



**Math 0315.150CL**

**Foundations of Algebra**

**Fall 2023**

**STEAM Bldg., Room 103**

**T/Th: 8:00-9:20 am; 9:30-10:50 am**

**Friday: 9:00-9:50 am**

**Instructor Information:** Mrs. Allison

Email: [tallison@com.edu](mailto:tallison@com.edu) –

*Include your course & section in the subject line when emailing.*

Office phone: 409-933-8369, 1-888-258-8859 extension 8369

Office: STEAM Bldg., Suite 325, room 12

**Student Hours (Office Hours); Location: STEAM 325-12**

1. 11:45 am-12:20 pm; Mon-Thurs.
2. 3:45-4:35 pm, Monday/Wednesday
3. 1:45-3:30 pm, Tuesday/Thursday

#### **Required Textbook/Materials**

1. Intermediate Algebra, 8<sup>th</sup> edition, by Tobey, Slater, Blair and Crawford by Pearson.

**Textbook Purchasing Statement:** E-Book is contained within *MyLab Math* in Brightspace/D2L.

2. Access to a desktop computer or laptop and internet service outside of class are required to gain access to the required online assignments. Computers and internet access are available on campus during specified times. *Some devices like iPads/tablets, Chromebooks, and cellphones present problems with gaining access to online MyLab Math assignments. Due to this, do not use these devices when taking an online quiz. Note: MyLab Math generally does not like Safari. Download Chrome or Firefox if you have an Apple computer.*

3. *MyLab Math (MLM)* contained within Brightspace is required for both classes: Math 0315 and Math 1314. Opting out of this required component means your homework and online quiz averages will be zeros.

4. A **TI-30XIIS calculator** is required for this course.

5. A free PDF converter app or a printer that can scan documents may be needed to submit some assignments/scratch work, etc.

**Course Description:** This course is designed to develop skills and understanding in the following areas: basic algebra concepts to include exponents, factoring and radicals; relations and functions, inequalities, algebraic expressions, and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Prerequisites/co-requisites: Prerequisite of TSIA2 Math Diagnostic 4. This course does not transfer.

**Course requirements:*****MyLab Math (MLM) Online Assignments– Go to your Brightspace course.***

You can access D2L Brightspace at COM at <http://com.brightspace.com>. You can also access D2L by going to COM's homepage at <http://www.com.edu>, scroll down to the bottom of the page, and click on the button for D2L Brightspace. Once you gain access to *MyLab Math* within your Brightspace course, you are required to successfully complete an online orientation within MLM before the online assignments appear. MLM assignments include homework and several online quizzes, and the deadlines for each are provided within MLM. The online homework includes homework from each section and a final exam review. If you opted out of *MyLab Math*, your recorded *MyLab Math* homework and online quiz grades will be zeros.

***MLM Online Quizzes– Go to your Brightspace course and locate MyLab Math.***

Online quizzes must be completed in one sitting and are timed. You cannot exit the quiz and come back to it as you can with homework. When you have answered all the questions, click submit quiz and the quiz will be graded online with your grade being posted to your gradebook of *MyLab Math*. To see your gradebook, click on the Gradebook button and you can see the scores for all assignments attempted as well as your current average. You can retake each online quiz once to improve your score if the deadline is met **AND** a score of at least 75 is obtained on the online homework sections covered on the quiz. When an online quiz is retaken, the higher quiz grade is used in calculating your overall average. You can only review an online quiz immediately after submitting. *Some devices like iPads/tablets, Chromebooks, and cellphones present problems with gaining access to online MyLab Math assignments. Due to this, do not use these devices when taking an online quiz.* Any email correspondence concerning any technical difficulties with your MLM quiz must be received before 5pm of the deadline, and this alone does not guarantee that the quiz will be reopened or made available. Plan ahead and start the quizzes early to assist with your success in the class ***MLM Online Quiz Pre-requisite: There is a “Testing Instructions” pre-requisite assignment in My Math Lab that must be completed prior to taking an online quiz. Not completing this assignment means the online quiz will not open and a grade of zero will be recorded for the quiz.***

***MyLab Math (MLM) Homework – Go to your Brightspace course and locate MyLab Math.***

There is an assigned homework for each section as well as a final review homework assignment. Work problems organized and legibly on notebook paper, so you can reference when asking questions for clarification and for a resource when studying for a quiz/exam.

*Within MyLab Math homework:*

1. Enter your answers then click the CHECK ANSWER button.
2. If needed, click the SIMILAR EXERCISE button to redo the exercise.  
Note: You should strive to score at least 80% before moving on to the next section.
3. If the submitted answer is correct, click on the SAVE button to send your results to the gradebook. Your grade will show up in the GRADEBOOK and will be automatically accessible by your instructor.
4. Click on the next question to continue.

Please note that personal computer problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. If at any time you experience technical problems with your *MLM* account, please contact Pearson's Customer Technical Support immediately.

***Other Homework Assignments:***

Other homework assignments besides *MyLab Math* may be given during the semester. To receive credit for the questions, follow instructions and show incremental, organized, and legible work. You are **REQUIRED** to work problems using techniques/methods used in class. My goal is to

help you learn the material, not copy information from an app, etc., so other methods will not be accepted. Using other resources like an app is considered cheating, and no credit will be provided for the entire assignment and a grade of zero for the assignment will be recorded. Keep in mind with tests you will be required to demonstrate your knowledge of the concepts. To accomplish this, you need to practice showing the appropriate work to assist in preparing for exams. Some homework assignments besides *MyLab Math* may need to be scanned and converted to a single PDF file (using a PDF converter app on your smartphone or a printer at the college) and uploaded to Brightspace. The deadline for each assignment must be met and no retakes are provided. If the homework assignment is not submitted or is not submitted by the deadline, a grade of zero will be recorded for the assignment.

***Other (in-class) Quizzes:***

Other quizzes besides *MyLab Math* will be given during the semester. The quizzes can be announced or unannounced and will consist of information contained in homework, textbook, and/or class lectures. To receive credit for the questions, follow instructions and show incremental, organized, and legible work. In addition, use of a pencil/erasable pen is required to show work, and methods used to solve must match the instructions stated in the problem. In-class quizzes are during designated times of the class period and cannot be made up, but the grade from the chapter exam that coincides with the section(s) covered on the quiz will replace the quiz grade if the chapter exam grade is better. If a chapter exam does not coincide with the section(s) covered on the quiz, the 0315 final exam will replace the quiz grade if the final exam grade is better. Arrive on time to class to ensure you have an opportunity to take the quiz.

***Exams:***

Three tests plus a comprehensive final will be given. To receive credit for problems, work provided on the tests/quizzes must justify answers using incremental steps. Required to use a pencil/erasable pen to show work, and tests and quizzes must be finished within the allotted time. Due to departmental policies, you are not allowed to complete tests in a testing facility beyond the allotted class time. There are no retakes on any of the exams.

Being able to use a computer and gain access to the internet is necessary to complete the required online assignments and to have access to test reviews.

**Grading Formula**

<b>Homework Average (<i>MyLab Math</i> &amp; Other Hmwk Assignments)</b>	<b>10%</b>
<b>Online Quiz Average</b>	<b>10%</b>
<b>In-class Quiz Average</b>	<b>5%</b>
<b>Chapter Test Average</b>	<b>60%</b>
<b>Final Exam</b>	<b>15%</b>

(Retaking the placement test does not affect your grades in this course. Your grade will be based on the information outlined on previous page.)

**Grading Scale:**

- Grade A:** Final average of 90 through 100
- Grade B:** Final average of 80 through 89
- Grade C:** Final average of 70 through 79
- Grade D:** Final average of 60 through 69
- Grade F:** Final average below 60

Your individual assignment grades and overall course average will be located within your MLM Course Gradebook, NOT the Brightspace's gradebook.

### **Late Work, Make-Up Policy, & Extra-Credit Policy**

**MyLab Math Homework-** Start on your assignments early to have enough time to practice, study, learn the information, and meet deadlines. In some situations, depending on how close the *MyLab Math* homework deadline is to the exam, you can work past the deadline with a 20% penalty. The final deadline for online homework is usually the day before the exam. *Only rework or do problems that were not completed successfully by the deadline, because the 20% penalty applies to any problem worked after the deadline. Work problems in the IMPROVE GRADE mode, not REVIEW mode. The REVIEW mode will not change your grade for the section.* This is not a self-paced class, so deadlines are put into place to assist you with an appropriate pace to promote a productive learning environment.

**Other Homework Assignments-** The deadline for each homework assignment must be met and no retakes are provided. If the homework assignment is not submitted or is not submitted by the deadline, a grade of zero will be recorded for the homework assignment grade. In addition, some homework assignments may be provided during a specific class period without prior notification and submitted during the same class period. These in-class homework assignments cannot be made up.

**MyLab Math Quizzes-** You cannot make up a quiz. If a quiz assignment is not submitted or is not submitted by the deadline, a grade of zero will be recorded for the quiz assignment grade.

**Other Quiz Assignments-** In-class quizzes cannot be made up, but the grade from the chapter exam that coincides with the section(s) covered on the quiz will replace the quiz grade if the chapter exam grade is better. If a chapter exam does not coincide with the section(s) covered on the quiz, the 0315 final exam will replace the quiz grade if the final exam grade is better. Arrive on time to class to ensure you have an opportunity to take the quiz.

**Tests-** As a general rule, there are no make-up exams. A chapter make-up exam will only be allowed at the discretion of the instructor and only under extenuating circumstances and is limited to one make-up chapter exam. If it is necessary to miss an exam, you are required to petition the instructor in writing using your COM email **before** the exam is given to be considered for a make-up exam. Only extenuating circumstances of a serious nature that are documented will be considered. Realize not being prepared for the exam is not a legitimate reason for a make-up exam nor is scheduling work/appointments during the class period. **All other missed tests will be assigned a zero, and the zero(s) will be used to calculate overall grade in course.**

This course most likely will not have any extra credit, so practice, study adequately, learn the information, and meet deadlines for the assignments you do have.

**Attendance Policy:** Students at COM are expected to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it becomes necessary to miss a class. Students are required to attend all classes. College of the Mainland recognizes no excused absences other than those prescribed by law. You cannot make-up classes, and it is your responsibility to be punctual and regular at attending class. If you find that you are having trouble arriving on time, adjust your schedule accordingly. Tardiness or leaving early can cause you to be counted absent. Also, please be advised that it is **your** responsibility to get caught up when a class is missed.

**Remember:** EACH DAY OF THE WEEK, EXCLUDING FRIDAYS, THAT WE MEET COUNTS AS TWO CLASS PERIODS. EACH FRIDAY COUNTS AS ONE CLASS PERIOD.

***If some of the 0315 homework assignments have not been attempted before Friday, September 1 an Early Alert referral will be submitted.***

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. I will respond to your COM email as quickly as possible (usually within 24 hours). I usually do not review my work email after 5pm during weekdays. *I recommend downloading the Outlook app on your smartphone for easy access to COM email and to check your COM email at LEAST once per day.*

Student Learner Outcomes:

Upon successful completion of MATH 0315, students will:

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

**Academic Dishonesty:** College of the Mainland is committed to a high standard of academic integrity. All students are responsible for honesty and independent effort. Any student found to have been academically dishonest on an assignment, quiz or exam will receive a zero for that assignment without the option to retake and the zero(s) will be used in the overall calculations at the end of the semester. **Using any electronic device other than a TI-30XIIS calculator or an approved scientific calculator on a quiz or test will be considered cheating.**

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Mr. Leslie Richardson, Math Department Chair, at 409-933-8329 or [lrichardson@com.edu](mailto:lrichardson@com.edu).

### **Additional Policies**

#### **Unattended Minors/Children in Class**

For their safety, unattended minors of students are not permitted on campus while students are in class. In consideration of fellow classmates and staff, please do not bring children to class.

#### **Productive Workplace**

Students are expected to bring all tools necessary for success to class every day. These tools include writing implements, notebook/note paper, and an approved calculator. All other items (backpacks, purses, bags, laptops, etc.) must be placed between your feet. In addition, headsets/wireless earbuds and cellphones are to be placed in your backpack, etc. before class starts.

### **Classroom Conduct Policy**

Arriving on time, staying the entire class period, eliminating distractions like cellphones, using appropriate language (no cursing), respecting your classmates and the instructor, and cleaning up after yourself are all expectations for students in the classroom. Please abide by these expectations so that the class setting is enjoyable for all students. Regarding cellphones, they should be turned off or set on airplane mode and in your backpack/purse (not on your desk).

It is extremely disruptive to the learning environment, so you will be asked to leave if it is a continuous problem. Infractions may result in an automatic withdrawal from the class. Cellphones **cannot** be used during tests or quizzes and refer to testing policies for additional information. Please notify me before class if you have an emergency that requires you to answer your phone during class. Take an emergency phone call outside of the classroom.

### **Recording of Class**

Students may not record all or part of class and/or all or part of a livestream without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the Student Disability Services. If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. If any instructor's recordings are provided by the instructor, students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with anyone without the prior written approval of the instructor. Failure to comply with requirements regarding recordings may result in a disciplinary referral and/or disciplinary action.

### **Testing Policy**

Prohibited devices include, but are not limited to:

- Cell phones; smart phones; smart watches
- Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices
- Separate timers
- Cameras or any other photographic equipment
- Any devices, including digital watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content.

If your device makes a sound or is in your possession when the device goes off, you may be dismissed, and your score may be recorded as a zero.

**If you leave the classroom at any time during an exam, the exam must be submitted for grading.** If you are not feeling well, let me know in advance of distributing the exam and the exam will be given one page at a time. Therefore, it is strongly advised that students take care of all personal business prior to entering the classroom to take an exam.

**Using any electronic device other than a TI-30XIIS calculator or an approved scientific calculator on a quiz or test will be considered cheating.**

### **Tips for Success**

1. Believe that you can be successful!
2. Treat this class as if it were your full-time job.
3. Schedule regular study time, daily if possible, and be diligent with it.
4. Attend each and every class period being punctual and attentive in class. Take detailed, organized notes.
5. Participate in class in a nondisruptive manner.

6. Use your notes to complete the homework assignments and work the problems on notebook paper. Be diligent at understanding the process/steps used to solve the problems since the exams require you to justify your work in a logical, systemic manner.
  7. Do all the homework assigned and additional problems if needed.
  8. Work on the homework problems the same day as the lecture.
  9. See a tutor or instructor before the next class period for the problems that cannot be completed.
  10. Review sections that have already been completed after the assigned homework has been finished.
  11. Complete the test review sheet(s) before class.
  12. Complete the chapter test reviews, review the completed homework for that specific test, and work additional problems in a random order from the sections.
  13. Read the questions carefully on the test.
  14. Never leave a question blank.
  15. Organize work neatly so steps can be easily followed.
  16. Check work.
  17. Avoid procrastinating and complete assignments quickly as unforeseen problems may arise.
- Honor yourself...BE THE BEST YOU CAN BE

*Tentative Schedule*

<b>Week</b>	<b>Assignment-due date</b>
1 Aug. 29, 31, Sept. 1	<i>MyLab Math Orientation – 90% required to gain access to homework.</i> 1.5 Operations with Variables & Grouping Symbols- <b>Aug. 31</b> 1.6 Evaluating Variable Expressions & Formulas- <b>Aug. 31</b> 2.1 First Degree Equations with One Unknown- <b>Sept. 3</b> 2.4 Solving Word Problems- <b>Sept. 3</b> 2.6 Linear Inequalities- <b>Sept. 3</b>
2 Sept. 5, 7, 8	<b>Quiz A: Sections 1.5, 1.6, 2.1, 2.3 &amp; 2.4 – Sept. 3-7</b> Scavenger Hunt Homework Assignment- <b>Sept. 7 (submitted by uploading in Brightspace or during instructor’s office hours – remember you can submit earlier)</b> 2.3 Absolute Value Equations- <b>Sept. 7</b> 2.8 Absolute Value Inequalities- <b>Sept. 7</b> 3.1 Graphing Linear Equations ( <i>Test 2 info</i> )- <b>Sept. 14</b> 3.2 Slope of a Line ( <i>Test 2 info</i> )- <b>Sept. 14</b> Review for Test 1
3 Sept. 12, 14, 15	<b>Test 1: 1.5, 1.6, &amp; Chapter 2 – (1<sup>st</sup> class period on Sept. 12)</b> 3.3 Equations of a Line- <b>Sept. 14</b> <b>Quiz B: Sections 3.1-3.3 – Sept. 10-13</b> 4.1 Systems of Linear Equations- <b>Sept. 17</b> 4.3 Applications of Systems of Equations- <b>Sept. 17</b> Review for Test 2
4 Sept. 19, 21, 22	<b>Test 2: Chapters 3, 4 – (1<sup>st</sup> class period on Sept. 19)</b> 1.4 Rules of Exponents ( <b>exclude scientific notation</b> )- <b>Sept. 21</b> 5.1 Polynomials: Adding, Subtracting, Multiplying- <b>Sept. 21</b> 5.3 Synthetic Division - <b>Sept. 24</b> <b>Quiz C: Sections 1.4, 5.1, 5.3 – Sept. 24-27</b> 5.4 GCF, Factor by Grouping- <b>Sept. 24</b> 5.5 Factoring Trinomials- <b>Sept. 28</b>

5 Sept. 26, 28, 29	5.5 Factoring Trinomials- <b>Sept. 28</b> 5.6 Special Case Factoring- <b>Sept. 28</b> 5.8 Solving Equations by Factoring- <b>Oct. 1</b> 6.1 Rational Expressions, Simplifying, Multiply, Divide ( <i>not on Test 3</i> )- <b>Oct. 5</b> Review for Test 3	
6 Oct. 3, 5, 6	<b>Test 3: 1.4 &amp; Chapters 5 – (1<sup>st</sup> class period on Oct. 3)</b> 6.1 Rational Expressions, Simplifying, Multiply, Divide- <b>Oct. 5</b> 6.2 Add/Subtract Rational Expressions- <b>Oct. 8</b> 3.6 Graphing Functions- <b>Oct. 8</b> 7.6 Complex Numbers ( <b>exclude division</b> )- <b>Oct. 8</b>	
7 Oct. 10, 12, 13	<i>Math 0315</i>	<i>Math 1314</i> 1.1 Introduction to Graphing- <b>Oct. 12</b> 1.2 Functions and Graphs- <b>Oct. 12</b> 1.3 Linear Functions, Slope & Applications- <b>Oct. 15</b> 1.4 Equations of Lines- <b>Oct. 15</b> 1.5 Linear Equations, Functions, Zeros, Applications- <b>Oct. 15</b> <b>Quiz A (Sections 1.1-1.5) – Oct. 15-18</b> 2.1 Increasing, Decreasing, and Piecewise Functions- <b>Oct. 19</b>
8 Oct. 17, 19, 20	<i>Math 0315</i>	<i>Math 1314</i> 2.1 Increasing, Decreasing, and Piecewise Functions- <b>Oct. 19</b> 2.2 The Algebra of Functions- <b>Oct. 19</b> 2.3 The Composition of Functions- <b>Oct. 22</b> 2.5 Transformations- <b>Oct. 22</b> Test 1 Review
9 Oct. 24, 26, 27	<i>Math 0315</i>	<i>Math 1314</i> <b>Test 1 (Chapters 1 &amp; 2)-(1<sup>st</sup> class period, Oct. 24)</b> 3.2 Quadratic Equations, Functions, Zeros, Models- <b>Oct. 26</b> 3.3 Graphs of Quadratic Functions- <b>Oct. 29</b> 4.1 Polynomial Functions- <b>Oct. 29</b>
10 Oct. 31, Nov. 2, 3	<i>Math 0315</i>	<i>Math 1314</i> 4.2 Graphing Polynomial Functions- <b>Nov. 2</b> 4.3 Remainder and Factor Theorems- <b>Nov. 2</b> 4.5 Rational Functions- <b>Nov. 5</b> 4.6 Polynomial and Rational Inequalities- <b>Nov. 5</b> <b>Quiz B (Sections 3.2, 4.3 &amp; 4.5) – Nov. 3-6</b> Test 2 Review
11 Nov. 7, 9, 10	<i>Math 0315</i> <i>Suggestion for student: Start reviewing for 0315 final/work on 0315 final review homework assignment.</i>	<i>Math 1314</i> <b>Test 2 (Chapters 3, 4) – (1<sup>st</sup> class period, Nov. 7)</b> 5.1 Inverse Functions- <b>Nov. 9</b> 5.2 Exponential Functions and Graphs- <b>Nov. 12</b> 5.3 Logarithmic Functions and Graphs- <b>Nov. 12</b> <b>Quiz C (Sections 5.1-5.3) – Nov. 12-15</b>
12	<i>Math 0315</i>	<i>Math 1314</i> 5.4 Properties of Logarithmic Functions- <b>Nov. 16</b>



Nov. 14, 16, 17	Comprehensive Final Exam Review- <i>(online final review homework assignment due Nov. 29)</i>	5.5 Solving Exponential & Logarithmic Eqs- <i>Nov. 19</i> 5.6 Applications- <i>Nov. 19</i> Test 3 Review
13 Nov. 21	<i>Math 0315</i>	<i>Math 1314</i> <b>Test 3: Chapter 5 – (1<sup>st</sup> class period, Nov. 21)</b> 6.1 Systems of Equations in Two Variables- <i>Nov. 27</i> 6.3 Matrices and Systems of Equations- <i>Nov. 30</i>
14 Nov. 28, 30, Dec. 1	<i>Math 0315</i> Comprehensive Final Exam Review- <i>(online final review homework assignment due Nov. 29)</i> <b>Comprehensive Final Exam- (1<sup>st</sup> class period, Nov. 30)</b>	<i>Math 1314</i> 6.3 Matrices and Systems of Equations- <i>Nov. 30</i> 6.2 Systems of Equations in Three Variables- <i>Dec. 3</i> 6.4 Matrix Operations- <i>Dec. 6</i> <b>Quiz D (Sections 6.1-6.4) –Dec. 3-6</b>
15 Dec. 5, 7, 8		<i>Math 1314</i> 6.4 Matrix Operations- <i>Dec. 6</i> Test 4 Review <b>Test 4 – (1<sup>st</sup> class period, Dec. 7)</b> Review for Comprehensive Final Exam- <i>(2<sup>nd</sup> class period, Dec. 7, and class on Dec. 8)</i>
16 Dec. 12, 14		<i>Math 1314</i> <b>Comprehensive Final Exam – (2-hr exam, Dec. 12)</b> <b>Class ends on Dec. 12.</b>

**PLEASE NOTE:** The syllabus is subject to change at the discretion of the instructor.

W-Day – November 28, 2023

Census Day – September 13, 2023

## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2023-2024\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 7.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).