

Read This First!!!

Success in FDTC Mathematics Courses

FDTC faculty want you to be successful in any course you take. We want to provide the best instruction possible and make as many resources available as we can to help you. However, we can't do it all. Most of your success depends on you. In the attached document you will find lots of helpful information. Please read it. It will also be helpful to print a copy and fill in the blanks using information provided elsewhere on this course website and in the attached documents.

General Tips for Success in this course

1. Log into My Math Lab at least three times weekly (more is better).
2. Click on the "Announcement" button first and view all posted announcements.
3. Follow the recommended procedures below for each type of assignment.
4. Although the amount of time required will vary for each student, you should plan on 8-10 hours per week to stay up with the assignments for this course. This online course does not require class attendance; however, you must still give your time. Plan a regular schedule for your class work (some even do it between midnight and 6 AM).
5. Don't allow yourself to fall behind. Use the tutors in our Math Hub (room 7106) if you need help with the course concepts, using the calculator, homework, etc.
6. Email me before the assignment due date if an emergency will prohibit your completion of an assignment.

Homework Assignments

1. Click on the "Homework" button on the course homepage. Next, click on the first homework link on the Homework page. Before you begin the problems you need to read the online textbook (or the hardcopy). If you are using a hardcopy of the textbook, you still need to open this assignment to receive credit for doing it. Open all of the other media components as well. Most textbook sections have online videos. Take the time to view these video lectures. They will help you understand the section concepts and see examples worked out for you. Complete the homework problems as instructed in the Homework Orientation. You can click on "Similar Problem" until you have sufficient practice to fully understand the problem concept. You should set a goal of 100% on all homework assignment.
2. Homework sections may be completed in more than one session (I recommend at least two).
3. Repeat the above steps for each textbook section.
4. Homework assignments not completed by the due date will receive a grade of "0."
5. **Begin each section assignment near the begin date and work on the section over a period of several days. Review textbook sections or videos as needed. Don't wait to do all of the problems in the homework section until the last date it is available. If you do this, you will retain very little of the section concepts. If I assign a grade of "0" on an assignment, you will not have access to it for review. You can avoid this by at least opening the assignment once and saving it (even if you don't do any work).** This will still give you a grade of "0." But, at least, you will be able to review it.

Testing Locations

All Internet sections take tests in the Math HUB, room 7107 (661-8063) or one of our satellite campuses. Below is a listing of our satellite campuses.

FDTC Hartsville Site **225 Swift Creek Road **Hartsville, SC 29560**843.676.8571 or 843.383.4500

FDTC Lake City Site **278 West Cole Road**Lake City, SC 29560**843.676.8591 or 843.394.7233

FDTC Mullins Site **109 S. Main Street **Mullins, SC 29574 **843.676.8567 or 843.676.8568

During the first week of class sent me an email telling me which location you want for taking your proctored tests and final exam. Please specify one of the following:

- 1) Math Hub (room 7107)
- 2) Hartsville Site
- 3) Lake City Site
- 4) Mullins Technology Center

My email address is: bob.indrihovic@fdtc.edu. Keep this address in your records and use it for all correspondence with me regarding this course. If you fail to notify me during the first week of class regarding your preference of testing locations, I will automatically assign you to the on-campus, Math Hub, room 7107.

Testing Procedure

1. Tests will be online.
2. Each unit test has 20-30 questions. There is no time limit; however, you should allow at least 105 minutes for each test.
3. Tests will be in a proctored environment, i.e. Assessment Center, Math Hub or a satellite campus. These tests will be password protected. The password will be provided to your proctor.
4. If you are testing in the Assessment Center, room 112, no appointment is necessary. Make certain you arrive early enough to complete the test before closing time.
5. You may test in the Math Hub, room 7107. No appointment is necessary.
6. If you are testing at a satellite campus, you must make arrangements with the site director or assistant director.
7. Before taking a test, read all information posted for test taking and the policies for testing in the Math Hub.
8. Students failing to take a scheduled test will receive a grade of "0."

Final Exam Procedure

1. The final exam is online like your unit tests. The location and procedure for testing is the same as the unit tests.
2. The final exam has 33 multiple-choice questions. You should allow approximately 2 hours and 15 minutes for the exam.
3. Students failing to take the final exam will receive a grade of "0."

Email to Class Members

You can email questions to other members of your class by clicking on the "Course Tools" button on the left side of the course homepage and selecting "Email." You can then select

the class member(s) you wish to contact. Only currently enrolled students will be available. You can also sent me a blind copy if you choose. I encourage you to use this tool for class interaction.

Common Problems

Installing Plugins

1. You must be logged on as the system administrator to install programs on the computer you are using.
2. If you need technical assistance, call 1-800-677-6337. MML Tech Support is available 12-8 PM, M-F.

Can't Access Course Compass

1. This happens when there is too much traffic.
2. There may also be a problem with your computer settings or software.
3. Another possibility is your Internet Service Provider (ISP).
4. It is also possible the Course Compass/MML site may have technical problems or be down for maintenance.
5. If you have any type of hardware/software/access problems, it is your responsibility to resolve them as quickly as possible. I am willing to work with you on this; but, it will only be for a few days as long as they are very infrequent. You can use the Math Hub on the main campus or visit one of the satellite centers above to access this course if you have problems with your computer.