



Official TCC Course Syllabus

Discipline Prefix: MTH	Course Number: 121	Course Title: Fundamentals of Mathematics I	
	Course Section: O04C and O05C		
Credit Hours: 3	Lecture Hours: 3	Clinical Hours:	Lab Hours:
Contact Hours: 3	Studio Hours:	Semester: Spring 2016	
Meeting Days/Time/Location: Virtual			

*****Number one priority for Day 1 of this class is to read the Class Participation Policy under Course Policies of this Document on [page 8](#) below.**

Professor Information

Name: Eugenia “Jeannie” Taylor

Office Location: 2050 Whitehurst Building, Chesapeake Campus, 1428 Cedar Rd. 23322

Office Hours: T 8:00 am – 12:00 noon; 7:00 pm – 8:30 pm online

R 8:00 – 12:30 online

If you need an appointment to meet with me in person, please notify me and I will make arrangements to meet you at the campus of your choice or we can meet by telephone.

Contact Information: 757-822-5195 office or 757-323-1435 cell

Blackboard Site: <http://learn.vccs.edu>

Homework (only) Site: <http://webassign.net/>

Faculty Website: <http://faculty.tcc.edu/JBTaylor/>

Instructor Email Address: jbtaylor@tcc.edu

Course Information

Course Description (This description includes both MTH 121 and MTH 122; MTH 121 Topics are in bold.)

Covers concepts of numbers, fundamental operations with numbers, formulas and equations, graphical analysis, binary numbers, Boolean and matrix algebra, linear programming, and **elementary concepts of statistics** (Intended for occupational/technical programs).

Prerequisites and/or Co-requisites

Prerequisites: Qualifying Placement Test score, MTE 1-3 or equivalent

Corequisites: None.

General Education Core Competencies Supported by this Course

After completion of this course, students will be able to:

- **Quantitative Reasoning**

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well reasoned decisions.

Required Course Texts and Supplementary Materials

Textbook requirements are accessible at <http://tcc.bncollege.com>.

You must purchase your course materials through the MacArthur Bookstore, either online or in person. The other campus bookstores do not sell the WebAssign access code and this is the only thing that you **MUST** have for this online course.

- A. A **WebAssign access code** which includes the 10th edition of the e-text, *Mathematics, Its Power and Utility*, Karl J. Smith, Thomson Brooks/Cole, 2013. Since this is an access code for software, **it must be purchased as a new item**. The ISBN # is 9781285858029. Below is how it is described for purchase:

LIBERAL ARTS MATH+TEACHER MATH-
ACCESS

REQUIRED |By WEBASSIGN

- **EDITION:** 13
 - **PUBLISHER:** CENGAGE L
 - **ISBN:** 9781285858029
- B. A **basic scientific calculator** (should have a π (pi) symbol).
- C. **Computer with an Internet Connection** and ability to download standard, free software and updates from the internet
- D. Ability to upload a document and send it through email
- E. Make sure you are ready to take an online course by taking the Online Readiness Survey. Click on the following link to get to the [survey](#).
- F. Go to the following [webpage link](#) and make sure that you have all the technical requirements that you need for this course. If you don't have them (in particular the plugins and viewers), you need to install them in order to view the equation editor problems.

Course Learning Outcomes

- Perform arithmetic operations with fractions and decimals.
- Perform arithmetic operations with integers.
- Simplify algebraic expressions using like terms and algebraic properties.
- Solve first-degree equations and word problems resulting in first-degree equations.
- Set up and solve ratio and proportion problems.
- Solve problems with percents.
- Solve measurement problems involving perimeter, area, and volume.
- Solve percent application problems involving discount, sales price, sales tax, and buying on credit.
- Graph a frequency distribution, circle, and line graphs.
- Solve for the mean, median, mode, and standard deviation of a set of data.

Topics Covered in the Course

- Review of Arithmetic Operations, Calculators and Problem Solving
- Integers, Rational, and Irrational Numbers
- Introduction to Algebra
- Percents and Problem Solving
- Measurements and Problem Solving
- Applications of Percent
- Introductory Statistics

Description of Assignments/Assessments

Homework: You will receive up to 100 points for completing **exercise** problems on the WebAssign website at www.webassign.net. The WebAssign website has well over 1200 problems in the covered material. In order for you to score a grade of 100% on homework, which is 100 points, you must **successfully complete 700 correct problems**. If you successfully complete 90% of the 700 problems, your WebAssign homework grade will be 90% of 100 = 90 points, etc. Doing the homework is an exercise to help you learn. **Completing homework on time is the single most important thing you can do to do well in this class.** You should work the homework problem, choose an answer and submit. If you get it correct, great, go to the next one. If you do not get the first one correct, you will have four more chances to do it correctly. Before trying it again, do some of the practice problems, look at the video instruction if available or look at the power point or the text for that section again. Hopefully, this will help you to get the second try correct. Getting a problem incorrect does not count against you. It just means that you have to do an extra problem correctly (out of the 1200 available)...700 correct problems will give you a perfect homework score. It does not matter how many incorrect problems you have. The object here is to learn from your mistakes.

Homework for each Learning Unit is always due the night before the quiz on that learning unit is due (see schedule below; homework is always due on a Monday night). The opportunity for completing homework on a particular unit will disappear after the due date. You can request an extension by emailing me, if you have a particular problem throughout the semester. The problems are automatically graded and submitted to the professor.

Quizzes: Seven math content quizzes will be given online in Blackboard and may be taken at home. They will be placed in Blackboard under Course Content within the unit associated with the material on the quiz (Ex: Quiz 1 is located in Blackboard under Course Content in Learning Unit 1). Each quiz is worth 54 points for a total of 378 points. Quiz due dates are listed on the schedule below (**Quizzes are always due on Tuesday nights**). When trying to open each quiz, you will be asked for a password. The password for all quizzes is “math”. Quizzes do have a time limit, and you are allowed to use notes for quizzes. I recommend that you write a couple of pages of notes and formulas to have with you before you take a quiz. You will be able to use these later when studying for the exams. Each quiz is expected to be turned in by the due date (see schedule below), but I will allow a 3 day grace period from the due date for unexpected circumstances, except for Quiz 1. **Quiz 1 is part of the participation requirement and must be turned in by the due date to be considered participating. No grace period allowed for Quiz 1** (see schedule below for due date). You will also be allowed one retake for each content quiz (the retake is still due within the due date time period). If you choose to retake a quiz, the second grade will be the grade that counts.

There is also a **required Syllabus Quiz** (worth 26 points and located in BB under the Course Information Button in the Syllabus Folder). **You should take the syllabus quiz the first week of class and you can take it as many times as you like to get 100%. You must take it by the due date (Friday, January 22) or you will be deleted from the course and receive a tuition refund.**

Exams: Two exams, a Midterm and a Final (248 points each) will be given. Each exam can be taken at home, but needs to be done in one sitting as there will be a time limit imposed. The Midterm Exam will cover chapters 1 through 4. The Final Exam will cover selected sections in Chapters 5, 6, 7, and 10. **Check the schedule below for the dates of these exams.** You will have 6 days to take each exam. **However, once you open the exam, you must complete it at that time within the time limit.** Exams must be completed by the due date. You must have documentation of mitigating circumstances to request a make-up exam beyond the due date stated on the schedule below. Anyone who does not take the final exam by the due date (**Tuesday, May 3**) will have their grade calculated with a zero.

BlackBoard Discussion Board: All questions should be asked under the **Discussions** button in the proper forum so that everyone can see them and their answers. **If you are unsure of which forum to post your question, use the Miscellaneous Forum.** Each forum is described below.

Class Introductions Forum: Please introduce yourself in this forum ASAP. Let us know a little something about yourself and how you feel about math and post a picture (**introducing yourself is required to be considered participating in the class**).

Mathematics Forum: This forum is for any question related to mathematical content (**how to do math problems**). The purpose here is for you to engage in conversation about mathematics from the beginning of the semester. You can

receive **up to 20 extra credit points** (2 points per question and/or answer) for participating on Mathematics Forum Discussions. **This is the only extra credit that will be offered this semester. Please do not ask for other extra credit at the end of the semester. It will not be granted.** The time to worry about your grade is from the beginning of the semester, rather than at the end. Since you have all semester to participate in this forum for the extra credit, the due dates are firm. Extra credit will not be given after the stated due dates for any reason. **Listed below are the conditions under which you can receive credit for discussion posts:**

1. **These posts must have some mathematical substance**, i.e., “thank you’s” don’t count. **These posts must always be asking or answering how to do a math problem** in order to count for the extra credit.
2. **Beginning April 18, credit will only be given for one question per day.** You may ask as many as you like, but credit will only be given for one question per day. **There are no limitations on the number of questions you can answer in a day and receive credit, up to the total of 20 points. However, to receive credit for an answer, you must post the answer within 7 days of the original question (i.e., you cannot answer a question in October that was asked in August and receive credit for this answer).**
3. **You should not ask for more than 1 problem per post.** Any more than that becomes a daunting task for the person answering the question and you only receive extra credit per post.
4. **You must state at what point in the problem your misunderstanding occurs. You must write something out about the problem so that it is easier to answer.** Remember you are getting extra credit to ask the questions as well as answer it, so **I need to see that you have put some thought into the problem yourself. You should give the section # and the problem # but I need to see more than that to give you credit for asking questions.**
5. **This is the only forum where your questions and/or answers receive credits towards your grade** (10 questions and/or answers for 100% credit of 20 points). There are bottom line due dates listed on the schedule below for the extra credit. **Questions and Answers have separate bottom line due dates (See the schedule below for these due dates). Anything done after these dates will not be counted as part of your grade.**

The **Miscellaneous Forum** is for all other types of questions related to the course, but **not** related to mathematical content. **If you are unsure about where to place a question, this is the forum you should use.**

The **Common Area Forum** is a place you can go and get to know each other. You may want to talk about a movie or TV show that you really liked or didn’t like; you may want to talk about a recent sporting event or a current event in the news. Maybe you’d like to talk about your favorite music. This is your forum to talk about anything you like other than mathematics or class information. **Get to know each other;** just be sure to keep it clean.

Suggestions, Complaints, Compliments Forum: A Forum that allows you to post anonymously any suggestions, complaints, or compliments regarding the course, helping me to make it a better course.

Course Schedule

The following course schedule may change due to the progression of the course. The course schedule may change at the discretion of the professor; however, students will be notified in writing when any changes/additions are made to the schedule. **See Announcements in Blackboard (BB) each week for details on all of the following assignments and their due dates.**

*****Due dates marked with the triple *** are required to be considered participating in this class. Any student not completing these requirements will be deleted from the class by Monday, January 26 and receive a tuition refund.**

All Homework Due Dates are marked with a single * and all Quiz and Exam Due Dates are marked with a double **. Please mark your calendars now!

Week	Assignments, Readings, Tests/Quizzes	Assignment Due Date by 11:59 pm
1 January 11	Begin Learning Unit 1: Chapter 1 (Skip Sections 1.8 and 1.9)	
	Martin Luther King Day – College closed	January 18
2 January 19	Complete Learning Unit 1: Chapter 1 (Skip Sections 1.8 and 1.9)	
	Introduction to classmates on Introduction Forum Due	***January 19
	Last Day to Add or Change a Class	January 19
	Syllabus Quiz Due	***January 22
	Unit 1 Homework Due	*January 25
	Participation Required: Quiz 1 and every item above marked with an *** must be completed by 11:59 pm to avoid course deletion.	***January 26
3 January 25	Begin Learning Unit 2: Chapter 2	
	Quiz 1 on Learning Unit 1 Due	***January 26
	Last Day to Drop For Tuition Refund	January 27
4 February 1	Complete Learning Unit 2: Chapter 2	
	Unit 2 Homework Due	*February 8
5 February 8	Begin Learning Unit 3: Chapter 3 (skip Section 3.7)	
	Quiz 2 on Learning Unit 2 Due	**February 9
6 February 16	Complete Learning Unit 3: Chapter 3 (skip Section 3.7)	
	Unit 3 Homework Due	*February 22
7 February 22	Begin Learning Unit 4: Chapter 4 (only one week for this material)	
	Quiz 3 Due	**February 23
February 26	Midterm Exam Available on February 26 and Due March 4 - Located in the Midterm Exam Unit	
	Unit 4 Homework Due	*February 29

8 February 29	Review and Complete Midterm Exam (Be sure to complete Practice Midterm before taking Exam)	
	Quiz 4 Due	**March 1
	Midterm Exam Due	**Midterm Exam Due March 4
	Spring Break	March 6 – 13
9 March 14	Begin Learning Unit 5: Chapter 7 Sections 7.1 – 7.4	
10 March 21	Complete Learning Unit 5: Chapter 7 Sections 7.1 – 7.4	
	Last Day to Withdraw Without Academic Penalty	March 23
	Unit 5 Homework Due	*March 28
11 March 28	Begin Learning Unit 6 Chapter 7 (Sections 7.5 and 7.6) and Chapter 10 (Sections 10.1, 10.2, and 10.4)	
	Quiz 5 on Learning Unit 5 Due Sections 4.1 – 4.5	**March 29
12 April 4	Complete Learning Unit 6 Chapter 7 (Sections 7.5 and 7.6) Chapter 10 (Sections 10.1, 10.2, and 10.4)	
	Unit 6 Homework Due	*April 11
13 April 11	Begin Learning Unit 7 Chapter 5 (Sections 5.2 and 5.3) Chapter 6 (Sections 6.2, 6.3, and 6.4)	
	Quiz 6 on Learning Unit 6 Due	**April 12
14 April 18	Complete Learning Unit 7 Chapter 5 (Sections 5.2 and 5.3) Chapter 6 (Sections 6.2, 6.3, and 6.4)	
	Unit 7 Homework Due	*April 25
15 April 25	Review and Complete Final Exam (Be sure to complete Practice Final before taking Exam)	
	Quiz 7 on Learning Unit 7 Due	**April 26
	Extra Credit Discussion Board Questions Due (Beginning April 18 no more than one question per day receives credit)	April 26
April 27	Final Exam Available April 27 and Due May 3 – Located in Final Exam Unit	
	Extra Credit Discussion Board Answers Due	May 1
	Course Survey Extra Credit Due	May 2
	Final Exam Due	**Final Exam Due May 3

Blackboard and Course Communication

All course communication will be done through Announcements on BlackBoard or through the VCCS student email accounts. Students should develop the habit of checking Blackboard Announcements and email two or three times per week. I always make

announcements on Blackboard on Monday's and often on Thursday's. The best way to reach me is through email. I will answer emails within 24 hours or earlier, Monday through Friday. Emails may or may not be answered on Saturday and Sunday. If you feel it necessary to speak with me, you may call or text my cell at 757-323-1435 from 8:00 am to 8:00 pm. **Whether you are communicating with me by email or cell phone you must give me your name and your class, MTH 121.**

It is imperative that all emails have a subject line identifying your class (MTH 121). Emails should be reserved for personal questions only (questions about individual grades, progress in the course, or personal problems). All other questions should be asked under the Discussions button in the proper forum in Blackboard.

Be sure to read the Blackboard Discussions information located above, under the Description of Assignments/Assessments.

Course Policies

1. Class Participation Policy: Students must show that they are participating in this class from the beginning of the class or they **will be deleted from the class** and will receive a tuition refund. **There are three requirements for students to show that they are participating:**

- A. **Introduce yourself to your classmates and professor in the Introduction Forum by **January 20**** (located in Blackboard under the Discussions button).
- B. **Complete the Syllabus Quiz by **January 22**** (every answer can be found in the syllabus). This quiz is worth 26 points toward your total grade. The quiz can be found in Blackboard under the Course Information button in the Syllabus folder (scroll to bottom to find it).
- C. **Complete Quiz 1 on Learning Unit 1 by the Quiz 1 due date, which is **January 26**** (located in Blackboard under Course Content, Learning Unit 1 in the Assessments-Quiz 1 folder).

All of the above needs to be completed by January 26, 11:59 pm or you will will be deleted from the class and receive a tuition refund.

D. **If you miss two of the first four quizzes or one of the first four quizzes and the Midterm Exam without notifying me of your special circumstances, I reserve the right to withdraw you from the class for non-compliance to the College Attendance Policy (in an online class attendance can only be measured by participation).**

Attendance Policy (per the student handbook): All students are expected to be present and on time at all scheduled class and laboratory meetings. Instructors are not required to admit a student who arrives late to the classroom (the previous sentence does not apply to online classes). **A student who adds a class or registers after the first day of classes is counted absent from all class meetings missed. If a student is absent more than 15 percent of scheduled instructional time, attendance may be defined as unsatisfactory.**

This calculation includes absences occurring during the add/drop period. See also the Withdrawal Policy in this syllabus for more information.

2. Late Work/Make-up Exam Policy:

Quizzes: Each quiz has a due date and you are expected to complete the quiz by that due date. I will allow a 3 day grace period with a reasonable request with all quizzes **except Quiz 1 (Quiz 1 must be completed by the due date for the participation requirement)**. After the 3 days you must have documentation of mitigating circumstances to make up the quiz. **Quiz 1 must be taken by the due date or you will be deleted from the class and receive a tuition refund.**

Exams: Exams must be completed by their due dates. Requesting a make-up exam must be accompanied with documentation of mitigating circumstances for not taking the exam by the due date (such as hospitalization, death of an immediate family member, deployment). Retaking exams that have been scored is never an option.

Homework: The required number of homework problems stated on the schedule above should be completed on Mondays, before the quiz on the corresponding material that is due on the Tuesday Quiz due date. **If the homework is not completed by the due date stated on the schedule, it will become unavailable and you will have to request special permission to do that homework.**

Extra Credit Discussions Posts: Discussions posts will not be credited toward a student's grade until after the stated due date on the schedule above. Credit will not be given for posts made after the stated due dates.

3. Grading Policy

Grades are determined from total points accumulated as follows:

- **378 Online Quizzes (7 quizzes 54 points each) on Blackboard**
- **26 Syllabus Quiz on Blackboard**
- **248 Midterm on Blackboard**
- **248 Final Exam on Blackboard**
- **100 Assigned Homework on WebAssign**

- **1000 total points available**

- ❖ **20 Extra credit points for participation in the Mathematics Forum under the Discussions button in Blackboard**

Your individual total points are continually updated on Blackboard as you complete the assignments. At the end of the semester your total points will determine your grade as follows:

A: 900 - 1000 pts, B: 800 - 899 pts, C: 700 - 799 pts, D: 600 - 699 pts, F: less than 600 pts

Once you have completed your final exam and I have entered your homework and extra credit grades, you can determine your grade by going to my grades and viewing your total points (you do not have to calculate an average).

Final grades are made available to each student within the Student Information System (SIS), now web delivered via MyTCC or SIS.

Based on the progression of the course, the grade distribution for each assignment may change. However, if changes are made, I will notify students a timely manner and in writing.

4. Statement on Class Behavior:

TCC is committed to maintaining a social and physical environment conducive to carrying out its education mission. Therefore, all members of the TCC community are expected to demonstrate standards for civility. Students should follow basic "netiquette" rules when communicating with other students and the instructor online during this course.

Electronic Devices Policy: Cell phones, pagers, and other communication devices are prohibited from use in classrooms, laboratories, and libraries, unless authorized by the appropriate faculty or staff. Although soundless communication devices such as cell phones and pagers are permissible in classrooms, college offices, and/or meeting rooms, they must not be answered during class (**doesn't apply to online classes**).

5. Disposition of Classes for Emergency Shutdown of the College:

In the event of an emergency shutdown of the college, the president and her executive staff may elect to conclude the term in session if eighty-five percent or more of that term has been completed. If the term in session is concluded, faculty shall compute final grades of students based on coursework completed at that point.

6. Inclement Weather/Emergent Hazardous Conditions:

Tidewater Community College uses TCC Alerts to immediately contact and inform faculty, staff and students of a major crisis or emergency. TCC Alerts delivers important emergency alerts, notifications, and updates via:

- Email account (work, home, other)
- Cell phone
- Pager
- Smartphone/PDA (BlackBerry, Treo & other handhelds)

When an incident or emergency occurs, authorized senders will be instantly notified via TCC Alerts. TCC Alerts is a personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact, and other important information. New users may also register by sending a text message to **411912** keyword: **TIDEWATER**. To cancel the service, text **TIDEWATER STOP** to **411911**.

Since our class is online, inclement weather should not affect us or any due dates that we have scheduled. **In the event of a power outage, you can call or text your circumstances to me.**

Academic Policies

Students are responsible for being aware of the policies, procedures, and student responsibilities contained within the current edition of the TCC *Catalog* and *Student Handbook*. Students should familiarize themselves with the college's policies regarding misconduct and inclement weather found in the *Student Handbook*.

Withdrawal Policy

Students who wish to withdraw without academic penalty should contact a counselor to determine the appropriate procedure. Withdrawals through completion of 60 percent of a session will result in a **W** grade. After 60 percent of a session is completed, a withdrawal will result in a grade of **F** in a credit course or a grade of **U** in a developmental course, except under mitigating circumstances that must be documented by the instructor and approved by the academic dean. Dynamic session classes have unique refund and withdrawal dates. Contact a campus Enrollment Services Office for more information, or visit the Academic Calendar website (URL provided in Important Websites section).

A student who drops after the last day to withdraw does not receive a "W." He/she receives an "F," in which case there is both an academic and financial penalty. A student who withdraws by the deadline faces a financial penalty, but not an academic penalty.

January 27, 2016	Deadline to drop for tuition refund
March 23, 2016	Deadline to withdraw without academic penalty and to receive a grade of W for the course

Academic Integrity

TCC will expect students to demonstrate personal and academic integrity, to be open to new ideas, and to share in a community where individuals from diverse backgrounds and cultures help one another grow intellectually, socially, and personally.

TCC expects students to achieve, not just to get by. And while many caring and talented faculty and staff are here to help, students must take responsibility for their own learning. Students should strive for a high level of academic performance and to be responsible, contributing citizens within the college and in outside communities. Above all, TCC wants students to develop a love of learning that will last a lifetime, along with a life-long interest in maintaining emotional and physical wellness.

Student Outcomes Assessment Requirement

Work products submitted by students to fulfill course requirements may be used by the college to evaluate its academic programs and general education requirements.

Statement on Plagiarism and Academic Misconduct

Academic misconduct includes, but is not limited to, the following actions: cheating on an examination or quiz—either giving or receiving information; copying information from another person for graded assignments; using unauthorized materials during tests; collaboration during examinations; buying, selling or stealing examinations; arranging a substitute for oneself during

examinations; substituting for another person, or arranging such a substitution; plagiarism—the intentional or accidental presentation of another’s words or ideas; collusion with another person or persons in submitting work for credit in class or lab, unless such collaboration is approved in advance by the instructor.

If I have reason to suspect that a student is having someone else do his work for the course, I reserve the right to have an in person consultation with the student and ask the student course content questions on course material.

Faculty members who have reliable evidence of academic misconduct will (1) investigate the matter, and (2) review the facts of the matter and the proposed penalty with the appropriate academic dean. They may then take one or more of the following actions:

- Require the work to be accomplished again
- Give no credit for the test, paper, or exercise
- Assign a grade of **F**, **U**, or **W** for the course
- Refer the matter to the campus Dean for Student Services or designee for possible disciplinary sanction through the college’s disciplinary procedure

If the faculty member chooses to refer the matter to the campus Dean for Student Services or designee for disposition, the Plenary Disciplinary Procedure shall be followed, and the student’s dismissal from the college is a possibility.

Educational Accessibility Services

Students who have documented, diagnosed disabilities, and who need special accommodations for tests, etc., are advised to see the Educational Accessibility Disabilities Services staff in Student Services so that the instructor may be notified of what accommodations are appropriate in each case. Requests for accommodations should be made to the designated campus Educational Accessibility counselor at least 45 days before classes begin. Documentation must be provided to support the need for accommodations.

For assistance with disabilities, contact the campus Educational Accessibility Counselor/Provider or the Coordinator of Educational Accessibility Services: call 822-1213, visit Student Services/Development, or visit the Educational Accessibility webpage (URL provided in Important Websites section).

Emergency Procedures

In the event of a bomb threat, tornado, or fire, students and staff may be directed to evacuate the building or move to an internal assembly area location within the building. Evacuation routes are posted in each classroom. The map indicates the route to the nearest exit. Students should review the map to make sure that the exit routes for the building are clearly understood. The information regarding locations of the Emergency Assembly Areas and Internal Assembly Areas for all classrooms or spaces used on the various campuses is available on our Closings and Emergencies webpage (URL provided in Important Websites section). If you will require assistance during an evacuation, let your instructor know at the end of the first class.

Student Success Resources

The following resources are available to TCC students. Visit the *Student Handbook* webpage for more information about student services and locations (URL provided in Important Websites section).

Library

A library is located at each TCC campus and at the Visual Arts Center. These libraries are intended for research and study, and they contain materials in print and digital format to support the courses, curricula, and mission of the college. The research materials include books, newspapers, magazines, journals, DVDs, streaming media and an extensive collection of indexes, abstracts and full-text databases. Faculty members may place materials on reserve in the libraries for their students. Visit the Library webpage for more information (URL provided in Important Websites section).

Academic Support Services

Each campus provides various kinds of academic assistance. One-on-one tutoring, math and computer labs, and other forms of individual and group assistance may be available. Students can also find free help for writing, from short questions about commas and comma splices to a comprehensive review of research papers in progress, in the Writing Centers. Services and hours may vary by campus.

Online Help Desk

Visit the following website for Blackboard support:

<http://web.tcc.edu/academics/learningtechnologies/support.html>

Important Websites

- College Website: www.tcc.edu
- Closings and Emergencies: <http://www.tcc.edu/closings-emergencies>
- Blackboard and Student E-mail: <https://tcc.my.vccs.edu/jsp/home.jsp>
- Educational Accessibility: <http://www.tcc.edu/student-services/personal-support/students-disabilities>
- Student Handbook: <http://web.tcc.edu/student-handbook>
- TCC Catalog: <http://www.tcc.edu/academics/catalog/>
- Class Schedule:
<https://m.sis.vccs.edu/index.php/app/catalog/classSearch?institution=TC295> (or log-in to SIS for current course offerings)
- Academic Calendar: <http://www.tcc.edu/academics/calendars/>
- eLearning Resources: <http://web.tcc.edu/academics/elearning/index.html>
- For current financial aid information and assistance, visit <http://www.tcc.edu/paying-for-tcc/financial-aid/> or <http://studentaid.ed.gov/>
- Library: www.tcc.edu/library/