

Attendance: Attendance is taken in the form of turning in homework and taking tests. If there is a lapse in this type of participation for a consecutive length of one (1) week, the student is to be reported as a “stop out” per Federal Financial Aid regulations and Aims policies. If you have to be gone for this length of time, but want to continue in the course, please contact me before the length of time expires.

Assignments: Class assignments will be given and due at the next class meeting unless otherwise instructed. If a student is absent from class it is the student’s responsibility to follow the syllabus and complete assignments missed. Full credit may not be given for a problem if work is not shown. Assignments will be graded as 1 point for every attempted and completed problem with selected problems graded and worth up to 2 additional points for correct answers. **Make sure to use the back of the book to check odd answers.**

Written Exams: There will be written exams plus a **comprehensive** final exam given during the semester. **MAKE-**

UP TESTS: I strongly recommend that you do not even consider taking a make-up test. Make-up tests are allowed only due to illness or extreme conditions and the student has otherwise been participating in expected class behavior. You may not take a make-up test if you take the original test. It is up to you to make arrangements with me if a make-up test is necessary. A make-up test should be taken within one week of the original test. **CHEATING WILL NOT BE TOLERATED.**

Final Exam: The final exam will be **comprehensive** and represents 20 % of the course grade. All students are required to take the final exam. Students may have one sheet of paper (8 ½ by 11 inches) with notes, formula, etc. on both sides to use while taking the Comprehensive Final Exam. The student’s sheet of notes must be submitted and attached to the final exam. Calculators may be used on any exams. Score on the final exam can be used to replace the **lowest non-zero** in-class test score.

Tutoring:

Drop-in, individual, and guided study group tutoring is available to currently enrolled Aims students. For available subjects for tutoring, hours, and additional questions, please call:

339-6541 for Greeley
667-4611 ext. 3304 for Loveland
303-718-5905 for Fort Lupton services.

Also, please visit our website at <http://www.aims.edu/student/learning-commons/tsi/> for current information and drop-in tutoring hours.

Online tutoring assistance is available for writing and math by request only during our scheduled drop-in hours. Students will need to email tutoringrequest@aims.edu to request an online tutoring session (24-hour advance notice is required for online tutoring sessions.)

The Computer Learning Lab staff provides assistance in various disciplines, including CIS, Business Technology, Graphics Technology and various programming languages. There are a large number of computers loaded with current software available for student use. Please visit the website for additional information.

<http://www.aims.edu/student/learning-commons/complab/>.

Disability Access Center:

Any student who feels s/he may need an accommodation based on the impact of a disability should contact Disability Access Services (DAS) privately to discuss her/his specific needs. Please be aware that before most accommodations can be allowed in class they must be approved through the DAS Office. Students should call 970-339-6251 to set up an appointment or email disabilities@aims.edu with any questions. DAS is located in the College Center.

“The standard syllabus policies located at <http://www.aims.edu/inside/policies/standard-syllabus/> apply to every course at Aims Community College. These policies are hereby incorporated into this Syllabus.”

Student Conduct (see the college website for additional information about this policy):

Students are expected to practice academic honesty. Each student is responsible for contributing to a positive learning environment in classroom situations. Because respect for the learning process is critical, no behavior that disrupts another student’s ability to learn will be tolerated.

Cell Phone Policy:

If you have a cell phone with you in the classroom, please turn the ringer or beeper off unless you are expecting a call due to an emergency situation. In that case, please inform the instructor in order not to disrupt the class unexpectedly. Cell phones may not be used as calculators while taking an exam.

Children on Campus:(see the college website for additional information about this policy):

All children on campus under the age of sixteen (16) must be under the direct supervision of a parent or legal guardian unless they are involved in a specific college approved and supervised activity. Do not bring children to the math classroom or tutor sessions.

Course Evaluations:

Online course evaluations for most classes will be available for students to complete during the last 2 weeks of the spring semester. Other short course evaluations will be available at various times, depending on their course start and end times. Students will receive an email message directing them to a website where they can login using their Aims ID and complete evaluations. All course evaluations are confidential.

Student Course Evaluation Website: aims.campuslabs.com/courseeval

Counseling: Aims Community College and North Range Behavioral Health are partnering together to offer Personal Counseling Services for current students in the Student Success Center on the Greeley Campus in the One-Stop area of the College Center.