



NCBO for College Algebra Syllabus

Instructor contact information

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Course Information

Course Title:	NCBO for College Algebra	Term and Year:	Spring, 2021
Course Subject:	MATH		
Course Number and Section:	0314 5C14	Class Days and Times:	Online
Credit Hours:	3		
Lecture Hours:	3	Class Room Location:	N/A
Lab Hours:	0		
External Hours:	0		
Total Contact Hours: (All hrs. x 16)	48		

Prerequisites: Math 0308 or placement by testing

Co-requisites: Math 1314 5C14

Catalog Description:

Math 0314 is a non-course based option covering objectives students will need to be successful in College Algebra.

Student Learning Outcomes:

Upon completion of this course the student will

1. Recognize, understand, and analyze features of a function.
2. Perform operations using integer and rational exponents.
3. Factor and perform operations with polynomials.
4. Simplify and perform operations with rational and radical expressions to include complex numbers.
5. Solve linear, polynomial, radical, and rational equations.
6. Solve linear and absolute value inequalities of a single variable and express solution sets in set builder and interval notation.
7. Solve quadratic equations by factoring, completing the square, and the quadratic formula.
8. Graph linear and quadratic functions.
9. Write linear equations in standard form.
10. Solve systems of linear equations and related applications

Textbook Title: Lial, Hornsby, Schneider, Daniels; *Beginning and Intermediate Algebra and College Algebra: a Corequisite Solution*, 1st ed.; Pearson

Required MyMathLab Access: Students must buy an access code to MyMathLab, an online course management system which includes a complete eBook. Note: A complete eBook for the course comes with MyMathLab access. **A hardbound copy of the textbook is NOT required.**

(Note: For those who would prefer not to purchase MyMathLab access codes online from the publisher, hard copies may be purchased elsewhere using the ISBN: 9780134896038)

Optional Hardbound Text: Hardbound text + 24 Month MyMathLab access, ISBN: 9780135263419

Calculator: Graphing calculators may be required for some assignments/assessments at the discretion of the instructor. Only the following models are permitted:

Any calculator in the TI 83 or TI 84 series.

Any calculator in the Casio FX-9750GII series

Note: It is the students' responsibility to learn how to use the calculators they choose. The instructor should not be expected to offer instruction in calculator functionality. Cell phones, tablets and PDAs are not allowed as calculators on tests. Calculators may be cleared before tests.

Instructor Guidelines and Procedures

Students are responsible for knowing and following the guidelines related to all of the online links below.

What is a Corequisite Pair?

Many students arrive at colleges needing some help to build the background they need in mathematics, reading or writing in order to be successful in college level work. This need does not reflect on the capabilities of the students. It just says that, with a little more support, they can achieve the goals they thought may have been out of reach.

In the past, students would be asked to take one or more developmental courses before attempting a credit level course in mathematics or English. We now are trying a new model. Students who need extra help are now starting in their first college level courses the first semester while taking a support course running alongside providing background information "just in time". The support class is known as a Non-Course Based Option (NCBO) because it is not a separate prerequisite course taken before hand. Successful students in this "corequisite pair" will catch up on the background they need and pass their first college level course in the same semester.

Math 0314 and Math 1314 are two separate courses. Each has its own syllabus. Each has its own site in MyMathLab and D2L. Each has its own assignments. You will receive a grade for each course. However the courses build on and support one another. You will have the same professor for both classes and you will have the same classmates.

Getting Started: This class will be run through MyMathLab. MyMathLab is similar to and has all the major features of Desire 2 Learn (D2L) except that it is more compatible with mathematical content. This class, including its gradebook, is housed on the servers of Pearson Education. **We will only be using D2L as a "front door" to enter MyMathLab.**

To log into MyMathLab for the first time

- Log into D2L and select this class,
- Read the introductory information that immediately shows up as an announcement.
- Select the Content tab across the top of the page
- Then, select the link for MyMathLab
- If you have used a MyLab or Mastering product from Pearson before you will already have an existing account. Enter your **username** and **password** to link D2L to your Pearson account.
- If you have not used a MyLab or Mastering product before, select **Create** and follow the instructions.

- Select an access option (if you have already signed up for MyMathLab for Math 1314 for this semester you will not be asked to perform this step):
 - Enter the access code that you purchased separately from the bookstore or
 - Buy access using a credit card or PayPal or
 - Get temporary access and pay within 14 days
- From the You're Done page, select Go to My Courses

To log into MyMathLab after the first time

- You can still select the MyMathLab link under Content from within D2L and you will link immediately over to MyMathLab or
- You can log in directly at www.mymathlab.com by entering your username and password and select the course. (This option is recommended.)

Once you are in the MyMathLab site, please select the link Welcome to My Class. Watch the six videos posted there that are designed to help you orient yourself to the course. Although this syllabus covers the basics of what you can expect from this course, the videos will explain the nuts and bolts of how the class will work in greater detail. (The videos are posted in both the Math 0314 and Math 1314 MyMathLab sites and are identical. You only have to watch one set of videos.)

Course Technology Requirements: In our efforts to keep students and employees safe in response to **COVID-19**, students will be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within Lone Star College. The specific requirements for this course are listed below:

- Use of calculators in problem solving
- Completion of online homework problems in MyMathLab
- Access of support and tutorial materials in MyMathLab
- Use of text messaging through Remind to convey critical announcements and information
- Use of a discussion board to provide and receive help and support from fellow students and the instructor

Attendance: The instructor will NOT drop students from this course for non-participation. It is the student's responsibility to fill out a "schedule change form" at the registration desk to officially drop this class. Failure to do so will result in the grade of "F." Dropping one class in a corequisite pair of classes automatically results in being dropped from both classes.

Penalty for Not Enrolling in MyMathLab: Enrolling in MyMathLab is a requirement for participation in this class. Students who have not logged into MyMathLab or who fail to purchase permanent access by Monday, February 1 will not be permitted to take examinations or to complete other assignments.

Assignments: In this class, we will have two types of assignments

- **Media Assignments.** Each week, I will assign media assignments to be completed online using MyMathLab. After logging in at www.MyMathLab.com select "Homework" and work first the media assignment for the week. Media assignments include links to the section of the online textbook we are studying, videos, animations and Power Point presentations. Media assignments are not graded but **you must finish the media assignment for the section before the program will let you work on the homework from that section.**
- **Homework Assignments.** Each week, I will assign homework assignment to be completed online using MyMathLab. After you have finished the media assignment for a given section, open the corresponding homework assignment. You will see that, for each problem, you can choose "help me solve this" for hints, or "view an example", you can email questions to me, check out the appropriate section of the online textbook and, in some cases, watch a video clip or look at a PowerPoint presentation. When necessary, there will be a template on your screen enabling you to create fractions, exponents, radicals, etc. You can continue trying each problem until you get it right. You do not have to work the entire assignment all at one sitting. When you are ready to exit the assignment choose "save". **Each homework assignment will have a set deadline. So that you can finish the assignments for both Math 0314 and 1314 each week, the assignments for Math 0314 for each week will be due by Thursday, 11:59 PM, U.S. Central Time.**

Exams:

There will be two exams for Math 0314.

- In the 8th week of class, we will have a Midterm Exam to help determine your progress on all topics covered in the first half of the semester.
- In the 16th week of class, we will have a Final Exam. This will be a comprehensive exam covering all the topics from Math 0314

Both exams will be completed in MyMathLab. Questions will be similar to those found in the homework assignments except that help screens will be turned off.

There will be required passwords for all exams in both Math 0314 and Math 1314 and all tests will be set for "blocked access". Blocked access means that you will be unable to access any other pages within MyMathLab during the test and, if you leave the test for any reason, you will be blocked from returning or from accessing other features of MyMathLab.

Important: When you have finished a test, you will create a pdf of your scratch work using a scanner or free scanning app for your smart phone and upload it to the Document Sharing site in MyMathLab so I can take a look at your work. If I have any questions about your work, I may ask to meet you via Webex, a video conferencing tool. **Failure to upload scratch work will result in an automatic grade of 0 on the test.**

Deadline Extensions:

During this course, I will grant you **one deadline extension for a missed exam and one deadline extension for the homework for a week**. You must contact me no later than 24 hours after the missed deadline to request a deadline extension.

Electronic devices: Cell phones and PDAs are not permitted during tests.

Indicating a Preferred/Used Name: If a student would like the class roster and the LSC online system to indicate a name different from the one on the student's legal documentation, the student may register a preferred/used name. Follow these steps:

1. Login to myLoneStar at my.lonestar.edu.
2. From the Student tab choose 'Personal Info'
3. From drop down choose 'Names'
4. Choose "Add a New Name"
5. Enter the name type as "Preferred" and enter the desired name
6. Save the record.
7. To change a preferred/used name in the future, if necessary, choose "Edit", change the name and save the record.

Grade Determination:

Your grade will be determined by the following	Details	Percent of Final Average
Homework Average	The average of all your homework assignments in MyMathLab over the course of the semester.	50%
Midterm Exam	A major test assessing the students's progress at the 8 th week of class.	25%
Final Exam	A comprehensive final exam covering all of the objectives learned in Math 0314. IF it helps your overall average, I will replace the Midterm Exam with the grade on the Final Exam. In this case, your Final will count 50% of your overall grade in the course.	25%
Total:		100%

Final Examinations

A final evaluation activity will occur during the published final evaluation period. The appropriate dean must approve any variation to this schedule. <http://www.lonestar.edu/examschedule.htm>

Letter Grade Assignment:

The chart given below explains how the final grades will be computed.

Letter Grade	Final Average in Percent
A	89.5 – 100
B	79.5 – 89.4
C	69.5 - 79.4
IP <i>This grade does not impact your LSCS GPA.</i>	59.5 – 69.4
F (Based on attendance, participation, etc.)	59.4 & below
IP	Student has completed the majority of the course and is passing but will not be able to finish due to extenuating circumstances.

Evaluation of Instruction:

Lone Star College-CyFair is committed to acting intentionally about student success. As part of our institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, you are encouraged to provide input for each course you take each semester using the Course Evaluations Questionnaire, which can be accessed through your myLoneStar account. This occurs approximately half way through your course, and you will be notified when surveys are available for completion. Instructions on how to access and complete the Course Evaluations Questionnaire can be found by logging into your [myLoneStar Account](#) and clicking on the Quicklinks – “How To” Documents. The college deans review these evaluations each semester. Additionally, the deans and/or department chairs may visit each instructor’s class at some time during the semester to observe the instructional environment being provided and complete an assessment of the instructor.

Tentative Instructional Outline:

Important Dates for Spring, 2021

Dates Listed Below are for 16 Week Classes	
Class Begins	January 19, 2021
Official Day of Record	February 1, 2021
Midpoint Day of Record (MDR)	March 29, 2021
Withdrawal “W” Date	April 9, 2021
Final Exam Date and Time	May 12, 2021, 12:00 AM – May 13, 2021, 11:59 PM
Holidays (Campus Closed)	Spring Break, March 15 - 21
	Easter Weekend, April 2 - 4

MATH 0314 BEGINNING/INTERMEDIATE ALGEBRA TEXT	DEADLINES	MATH 1314 COLLEGE ALGEBRA TEXT
2.3 SOLVING LINEAR EQUATIONS 4.5 MULTIPLYING POLYNOMIALS 10.1 RADICAL EXPRESSIONS (SQUARE ROOTS ONLY)	WEEK 1 ←SUN. JAN. 24 SUN. JAN. 24→	CA5.1 LINEAR SYSTEMS, SUBSTITUTION, ELIMINATION, SPECIAL SYSTEMS CA5.2 MATRIX SOLUTIONS OF LINEAR SYSTEMS, GAUSS-JORDAN METHOD
10.3 SIMPLIFYING RADICALS (SQUARE ROOTS ONLY) 5.1 GREATEST COMMON FACTOR, FACTOR BY GROUPING 5.2 FACTORING TRINOMIALS	WEEK 2 ←THU. JAN. 28 SUN. JAN. 31→	CA1.3 COMPLEX NUMBERS CA1.4 QUADRATIC EQUATIONS (PART 1, SQUARE ROOT METHOD, ZERO FACTOR PROPERTY – LEADING COEFFICIENT IS 1
5.3 MORE ON FACTORING TRINOMIALS 5.4 SPECIAL FACTORING TECHNIQUES (OMITTING SUMS AND DIFFERENCES OF CUBES) 10.5 MULTIPLYING AND DIVIDING RADICAL EXPRESSIONS, RATIONALIZING DENOMINATORS (SQUARE ROOTS ONLY)	WEEK 3 ←THU. FEB. 4 SUN. FEB. 7→	CA1.4 QUADRATIC EQUATIONS (PART 2, ZERO FACTOR PROPERTY – LEADING COEFFICIENT IS NOT 1, QUADRATIC FORMULA) CA1.5 APPLICATIONS AND MODELING WITH QUADRATIC EQUATIONS
10.4 ADDING AND SUBTRACTING RADICAL EXPRESSIONS 6.3 LEAST COMMON DENOMINATORS 6.4 ADDING AND SUBTRACTING RATIONAL EXPRESSIONS	WEEK 4 ←THU. FEB. 11 SUN. FEB. 14→	CA1.6 RATIONAL AND RADICAL EQUATIONS, EQUATIONS WITH RATIONAL EXPONENTS, EQUATIONS QUADRATIC IN FORM CA1.7 INEQUALITIES (QUADRATIC AND RATIONAL ONLY)
2.8 SOLVING LINEAR INEQUALITIES, COMPOUND INEQUALITIES 11.8 POLYNOMIAL AND RATIONAL INEQUALITIES	WEEK 5 ←THU. FEB. 18 SUN. FEB. 21→	CA1.8 ABSOLUTE VALUE EQUATIONS AND INEQUALITIES TEST 1: CHAPTERS CA5 AND CA1 (SAT. FEB. 20 AND SUN. FEB. 21)
3.1 LINEAR EQUATIONS, RECTANGULAR COORDINATES 11.2 COMPLETING THE SQUARE	WEEK 6 ←THU. FEB. 25 SUN. FEB. 28→	CA2.1 DISTANCE AND MIDPOINT FORMULAS CA2.2 CIRCLES (CENTER-RADIUS AND GENERAL FORMS)
9.1 INTRODUCTION TO RELATIONS AND FUNCTIONS 9.2 FUNCTION NOTATION AND LINEAR FUNCTIONS 3.3 SLOPE OF A LINE 3.4 SLOPE INTERCEPT FORM OF A LINEAR EQUATION	WEEK 7 ←THU. MAR. 4 SUN. MAR. 7→	CA2.3 FUNCTIONS, RELATIONS, DOMAIN AND RANGE, FUNCTION NOTATION, INCREASING, DECREASING AND CONSTANT FUNCTIONS CA2.5 LINEAR FUNCTIONS, EQUATIONS OF LINES, POINT-SLOPE, SLOPE-INTERCEPT FORMS, PARALLEL AND PERPENDICULAR LINES
6.2 MULTIPLYING AND DIVIDING RATIONAL EXPRESSIONS 6.5 COMPLEX FRACTIONS MIDTERM EXAM: WEEKS 1 – 8 (SAT. MAR. 13 AND SUN. MAR. 14)	WEEK 8 ←THU. MAR. 11 SUN. MAR. 14→	CA2.6 GRAPHS OF BASIC FUNCTIONS, CONTINUITY, PIECEWISE DEFINED FUNCTIONS, QUADRATIC RELATIONS CA2.7 GRAPHING TECHNIQUES, STRETCHING/SHRINKING, REFLECTING, SYMMETRY, EVEN AND ODD FUNCTIONS, TRANSLATIONS
SPRING BREAK	MARCH 15 - 21	SPRING BREAK
4.4 ADDING, SUBTRACTING AND GRAPHING POLYNOMIALS 4.7 DIVIDING POLYNOMIALS 6.1 FUNDAMENTAL PROPERTY OF RATIONAL EXPRESSIONS	WEEK 9 ←THU. MAR. 25 SUN. MAR. 28→	CA2.8 FUNCTION OPERATIONS AND COMPOSITION TEST 2: CHAPTER CA2 (SAT. MAR. 27 AND SUN. MAR. 28)

MATH 0314 BEGINNING/INTERMEDIATE ALGEBRA TEXT	DEADLINES	MATH 1314 COLLEGE ALGEBRA TEXT
FACTORING REVIEW	WEEK 10 ← THU. APR. 1 MON. APR. 5 →	CA3.1 QUADRATIC FUNCTIONS, POLYNOMIAL FUNCTIONS, COMPLETING THE SQUARE, VERTEX FORMULA, GRAPHING TECHNIQUES CA3.2 SYNTHETIC DIVISION, REMAINDER THEOREM, POTENTIAL ZEROS OF POLYNOMIALS
SOLVING QUADRATIC EQUATIONS BY FACTORING AND THE QUADRATIC FORMULA REVIEW	WEEK 11 ← THU. APR. 8 SUN. APR. 11 →	CA3.3 ZEROS OF POLYNOMIALS, FACTOR THEOREM, RATIONAL ZEROS THEOREM CA3.4 POLYNOMIAL FUNCTIONS, GRAPHS, BEHAVIOR AT ZEROS, TURNING POINTS, END BEHAVIOR
4.1 PRODUCT RULE AND POWER RULE FOR EXPONENTS 4.2 INTEGER EXPONENTS AND THE QUOTIENT RULE	WEEK 12 ← THU. APR. 15 SUN. APR. 18 →	CA3.5 RATIONAL FUNCTIONS: GRAPHS, APPLICATIONS TEST 3: CHAPTER CA3 (SAT. APR. 17 AND SUN. APR. 18)
10.2 RATIONAL EXPONENTS	WEEK 13 ← THU. APR. 22 SUN. APR. 25 →	CA4.1 INVERSE FUNCTIONS, ONE-TO-ONE FUNCTIONS, EQUATIONS OF INVERSES CA4.2 EXPONENTIAL FUNCTIONS, EXPONENTS AND PROPERTIES, EXPONENTIAL EQUATIONS, COMPOUND INTEREST, THE NUMBER e AND CONTINUOUS COMPOUNDING
12.6 EXPONENTIAL AND LOGARITHMIC EQUATIONS (OBJECTIVES 1 AND 2 ONLY)	WEEK 14 ← THU. APR. 29 SUN. MAY 2 →	CA4.3 LOGARITHMIC FUNCTIONS, LOGARITHMS, LOGARITHMIC EQUATIONS, PROPERTIES OF LOGARITHMS CA4.4 EVALUATING LOGARITHMS AND CHANGE OF BASE, COMMON LOGARITHMS, NATURAL LOGARITHMS, LOGARITHMS WITH OTHER BASES
REVIEW FOR 0314 AND 1314 FINAL EXAMS	WEEK 15 ← THU. MAY 6 SUN. MAY 9 →	CA4.5 EXPONENTIAL AND LOGARITHMIC EQUATIONS 4.6 APPLICATIONS AND MODELS OF EXPONENTIAL GROWTH AND DECAY TEST 4: CHAPTER CA4 (SAT. MAY 8 AND SUN. MAY 9)
FINAL EXAM FOR MATH 0314 (WED. MAY 12 AND THU. MAY 13)	WEEK 16 ← THU. MAY 13 SUN. MAY 16 →	FINAL EXAM FOR MATH 1314 (SAT. MAY 15 AND SUN. MAY 16)

Lone Star College Covid-19 Prevention Expectations:

Lone Star College is dedicated to the health and safety of all employees and students with a strong commitment to student engagement and success. In coordination with federal, state, and local mandates and guidelines, Lone Star College has established general COVID-19 prevention expectations below. Campus-specific COVID-19 protocols shall be provided to you by campus presidents.

The expectations and protocols may be changed as the COVID-19 situation evolves. Please direct campus protocol questions to the campus president.

Lone Star College supports students with online tutoring, online bookstore access, online library resources, with access to Office 365 available. Information about tutoring and available resources may be found at <https://www.lonestar.edu/Student-Resources.htm>.

Lone Star College implemented the COVID-19 Prevention Expectations listed below for students attending class on a Lone Star College campus during the 2020 Fall Semester. Be sure to stay home if you are feeling ill or if you have been exposed to someone who has tested positive for illness.

On-Campus¹ and In the Classroom

- You must properly wear a mask that adequately covers your mouth and nose.
 - You should put your mask on upon exiting your vehicle in the campus parking lot. Unless otherwise provided by law, you will not be allowed on a campus or remain on a campus without a mask.
 - If you need a mask, the campus will provide you one at the designated campus entry checkpoint.
 - Failing to wear a mask or refusing to wear a mask while on a Lone Star College campus is considered a Student Conduct Code violation.
- Proceed to the designated campus entry checkpoint.
- You must submit to a temperature check at the Campus Screening Checkpoint.
- You should stay at least six feet from others while on campus.
- You should sanitize your hands regularly, but especially prior to entering a classroom and when leaving.

Notifications of Possible Exposure

- Lone Star College will notify you of possible exposure to COVID-19 if a person who was in your area of campus while you were on campus tested positive.
- In case of building closure, your instructor will notify you of the plan for continuing the course.

Lone Star College-CyFair Campus Guidelines and Procedures

We encourage students to read the [Student Handbook](#) and [LSC Catalog](#) for a comprehensive list of guidelines and procedures.

Course Withdrawal Process

Withdrawal from the course after the official day of record and prior to the “W” Day will result in a final grade of “W” on your transcript. You are strongly encouraged to communicate with your professor prior to withdrawing from a course to consider all options. No credit will be awarded for a course earning a “W.” If you stop attending class, you must withdraw by E-mailing CyFair.Registration@LoneStar.edu or visiting the registration office in CASA prior to “W” date. If you stop attending class and do not officially withdraw, you will receive whatever grade is calculated based on your completion rate, which may result in an “F” for the course. Additional information on the Course Withdrawal Process may be found in the Course Catalog for the current academic year.

Six Drop Rule

Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of “W”) from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their [six drop limit](#). Students should fully understand this drop limit before they drop any course. Please contact a Counselor or Advisor in our Student Services department or by E-mailing lscsfadvising@lonestar.edu for additional information and assistance. **Dropping a transitional and/or ESOL course does not count against the six drop limit.**

¹ For purposes of this document, “campus” and “on-campus” includes both indoor and outdoor spaces located on a Lone Star College property.

Academic Appeals

An academic appeal is a formal request by a student to change a grade. Before a student brings an academic appeal, he or she should first communicate/meet with their instructor to request that a change be made. For additional information, please read the [Academic Complaint and Appeal Process](#).

Academic Integrity

Lone Star College-CyFair is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, you are responsible for honesty and independent effort. Please read Board Policy [V.D. Academic Integrity and Dishonesty](#) and the [Academic Integrity Brochure](#) for more information.

Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as your own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions may be imposed on a student who violates the standards of academic integrity including *being*: withdrawn from the course, ineligible to proceed within their program of study, suspended or expelled from school. For more information please read Board Policy [Section V.F.: Student Discipline for Academic Misconduct](#) and [Section V.F.: Student Discipline for Academic Misconduct Procedures](#).

Academic Integrity in Mathematics Courses

Examples of academic misconduct that are relevant to mathematics classes include (but are not limited to):

- Submitting work done by another person as the student's own
- Allowing another person to complete online assignments on the student's behalf
- Seeking help for assignments using resources not provided by or authorized by Lone Star College
- Using an internet enabled device, such as a second computer, smart phone, tablet or smart watch during an online quiz or exam
- Using a calculator other than one authorized for use in your class
- Using notes, a text or formula list on a quiz or exam unless specifically authorized to do so by your professor
- Using any program or app that can assist with solving mathematical problems while completing an assignment, test, exam or quiz. Examples include but are not limited to:
 - Photomath
 - Chegg
 - YouTube
 - Mathway
 - Emathhelp
 - Wolfram Alpha

Student Behavior Expectations

You are expected to conduct yourself appropriately while on College property or in an online environment. You may receive disciplinary action up to and including suspension, if you violate College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom, campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the [Student Code of Conduct](#) for additional information.

Campus Safety and Security

Lone Star College is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. To help ensure your safety during an emergency (safety, fire, severe weather, etc.), please follow the instructions of college officials. Safety information and resources may be found on the [Campus Police](#) website and are also posted in each classroom. In the event you wish to report an emergency, please contact the police at 281.290.5911 or utilize the red handled emergency phones located in classrooms.

The Texas Legislature enacted campus carry by passing Senate Bill 11, effective at LSC on August 1, 2017. Senate Bill 11, known as the "Campus Carry" law, amends Texas law to allow license holders to carry concealed handguns on college campuses. To carry a concealed handgun on LSC campuses, an individual must have a valid License to Carry issued by the Texas Department of Public Safety. LSC has established rules and regulations regarding enforcement of Campus Carry. Lone Star College prohibits concealed carry in some areas of LSC campuses. For more information about Campus Carry, visit the LSC [Campus Carry](#) website..

Guidelines for Children of College Students

College students' children may not enter the classroom, even for brief visits, without the instructor's prior express written permission. Instructors may deny permission or revoke written permission. Children cannot enter an activity or lab area where dangerous substances or equipment are stored or in use, unless the children are students enrolled in an applicable class or participating in a special College program. Students may not have their children accompany them on College field trips unless the children are also enrolled in the class. See [Board Policy Section II.D.2.04 and Section II.D.2.06](#) for more information.

FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, was established to protect the privacy rights of all students and applies to any educational facility receiving federal funds. For more information and the release form, please visit <https://www.lonestar.edu/Student-Information-Public.htm>

Student Absence on Religious Holy Days

The student must notify the faculty member in writing within the first 12 days of the semester of the intent to be absent due to a religious holy day. Under Texas Education Code 51.911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the faculty member. See [Board Policy Section VI.D2.](#) for more information.

Equal Opportunity Statement

Lone Star is committed to the principles of equal opportunity in education and employment. Lone Star College does not discriminate on basis of race, color, sex, age, sexual orientation, gender identity, genetic information, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status in its programs and activities, as stated in the [LSCS Board Policy Manual](#).

Student Support Services

Lone Star College-CyFair is committed to your success! One of our cultural beliefs is [Student Focused](#).

If you are experiencing challenges achieving your goals academically or personally, please contact your advisor, instructor, or another individual on campus you trust. Advisors can provide assistance with questions related to academics, while the Counseling office can assist with ADA accommodations and personal barriers. All concerns related to classroom instruction must first be addressed with the instructor. Please know that we have resources and are here to support you.

Academic Success Center (Barker Cypress Campus – Learning Commons – 2nd Floor)

The Academic Success Center (ASC) offers [tutoring](#) for most disciplines and specific assistance in The Science Center (LRNC 203), Math Center (LRNC 205) and the Writing Center (LRNC 208). Student workshops are also offered throughout the semester. **Note:** Availability of these services may be limited or curtailed at a moment's notice in response to the ongoing COVID-19 pandemic.

Academic Success Center (Online Tutoring Services)

Online tutoring services are part of our Academic Success Center. **All tutoring services at LSC-CyFair are absolutely FREE for students enrolled at Lone Star College!** Please visit <http://www.lonestar.edu/asc-online> to determine which tutoring option is best for you.

Academic Success Center open labs (TECH 104 and CASE 104)

The Academic Success Center Open Labs are quiet work and study areas available to you. You access the labs with your LSC ID card. The ASC Open Labs are available during extended hours during all semesters. Basic software assistance, access to Mac and PC computers loaded with courseware, printing, copying, and scanning are available in TECH 104, CASE 104. For more information, please visit the [Academic Success website](#), contact 281.290.5980, or cfasclabs@LoneStar.edu. **Note:** Availability of these services may be limited or curtailed at a moment's notice in response to the ongoing COVID-19 pandemic.

Americans with Disabilities Act Statement (Disability Services)

Lone Star College- CyFair is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Rehabilitation Act of 1973, Title V, Sections 504 and 508, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendment Act (ADAAA). These laws enable students with disabilities to participate in and benefit from all post-secondary educational courses and activities.

A student requesting accommodations for a disability must contact the Counseling/Disability Services Office and register for services. The Assistive Technology Lab is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. after their accommodations have been determined by the Counseling office. If possible, the student requesting services should make an initial contact with the office at least 4 weeks prior to the start of the first class. Any disability related documentation and requests for assistive technology should be submitted to the Disability Services office, which is located on the LSC-CyFair campus in CASA 109. You may contact Stephanie Dillon, Disability Services Counselor, at 281-290-3260 or 281-290-3533 or Stephanie.G.Dillon@LoneStar.edu for additional information and/or to schedule an appointment. Additional information may be accessed online at <http://www.LoneStar.edu/disability-services.htm>

Counseling Services

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. You may contact [Counseling, Career, and Disability Services](#) by leaving a voicemail at 281.290.3260, E-mailing CyFair.Counseling@LoneStar.edu or stop by CASA 109 to make an appointment to connect to available resources.

Students may also contact counseling services at the Cypress Center. The Cypress Center contact is 832.920.5029, Lolita.B.Page@LoneStar.edu, or CYC100B.

Library

The Lone Star College-CyFair Library is located in the Learning Commons (LRNC) building and contains informational resources for both college students and community members. Not only is the library an academic library, but it is also a branch of the Harris County Public Library. Librarians are professionally trained to assist you with any aspect of research during operating hours including using the library, locating and evaluating information sources, and citing information sources. The Library contains over 125,000 books, online information databases, 185 computers, free wireless internet, and many more information/research related amenities to ensure student success.

In our efforts to keep students and employees safe in response to **COVID-19**, Library building access might **not** be available at all times. Please check the [LSC-CyFair Library website](#) for updates. [Library Virtual Services](#) are available.

Library Resources

You may access library services via:

- Email: CyFairLibrary@LoneStar.edu
- Text: 832-463-0478
- Chat: [LoneStar.edu/library](https://lonestar.edu/library)
- Online: <http://www.LoneStar.edu/library/cyfair>
- myLoneStar: Log in to my.LoneStar.edu with your LSC Student ID number and password to access library services from the high school campus location, home, or any location with Internet services to search catalog, view library account, research databases, and more.

For more information on how to borrow library materials, research a topic, discover other library services, and/or find research apps and tools, please visit, "How Do I...?" at <http://www.LoneStar.edu/library/how-to.htm>. This page provides additional information to learn how to get a library card, find and request books, videos, CDs, articles and more, check your library account, access e-books and digital downloads, search databases for articles, periodicals (magazines, newspapers, and journals), cite sources, locate research guides, and various other topics.

Veteran Affairs Center Services

The Lone Star College Veterans Affairs Center located in LRNC 141 provides services to all veteran students and their family members from our five colleges including LSC-CyFair, LSC-Kingwood, LSC-Montgomery, LSC-North Harris, and LSC-Tomball, five centers, LSC-University Park, LSC-University Center at Montgomery, LSC-University Center at University Park, Lone Star Corporate College, and LSC-Online. To contact Veteran's Affairs, please E-mail LSC-MilitaryServices@LoneStar.edu or visit <http://www.LoneStar.edu/veterans-affairs.htm>.

The Empowerment Center

Do you have questions that need answers? [The Empowerment Center](#) is a resource center for every student.

In our efforts to keep students and employees safe in response to **COVID-19**, The Empowerment Center may not be open at all times. Off-campus resources can be found by visiting <http://www.lonestar.edu/care.htm>.

Syllabus Disclaimer

It is the instructor's right to modify the class schedule when necessary and cover course topics as he/she feels is necessary to meet the learning outcomes, therefore this syllabus is subject to change.