Instructor: Jonathon Verwys  
Email: jonathonverwys@dcccd.edu
Office: C227  
Phone: 972-860-7056
Office Hours: TBD  
Meeting Days and Times: UMTWRFS(INET)

Complete Instructor Schedule: http://schedule.efc.dcccd.edu/select.asp
Department Website: http://www.eastfieldcollege.edu/as/Math/index.asp

Contacting the Instructor:
My preferred method of contact is email. I check my email every day, and you should expect a response from me within 24-48 hours. I am not available on weekends, so do not wait to try to get ahold of me if you need me. When you email me, please include the course title (Math 1314) and either the section number or the class meeting time in the subject line. Please use correct English grammar as well as complete sentences when you email me.

Course Description:
This course is an in-depth study and applications of polynomial, rational, radical, exponential, logarithmic, absolute value and piecewise-defined functions, and systems of equations using matrices. Also covered are the graphing calculator, non-linear inequalities, sequences and series, circles, the Binomial Theorem and a review of the classification of the real number system. (3 or 4 LEC) This course is the prerequisite for MATH 1316. This course is cross-listed as Math 1414. The student may register for either Math 1314 or Math 1414, but may receive credit for only one of the two. (3 Lec.)

PREREQUISITE
Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0310.

Student Learning Outcomes:
Upon successful completion of this course, students will:
1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply knowledge of polynomial, rational, radical, exponential, logarithmic, absolute value and piecewise-defined functions.
   - Solve polynomial (including equations reducible to quadratic), rational, radical, exponential (including same base and different bases), logarithmic and absolute value equations related to these functions.
   - Solve polynomial, rational and absolute value inequalities.
3. Use graphing techniques, including, but not limited to, the use of a graphing calculator: increasing/decreasing/constant intervals, symmetry, even/odd functions, transformations (including
translations, reflections, stretching and shrinking), completing the square, and finding relative maxima and minima graphically.
- Recognize and be able to graph the basic equation of a circle.
4. Use the different theorems of polynomials (including the Rational Zeros Theorem) to evaluate all roots of higher degree polynomial and rational functions.
5. Recognize and solve systems of linear equations and their applications using matrices.
6. Demonstrate an understanding of sequences and series, including finding nth term & partial sums for arithmetic and geometric sequences.
7. Use the Binomial Theorem to expand binomials.
8. Recognize the different classifications within the real and complex number systems.

Core Objectives:
MATH 1314 develops the following Core Objectives:

1. **Critical Thinking** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. **Communication** - to include effective development, interpretation and expression of ideas through written and visual communication.
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Core Objective Development Statements: MATH 1314 develops Critical Thinking, Communication, and Empirical and Quantitative Skills by requiring students to solve and analyze applications of various functions and systems of equation.

**COURSE MATERIALS**
- **My Math Lab Access Code purchase required**
- Textbook: *College Algebra, Sixth Edition*, Blitzer, 2010. ISBN:0-321-86935-4. *This textbook is not required, as it is provided to you as an e-book on MyMathLab*
- MyMathLab Course ID: verwys15326

**CALCULATOR**
A graphing calculator is required for this course. You may choose your own graphing calculator model; however, TI 83 or TI 84 version is strongly preferred. Graphing calculators may not be allowed during some examinations.

**GRADING RATIONALE**
A: 90-100%;  B: 80-89%;  C: 70-79%;  D: 60-69%;  F: below 60%

**GRADING POLICY**
Your grade will be determined as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework and Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Module Tests (4 total)</td>
<td>20%</td>
</tr>
<tr>
<td>Proctored Exams (Midterm &amp; Final)</td>
<td>50%</td>
</tr>
</tbody>
</table>
MASTERY LEARNING
Mastery learning is a major tenant of this course. This means that you will not be able to proceed to the next topic until you have mastered the skills being covered. All homework and quizzes require mastery. For the purpose of this course, mastery is defined as a minimum score of 80%.

POLICY ON MISSED TESTS AND ASSIGNMENTS
All assignments have strict deadlines. Due dates are non-negotiable and can be viewed in My Math Lab.

POLICY ON PROCTORED EXAMS
Please note that you are required to take two proctored exams on campus. Exams will be administered at the Eastfield College Testing Center. Please go to http://www.eastfieldcollege.edu/ari/testing.asp for more information about testing center hours, policies, procedures, etc.

ATTENDANCE POLICY
Classroom attendance is not required for this course; however, students are required to remain actively engaged with course curriculum. Any student that has NOT registered on MyMathLab AND has NOT completed the orientation assignment by 7 pm on Saturday, March 25, will NOT be certified as having attended and consequently may be dropped from the class. If a student is unable to complete a course (or courses) in which he/she is registered, it is the responsibility of the student to withdraw from the course by the appropriate date. (The date is published in the academic calendar each year and in each semester’s class schedule). If a student does not withdraw, he/she will receive a performance grade, usually a grade of “F”.

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 TX Educ. Code.

Homework
All homework problems for this course are to be completed through My Math Lab. You are responsible for doing the problems over the material covered in class each day by the next class, checking your solutions, and asking your questions during the next class. Homework can be remediated as many times as necessary to achieve mastery. Deadlines are stated in My Math Lab. Late work will be penalized 10%.

Quizzes
All quiz assignments for this course are to be completed through My Math Lab. Quizzes can be remediated as many times as necessary to achieve mastery. Quiz deadlines are stated in My Math Lab. Late work will be penalized 10%.

Module Tests
All module test deadlines are stated in My Math Lab. If the deadline of a module test is missed, a zero will be placed in the gradebook by the instructor. You must complete the remediation assignment in order to do a 2nd attempt of the module test. If you are still not satisfied with your test grade, you can do another remediation assignment for a 3rd attempt of the test.

If you took the test by the deadline but are not satisfied with your grade, you can also raise your score by doing the remediation assignment and taking the test again. Everyone has a total of 3 times to take each module test. The 2nd and 3rd attempts of module tests are optional and only to be completed if trying to raise your test score for that module. The instructor will keep the highest score.

Proctored Exams
After you have mastered the first 2 modules, you will be prepared to take your midterm exam. This course concludes with a comprehensive final exam.

Proctored Exam Policies:
• Bring scantron (may be supplied by testing center), pencil, eraser, graphing calculator and photo ID
Provide the name of the professor, course name and section number and which test you will be taking (midterm or final)
- 33 multiple choice items for each proctored exam
- Written exam, not computer based
- Must be completed independently by date provided in My Math Lab for each exam
- Administered at the EFC Testing Center
- No remediation option
- One attempt for each proctored exam

INSTRUCTIONAL COMPONENTS
This course is divided into four modules. The components of each module are described below.

Step 1: Video – Video lecture introduces each section of module
- Must be accessed before each homework assignment
- Must take notes in organized spiral – label each section
- Grade omitted from course average
- Can be viewed outside of class
- Can be accessed after due date
- Headphones required

Step 2: 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

Step 3: 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

Step 4: 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

Step 5: Test – Assesses student understanding of module
- Completed during designated class time or in testing center
- Follow testing procedures
-Reviewed by student only immediately after submission
- Late submission not allowed

Step 6: 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 2nd test attempt
• Can be completed outside of class

Step 7: 2nd Test Attempt (if necessary) – Retest module concepts
• Administered by testing center or in class during non-lecture class period at instructor’s discretion
• Follow testing procedures
• Reviewed by student only immediately following submission
• Lower Score (1st or 2nd attempt) omitted following 2nd attempt

Step 8: Test Remediation II (if necessary) – Practice skills not mastered
• Homework assignment containing only problems not mastered in 2nd module test attempt
• Each problem not mastered creates 2 similar remediation problems
• Score omitted from student grades
• 90% mastery required to access 3rd test attempt

Step 9: 3rd Test Attempt (if necessary) – Final test attempt permitted
• Administered by testing center or in class during non-lecture class period at instructor’s discretion
• Follow testing procedures
• Reviewed by student only immediately following submission
• Lowest test attempt scores are omitted

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 at http://econnect.dcccd.edu/.

RELIGIOUS HOLIDAYS/OBSERVANCES
Students who are absent from class for the observance of a religious holiday must notify the instructor in advance. Sec. 51.911 TX Educ. Code.

DROP DATE
Last date to drop with a grade of “W” is April 29.

If a student is unable to complete a course (or courses) in which he/she is registered, it is the responsibility of the student to withdraw from the course by the appropriate date. (The date is published in the academic calendar each year and in each semester’s class schedule). If a student does not withdraw, he/she will receive a performance grade, usually a grade of “F”.

DROP POLICY
To drop a class or withdraw from the college, students must follow the prescribed procedure. 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 April 29. 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.

Student Email:
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.

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.

DCCCD Office of Institutional Equity Syllabi Statement - Spring 2017

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and carrying out compliance policies and procedures. The institutional equity and compliance officer and the Office of Institutional Equity make sure that college district policies and federal and state laws related to sexual assault, Title IX, Title II (Americans With Disabilities Act) and the Military Veterans Full Employment Act are followed to support diversity and inclusion.

Students With Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please inform DSO to forward your accommodation request to your instructor as soon as possible, preferably at the start of the semester or program. For more information about the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSOOffices or contact the DCCCD Office of Institutional Equity at 214-378-1633.

College Disability Services Offices

Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence) or retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity and/or gender expression, please contact your college Title IX coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If you wish to keep the information confidential, please contact college Counseling or student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the college Title IX coordinator or district Title IX coordinator. The Title IX coordinator will contact you and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX coordinator or visit dcccd.edu/TitleIX.

College Title IX Coordinators

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4588</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-5222</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7325</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2626</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-5675</td>
</tr>
<tr>
<td>North Lake</td>
<td>Francynne Maynard</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3980</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6352</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>La’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6590</td>
</tr>
</tbody>
</table>

District Title IX Coordinator

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Institutional Equity</td>
<td>LaShawn Grant</td>
<td><a href="mailto:TitleIX-District@dcccd.edu">TitleIX-District@dcccd.edu</a></td>
<td>214-378-1633</td>
</tr>
</tbody>
</table>

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

Responsibility

Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for property constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited.
Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by college policies. Scholastic dishonesty shall include, but not limited to, cheating on a test, plagiarism, and collusion.

“Cheating on a test” shall include:

- Copying from another student’s test paper
- 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.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- Bribery 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.

Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of 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. Please do not put yourself in a situation that would result in such action, Academic dishonesty is a serious offense in college.

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.

Family Educational Right 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.

ADDITIONAL RESOURCES
The Math Spot (http://www.eastfieldcollege.edu/as/Mathspot/index.asp) 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 L-200, and the phone number is 972-860-7062. Visit the link above for more information on tutors, hours of operation and policies.

STRATEGIES TO BE SUCCESSFUL
1. Read each chapter.
2. Show all work.
3. Check your answers.
4. Make note of problems for which you have questions.
5. Review class notes.
6. 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.

Course Coverage:

<table>
<thead>
<tr>
<th>Sections</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1, 1.5-1.7, 2.1-2.2, 2.5-2.8</td>
<td>Real number system, Equations, Relations and Functions; Circles</td>
</tr>
<tr>
<td>3.1-3.6</td>
<td>Polynomial and Rational functions; Theory of Functions</td>
</tr>
<tr>
<td>4.1-4.5</td>
<td>Exponential, Logarithmic and Special functions</td>
</tr>
<tr>
<td>6.3-6.5, 8.1-8.3, 8.5</td>
<td>Progressions, The Binomial Theorem, Matrices, Determinants, mathematical reasoning skills, Sequences, Series and Applications</td>
</tr>
</tbody>
</table>

Syllabus Revision:
The guideline in this syllabus may be changed, deleted, or amended any time by the instructor. The attached course outline is intended as an aid in helping you know your responsibilities for the semester. It is possible that some changes in the course outline or class policies will be made during the semester. Any changes that are made to the class policies or course outline will be announced in class.

Revised: 01/1/2017
# Test Referral Form

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

<table>
<thead>
<tr>
<th>(Print) Student name</th>
<th>DCCCD Student ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonathon Verwys</td>
<td>3/20 – 5/11</td>
</tr>
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<table>
<thead>
<tr>
<th>(Print) Instructor name</th>
<th>Start date - End date</th>
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<tbody>
<tr>
<td></td>
<td>3/20 – 5/11</td>
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<table>
<thead>
<tr>
<th>Course Name</th>
<th>Test No.</th>
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</thead>
<tbody>
<tr>
<td>College Algebra</td>
<td></td>
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<tr>
<td>Math 1314</td>
<td>43442</td>
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</table>

<table>
<thead>
<tr>
<th>Please circle which of the following describes your course.</th>
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</thead>
<tbody>
<tr>
<td>Mode of Instruction: <strong>Online</strong></td>
</tr>
<tr>
<td>Test Type: <strong>Paper Based</strong></td>
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</tbody>
</table>

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.

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**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.