Math Instructors contact information:

Phone: (Hillsboro) 636-481-3155 / (Arnold) 636-481-3593 or 636-797-3000 or 636-942-3000 (Hillsboro: ext. 3155 or Arnold: ext. 3573 / 3593)

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 Geometry is to aid students in becoming proficient in using and understanding the geometric terminology and skills necessary for success in future college-level mathematics courses. Students will be introduced to and subsequently master, topics ranging from the undefined terms (i.e. point, line, plane, etc) to calculating the volumes of geometric solids.

Text

Geometry workbook – included in your folder.

The text consists of examples, explanations, definitions, and an exercise set at the end of each section.

Other materials needed for this course include a pencil, paper, and a protractor.

Grades

You must complete all 7 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.

Each unit consists of explanations of the main objectives example with worksheets and practice tests. To begin, read the objectives for the first unit and then begin reading the course material. Be sure to do all the exercises and problems that are given in the workbook. You will need to have a pencil and paper and a protractor with you in the Learning Center. If you have difficulty with any of the topics presented in the unit, be sure to ask one of the math instructors for help.
Do the worksheet exercises and correct your answers with the answer keys found in the Learning Center. Ask a Learning Center Instructor for the answer key. Be sure to correct any mistakes you may have made. When you feel that you fully understand all the ideas presented in the unit, take the practice test and grade it using the answer key. If you score 80% or better, you must receive permission from a Learning Center instructor before proceeding to the Testing Center to take the mastery test.

If you score less than 80% on the practice test or on the mastery test, go over the test with one of the math instructors. He/she will help you in the area(s) where you are having difficulty and assign more work to help you understand the materials. After receiving this additional help and with instructor permission, you may attempt another form of the same test. Students may not test on the same unit more than two times in one day.

**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.

**Attendance**

Students are required to be in the Learning Center one hour for every Learning Center credit hour they are enrolled in. In addition, students should expect to spend an additional two hours per week (either in the Learning Center or outside of class) for every Learning Center credit hour they are enrolled in order to successfully complete the course requirements. 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 on the first page). You will also need a photo I.D. to take a test in the Testing Center.
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. You will need a photo I.D. to take a test.

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! 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.

Remember

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