



Intermediate Algebra
Math 60
Hybrid Course



**PALOMAR
COLLEGE**
Mathematics
Learning Center

Student Handbook
Spring 2022

MyLab | Math

Student Registration Instructions for Canvas

First, enter your Canvas course

1. Sign into Canvas and enter your Canvas course.
2. Click on MyLab and Mastering link.
3. Sign on and purchase the course material.

Note: If you can't pay for the access code right away, you can get a [temporary access without payment for 14 days](#) by clicking on the temporary_access in blue.

Next, get access to your Pearson course content

1. Enter your Pearson account **username** and **password** to **Link Accounts**.
You already have an account, if you have ever used a MyLab or Mastering product from Pearson in a previous course.
 - » If you don't have a Pearson account, select **Create** and follow the instructions
2. Select an access option:
 - » Enter the access code that you purchased separately from the bookstore.
(It is suggested to purchase access code online directly from the publisher. It will be less expensive and you will have immediate access to your course – see the options below)
 - (OR)
 - » Buy the access online using a credit card or PayPal.
 - (OR)
 - » Get the 14-day temporary access and get started.
Note: Look for the blue link for the temporary access in the page where you purchase access. The temporary access is free for 14 days. You will have to pay before the free access expires to continue with the course.
3. From the You're Done page, select **Go to My Courses**.

Note: *you always need to enter your MyLab Math course through Canvas.*

Get your computer ready

For the best experience, check the system requirements for your product at <https://www.pearsonmylabandmastering.com/system-requirements/>

Need help?

For help with MyLab Math for Canvas, go to https://help.pearsoncmg.com/integration/cg/canvas/student/en/content/get_started.htm

Mathematics Learning Center

Palomar College is dedicated to serving the needs of a wide variety of students by offering many alternative learning opportunities. One is the Hybrid Course offered through the Mathematics Center. The Mathematics Center offers Intermediate Algebra, College Algebra, and Trigonometry courses in a Hybrid format. The Hybrid format offers students the opportunity to complete a mathematics course in less than one semester or to finish two courses in a semester.

However, because of COVID-19, hybrid classes will be offered online ONLY. Therefore, you are not required to come to campus.

<i>Location</i>	MC-1 and Online meetings (Zoom: https://palomar-edu.zoom.us/j/93713198344)	
<i>Telephone</i>	(760) 744-1150, Ext. 2718 <i>Note: We encourage that use the email to communicate with us instead of phone calls.</i>	
<i>Web Page</i>	www2.palomar.edu/math/mlc/	
<i>In person (Face-to-Face) Tutoring</i>	Monday – Thursday 8:00 am – 5:00 pm	<i>Students may come to the Math Center (MC-1) in the main campus for face-to-face help. You may also come and take the online exams which will be proctored by the staff.</i>
<i>Virtual (Online) Tutoring</i>	Monday – Thursday 8:00 am – 8:00 pm Friday 8:00 am – 2:00 pm Saturday 9:00 am – 12:00 pm Sunday Closed	<i>You can access Virtual Tutoring through your Canvas portal for this course</i>

<i>Math Center Faculty & Tutors</i>	<i>E-mail</i>	<i>Phone Number</i>
<u><i>Director & Instructor of Record</i></u> <i>Prof. Fari Towfiq</i>	ftowfiq@palomar.edu	(760) 744 1150, ext. 2718
<u><i>Tutors</i></u>	<i>Updated schedules of the tutors will be posted on the Math Center website and/or the Canvas page.</i> https://www2.palomar.edu/pages/math/mlc/	
<u><i>Instructors on Duty</i></u>	<i>Updated schedules of the Instructors will be posted on the Math Center website and/or the Canvas page.</i> https://www2.palomar.edu/pages/math/mlc/	

For security and privacy reasons, students must use their Palomar Student email account when communicating with the instructors or requesting help in the course. Otherwise, you may not receive help.

<u>Deadlines</u>	To drop without any notation or a grade – February 13, 2022
	To drop with a “W” grade – March 28, 2022
	To petition for Audit the course or for P/NP grade – March 6, 2022
	Last day to receive refund – February 13, 2022

Aspects of a Hybrid Course:

- 1) Lessons are presented online. An instructor on duty is available during the virtual math center hours to assist you and clear your doubts.
 - a. Supplementary material, such as computer lessons/drill and practice, for all the topics is easily accessible on Pearsonmylabandmastering.com ([PearsonMyLab](#)).
 - b. Digital videos of the lessons are available to students on [PearsonMyLab](#).
- 2) Each student is responsible to study a designated number of hours each week and complete the requirements for this course on a weekly basis.

The time spent on this course should be comprised of:

- a. Watching the lecture-videos or example-videos.
 - b. Reading and learning from the multimedia e-Text.
 - c. Completing the Guided Notebooks handouts
 - d. Doing Homework assignments
 - e. Asking for help from the instructor on duty, if needed.
 - f. Taking Review Tests
 - g. Taking/reviewing Online Exams.
- 3) Students should master the learning objectives for each chapter/section prior to the deadline.
 - 4) Students must do assigned homework; take five Review Tests, five Online Exam, and one comprehensive final exam to earn a grade in Hybrid Math 60 course.

Note: A schedule of assignments and exams are given. Students who fall behind in assignments or fail to take exams may be dropped from the course.

Requirements for Success in a Hybrid Course:

▪ **Self-Motivation**

- Students who are not self-motivated, often fail to keep up with the course schedule and end up failing the course or being dropped from the class.

▪ **Self-Discipline**

As you will not be in a physical classroom, you need to have the self-discipline to follow the course schedule and complete the requirements of the course in a timely manner.

A student should watch assigned digital videos, read e-text, and do assigned homework to get ready for the Review Tests and Online Exams.

▪ **Good Time-Management Skills**

Students should make a weekly study-schedule that is in line with the schedule given in this handout. If the student is not able to complete the requirements for some unforeseen circumstance beyond his/her control, he/she should contact the Math Center Director immediately. Students who fail to complete the requirements on a weekly basis may be dropped from the course.

▪ **Good Reading and Communication Skills**

Student must have the reading and communication skills that are required for a college-level course as he/she needs to read the e-textbook and follow the directions or if necessary, ask for clarifications.

Math 60 Syllabus

Instructor:

Professor Fari Towfiq – Director of the Math Center

Course Objectives:

Upon successful completion of the course the student will be able to:

1. Formulate algebraic models to represent relations from tables, graphs, and problem situations.
2. Investigate and compare multiple representations of a function.
3. Analyze linear, quadratic, exponential, and logarithmic functions from graphic, numeric, and symbolic perspectives.
4. Analyze and solve linear and nonlinear systems of equations and inequalities from graphic, numeric, and symbolic perspectives.
5. Solve application problems involving linear, quadratic, exponential, and rational relationships and interpret the solutions.
6. Identify and apply principles of algebraic manipulation necessary to rewrite expressions and equations in alternate forms.
7. Apply critical thinking and mathematical reasoning skills necessary in algebraic problem solving and related areas of endeavor.

Student Learning Outcomes (SLOs):

1. **Applications of Functions:**

Determine and implement an appropriate method of solutions for a variety of problems involving contemporary applications of Linear, Quadratic, Exponential, Logarithmic, and Rational Functions. Such applications include, but are not limited to Bacterial Growth, Exponential Decay, Earthquakes, Compound & Simple Interest

2. **Graphing and Problem Solving:**

Graph Linear, Quadratic, Exponential, and Logarithmic Functions

Required e-book package:

Lial Intermediate Algebra 11ed Access Code, Pearson/Addison-Wesley.

(e-book included/ INTERMEDIATE ALGEBRA, 11th Edition, Lial/Hornsby/McGinnis. It is not necessary to purchase a physical textbook for this course.) **ISBN: 9780134764658**

Note: Please refer to page two of this handbook for how to access and purchase online course material.

Attendance:

- Each **semester unit** requires 16 hours of instruction 32 hours of homework and preparation for a total of 48 hours per semester. This means for this four-unit course during a regular **you need to allot about 12 hours per week for 16 weeks** (48 hours/unit *4 units = 192 hours/16 weeks). Depending on your preparation, this may be slightly less or slightly more.
- If you are taking this class under the assumption that you will not have to submit any assignments, you are wrong. There will be weekly Guided Notebooks to complete, homework assignments, Review Tests, Online Exams and other assignments assigned by the Director to help you learn the topics.
- If you decide to withdraw from the course, be sure to drop the class by logging on to MyPalomar. Do not expect the Math Center Director to automatically drop you from the course.
- All assignments are to be done online prior to their deadlines.

Note: You should try to be ahead of the published schedule so that you either may be able to finish the course earlier or spent more time to master the topics coming later in the course that may be less familiar to you.

Grading Procedures:

The course grade will be based on the following:

		Guided Notebooks	Homework	Review Tests	Online Exams	Online Final Exam	
#1	Chapters 1 & 2	2%	3%	2%	10%	Chapters 1 - 11	
#2	Chapters 3 & 4	2%	3%	2%	10%		
#3	Chapters 5, 6, & 7	2%	3%	2%	10%		
#4	Chapters 8 & 9	2%	3%	2%	10%		
#5	Chapters 10 & 11	2%	3%	2%	10%		
Total		10%	15%	10%	50%	15%	100%

Guided Notebooks: Five assignment sets, 10% of the total grade.

Homework Assignments: Five assignment sets, 15% of the total grade.

Review Tests: Five Review Tests, 10% of the total grade.

Online Exams: Five exams, 50% of the total grade.

Final Exam: A comprehensive final exam, 15% of the total grade.

Note: *The Final Exam is **comprehensive and mandatory**.*

If you do not take (do) your Guided Notebook, Homework assignment, a Review Test or Online Exam, you will receive a grade of zero (0) for that Guided Notebook, Homework assignment, Review Test or Online Exam.

Letter Grade will be assigned as follows:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

Math 60

Deadline: Guided Notebooks, Homework, Review Tests and Online Exams

Exam	Chapters	Guided Notebooks Deadline	Homework Assignment Deadline	Review Test Latest Starting Date*	Online Exam Deadline 1 st attempt	Online Exam Deadline 2 nd attempt
#1	1 & 2	Mon, Feb 14	Tue, Feb 15	Wed, Feb 16	Thu, Feb 17	Tue, Feb 22
#2	3 & 4	Mon, Mar 7	Tue, Mar 8	Wed, Mar 9	Fri, Mar 11	Mon, Mar 14
#3	5, 6, & 7	Mon, Apr 4	Tue, Apr 5	Wed, Apr 6	Fri, Apr 8	Mon, Apr 11
#4	8 & 9	Mon, Apr 25	Tue, Apr 26	Wed, Apr 27	Fri, Apr 29	Mon, May 2
#5	10 & 11	Mon, May 16	Tue, May 17	Wed, May 18	Fri, May 20	Mon, May 23
Final Exam	1 - 11	Monday, May 23 – Friday, May 27				

***You can take each Review Test as many times as you wish. Be sure to attempt it at least once before the deadline. The highest score will be counted toward your final grade. The Review Tests are very similar to the Online Exams. If you receive a score of 80 or better on a Review Test, without any help, you are ready to take the corresponding Online Exam. Otherwise, it is recommended that you review the material again and retake the Review Test until you are comfortable with the topics.**

Math 60 - Course Schedule

Week	Dates	Sections & Activities	Deadlines
1	Jan 31 – Feb 5	Sections 1.1, 1.2, 1.3	
2	Feb 7 – Feb 12	Sections 1.4, 2.1, 2.2, 2.3	
3	Feb 14 – Feb 19	Complete Guided Notebook #1 Complete Homework Assignment #1 Take Review Test #1 (take it several times) Take Online Exam #1	Guided Notebook #1 – Feb 14 Homework Assignment# 1 - Feb 15 Review Test # 1 – Feb 16 Online Exam #1 (1 st attempt) –Feb 17
4	Feb 21 – Feb 26	If needed, take Online Exam #1 again Sections 3.1, 3.2, 3.3, 3.4	Online Exam #1(2 nd attempt) – Feb 22
5	Feb 28 – Mar 5	Sections 3.5, 3.6, 4.1, 4.2, 4.3	
6	Mar 7 – Mar 12	Complete Guided Notebook #2 Complete Homework Assignment #2 Take Review Test #2 (take it several times) Take Online Exam #2	Guided Notebook #2 – Mar 7 Homework Assignment# 2 - Mar 8 Review Test # 2 – Mar 9 Online Exam # 2 (1 st attempt) – Mar 11
7	Mar 14 – Mar 19	If needed, take Online Exam #2 again Sections 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 6.1,6.2	Online Exam #2 (2 nd attempt) – Mar 14
8	Mar 21 – Mar 26	Sections 6.3, 6.4, 6.5, 7.1, 7.2, 7.3,7.4, 7.5	
	Mar 28 – Apr 1	Spring Break	No School
9	Apr 4 – Apr 9	Sections 7.6 Complete Guided Notebook #3 Complete Homework Assignment #3 Take Review Test #3 (take it several times) Take Online Exam #3	Guided Notebook #3 – Apr 4 Assignment# 3 – Apr 5 Review Test # 3 – Apr 6 Online Exam # 3 (1 st attempt) – Apr 8
10	Apr 11 – Apr 16	If needed, take Online Exam #3 again Sections 8.1, 8.2, 8.3, 8.4, 8.5, 8.6	Online Exam #3 (2 nd attempt) – Apr 11
11	Apr 18 – Apr 23	Sections 8.7, 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7	
12	Apr 25 – Apr 30	Complete Guided Notebook #4 Complete Homework Assignment #4 Take Review Test #4 (take it several times) Take Online Exam #4	Guided Notebook #4 – Apr 25 Homework Assignment# 4 – Apr 26 Review Test # 4 – Apr 27 Online Exam # 4 (1 st attempt) – Apr 29
13	May 2-May 7	If needed, take Online Exam #4 again Sections 10.1, 10.2, 10.3, 10.4, 10.5, 10.6	Online Exam #4 (2 nd attempt) – May 2
14	May 9 – May 14	Sections 10.7, 11.1, 11.2, 11.3, 11.4	
15	May 16 – May 21	Complete Guided Notebook #5 Complete Homework Assignment #5 Take Review Test #5 (take it several times) Review and take Online Exam #5	Guided Notebook #5 – May 16 Homework Assignment# 5 – May 17 Review Test #5 – May 18 Online Exam # 5 (1 st attempt) – May 20
16	May 23– May 28	If needed, take Online Exam #5 again Take Practice Final Exam Take Final Exam	Online Exam #5 (2 nd attempt) – May 23 Final Exam May 24 – May 27

Final Exam: Friday, May 27, 2022

How to Start Your Class *(Please read this section before working on MyMathLab)*

1. Follow the instruction on page 2 of this Handbook to register for PearsonMyLab through Canvas.
2. The e-book is available on PearsonMyLab
3. Video lectures are available in PearsonMyLab.

Now let's get started with our course:

- A. Go to your Canvas Course.
- B. Click on Mylab and Mastering tab on the left-hand side
- C. Click on Open Mylab&Mastering box (Highlighted in dark yellow)
- D. Click on the Guided Notebooks.

Guided Notebooks are to help you take notes as you watch the lecture online as if you are in a classroom.

This will serve you as a good resource to study as you prepare for exams. Write neatly and legibly.

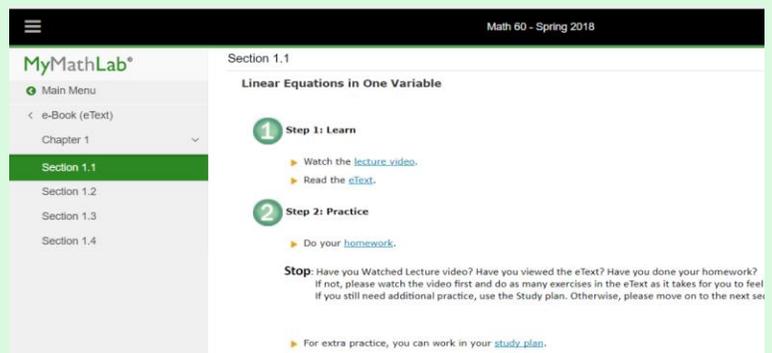
- a. Print out the Guided Notebook for each chapter. Or, you can write your answers on a blank sheet of paper.
- b. Watch the lecture video for each chapter. **(Please see instruction below on how to access lecture video)**
 - i. Click on e-book tab in your PearsonMyLab.
 - ii. Click on the chapter pertaining to the Review Test and Online Exam that you are currently preparing for.
 - iii. Click on the appropriate section.
 - iv. Watch the section lecture video.

- c. Complete the Guided Notebook for each section as you watch the lecture video or reading the e-Text.
- d. Submit it prior to the deadline.

How to upload the completed Guided

Notebook: From the left pane, choose: Course Tools followed by Document Sharing. Follow the instructions and

upload. **You may use your smart Phone App, CamScanner, which helps you create a pdf document of multiple pages together. Then e-mail the pdf file to professor Towfiq**



- E. View the e-Text.
- F. Do the Homework at the end of each section by clicking on Assignment tab on Canvas or going to PearsonMyLab.
Note: Guided Notebooks is 10% and Homework is 15% of your final grade. Each Guided Notebooks and Homework set is due before the corresponding Review Test. Guided Notebooks and Homework problems will prepare you for both the Review Tests and Online Exams.
- G. If you have any questions, please ask the instructors or tutors.
- H. Continue steps A through G until you finish all the sections in the chapters pertaining to the exam you are currently preparing for.
- I. Go to **Review Tests** in Canvas. Take the Review Test that you prepared for. Review Tests are worth **10%** of your total grade.

Note: You can take each Review Test as many times as you wish. The highest score will count toward your grade. You can review each Review Test by clicking on Gradebook tab in PearsonMyLab.

- J. If you receive a **score of 80 or better on the Review Test**, you are ready to take the actual Online Exam. Otherwise, it is recommended that you review the material again before you take actual Online Exam.
Note: Since you can retake your Review Tests as many times as you want, I would suggest trying to get 100% on your Review Tests.

- K. Continue steps A through J to prepare for the next Review Test and Online Exam.

Note: If you do not do well on an Online Exam, make sure that you review your Online Exam with the instructor or you can review each Online Exam by clicking on Gradebook tab in PearsonMyLab and then take it again. You have two attempts for each Online Exam.

How to Access the Guided Notebooks:

1. Go to your Canvas course
2. Click on MyLab and Mastering (in the left menu)
3. Open MyLab and Mastering (the golden colored button)
4. Click on Guided Notebooks (in the left menu)
5. Click on the appropriate link to download the Guided Notebook(s) you need.

Procedure for uploading your Guided Notebooks and detailed work for each exam.

1. Organize your work
2. Use your phone app or a scanner to create a pdf of your work.
3. Open MyLab
4. From the left menu, select Communication Tools open the sub-menu
5. From the sub-menu, select Document Sharing
6. Click on upload document
7. Be sure to check the box to share your file with **Instructor Only**; not the Entire Class
8. Follow the instructions to select and upload the file.

Review Test (to prepare you for the corresponding Online Exam)

- You can take each Review Test as many times as you wish.
- Be sure to attempt it at least once before the deadline.
- The highest score will be counted toward your final grade.
- The Review Tests are similar to the Online Exams.
- If you receive a score of 80 or better on a Review Test, without any help, you are ready to take the corresponding Online Exam.
- Otherwise, it is recommended that you review the material again and retake the Review Test until you are comfortable with the topics.

How to review your Review Test or Online Exam:

1. Go to your Canvas course
2. Click on MyLab and Mastering (in the left menu)
3. Open MyLab and Mastering (the golden colored button)
4. Click on Gradebook (in the left menu)
5. Click on the Review link next to the Review Test or Online Exam you need to review

Options for taking an Online Exam and Online Final:

All Online Exams and the Online Final are to be proctored. You have **two options** to complete proctored Online Exams and the Online Final

Option 1: Take the Remotely Proctored Exam at any computer from any location
(Please see the computer requirements)

OR

Option 2: Go to the Math Learning Center (MC-1) on San Marcos campus during the hours they are open and take the exam on a computer in the Math Center (Mon – Thu 8:00 am – 5:00 pm.)

Online Exam Procedures:

- ❑ You need a picture ID.
- ❑ You need a computer equipped with webcam and Chrome browser if you are taking your online exam remotely. (Only for each online exam and final exam)
- ❑ A Scientific calculator is required.
- ❑ Each exam contains 20 questions.
Final Exam contains 30 questions.
- ❑ Online Exams and the Online Final are closed notes and closed books
- ❑ **You are allowed to take three hours to complete each Online Exam and four hours to complete the Online Final Exam.**
- ❑ You have the **“Save for Later Option”** for eight consecutive hours.

The **“Save for Later”** option, will let you leave an exam and later return to complete it. This option is given to you in case you need short breaks during the exam. Hence, the time set on Canvas includes the time for breaks so that you will have **a total of eight hours to complete the exam**. In another words, you will have a maximum of 3 hours to work on the Online Exam and a maximum of 5 hours to use the **“Save for Later”** option to take breaks.

Note: You will NOT have access to the questions you already have viewed, when you return to a saved exam.

- Be sure to complete the question that you are working on, as you will not be able to return to any question you have viewed earlier.
 - When the current question is answered completely, click on the **“Save for Later”** button on the bottom left corner. Follow the instructions on the screen.
- ❑ Follow the given schedule to complete your course on time successfully.
 - ❑ Show work in an orderly manner neatly on separate sheet(s) of paper. You may be asked to scan and email it to the director.
 - ❑ The Online Exam is similar to the corresponding Review Test. Any questions or doubts or any clarification must be asked prior to taking the Online Exam.
 - ❑ If you are not satisfied with the score on the first attempt, you may take it again one more time. The best score on the two attempts will be used to calculate your final grade. However, the maximum score you can receive on the second attempt of an Online Exam is **90**. (For example, if your score is 95, it will be adjusted down to 90; if your score is 75, it will stay as 75.)
 - ❑ Exams not taken in the Math Center will be monitored by Proctorio.
 - ❑ Please refer to the procedure on the next page on taking a remotely proctored exam.

Procedure for taking a Remotely Proctored MyLab Exam using Canvas and Proctorio from any Computer

1. Exams will be monitored by *Proctorio*. Please know that you, your surroundings, and all your activities on the computer will be recorded and I will review it after you have taken the exam. Any inappropriate action will result in your disqualification and your score will be zero. You will not be allowed a retake.
2. While taking the exam, sit in front of the computer so that your entire face and hands are visible on the camera. If you are using the calculator, show that to the camera so that we can determine what type of calculator it is. Smart phones **are not** allowed during the exam.
3. **Click on this link to watch the video on how to take your online exam remotely.**
https://www.youtube.com/watch?v=1_YS0HVAuUQ
Note: You always need to enter your Pearson MyLab Math course through Canvas. You must choose the Online Exam that is Remotely Proctored.
4. Make sure that you **have your Picture ID** (Palomar ID, Driver's License, Passport, Military ID, etc.)
5. Make sure to **have a few sheets of paper** to show the detailed work (to upload later).
6. Make sure that you are **either using a desktop or a laptop computer**. Tablets and iPads do not work.
7. Make sure that you are **using the Chrome Browser**.
8. Make sure that you have **the Proctorio Extension** enabled. You should see a  on the top right side of the window.
9. Follow the steps below to **establish the connection** between MyLab and Canvas.

***IMPORTANT (BEFORE STARTING EACH ONLINE EXAM)**

Right before starting the test, go to Canvas – open a MyLab homework assignment and open a problem (You do not need to do the problem). This establishes the **connection between MyLab and Canvas** and allow Proctorio to pass the password through between Proctorio and MyLab.

10. **Go to Quizzes in Canvas and click on the remotely proctored Quiz or Exam** you need to take.
11. If you follow these instructions, you will not be prompted to enter a password.
12. If you are prompted to enter a password, you have not followed the correct directions.

If you have technical difficulties:

Students using certain computers (For example, Apple.) may need to contact the support to adjust certain settings on the computer. Please use the following:

1. Click on the Proctorio Shield  on the top right corner of your browser to get live help. You may ask them view your screen and advise.

OR

2. If you do not see such a shield, go to <https://proctorio.com/support> and click on the **live chat** in the **very bottom of the page**. You may ask the person to view your screen and advise.
3. **Please contact the live technical help during an exam.**

Procedure for taking a Proctored Online Exam in the Math Center

1. Make sure that you comply with the vaccination requirements and mask mandates of Palomar College.
2. Make sure that you **have your Picture ID** (Palomar ID, Driver's License, Passport, Military ID, etc.)
3. Come to the Math Center on San Marcos campus during the open hours (M-Th 8:00 am – 5:00 pm) Be sure to come at least 3 hours prior to the closing of the Center for Online Exams and four hours prior to the closing for the Online Final.
4. We will provide papers for you to show detailed work. Be sure to have your name and class on it. When done, give the work to the person at the front counter.

Online Exam Results/Review:

- ❑ The results of your exam will be ready immediately after submitting the test on PearsonMyLab (under the **Gradebook** tab).
- ❑ How to Review your Online Exam
 1. Go to your Canvas course
 2. Click on MyLab and Mastering (in the left menu)
 3. Open MyLab and Mastering (the golden colored button)
 4. Click on Gradebook (in the left menu)
 5. Click on the Review link next to the Review Test or Online Exam you need to review
- ❑ Review your exam. If there is any issue in the way your test is graded, please bring it to Math Center Director's attention. The Director will review your work and issue credit, if necessary.
- ❑ Any change in your exam score can **ONLY** be done by the Math Center Director.

How to get help from Instructors and Tutors (How to access the Virtual Math Center):

Please go to your Canvas page for instructions.

Drop Policies:

- ❑ You could be dropped, for not completing the assignments on time.
- ❑ You could be dropped for not doing Guided Notebooks, Online assignments (HWs), and not taking Review Tests and Online Exams.

Americans with Disabilities Act:

In compliance with the Americans with Disabilities Act, the Palomar Community College District will provide reasonable accommodation whenever possible to facilitate access to and participation in its services, programs, facilities and activities. If you need any such accommodation, e-mail the Director immediately.

Academic Integrity Code of Conduct:

Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor.

If a student is found cheating on an exam, he/she will receive a grade of "F" for that exam; and the exam cannot be repeated.

Incomplete Grade:

- ❑ You may petition for an incomplete grade "I" by emailing the Math Center Director.
- ❑ The incomplete grade "I" may be assigned for unforeseeable, emergency, and justifiable reason.
- ❑ You must have completed 60% to 70% of the course material with an average of 70% or better.