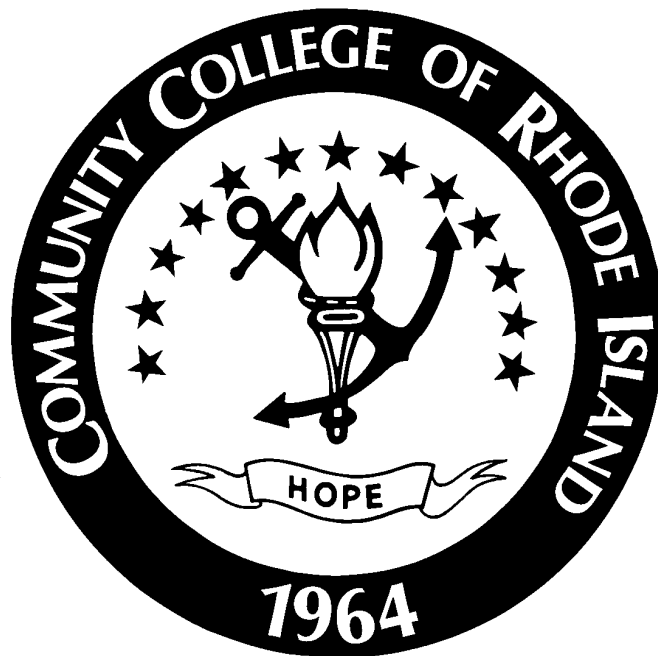


COMMUNITY COLLEGE OF RHODE ISLAND

MATH LAB

STUDENT MANUAL



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THE POLICIES IN THIS MANUAL ARE SUBJECT TO CHANGE. CHANGES IN COLLEGE POLICY AND/OR CONDITIONS THAT PERTAIN TO A PARTICULAR MATH LAB LOCATION MAY SUPERSEDE THE POLICIES STATED IN THIS MANUAL.

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I. SELECTED QUOTES FROM COURSE EVALUATIONS OF FORMER MATH LAB STUDENTS

"In the beginning I wasn't sure how I would like the individual teaching concept. It worked out very well, however."

"This is an excellent class for people who were not very good at math in high school. It builds confidence."

"This is my second course taken in the Math Lab. I have found it very helpful and plan to return."

"Thanks to this course I've boosted my self-confidence and virtually wiped out my chronic test anxiety!"

"My only comment is do not ever change the format and individualized learning approach. I have recommended Math Lab to many of my friends."

"Instructors are very helpful during the Math Lab hours. You can ask many questions without feeling like you're bothering someone."

"I can't praise this program enough. I have flunked basic math all my life! I am one happy person right now!"

"This Math Lab has changed my attitude towards math and has uplifted my sense of self-esteem."

"The tests are great because you get that second chance in case you're rushed on a problem and made a foolish mistake."

"My feelings are that all of the instructors are caring. They work with you and explain what you are doing wrong and how to do it right."

"I failed algebra in high school. I found the lab to be a great help. I did not have to feel pressured to keep up. I could learn at my own pace and enjoy it!"

"Having taken this course together with other courses, it was nice to be able to work at my own pace. I could take tests when it was convenient for me and my schedule."

II. WHAT IS THE MATH LAB AND WHAT WILL I DO THERE?

In the Math Lab students work in both non-credit and credit courses with one or more instructors who are always available to assist you. Instead of standing before the class and presenting the material using the traditional lecture format, your Math Lab instructors will guide, encourage, and assist you individually as you work in your textbook and with video and/or computer instruction.

When you have trouble solving a problem, your instructor may not do the entire problem for you. Instead, your instructor will show you where you made your mistake, instruct you about what to do next, and restart you on your way to solving the problem yourself.

In the Math Lab you are expected to study and master the required material before taking each test. If you should fail a test, the grade will not count. You will be required to talk to a mathematics instructor who will make specific recommendations and/or requirements on restudying the material. This will help you prepare for retesting on another day. You must pass every test in order to receive the appropriate passing grade in the course.

In addition to your regularly scheduled hours, you are encouraged to attend the Math Lab extra hours. The Math Lab staff will do everything possible to make your experience positive and successful. Please give them the opportunity to work with you.

III. WHAT IS THE ORIENTATION?

A complete orientation is required for each student taking a Math Lab course for the first time. During the orientation, you:

- A. confirm your course registration,
- B. complete your interview card,
- C. review the highlights of your Student Manual
- D. receive instructions on what to do next.

Note: Students who have previously passed a Math Lab course will only complete parts A, B, and D of the orientation.

IV. WHAT IS THE PLACEMENT TEST?

The Mathematics Department considers proper course placement to be an important factor in student achievement. The Placement Test is designed to help you determine the mathematics course, which is appropriate for your background and educational goals.

V. WHAT IS THE INTERVIEW?

An interview is conducted with each student who registers for a Math Lab course. Once an appropriate course has been selected, you will be given specific information needed to begin the course, along with a schedule of hours that you should be attending the Math Lab.

If you feel you would be more comfortable with a traditional method of instruction, ask your interviewer for suggestions about possible lecture alternatives.

“SOMEBODY TOLD ME.....”

Somebody told me that in the lab you don't have a teacher and you have to teach yourself.

You will always have at least one teacher ready to help you.

Somebody told me a course in the Lab is better than in lecture. Somebody else told me that lecture is better.

There is no evidence that indicates which is better. To do well in either requires the student to be serious about his or her studies, to have had the proper prerequisites and not to have forgotten them.

Somebody told me the instructors get annoyed if you ask too many questions.

Not so. The instructors want to answer your questions, that is why they are there.

Somebody told me I can come to class only when I want to, or only to take tests.

You are expected to attend class at least during your regularly scheduled hours. If you fall behind, you should come to class extra hours until you catch up.

Somebody told me you only need an hour to take a test.

Wrong. To complete the 1st and 2nd tries and then to go over the problems that might still be wrong, usually takes considerably longer than one hour. To make sure you have enough time, we require that you have at least two hours available each time a test is taken.

Somebody told me if you fail a test your teacher will do the problems for you so that when you retake the test you will get those problems right.

Your teacher will not teach you the failed test. Instead, your teacher will show you how and what to restudy so as to improve your grade when you take the test over again.

Somebody told me if I don't finish my course this semester, I will automatically be allowed to finish next semester.

An extension is not automatic. It depends on your attendance and the number of tests you have taken.

Somebody told me if I don't take all the tests, my final grade will be determined by the average of my test scores.

Not true --- you must finish all the tests with a passing grade on each test.

Somebody told me if I take a non-credit math course, it will not count toward being a full-time student.

Wrong. It will count toward being a full-time student.

Somebody told me you are not expected to do any studying at home.

Not so, you are expected to do quite a bit of studying at home.

VII. SUMMARY

WHAT DO I DO NOW?

WHEN DO I BEGIN ATTENDING MY MATH LAB CLASSES?

FALL and SPRING SESSIONS:

New students will be processed during the first week of classes. Attendance taking will begin the second week. Therefore, come to class and begin handing in attendance slips your first regularly scheduled class during Week 2. Get your book(s) from the Bookstore begin working on your course at home.

SUMMER SESSION(S):

New students will be processed during the first class meeting. Attendance taking will begin the second class meeting. Therefore, come to class and begin handing in attendance slips on your second regularly scheduled class of Week 1.

WHERE DO I GO?

During the orientation, you will be told which room(s) is/are the work room(s) and which room is the testing room.

WHAT DO I DO WITH MY COURSE-CONTENT/PACING SHEET?

Tape it to the inside cover of your textbook. If you do not fully understand your Course-Content/Pacing Sheet, ask your instructor to explain any sections that are unclear.

WHAT DO I DO WHEN I COME TO THE MATH LAB?

Begin working in your book. Make sure you follow the pages exactly as they are listed on your Course-Content/Pacing Sheet. Be sure to ask questions; that is why the instructors are there.

WHAT DO I DO WITH MY BOOKMARK?

Bring it with you every time you come to class, especially when you take a test. When you are working in the work room(s), have your bookmark showing so that we can learn your name.

WHAT INFORMATION MUST I MEMORIZE?

Your schedule of Math Lab hours

Your course and section number

Your class number, when it becomes available (An announcement will be made.)

WHAT DO I DO IF I AM ALLOWED TO BEGIN MY COURSE AFTER THE ADD/DROP PERIOD?

Get your book(s) from the Bookstore, begin working on your course at home, and begin attending the Math Lab immediately. Since we are well into the session, it is important that you work "extra hard" until you catch up to the pacing schedule.

WHAT ABOUT ATTENDANCE?

The attendance procedure will be explained in class during your first regularly scheduled class after the processing period. If you are adding your course after the attendance procedure has been explained in class, your interviewer will explain the attendance procedure. You are expected to attend class at least during your regularly scheduled hours as listed on your bookmark. In addition to your regularly scheduled hours, you are *encouraged* to attend additional hours any time the Math Lab is open.

WHO ARE MY INSTRUCTORS AND WHEN ARE MY INSTRUCTORS AVAILABLE?

Your instructors are available every time the Math Lab is open. Be sure to ask your instructor his/her name.

HOW MUCH TIME SHOULD I SPEND WORKING ON MY MATH COURSE?

During a fall or spring session, depending upon your rate of learning and the course in which you are enrolled, you may find it necessary to spend up to **8 or more hours each week studying** in addition to your regularly scheduled lab hours.

During a summer session, however, you may find it necessary to spend up to **20 or more hours each week studying** in addition to your regularly scheduled lab hours.

You may need many extra hours, in addition to your regularly scheduled hours, to complete your course. If you do not complete your course, the extra hours will help you qualify for the IC grade.

HOW DO I TAKE MY FIRST TEST?

Read the testing procedures in this **Student Manual**. Bring your bookmark to the testing room. Make sure you have memorized your course, section and class number (when available). After you give your bookmark and show a photo ID (i.e.: a CCRI photo ID, a valid Rhode Island Driver's License, a valid Registry Photo ID, or a valid approved photo ID) to the testing-room person, you will be given your test. *Take your test when you are able to get correct answers to problems representing all of the required material as indicated on your Course-Content/Pacing Sheet. You should be able to get the correct answers without referring back to sample problems.*

If you have any questions about the Math Lab, instructors are ready to assist you. The Math Lab staff is dedicated to helping you in your educational endeavors at CCRI and wishes you success with your studies.

HOW TO BE SUCCESSFUL IN THE MATH LAB

1

Obtain the proper background for the math course you plan on taking.

Course prerequisites are listed in the CCRI catalog. **Proper** background means having learned and retained the course prerequisite(s). A mathematics instructor will recommend a course after reviewing your background, placement-test scores, and educational goals. With proper background, learning mathematics requires a substantial amount of effort; without it, the task can become extremely frustrating and unrewarding, even with extra effort. Note: For the Fundamentals of Mathematics course, a quick recall of answers to addition and multiplication table is important for success.

2

Manage your time so you will be able to work on your math course daily.

Manage your time to allow **at least** 1 hour and 15 minutes **each day** (summer sessions allow 3 hours **each day**) for study and homework, **in addition to** your scheduled lab hours. If you anticipate falling behind your course pacing schedule, it is strongly recommended that you spend additional time **in the Math Lab**. This may mean cutting back on other activities.

3

Take notes and ask questions while watching all available video instruction.

Watch **each** video lesson, if available for your course. Take notes and review as needed. Use the pause (still) feature and raise your hand whenever you have a question on your video lesson; a Math Lab instructor will assist you. You should be participating in your Math Lab class similar to the way you would in a lecture class.

Write notes for each problem that requires instructor assistance.

4

Read **all** of the **required** pages in your textbook, and with **pencil and paper** work out **all assigned** sample problems and exercises. "Adopt" only **one** or two instructors with whom you are most comfortable. Take advantage of their expertise and desire to assist you. When you receive help, try to verbalize in your own words what you have learned, and **write** it next to the problem in question. This takes time and patience, but it will help you to remember important facts and clarifications. Also, some students find it very

Review all homework exercises and notes within one day of testing.

5

Complete **all** homework assignments in your notebook with **step-by-step** solutions, before you consider taking a Math Lab test. Only when you are able to obtain **correct** answers to the exercises at the end of the chapters without depending on sample problems or notes, are you ready to be tested. Only take a test within **one day** of a **comprehensive** review. Take about 15 minutes just before beginning a test to **reread** all the clarifying notes that you have been diligently writing and accumulating in your textbook and notebook. It is now payoff time.

IX. WHAT IS THE INSTRUCTIONAL PROCEDURE?

COURSE-CONTENT/PACING SHEET

A COURSE-CONTENT/PACING Sheet will be given to you. For quick reference, attach your Course-Content/Pacing Sheet to the inside cover of your textbook. This sheet guides you through a sequence of topics and states which pages to study for each test. It also includes all homework assignments. **Do only the pages listed on your Course-Content/Pacing Sheet.**

Pay particular attention to any pages and/or problems that are omitted by making notations throughout your book(s) BEFORE beginning the course.

Ask your instructor for any handouts indicated on your COURSE-CONTENT/ PACING SHEET.

PACING

On the left side of your Course-Content/Pacing Sheet is a PACING SCHEDULE. EACH DATE IS A GUIDELINE, NOT A DEADLINE. Adhering to these dates will enable you to finish the required work on time.

Try to complete the required pages and request each test on or before the date indicated. If you are *not ready* by that date, *postpone* taking the test until you are ready.

If you plan to graduate at the end of this session, you should closely follow the Pacing Schedule to be able to finish the course by the end of the session.

If this is a **summer** session, the course is concentrated into a shorter time frame; therefore, you should be very careful to keep up with the Pacing Schedule.

Even if you find yourself falling behind, do not rush through your work. Instead, try to reserve more time for working on your course. If you are unable to spend more time, or if you think you are spending more time than is reasonable, discuss this matter with your instructor.

If you are not keeping up with the pacing schedule, you should attend **EXTRA HOURS** in addition to your **regularly scheduled hours**. Discuss this with your instructor. Depending upon your rate of learning, your background, and the course in which you are enrolled, it may be necessary for you to spend twelve (12) or more hours studying each week in addition to your regularly scheduled Lab hours (28 hours or more each week for the summer session). If you are working a full-time job, have family responsibilities and are enrolled in other classes, your available study time may be quite limited. Discuss special circumstances with your instructor.

TEXTBOOK(S) SUITABLE FOR GUIDED INDIVIDUAL INSTRUCTION

Read the preface and any other introductory remarks.

Do not skip any pages as you read each chapter *unless you have been directed to do so by your Course-Content/Pacing Sheet*.

Where applicable, write your answers in the spaces provided.

Do not simply read the required pages, but use pencil and paper to work out sample problems and margin exercises (where applicable). Ask for assistance as often as needed. When you receive help, try to verbalize in your own words what you have learned and write it next to the problem in question. This takes time and patience but it will help you to remember important facts and clarifications.

If you have checked your work and your answer still does not correspond with the book's answer and you have checked the errata sheet (which is available on request) for a textbook error, reread the development of the topic. If this does not help, ask an instructor for assistance.

VIDEO INSTRUCTION

Video instruction is available for most Math Lab courses at the three main campuses and for certain courses video instruction may be obtained through the Internet. If video instruction is available for your course, it will be indicated on your Course-Content/Pacing Sheet. Use the pause (still) feature and raise your hand whenever you have a question about your video lesson; a Math Lab instructor will assist you. You should be participating in your Math Lab class similar to the way you would in a lecture class. You should take notes as you watch each video lesson and ask questions on concepts you do not understand.

HOMEWORK

You are expected to work on your math course, ask questions, and take tests in the Math Lab. In addition, you should be studying at home on a regular basis. As you study at home, jot down questions you have and discuss them with your Math Lab instructor when you come to class. Remember, when you receive help, verbalize what you have learned and record it in your notebook.

Keep your work organized so each step can be followed and errors can be more easily identified. **Pay special attention to NOTE (1) on your Course-Content/Pacing Sheet.** Keep a notebook with step-by-step detailed solutions to all required-highlighted-chapter tests and review problems. Referring back to these problems will help you prepare for your graded tests. **YOUR NOTEBOOK MUST BE AVAILABLE FOR POSSIBLE REVIEW BY YOUR INSTRUCTOR BEFORE AND AFTER EACH TEST.**

In addition to writing notes in your notebook, some students find it very helpful to transfer certain notes to index cards. This provides an organized system for quick reference.

BOOKMARK

You will be given an identification bookmark, which will indicate:

- A. your name
- B. your course and section,
- C. your class number (when assigned),
- D. your scheduled Math Lab hours,
- E. an UNOFFICIAL record of your test scores.

Be sure to memorize B, C, and D.

Bring your bookmark with you each time you attend the Lab—especially when testing.

X. WHAT IS THE ATTENDANCE PROCEDURE?

Shortly after the end of the ADD period, you will be assigned a CLASS NUMBER. (An announcement will be made when class numbers are posted.) Record the number on both sides of your bookmark in the space provided. Memorize it. Your class number helps us with our record keeping.

To insure your attendance is recorded, fill out an Attendance Slip each time you come to the Lab — include study time and testing time on the same slip. Record the EXACT times and total number of hours (round this total to the nearest $\frac{1}{2}$ hour.)

When you are ready to leave the Lab, you must personally hand your attendance slip to your instructor. Your attendance WILL NOT be recorded otherwise.

If you take a test and neglect to hand in an attendance slip, you will receive credit for one (1) hour of attendance.

*You are expected to attend the Lab on a **regular** basis and are strongly encouraged to attend extra hours.*

You must work on your course in the Math Lab work rooms during Math Lab hours. Although you must work on your course at home, this time does not count toward your attendance. Working on your course in other parts of the building also does not count toward Math Lab attendance. Attendance counts only when the Math Lab is officially open and instructors are available for assistance. Working in the Math Lab is important because this is where you can receive help from your instructors.

(WHAT IS THE ATTENDANCE PROCEDURE continued)

Afternoon, evening and summer session students should take no more than a 15-minute break. You may include this in your total time.

If you are occasionally unable to attend some of your regularly scheduled hours or if class is canceled, you should make up the time during the other hours that the Math Lab is open. If you anticipate this happening frequently, ask your instructor about the possibility of changing your regularly-scheduled hours to more suitable times.

XI. WHAT IS THE TESTING PROCEDURE?

You are ready to take a test only when you are able to get correct answers to problems representing all of the required material as indicated on your Course-Content/Pacing Sheet. When you are able to do this without referring back to sample problems, you should give your bookmark to the proctor in the Math Lab Testing Room and ask to be tested. Each student is required to present a photo ID (i.e.: a CCRI photo ID, a valid Rhode Island Driver's License, a valid Registry Photo ID, or a valid approved photo ID) along with your bookmark, **EACH** time a test is requested.

When requesting a test, please wait in the indicated area near the testing room door. The testing-room person will take your bookmark, check your photo ID, provide all testing materials and seat you.

With a first-try score **less than 44%**, you are required to take a different form of the same test (not on the same day), but only after you have restudied.

When a test is to be retaken, the student should not expect an instructor to go over test problems. It is true that this would probably improve the student's performance on the test; so would simply giving the student a list of all the correct answers. Our mutual goal must not be to learn the test, but to learn the mathematics, which the test measures. **YOUR INSTRUCTOR IS NOT SUPPOSED TO DISCUSS THE ACTUAL TEST QUESTIONS WITH YOU, SO PLEASE DO NOT ASK OR EXPECT HIM OR HER TO DO SO.**

With a first-try score of **at least 44%**, you are allowed a second try which is a chance to better your score. You will be given a second-try work sheet (which must be signed) and asked to try again those problems which are incorrect. Unless you receive a 100% on your first try, it is the score of your second try that is recorded and used as a basis for determining your final course grade.

With a second-try score greater than or equal to 60% but less than 80%, you are strongly advised to restudy the material and to retake the test, which is subject to the CAP policy discussed on page 9. (Note: Requirements in certain programs may supersede the policies stated in this paragraph.)

With a second-try score less than 60%, you are required to take a different test on the same material after consultation with your instructor. **Different forms of the same test may not be taken on the same day.**

Before retaking a test, your instructor may require that you demonstrate readiness to retest by reviewing your worked-out homework exercises and/or asking you to try additional problems.

The answers to problems that are still incorrect after your second try will be written on your answer sheet and you will be asked to try them again. This is called the third try. The third try is for learning purposes only and will not change your grade. When you have done as much as you can, clip all testing items together, bring them to the proctor's desk, and ask to have an instructor help you with any problems you do not understand. You may not consult your books or notes while you are in the testing room. Do not hesitate to ask for assistance. You probably will see similar problems on future tests

If you are **retaking** a test, please ask the proctor to check which form of the test was previously taken. If you neglect to do this and retake the same form of the test, it will not count and you will be required to retake a different form.

Different forms of the same test may not be taken on the same day.

To make sure that there is enough time available when you take a test, we **require** that you have **at least two hours** available. Make sure you check the testing hours.

ALL NON-TESTING ITEMS including attendance slips must be on the floor under your chair. The Math Lab cannot be responsible for lost or stolen items. Complete the information required on the answer sheet before starting your test. Your course number, test number and form letter are on your test. ***It is your responsibility to check these so as to ensure you have the correct test.*** Your section number is on your bookmark and must be memorized before taking your test. Your signature and social security number are required. In addition, your class number (when available) must be memorized and written on the upper left corner of your answer sheet.

The answer sheet and work sheet(s) provided by the Math Lab must be signed. ASK for additional work sheets if needed. **DO NOT GET YOUR OWN WORK SHEETS.**

If the use of a calculator is permitted for your test, you will be required to use one provided by the Math Lab -- NOT your own.

After you have finished your test, ALL testing items, including the work sheet(s), must be attached with a paper clip and placed in the "Test Return Tray."

While your test is being corrected, you must return to your testing seat and wait for a possible second try. Do not consult your book or notes while you are in the testing room. All non-testing items must remain off the top of your table, including attendance slips.

Normally, leaving the testing room before completing a test is not permitted. If you need to leave, you must obtain permission from your proctor. When you return, you may be required to start over with a different form of the test.

XII. WHAT IS THE GRADING POLICY?

Beginning in the spring semester 2004 the Math Lab is initiating a maximum grade or **CAP** policy for all retakes. For the first retake the CAP or maximum grade is 90, the CAP on the second retake is 80, the third is 70, the fourth, fifth etc. is 60.

To complete a course, students must take and pass each test **in the order outlined** on the Course-Content/Pacing Sheet. *A student MUST score at least 60% on each test to complete the course.* This includes Fundamentals of Mathematics (MATH 0500) and Elementary Algebra (MATH 0600) which are non-credit courses.

Grade A: Test scores averaging 90 or better.

Grade B: Test scores averaging 80 or better.

Grade C: Test scores averaging 70 or better. Being revised to reflect plus/minus grading

Grade D: Test scores averaging 60 through 69.

NOTE: The grade earned in MATH 0500 and MATH 0600 is not included in the grade-point index.

Courses officially dropped during the first two weeks of the fall and spring session and the first four days of the summer session(s) do not appear on your college transcript.

NOTE: Students who do not attend class during the first two weeks (first four days in summer) may be withdrawn by the Registrar's Office.

Grade IC (Incomplete Continuing): Students will receive this grade if they have not completed all of the required work, not due to neglect or procrastination, but because they have completed as much work during the session as their learning rate would reasonably allow — this is demonstrated by many hours of additional attendance in coordination with the number of passed tests. The guidelines for qualifying are described in section XIII below.

Grade W (Official Withdrawal): Students may withdraw from a Math Lab course during weeks three through ten (Summer Session: from the end of the add/drop period to two weeks before the end of the session). *This grade is included in attempted credits but not in the grade-point index.*

Grade NA (Unofficial Withdrawal, No Assessment): Students receive this grade if they **have not** officially withdrawn and **have not** passed at least one test. *This grade is included in attempted credits but not in the grade-point index.*

Grade WP (Unofficial Withdrawal, Passing): Students receive this grade if they **have not** officially withdrawn and **have passed** at least one test but have not fulfilled the IC criteria. *This grade is included in attempted credits but not in the grade-point index.*

The test scores recorded on your bookmark are for informational purposes only. Your official grades are recorded in the Math Lab gradebook. In addition, each test taken is kept on file. A grade cannot be issued without documentation of the required tests in the official gradebook.

XIII. WHAT IS THE IC PROCEDURE?

You may obtain a form entitled: "CRITERIA FOR EARNING AN INCOMPLETE CONTINUING (IC) GRADE." See your instructor for this form, complete your part, and bring it to the testing room. Your attendance and tests are used to determine if you satisfy the requirements. The bottom of the form indicates the total number of attendance hours you will need, corresponding to the number of passed tests. This form is only for your information and should help you plan the number of completed tests along with the number of hours of attendance needed to **EARN** the IC grade. This is **NOT** an **AUTOMATIC** grade. This form may be submitted as often as necessary to help you keep track of your progress. You must submit this form in person. *Grades and attendance information may not be given by phone.*

Students are expected to attend the Math Lab on a regular basis throughout the session rather than attending many hours at the end of the session.

You may earn an IC grade by fulfilling the following criteria.

- Completing 2 tests requires 60 hours of attendance.
- Completing 3 tests requires 40 hours of attendance.
- Completing 4 tests requires 20 hours of attendance.
- Completing 5 tests — the IC is automatic.
- Completing 6 tests completes the course.

NOTE: *If you are enrolled in a Summer Session, you must satisfy the IC criteria by the end of the session.*

Students who earn an IC are expected to complete this course during the following session. *Fall IC students must complete the course by the end of the spring session. Spring IC students must complete the course by the end of the summer session(s). Summer IC students must complete the course by the end of the fall session.*

If you know you will not be available during the session in which you are required to complete your IC grade, **either complete your Math Lab course this session or register for a lecture course if one is available.**

Students who have had problems, such as an illness or an accident requiring hospitalization or home confinement, may receive special consideration. The Math Lab Coordinator should be notified promptly, in writing. A medical excuse, completed by your physician, must also be submitted. You may obtain a Special Consideration Form by either visiting or calling the Math Lab.

It is your responsibility to plan and reserve enough time for your Math Lab course. This plan should include your work schedule, family and personal commitments. **Do not enroll in more courses than you can handle.** *If you do not earn an IC grade in your Math Lab course, but manage to successfully complete other courses during the same session, no special consideration will be given for qualifying for an IC grade.*

If you have permission from the Math Lab Coordinator to carry over some test scores from a previous session, Carry-Over-Test Scores will count toward completing the course but **WILL NOT COUNT TOWARD EARNING AN IC GRADE**.

If you should earn an IC but finish the course before the session ends, you will receive the appropriate passing grade, not the IC grade.

IF YOU RECEIVE AN IC GRADE:

You must **not** reregister for the same course next session.

You must see the proctor during the second week of the next session (first week in summer) to make arrangements for completing your course.

If you have more than one test to complete, you should strongly consider reducing your class load next session by one (1) course so that you will have enough time to spend completing your IC. Normally, if you receive an IC grade and have more than one (1) test to complete, you should not register for another math course (especially a sequential one). If you decide to begin a new course while completing a previous one, you are expected to attend class for **both** courses. That is, you will be expected to attend **double hours** and hand in separate attendance slips for the work done in each course.

XIV. ADDITIONAL COMMENTS

Be sure to check your CCRI “pipeline” e-mail account frequently; and, the Mathematics Department Web Site (www.ccri.edu/math/) for important information and updates regarding your Math Lab Course.

Important notices will also be posted on the MATH LAB BULLETIN BOARD. It is your responsibility to read these notices each time you come to the Lab.

Please help to maintain a quiet atmosphere; this is a courtesy you have a right to receive and an obligation to give.

If you complete a course before the session ends, you may continue working on your sequence of math courses for the remainder of the session by selecting any other course that is offered through the Math Lab.

You will **NOT** be allowed to continue in an unofficial status (UA) in any subsequent session. In order to continue, you must officially register for the course at the beginning of the next session; doing so will allow you to keep the scores of tests you have passed. However, these scores do not count toward earning the IC grade.

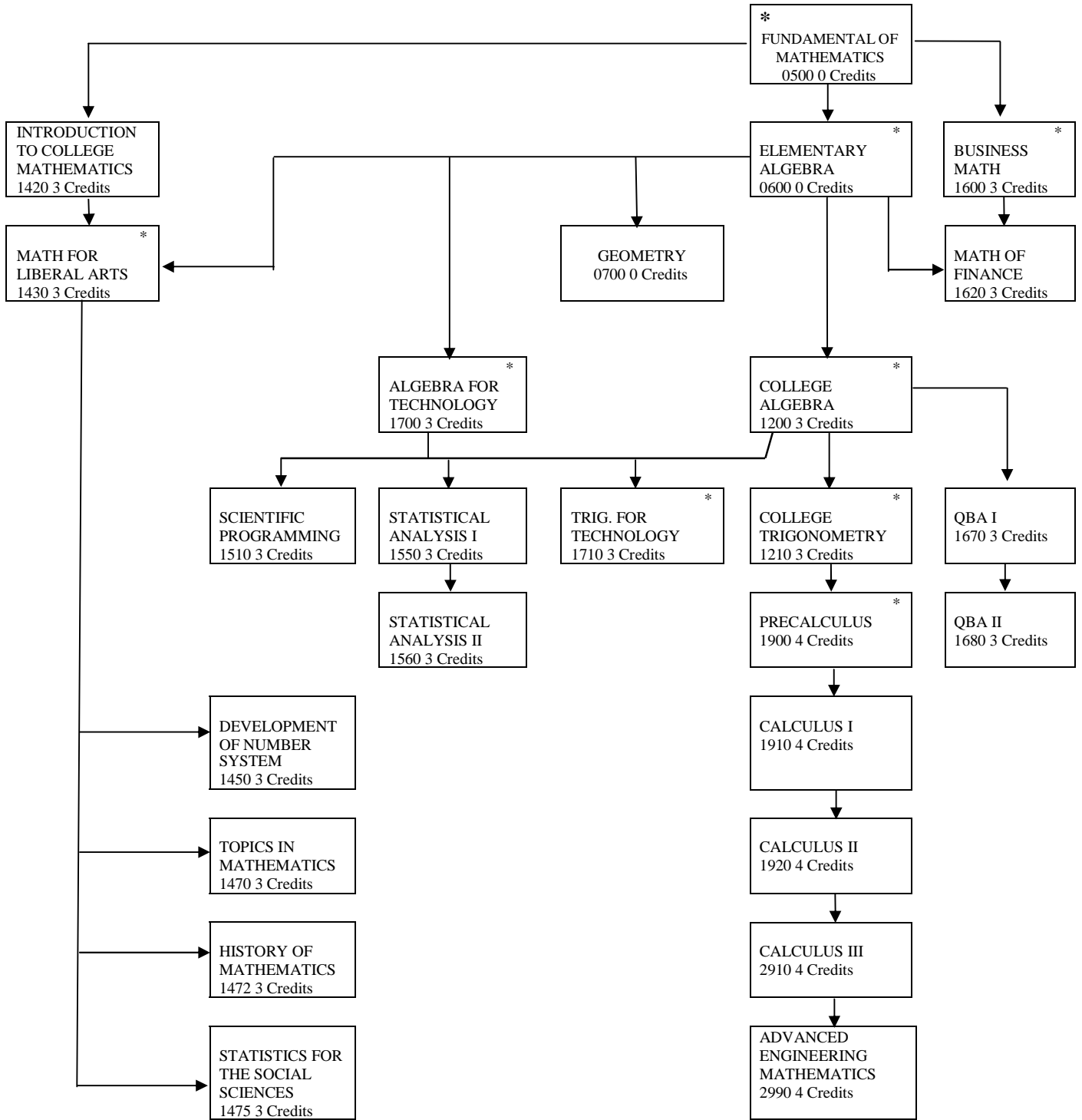
Write your name on your books to help prevent them from being taken by mistake. The Math Lab staff is not responsible for missing items.

If you are in a program that requires your math instructor to sign an attendance form at the end of the week or month, please have your instructor also initial this form each time you attend the Lab.

Normally, more than one instructor is scheduled each hour; therefore, you can “Adopt” the instructor with whom you are most comfortable. In addition, with instructor approval, you may officially rearrange your assigned hours to attend the Math Lab when your favorite instructor(s) are there.

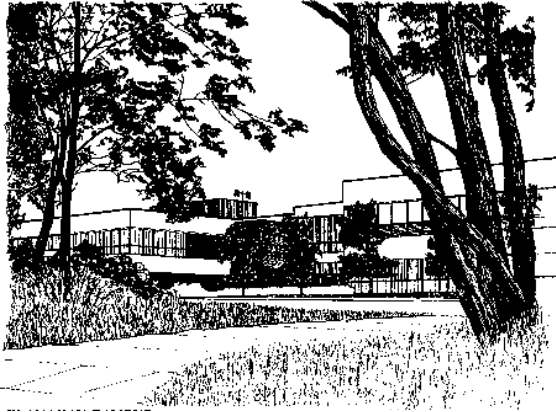
If you wish to borrow such items as hand calculators, tapes, etc., you must give your bookmark to your instructor. (These items may only be used in the Math Lab).

SEQUENCES OF CCRI MATH COURSES



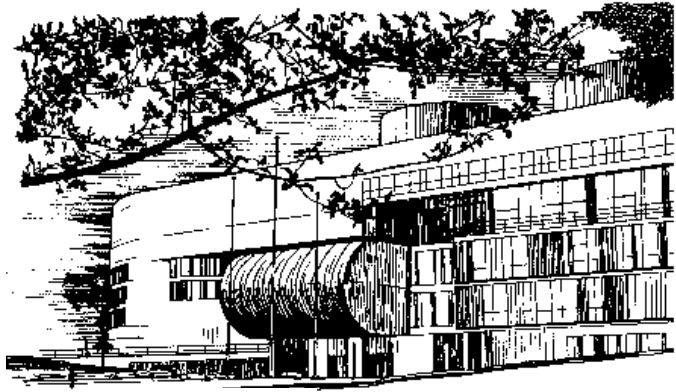
*COURSES OFFERED IN LAB AND LECTURE FORMATS

Revised 11/14/2006
Forms2:Sequence.doc

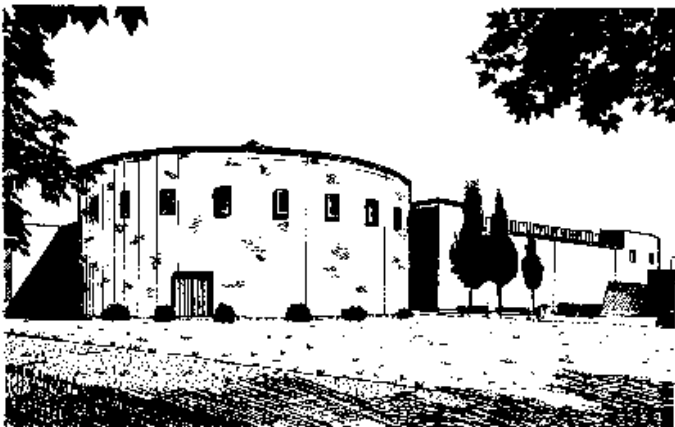


Flanagan Campus

Knight Campus



KNIGHT CAMPUS



Providence Campus