## **The Mathematics Resource Center**

# **Policies and Procedures**

For Students Enrolled In Variable Credit / Self-Paced Mathematics Courses

# **Overview:**

The MRC provides tutorial assistance, access to a video library, and study space for all students taking mathematics at Lane Community College.

Additionally, the MRC provides variable credit, self-paced mathematics courses for selfmotivated students who benefit from flexible pacing to learn basic arithmetic and algebra skills.

Enrolled students use a *Study Guide* to direct them through the required material found in their textbook. Students have access to professional and peer tutors, on-line tutorial materials, a video library, and study rooms.

Assessment of student skill level and knowledge is determined using an on-line computer based testing & tutorial system, *MyMathLab*. Students are required to attain an 80% mastery level on *Graded Module Tests* before continuing on to the next module. *Practice Module Tests* are available and their use is encouraged. Retesting is required for those students who do not perform at or above the 80% level on graded module tests.

Since MRC courses are self-paced, it is important that the student understands that to be successful, it is essential to adhere to a regular study schedule and avoid procrastination.

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### The MRC Method of Learning Mathematics

The flexibility of variable credit and self-paced study provides you an avenue for success in learning mathematics if you are self-motivated and do not procrastinate.

The Math Resource Center staff and facilities support your effort to learn mathematics skills. You follow a *Study Guide* that directs you to study material and work exercises from a well-written, self-explanatory textbook. The *Study Guide* divides each credit into *Modules*. You work assignments from sections in the text and then take a *Practice Module Test* followed by a *Graded Module Test*. Grades are determined by averaging *Graded Module Test* scores. Details are given below in sections on Testing and Grades.

After studying concepts and examples from a section of the text, you neatly work the assigned homework on your own paper. We encourage you to promptly ask for assistance from tutors and utilize video tapes, CDs, DVDs, or *MyMathLab* online resources when needed. A tutor will review your homework, and then you will take *Module Practice and Graded Tests* to demonstrate your understanding of the material.

You strive for 80% mastery level performance on *Module Tests*. Retesting is possible to improve your grade and is required if your score is below 80%. All graded tests scores are averaged together to determine a grade for the credits for which you are enrolled.

### **Student Responsibilities and Code of Conduct**

When taking a self-paced math course you accept responsibility to take the initiative and strive for success. You agree to work at your own pace, complete the work for which you are enrolled, ask for assistance when needed, try to stay on schedule to meet your goal, and to treat yourself and the MRC staff with respect.

You must verify attendance during the  $1^{st}$  week of classes by turning in a completed  $I^{st}$  Week Attendance Verification Form. If you wish to drop the course and receive a full refund, you are responsible for doing this by midnight on Sunday following the  $1^{st}$  week of classes.

Students who are disruptive or disrespectful to staff members or fellow students may be asked to leave the MRC and may be denied access to the facility in the future. Students who use dishonest means to try to earn MRC credit may be given a failing grade and barred from future MRC enrollment.

Children are usually not permitted in the MRC. However, exceptions can be made with the approval of the MRC director or reception counter staff.

#### **Daytime and Evening Hours**

Fall, Winter, Spring Terms,	1 <sup>st</sup> day of classes through Wednesday of Finals Week: Daytime hours are Monday - Friday, 8:30AM - 3:20PM Evening hours are Tuesday & Wednesday 6:00 – 8:20PM
Summer Session (8 weeks):	Daytime hours are Monday – Thursday, 8:30AM – 2:30PM Evening hours are Monday & Wednesday 6:00 – 9:00PM

#### Enrolling, Registering, Withdrawing, or Changing Credits in an MRC Course

You must receive Instructor Permission to enroll in an MRC course.

<u>Students who are new to the MRC</u> must attend a Course Orientation during the 1<sup>st</sup> day or evening session of the term at 9am, 11am, 1pm, or 6pm. You should bring your placement test results or recent college transcript to the orientation to receive clearance. Permission will be granted and a "flag" will be lifted on the college registration system if you and the director agree on your level of study (what course/credits you are prepared for) and if you agree to be self-motivated and not procrastinate with your studies.

<u>Students who have successfully completed credits in the MRC</u> will be granted Instructor Permission to reenroll. See the MRC director.

<u>Students previously enrolled in the MRC who did not complete their credits</u> usually will be directed into a lecture class and will not be permitted to re-enroll in a MRC course.

After *Instructor Permission* clearance has been obtained you must register for the course by using <u>ExpressLane</u>, the college registration system. If you enroll for more than one credit you must use the ExpressLane *Change Class Options* to enter the correct number of credits.

During the 1<sup>st</sup> week of classes the college requires you to attend at least 50% of the time. Otherwise, we must administratively withdraw you from the MRC course. You are required to confirm attendance by submitting a  $1^{st}$  Week Attendance Verification Form date stamped or initialed by a tutor. Reenrolling after being administratively dropped must be negotiated with the MRC director.

If you wish to withdraw from the MRC course and receive a full refund it is your responsibility (not the college's) to withdraw by the refund deadline (midnight on Sunday following the 1<sup>st</sup> week of classes).

You can add or drop credits in your MRC course at any time after registration and before 5PM, Friday of the  $10^{th}$  week of classes (before finals week begins). During summer session the deadline is Friday of the  $7^{th}$  week. Remember, there is no refund for dropping credits after the  $1^{st}$  week of classes.

It is your responsibility to be sure that the number of credits you complete exactly match the number of credits for which you are enrolled. If you do not complete all the credits for which you are enrolled, an NC (no credit) grade will be assigned. The only exception to this policy is if you have earned a passing grade for at least 75% of the assigned material. In this case, an Incomplete grade can be issued, and you must complete the remaining material during the following term.

## How to Get Started

All students planning to enroll in an MRC course must attend an *Orientation Session*. At the Orientation you will be given a *Policies and Procedures Handout*, a *Study Guide*, 1<sup>st</sup> Week Attendance Verification *Form*, and *Suggested Testing Schedule*. The Orientation Session will last about one hour. The MRC facility and methods will be described.

Students are required to have a copy of the appropriate textbook for their course and a *MyMathLab* Access Code purchased with the textbook. See page 1 of your Study Guide for textbook information. Course tests use the *MyMathLab* online-testing system which requires you to have a <u>MyMathLab Access</u> <u>Code</u>. Also, the MRC staff will give you a <u>MyMathLab Course ID number</u> each term so that you will be entered into the online course grade book where your testing record is saved.

If you buy a new textbook, make sure you purchase one that is bundled with a *MyMathLab* Access Code. The code will be in a cardboard folder labeled "MyMathLab" and will be shrink-wrapped to the textbook. **During the 1<sup>st</sup> week of the term bring this access code packet to the MRC to activate your** *MyMathLab* account. You must have the *MyMathLab* account set up before you can take your first test.

If you own a used textbook then you will need to buy a separate *MyMathLab* Access Code for about \$75. See the MRC Staff if you have questions about purchasing the Access Code on-line with a credit card. We will provide you a Course ID code when you subscribe.

Read page 2 of the Study Guide and follow the recommended approach for studying and test taking. Carefully and deliberately study the text, do the assigned homework, and have it checked off by a tutor. Testing and Grading are described in detail below.

During the 1<sup>st</sup> week of the term you must have your *1<sup>st</sup> Week Attendance Verification Form* date stamped or initialed by staff and turned in to the MRC so that you are not administratively dropped from the course for lack of attendance. Instructions about this form are given at the Orientation Session.

#### How to Effectively Do Homework and How Homework is Graded

Read page 2 of your *Study Guide* for details on how to effectively study and do your homework. There you will find information on what is expected of you with regards to your assignments.

To be successful in your math course you must carefully read and study the textbook discussion and examples. Working the author's "checkpoint" or "margin exercises" and solved examples before beginning the assigned homework will strengthen your skill level. Practice is your key to improving your ability, understanding, and knowledge of mathematics.

### How to Prepare for and be Successful When Taking Tests

We recommend that you conscientiously follow the suggestions for test preparation and test taking found on page 2 of your *Study Guide*. Our professional tutors can also offer advice. By following these suggestions, you will probably perform better than you imagined and you will retain the knowledge longer.

#### The Module Test, Retesting, Conferences, and Bonus Points

**Completing a Module**: Each completed assignment needs to be shown to a tutor who will review it to see if you have finished the assigned problems and shown your work. The tutor will date stamp both your Study Guide and your homework so that there will be a record of progress. It is up to you to check your answers. After completing all the homework for a particular module, you will be able to start testing.

Before you take your  $1^{st}$  test, you must have completed the *Policies and Procedures Quiz* (see the last page of this packet) and have it and your Study Guide date stamped by a tutor, as well as having your *MyMathLab* account activated with the proper *MyMathLab Course ID* for the term.

**Checking in for the test:** Allow yourself at least one hour to take a computer based on-line *MyMathLab* module test. You will be asked to show your Study Guide at the reception counter when you check in to take a test. You may also be asked to present a photo ID. You must start the test at least one hour before the MRC closing time. Tests have no time limits. However, tests must be completed by the time the MRC closes.

**The Practice Test:** After all the module homework is completed, you take your date stamped *Study Guide* to the Reception Counter and check-in for a *Module Practice Test*. This test is similar to the graded test but does not affect your grade. You should perform above the 80% level on this before taking a *Graded Module Test*. You can retake practice tests if necessary. Practice tests are only available for students that have completed all of the module homework before testing.

**The Graded Module Test:** Following success on the practice test, you are ready to take a *Graded Module Test*. Present your date stamped *Study Guide* at the Reception Counter. <u>You need at least an 80%</u> *Graded Test* score or have taken the graded test three times before taking tests on the next module.

**Retesting, Using the** *MyMathLab Study Plan*, and Conferences: If you earn less than 80% on a *Graded Module Test,* you must retest. To help you prepare to retake the test we encourage you to use the *MyMathLab Study Plan,* which directs you to problems similar to the ones you missed on the test. A *Test Conference* to review your exam with a tutor is possible if your test score is above 65%.

Advice from a tutor might be useful in helping you focus on a review strategy to prepare you for retaking the test.

You can take a *Graded Module Test* up to 3 times to try to reach an 80% score. <u>All graded test scores are averaged (count towards your grade)</u>. For this reason we encourage you to take practice tests, which do not affect your grade, before taking graded tests. If you still have not obtained a score of 80% or better after 3 tries, your grade for that module will be the average of your scores on the graded tests and you are allowed to continue on to the next module.

**Bonus Points:** If all your module homework has received date stamps <u>prior</u> to taking a *Graded Module Test* for the first time, you will receive two bonus points if your test score is 80% or better. If you are "on schedule" with the suggested pacing and you earn a test score of 80% or better, you will receive an additional two bonus points. In other words, by having your homework completed and staying on schedule you can earn four bonus points on a graded test.

**Challenging a Graded Module Test:** It is possible to take a *Graded Module Test* without completing all the homework; this is called "challenging the test." While it is possible to challenge a graded test, it is a high risk option, and should only be considered when the test is over material that you already thoroughly understand. Before you challenge a test, we strongly encourage you to check your skill level by working review or chapter test problems from your book or on *MyMathLab*. If you do very well on these, then it might be appropriate for you to challenge the graded test. Discuss this possibility with a tutor. When you check in to challenge a test, you will need to present your *Study Guide* at the Reception Counter and state that you wish to challenge the test. If your grade is at least 80%, you can move on to the next module. However, if your score is below 80%, you must complete all the assigned homework and have it stamped off by a tutor before you will be permitted to retest. If you challenge a test, the score will count (you are taking a graded test!), and you will forfeit the opportunity to earn bonus points.

**Restrictions on Testing:** You are <u>not</u> permitted to take a *Module Test* on the <u>same</u> day in which you have already taken a test on the <u>same</u> material or reviewed that test with a tutor. Additionally, <u>you can</u> <u>only retest on material from the credit you are currently trying to complete</u>. In other words, you cannot retest on modules of previously completed credits.

You must successfully complete your first *Graded Module Test* by the term's "Last Day for Schedule Changes." Otherwise, you will receive an NC (no credit) grade for the credits for which you are enrolled.

**Finals Week MRC Testing:** The only testing allowed during finals week in the MRC is on the last module (the last test) of the last credit for which you are enrolled.

#### How Grades are Determined

Grades for students enrolled in self-paced Math Resource Center classes (Math 020, 060, 065, or 095) will be determined using the *MyMathLab* on-line testing/tutorial system.

**Graded Test Scores are Averaged:** Our on-line *MyMathLab* computer based testing system computes grades by averaging *Graded Module Test* scores. This average determines the grade for the credits you have completed.

Performance at the 90% - 100 % level earns an "A" grade, 80% - 89% earns a "B", 70% - 79% earns a "C", 60%-69% earns a "D", and scores below 60% earn an "F."

**Last Day Testing:** If you take a *Graded Module Test* on the last MRC open day of the term and you score from 60% to 79%, you can request to have that score averaged into your grade. This opportunity is provided since you do not have time to retest on the material. A test score below 60% on the last day will not count in grade calculations, and the module will remain incomplete and a grade of NC (no credit) will be issued.

#### Grade Issued for ALL enrolled Credits:

The grade you earn is for the TOTAL number of credits for which you are enrolled. If you cannot finish all the credits for which you are enrolled you MUST use ExpressLane by Friday of the 10<sup>th</sup> week of the term to <u>adjust your credit count to match the number of credits you are completing</u>. If you do not complete all the credits for which you are enrolled, an NC (no credit) grade will be assigned. An exception is if you have earned a passing grade for at least 75% of the assigned material. In this case, an Incomplete grade can be issued, and you must complete the material during the following term.

**Incomplete Grades:** Incomplete grades are only given in rare circumstances and must be negotiated with the MRC director. Usually they are given only if severe family or medical emergencies prevent the student from completing the course. The student should have successfully completed at least 75% of the required work prior to receiving an incomplete grade.

**Unsuccessful Students:** Students that do not pass MRC credits for which they have enrolled are usually not permitted to re-enroll in MRC courses. They are directed to appropriate level lecture classes.

### **Disability Accommodation**

If you need support or assistance because of a disability, you may be eligible for academic accommodations through the Disability Resources office. For more information contact Disability Services at (541) 463-5150, or TTY 463-3079, or stop by Building 1, Room 218.

### **The Policies and Procedures Quiz**

To be sure that you understand how the MRC operates we require you to complete this quiz before taking your first module test. Answer each of the following questions and then have a tutor review your answers. The tutor will help you correct any errors, will initial your quiz, and will date stamp your study guide indicating that you have completed the quiz.

Fill in the blanks:

- 1. The suggested method to study, do homework, and prepare for taking tests is very useful and is found on page \_\_\_\_\_ of your *Study Guide*.
- 2. A list of answers without work shown (*is* or *is not*) \_\_\_\_\_\_ acceptable for receiving a completed homework assignment date stamp from a tutor.
- 3. Your completed homework assignment is evaluated by a \_\_\_\_\_ and you then have both your homework and \_\_\_\_\_ date stamped to indicate completion of the assignment.
- 4. You will be asked to show your Study Guide and may be asked to show a \_\_\_\_\_\_ at the Reception Counter when you check in for testing.
- 5. You should allow at least one hour for taking a module test. Check-in for a test must occur at least \_\_\_\_\_\_\_\_ before the MRC closing time.
- 6. Taking a \_\_\_\_\_\_ *Test* before a *Graded Module Test* is a good idea.
- 7. All *Graded Module Test* scores are \_\_\_\_\_\_ to determine your grade.
- 8. <u>On the day you take a</u> *Graded Module Test* you (*are* or *are not*) \_\_\_\_\_ permitted to take a *Practice Module Test* or have a *Test Conference* over the same material before taking the test.
- 9. You receive \_\_\_\_\_ bonus points if all your module homework is completely date stamped prior to taking a module test for the first time and if your score is 80% or better.
- 10. If you qualify for earning homework bonus points you also qualify to receive \_\_\_\_\_\_ additional bonus points if you are on or ahead of the suggested pacing schedule for taking tests.

Circle an answer True or False:

- **T or F** Procrastinators are very successful in MRC courses.
- **T** or **F** I can just re-enroll in the MRC later if I'm unsuccessful this term.
- **T** or **F** Disrespectful or disruptive behavior in the MRC is not tolerated.
- **T or F** To avoid being administratively dropped, a 1<sup>st</sup> Week Attendance Verification Form must be completely filled out, date stamped by a tutor, and turned in before the MRC closing time at the end of the 1<sup>st</sup> week of classes.
- **T or F** Submitting just a list of homework answers for grading by a tutor is okay.
- **T or F** Your module homework has to be completed, reviewed by a tutor, and stamped off on your study guide before taking a practice module test.
- **T or F** You must have the MRC staff help you enter a <u>MyMathLab Course ID number</u> at the beginning of each term. This enters you into the MRC's course online grade book.
- **T** or **F** Your *Study Guide* must always be shown at the Reception Counter before testing.
- **T or F** The *Practice Module Test* is similar to a *Graded Module Test* and the score counts when your grade is calculated.
- **T or F** On the day you take a graded module test you may have a test conference with a tutor or take a practice test over the same material before taking the graded test.
- **T** or **F** On the day you take a graded module test you may retest over the same material.
- **T** or **F** If you challenge a module test you forfeit the opportunity to earn bonus points.

- Over -

When you take a Graded Module Test:

- **T** or **F** The score does not affect your grade if it is below 80%.
- **T** or **F** You must meet or be ahead of the suggested testing date.

For you to earn two *homework* bonus points:

- **T** or **F** A score of 80% or better on the *Graded Module Test* is required.
- **T or F** All the *Study Guide's* module homework must be date stamped before taking the *Graded Module Test* for the first time.
- **T** or **F** You must be ahead or on schedule of the suggested test date.

For you to earn two on schedule bonus points:

- **T or F** A score of 80% or better on the *Graded Module Test* is required.
- **T or F** All the *Study Guide's* module homework must be date stamped before taking the *Graded Module Test* for the first time.
- **T** or **F** You must be ahead or on schedule of the suggested test date.
- **T or F** You must successfully complete your first *Graded Module Test* by the term's "Last Day for Schedule Changes." Otherwise, you will receive an NC (no credit) grade for the credits for which you are enrolled.
- **T or F** If you take a *Graded Module Test* on the last MRC open day of the term and you score below 60%, you can request to have that score averaged into your grade.
- **T or F** During finals week you are only allowed to take the last test of the last credit for which you are enrolled.
- **T or F** By the deadline (near the end of the term) for adding or reducing credits you must be sure that the number of credits you have successfully completed exactly match the number of credits for which you are enrolled. Otherwise, your grade WILL be affected.

I have read and understand the MRC Policies and Procedures and the material on page 2 of the *Study Guide*  $\square$ . I have attended an *Orientation Session*  $\square$ , registered for the appropriate course  $\square$  and number of credits  $\square$ , enrolled in the *MyMathLab* system with the appropriate *Course ID*  $\square$ , and met with a tutor to review the Policies and Procedures Quiz  $\square$ .

(Tutor: Check off each box above before initialing this first time)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Tutor Initials: \_\_\_\_\_

If you re-enroll in the MRC in subsequent terms you will need to have a tutor re-initial this Policies and Procedures Quiz and re-stamp your *Study Guide* each term.

Signed:	Date:	Tutor Initials:
Signed:	Date:	Tutor Initials:
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