

RICHLAND COLLEGE / School of Human and Academic Development DEVELOPMENTAL MATH COURSE SYLLABUS

LAB COURSES

Instructor: _____	Course/Section: _____
Office Number: _____	Class meeting time: _____
Office Hours: _____	Room: _____
Office Phone Number: _____	Credit Hours: <u>Three (3)</u>
Email: _____	Semester/Year: <u>Spring 2009</u>

INTRODUCTION

Welcome to the Developmental Mathematics Program. The DMAT courses will help strengthen your mathematical skills. Although there are no lectures in a lab setting, you will need to attend class regularly, just as with any other class. In order to complete the course, you will also need to study several hours each week outside of class. Your instructor is here to help you with any questions or problems, which you may have in the course. To get started, read this handout carefully, It explains what you must do to succeed in DMAT.

BEFORE YOUR NEXT CLASS MEETING:

1. Read this handout very carefully
2. Buy your course material
 - a. **Text book** (listed in the notes on pages 6 and 7 of this syllabus)
 - b. **MyMathLab** (here after known as **MML**) student access kit. This kit will either come bundled up with new textbooks or can be purchased separately.
 - c. **Scantrons** form number F-10981-DCCCD, **spiral notebook, and a graphing calculator** (a graphing calculator is required for 0097, 0098, and 0099)
3. Copy the special notes for your course on pages 6 or 7 into your book, and
4. Register in **MML** to begin working the HOMEWORK PROBLEMS—Instructions on the last page of this syllabus.

HOW DO I PROCEED THROUGH THE COURSE?

The material for each DMAT course has been divided into several tests (six tests + the final exam for 0090 and 0097, five tests + the final exam for 0098, and 0099). In order to complete your course, you will need to maintain the pace shown on the separate schedule/homework sheet. Before each test you will need to:

Step 1: Work through the Chapters

- A. Study and take notes on all explanations and examples in the chapter(s).
- B. Watch the video lectures;
 - Videos may be accessed FREE via MML by clicking on the multimedia library button (below the homework button)
 - DVDs are available for use in your classroom, M-216, and are available for rental in B-218.
- C. Your instructor will assist you as you need help.

Step 2: Complete your homework assignments

Before testing, you must:

- Work **all** of the problems online in **MML**. **You will need to have a minimum of 70% score on each exercise set** before you are allowed to take a test
- As you work through the online problems note that some of those problems (listed on the back of your “course schedule”) must be worked out neatly and completely in your spiral notebook
- Study for the test by reviewing the homework problems that you worked out in your notebook

Step 3: Fill In Your Scantron

- Fill in a scantron with the information listed below
 - Your name, Student ID number and the section number
 - Your **course number** is “090”, “097”, “098”, or “099”. The **test form is “A”**, and the **exam number is 1, 2, 3, etc** (this number is filled placed in the 2nd column under exam number). **Also**, when you fill out the “Student ID”, put two 8s in the first two places and then fill in your student ID number in the last 7 places.
- Show your instructor the scantron and completed homework problems, which you have worked out in your notebook.
- Your instructor is the only person who can initial to take Form A of the test.
- Make sure your instructor gives you the “permit” (goldenrod form) to take the test.

Step 4: Take the Test in the TESTING ROOM M-111 (you may test during class time or later)

- Allow at least 45 minutes to take a test because you cannot come back later to finish it.
- Show your test permit, scantron and **PICTURE ID** (No picture I.D., No test) to the grading assistant who will then give you the test you need.
- Work the test on your paper at a desk in the testing room
- Tests are multiple-choice tests, but in order to receive credit you must show your work on your paper.
- Return your completed test and scratch paper to the grading assistant who will grade it for you.

Notes: You may **NOT** have homework, book, or notes on your desk while testing. Remember that calculators are **not** allowed on tests 1 through 3 in DMAT 0090. (You should take your books, papers, purses, etc. to the testing room and store them in the storage area provided).

MAY I RETAKE A TEST?

The Final Exam can only be taken once.

If you did not do well on a unit test, you may improve your grade in two ways:

- You may go over your test in the **CSM** (**C**enter for **S**uccess in **M**athematics located within the tutoring center M216) and receive 25% of the points you missed added back to your grade on that test. If you choose to do this, you must go over your test before taking the next test.
- After going over your test, you may also decide to retake the test. You may retake the test if:
 - You took the test on or before it's due date
 - Take the retake test before the deadline for that test
 - Have not yet taken the next test, and
 - You have completed the form B review problems (listed on the back of the course schedule) in your notebook, and
 - You have gone to the **CSM** in M216 and reviewed your first test with the helpers there.

If you retake the test the higher grade between the first test grade (with the 25% added back) and the retest grade will be the grade that is counted.

HOW OFTEN SHOULD I TAKE A TEST?

You should take the tests as rapidly as you can, but there are also **Due Dates** and **Deadlines** for tests indicated on your “course schedule”. You should take each test by the Due Date. If you do not take a test by its Due Date, you will temporarily be assigned a grade of zero (“0”) for that test. That test may still be taken after its Due Date as long as it is taken before the Deadline. In the Fall and Spring semesters, **the Deadline is one week after the Due Date** for that test (two days after the due date in Summer semesters.) If you do not take that test by the **Deadline**, the temporary zero will become permanent.

Notes: 1) 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.

2) 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.

MAY I GET HELP AT TIMES OTHER THAN MY CLASS TIME?

Yes, you may come other times to your developmental math classroom to get help, but students enrolled in that class have first priority with the instructor in that class. Also, you may go to the tutoring center in M-216 for drop-in tutoring, or you may visit the **CSM** to receive more extensive help.

WHAT ABOUT A FINAL EXAM?

There is a mandatory comprehensive final exam for all DMAT courses. The final exam may be taken only once and the grade will count twice in figuring your course grade. You can take your final exam as soon as you are ready for it after finishing all the unit tests. To prepare for the final exam, work the final exam Homework Problems either listed at the end of the homework page or found under "Reviews for Finals" at <http://www.rlc.dcccd.edu/had/devmath/reviews.htm>

Note: *If you are taking the final exam early (before final exam week) it must be taken before Wednesday of the last week of classes. If you have not taken the final exam before then, you must wait until the time that it was scheduled to be taken during final exam week.*

IS IT POSSIBLE TO COMPLETE MORE THAN ONE COURSE IN A SEMESTER?

Yes, since you can work at your own pace, you may be able to finish your DMAT course before the end of the semester. If you do finish your course early, then you have two choices:

- 1) You may choose to stop coming to class, or
- 2) You may choose to begin work on the next level DMAT course. If you begin the next level DMAT course and not able to complete the entire course in the same semester, 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 both DMAT courses in one semester. To also receive a grade for the extra DMAT course after completing it during the same semester, you must (1) get a "DMAT Course Completion Form" from your instructor, (2) pay a \$25.00 fee to the Business Office located in the Thunderduck Hall, and 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 semester.

WITHDRAWING FROM (DROPPING) A CLASS

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, April 16th. 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.

Stop Before You Drop!

For students who enrolled in college level courses for the first time in the fall of 2007 or after, 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>

HOW IS MY GRADE FOR THE COURSE DETERMINED?

	DMAT 0090, DMAT 0097	DMAT 0098, DMAT 0099
Unit tests	600 possible points	500 possible points
Homework (MML)	50 possible points	50 possible points
Attendance	50 possible points	50 possible points
Final Exam	200 possible points	200 possible points

Total	900 possible points	800 possible points
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Your grade for the course will be calculated by dividing the total possible points by 9 for DMAT 0090, DMAT 0097, and by 8 for DMAT 0098, 0099. The percentage will determine your grade:

A – Average of 90-100	B – Average of 80-89	C – Average of 70-79
E – Average of 60-69	F – Average below 60	

NOTE: Students who make an “E”, “F” or who withdraw from the course with a “W” must start over from the beginning when re-enrolling.

ACADEMIC HONESTY:

Students should follow the testing room’s policy when testing. All test papers and scratch papers must be turned in at the end of your test. No calculators are allowed for tests 1 through 3 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. 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 <https://www1.dcccd.edu/cat0809/ss/code.cfm>

ATTENDANCE:

You are expected to attend class punctually and regularly. 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 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 or visit with your classmates 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	FR/SAT	SUMMER	May/Winter
# of points deducted for each absence	2 pts	3 pts	6 pts	4 pts	8 pts

USE OF ELECTRONIC DEVICES:

Before entering the classroom students will turn off their cell phones. If a cell phone rings during class, this will be considered a disruption of the class and may lead to the offending student being dismissed from the remainder of class. If a student’s cell phone causes frequent, loud and persistent disruptions, discipline actions as listed in the Student Code of Conduct will be considered.

Use of a cell phone during any testing or graded work conducted within the classroom or testing center will be considered an act of academic dishonesty and be subject to the penalties specified in this syllabus under the heading of Academic Honesty.

OBTAINING FINAL COURSEGRADES USING eCONNECT:

Final course grades are not mailed. Grades are available through Richland’s Touchtone Telephone System at 972-613 1818 or online through eConnect at <http://www.econnect.dcccd.edu>. Grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office (T-170)

ADA STATEMENT:

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office T-120, 972-238-6180.

RELIGIOUS HOLIDAYS:

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.

FINANCIAL AID:

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. **NOTE:** Students who fail to attend or participate after the drop date are also subject to this policy.

INCLEMENT WEATHER:

In case of inclement weather, you may call 972-238-6196 or visit the Richland College website to learn if the campus is closed.

REPEATING THIS COURSE:

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 <http://www.dcccd.edu/thirdcourseattempt/> for a list of courses and additional information.

THE TEXAS SUCCESS INITIATIVE (TSI):

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 .

CHILDREN ON CAMPUS:

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

**** SPECIAL NOTES FOR EACH INDIVIDUAL DMAT COURSE: ****

-----DMAT 0090 PRE ALGEBRA-----

TEXTBOOK: Basic Mathematics (10th Edition) by Bittinger **ISBN:** 0-321-30604x

COURSE DESCRIPTION: (3 lecture credit hours) this 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 for this 3-hour course in the developmental mathematics sequence is an appropriate assessment test score or DMAT 0066.

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.

Notes:

- A. You are **not** required to work the “Pre-Test”, “Skill Maintenance”, “Synthesis”, “Translating for Success”, or “Critical Thinking” sections.
- B. Make a note at the top of page 155: omit Method 3
- C. Make a note on page 250: omit example 13.
- D. Make a note at the top of pages 291 and 292: You may begin to use your calculator on tests starting with test #4.
- E. Omit Chapters 8 and 11.

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

TEXTBOOK: Beginning Algebra (5th Edition) by Martin-Gay **ISBN:** 0321565258

PREREQUISITE: The prerequisite for this 3-hour course is DMAT 0090 or an appropriate assessment test score.

COURSE DESCRIPTION: (3 lecture credit hours) this is a 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.

Notes:

You are required to have a GRAPHING CALCULATOR in DMAT 0097. The TI-83, TI-83 plus, or TI-84 is recommended. (Note, the TI-89 or higher is not allowed in any DMAT course)

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

TEXTBOOK: Intermediate Algebra (5th Edition) by Martin-Gay **ISBN:** 0321572114

PREREQUISITE: The prerequisites for this 3-hour course are one year of H.S. algebra and an appropriate assessment test score or DMAT 0097.

COURSE DESCRIPTION: (3 lecture credit hours) this is a 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.

Notes:

You are required to have a GRAPHING CALCULATOR in DMAT 0098. The TI-83, TI-83 plus, or TI-84 is recommended. (Note, the TI-89 or higher is not allowed in any DMAT course)

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

TEXTBOOK: Intermediate Algebra (5th Edition) by Martin-Gay **ISBN:** 0321572114

PREREQUISITE: The prerequisites for this 3-hour course are one year of H.S. algebra and an appropriate assessment test score or DMAT 0098.

COURSE DESCRIPTION: (3 lecture credit hours) this is a 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 inequalities.
6. Evaluate functions; find domain and range, and graph certain functions.

Notes:

You are required to have a GRAPHING CALCULATOR in DMAT 0099. The TI-83, TI-83 plus, or TI-84 is recommended. (Note, the TI-89 or higher is not allowed in any DMAT course)

Chapter 4.3, page 231 problem #5: To make the systems of equations “work”: The third sentence should read, “if the speed of the plane in still air is 480 mph faster than the wind....” Rather than as it now reads “13 times the speed of the wind...”

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.

D228 and **M216** – these rooms are available for drop-in work on DMAT computer assisted courses.

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

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 DVDs, 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?	

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



Welcome Students!

MyMathLab is an interactive website where you can:

- Self-test & work through practice exercises with step-by-step help to improve your math skills.
- Study more efficiently with a personalized study plan and exercises that match your book.
- Get help when YOU need it. MyMathLab includes multimedia learning aids, videos, animations, and live tutorial help.

Before You Begin:

To register for MyMathLab you will need:

- A **MyMathLab student access code** (packaged with your new text, standalone at your bookstore, or available for purchase with a major credit card at www.coursecompass.com)
- Your instructors' **Course ID number**: _____ **Will be provided by the instructor on first class day**
- Your school's **zip code**: **75243**
- A **valid email address**

Student Registration:

- Go to <http://www.coursecompass.com> and click the **Register** button under Students.
- Review the **Before You Start** information to ensure you have everything you need to register; click Next.
- On the Course ID page:
 - Enter the Course ID and click on Find Course
 - Choose your enrollment method
 - If your student access code came packaged with your textbook, select Access Code. (*Select "Buy Now" to purchase online access using your credit card*)
 - Enter your student access code as displayed; use the tab key to move from box to box and use all **CAPITAL LETTERS** when entering the access code. Click Next.
- Please read all information in the License Agreement and Privacy Policy. Click on Accept if you agree to the terms.
- On the Access Information screen:
 - **If you have registered for other Pearson online products** and already have a login name and password, **select Yes**. Boxes will appear for you to enter your login information.
 - **If this is the first time you have registered for a Pearson online product, select No**. Boxes will appear for you to enter your desired login name and password. You may want to use your email address as your login name. If you do not use your email address, be prepared with a second login name choice if the one you first selected is already in use. Your login name must be at least 4 characters and cannot be the same as your password.
 - **If you aren't sure whether you have a Pearson account or not, select Not Sure**. Enter your email address and click Search. If you have an account, your login information will be sent to your email address within a few moments. Change your selection to Yes, and enter your login name and password as directed.
- On the Account Information page, enter your first and last name and email address. Re-type your email address to make sure it is correct.
- In the School Location section, select United States from the School Country drop-down menu. Enter your **school zip code**, and then select your school from the drop-down list.
- Select a security question and answer to ensure the privacy of your account. Click Next.
- When your registration process is complete you will see a confirmation screen. Click Log In Now to reach CourseCompass, and click Log In. Enter your login name and password and click Log In.

Logging In:

- Go to www.coursecompass.com and click on Log In. Enter your login name and password and click Log in.
- On the MyCourseCompass page, click on the course name to enter your instructor's course.
- The first time you enter your course from your own computer and anytime you use a new computer click the **Installation Wizard** on the announcements page or navigational button at the bottom left of the screen. The wizard (or Browser Check) will detect and then help you install the plug-ins and players you need to access the math exercises and multimedia content in your MyMathLab course. Follow the screen instructions to complete this process. NOTE: Check with your instructor to ensure all plug-ins are installed in the college computer labs.
- After completing the installation process and closing the wizard you will be on your course home page and ready to begin exploring your MyMathLab course.

Need help?

Contact Product Support at <http://www.mymathlab.com/contactus.htm> for live CHAT, email or phone support.