INSTRUCTOR CONTACT INFORMATION
My preferred method of contact is __email___. Please keep in mind that it is against the law (FERPA) for me to discuss grades with you via phone or email. See me in person if you need to discuss your personal academic progress or grades in this course.

COURSE DESCRIPTION
This course is a study of relations and functions with special emphasis on linear and quadratic expressions and equations, including complex solutions. Also covered are absolute value, polynomial, radical and rational expressions and equations, and linear and absolute value inequalities.

PREREQUISITE
DMAT 0305 or an appropriate assessment test score

COURSE MATERIALS
- My Math Lab Website
- Students must provide their own personal headphones if they wish to watch instructional videos during class.
- Calculators are allowed in this course.

GRADING RATIONALE

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100 %</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89 %</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79 %</td>
</tr>
<tr>
<td>F</td>
<td>0 – 69 %</td>
</tr>
</tbody>
</table>

GRADING POLICY
Your grade will be determined as follows:
INSTRUCTIONAL COMPONENTS

In this course, you will not meet in a traditional lecture classroom since this course is online. If you would like to visit a lecture you are welcome to come to my 0310 Fast Track Lecture Class. It meets Tuesday and Thursday at 9:30 -10:50 in C 314. On the lecture meeting day, you will receive lecture instruction to prepare you for that week’s assignments. If time allows you may also have the opportunity to work on My Math Lab assignments and receive assistance from your instructor and tutor as needed. The course will follow the format below.

1. Pretest (not optional for online) – To begin the course, you must either take a pretest or have your instructor manually input a score of 0 for the pretest.
   - Covers course objectives seen throughout the course
   - Topics mastered are omitted from homework
   - Grade omitted from course average
   - Taken during designated class time or in testing center
   - Late submission not allowed

2. Videos (optional) – Video lectures reinforce lecture objectives and may be accessed as necessary
   - Grade omitted from course average
   - Can be viewed outside of class
   - Headphones required to view in class

3. Homework – Consists of problems from each section
   - Problem can be repeated until mastered – select “Similar Exercise” after each 3rd incorrect attempt
   - All “Help” buttons available
   - Can be accessed after due date
   - Late problems penalized 10%
   - Must be in “Homework,” not “Review” mode to save progress
   - Problems saved individually
   - Can be completed outside of class
   - 80% mastery required to proceed to next topic

4. Quiz – Consists of problems that summarize multiple sections
   - Problem can be repeated until mastered – select “Similar Exercise” after each 3rd incorrect attempt
   - “Help” buttons not available
   - Can be accessed after due date
   - Late problems penalized 10%
   - Must be in “Homework,” not “Review” mode to save progress
   - Problems saved individually
   - Can be completed outside of class
   - 80% mastery required to proceed to next topic

5. Test Review (optional) – Helps prepare students for module test
   - Score omitted from student grades
   - Can be accessed after due date
   - Can be completed outside of class

6. Test – Assesses student understanding of module
   - Can be completed outside of class

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Assignment</th>
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</thead>
<tbody>
<tr>
<td>20%</td>
<td>Homework and Quizzes</td>
</tr>
<tr>
<td>20%</td>
<td>Module Tests</td>
</tr>
<tr>
<td>30%</td>
<td>Midterm Exam</td>
</tr>
<tr>
<td>30%</td>
<td>Final Exam</td>
</tr>
<tr>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
7. Test Remediation (if necessary) – Practice skills not mastered
   • Contains only problems not mastered in module test
   • Each problem not mastered creates 2 similar remediation problems
   • Score omitted from student grades
   • 80% mastery required to access 2\textsuperscript{nd} test attempt
   • Can be completed outside of class

8: 2\textsuperscript{nd} Test Attempt (if necessary) – Retest module concepts
   • Can be completed outside of class
   • Reviewed by student only immediately following submission
   • Lower Score (1\textsuperscript{st} or 2\textsuperscript{nd} attempt) omitted following 2\textsuperscript{nd} attempt

9: Test Remediation II (if necessary) – Practice skills not mastered
   • Homework assignment containing only problems not mastered in 2\textsuperscript{nd} module test attempt
   • Each problem not mastered creates 2 similar remediation problems
   • Score omitted from student grades
   • 80% mastery required to access 3\textsuperscript{rd} test attempt
   • Can be completed outside of class

10: 3\textsuperscript{rd} Test Attempt (if necessary) – Final test attempt permitted
   • Can be completed outside of class
   • Reviewed by student only immediately following submission
   • Lowest test attempt scores are omitted

**MIDTERM AND FINAL EXAM**

After you have mastered the first three modules, you will be prepared to take the midterm exam. The midterm exam will be administered in the testing center on the dates indicated on the schedule. If you have not completed any homework, quizzes, or tests from modules 1 or 2 by the date indicated on the schedule, you will be given a grade of zero on those assignments. You can increase your grade on these past due assignments following the late submission guidelines described above. Late midterm exam submissions are not accepted under any circumstance.

After you’ve mastered the remaining course modules, you will be prepared to take your comprehensive final exam. Since the final exam is comprehensive, you may not take the final exam until you’ve completed all module coursework including homework, quizzes, and tests. If you have not completed homework, quizzes, or tests for modules 3 or 4 by final exams week, you will be given a final grade of zero on those past due assignments. Late final exam submissions are not accepted under any circumstance.

**Midterm and Final Exam Policies:**
   • Bring instructor approved calculator, scantron (for in class exam administration), pencil and eraser
   • Written exam, not computer based
   • Must be completed independently
   • No remediation option
   • One attempt for each

**INDEPENDENT PRACTICE**
The majority of each computer lab meeting is reserved

**GRADE REPORT**
Grade reports are no longer mailed. Convenient access is available online. Just use your student identification number when you log onto e-Connect.

. If you are unable to complete a course (or courses) in which you are enrolled, it is your responsibility to withdraw from the course by the appropriate date. If you do not withdraw, you will receive a performance grade, usually a grade of "F".
DROP POLICY. If you are unable to complete a course (or courses) in which you are enrolled, it is your responsibility to withdraw from the course by the appropriate date. If you do not withdraw, you will receive a performance grade, usually a grade of "F".

To drop a class or withdraw from the college, students must follow the prescribed procedure as noted on Eastfield College’s website. It is the student’s responsibility to drop or withdraw. Failure to do so will result in receiving a performance grade, usually grade of “F”. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a “W” (Withdraw) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar and the current class schedule. If you are unable to complete this course, you must withdraw from it by May 1, 2015. For more information, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C 119.)

STOP BEFORE YOU DROP (Six Drop Rule)

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops you cannot drop any other courses with a “W”.

Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges.

FINANCIAL AID

If you are receiving Financial Aid grants or loans, you must begin attendance in all classes to be certified as attending class. In a Distance Learning Class, you must show participation in the class prior to the certification date by either e-mailing your instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee”. Student who fail to attend or participate after the drop date are also subject to this policy.

REPEATING THIS COURSE

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course rules on the DCCCD website.

STUDENTS WITH LEARNING, MENTAL OR PHYSICAL DISABILITIES

Students requesting accommodation due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodations through the Disability Services Office (DSO). For information regarding the rights and responsibilities of students with disabilities, contact DSO at (972) 860-8348 voice/TDD or email efcdso@dcccd.edu. For additional information, contact the Disability Services Office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

STUDENT E-MAIL

Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. You may set up your account by clicking on this link. The account is free.

CAMPUS POLICE

In addition to providing general law enforcement on campus, the campus police respond to all emergencies. In any emergency situation, you can get immediate help by any of the following methods:

- call 911 on any campus extension
- use any red phone in the hallways, or any "blue light" call box in the parking lots
- call 972-860-4290 from any off campus extension
DCCCD EMERGENCY OPERATION PROCEDURES
Click on this [link] for further information.

EMERGENCY & INCLEMENT WEATHER PROCEDURES
In case of emergency (which may include power or air conditioning outages, fires, etc.) or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College [website] for the Inclement Weather announcement under News/Features.

CHILDREN ON CAMPUS
The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

STANDARD OF CONDUCT/CLASSROOM CONDUCT
No food, drinks or tobacco products are allowed in Eastfield College classrooms.

CLASSROOM ETIQUETTE:
Electronic Devices including, but not limited to cell phones of all types, pagers, calculators, PDA’s, imaging devices, two-way radios, CD players, DVD players, IPODS, and all other related devices must be stored out of sight and turned off while in the classroom. Violation of this rule may include a grade of “F” in the course and/or expulsion from the class.

SEXUAL HARASSMENT
Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.

CODE OF STUDENT CONDUCT
The Code of Student Conduct can be reviewed by clicking on this [link].

STUDENT RESPONSIBILITY
Each student shall be charged with notice and knowledge of the contents and provisions of the College District’s policies, procedures, and regulations concerning student conduct. In this course, you will receive a grade of “0” on that particular assignment or test if you are guilty of cheating on assignments, tests, or plagiarism.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law [see policies FLBA, et. seq.], the following types of behavior shall be prohibited:

<p>| | |</p>
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<thead>
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<tbody>
<tr>
<td>1.</td>
<td>Intentionally causing physical harm to any person on College District premises or at College District sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.</td>
</tr>
<tr>
<td>2.</td>
<td>Unauthorized use, possession, or storage of any weapon on College District premises or at College District sponsored activities.</td>
</tr>
<tr>
<td>3.</td>
<td>Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College District premises or at College District sponsored activities.</td>
</tr>
<tr>
<td>4.</td>
<td>Intentionally interfering with normal College District sponsored activities, including but not limited to, studying, teaching, conducting research, duties of the College District administration, or fire, security, or emergency services.</td>
</tr>
<tr>
<td>5.</td>
<td>Knowingly violating the terms of any disciplinary sanction imposed in accordance with College District policies, regulations, and procedures.</td>
</tr>
<tr>
<td>6.</td>
<td>Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on College District premises or at College District sponsored activities.</td>
</tr>
<tr>
<td>7.</td>
<td>Intentionally or maliciously furnishing false information to the College District.</td>
</tr>
<tr>
<td>8.</td>
<td>Sexual harassment.</td>
</tr>
<tr>
<td>9.</td>
<td>Forgery, unauthorized alteration, or unauthorized use of any College District document or instrument of identification.</td>
</tr>
<tr>
<td>10.</td>
<td>Unauthorized use of computer hardware of software.</td>
</tr>
<tr>
<td>11.</td>
<td>Scholastic dishonesty, which shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.</td>
</tr>
</tbody>
</table>

“Cheating on a test” shall include:
   a. Copying from another student’s test paper.
   b. Using test materials not authorized by the person administering the test. All forms of academic dishonesty, including cheating, fabrication,
facilitating academic dishonesty, plagiarism, and collusion.

c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
f. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
g. Bribing another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

12. Intentionally and substantially interfering with the freedom of expression of others on College District premises or at College District-sponsored activities.
13. Theft of property or of services on College District premises or at College District-sponsored activities or being in possession of stolen property on College District premises or at College District-sponsored activities.
14. Intentionally destroying or damaging College District property or property of others on College District premises or at College District-sponsored activities.
15. Failure to comply with the direction of College District officials, including campus security/safety officers, acting in performance of their duties.
16. Violation of published College District regulations or policies. Such regulations or policies may include those relating to entry and use of College District facilities, use of vehicles and Dallas County Community College District media equipment, campus demonstrations, misuse of identification cards, and smoking.
17. Use or possession of any controlled substance or illegal drug on College District premises or at College District-sponsored activities.
18. Unauthorized presence on or use of College District premises.
19. Nonpayment of fee or failure to pay any debt owed to the College District with intent to defraud. (Appropriate personnel at a College District may be designated by College District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily block admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the DA for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by College District personnel.)
20. Use or possession of an alcoholic beverage on College District premises with the exception of:
   a. Specific beverage-related courses within the El Centro food services program or the International Sommelier Guild’s Diploma program at Bill Priest Institute; or
   b. A course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers’ Standards and Education.

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with policy FM. A “violation” means an act or omission that is contrary to a published College District regulation or policy. Sanctions for violations of prohibited conduct may result in expulsion for (1) through (6), in suspension for (7) through (13), and in sanctions other than expulsion or suspension for (14) through (20). Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate. “Aggravated violation” means a violation that resulted, or could have resulted if foreseeable, in significant damage to persons or DISCIPLINE Dallas County Community College District property or that otherwise posed a substantial threat to the stability and continuance of normal College District-sponsored activities.

**ADDITIONAL RESOURCES**

**Calculator Checkout Policy for Eastfield College Modular Math Courses**

Modular Math students have calculators available to check out during class at the instructor’s discretion. The calculator checkout policy is designed to ensure access for students in classes and to make sure the equipment remains in good condition. In order to checkout a calculator students must exchange a picture ID or Driver’s License (car keys or a cell phone may be used to checkout calculators at the instructor’s discretion).

- All calculators must be checked out during class and returned by the end of class. Calculators are not available for checkout outside of the students’ assigned class time.
- Students are not allowed to check out calculators for other students.
- Calculators will be tracked by number. According to the assigned calculator number, students will be asked to initial their name on the checkout form.
- At the end of the class period all students are responsible for returning the calculator they checked out.
- The student who most recently checked out a calculator which is found to be lost, damaged, or stolen will be responsible for replacing the calculator. Further, if the calculator is not replaced by the end of the semester, a registration block will be placed on the student’s record until the calculator is replaced.

Tests for this course may be administered at the [Eastfield College Testing Center](#). Students are required to bring the following for test administration: Test Referral Form, a photo ID (driver’s license or student ID), a writing utensil, and your instructor approved calculator (if using). Cell phones, books, notes, food, or drinks are not allowed in the testing rooms. Please be aware that the testing center does not administer tests during the last hour of operation for the day. The Test Referral Form can be found at the end of the syllabus.

The Math Spot provides tutoring in Mathematics and Developmental Mathematics. Students are encouraged to take advantage of this service for additional help in their course work. The Math Spot is located in room C-201, and the phone number is 972-860-7062. Visit the link above for more information on tutors, hours of operation and policies.

**TEXAS SUCCESS INITIATIVE (TSI)**

The policies and procedures regarding the TSI are made by the Texas Higher Education Coordinating Board, which is the state agency responsible for administering the law. These policies are published by the THECB. On the Eastfield campus, your best sources of information about TSI are:

1) The Eastfield Advising Center, (972) 860-7106, or
The Eastfield Testing and Assessment Center, (972) 860-7011

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1314, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office.

**TSI Advice:** Achieving college readiness will usually mean completing the prerequisite courses for college level mathematics such as College Algebra. Meeting this standard could mean completing the DMAT sequence from your starting point through DMAT 0310.

**STRATEGIES TO BE SUCCESSFUL:**

- Check your answers.
- Ask questions.
- Read each chapter.
- Make note of problems for which you have questions.
- Show all work.
- STUDY FOR TESTS.

To successfully complete this course **you must be diligent.** Make sure you set aside a period of time each day that you can work on the material, and do not fall behind the schedule attached to this syllabus. Work **ALL** the assigned homework problems as a minimum, and more if you feel you have not quite mastered the material. If you have a problem, contact me immediately so that you don’t fall behind. **The key to success in this course is doing your work every day!**

**SYLLABUS REVISION**
The instructor or the Math Department reserves the right to change, delete, or amend the syllabus at any time. Any changes that are made to the class policies or course outline will be announced in class.

**STUDENT LEARNING OUTCOMES**

Upon successful completion of this course, students will:

1. Define represent, and perform operations on real and complex numbers.
2. Recognize, understand, and analyze features of a function.
3. Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions.
4. Identify and solve absolute value, polynomial, radical, and rational equations.
5. Identify and solve absolute value and linear inequalities.
7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

**COURSE COVERAGE**

<table>
<thead>
<tr>
<th>Rational Expressions</th>
<th>Rational Exponents, Radicals, and Complex Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>§7.1 - Rational Functions and Simplifying Rational Expressions</td>
<td>§10.1 - Radicals and Radical Functions</td>
</tr>
<tr>
<td>§7.2 - Multiplying and Dividing Rational Expressions</td>
<td>§10.2 - Rational Exponents</td>
</tr>
<tr>
<td>§7.3 - Adding and Subtracting Rational Expressions with Common Denominators and Least Common Denominator</td>
<td>§10.3 - Simplifying Radical Expressions</td>
</tr>
<tr>
<td>§7.4 - Adding and Subtracting Rational Expressions with Unlike Denominators</td>
<td>§10.4 - Adding, Subtracting, and Multiplying Radical Expressions</td>
</tr>
<tr>
<td>§7.5 - Solving Equations Containing Rational Expressions</td>
<td>§10.5 - Rationalizing Denominators and Numerators of Radical Expressions</td>
</tr>
<tr>
<td>§7.6 - Proportion and Problem Solving with Rational Equations</td>
<td>§10.6 - Radical Equations and Problem Solving</td>
</tr>
<tr>
<td>§7.7 - Simplifying Complex Fractions</td>
<td>§10.7 - Complex Numbers</td>
</tr>
<tr>
<td>Functions, Graphs, Inequalities and Absolute Value</td>
<td>Quadratic Equations and Functions</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
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</tr>
<tr>
<td>§3.6 - Functions</td>
<td>§11.1 - Solving Quadratic Equations by Completing the Square</td>
</tr>
<tr>
<td>§8.1 - Graphing and Writing Linear Functions</td>
<td>§11.2 - Solving Quadratic Equations by the Quadratic Formula</td>
</tr>
<tr>
<td>§8.2 - Reviewing Function Notation and Graphing</td>
<td>§11.5 - Quadratic Functions and Their Graphs</td>
</tr>
<tr>
<td>Nonlinear Functions</td>
<td>§11.6 - Further Graphing of Quadratic Functions</td>
</tr>
<tr>
<td>§9.1 - Compound Inequalities</td>
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<tr>
<td>§9.2 - Absolute Value Equations</td>
<td></td>
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<tr>
<td>§9.3 - Absolute Value Inequalities</td>
<td></td>
</tr>
<tr>
<td>§9.4 - Graphing Linear Inequalities in Two Variables and Systems of Linear Inequalities</td>
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</table>

Revised 12/02/2014
Test Referral Form

Students must bring this completed form to the Eastfield College Testing Center.

______________________________________________               ____________________
(Print) Student name                          DCCCD Student ID#

______________________________________________                ____________________
(Print) Instructor name                        Start date / End date

______________________________________________               _____________________
Course Name                                                                                             Test No.

______________________________________________               _____________________
Course Number                                                                                         Section No.

Please circle which of the following describes your course.
Mode of Instruction:  Lecture    Modular Math    Online
Test Type:             Paper Based    Computer Based

Students must provide a photo ID (driver’s license or student ID.)
The Testing Center will provide scantrons and scratch paper.

Books, notes, food, or drinks are NOT allowed in the testing rooms.
Cell phones and all other electronic devices must be turned off and placed in Testing Center lockers.

NO TEST WILL BE ISSUED TO STUDENTS THE LAST HOUR BEFORE CLOSING.

Eastfield College Testing Center Hours of Operation are:
Monday through Thursday: 8:00 a.m. to 9:00 p.m.
Friday: 9:00 a.m. to 5:00 p.m.

AT CLOSING TIME: All paper and pencil tests must be turned in and all computer based exams must be submitted.