



## Mathematics Southeast Campus

Math 1314: College Algebra  
CRN 90984 – Spring 2016

Online class: Eagle Online 2 (<https://eo2.hccs.edu/login/index.php>)

3 hour lecture course / 48 hours per semester/ 8 weeks

Textbook: College Algebra by Miller, (1st ed)

ISBN-13: 9780078035630

Connect Math Course Code: **9HMKY-D9N6A**

**Instructor:** Dr. Marisol Montemayor

**Instructor Contact Information** Email: [marisol.montemayor@hccs.edu](mailto:marisol.montemayor@hccs.edu) , Office: (713) 718 - 7153

**Office location and hours:** Angela Morales Building, Faculty Offices: Wed/Thur 2:00 – 3:00pm

### Course Description

Topics include quadratics, polynomial, rational, logarithmic and exponential functions, system of equations, and matrices and determinants. A departmental final examination will be given in this course.

### Prerequisites

Math 0312 or its equivalent or an acceptable placement test score.

### Course Goal

This course is designed as a review of advanced topics in algebra for science and engineering students who plan to take the calculus sequence in preparation for their various degree programs. It is also intended for non-technical students who need college mathematics credits to fulfill requirements for graduation and prerequisites for other courses. It is generally transferable as math credit for non-science majors to other disciplines.

### Course Student Learning Outcomes (SLO):

1. Solve algebraic equations and inequalities involving linear and nonlinear expressions.
2. Examine and interpret the graphs of circles, polynomial functions, rational functions, basic functions, and their transformations.
3. Apply the basic knowledge of a function in order to simplify functions, combine functions, and solve application problems involving linear and nonlinear functions.
4. Perform basic matrix operations.

### Learning outcomes

Students will:

- 1.1 Solve Quadratic Equations in one variable by the method of factoring, square root property, completing the square and the quadratic formula.
- 1.2 Solve radical equations, fractional equations, and equations of quadratic form.
- 1.3 Solve linear inequalities and linear equations involving absolute value, state the solution in interval notation, and graph the solution.
- 1.4 Solve non-linear (quadratic and rational) inequalities, state the solution in interval notation, and graph the solution.
- 1.5 Solve exponential and logarithmic equations.
- 1.6 Solve systems of linear and nonlinear in two variables.
- 2.1 Find the distance and midpoint between two points in the Cartesian Plane.
- 2.2 Recognize the equation of a straight line, graph the equation of a straight line, find the slope and intercepts of a line, know the relationship between the slopes of parallel and perpendicular lines, and be able to determine the equation of a line
- 2.3 Graph linear functions, quadratic functions, piecewise-defined functions, absolute value functions, polynomial functions, rational functions, exponential functions, and logarithmic functions.
- 2.4 Understand vertical and horizontal shifts, stretching, shrinking, and reflections of graphs of functions.
- 2.5 Recognize the equation of a circle, sketch the graph of a circle, and find the equation of a circle.
- 2.6 Determine the rational zeros of a polynomial.
- 3.1 Apply the definition of a function, determine the domain and range of a function, evaluate expressions involving functional notation, simplify expressions involving the algebra of functions, graph functions by plotting points, use the definition
- 3.2 Understand the inverse relationship between the exponential and logarithmic functions.
- 4.1 Perform operations with matrices

## Core Objectives

**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.

## CALENDAR

Chapter 1 Equations and Inequalities	<b>WEEK 1</b> 3/21–3/27
1.1 Linear Equations and Rational Equations	
1.2 Applications and Modeling with Linear Equations	
1.3 Complex Numbers	
1.4 Quadratic Equations	<b>WEEK 2</b> 3/28–4/3
1.6 More Equations and Applications	
1.7 Linear Inequalities and Compound Inequalities	
1.8 Absolute Value Equations and Inequalities	
2.1 The Rectangular Coordinate System and Graphing Utilities	
2.2 Circles	<b>WEEK 3</b> 4/4 – 4/10
2.3 Functions and Relations	
2.4 Linear Equations in Two Variables and Linear Functions	
<b>EXAM #1 (covers sections 1.1 – 2.4) – Fri April 8 or Sat April 9 or Sun April 10 (weight 20%)</b>	
2.5 Applications of Linear Equations and Modeling	<b>WEEK 4</b> 4/11 – 4/17
2.6 Transformations of Graphs	
2.7 Analyzing Graphs of Functions and Piecewise-Defined Functions	
2.8 Algebra of Functions and Function Composition	
3.1 Quadratic Functions and Applications	
3.2 Introduction to Polynomial Functions	
3.3 Division of Polynomials; the Remainder & Factor Theorems	<b>WEEK 5</b> 4/18 – 4/24
3.4 Zeros of Polynomials	
3.5 Rational Functions <b>(Last day to withdraw 4/22/16)</b>	
EGLS3 Student Evaluation Survey (available for 2 weeks from April 18 <sup>th</sup> thru April 29 <sup>th</sup> )	
<b>EXAM #2 (covers sections 2.5 – 3.5) - Fri April 22 or Sat April 23 or Sun April 24 (weight 20%)</b>	
4.1 Inverse Functions	<b>WEEK 6</b> 4/25 – 5/1
4.2 Exponential Functions	
4.3 Logarithmic Functions	
4.4 Properties of Logarithms	
4.5 Exponential and Logarithmic Equations	
5.1 Systems of Linear Equations in Two Variables & Applications	
5.4 Systems of Nonlinear Equations in Two Variables	<b>WEEK 7</b> 5/2 – 5/8
6.3 Operations on Matrices	
6.5 Determinants	
<b>EXAM #3 (covers sections 4.1 – 6.5) – Fri May 6 or Sat May 7 or Sun May 8 (weight 20%)</b>	
Final Exam Review - Submit review with work attached when you take the final for 5 bonus pts towards your final exam grade	<b>WEEK 8</b> 5/9 – 5/15
<b>FINAL EXAM (covers 1.1 – 6.5) – Fri May 13 or Sat May 14 (weight 25%)</b>	

Note: The Instructor reserves the right to make changes to the contents of this syllabus as may be dictated by various circumstances.

## Instructional Methods

This is an online math class. Homework assignments will be submitted online using the Connect Math program. Because this class is online, students will be expected to read the lecture notes, view video lectures, submit homework assignments by the due dates, and study for exams.

## Class Communication

Communication between the instructor and students will **NOT** be thru the Eagle Online 2 system. Instead the instructor will maintain communication with students through her HCC EMAIL ([marisol.montemayor@hccs.edu](mailto:marisol.montemayor@hccs.edu)) AND by TEXT MESSAGING. The class instructor will send emails to the email students provide when registering into Connect Math (so be sure to provide an email address that you check on a regular basis!).

**NOTE:** When you receive a class email, it will say that it is from either Connect Math or Montemayor. Please be sure to open and read these emails when you receive them.

Registration instructions to sign up for text messaging are included towards the end of the class syllabus. Students will receive 2 to 3 text messages per week concerning class reminders, announcements, and other important information.

Students should also check in Eagle Online 2 (under Upcoming Events) and in Connect Math (under Announcements) for important class information which will be posted on a weekly basis.

Students are also encouraged to use the discussion forum called “Have a question? Ask it Here!” located in Eagle Online 2 in the Start Here folder. This is where students can post questions about homework assignments, the lecture notes, the video lectures, the exams, class procedures/policies, or any other questions concerning the class. It is important to post questions on this forum so that others in the class can see what was asked. This will also promote communication among students and create a sense of fellowship with your classmates (of course, if students wish to ask a question in private, you are more than welcome to email me directly).

To further support the fellowship among students, I encourage students to tell to your classmates a little bit about yourself by using the forum called “Introduce Yourself” located in Eagle Online 2 in the Start Here folder. Again, this is to help build our classroom community. I would like for you to each post a short introduction, including your major, if this is your first online class, and anything you would like to share.

## Student Assignments

- **Class Materials:** The class syllabus, lecture notes, video lectures, exam reviews, forums, and other class information is available in Eagle Online 2. To access Eagle Online 2, do the following:
  - Go to <https://eo2.hccs.edu/login/index.php>
  - Type in your **User name** and **Password**, then click on **Log In** (if you don't have a user name and password, follow the instructions on the page to obtain them; if you don't remember your user name or password, click on the “Forgotten your user name or password” link on the page)
  - Click on your math course (**6162 – Math-1314-College Algebra-F8B-90984**)
  - Click on the **Start Here** folder to begin
- **Homework :** The homework assignments for this class are located in Connect Math. The Connect Math Access Code can be purchased at any HCCS bookstore or online at [www.connectmath.com](http://www.connectmath.com) (registration instructions to sign up for Connect Math are provided towards the end of the class syllabus). To access your homework assignments in Connect Math, do the following:
  - Go to [www.connectmath.com](http://www.connectmath.com)
  - Type in your **Login name** and **Password**, then click on **Log In**
  - Click on your course (**2016 Spring – Math 1314 DE F8B Montemayor - 90984**)
  - Click on the **Homework** assignment you need to work on

Homework should be maintained in a notebook although the homework assigned in Connect Math will be submitted online. Students are strongly urged to do all homework assignments **WITHOUT** a calculator since **calculators are NEVER to be used on examinations**. Homework submitted in Connect Math will automatically be graded. Students will have the option of resubmitting Connect Math homework assignments before the due date for a better grade. However, BEWARE! Do not spend too much time redoing homework assignments because this can easily cause you to fall behind!

- **Study Time:** Students should be aware that this is an 8-week class. The amount of homework and exams are given in this accelerated class is the same as compared to a traditional 16-week semester class. This means students have the same amount of work to do but HALF the time to complete it! Hence, students should be aware of the amount of study time that is needed in order to successfully pass this class.

It is recommended that students spend approximately 18 hours per week dedicated to this class (reviewing lecture notes,

viewing lecture videos, doing homework, studying for exams, etc.). Since students are not all the same, some students may find that they need to spend more time than this in order to complete all the required work in this class.

- **Technical Support:** If you should experience technical difficulties during the semester, these problems are not under the control of the instructor. Such technical problems should be directed to technical support. For Connect Math tech support, please contact Connect Math Support at <http://support.connectmath.com> or call (949) 390-2095. For Eagle Online 2 tech support, go to the HCC Eagle Online 2 support website at <http://de.hccs.edu/technical-support/> or call 713-718-2000, options 4, 2, 3 (available 24 x 7) or call (855) 836-3519.
- **Supplemental Materials:** Videotapes are available in the library and student solutions manuals in the bookstore.
- **Exams:** All exams, including the Final Exam, will be taken **IN PERSON** at the following HCCS testing locations:

Fridays: HCC Central Campus - 1300 Holman (San Jacinto Bldg.) – 1<sup>st</sup> Floor  
Exam times: 4:00pm - 9:00pm (last admit 7:00pm)

Saturdays: HCC Spring Branch Campus - 1010 W.Sam Houston Pkwy N. – 1<sup>st</sup> Floor (600 area)  
Exam times: 10:00am - 3:00pm (last admit 1:00pm)

Sundays: HCC Eastside Campus - 6815 Rustic (Workforce Building) – 3<sup>rd</sup> Floor  
Exam times: 10:00am - 3:00pm (last admit 1:00pm)

When you arrive to each HCC testing location, signs will be posted around the campus directing students to the designated testing area.

Appointments are not required to take exams at our HCC testing locations. Students need to pick one of the testing locations listed above and show up during the designated testing times. Students should be aware if you show up to take your exam **AFTER** the last admit time (even if you're less than 5 minutes late), the DE staff on site will **NOT** give you your exam. **NO EXCEPTIONS!!!!** So plan to arrive **EARLY** to the testing site.

For other testing information please refer to the Distance Education Student Handbook at <http://de.hccs.edu/student-services/testing-locations/>.

**NOTICE FOR STUDENTS WHO LIVE OUTSIDE HOUSTON:** Students who live outside the Houston area (more than 60 miles away from all HCCS testing locations) and cannot take a test at one of our testing locations **MUST** make arrangements for a proctor. Please see the DE Student Handbook (<http://de.hccs.edu/student-services/>) for the procedure on making proctor arrangements (click on Testing Locations and Procedures). Proctor information, the proctoring contract, and the proctor approval form **MUST be received by March 28, 2016**. For additional questions, contact Wayne Moten in our DE department at (713) 718-5210 or via email at [wayne.moten@hccs.edu](mailto:wayne.moten@hccs.edu).

**NOTE:** Friends, colleagues, or relatives, regardless of the position with any institution, **WILL NOT** be permitted to proctor exams under any circumstances. In addition, proctored exams should be administered on the same testing dates indicated in the syllabus. Testing days are Fridays, Saturdays, and Sundays (except for the final exam which is on Friday or Saturday only). If your proctor cannot administer your exams on either of these days, then you will need to make arrangements with your proctor and myself to take the exams **EARLIER** during the **SAME** testing week. Exams taken on the Monday after the designated testing dates will not be accepted. **NO EXCEPTIONS!!!!**

Students are **REQUIRED** to take exams **IN PERSON** during the designated testing dates and at the designated testing locations. Testing dates and testing locations will **NOT** be changed to accommodate any student personal requests. Students who cannot take the exams in person and/or on the designated dates and/or at the designated testing locations should reconsider their enrollment in this course.

- **Make-up policy:** There will be **no make-up exams** under any circumstances. Missing only **ONE** exam will not penalize any student. In the event that a student should miss **ONE** exam, the final exam grade will be substituted in its place.
- **Final Exam:** A comprehensive system-wide final exam will be given. A Final Exam Review will be posted online prior to the final exam. You should work on the final exam review so as to better prepare you for the final exam. The final exam, exams, and Connect Math homework will be averaged to give your final course grade. **Only students who are withdrawn from the course before the official withdrawal date of April 22, 2016 by 4:30pm will be eligible for a grade of "W."**

## Assessments

Exam #1	20%	Fri April 8 or Sat April 9 or Sun April 10
Exam #2	20%	Fri April 22 or Sat April 23 or Sun April 24
Exam #3	20%	Fri May 6 or Sat May 7 or Sun May 8
Connect Math HW	15%	
Final Exam	<u>25%</u>	Fri May 13 or Sat May 14
	100%	

### Distance Education Student Handbook

The Distance Education Student Handbook contains policies and procedures unique to the DE 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 DE 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 DE Student Handbook by visiting this link:

<http://de.hccs.edu/student-services/>

### Eagle Online 2 Student User ID

Please refer to the Distance Education Student Handbook at <http://de.hccs.edu/student-services/> .

### Course Repeater Policy

Beginning in the Fall 2006, students who repeat a course for a third or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### HCC Policy Statement - ADA

#### Services to Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at his or her respective college at the beginning of each semester. Faculty members are authorized to provide only the accommodations requested by the Disability Support Services Office. Persons needing accommodations due to a documented disability should contact the ADA counselor for their college as soon as possible. For questions, please contact John Reno at 713.718. 8397. To visit the ADA Web site, please visit [www.hccs.edu](http://www.hccs.edu) then click Future students, scroll down the page and click on the words Disability Information.

Southeast Campus: John Reno, ADA Counselor  
6815 Rustic St.  
Houston, TX 77087  
713-718-8397

### HCC Policy Statement: Title IX

HCC is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at [oi@hccs.edu](mailto:oi@hccs.edu).

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination.

Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to [www.edurisksolutions.org](http://www.edurisksolutions.org). Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

## Library Resources

Please refer to the DE Student Handbook at <http://de.hccs.edu/student-services/>.

## Distance Education (DE) Advising and Counseling Services

Please refer to the DE Student Handbook at <http://de.hccs.edu/student-services/>.

## ASKDECOUNSELING FORM

Please refer to the DE Student Handbook at <http://de.hccs.edu/student-services/>.

## International Students

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues. Only **one** online class can be counted towards the full time course load requirement.

## HCC Policy Statement: Academic Honesty

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 College'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. (See the Student Handbook)

## HCC Policy Statements

**Class Attendance** - 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. As stated in the HCC Catalog, all students are expected to attend classes regularly. Attendance in this course is based on the following:

- 1) Logging into your class in Eagle Online 2 on a regular basis
- 2) Submitting homework each week online thru Connect Math

Students in DE courses must log into their Eagle Online 2 class or they will be counted as absent. Just like an on-campus class, your regular participation is required. 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 Online 2, and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into their Eagle Online 2 class before the Official Day of Record will be automatically dropped for non-attendance. Completing the DE online orientation does not count as attendance.

Furthermore, attendance in this course will also be checked on a weekly basis thru the submission of online homework in Connect Math. In order to be counted present students are required to submit online at least one homework assignment in Connect Math each week (a different homework assignment each week). If a student has not submitted a homework assignment for any given week then the student will be counted absent for that week.

**STUDENTS WHO HAVE NOT SUBMITTED AT LEAST ONE HOMEWORK ASSIGNMENT IN CONNECT MATH EACH WEEK (A DIFFERENT HOMEWORK ASSIGNMENT EACH WEEK) FOR TWO OR MORE WEEKS IN AN EIGHT-WEEK COURSE ARE AT RISK OF RECEIVING ONE OF THE FOLLOWING GRADES: W, F, OR FX. (This reflects the 12.5% attendance policy addressed in the student handbook).**



**In order to withdraw from your DE class, you MUST follow the drop procedure listed in the DE Student Handbook, PRIOR to the withdrawal deadline to receive a “W” on your transcript.** After the withdrawal deadline has passed, students will no longer be allowed to drop. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a grade of “F” or “FX”. Faculty will **NO** longer be allowed to give W’s on the final grade sheet; any faculty member who wishes to withdraw a student will be required to process the drop **BEFORE** April 22, 2016 at 4:30pm.

You may decide NOT to attend to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor. 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 do not attend class, 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 partake in a discussion of class material.

### **HCC Course Withdrawal Policy**

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. **\*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade. **The last day to withdraw is April 22, 2016 by 4:30pm.** For instructions on how to drop or withdraw from your course, please refer to the DE Student Handbook at <http://de.hccs.edu/student-services/>.

### **Repeat Course Fee**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### **Classroom Behavior**

Everyone will be expected to conduct themselves with courtesy and respect in this classroom.

### **Use of Camera and/or Recording 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

### **Instructor Requirements**

Students are expected to submit homework online thru Connect Math by the designated due dates and take all exams IN PERSON during the scheduled testing dates.

## Grading Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

00 - 59 = F

Note: The instructor cannot assign a grade of W. The grade of "FX" is given when a student fails due to a lack of attendance.

## Personal Communication Device Policy:

All personal communication devices (any device with communication capabilities including but not limited to cell phones, blackberries, pagers, cameras, palmtop computers, lap tops, PDA's, radios, headsets, portable fax machines, recorders, organizers, databanks, and electronic dictionaries or translators) must be muted or turned off during class. Such activity during class time is deemed to be disruptive to the academic process. Personal communication devices are to not be on the student desk during examinations. Usage of such devices during exams is expressly prohibited during examinations and will be considered cheating (see academic honesty section above).

## Student Course Reinstatement Policy:

Students have a responsibility to arrange payment for their classes when they register, either through cash, credit card, financial aid, or the installment plan. Faculty members have a responsibility to check their class rolls regularly, especially during the early weeks of a term, and reconcile the official class roll to ensure that no one is attending class whose name does not appear on it. Students who are dropped from their courses for nonpayment of tuition and fees who request reinstatement after the official date of record (OE Date) can be reinstated by making payment in full and paying an additional \$75 per course reinstatement fee. A student requesting reinstatement should present the registrar with a completed **Enrollment Authorization Form** with the signature of the instructor, department chair, or dean who should verify that the student has been attending class regularly. Students who are reinstated are responsible for all course policies and procedures, including attendance requirements.

## Resources:

**Tutoring:** Free tutoring is available at the Eastside campus in room 210.1, Angela Morales Bldg. (713)718-7263. Additional help is also available through <http://m.se.hccs.edu/index.php> and through Student Support Services.

Students can get free assistance, 24 hours a day, 7 days a week, in Math, English and other subjects, at [www.hccs.askonline.net](http://www.hccs.askonline.net). Typically, posted questions are answered by an HCC tutor or faculty within 24 hours (usually under 6 hours).

You may also find free tutoring at various HCCS campuses by going to Find-A-Tutor at <http://imc06.hccs.edu/alltutoring/FMPro?-db=alltutoring.fp5&-lay=info&-format=search.htm&-view>.

There are also several online math resources that you can find with an internet search. Some sample websites include:

<http://sophia.hccs.edu/~douglas.bump/math>

[www.awl.com/tutorcenter/stinfo.html](http://www.awl.com/tutorcenter/stinfo.html)

[www.harcourtcollege.com/math/nettutor/0030260264/](http://www.harcourtcollege.com/math/nettutor/0030260264/)

[www.khanacademy.org](http://www.khanacademy.org)

[www.Purplemath.com](http://www.Purplemath.com)

[www.mhhe.com/barnett](http://www.mhhe.com/barnett)

**Open Lab Hours:** Students are welcome to stop by the Open Lab at the HCC Eastside campus, located in room 210, to work on homework assignments outside of class. Please call (713) 718-7263 to find out the Open Lab hours for the semester.

## EGLS<sub>3</sub> -- 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, 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 division 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. Visit [www.hccs.edu/EGLS3](http://www.hccs.edu/EGLS3) for more information.

**Social Networking:** DE students are encouraged to become a fan of [DE on Facebook](#) and follow [DE on Twitter](#). These social networking sites can provide a sense of community for the online learner, as well as up-to-date information and announcements related to HCC and DE.



**Administration contact information****College Level Math Courses**

Chair of Math	Jaime Hernandez	SW Campus	713-718-2477	Stafford, Scarcella, N108
- Secretary	Tiffany Pham	SW Campus	713-718-7770	Stafford, Scarcella, N108
Math Assoc. Chair	Roderick McBane	CE Campus	713-718-6644	San Jacinto Building, Rm 369
Math Assoc. Chair	Ernest Lowery	NW Campus	713-718-5512	Katy Campus Building, Rm 112
Math Assoc. Chair	Mahmoud Basharat	NE Campus	713-718-2438	Codwell Hall Rm 105

**Developmental Math Courses**

Chair of Dev. Math	Susan Fife	SE Campus	713-718-7241	Felix Morales Building, Rm 124
- Secretary	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Marisol Montemayor	SE Campus	713-718-7153	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Jack Hatton	NE Campus	713-718-2434	Northline Building, Room 321

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.

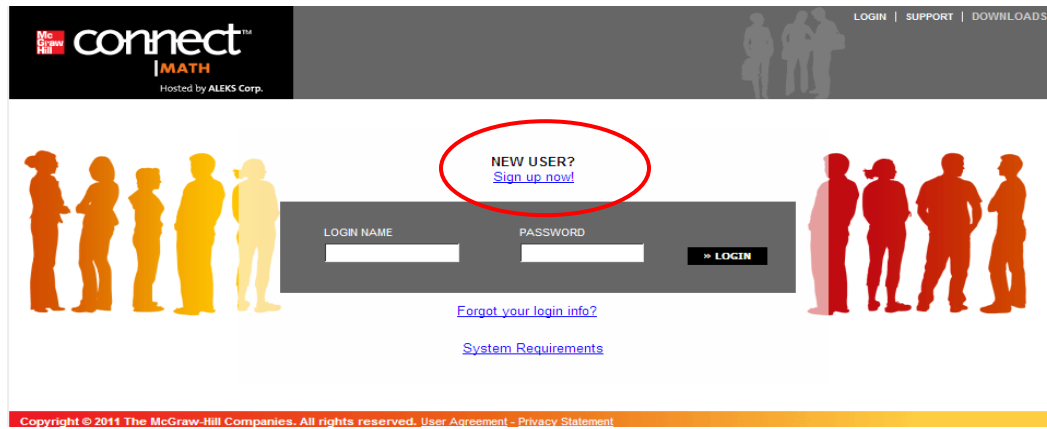
# Connect Math Student Registration Instructions

Before you begin, you will need:

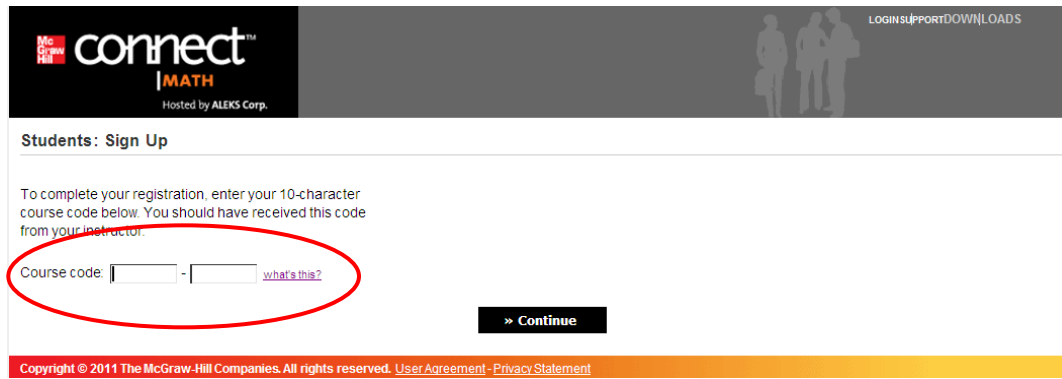
- Your HCC e-mail address
- A 10-digit Course Code supplied by your Instructor: **9HMKY-D9N6A**
- A 20-character Connect Math Access Code: (inside the back cover of your textbook or buy online at [www.connectmath.com](http://www.connectmath.com))
- If you cannot buy the Connect Math Access Code right away, you can use the following temporary access code: **53B78-214FD-58E4E-45CD0** (this code is valid for **14 days**)

**Step 1:** Go to the **Connect Math** website by typing in the following address:  
[www.connectmath.com](http://www.connectmath.com) on your web browser.

**Step 2:** Click on "SIGN UP NOW!"



**Step 3:** Enter your 10-digit "Course Code" AND click "Continue." (**Course Code: 9HMKY-D9N6A**)




## Step 4: Confirm Course Information and Click "Continue"

**MATH**  
Hosted by ALEKS Corp.

1 Confirm Course Code    2 Personal Information    3 Account Creation    4 Registration Complete

### Confirm Enrollment Information

You are about to register to use Connect Math in the following course. Please check the course details carefully. If the information is correct, click "Continue." If the information is incorrect, click "modify" to enter another course code.



Course: Math 1442 - 011 (Summer I 2011) - 90842  
Book: Elementary Statistics: A Step-By-Step Approach, 8th Ed., Bluman  
Instructor: Prof. Rios  
School: Palo Alto College [\(modify\)](#)

**» Continue**

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## Step 5: Enter your 20-digit Access Code – Located inside your new textbook or purchase online by clicking on the link “purchase an access code online.” If you cannot buy the access code at this time, you can use the temporary access code: **53B78-214FD-58E4E-45CD0** (this code is valid for 14 days)

**MATH**  
Hosted by ALEKS Corp.

1 Confirm Course Code    2 Access Code    3 Personal Information    4 Account Creation    5 Registration Complete

### Enter Your Access Code

If you have a 20-character access code, enter it below. You will find it on the inside of the back cover of your Connect Math User's Guide.

If you do not have an access code, you can [purchase an access code online](#). If you have already purchased an access code online, you can find the code on the receipt that was e-mailed to you.

Access Code: [ ] - [ ] - [ ] - [ ] [what's this?](#)

**» Continue**

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## Step 6: Enter your name and school e-mail address. Then choose a Password, click in the checkbox, and click "Continue."

**Enter Your Personal Information**

Fields marked with "\*" are required.

**Enter Your Personal Information**

First Name: [ ] \*  
Initial: [ ] \*  
Last Name: [ ] \*

**Optional - Enter Your E-mail Address and Student ID Number**

If you enter an e-mail address, we will send you a confirmation of your ALEKS login name and password.

E-mail address: [ ] \*  
If you have a student ID number that was assigned to you by your school, you can enter it below.  
Student ID#: [ ] [what's this?](#)

**Review and Accept ALEKS Terms of Service**

**ALEKS User Agreement**    **\*\* IMPORTANT \*\***    [Print this document](#)

This is a legal agreement ("Agreement") between you and, if applicable, the organization you represent ("You") and ALEKS Corporation, a Delaware corporation with an office at 15641 Red Hill Avenue, Tustin, CA 92790 (doing business in California as ALEKS Educational Systems Corp), its affiliates and subsidiaries (collectively, "ALEKS").

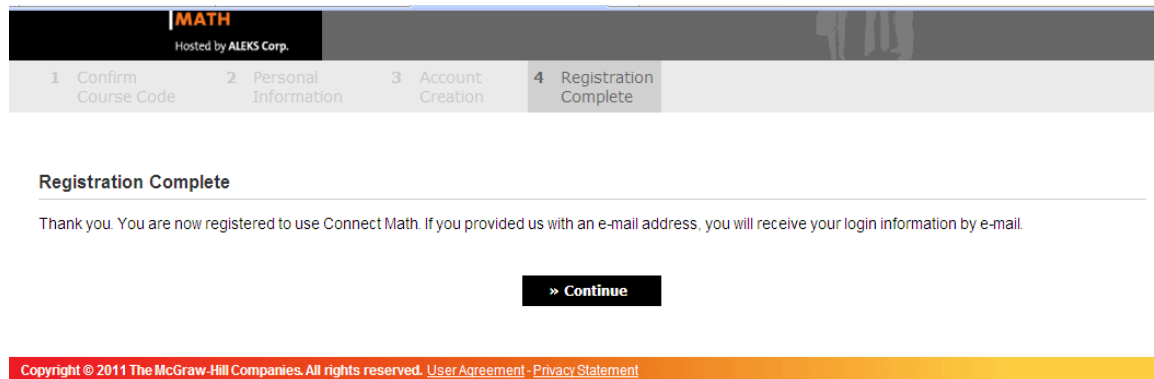
This Agreement covers:

I have read and agree to the terms of the ALEKS User Agreement.

**Continue**

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ALEKS® is a registered trademark of ALEKS Corporation. [Privacy Statement](#) Updated: 8/22/08

**Step 7: Registration Complete. Write Down Your Login and Password, click “Continue.”**



To Access Connect Math again, go to [www.connectmath.com](http://www.connectmath.com) and enter your login name and password. Next click on “LOGIN.” Select the course title **2016 Spring - Math 1314 DE F8B Montemayor - 90984** to start your work.

My Login Name: \_\_\_\_\_

My Password: \_\_\_\_\_

To check the system requirements for Connect Math, go to the following site:

[http://www.connectmath.com/support/system\\_requirements](http://www.connectmath.com/support/system_requirements)

If you need technical support, please contact Connect Math Customer Support:

E-mail: <http://support.connectmath.com>

Website: [http://www.connectmath.com/support/contact\\_support](http://www.connectmath.com/support/contact_support)

Phone: (949) 390-2095 Hrs: Mon - Fri, 7AM to 10PM

### **To upgrade to your permanent access code**

If you registered into Connect Math using the temporary access code, you will need to purchase a permanent access code before the temporary code expires (temporary access code is valid for **14 days**). After you purchase your permanent access code, you need to **upgrade** from the temporary code to the permanent code.

**It is important that you do this step so that the homework assignments you completed under the temporary code will transfer over to the permanent code.**

When upgrading to your permanent access code, **DO NOT create a new login name and password!** You should use the **SAME** login name and password you created previously.

Please follow the instructions below to upgrade to your permanent code:

1. Go to [www.connectmath.com](http://www.connectmath.com) and enter your **login name** and **password**, and click on “**LOGIN**”.
4. Select “**extend your account**”.
5. Enter an access code or purchase an access code with a credit card.

# Text Messaging Registration Instructions



Texting for this class will be accomplished by using a communication platform called Remind. This platform provides a safe way for instructors and students to text message each other for FREE. Instructors and students can text without ever having to share their own phone number! Remind messages are not sent from personal cell phone numbers but instead from the platform's server under the instructor's account.

Instructors can text individual students or the entire class. Students can text the instructor and not worry about other students getting their phone number or seeing their reply text messages. Privacy is maintained for both instructors and students!

NOTE: A smartphone is not necessary to send or receive Remind messages. However, to receive Remind messages, you must be able to receive texts on the cell phone you currently have.

To get started with text messaging for this class, just follow the instructions below:

1. Using your cell phone, send a text to phone number: 81010
2. In the text box, text this message: @drmontem
3. Students should immediately receive a text message which asks you to provide your name
4. Please reply to the text with your First name AND Last name
5. Done!