Instructor: Ms. Colleen McClure  
Phone: home: (815) 434-4903 cell: (815)326-2016  
Email: cmcclure@ivcc.edu  
Preferred email: through Hawkes Learning Systems student page  

Office Hours: Tuesdays 5-6 by appt. only  
Rm. MBE 216  

Required Text: Basic College Mathematics by D. Franklin Wright  
Hawkes Learning Systems, eighth edition  

Required Materials: Textbook  
Computer disk assigning login registration  
Notebook  
Pencil  
Calculator – no specific type but student should be responsible for knowing its use  

Grading: 100-91% = A  90.9-82% = B  81.9-74.5=C  74.4-64.5=D  
64.4 and below =F  

Homework: Homework is assigned through the computer program; “certification” codes to verify homework need to be submitted by the due date. If completed past the due date, full credit will not be given.  

Testing: Class schedule includes test dates. Times may be changed by instructor if needed. Six tests will be given and one Final Exam.  
Quizzes and WebTests will be given periodically with or without notice.  

Final Grade for course will be determined by Tests, Quizzes: 65%  
Homework: 25%  
Final Exam: 10%  

“Bonus” points are assessed by the end of the semester depending on teacher discretion.
Make-up tests: You are encouraged to take a test early if you know you will be absent, and make contact with me as soon as possible. If you do not schedule a make-up test BEFORE the test begins and are absent the day of the test, **you will receive a zero for that test.**

You must pass this course with a “C” average or better in order to meet the prerequisite for MTH 0906. Failure to do so will result in repeating the class.

**Cheating:** If you are caught cheating you will be reported to IVCC administration and receive an “F” for the final class grade.

**IVCC Attendance Policy:** “Students are expected to attend all classes regularly. If absence is unavoidable, it is the student’s responsibility to explain the absence to his instructor and arrange to complete any work missed.”

**Withdrawal policy:** Last day to withdraw is WEDNESDAY, APRIL 14. Any student who is doing poorly by Tuesday, APRIL 13, should discuss withdrawing at this time with me. A student may choose to withdraw for personal reasons at any time by contacting the office. To request to be withdrawn from this class, the student must discuss with me and give reasons. In my absence, the student must contact the Dean of English, Math and Education, Marianne Dzik, (815) 224-0233. I will only withdraw a student if he or she has requested to be withdrawn OR has missed 4 or more classes prior to April 14. All withdrawals earn a grade of “W” which does not affect the GPA but deletes the course credits for the involved course. Withdrawal from a course can affect financial aid. Students who receive financial aid should see an advisor in the Financial Aid Office before withdrawing from a course.

**Extra Help:** If you have a quick question, you may stop in the MLC - Math Learning Center (B-201) during the day, or Mon. or Wed. evenings. The instructors or student assistants give math help. If more extensive help is needed, you may schedule a time to meet with me or contact Cathi Nelson in CRC-D (Student Commons Center) or at ext. 479 to arrange a tutor. PEER TUTORING IS A FREE SERVICE!

**Disability:** If you need support for a disability, you may be eligible for accommodations through the Special Populations office B-204, 224-0284.