

Math 1021 College Algebra with Math 1020 Corequisite Support

Fall 2026 Syllabus for Sections 101 – 142

You are responsible for abiding by all of the rules and policies stated on this Syllabus. Read it carefully. Refer to it throughout the semester.

Course Eligibility

- Math 1021 College Algebra Sections 101 – 144 are designed for students who have chosen to major in a discipline that requires Math 1021 and who have a Math ACT score of less than 21 but greater than 16, a Math SAT score of less than 530 but greater than 460, or an ALEKS score of less than 46 but greater than 32.
- Students who do not meet any of the minimum scores listed above can enroll in a Math 1020 Coreq section if they have prior credit in a college-level general education math course.
- Math 1021 College Algebra Sections 101 – 144 must be taken during the same semester with a Math 1020 Corequisite Support course having the same section number.
- Students with a Math ACT score of 25 or greater receive automatic credit for Math 1021 as long as the Math ACT score is less than 24 months old on the student's first day of classes at LSU.

Course Design Overview

- Class meets once a week for fifty minutes at the scheduled time. Active class participation is critical to your success in this course. You are required to attend.
- The remainder of the face-to-face classroom time for three-credit-hour Math 1021 is spent in the LSU Math Lab doing your math assignments, seeking immediate help from tutors and teachers, and preparing for tests. You will be required to spend a minimum of three flexible hours each week in the LSU Math Lab in the LSU Library Room 300X doing your math work to earn Math 1021 Lab Participation. See the section on Lab Participation for details on how these lab hours will be credited.
- Your homework, quizzes, tests, and the Final Exam will be completed using a web-based learning and assessment system called MyLab Math (MLM). You will be required to purchase a MLM access code if you do not already have one. An interactive etext is included in your MLM course. See details below in the section titled MyLab Math Account.
- All tests and the Final Exam will be taken on campus.
- LSU's general policy states that for each credit hour, you should plan to spend at least two hours working on course-related activities outside of class and lab. Visit <https://catalog.lsu.edu/content.php> for details regarding general information for courses. You are enrolled in both two-credit hour Math 1020 and three-credit hour Math 1021. Therefore, in addition to the required class and lab time for these two courses, you should expect to spend at least ten additional hours each week working on Math 1020 and Math 1021.

Topics

Topics included in this three-credit-hour course are Solving Equations and Inequalities, Lines and Circles, Systems of Equations, Functions and their Graphs, Inverse Functions, and Polynomial, Rational, Exponential, and Logarithmic Functions with Applications.

Learning Outcomes

Upon successful completion of this course, students will have gained proficiency in the following:

- Critical thinking and problem solving through solving increasingly complex problems that apply previously learned skills.
- Communication through actively participating in class and lab.
- Self-awareness through fully engaging in the course by completing the learning cycle each week.

Watch the videos “How to Use the LSU Math Lab” and “The Learning Cycle” in Moodle for information on how to improve your chances of success in this course by communicating mathematics effectively in your written work and in the lab and by using the recommended learning cycle.

Announcements

Throughout the semester, announcements will be made in class, by LSU email, in the Moodle Announcements forum, and through the MLM announcement page. You are responsible for checking and reading your emails and these announcements at least daily. Be sure to check your junk mail folder regularly to be sure emails sent via Moodle are not being misidentified.

Course Coordinator and Course Website

Mrs. Stephanie Kurtz, 274 Lockett Hall, skurtz1@lsu.edu

Office Hours and LSU Math Lab Hours are posted on the course website.

www.math.lsu.edu/precacprogram/1020and1021

MyLab Math Account

Math 1021 and Math 1020 use the etext by Kirk Trigsted titled *Algebra & Trigonometry, 4th edition*. A Trigsted MyLab Math account gives you access to the etext and all the course assignments. To set this up at <https://mlm.pearson.com/northamerica>, you will need the following:

- **MyLab Math Course ID#**
The course ID# for your specific section of these courses (Math 1020 and Math 1021) will be given to you by your teacher at your first class meeting. It will be your teacher's last name and then five digits. This course ID ensures that you are placed into the correct MLM section of Math 1020 and Math 1021.
- **Trigsted MyLab Math access**
 - Access code options: You will have to choose 18-week or 24-month access. Math 1021 students who expect to take Math 1022 should choose 24-month access. For most other 1021 students, 18-week (1 semester) access is sufficient.
 - If you purchased a 24-month Trigsted MLM access code previously AND you remember your username and password for this account, then you may not need to purchase anything. Sign in to your MLM account and click Enroll in a new course. Enter the course ID# give to you by your teacher. If you need to purchase an access code, you will be prompted to do so. Note that if you purchased an 18-week access code that has not yet expired but will expire during the semester, you will need to purchase a new code.
 - Payment Options: To pay for a new account, you can either 1) purchase a Trigsted MLM access code from the LSU Barnes and Noble bookstore (by going to the bookstore or from their website <https://lsu.bncollege.com/>) prior to beginning the MLM registration process or 2) pay online during the MLM registration process using a personal credit card or Pay Pal account. **Do not use a debit card.** If you do, your payment will not be processed even if it appears to go through.
 - Temporary access: If financial constraints prohibit you from purchasing access the first week of class, you can get 14-day temporary access during the MLM registration process. By the

end of the temporary access period, you must purchase access in order to be able to continue working in the course. No extensions on assignments will be given because of expired access.

- **LSU email address**

You MUST use your myLSU email address that is in the form mtiger1@lsu.edu in MLM in the email address field even if it is not your preferred email address. It will be used as the personal identifier that allows your MLM grades to be properly imported into your Moodle gradebook.

Calculator

The TI-30XIIS (solar) or the TI-30XIIB (battery) with a two-line display is required. No other calculators are allowed on tests, on the Final Exam, or in the LSU Math Lab. Using any other calculator on an exam is a violation of the LSU Code of Student Conduct.

Class Notes

The Class Notes will help you create an organized set of notes for each section and will be a valuable resource when working on the assignments and preparing for tests. You need to either purchase a packet of Class Notes for the semester at the LSU Bookstore or print the Class Notes one section at a time from Moodle, MLM, or the course website. The password can be found in the left menu of MLM and in the Class Notes and Videos section of Moodle. You must have your Class Notes in class and in the LSU Math Lab. See your Daily Schedule (also posted in Moodle, in MLM, and on the course website) for the specific etext sections covered in Math 1021.

Videos

The LSU-created video lectures for all sections covered in this course are available in Moodle, in MLM, and on the course website. The password can be found in the left menu of MLM and in the Class Notes and Videos section of Moodle. This resource will help you if you have specific questions about a section or if you must miss a class meeting. If you wish to listen to these videos in the LSU Math Lab, you will need to bring headphones or earbuds, and you will need to take notes.

LSU student ID card

Your ID card is required for access to the LSU Math Lab and the LSU Testing Center or the LSU Disability Services (DS) Testing Center. If your LSU ID card is temporarily unavailable, you may present an official state ID card (such as a driver's license) as identification. Under no circumstances will a picture or any other electronic form of identification (including LA Wallet) be accepted to enter the LSU Math Lab or to take a test or the Final Exam.

Technology Required Outside of the LSU Math Lab

You will need the following in order to do work for this course outside of the LSU Math Lab:

- internet access that is stable and reliable
- a device that meets the system requirements listed at <https://support.pearson.com/getsupport/s/system-requirements>

MyLab Math Tips

- Prior to using MLM on any personal device, be sure to run the MLM Browser Check. Access the Browser Check by clicking Getting Started in the MLM menu for your course.
- If you are able to sign in to MLM using Safari but are unable to access your assignments, switch to either Chrome or Firefox.

- If your homework assignments do not open, you need to edit your pop-up settings in your browser to allow pop-ups for the Pearson site.
- It is possible that at some point during the semester, after you have successfully registered and enrolled in your current semester's course at <https://mlm.pearson.com/northamerica>, you will not be able to access your account in MLM by going to <https://mlm.pearson.com/northamerica>, and selecting "Sign in" on the upper right side. In this situation, you may be able to use the alternate login page for MyLab Math found at <https://mlm.pearson.com/northamerica/altsignins/>.
- If you need technical assistance, go to <https://support.pearson.com/getsupport>. If your issue is not addressed in the Popular Topics list, click Contact Us at the top to access and submit the customer support form. Do not leave the page until you have received a case number and are directed to a support agent.

Purged Students

If you are purged from the LSU class roster for any reason, you must email your teacher immediately to let your teacher know you have been purged so that you can be manually re-added to Moodle. You must continue to go to class and complete your lab hours. In addition, since you still have access to MLM, you must continue to keep up with all assignments and due dates. Being purged does not constitute an excuse for missing class, lab, or any MLM deadlines including tests.

*When you enter the LSU Math Lab, hand your ID to the tutor, tell the tutor that you have been purged, and ask the tutor to record your visit in the Tiger Tracker log book for manual entry.

Code of Student Conduct

The LSU Code of Student Conduct explains student rights, excused absences, and what is expected of student behavior. Students are expected to understand this code, which can be found at <https://lsu.edu/saa/students/codeofconduct.php>. If you are found responsible for a violation of the LSU Code of Student Conduct and receive a zero on any assignment for this violation, that zero is non-replaceable and non-droppable. In addition, according to the Code, a student found responsible cannot withdraw from the course.

Class Participation

- Class participation is a vital part of the learning cycle and increases your chances of being successful in this course. Class participation does not simply mean attendance. It means actively participating by taking notes and asking and answering questions.
- Math 1020 and Math 1021 each meet once a week for 50 minutes. For Monday – Wednesday sections, the Monday class meetings count for Math 1020 Class Participation and the Wednesday class meetings count for Math 1021 Class Participation. For Tuesday – Thursday sections, the Tuesday class meetings count for Math 1020 Class Participation and the Thursday class meetings count for Math 1021 Class Participation.
- Math 1020 Topics and Math 1021 Objectives will be covered in every class meeting for both courses.
- Laptops, cell phones, tablets, smart watches, and any other smart devices must be silenced and completely put away out of sight during the entire fifty-minute class period.
- You cannot wear earbuds or headphones during class.
- You will receive a participation grade for each class meeting. Your class participation average is worth 5% of your course grade.

- You must attend for 50 minutes, take notes, pay attention, and stay awake to earn a grade of 100%. If you fail to meet these requirements throughout the 50-minute class meeting, you will receive a grade of 0% for that class meeting.
- If you must miss class and have a documented university excuse (in accordance with PS-22 https://lsu.edu/policies/ps/ps_22.pdf), contact your teacher before the absence occurs, if possible. You will be considered for an excused absence if you provide documentation to your teacher no later than 48 hours after the absence.

Lab Participation

- Lab participation is also a vital part of the learning cycle. Taking full advantage of this resource greatly increases your chances of being successful in this course. Lab participation means going to the lab regularly throughout the week to focus on your Math 1021 work and ask tutors questions when you need help.
- The LSU Math Lab in the LSU Library Room 300X is open from 9 AM – 9 PM Monday – Thursday and from 9 AM – 5 PM on Friday. See the heading on your Daily Schedule for exceptions due to university holidays or associated days.
- The LSU Math Lab is an extension of the Math 1021 classroom. Therefore, all rules that apply during class apply in the lab.
- Laptops, cell phones, tablets, smart watches, and any other smart devices must be silenced and completely put away out of sight the entire time that you are in the lab.
- In the LSU Math Lab, you are only allowed to do your Math 1020 and Math 1021 work. This includes doing homework or quizzes, repeatedly working the Practice Tests until you are certain you have mastered the material, taking notes while reading the etext or watching the LSU videos, scheduling a test, or actively studying your class notes.
- You will receive a participation grade for each lab week. Your lab participation average is worth 5% of your course grade.
- While you are in the LSU Math Lab, you must be actively working on Math 1020 or Math 1021 the entire time. This means you cannot be on your phone or any other electronic device. You cannot sleep, draw, or sit idly. You cannot work on any other course besides Math 1020 or Math 1021. If you fail to meet these requirements, you will be asked to leave the lab for the remainder of the day, and you will receive a 0% lab participation grade for that week even if all required hours have been completed.
- Using any electronic devices in the lab to get answers to MyLab Math exercises is a violation of the LSU Code of Student Conduct. If you are found doing this, you will be asked to leave the lab for the remainder of the day, and you will receive a 0% lab participation grade for that week even if all required hours have been completed. Additionally, you will be referred to the LSU Office of Student Advocacy & Accountability for Academic Misconduct.
- No food, drinks, water, gum, candy, tobacco products, e-cigarettes, or weapons are allowed in the LSU Math Lab.
- For Monday – Wednesday Math 1020/1021 sections, your lab week usually begins at 9 AM Monday and ends at 5 PM on Friday. For Tuesday – Thursday Math 1020/1021 sections, your lab week usually begins at 9 AM on Tuesday and ends at 9 PM on Monday. Some exceptions may be made to accommodate holidays or emergencies. See your Daily Schedule for specific details.
- Your lab participation grade for Math 1020 and Math 1021 each lab week will be assigned as follows:

Lab Hours Per Week	Lab Participation Credit Assigned
[4,56]	100% for both Math 1020 and Math 1021

[3,4)	100% for Math 1021 and 0% for Math 1020
[1,3)	100% for Math 1020 and 0% for Math 1021
[0,1)	No credit for either course

You must follow all LSU Math Lab rules to earn a grade of 100%.

- Your visits to the LSU Math Lab must be officially recorded by the tutor at the front desk of the LSU Math Lab for the time to count towards your lab participation grade. Your LSU ID card will be swiped when you enter and when you leave the LSU Math Lab so that your time is recorded electronically. Each time your card is swiped when entering or leaving the LSU Math Lab, the tutor will tell you your time in the LSU Math Lab so far for the current week. This is your confirmation that your card swipe was properly recorded. If you fail to have your time properly recorded when you leave, the time for that visit will not count. In the event that your visit cannot be recorded electronically because you recently added or have been temporarily purged, the tutor will record the details of your visit in the Tiger Tracker log book to be entered manually. If your LSU ID card is temporarily unavailable, you may present an official state ID card (such as a driver's license) to the tutor at the desk as identification. Under no circumstances will a picture or any other electronic form of identification be accepted to enter the LSU Math Lab.
- You must use paper and pencil while working in the LSU Math Lab.
- You are strongly encouraged to interact with teachers and tutors in the LSU Math Lab in order to get individualized, immediate answers to your questions.
- To check your total time so far in the LSU Math Lab for your current week and/or to see the number of computers available in the LSU Math Lab, go to <https://tigertracker.apps.lsu.edu> and log in with your myLSU username and password. While in the lab, you can access this information via the Check My Time link in the left menu of the lab home page.
- The teachers and tutors in the Math Lab are there to help you. You should treat these people with respect. In addition to helping you with math, they are required to enforce the lab rules. If you are disrespectful, you will be asked to leave the lab for the remainder of the day, and you will receive a 0% lab participation grade for that week even if all required hours have been completed. Additionally, you will be referred to the LSU Office of Student Advocacy & Accountability for Behavioral Misconduct.

Homework

- Homework assignments are designed for you to learn the concepts and practice the types of exercises that will be required on tests and the Final Exam. Work through your homework assignments with the goal of mastery—being able to correctly work each exercise independently—and not simply completion.
- Homework assignments are available from the beginning of the semester and are due at 9:00 PM on the due date. See your Daily Schedule for due dates.
- Homework can be done from anywhere using MLM, but the preferred location is the LSU Math Lab.
- The work you submit must be your own. Your work must be independently written and entered into MLM. Using any additional online or third-party resources to get answers to homework exercises is a violation of the LSU Code of Student Conduct.
- When working your homework assignments, you should save after completing each exercise especially if using a Mac or a hotspot. For each homework exercise, the result of your last attempt for each exercise will be recorded when you save.
- You can rework exercises, enter and exit your homework, and get back to it at a later time prior to the due date.

- If you rely on the MLM learning aids or other help to get an exercise correct, then use the Similar Exercise feature and rework the exercise repeatedly until you can get it correct without any help. This is essential. Many students who become overly dependent on the learning aids or other assistance to get a score of 100% on the homework assignment find that they score much lower on the tests than they would if they had done the work independently.
- Your homework assignment average is worth 10% of your course grade. Your two lowest homework assignments will not be used in the course grade calculation (even though those scores show in the Moodle gradebook).
- Extensions on homework assignments are rarely given since the assignments are available from the beginning of the semester. In order to be considered for an extension on a homework assignment, you must have documentation to support your request and must email your teacher, attaching the documentation, no later than 48 hours after the due date for that homework assignment. Extensions on homework assignments will not be given due to personal computer or internet issues.
- Graded homework for each section has due dates and will close then, but a copy of the homework assignment (labeled Practice Homework) is open throughout the semester to be used for studying. The Practice Homework does not count toward your course grade.
- There are three categories of homework exercises.
 - Category 1 includes Skill Check, Standard, and Step-by-Step Exercises. The usual features of these exercises are
 - Learning aids available in MLM
 - Three attempts allowed for each iteration with feedback after each
 - Similar Exercise (i.e., a new iteration for the same exercise number) available an unlimited number of times
 - Tutors in lab can assist
 - Category 2 includes Concept Check Questions. The features of these exercises are
 - Learning aids NOT available in MLM
 - Limited attempts (When Check Answer button changes to Final Check, you have one more attempt to answer.)
 - Similar Exercise NOT available
 - Tutors in lab can NOT assist
 - Category 3 includes Media Questions. The features of these exercises are
 - A video, a reading, or an activity that pertains to the exercises that follow
 - The material comes from the etext
 - Credit for the exercise is awarded for interacting with the media question

Quizzes

- Quizzes are mini-tests on the etext section(s) covered each week and should be used as preparation for tests. They are an opportunity for self-assessment as you see which skills you have mastered and which ones you need to practice more. Retake the quizzes until you can do the work correctly without any assistance from tutors, notes, the etext, or the MLM learning aids.
- All Math 1021 quiz questions come from the Math 1021 homework, so you should master your homework before attempting the quizzes. You should try to do the quizzes without any help and then review, practice, and ask questions about what you missed before attempting the quiz again. If you rely on help to get a score of 100% on the quizzes, you will score much lower on the tests than you would if you had done the work independently.

- Quizzes are available from the beginning of the semester and are due at 9:00 PM on the due date. See your Daily Schedule for due dates.
- Quizzes can be taken from anywhere using MLM, but the preferred location is the LSU Math Lab.
- You are allowed to consult with others regarding math concepts but not regarding specific answers to questions. The work you submit must be your own. Your work must be independently written and entered into MLM. Using any additional online or third-party resources to get answers to quiz exercises is a violation of the LSU Code of Student Conduct.
- You will not get feedback after each exercise answer is entered. You must work through the quiz and submit it before seeing your score. You can review your quiz in Gradebook, and the MLM learning aids will appear for the review.
- Quizzes should be used as preparation for tests. Retake the quizzes until you can do the work correctly without any assistance from tutors, notes, the etext, or the MLM learning aids.
- Each quiz contains ten questions with each question drawn from a pool of exercises having the same or similar learning objectives. It is recommended that you take a quiz at least four times even if you earn a score of 100% before that to ensure that you see a cross-section of the exercises.
- Each quiz in MLM can be attempted up to ten times prior to the due date, but only the highest score of your attempts for each quiz will be recorded in Moodle.
- Your quiz average counts as 10% of your course grade. Your lowest quiz grade in Moodle will not be used in the course grade calculation (even though this score shows in the Moodle gradebook).
- The maximum working time allowed for each attempt of each quiz is 75 minutes. While working on a quiz with time remaining, you can close the browser (rather than choosing Submit) and re-open that same quiz later without any additional elapsed time.
- Extensions on quizzes are rarely given since the assignments are available from the beginning of the semester. In order to be considered for an extension on a quiz, you must have documentation to support your request and must email your teacher, attaching the documentation, no later than 48 hours after the due date on that quiz. Extensions on quizzes will not be given due to personal computer or internet issues.

Tests and the Final Exam

- Test questions are selected from the homework questions, so it is essential to master your homework throughout the semester in preparation for tests and the Final Exam.
- For each test and the Final Exam, both a Study Guide and a Practice Test are available in MLM and will be open throughout the semester. The Study Guide is an unscrambled copy of the Practice Test with learning aids available. You should use both of these resources to prepare for each test. Your goal is to be able to work the Practice Test completely without help and make a good grade. The password for the Study Guides, Practice Tests, and the Practice Final Exam is notforagrade. They do not count toward your course grade.
- In addition to counting towards your course grade, tests help you prepare for the cumulative Final Exam. An additional practice homework assignment called Practice What You Missed on Test x is created when you submit each test. This does not count toward your course grade, but you should use it to practice what you missed on the test in preparation for the Final Exam.
- By the end of the second week of classes for the semester, ALL students must login to Moodle, choose Testing Information in the Contents menu, and click the Schedule Testing Center Exam link. If you have used the Smarter Proctoring scheduler in Moodle previously, you will be automatically added to the roster. Otherwise, you will need to complete the required

information. When prompted for a location, choose Baton Rouge, LA. When prompted to choose a time zone, use the default. Do NOT schedule any test.

- The proctored, access-restricted tests and Final Exam using MLM must be scheduled online and taken in the LSU Testing Center in Himes Hall or in the LSU Disability Services (DS) Testing Center in Coates Hall for students who have provided the teacher with an accommodation letter following the guidelines outlined in the sections following this one. The entrance to the LSU Testing Center is down the stairs between Himes Hall and Coates Hall. The DS Testing Center main office is in 281 Coates Hall.
- Each test and the Final Exam have a specific window in which they can be taken, and you may select the day and time within that window to take tests and the Final Exam as long as a seat is available. Check your Daily Schedule for the exact dates of your testing windows.
- When you go to take a test or the Final Exam, be sure to open the appropriate test or the Final Exam and NOT a practice test or the Practice Final Exam.
- You will not get feedback after each exercise answer is entered. You must work through the test and submit it before seeing your score. You can review your test in Gradebook, and the MLM learning aids will appear for the review.
- Only one attempt is allowed for each test and for the Final Exam.
- The maximum time allowed is 90 minutes for each test and 120 minutes for the Final Exam.
- You are not allowed assistance of any kind on an exam. While testing, you are not allowed to access notes, formula sheets, or online materials other than the test, including your homework, quizzes, and online learning aids in MLM. You are also not allowed access to your phone, smart watch, or any other electronic device. All electronic devices with the exception of the approved calculator must be silenced and stored out of your reach during the entire time you are testing. Having access to any type of outside help on a test or the Final Exam is a violation of the LSU Code of Student Conduct.
- There will be four test scores and a Final Exam score. Your four tests count as 45% of your course grade, or 11.25% each. The Final Exam counts 25% of your course grade, with the following exception. Your Final Exam score will be entered in the Moodle gradebook as your Final Exam score and also as the Copy of Final Exam for replacement score. Then, the lowest of the scores on Tests 1-4 and the Copy of Final Exam for replacement will not be used in the course grade calculation (even though that score shows in the Moodle gradebook). This has the effect of replacing your lowest of four test scores with the Final Exam score if that Final Exam score is higher. In this situation, your Final Exam score counts as 36.25% of your course grade along with each of your three highest test grades counting as 11.25% of your course grade.

LSU Disability Services Accommodations

- Louisiana State University is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request.
- If you have a disability that may have some impact on your work in this class and for which you may require accommodations, contact LSU Disability Services (DS), 124 Johnston Hall, 225-578-5919 or www.lsu.edu/disability.
- If you are registered with DS and require accommodations, you must login to the Disability Services Online Database found at www.lsu.edu/disability and submit the Faculty Notification Letter electronically to your teacher as soon as the letter is available and prior to the deadlines listed in the bullets below for specific accommodations.
- If consideration for absences is an accommodation and you need to use the accommodation for a class meeting, you must log your request in the DS portal within 24 hours of the missed class meeting. For this

course, you are allowed two disability-related absences during the semester. Consideration for absences does not apply to assignments such as homework or quizzes open from the beginning of the semester and does not apply to the required lab hours which can be done at flexible times.

- If you receive extended time for testing, your letter must be electronically submitted to your teacher at least one week before your testing window opens and you must tell your teacher whether you will be testing at the LSU Testing Center or at the DS Testing Center*.
*If you choose to change your testing location from DS to the LSU Testing Center during the semester, you must notify your teacher *and* complete the process in the following bullet at least one week before your testing window opens to have extended time accommodations granted at the LSU Testing Center.
- If you plan to test at the LSU Testing Center with an extended time accommodation for testing and have electronically submitted your letter to your teacher, then *at least one week before your testing window opens* you must login to Moodle, choose Testing Information in the Contents menu, and then click Schedule Testing Center Exam. This enters you into the roster for the Smarter Proctoring scheduler and allows your extended time accommodation to be granted. Do NOT schedule your test or exam until you receive confirmation from your teacher that your extended time has been set. This is not a Math 1021 policy. It is a technical requirement of the Testing Center and Moodle integration. If this procedure is not followed, extended time will not be available.
- In the rare instance that a paper test is required, your letter must be electronically submitted to your teacher at least one week before your testing window opens. You will be required to meet with the course coordinator *prior* to scheduling your first test with DS to discuss this accommodation.
- No accommodation will be given unless you have electronically submitted your letter listing that accommodation by the stated deadlines, and makeups will not be given for failure to meet this deadline.

Scheduling Tests and the Final Exam in the LSU Testing Center

- Students testing in the LSU Testing Center should schedule each test and the Final Exam as soon as the scheduler is open to ensure a wide selection of available times. The deadline to schedule and be guaranteed a seat for Tests 1 – 4 and the Final Exam is 4:30 pm *one week* before your testing window opens. After that deadline, you may still be able to find a seat, but it is not guaranteed. No makeup will be allowed for failing to schedule by the deadline.
- You must schedule (reserve) a time for each test using the scheduler found in Moodle. To access the scheduler, login to Moodle, choose Testing Information in the Contents menu, and then click Schedule Testing Center Exam.
- If you wish to reschedule an exam, do not cancel your original appointment. If you cancel your original appointment, you may be giving up the only available seat. Instead, click Reschedule. Select a date and time for your new appointment, and then click Reschedule. Your original appointment will automatically be deleted once you complete the reschedule process.
- When you schedule or reschedule a test or the Final Exam correctly, you will receive a confirmation email from LSU Testing Center via RegisterBlast.com support@registerblast.com. Do not delete it. This email will serve as your receipt in case there is a problem when you arrive to begin your test or the Final Exam. Check the date and time to be sure you have recorded them properly.
- It is your responsibility as an LSU student to understand the LSU Testing Center policies. To see the LSU Testing Center policies, instructions on how to schedule your exams, and location

information, please visit the LSU Testing Center – Student Information
 Webpage: <https://www.lsu.edu/testing/studenttestingcenter.php>

Scheduling Tests and the Final Exam in the DS Testing Center

- Students testing in the DS testing facility must adhere to all rules of the DS testing facility, especially those regarding the time frame for scheduling tests. No makeups will be given for failing to schedule by their deadline.
- When selecting a date and time for your test, be certain the date you choose is in your testing window and that the time you choose will give you enough time to complete the test before closing time for DS. The time allowed for students without an extended time accommodation is 90 minutes for each test and 120 minutes for the Final Exam. You will not be allowed to use your full extended testing time unless all of your allowed time is available before the DS testing facility closes. See the DS website for further information.

Required Materials for Tests and the Final Exam

- You must present an LSU Student ID or State ID (no pictures or LA Wallet), and you must be sure that all of the information on your ID matches your user information on the LSU Testing Center website. Otherwise, you will not be allowed to test, and no makeup will be allowed.
- You should take your approved calculator, a TI-30XIIS (solar) or the TI-30XIIB (battery) as stated in the Calculator Policy and on this Syllabus, and pencils. Using an unapproved calculator is a violation of the LSU Code of Student Conduct. You will be allowed to use the Windows Calculator in the event you do not take an approved calculator with you.
- You will be given scratch paper and your ID will be held. All scratch paper must be returned after the exam. Failure to return your scratch paper and retrieve your ID is a violation of the LSU Code of Student Conduct.

Makeup Tests

- If you did not schedule your test in the LSU Testing Center via Moodle prior to 11:59 PM on the day before your testing window opened or at the DS site in time to take your test during your testing window, then there will be **no makeup allowed**.
- If you are unable to sign in to MLM when you arrive to take your test because you do not have an active MLM account, you do not know your correct MLM username and/or password, you do not know your LSU login information, or your LSU login information is expired, then there will be **no makeup allowed**.
- If you arrive at the testing center without a valid ID, then there will be **no makeup allowed**.
- A make-up test will be considered for documented, university-approved absences according to the LSU PS-22 Policy Statement. For more detailed information, see the Makeup Test Policy in Moodle.
- To be considered for a makeup test, you must submit the online Makeup Test Request Form found at www.math.lsu.edu/precalsprogram/testing within 48 hours of your missed appointment time for Tests 1, 2, and 3. For Test 4 and the Final Exam, due to the limited time available for makeups at the end of the semester, you must submit the Makeup Test Request Form within 24 hours of your missed appointment time except in extreme circumstances. You can also access the form via the Makeup Test Policy section of Moodle.
- You must have emailed approval from the Course Coordinator to take a makeup test or exam.

Course Grade Calculation (posted in Moodle)

Category	Weight	Details
Participation	10%	5% for class participation and 5% for lab participation
Homework	10%	lowest 2 of 30 homework scores will be excluded
Quizzes	10%	lowest 1 of 13 quiz scores will be excluded
Tests	45%	4 tests, lowest will be replaced with Final Exam score if higher
Final Exam	25%	cumulative, never excluded

A replaced test grade and excluded homework and quiz grades will always show in the Moodle gradebook but will NOT be used in the Moodle grade calculation for the course. Any assignment labeled Practice does not count toward the course grade. There is no bonus or extra credit offered in this course.

Grading Scale

A+: 97-100%	B+: 87-89%	C+: 77-79%	D+: 67-69%	F: 0-59%
A: 93-96%	B: 83-86%	C: 73-76%	D: 63-66%	
A-: 90-92%	B-: 80-82%	C-: 70-72%	D-: 60-62%	

Your course grade will be determined by rounding your course average (either up or down) to the nearest whole number using standard rounding procedures. You must check your grades in Moodle at least once a week and contact your teacher immediately if there is a discrepancy.

Integrative Learning Core

Integrative learning allows students to make simple connections among ideas and experiences and across disciplines and perspectives. The LSU Integrative Learning Core (ILC) curriculum is designed to develop student abilities to transfer their learning to new situations and demonstrate a sense of self as a learner. A fundamental goal of the ILC is to foster students' practical and intellectual capacities associated with integrative learning in preparation for high competence and functionality in their post-baccalaureate careers. This course fulfills 3 credit hours of the Louisiana Board of Regents (BoR) Area of Mathematical/Analytical Reasoning and provides students experience with the ILC proficiency of Quantitative and Formal Reasoning. The BoR Common Course name and number for this course is CMAT 1213 College Algebra.

In the event of a campus-wide closure, this course may transition to an alternative form of instruction. You will be notified by e-mail as soon as possible of the new format. You would likely be directed to watch LSU Videos accessed through MyLab Math and continue to complete your assignments there. If the emergency closure impacts scheduled tests, alternative arrangements will be made as soon as possible. Testing will be completed using ProctorU at a rate of \$15 per test AND the Course Grade Calculation posted above may be reconfigured appropriately due to that change. If alternative formats are not available due to widespread loss of power and/or internet or other extenuating circumstances, the University may schedule makeup days per Policy Statement 117.