PALOMAR COLLEGE
Learning for Success

College Algebra

Math 110

Hybrid Course

PALOMAR
COLLEGE
Math & Science
Learning Center

Student Handbook

Fall 2025

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 Math icon on the homepage or Access Pearson on the side menu.
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 have an account if you have ever used a MyLab or Mastering product.
   - » If you don't have a Pearson account, select **Create** and follow the instructions
2. Select an access option:
   - » Enter the access code that came with your textbook or that you purchased separately from the bookstore.
   - » If available for your course,
     - Buy access using a credit card or PayPal.
     - Get temporary access.

   If you're taking another semester of a course, you skip this step.
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

Math & Science 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 Math & Science Learning Center. The Math & Science Learning Center offers College Algebra, Trigonometry, and Calculus for Business and Social Sciences 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. In addition, the Center offers just in time review of selected topics or a comprehensive review of all topics in remedial mathematics.

Location	Math & Science Learning Center (LRC - 318) and Online meetings (Zoom: https://palomar-edu.zoom.us/j/93713198344)	
Telephone	(760) 744 - 1150 Ext. 2718 ***Note: We encourage you to use the email to communicate with us instead of phone calls.***	
Web Page	https://www2.palomar.edu/mslc/	
In person (Face-to-Face) Tutoring	Monday – Thursday 8:00 am – 8:00 pm Friday 8:00 am – 2:00 pm Saturday 9:00 am – 1:00 pm	*Students must come to the Math & Science Learning Center (LRC- 318) for taking exams. Face -to-Face tutoring is available to students. No appointment needed.*
Virtual (Online) Tutoring	Monday – Thursday 8:00 am – 8:00 pm Friday 8:00 am – 2:00 pm Saturday 9:00 am – 1:00 pm	*You may **access the Virtual Tutoring** through your Canvas portal for this course or using the following link:* https://palomar-edu.zoom.us/j/93713198344

Math & Science Learning Center Faculty & Tutors	Email	Phone Number
Director & Instructor of Record *Prof. Yuan-Lin (Annie) Lee*	*ylee@palomar.edu*	(760) 744 – 1150 ext. 2718
Tutors	*The schedule for the tutors is available at the Math & Science Learning Center.*	
Instructors on Duty	*Their schedules will be posted on the Math & Science Learning Center website* https://www2.palomar.edu/mslc	

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.

Deadlines	To drop without any notation or a grade – September 7, 2025
	To drop with a "W" grade – October 19, 2025
	To petition for Audit the course or for P/NP grade – September 15, 2025
	Last day to receive refund – September 7, 2025
Holidays	Labor Day – September 1, 2025
	Native American Day – September 26, 2025
	Veteran's Day – November 11, 2025
	Thanksgiving Break – November 24, 2025 to November 28, 2025
	Non-instructional Day – November 29, 2025

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 assigned homework to get ready for the Review Tests and 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 & Science Learning 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 110 Syllabus

Instructor of Record:

Prof. Yuan-Lin (Annie) Lee – Director of the Math & Science Learning Center

Course Objectives:

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

1. Analyze the behavior of a function given a numeric, graphic or analytic representation.
2. Conceptualize and apply the concept of average rate of change for selected functions.
3. Identify and apply relationships between graphic, numeric, analytic, verbal, and applied representation of functions.
4. Analyze, solve and interpret solutions to problems involving systems of equations in several variables.
5. Represent problem situations algebraically, graphically, numerically, and verbally in order to analyze and solve them
6. Identify and apply principles of algebraic manipulation necessary to solve problems that are represented algebraically.
7. Apply critical thinking and mathematical reasoning skills necessary in algebraic problem solving and related areas of endeavor.

Student Learning Outcomes (SLOs):

1. **Analysis:** Students will be able to analyze and solve a precalculus-level problem using analytic methods.
2. **Graphing:** Students will be able to sketch the graph of a precalculus-level problem using skills beyond plotting a table of points

Required e-book package:

College Algebra with Interactive Assignments, by Kirk Trigsted; ISBN 9780138111199

Note: Please refer to page 2 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 **you need to allot about 12 hours per week for the 16 weeks** (48 hours/unit *4 units = 192 hours/16 weeks) during this semester. Depending on your preparation, this may be slightly less or slightly more.
- You are required to attend **2 hours per week** at the Math & Science Learning Center (Third Floor of the Library) and study 10 hours per week at home.
- If you are taking this class under the assumption that you will not have to submit any assignments, you are wrong. There will be homework assignments, Review Tests, 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 onto MyPalomar. Do not expect the Math & Science Learning 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 spend 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:

		Homework	Review Tests	Exams	Final Exam	
# 1	Chapters 1 & 2	7%	2.5%	11.25%	Chapters 1 – 9	
# 2	Chapters 3 & 4	7%	2.5%	11.25%		
# 3	Chapters 5.1 – 7.3	6%	2.5%	11.25%		
# 4	Chapters 7.4 – 9.4	5%	2.5%	11.25%		
Total		**25%**	**10%**	**45%**	**20%**	**100%**

Homework Assignments: Four Assignment sets, 25% of total grade

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

Exams: Four Exams, 45% of the total grade.

Final Exam: A comprehensive final exam, 20% of the total grade.

Note: *The Final Exam is **comprehensive** and **mandatory**.*
If you do not do your Homework assignment, take a Review Test or Exam, you will receive a grade of zero (0) for that Homework assignment, Review Test or Exam.

Letter Grade will be assigned as follows:

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

Homework, Review Tests, and Exams Schedule

Exam	Chapters	Homework Assignment Deadline	Review Test Latest Starting Date *	Exam Deadline 1st attempt	Exam Deadline 2nd attempt
#1	1 & 2	Mon, Sep 15	Tue, Sep 16	Thu, Sep 18	Mon, Sep 22
#2	3 & 4	Mon, Oct 13	Tue, Oct 14	Thu, Oct 16	Mon, Oct 20
#3	5.1 – 7.3	Mon, Nov 3	Tue, Nov 4	Thu, Nov 6	Mon, Nov 10
#4	7.4 – 9.4	Mon, Dec 1	Tue, Dec 2	Thu, Dec 4	Mon, Dec 8
Final Exam	1 – 9	Tuesday, December 16, 2025			

* *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 Exams. If you receive a score of 80 or better on a Review Test without any help, you are ready to take the corresponding Exam. Otherwise, it is recommended that you review the material again and retake the Review Test until you are comfortable with the topics.*

Math 110 - Course Schedule

Week	Dates	Sections & Activities	Assignments & Exams Deadlines
1	Aug 25 – Aug 30	Sections 1.1, 1.2, 1.3, 1.4	
2	Sep 2 – Sep 6	Sections 1.5, 1.6, 1.7, 1.8, 1.9	
3	Sep 8 – Sep 13	Sections 2.1, 2.2, 2.3, 2.4	
4	Sep 15– Sep 20	Complete Homework Assignment # 1 Take Review Test # 1 (take it several times) Take Exam # 1	Homework # 1 – Sep 15 Review Test # 1 – Sep 16 Exam # 1 – Sep 18 (1st attempt)
5	Sep 22 – Sep 27	If needed, take Exam # 1 again Section 3.1, 3.2, 3.3	Exam # 1 – Sep 22 (2nd attempt)
6	Sep 29 – Oct 4	Sections 3.4, 3.5, 3.6, 4.1, 4.2	
7	Oct 6 – Oct 11	Sections 4.3, 4.4, 4.5, 4.6, 4.7	
8	Oct 13 – Oct 18	Complete Homework Assignment # 2 Take Review Test # 2 (take it several times) Take Exam # 2	Homework # 2 – Oct 13 Review Test # 2 – Oct 14 Exam # 2 – Oct 16 (1st attempt)
9	Oct 20 – Oct 25	If needed take Exam # 2 again Sections 5.1, 5.2, 5.3, 5.4, 5.5	Exam # 2 – Oct 20 (2nd attempt)
10	Oct 27 – Nov 1	Sections 6.1, 6.2, 6.3, 7.1, 7.2, 7.3	
11	Nov 3 – Nov 8	Complete Homework Assignment # 3 Take Review Test # 3 (take it several times) Take Exam # 3	Homework # 3 – Nov 3 Review Test # 3 – Nov 4 Exam # 3 – Nov 6 (1st attempt)
12	Nov 10– Nov 15	If needed take Exam # 3 again Sections 7.4, 7.5, 7.6, 8.1	Exam # 3 – Nov 10 (2nd attempt)
13	Nov 17 – Nov 22	Sections 8.2, 8.3, 9.1, 9.2, 9.3, 9.4	
	Nov 24 – Nov 29	**Thanksgiving Break**	**No School**
14	Dec 1 – Dec 6	Complete Homework Assignment # 4 Take Review Test # 4 (take it several times) Take Exam # 4	Homework # 4 – Dec 1 Review Test # 4 – Dec 2 Exam # 4 – Dec 4 (1st attempt)
15	Dec 8 – Dec 13	If needed, take Exam # 4 again Review for Final Exam Take Practice Final Exam	Exam # 4 – Dec 8 (2nd attempt)
16	Dec 15 – Dec 20	Take Final Exam	**Final Exam – Dec 16**

Final Exam: Tuesday, December 16, 2025

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

1. Follow the instructions 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 on PearsonMyLab

Now let's get started with our course:

You will have four types of assignments.

1. Homework – Homework includes Interactive Assignments and Section Homework.

   Interactive Assignments – You will watch digital video lectures of one objective at a time. Pay careful attention and take good notes. At the end of each objective, you will be doing example problems and entering the answers on MyLab. This is more like the in-class assignments you do while in class. Keep your notes so that you can review it when you study for the exams. You have a SAVE button if you need to pause and come back to the assignment.

   Section Homework – After completing the lectures and in-class assignments all objectives in a section, you will do the homework for that section. Try to do them without any sort of help. This will help you know if you understood the lecture. If you have difficulty doing the homework, watch the lecture again or get help.

   Note: Homework worth 25% of your final grade. Each Homework set is due before the corresponding Review Test. Homework problems will prepare you for both the Review Tests and Exams.

2. Review Tests – After chapters, you will take the review test covering the chapters. Review tests are similar to the exams. Do it as many times as you like (study the topics in between, especially the ones you missed on the review test). You should get a minimum of 80% on each review test.

   Note: Review Tests worth 10% of your final grade. Each Homework set is due before the corresponding Review Test. Homework problems will prepare you for both the Review Tests and Exams.

3. Exams – After doing steps 1 – 2, you will go to the Math & Science Learning Center (LRC- 318) to take the actual exam. Bring your photo ID with you.

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

Exam Procedure:

All exams are to be taken in the Math & Science Learning Center (Third Floor of the Library). Exams are administered in the Math & Science Learning Center during the following hours:

Monday - Thursday	*8:00 am – 8:00 pm*
Friday	*8:00 am – 2:00 pm*
Saturday	*9:00 am – 1:00 pm*

- You need to bring a picture ID. (Example: Palomar ID, Driver's License, Passport, Military ID, etc.)
- A Graphing calculator is required.
- Each exam contains 20 questions.
  Final Exam contains 30 questions.
- **Exams are not timed. However, you will have to submit it before the Math & Science Learning Center closes.**
- Allow yourself about three hours to complete each Exam and four hours to complete the Final Exam.
- Follow the given schedule to complete your course on time successfully.
- Show work in an orderly manner neatly on separate sheet(s) of paper.
- Each Exam is similar to the corresponding Review Test. Any questions or doubts or any clarification must be asked prior to taking the 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.
- Exams will be monitored by the Math & Science Learning Center staff and via security cameras in the proctoring room. 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.

Exam Results/Review:

- The results of your Exam will be ready immediately after submitting the exam on PearsonMyLab (under the **Gradebook** tab).
- How to Review your Exam
  - Go to your Canvas course
  - Click on Access Pearson (in the left menu) or the icon on the homepage of Canvas
  - Click on Open Pearson (the golden colored button) and then Open MyLab & Mastering
  - Click on Gradebook (in the left menu)
  - Click on the Review link next to the Review Test or Exam you need to review
- Review your exam. If there is any issue in the way your exam is graded, please bring it to Math & Science Learning 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 & Science Learning Center Director.

Drop Policies:

- You could be dropped, for not completing the assignments on time.
- You could be dropped for not doing your HW assignments, not taking Review Tests and/or not taking 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 & Science Learning 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.