



**Division of College Readiness  
Developmental Math Department**  
<https://learning.hccs.edu/programs/developmental-mathematics>

**HCCS campus (Stafford)**

Math 0314: Intermediate Algebra

CRN -16837 / Spring 2019 SS

Learning Hub/Room 314/ 5:30 pm– 7:20 pm/Mon and Wed

3 hour lecture course / 48 hours per semester/ # 12 weeks

**Text Book:** Intermediate Algebra Math 0314

McGraw Hill Custom Publishing: 2019

**ISBN: 978-1-26-08492-40 (textbook and access code)**

**ISBN: 978-1-26-08492-57 (access code with e-book)**

**Instructor:** Mohammad Abbasi

**Email:** [mohammad.abbasi@hccs.edu](mailto:mohammad.abbasi@hccs.edu)

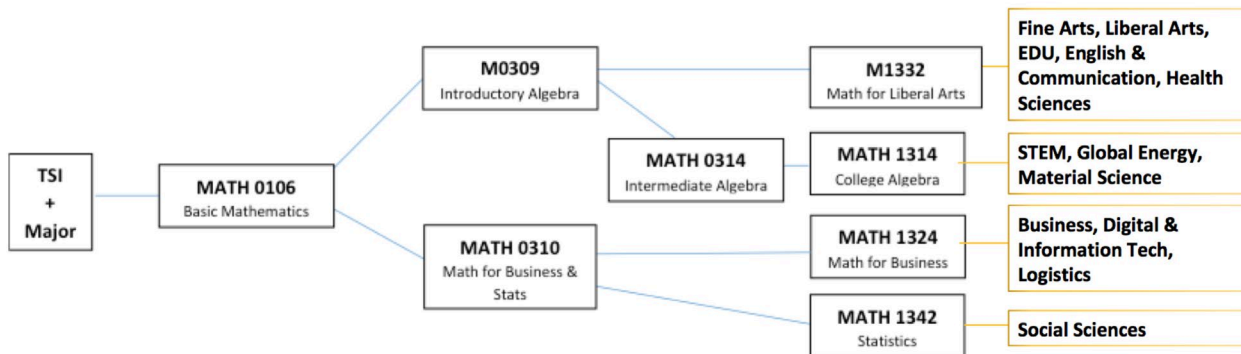
**Office Hours:** I will be available after class and before class by appointment  
Please send me an email for appointment

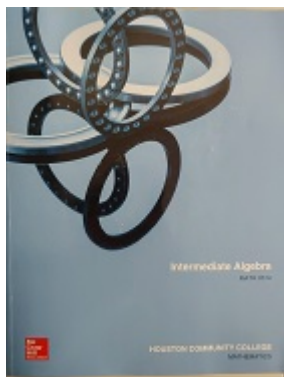
**Prerequisites and/or Co-Requisites**

MATH 0314 requires either that a student has passed MATH 0309 with a “C” or better **OR** TSIA Math Score 336-349 with Intermediate Algebra score 4-15 **OR** an equivalent score on a Placement Exam

MATH 0314 is a co-requisite to MATH 1314. Since MATH 0314 is co-requisite with MATH 1314, withdrawing from MATH 0314 will necessitate withdrawal from MATH 1314 as well. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

**HCC MATH PATHWAYS**





The textbook listed below is **required** for this course.

***Intermediate Algebra Math 0314*** (Custom edition by McGraw Hill Publishing).

ISBN: 978-1-26-08492-40 (textbook and access code)

ISBN: 978-1-26-08492-57 (access code with e-book)

### **Course Overview**

Math 0314: Intermediate Algebra is a developmental math course whose topics include factoring techniques, radicals, algebraic fractions, absolute values, complex numbers, graphing linear equations and inequalities, quadratic equations, systems of equations, graphing quadratic equations and an introduction to functions. Emphasis is placed on algebraic techniques needed in order to successfully complete Math 1314: College Algebra. 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 0314, the student will be able to:

1. Define, represent, and perform operations on real and complex numbers.
2. Recognize, understand, and analyze features of a function.
3. Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions.
4. Identify and solve absolute value, polynomial, radical, linear and rational equations.
5. Identify and solve absolute value and linear inequalities.
6. Model, interpret and justify mathematical ideas and concepts using multiple representations.
7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

## Learning Objectives

Upon completion of MATH 0314, the student will be able to:

1. add, subtract, multiply and divide polynomials
2. factor polynomials
3. multiply and divide rational expressions
4. simplify complex fractions
5. solve equations involving rational expressions
6. simplify expressions involving rational exponents
7. solve radical equations
8. add, subtract, multiply and divide complex numbers
9. solve quadratic equations by factoring, completing the square, quadratic formula and square root property
10. solve one-variable linear equations and inequalities
11. solve absolute value equations
12. solve absolute value inequalities
13. graph linear equations in two variables
14. find the slope of a line & write its equation
15. solve a  $2 \times 2$  linear system of equations by the substitution and addition methods
16. graph quadratic functions
17. solve word problems
18. recognize functional notation & evaluate functions

### *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
- 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
- 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 and exams
- 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

## **Midterm and Final Exams**

All students will be required to take a cumulative departmental midterm exam consisting of 25 multiple choice questions and a cumulative departmental final exam consisting of 33 multiple-choice questions. Students must provide their own Scantron forms. You must get at least 60% (20 of 33) of the items correct on the final to pass the course (departmental decision).

## Attendance

- *You benefit for attending class regularly. You earn rewards as follows:*
- *Perfect attendance (0 absent and 0 tardy) + Final Exam Review = 5. The point will add to the final exam grade.*
- *The students receive 10 points as extra credit assign to each test with perfect attendance between two tests and doing test review.*
- *Any student who arrives 15 minutes after the class has begun or leaves before the class is dismissed without any prior approval of the instructor is considered absent*
- *Students with more than 6 hours of absent are entitled to be dropped.*

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

- 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 and exams
- 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

## Exams

There will be 4 major Test, Homework, quizzes, and comprehensive departmental final exam.

### Midterm Exam and Final Exam

All students will be required to take a cumulative departmental midterm exam consisting of 25 multiple choice questions and a cumulative departmental final exam consisting of 33 multiple-choice questions. Students must provide their own Scantron forms. You must get at least 60% (20 of 33) of the items correct on the final to pass the course (departmental decision).

There will be no makeup exam, since the lowest test grade will be dropped. Except Midterm, and Final Exam

### Calculator Policy:

Note: Calculators are not allowed during exams other than the departmental midterm and final. Multiple choice questions prohibited on exams other than the departmental midterm and final. Open ended questions only.

### Final Exam Policy in Developmental Mathematics:

The following policy was adopted by Houston Community College regarding the system-wide Final Examinations in developmental mathematics courses:

- a. Students who score less than 60% on the Final Examination or who have an overall course average less than 70% will be awarded a grade of "IP" or "F." The "IP" grade will be awarded to

those students who took Math 0314 for the 1<sup>st</sup> time. The “F” grade will be awarded to those students who are repeating Math 0314.

b. Students who score 60% or higher on the Final Examination and whose overall course average is equal to or greater than 70%, will have their grades averaged and awarded a grade based upon the standard 10 point scale.

**Grading policy:**

Exam 1	20%
Midterm (Exam 2)	20%
Exam 3	20%
Homework and pop quiz	15%
Final Exam	25%

**HCC Grading Scale:**

A = 100 – 90	.....4 points per semester hour
B = 89 – 80	.....3 points per semester hour
C = 79 – 70	.....2 points per semester hour
69 and below = F or IP	.....0 points per semester hour
IP (In Progress)	.....0 points per semester hour

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.

**Note:** The grade of “FX” is given when a student fails due to lack of attendance. A grade of “W” may be given on or before the official withdrawal date but not at the time of final grade submission.

**Course outline and Calendar**

**1 LINEAR EQUATIONS, INEQUALITIES, AND APPLICATIONS (4.5 hours)**

*Topics to be covered include:* linear equations in one variable. The unit concludes with absolute value equations and inequalities.

- Feb 11 1.1 Linear Equations in One Variable
- 1.2 Applications of Linear Equations in One Variable (applications involving mixtures and applications involving distance rate and time only)
- Feb 13 1.4 Linear Inequalities in One Variable (omit applications of inequalities)
- 1.5 Compound Inequalities (omit applications of compound inequalities)

**Feb 18 President Day Holiday**

- Feb 20 1.6 Absolute Value Equations
- 1.7 Absolute Value Inequalities

**2 LINEAR EQUATIONS, GRAPHS, AND FUNCTIONS**

*Topics to be covered include:* graphing lines in the coordinate plane, the slope of a line, equations of a

line, relations and functions. The unit concludes with absolute value equation and inequalities, Functional Notation and Linear Functions.

- Feb 25            2.1 Linear Equations in Two Variables  
                    2.2 Slope of a Line and Rate of Change (omit parallel and perpendicular lines, omit applications and interpretation of slope)  
                    2.3 Equations of a Line (omit parallel and perpendicular lines)
- Feb 27            2.5 Introduction to Relations (this entire section is optional)  
                    2.6 Introduction to Functions
- Mar 4             Test one Review

**Mar 5            Homework due date**

**Mar 6            Test one**

**Mar 11 – 17    Spring Break Holiday**

#### **4 EXPONENTS, POLYNOMIALS, & FACTORING**

*Topics to be covered include:* integer exponents, polynomial functions, factoring out the GCF, factoring the difference of two squares, factoring the general trinomial, factoring the sum and difference of two cubes, and factoring by grouping. The unit concludes with solving quadratic equations by the zero factor property. Polynomial graphs are not covered.

- Mar 18            4.1 Properties of Integer Exponents and Scientific Notation (omit scientific notation)  
                    4.2 Addition and Subtraction of Polynomials and Polynomial Functions
- Mar 20            4.3 Multiplication of Polynomials (omit translations involving a polynomial, omit Applications involving a product of polynomials)  
                    4.4 Division of Polynomials (omit synthetic division)
- Mar 25            4.5 Greatest Common Factor and Factoring by Grouping  
                    4.6 Factoring Trinomials (omit factoring trinomials by trial and error method)  
                    4.8 Solving Equations by Using the Zero Product Rule (omit applications of

**Mar 26            Homework due date**

**Mar 27            Test Two**

**DEPARTMENTAL MIDTERM: COVERS CHAPTERS 1, 2, and 4**

**Note: Basic calculators are allowed during this exam, graphing calculators, scientific calculators, cell phones, and all other electronics are prohibited**

**Note: This is a 25 item multiple choice exam provided by the department to be given as is. The grade cannot be dropped or replaced and must count toward the overall grade**

## 5 RATIONAL EXPRESSIONS AND FUNCTIONS

*Topics to be covered include:* rational expressions and functions; multiplying, dividing, adding and subtracting rational expressions; complex fractions. The unit concludes with equations involving rational expressions and applications of rational equations. Graphing rational functions is not included.

- Apr 1            5.1 Rational Expressions and Rational Functions (omit graphs of rational functions, include finding the domain)  
                    5.2 Multiplication and Division of Rational Expressions
- Apr 3            5.3 Additions and Subtraction of Rational Expressions  
                    5.4 Complex Fractions
- Apr 8            5.5 Solving Rational Equations  
                    5.6 Applications of Rational Equations and Proportions (applications of rational equations only, omit first 3 parts)

## 3 SYSTEMS OF LINEAR EQUATIONS

*Topics to be covered include:* solving systems by graphing, substitution and addition methods. This unit concludes with solving two by two systems of linear equation.

- Apr 10           3.1 Systems of Linear Equations by the Graphing Method (this entire section is optional)  
                    3.2 Systems of Linear Equations by the Substitution Method  
                    3.3 Systems of Linear Equations by the Addition Method

**Apr 14            Homework due date**

**Apr 15            Test Three**

## 6 ROOTS, RADICALS, AND ROOT FUNCTIONS

*Topics to be covered include:* Radical expressions and exponents; solving equations involving radical expressions. This unit concludes with complex numbers. Graphing radical functions is not included.

- Apr 17           6.1 Definition of the  $n^{\text{th}}$  Root (omit radical functions)  
                    6.2 Rational Exponents (omit applications involving rational exponents)



- Apr 22      6.7 Solving Radical Equations (omit applications of radical equations and functions)  
6.8 Complex Numbers  
6.9 Distance Formula, Midpoint Formula, and Circles (this entire section is optional)

## 7      **QUADRATIC EQUATIONS, & FUNCTIONS**

*Topics to be covered include:* solving quadratic equations by the square root property, completing the square, and the quadratic formula; vertical parabolas. The unit concludes with Applications of Quadratic Equations.

- Apr 24      7.1 Square Root Property and Completing the Square (omit literal equations)  
7.2 Quadratic Formula  
7.4 Graphs of Quadratic Functions  
Test 4 Review

**Apr 28**      **Homework due date**

**Apr 29**      **Test Four**

My 1              Final Exam Review

**May 6**              **Comprehensive Final Exam 5:30pm – 7:30pm**

**DEPARTMENTAL FINAL: COVERS CHAPTERS 1-7**

**(2 hours)**

**Note:** Basic calculators are allowed during this exam, graphing calculators, scientific calculators, cell phones, and all other electronics are prohibited

**Note:** This is a 33 item multiple choice exam covering all required material in the course.

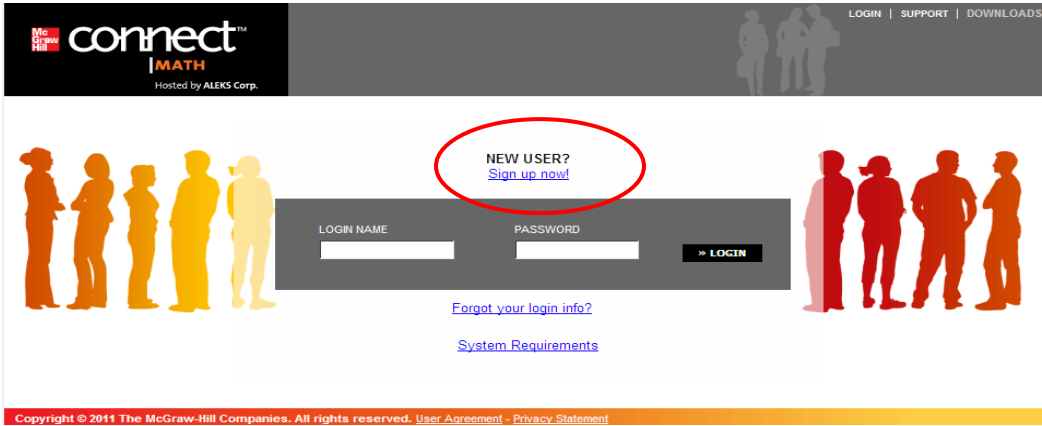
## **Connect Math Student Registration Instructions**

Before you begin, you will need:

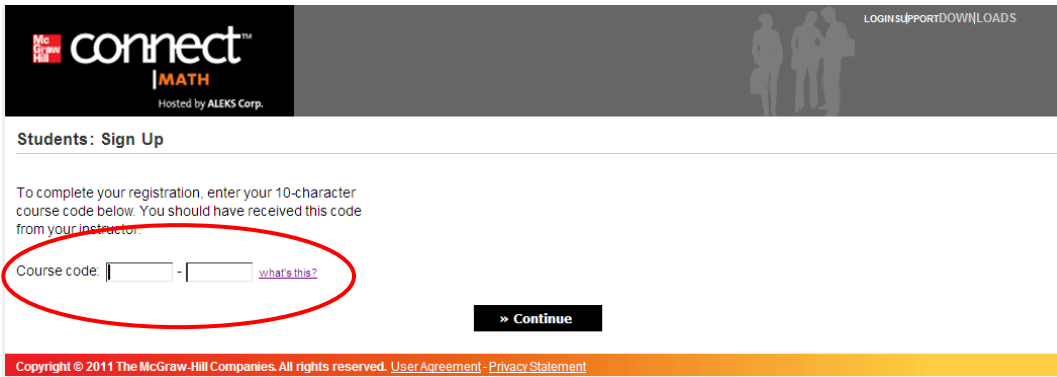
- Your e-mail address
- A 10-digit Course Code supplied by your Instructor **QW33P-6KADY**

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

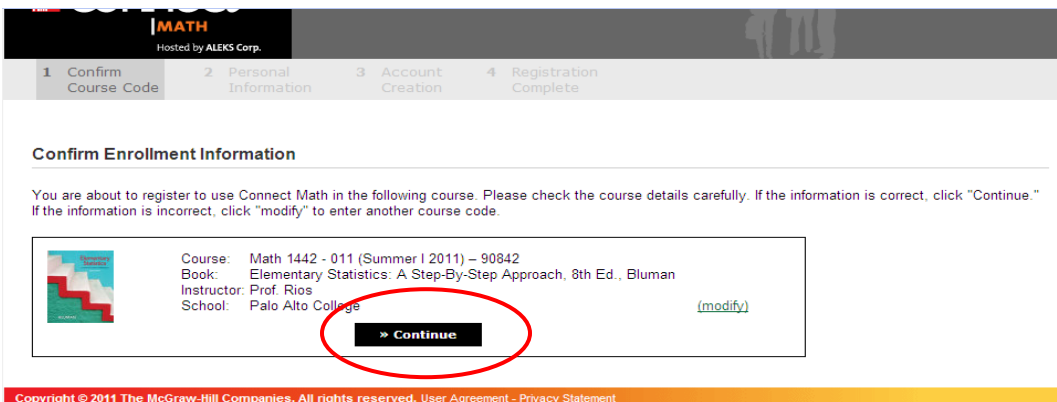
**Step 2:** Click on "SIGN UP NOW!"



**Step 3:** Enter your 10-digit "Course Code" AND click "Continue."



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



**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 92780 (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](#)

Copyright © 2009 UC Regents and ALEKS Corporation  
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."

**MATH**  
Hosted by ALEKS Corp.

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

**Registration Complete**

Thank you. You are now registered to use Connect Math. If you provided us with an e-mail address, you will receive your login information by e-mail.

[Continue](#)

Copyright © 2011 The McGraw-Hill Companies. All rights reserved. [User Agreement](#) - [Privacy Statement](#)

To Access Connect Math again, Go to <http://www.connectmath.com> and enter your Connect login name and password and click on "LOGIN."

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> Phone: (949) 390-2095

Hours: Monday - Friday, 7:00 AM to 10:00 PM

**Connect Math Financial Aid Access Code Request**

**Your Class Code is: QW33P-6KADY**

**Your Financial Aid Access Code is: A7875-749C3-BDB64-03685**

The Financial Aid Access Code does not add an additional two weeks to your account.

**NOTE:** This code gives you temporary access to Connect Math for a two-week period. Once the code expires, you will be locked out of your Connect Math account until you purchase a regular Student Access Code. **It is highly recommended that you purchase the Student Access Code BEFORE the two weeks expire** to prevent interruptions with your Connect Math account.

1. To sign up to Connect Math using the Financial Aid Access Code, go to: <https://www-awn.connectmath.com>
2. Click on the "**Sign up now!**" link located under "NEW USER?"
3. Enter your "**Class Code**" and press "**Continue**".
4. Verify that you are registering for the correct class and click on "**Confirm**."
5. Continue with the registration process until your account has been set up successfully.
6. On the Apply Access page, enter the 20 character Financial Aid Access Code and click "**Continue**."
7. Next you will see a page with the date your temporary access expires, click "**Continue**."
8. You will arrive at the My Classes page.
9. You can extend your Connect Math account at any time by selecting "**Extend access**" from the class tile menu and enter your new access code. **You do NOT need to create a new Connect Math account to continue your class.**

Enjoy your class.

If you require technical assistance, please contact Connect Math Support at <https://www.connectmath.com/support/form>

## **Resources:**

The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutoring for individual subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website:

<http://www.hccs.edu/findatutor> for times and locations. For more information about tutoring at HCC, please go to <http://www.hccs.edu/tutoring>.

Additional help is also available through Student Support Services. Students can get free assistance, 24 hours a day, 7 days a week, in Math, English and other subjects, at <https://hccs.upswing.io/>.

Typically, an HCC tutor or faculty answers posted questions within 24 hours (usually under 6 hours). In addition, you can find several online math resources through an internet search. You may also find information on the Learning Web site accessible through your specific HCCS campus website.

### **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.

### **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 a DE course without active participation is seen as non-attending.

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.

### **HCC Policy Statement: 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*

Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

Phone number: 713-718-8271

### **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

**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 below).

**HCC Policy Statement - Students with disabilities**

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

***Ability Services Contact Information***

Central College	713-718-6164	
Coleman College	713-718-7376	
Northeast College	713-718-8322	
Northwest College	713-718-5422	713-718-5408
Southeast College	713-718-7144	
Southwest College	713-718-5910	
Adaptive Equipment/Assistive Technology	713-718-6629	713-718-5604
Interpreting and CART services	713-718-6333	

**Basic Needs Security Statement**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

**Campus Carry statement:**

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/>

**Resource Materials:** In addition, this course has an associated CANVAS Model course. Course materials are available within the CANVAS Course Management System. Any student enrolled in a developmental math course at HCC has access to the Learning Resource Center (LRC) where they may get additional help in understanding the theory or in improving their skills. The LRC is staffed with mathematics faculty and/or student assistants, and offers tutorial help, videos and computer-assisted drills.

**HCC Policy Statement: Sexual Misconduct**

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  
 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

**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.

**Administration 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	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	Marisol Montemayor	SE Campus	713-718-7153	Felix Morales Building, Rm 124
- Secretary	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	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.