



## ONLINE COURSE INFORMATION

### Spring 2017 Semester

COURSE: MATH 164 L1

INSTRUCTOR: J. Vallade

Precalculus

EMAIL: [jkvallade@monroeccc.edu](mailto:jkvallade@monroeccc.edu)

There are many benefits of online courses at MCCC:

- Less restrictive scheduling
- Convenience
- Intensive self-study
- Course materials are accessible 24 hours a day 7 days a week

Some students struggle in an online format while other students excel. Students who excel in an online format are:

- Highly self-motivated
- Have strong computer skills
- Possess good time management skills
- Know how to study independently
- Possess good communication skills

Online classes at MCCC are **NOT self-paced**. Instruction is delivered in an entirely web-based format. Students must complete exams, assignments, etc. by specified due dates. Some exams and assignments may be required to be completed at an authorized location as established by the instructor.

When taking an online class students are responsible for:

- A reliable computer with Internet access and Microsoft Word; course specific software will be described below
- Knowing how to email attachments
- Maintaining his or her own computer and Internet connection; technical issues are NOT acceptable excuses for not keeping up with due dates
- Having access to a printer if needed for personal use of online materials

It is the student's responsibility to log into MyMathLab and their student email multiple times each week to keep up with communication, assignments and other coursework.

### MyMathLab

This online course uses MyMathLab as the means of communication between the students and the instructor.

It is the student's responsibility to be able to log into MyMathLab and maintain his or her computer setup to work properly with MyMathLab.

### MCCC Student Email

It is essential that online students use their MCCC student email account. This will be the primary means of email communication between you and your instructor. For more information about activating your MCCC student email account, visit the college's webpage at [www.monroeccc.edu](http://www.monroeccc.edu).

### NEED HELP?

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	The complete Outline of Instruction can be found at <a href="http://www.monroecc.edu/outlines/">http://www.monroecc.edu/outlines/</a> .
COURSE BEGINS	Monday, May 8, 2017
COURSE ENDS	Wednesday, June 28, 2017
REGISTRATION PROCESS	<p>Students must register for the course through the College's regular registration process.</p> <p>If you are a first-time online student at MCCC you must complete an online orientation course (ONL-001). You will be automatically enrolled into the online orientation course, which will provide you with critical information on the technical, study, reading and writing skills necessary to be a successful online student. This course will be listed in your MyCourses module in Blackboard and there will be 4 modules to complete. Please note that all four modules will NOT be visible when you first login, but will become visible once you complete the requirements for each module. Please complete <b>SP2017-ONL-001-L1 by May 4, 2017</b>. Failure to complete the online orientation by the above date may result in <u><a href="#">de-registration from your spring 2017 online course</a></u>.</p>
PROCTORED EXAMS OR ASSIGNMENTS	There are four exams that must be taken in the testing center which is located in room W-157 of the Regional Computer Technology Center (RCTC) in the W building. Dates and times will be announced online and via student email.
ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS	<p><b>Some</b> online classes require students to take exams at authorized, proctored locations. Test proctoring centers are authorized testing locations where a staff person administers a test or assignment. If students are not able to arrange transportation to MCCC's main campus for testing, a proctored test site must be arranged. Students near the MCCC campus can take the test in the Regional Computer Technology Center (RCTC). Additional information on the RCTC can be found at <a href="http://www.monroecc.edu/rctc/index.htm">http://www.monroecc.edu/rctc/index.htm</a>. It is the student's responsibility to make arrangements for proctoring with his or her instructor. Students should also be aware that some testing sites have service fees, which are the responsibility of the student.</p>
COURSE MATERIALS AND TEXTBOOK INFORMATION	<p>Textbook information can be found on the MCCC Bookstore's webpage, <a href="http://www.monroecc.edu/bookstore/">http://www.monroecc.edu/bookstore/</a>. Textbook information is posted approximately one month prior to the beginning of the semester. <b>IMPORTANT:</b> Make sure when identifying which course you are enrolled in, you get the materials for the ONLINE version of the course. Online course materials are not necessarily the same materials for the face-to-face class.</p> <p>Please contact the MCCC Bookstore for additional information, 734.384.4140.</p>
COURSE EXPECTATIONS	Students are expected to keep up with the pace of the course as described in the syllabus and complete all assignments in a timely manner. When questions arise, students are expected to seek assistance from either the instructor during office hours, from the math den, or from the Learning Assistance Lab.

<p>COURSE SPECIFIC SOFTWARE</p>	<p>Students will need access to MyMathLab by either purchasing the MyMathLab access card (ISBN : 9780321199911) or the MyMathLab access card that is packaged with the printed textbook (ISBN: 9780134379951). Both of these options contain an e-copy of the textbook.</p> <p>Students will need to access the browser check on the home screen of their course to ensure that they have the latest versions of Adobe Flash and Adobe Reader.</p>
<p>WHERE DO STUDENTS START</p>	<p><b>MyLab &amp; Mastering</b>  <b>Student Registration Instructions</b>  <b>To register for College Algebra:</b></p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://pearsonmylabandmastering.com">pearsonmylabandmastering.com</a>.</li> <li>2. Under Register, click Student.</li> <li>3. Enter your instructor's course ID: vallade85922, and click Continue.</li> <li>4. Sign in with an existing Pearson account or create an account: <ul style="list-style-type: none"> <li>· If you have used a Pearson website (for example, MyITLab, Mastering, MyMathLab, or MyPsychLab), enter your Pearson username and password. Click Sign in.</li> <li>· If you do not have a Pearson account, click Create. Write down your new Pearson username and password to help you remember them.</li> </ul> </li> <li>5. Select an option to access your instructor's online course: <ul style="list-style-type: none"> <li>· Use the access code that came with your textbook or that you purchased separately from the bookstore.</li> <li>· Buy access using a credit card or PayPal.</li> <li>· If available, get 14 days of temporary access. (Look for a link near the bottom of the page.)</li> </ul> </li> <li>6. Click Go To Your Course on the Confirmation page. Under MyLab &amp; Mastering New Design on the left, click College Algebra to start your work.</li> </ol> <p><b>Retaking or continuing a course?</b>  If you are retaking this course or enrolling in another course with the same book, be sure to use your existing Pearson username and password. You will not need to pay again.  To sign in later:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://pearsonmylabandmastering.com">pearsonmylabandmastering.com</a>.</li> <li>2. Click Sign in.</li> <li>3. Enter your Pearson account username and password. Click Sign in.</li> <li>4. Under MyLab &amp; Mastering New Design on the left, click College Algebra to start your work.</li> </ol>
<p>OTHER INFORMATION</p>	
<p>[DATE]</p>	