cannot be made up. Missing 1 Test will not penalize any student. In the event that a student should miss 1 Test the Final Exam grade will be substituted in its place.

### **The Final Exam is Mandatory, No Make-Ups, No Exceptions**

**NOTE:** Quizzes cannot be made up. No Exceptions

*It is the responsibility of the student to get with the instructor concerning any missed assignments.*

### Academic Integrity

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. 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.

*Cheating on a test includes:* Copying from another student's test paper; Using materials not authorized by the person giving the test; Collaborating with another student during a test without authorization; Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test not yet administered; Bribing another person to obtain a test that is to be administered

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

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

### Attendance Procedures

*Class Attendance - It is important that you come to class!* Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to be on time at the beginning of each class period. For complete information regarding Houston Community College's policies on attendance, please refer to the Student Handbook. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop

a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, **students may be dropped from a course after accumulating absences in excess of six (6) hours** of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early. You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in your work if you unavoidably miss a class. The last day to withdraw from this course is **Tuesday April 6, 2021**.

### Student Conduct

Appropriate behavior in class is expected. Please be kind and considerate of fellow classmates and instructor.

### Electronic Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor. Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

**Per department policy, Math 0332P students will be allowed the use of a basic calculator during the departmental final exam. Students should provide their own basic calculator. Scientific and graphing calculators are prohibited. The use of any calculator during any exam other than the departmental final exam is prohibited and will be considered cheating (see academic integrity section above).**

**NOTE: A basic calculator is defined as a nonprogrammable calculator that is not capable of accessing the internet or interfacing with any other device, has a single line display, and has math operation keys that do not exceed addition, subtraction, multiplication, division, square root, percent, and negation (plus/minus).**

## Developmental Math Program Information

For more information on the developmental math program visit:

<https://learning.hccs.edu/programs/developmental-mathematics>

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

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([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. EGLS<sup>3</sup> 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 long and short term conditions, 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](mailto: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

**College Level Math Courses**

Chair of Math	Susan Fife	SW Campus	713-718-7241	Stafford, Scarcella, N108
- Admin. Assistant	Tiffany Pham	SW Campus	713-718-7770	Stafford, Scarcella, N108
- Admin. Assistant	Christopher Cochran	SW Campus	713-718-2477	Stafford, Scarcella, N108
Math Assoc. Chair	Jaime Hernandez	CE Campus	713-718-7772	San Jacinto Building, Rm 369
Math Assoc. Chair	Mahmoud Basharat	NW Campus	713-718-2438	Katy Campus Building, Rm 112
Math Assoc. Chair	Emmanuel Usen	NE Campus	713-718-8062	Northline, Rm 324

**Developmental Math Courses**

Chair of Dev. Math	Marisol Montemayor	SE Campus	713-718-7153	Felix Morales Building, Rm 124
- Admin. Assistant	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Hien Nguyen	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Jack Hatton	SW Campus	713-718-2434	Stafford, Learning Hub, Room 208

**For issues related to your class, please first contact your instructor.**

If you need to contact departmental administration, then contact the appropriate Associate Chair.

If further administrative contact is necessary, then contact the appropriate Department Chair.