

August 12th, 2009

To: All Math 103 students

From: Mrs. Obeid (MATH 103 #56736)
Math Instructor - Reedley College
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Below are the steps you need to take in order to start this course. . **READ THE INFORMATION BELOW VERY CAREFULLY. You will be held responsible for knowing and understanding this information.** Failure to do so might result in being dropped from the class.

STEP ONE:

Read and print this memo.

STEP TWO:

Check and read your e-mail on daily basis. You will be receiving several emails from me with detailed and time sensitive information on how to begin and to proceed in this class. It might contain additional deadlines. You are responsible for the information sent in those e-mails, so make sure you are checking and reading your email daily.

STEP THREE:

ATTEND MANDATORY ORIENTATION MEETING – bring a Valid Picture ID or Driver’s License:

Mandatory Orientation Meeting

(If you do not attend, you will be dropped from the course.)

Date: Thursday, August 20th 2009
Time: 6:00 – 7:00 PM
Location: REEDLEY COLLEGE – ROOM FEM4E
995 N. Reed Ave
Reedley, CA 93654

If you have a severe conflict (i.e. a night class), e-mail me to make arrangements for an alternative session. This is only valid for **EXTREME/SEVERE** conflicts and need to be arranged immediately. Same day arrangements will **NOT** be accepted.

IMPORTANT COURSE INFORMATION:

1. Are you ready to learn in an online math course?

• **The course will require anywhere from 10 to 15 hours of work per week.** Online courses are NOT for everyone. Do not take this class if you are under the impression that it is easier than an onsite class. You need to be disciplined and your math basic skills have to be strong. Although the day to day schedule is more flexible, time management is essential and may require more time (*not less*) than a face to face course.

• **Take the Student Skills Quiz**

This is a short, 10 question quiz that tests whether you have the proper study skills necessary to be successful in an online course. Look carefully at what the score tells you.

<http://www.cerrocoso.edu/studentservices/heather/survey1.asp>

• **Take the Technical Skills Quiz**

This is a short, 10 question quiz that tests whether you have the proper technical skills necessary to be successful in an online course. Look carefully at what the score tells you.

<http://www.cerrocoso.edu/studentservices/heather/survey2.asp>

2. What are the technical requirements?

A dial-up connection is too slow for an online class. Do not take this class if you have dial-up.

Be sure your computer has the minimum system requirements for the software you will need to use for this course:

- Your computer must be a PC, not a MAC
- Need to be using Windows 98, 2000, ME, NT or XP (any of these platforms will work)
- Internet Explorer 5.5 through 6.0 (Any in that range). The program for the course will not support Netscape.
- 64 MB RAM memory
- Resolution of 1024 x 768 or higher
- Internet Connection: Cable/DSL, T1 or other high-speed connection.
- Adobe Acrobat Reader

3. What Website will we be using and how to I register?

The course is NOT on blackboard: You will get specific instructions during orientation on how to access the course and the material.

The website that the class will be using is www.webassign.net. Simple and detailed instructions on how to use this site and how to register will be discussed during the ORIENTATION SESSION.

4. Do I need a book?

The book is optional. The material will be online. To access the material, you will need to purchase an access code. You can buy the access code at the website www.webassign.net without having to buy a book. This is the cheapest option. Many students however prefer to have the book for convenience and ease of reading.

If you decide to buy a book, you can do so at the Reedley College bookstore. That book is a bundled textbook, so it includes the textbook, access code, and DVD series). The book can be bought at the bookstore or you can call the bookstore and they will ship it to you. Just call the college at 559-638-3641 and ask for the bookstore. The bookstore attendants will ask for the section number, it is #56736. The section number insures you will receive the correct textbook. ***Note: You might also be able to buy the book used online at a cheaper price.***

Optional Text: McKeaque, C. (2008). *Elementary & Intermediate Algebra: A Combined Course*, 3rd edition. Belmont: Thomson Learning Inc. Web Assgn Pkg, ISBN 0-495-44826-5

Required: The purchase of Webassign access is mandatory for this class. It can be purchased online. Since the text is available online with the purchase of WEBASSIGN the text is optional.

If you choose to purchase the text new from the bookstore, Webassign should come packaged with it and is included in the cost of the book. Make sure that is the case before buying it. If you buy the book used, then you will have to buy the access code separately from the website.

5. Before you buy the book, make sure both you and your computer are ready to take this course.

Do not buy the book if your computer does not meet these minimum requirements. *Once you open the access code you will not be able to return the book for a full refund.* WAIT UNTIL YOU ATTEND THE ORIENTATION.

6. Class meetings and midterms.

There will be 5 mandatory meetings during the semester. All must be attended. No exceptions!!

1. **Orientation Session:** Thursday, August 20th from 6-7:30 PM @ Reedley College – Room FEM 4E
2. **Exam 1:** Date: Tues, Sept 22, 09 @ Reedley College - Room # _____ from 6-7:30 pm
3. **Exam 2:** Date: Wed, Nov 4, 09 @ Reedley College - Room # _____ from 6-7:30 pm
4. **Exam 3:** Date: Wed, Dec 9, 09 @ Reedley College - Room # _____ from 6-7:30 pm
5. **Final:** Date: Tues, Dec 15, 09 @ Reedley College - Room # _____ from 6-7:30 pm

LOCATION OF EXAMS TO BE ANNOUNCED.

7. Bring a Picture ID to all campus meetings!!

You will not be allowed to take the exams or final without a picture ID such as Driver's License or Passport!!

8. How do I communicate with the instructor in an online class?

Email is the form of communication in an online class. Emails need to be clearly ALWAYS **sign all e-mails by printing your full name. Type "MATH 103 ONLINE – your name" in the subject bar, so the instructor knows who is being addressed. You might not get a timely response otherwise.**

9. What would improve my chances of success in this class?

Strong math skills, following directions, self-motivation, excellent study skills, and lack of procrastination are necessary to succeed in online courses.

10. Out of courtesy to other students, please drop this class immediately if you feel that it is not the right class for you. This class is waitlisted, this will allow students who are ready and able the class to take it.