

## Math 60 Student Checklist

Name \_\_\_\_\_

- I know how to access posted class materials on my instructor's web site, including worksheets, lecture notes, and answer keys.
- Email communication with my instructor must be done through my assigned PCC email, and it is my responsibility to check this email for messages from my instructor on a regular basis.
- During exams, my cell phone must be in silent mode and be put away. Additionally, I am not permitted to use any mobile device as a calculator on any test or exam.
- I am responsible for using proper notation, as shown both in class by my instructor, in the printed documentation guidelines, and on keys posted on my instructor's web site.
- I understand that points received on graded work, including exams, are based not only on the "correct" numerical answer. Other factors include using correct notation, showing all appropriate steps, and organizing my work in an appropriate manner.
- I have read the MTH 60 Documentation Guidelines in the syllabus and understand that I am expected to present my work in this manner on group work, worksheets, and exams. It is advisable to follow these guidelines when I do bookwork problems also, even though they are not graded, to develop good habits.
- I am responsible for all information given in class, which includes lecture material, additional examples and explanations, changes in schedule, etc.
- Bookwork problems are assigned, but not graded. I am expected to complete these problems to be prepared for class, tests, and the final exams. If I have questions, I can should email my instructor or see my instructor during office hours. There may also be some time allotted during class for bookwork questions.
- Pencil must be used for all exams and graded work—do not use pen. I understand that I will lose credit if I use a pen to complete any graded assignment.
- A straight-edge is required for this class and must be used whenever I graph a line or axis.
- All graphs for this class must be done on graph paper.
- There are no makeup tests given, period. If I miss one exam, that will be replaced with the percentage earned on the final exam. I might be able to take a test at another time, if I make arrangements with my instructor to take the test prior to the date of the test.

- Some exams are no calculator exams. All exams are no books, no notes.
- I can see my instructor during office hours without an appointment. If those times do not work with my schedule, I should contact my instructor to arrange alternate times.
- The following are my responsibilities:
  - Dropping to receive refund of tuition and fees
  - Dropping for a W on transcript, but no refund
  - Choosing between a Letter grade option and Pass/NoPass option
  - Choosing to Audit the class (requires instructor approval and the process must be completed with the Registration Office by 4 PM on the first Friday of the term)
  - Completing any of the previous items by college mandated deadline dates
  - Understanding that those choices may have consequences with Financial Aid, my program or intended area of study, etc.; therefore, I should seek advice from Advising, Financial Aid, and any other applicable programs before making a decision.
- If I have a documented disability and have been approved for accommodations by the Disability Services office, I need to see my instructor outside of class (such as during office hours) to discuss those accommodations. This should be done as early in the term as possible, and cannot be done retroactively. I am responsible for making appointments for any accommodated testing, and notifying my instructor of those appointments so the instructor is able to provide the materials to the testing center prior to the appointment.
- I have read the syllabus and the MTH 60 Documentation Guidelines for this course.
- If anything is unclear, or I have questions, I will contact my instructor.

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Student signature

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Student printed name

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Date