

If I am a learning disabled student, what do I do?

See me during office hours or by appointment to discuss your needs. Please bring documentation with you.

What do I do if I miss an exam?

If you know of an upcoming absence during an exam day, you may arrange to take the test early. If you will miss an exam, you *must* call my office or email me *before* the test is given and state your reason. If it is determined that you have a valid and documented reason, then you will be allowed to replace the missed exam with the percent you achieve on the final exam. If you have not missed any exams during the semester, you may use your final exam percentage score to replace your lowest exam.

**THERE ARE NO  
MAKE-UPS ON  
TESTS AND  
QUIZZES!**



Where do I go to get help?

- Ms. Vrechek's office – make an appt if you can't come to office hour
- Math Lab – free drop-in tutoring in a large group setting available in RS 162. Sign up for Human Services 1000 to use this.
- Learning Resource Center – free scheduled tutoring in a small group setting. Go to LRC and sign up early!
- Division Dean – Anne Licciardi (SG 220) for administrative concerns

What expectations does my professor have regarding behavior?

Essentially, she will not tolerate any behavior that interferes with her work as professor or the learning environment of the students. Common sense and courtesy are reliable guidelines for almost all classroom behavior, but for the socially challenged, please be aware that students are expected to be on time, attentive, involved in note-taking and group work and respectful. They are not sleeping, slumping, eating, chatting, playing with their phones or doing other homework. I will correct individuals who ignore these guidelines and suspend from the class anyone who will not respect them. In addition, when taking an exam in this class, no cell phones, notes, calculators (unless given permission), hats, or sunglasses are allowed. The penalty for violation of test procedure is a zero on the exam and possible other penalties.

What should I do in order to succeed in this class?

- 1) Do the homework thoroughly and promptly. For every *hour* in class you should be spending *two hours* studying.
- 2) Get help as *soon as possible* if you are having trouble.
- 3) Form a study group with other class members. Talk about math!
- 4) Be a student and keep other distractions to a minimum.
  - Participate in the class by asking questions, offering responses, and working with group members.
  - Turn off your cell phone and stow it away while at school. Your cell phone should **NEVER** be out and in use (even as a calculator). You should never be texting in class – I can tell when you are doing it!
  - Be on time for class, don't leave in the middle of class, and stay for the entire class.