

DEVELOPMENTAL MATH COURSE GUIDELINES for *COMPUTER COURSES*
RICHLAND COLLEGE / HUMAN & ACADEMIC DEV. DIVISION
Semester: Spring Year: 2009

Instructor: _____

Section : _____

Phone # : _____

I. D. # : _____

Office Hours: MWF () TR ()

Your section meets: (Time/days/room) on _____ at _____ in room: _____

Course Description:

This course is taught using a computer as your primary method of instruction. To be successful in this class, it is important that you keep up with the course syllabus. Each week, you may need to spend some extra time, outside of class on a computer. For work outside of class, you may use the computers in this classroom, in the *CTLC* (M-216), or in D-248.

Materials:

Academic Systems Personal Academic Notebook: This textbook includes a Validation number attached within it. (See page 5 or 6 of this syllabus to learn which **Personal Academic Notebook** to purchase for your course.) The **Personal Academic Notebook (P.A.N.)** cannot be sold back to the bookstore once the validation number has been used. New materials are required when you attempt a DMAT computer class the first time. After entering (using) the Validation number, you have exactly one (1) year before the textbook license expires. Thus, if you withdraw from or fail to successfully complete the course after validating, subsequent attempts at the course using the same **P.A.N.** will **NOT** require the purchase of a new textbook SO LONG AS THEY OCCUR (END) BEFORE THE ONE-YEAR EXPIRATION DATE IS MET. (If you are enrolled in DMAT 0099, please see "*Special Note for students in DMAT 0099*" on page 6 of this syllabus.)

DO NOT PURCHASE USED MATERIALS from other students because those materials will not have a usable validation number.

The **P.A.N.** is both a textbook and a workbook. You will be required to complete certain lessons on the computer. The **P.A.N.** contains summaries of the lesson concepts covered on the computer as well as sample problems, homework problems, and practice tests. At the back you'll find answers to odd-numbered homework problems as well as answers to all practice test problems.

Notes:

The validation number included in the P.A.N. will be used within the 1st week of each semester. DO NOT LOSE the validation number or you WILL have to purchase a new P.A.N.

Other Required Supplies:

Paper, pencil and a spiral notebook

Package of Scantron forms # F-10981-DCCCD (full-page, pink colored scantron forms which must be purchased from the bookstore)

Attendance:

Since you will get your instruction by working on the computer and you will also be taking quizzes on the computer, attendance is very important. Also, you will receive an attendance grade at the end of the semester that will count 50 points of your course grade. You will start this semester with an attendance grade of 56 points. Each absence will reduce your attendance grade by the amount shown in the table below. Those students who arrive after time for class to start will be marked tardy and 2 tardies will count as one absence. If you arrive more than 10 minutes tardy for your class, you will be counted absent. In order to be counted present, you must work on your math for the whole class period. You may not work on other subjects, visit with your classmates, or visit the internet during class time. If you take a test which does not take up the whole class period, you are expected to return to the classroom to work on math for the rest of the period. **IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOUR INSTRUCTOR HAS COUNTED YOU PRESENT.**

	M/W/F	M/W OR T/R	SAT	SUMMER	MAY OR WINTER
# of points deducted	2 pts	3 pts	6 pts	4 pts	8 pts

WORKING THROUGH THE COURSE:

- 1) You will work through each lesson assigned in the course **Schedule** (this is a separate paper) in the order in which they appear on the schedule. You need to spend whatever time is necessary to complete the lessons assigned each week **ON TIME**.
- 2) Take the major tests **on or before the DUE date** indicated on the **Schedule**.
- 3) Take the final exam when it is scheduled or before.

For each lesson.....

1. View *Overview* if you wish. **DO NOT TAKE THE PRETEST.**
2. Work through *Explain*. (Even though your *P.A.N.* has only a summary of the lessons, you should bring it to class so that you can take extra notes in it or work problems from it.)
3. Work through *Apply*.
4. Work through *Explore*, if the lesson contains an *Explore* section.
5. Do the problems assigned for the lesson in your spiral notebook – See the Schedule/Homework sheet for the homework assignments. **You must show all your work on these problems -- not just answers.**
6. Take the *Evaluate* quiz. (You may wish to practice with the Evaluate quiz at the end of the lesson in your **P.A.N.**)

NOTE: You may **retake** the *Evaluate* quiz on the computer to try to improve your quiz grade, but you are not required to do so. (Before you retake the quiz you may want to prepare by doing the “pretest” in the *Overview* section of the lesson or by doing the homework for the lesson.). If you retake the quiz, the higher of the two grades will count as your score for that lesson.

To take a major test

When you have worked through* all lessons covered on a major test (see the **Schedule**):

1. **Fill out a scantron form:** . (When filling out the information on the scantron form, the course number should be listed as **590** for the 090 course, **597** for the 097 course, **598** for the 098 course, and **599** for the 099 course.) **Also**, in the place of the Social Security #, put 8 and 8 in the first two places and then your student ID number in the last 7 places.
2. **Show your instructor the homework** (including all the work, not just answers) for all the lessons covered on the test.
3. Have your instructor **initial the scantron form** and give you a **pink test permit** to take the test.
4. Go to room M-111 with the test permit, the Scantron Form, and a picture ID to take the test.
5. Take the test and then turn in all papers to the grader when you have your test graded. Wait to see what grade you made on the test so that you will know if you should take the make-up test.

***NOTE:** Working through all lessons means you have completed all parts of each lesson on the computer, completed all of the homework, and taken all of the *Evaluate* quizzes on the lessons covered.

MAJOR TESTS:

How many major tests are there? There are 5 major tests scheduled during the semester (see Course Schedule sheet). Each of these tests counts 100 points of your course grade.

When do I take the major tests? Each major test is scheduled to be taken by a certain time – the **Due Date**. You should take the test by the **Due Date** listed on the Course Schedule. The test **must** be taken by the test **Deadline**. The test Deadline is one week after the Due Date for that test. So, if a test has a Due Date on a Tuesday, the Deadline is the following Tuesday. (In Summer classes, the Deadline is the 2nd class after the Due Date.)

What if I miss a major test Due Date? If you do not take the test by the Due Date, you will temporarily be assigned a zero (“0”) for that test. That test may still be taken after its Due Date as long as it is taken before the **Deadline**. **If you do not take that test before the Deadline, the temporary zero will become permanent.**

Note: Since you must take tests in order, you must still complete the work for and take any test for which you have received a permanent zero even though the “official” grade for that test is a zero.

Are there any opportunities to earn extra credit for these major tests? Students that take form “A” of a major test on or before its due date may be eligible to earn back (recoup) 25% of the points they missed on that test. To take advantage of this offer, students must:

- 1) take form “A” of a major test on or before its prescribed due date
- 2) neatly label and show work for ALL problems on the test
- 3) inform their instructor of their desire to earn the 25% of the points they missed on that test, **after** the test is taken
- 4) visit the CSM (see the CSM statement on the following page) and review their test with a math specialist within two weeks after the due date or within two weeks of the date in which form “A” of the test was taken (whichever is earlier)
- 5) return the signed test review verification form given in the CSM to your instructor

Can I retake a major test? You may retake the test (take the form “B” version of the test)

if you : 1) took form “A” on or before it’s due date,

2) visit the CSM, review your original test, and bring the verification form to your instructor

3) work some additional problems out of your *P.A.N.*—the *practice tests*---for each lesson covered on the test.

(These *practice tests* are in your *P.A.N.* following the Apply problems. All of the problems from each *practice test* must be worked out completely in your spiral/notebook, showing your work, as was done previously on the homework assignments.)

and 4) take the Form “B” version of the test **before the test Deadline** ,

What grade do I get if I retake a major test? If you retake a major test (take form “B”) you will receive the higher score of:

1) your original form “A” grade plus the earned 25% of the points missed initially.

2) the grade you make on form “B” (No points are added to the for “B” version of a test.)

(Students approved to take form “B” of the test that do not do so before the Deadline will earn the grade listed above in option 1.)

Note: Tests must be completed in order. For example, you may not take test # 4 before you complete test # 3. Also, you may not go back and retest over say test # 3 after you have taken test # 4.

WORKING OUTSIDE MY OWN CLASS TIME:

You may come to the developmental math classroom to get help or take tests anytime we are open. Students in the class you visit have first priority with the instructor in that class. You may also use the computers in the Center for Tutoring and Learning Connections (M-216) or in D-248 outside your own class time. The Center also has free tutoring available. If you are taking a test, **remember that you need a scantron signed by your instructor and a pink test permit from your instructor** prior to going to the DMAT Testing Room (M-111). Also remember that you MUST PRESENT A PICTURE I.D. to the grading assistant in order to take a test. (No picture I.D., No test)

NOTE: When FINAL EXAM WEEK begins, ALL students may only test during their final exam time scheduled for their class.

CENTER FOR SUCCESS IN MATHEMATICS (CSM):

The Center for Success in Mathematics (CSM) is an innovative feature of the Developmental Mathematics department. It is located within the Center for Tutoring and Learning Connections (CTL) in Medina Hall, room M-216. The CSM is a place where any DMAT student can go to study, work on computer work and/or homework assignments, receive tutoring, or review a test (form “A”) with math specialist. The CSM is open six days of the week with varying hours of operation each day to accommodate day, evening, and weekend DMAT classes.

COMPLETING THE COURSE EARLY:

Because you can work at your own pace, you may be able to finish your course before the end of the semester. If you do, you have two choices: 1) you may choose to stop coming to class, or 2) you may choose to begin work on the next DMAT course. If you choose to begin the next course, talk to your instructor about the procedure. If you begin the next DMAT course, you may be able to pass several tests in that course. Then if you enroll in that course no later than the next regular term (fall or spring), you may take up where you left off with the next test.

If you spend a great deal of time on your math, you may actually be able to finish the two DMAT courses in one term. To also receive a grade for the 2nd course after completing it during the same term, you must (1) get a “DMAT Course Completion Form” from your instructor, (2) pay a \$25.00 fee to the Business Office located in T-140, and (3) take the form back to your instructor who will verify that you have completed that course and will assign you a performance grade. Your instructor will retain the form and turn it in to the Registrar’s office. Credit for both courses will eventually appear on your transcript for the same term.

FINAL EXAM:

When do I take the final exam? If you complete all of your major tests early, you may take the final exam then or you may take the final exam during final exam week on the day it is scheduled for your section. Since absences continue to accumulate against you until you take the final exam, you need to continue to attend class until you have taken the final.

Note: If you finish your unit tests early and choose to take the final exam early, it must be taken before Wednesday during the final week of regular class. If you have not taken the final by then, you must wait until the time during final exam week that is scheduled for your class to take the final and take it at that time.

How much does the final exam count? The final exam is a comprehensive test that covers the entire semester’s work and it counts 200 points of your semester grade.

How do I study for the final exam? There are review problems for the final exam listed on the schedule/homework sheet.

Who takes the final exam? You **must** take the final exam to complete the course.

Who does not take the final exam? You **cannot** take the final exam (and complete the course) unless you have taken all of the major tests.

GRADING POLICY:

	DMAT 0090	DMAT 0097 & 0098 & 0099
1. Attendance counts	50 possible points	50 possible points
2. Computer quizzes count	50 possible points	50 possible points
3. The “major” tests count	600 possible points	500 possible points
4. The Final Exam counts	<u>200 possible points</u>	<u>200 possible points</u>
	Total: 900 possible points	Total: 800 possible points

- A. If you complete all 5 of the major tests (6 tests for DMAT 0090 students) and take the final exam, your grade for the course will be calculated by adding all of the points you accumulated and dividing by:
- 9 {DMAT 0090 students}
- 8 {DMAT 0097 & 0098 & 0099 students}

That percentage will determine your grade:

A – average of 90 – 100

E – average of 60 – 69

B – average of 80 – 89

F – average of below 60

C – average of 70 – 79

- B. If you do not complete all 5 major tests and the final exam, you will receive one of the following grades:

W This grade will be given if you withdraw from the course before the last day to drop. (See your course schedule on a separate page for this date.)

F This grade will be given if you do not complete the course and do not withdraw by the drop deadline.

Note: If you receive a grade of “W”, “F”, or “E”, you must start the course over, from the beginning, when you re-enroll.

CHEATING

Students may not talk to other students or have books, homework, papers, or notes at desk while testing. (You should take your books, papers, purses, etc. to the testing room and store them in the storage area provided.) Students may **NOT** take notes or scratch paper from a test out of the testing room. (No calculators are allowed for tests 1 and 2 of DMAT 0090)

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to cheating on a test, plagiarism, collusion, and FORGING INSTRUCTORS' INITIALS ON SCANTRON FORMS As a college student, you are considered a responsible adult. A student who is caught cheating is subject to receiving a zero on the work in question. With a zero on a major test, it is almost impossible to pass a course. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at <http://www1.dcccd.edu/cat0506/ss/code.cfm>.

WITHDRAWING FROM (DROPPING) A CLASS:

If you do not complete all 5 tests and the final exam by the end of the term, you will receive a grade of **F** and will have to start the course over from the beginning when you re-enroll. Students sometimes drop courses when help is available that would enable them to continue and be successful in the course. Free Tutoring is available in the Center for Teaching and Learning Connections (M-216), phone number: 972-238-6226. Please consult with your instructor if you are having difficulties or are considering withdrawing from this course **If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date noted on your course schedule. Failure to do so will result in a performance grade, usually an “F”. If you drop a class or withdraw from the college before the official drop deadline, you will receive a “W” (withdraw) in each class dropped.**

The last date upon which you may withdraw from this class and receive a “W” grade is Thursday, April 16th, 2009.

Student Conduct

Any conduct which disrupts the classroom learning environment for others will not be allowed. Those engaging in disruptive behavior will be asked to leave the classroom. Repeated disruption of the class will result in the offender being referred to the Dean for disciplinary action. This could result in the student being dropped from the class or even withdrawn from school.

Students who allow their cell phone to go off in the test room are also engaging in disruptive behavior. After being warned, any repeated offense will be referred to the dean for disciplinary action.

The DMAT classrooms are reserved for working on DMAT materials. Students may not use the computers for any reason except working on DMAT course material.

NOTES FOR ALL DMAT STUDENTS:

1. Your “textbook” is an Academic Systems Personal Academic Notebook (P.A.N.) and it is available at the **Follett Bookstore** on campus. This P.A.N. includes a Validation number. The P.A.N. must be purchased new the first time you attempt a DMAT computer course and cannot be sold back to the bookstore once the validation number has been used. New materials are required, initially, because the cost of the P.A.N. includes a software license fee that lasts for one (1) year. **DO NOT PURCHASE USED MATERIALS** from other students because those materials will not have a usable validation number. See the Notes on pages 5 and 6 of this syllabus for the specific P.A.N. you should purchase.
2. Grading assistants are in charge of the Testing Room. Please assist them by following their instructions. If you have a complaint, bring it to the attention of your instructor.
3. Food, drink, and use of tobacco are not allowed in the Dev. Math classrooms. Please **DO NOT bring food or drink into the room.**
4. Turn off all cell phones, pagers, beepers, etc. while you are in the classroom or in the test room!
5. If you have questions, please ask your instructor. **YOUR INSTRUCTOR IS HERE TO HELP YOU!**
6. After final exams begin, the testing center will close, and you may not take any tests except during the 2-hour time period set aside for your class’s final exam.
7. **Final course grades are not mailed. Grades are available through Richland’s Touchtone Telephone System at 972-613-1818 or online through eConnect at www.econnect.dcccd.edu. Grades are also printed on your Student Advising Report, which is available in the Admissions and Student Records Office (T-170).**
8. **CALCULATORS:** When taking a test, students who wish to use a “graphing” calculator, **must use a calculator provided in the test room.** This will be a TI – 82, 83, or 84. Students may NOT use their own graphing calculator to take tests. If you wish to use a simple four-function/scientific calculator (a non-programmable calculator) for your test, you must supply your own –these are not provided.

Login Instructions for Academic Systems Algebra

The Richland College Developmental Mathematics Department welcomes you to this course. Your DMAT class is being offered using an internet-based program named **Academic Systems Algebra**. To access the **Academic Systems Algebra** website outside of class, visit the following URL:

<https://asalgebra.platoweb.com/>

When entering the website from home (or any computer with internet access), be sure to enter the information as shown below.

Account Login:	<input type="text" value="richland"/>
PLATO Name:	<input type="text" value="student ID"/>
Password:	<input type="text" value="student ID"/>

And then click the LOGIN button.

Academic Systems Algebra /PLATO Support Center

If you have **technical questions** concerning the Academic Systems Algebra site, please contact a PLATO Technical Support Representative at

1-952-607-3899 during the following days and times: **Monday – Friday: 7:00 A.M. – 7:00 P.M. CST**

If you prefer to E-mail your request for **technical support** please visit the following site and complete the support request form as

detailed and clearly as possible: http://support.plato.com/contact/academic-support_request.asp

-----DMAT 0090 Prealgebra-----

TEXTBOOK : Academic Systems **Prealgebra** Personal Academic Notebook. ISBN: 978-0-7419-1363-0
See “MATERIALS” on page 1 of this syllabus for further information.

COURSE DESCRIPTION: This 3 hour course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals and percentages, and to strengthen basic skills in mathematics. The course is primarily for students who need to review basic mathematical processes. The prerequisite of this course is an appropriate assessment test score.

COURSE OBJECTIVES: This course will enable you to:

1. Add, subtract, multiply, and divide whole numbers, fractions, decimals, and signed numbers.
2. Solve simple linear equations.
3. Solve problems involving ratios, proportions, and percent.
4. Use charts, graphs, and tables.
5. Find perimeters and areas of geometric figures.
6. Find averages.

-----DMAT 0097 ALGEBRA FUNDAMENTALS I-----

TEXTBOOK : Academic Systems Elementary Algebra Personal Academic Notebook. ISBN: 978-0-7419-1364-7
See “MATERIALS” on page 1 of this syllabus for further information.

PREREQUISITE: DMAT 0090 or an appropriate assessment test score.

COURSE DESCRIPTION: This is a 3 hour course in introductory algebra, which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations and simple exponents.

COURSE OBJECTIVES: This course will enable you to:

1. Add, subtract, multiply, and divide real numbers.
2. Solve linear equations and application problems.
3. Graph linear equations in two variables.
4. Solve systems of linear equations.
5. Apply the properties of exponents.
6. Simplify polynomial expressions.
7. Factor polynomials over the integers.

-----DMAT 0098 ALGEBRA FUNDAMENTALS II-----

TEXTBOOK : Academic Systems Intermediate Algebra Personal Academic Notebook. ISBN: 978-0-7419-1365-4
See “MATERIALS” on page 1 of this syllabus for further information.

PREREQUISITE: One year of H.S. algebra and an appropriate assessment test score or DMAT 0097

COURSE DESCRIPTION: This is a 3 hour course in introductory algebra, which includes rational expressions, inequalities, and quadratic equations. Also included are properties of real numbers, the straight line, absolute value equations and advanced factoring.

COURSE OBJECTIVES: This course will enable you to:

1. Apply the definition and rules of exponents to simplify expressions.
2. Solve linear and absolute value equations and inequalities.
3. Graph lines and inequalities on the rectangular coordinate system and write equations of lines.
4. Simplify rational expressions.
5. Factor polynomials.
6. Solve quadratic equations by factoring.

-----DMAT 0099 ALGEBRA FUNDAMENTALS III-----

TEXTBOOK : Academic Systems Intermediate Algebra Personal Academic Notebook. ISBN: 978-0-7419-1365-4
See “MATERIALS” on page 1 of this syllabus for further information.

Special note for students taking DMAT 0099 at Richland: The one-year license agreement corresponding with your Validation number covers the use of the textbook for one year after the initial validation occurs. Since DMAT 0098 & DMAT 0099 both use the same Personal Academic Notebook, this “year of coverage” applies to use of the textbook, **NOT** to either specific course. Therefore, any student who purchased his/her P.A.N. for DMAT 0098 may reuse the text in DMAT 0099 without purchasing a new one **IF THE CURRENT DMAT 0099 CLASS WILL END BEFORE THE ONE-YEAR LICENSE EXPIRES**. Students who purchase a new P.A.N. for DMAT 0099 (1st-time DMAT 0099 computer students and students whose previous license has lapsed) will have their entire one-year license associated with this course only.

PREREQUISITE: One year of H.S. algebra and an appropriate assessment test score or DMAT 0098

COURSE DESCRIPTION: This is a 3 hour course in intermediate algebra which further develops rational expressions, exponents, roots, and radicals. Also covered are quadratic inequalities, relations, functions and graphs and system of nonlinear equations.

COURSE OBJECTIVES: This course will enable you to:

1. Perform polynomial operations and factor polynomial.
2. Perform operations with rational and radical expressions, including complex numbers.
3. Solve quadratic, radical, and rational equations.
4. Solve quadratic and rational inequalities.
5. Solve systems of linear and nonlinear equations and systems of linear inequalities.
6. Evaluate functions; find domain and range, and graph certain functions.

STUDENT RESOURCES:

Student ID – Go to T-141

Student email account to <http://www.dcccd.edu/netmail/home.html>

DMAT RESOURCES

Center for Tutoring and Learning Connections M216 972.238-6226

Need tutoring? You are entitled to free tutoring at Richland in each of your subject areas.

Computer Labs:

M125 – DMAT Classroom for classes taught by Computer Assisted Instruction. This room is also available for drop-in work on DMAT computer assisted courses.

D248 and **M216** – these rooms are available for drop-in work on DMAT computer assisted courses.

DMAT WEBB PAGE.....<http://www.rlc.dcccd.edu/had/devmath.htm>

Lost your syllabus, course schedule, or homework page? Want to review for a DMAT final exam?

DMAT Test Room M111

Testing room for taking DMAT test.

Telecourse Center (B217/B218).....972.238-6094

Rent/view DMAT tapes or DVD's which correlate directly to the textbooks.

ACADEMIC and ENROLLMENT RESOURCES

Advising Center T180..... 972.238-3767

Need Academic or Career Advising?

Computer Lab D229972.238-6317

Need to write a paper or print something you wrote at home?

Ecampus<http://ecampus.dcccd.edu>

Ecampus Support ...ecampus.support@dcccd.edu 972.669-6402

Having trouble with econnect or getting on ecampus?

Econnect :.....<http://econnect.dcccd.edu>

Want to register, check your previous semesters' grades, check financial information, etc.

Internet Services L102 or B217-218.

Need to do some research ?

Student Records T170.....972.238-6100

Need to get a transcript? Change a mailing address?

MIND-BODY-HEALTH RESOURCES

Crisis Counselor C243.....972.238-6230

Stressed out or having a real problem? See a counselor free of charge.

Fitness Center G102.....972.238-3735

Work out in a state of the art fitness center for a minimal charge per semester. Great for your mind and emotions as well as your body.

Health Center T110.....972.238-6135

Not feeling well or want to talk to a nurse about a health issue?

Labyrinth (East Side of Campus behind Fannin Hall)

Stressed out and want some quiet time to calm down? Walk our outdoor labyrinth.

Meditation Garden (West side of campus behind Horticulture)

Go outside and study or just sit in our beautiful Japanese garden outside of Sabine.

GENERAL CAMPUS RESOURCES

Adult Resource Center C165.....972.238-6331

Are you an adult over 25 returning to school to pursue a Technical Occupation degree or a single parent in a Technical Occupation program?

Career Information/Placement E093.....972.238-6921

Need a job? Check Out our free placement service.

College Police (Also Lost and Found)Crockett Hall.972.238-6911

Locked out of your car? Lost? Feeling threatened? Lost something? Call College Police for help.

Disability Services T120.....972.238-6180

Need some special assistance to be successful in school?

- Emeritus Program C120**.....972.238-6393
Want to know about all the services available to emeritus students?
- ESOL Lab M227**.....972.238-6901
Having problems with English?
- Financial Aid T130**.....972.238-6188
Worried about money so you can stay in school. Check out financial aid. Much is available that is turned back to the state every year because qualified students don't apply for it.
- Inclement Weather Hotline**.....972.238-6196
Wondering if we are going to have school because of bad weather?
- Library (LRC) L102**.....972.238-6081
Books, tapes, magazines, internet access. A great place to study. If you want to reserve a private study room upstairs to work with a collaboration group, just call ahead. At the Reference Desk in the library you can get help with research (print or electronic). You also have access to a scanner in the library for scanning pictures into your papers/Projects/portfolios/PowerPoint presentations and for scanning material from reference books. Ask for the loan of a disk if you need to save anything from a computer file.
- Multicultural Center. T150**..... 972.238-6900
- Richland Chronicle (Student Newspaper) E036**.....972.238-6079
- Sanctuary (N129)**
Need a quiet place to go and sit in silence? Neches 129 has been reserved as a space of quiet meditation any time of the day.
- Student Programs (SPAR) E040**..... 972. 238-6130
Want to go hear a speaker but can't remember the time and place of the event? Want to join a campus club?

ADDITIONAL NOTES FOR ALL COURSES

- A. If you are a student with a disability and/or special needs who requires ADA accommodations, please contact Richland College Disability Services Office (C-120, 972-238-6180).**
- B. Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence. Students who will be absent from class for the observance of a religious holy day must notify the instructor in advance.**
- C. If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.**
- D. In case of inclement weather, students may call 972-238-6196 to see if the campus is open.**
- E. Effective for the fall semester 2005, the Dallas County community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Education and some other courses will not be charged additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. Visit www.dcccd.edu/ThirdCourseAttempt for a list of courses and additional information.**
- F. The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in any college level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office in T170T or T170S (phone number 972-238-6115 or 972-238-3787) or at www.rlc.dcccd.edu/regi/resource/tsi.htm .**
- G. Minors should not be brought to campus in lieu of appropriate childcare. A student will not be allowed to attend class when minors are accompanying the student. Minors should not be brought into classrooms, laboratories, the Test Center, Center for Tutoring and Learning Connections, Library, or Academic Computing areas because of disruption of instruction or study, exposure to material unsuitable for minors, and possible danger to minors**
- H. For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W". Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: <https://www1.dcccd.edu/coursedrops>**

Note: The instructor reserves the right to amend this syllabus as necessary.

revised Spring 2009