Math Instructors contact information:

Phone:  (Hillsboro) 636-481-3155 / (Arnold) 636-481-3573 or 636-797-3000 or 636-942-3000 (Hillsboro: ext. 3155 or Arnold: ext. 3573)

Learning Center Hours of Operation:

(Fall & Spring Semester)

Hillsboro: Monday through Thursday 9 a.m. – 3 p.m. and 5 p.m. – 8 p.m. / Friday 9 a.m. – 2 p.m.
Arnold: Monday through Thursday 9 a.m. – 9 p.m. / Friday 9 a.m. – 2 p.m.

(Summer Semester)

Hillsboro: Monday through Thursday 9 a.m. – 3 p.m. and 5 p.m. – 8 p.m. / Friday CLOSED
Arnold: Monday through Thursday 9 a.m. – 9 p.m. / Friday CLOSED

Goals

The goal of this Basic Math course is to make you proficient in using and understanding the arithmetic terminology and skills necessary for success in future college-level mathematics courses. You will be introduced to, and ultimately master, topics ranging from the four operations on whole numbers, fractions and decimals, to working with percents and the metric system, as well as geometry and algebra.

Please Note: Calculators are NOT ALLOWED.

Required Course Materials

This course uses My Math Lab online software (www.MyMathLab.com). My Math Lab contains videos, tutorials, and homework assignments. You will be given a course I.D. to use when you register on your first day of class.

Attendance

Students enrolled in Basic Math are required to attend class at the scheduled day and time listed on their Student Course Schedule. However, students can expect to spend additional time each week working on their course outside of class time. Basic Math students may attend the Learning Center at any time during operating hours in addition to their regularly scheduled class time. Students who miss more than 15% of class time may be prohibited from attending class.

Class Attendance Policy (Jefferson College General Catalog 2015-2016, pg. 31):

Regular and punctual attendance is expected of all students. Students are not entitled to a certain number of absences: information presented in the classroom is critical in the learning process. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed:

• Student fails to begin attendance
• Student ceases participation for at least two consecutive weeks
• Student misses 15 percent or more of the coursework
• Student misses 15 percent or more of the course as defined by the instructor
Individual programs may have more rigorous attendance and participation requirements.

**Jefferson College is an attendance-taking institution. Weekly attendance reporting is required.** At the beginning of the semester, the instructor will notify his or her students of the attendance and punctuality requirements for the class.

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the Office of Student Financial Services for more details.

**Folders**

Each Learning Center student will receive a folder, which will contain student information, attendance, progress, and grades. The folder stays here. **Please don't take it home!** It will be kept in a file cabinet in the Learning Center when we are not in class. You will have access to your file (with a photo I.D.) anytime the Learning Center is open (Please see Learning Center Hours of Operation above). You will also need a photo I.D. to take a test in the Testing Center.

**Homework**

All homework assignments must be completed with 100% accuracy before taking the Mastery Test. Homework is generated based on the outcome of the pre-quiz. When completing Homework problems, MyMathLab will allow students three attempts to correctly answer a problem. If the problem is not answered correctly after three tries, a new problem is generated by the MyMathLab software program. To receive a new problem, students must click on ‘similar exercise’. The 100% completion can be met in this way.

MyMathLab has controls built in which do not allow a student to progress to the Mastery test if the Homework is not completed at 100%. Students must also have an 80% or better on the Mastery tests before moving on to the next unit’s Pre-Quiz.

**Please note:** If your homework is not completed during class time – you may attend the Learning Center during operating hours to complete the assignment.

If you have questions about the material, how to do an assignment, or what to do next, et cetera, please feel free to ask an instructor for help at anytime. **We will be happy to assist you! All you have to do is ask.**

**Testing**

Both the Pre-Quiz and the Mastery Test must be taken in the Testing Center. These tests will be administered using the MyMathLab software on the computer. The Pre-Quiz for each unit generates the required homework for that module. No minimum score is required on the pre-quiz, and the score is not figured into your final course grade. You must receive a score of 80% or higher on the Mastery Tests in order to advance to the next module. If you do not receive an 80% or better, you must re-take the test.

**Testing Center**

Testing Center hours for Hillsboro and Arnold are as follows:

*(Fall & Spring Semester)*

**Hillsboro:** Monday through Thursday  8 a.m. – 8 p.m. / Friday 8 a.m. – 2 p.m.

**Arnold:** Monday through Thursday  8 a.m. – 9 p.m. / Friday 8 a.m. – 2 p.m.
(Summer Semester)

Hillsboro: Monday through Thursday 8 a.m. – 8 p.m. / Friday CLOSED
Arnold: Monday through Thursday 8 a.m. – 9 p.m. / Friday CLOSED

Testing may be done anytime the Testing Center is open. If you need to test at your scheduled class time, please report to class first.

You will also need a photo I.D. to take a test. Don’t forget – you must have your homework completed at 100% accuracy before taking a test! To stay on schedule, you will need to take one test per week (Fall & Spring semester) and two tests per week (Summer semester).

The tests given in the Testing Center are not timed. You should always allow yourself plenty of time within the Testing Center hours of operation to complete your test! (Calculators are not permitted.) Please see an instructor if you do not score 80% or better on a Mastery Test, so that you can receive help on what was missed.

Grades

You must complete all 14 tests with an 80% or better. Your grade will be an A (90 – 100% average) or B (80 – 89% average). The Learning Center does not assign C or D grades. An F grade is assigned when a student does not complete all of the objectives of the course for the semester that he or she is enrolled.

Student Conduct Code

Please note that any form of academic dishonesty, including cheating and/or plagiarism, will result in appropriate disciplinary action and may affect the successful completion of your Learning Center course.

Please note: Unless it is an approved accommodation, the use of a calculator on tests, including the pre-quizzes, is considered to be academic dishonesty and will be dealt with as a violation of the Student Conduct Code as specified in the Student Handbook.

Remember

- The goal is to take one test per week (Fall & Spring semester) and two tests per week (Summer semester). Please see an instructor if you have any questions.

- The Hillsboro Learning Center is open 41 hours a week during the Fall & Spring semester and 36 hours a week during the Summer semester!

- The Arnold Learning Center is open 53 hours a week during the Fall & Spring semester and 48 hours a week during the Summer semester!

- There is always someone there to assist you.

To access the Learning Center webpage:

- www.jeffco.edu
- Click on ‘Current Students’
- Click on ‘The Learning Center’ (listed under ‘Academic Services’)