BIOLOGY 1406 SYLLABUS 2017

* This Generic Syllabus used for all online Biol 1406 courses. Your individual Syllabus Addendum will be supplemented by your instructor via ecampus once the course begins.

DISCLAIMER

The instructor reserves the right to amend this syllabus as necessary.

This course is completely online. This course includes lecture and virtual laboratory sessions. An ebook is required for this course in order to complete course assignments.

All times listed for this course are Central Standard Time (CST).

COURSE DESCRIPTION
This course is designed to assist students in gaining an understanding of the basic concepts of biology. Course topics include but are not limited to the scientific method, basic chemistry, biochemistry, the structure and function of cells, cellular respiration, photosynthesis, and molecular genetics.

COURSE PREREQUISITES
College level ready in Reading and Writing.

ISBN / TEXTBOOK
Russell/Hertz/Mcmillan’s Biology: The Dynamic Science 4th ed (Cengage Learning) ebook

ISBN: 9781305856103

CERTIFICATION POLICY
You must attend and participate in your online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your online course in order for you to receive financial aid. You will be required to complete all orientation assignments and send an email to your instructor telling him/her your major and future career plans.

COURSE OUTLINE
For maximum success in this course you should spend a minimum of 3 hours per day working on course material.

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture (Chapter/Topic)</th>
<th>Laboratory (location/button)</th>
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<tbody>
<tr>
<td>1</td>
<td>Orientation / Intro to Biology (1)</td>
<td>Orientation /Course Policies</td>
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<tr>
<td></td>
<td>Life, Chemistry &amp; Water (2)</td>
<td>Metric Assignment (Laboratory) due July 12th</td>
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<tr>
<td></td>
<td>Orientation Due by 11pm</td>
<td></td>
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<tr>
<td></td>
<td>(Scientific Current Event DB, metric, syllabus quiz, Honor Code, DB etiquette, email etiquette)</td>
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<tr>
<td>2</td>
<td>Carbon Compounds (3)</td>
<td>Lab #1 Scientific Method</td>
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<tr>
<td></td>
<td>Chapter Reviews</td>
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<td></td>
<td><strong>EXAM ONE</strong></td>
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<td></td>
<td>Energy, Enzymes, &amp; Biological Reaction’s (6)</td>
<td>Lab #2 Cells</td>
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<tr>
<td>3</td>
<td>DB-Microorganisms due</td>
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<td></td>
<td>Cells (4)</td>
<td>Lab #3 Diffusion/Osmosis</td>
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<td>Membranes and Transport (5)</td>
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<td>Chapter Reviews</td>
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<td></td>
<td><strong>EXAM TWO</strong></td>
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<td>Cellular Respiration (7)</td>
<td>Lab #4 Respiration/Photosynthesis</td>
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<td></td>
<td>Photosynthesis (8)</td>
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<td></td>
<td>Mitosis (10)</td>
<td>Lab #5 Cell Division</td>
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<td></td>
<td>Meiosis (11)</td>
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<tr>
<td>4</td>
<td>DB – Biotech due</td>
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<td></td>
<td>Chapter Reviews</td>
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<td></td>
<td><strong>EXAM THREE</strong></td>
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<td>Drop Date Aug 3rd</td>
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<td>Mendel and Genes (12)</td>
<td>Lab #6 Genetics</td>
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<td>Genetics (13)</td>
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<td>DB-Genetics</td>
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<td></td>
<td>DNA (14)</td>
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<td></td>
<td>DNA to Protein (15)</td>
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<td></td>
<td><strong>Final Chapter Reviews deadline</strong></td>
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<td></td>
<td>Extra Credit Deadline</td>
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<td></td>
<td><strong>EXAM FOUR (FINAL)</strong></td>
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**EVALUATION PROCEDURES:**
The total number of points possible for this course is 930. The following scale will be used to determine the grade earned in the course.

**Grading Scale:**
- A = 832-930 points (90% or above)
- B = 739-831 points (80% - 89%)
- C = 646-738 points (70% - 79%)
- D = 553-645 points (60% - 69%)
- F = 552 & below points (less than 60%)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Orientation</td>
<td>4 x 10 = 40 pts.</td>
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<tr>
<td>Email to Instructor</td>
<td>1 x 10 = 10 pts.</td>
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<tr>
<td>Metric Assignment</td>
<td>= 10 pts.</td>
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<tr>
<td>Discussion Boards</td>
<td>= 70 pts.</td>
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<tr>
<td>Lecture exams</td>
<td>4 x 100 = 400 pts.</td>
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<tr>
<td>Chapter Reviews</td>
<td>10 x 10 = 100 pts.</td>
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<tr>
<td>Virtual Online Labs</td>
<td>6 x 50 = 300 pts.</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>930</strong></td>
</tr>
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**EXAMS AND ASSIGNMENTS**

The final grade for the course reflects evaluation of the student’s work on the following assignments that are calculated as follows:

**Exams:**

Four lecture exams will be taken in this course. Each is worth 100 points.

The exams will cover material presented in textbook chapters. Questions will consist of multiple choice, T/F, labeling, and matching-type questions. Chapter assignment questions may also be similar in format to those questions found on exams.

All exams will be taken online using eCampus (see Exams button). There is a 1 day window to take the exams. **All exams expire at 11 pm on the scheduled day** (central daylight time). This means you must start the exam by no later than 6:00 pm on the last day in order to have the full hour to complete it. Exams are approximately 50 questions in length.

**Students may only take/attempt an exam once!** Students may NOT start an exam, SAVE it, then go back to it. The exam is timed. You will be given one hour to complete the exam. Exams that experience technical problems (as verified by eCampus administrators) will be reset ONCE! If a student continues to exhibit problems while taking the exam, he/she will have to come to CVC’s campus to take a paper version of the exam. If this is not possible due to the student’s location, he/she will be encouraged to either take the average of other exams and/or drop the course. No other options are possible. The exam is designed to automatically submit at the one hour mark. In the event of a technical issue in which the exam does not submit on its own, it is the student’s responsibility to keep track of the time and submit
at one hour. **Ten points will be deducted from the exam grade per minute the student exceeds the time limit if the system fails to submit on its own!** These penalties WILL BE ENFORCED! This does not allow a student to take extra time on the exam. This point deduction is for the sole purpose of ensuring the exam is submitted at the one hour mark either by the system itself or by the responsibility of the student.

There are no re-takes on exams. Students are EXPECTED to adhere to the HONOR CODE when taking an exam. No books, notes, websites, online materials, or other individuals are to be consulted while the student is engaged in an exam. Students who did NOT agree to the HONOR CODE may NOT take the exam and/or receive a grade for the exam.

Once an exam has expired, the student will NOT be permitted to make it up without a valid medical excuse and/or valid emergency.

"Procrastination is NOT your friend!" Waiting until the last possible moment to take your exam nearly always ends in tragedy.

**EXAM SCHEDULE:**

Please see ecampus Calendar

**ORIENTATION:**

Orientation assignments including taking the Honor Code, Email Etiquette, Discussion Board Etiquette and syllabus quizzes. Lastly, the student will also email the instructor with the following information: first/last name, course/section number, major & future career plans.

Please see the ecampus calendar for the Orientation button and assignments. All orientation assignments are due by 11pm on the due date.

**LAB POINTS:**

Laboratory assignments are found under the Laboratory button on eCampus. They require students to download a worksheet (word document) from eCampus BEFORE going to the website to complete the lab simulation.

**All labs are due on the scheduled day by 11pm.**

Answers on worksheets must be in another color font (a color not close to black or a pastel). Some labs require screen shots of the data or tables completed. Tables may be recreated in another document if necessary and inserted into the worksheet.

Submit the labs as Word documents (.doc or .docx).

Screen shots must include not only the lab related material, but the **time and/or date** the assignment was completed on the “screen” at the time the image was captured.
The instructor will grade lab assignments within a week after the due date; however, once an assignment is submitted, it is considered ready for grading (even if before the due date). Only submit assignments you want graded.

All labs are due by 11pm.

**Chapter Review Assignments**

The Chapter Review (CR) assignments are found on eCampus under the “Chapter Review” button.

Students must complete 10 of the 14 assigned chapters. Each is worth 10 points. The entire chapter Review Assignment is worth 100 pts (a test grade). Any CR Assignment completed after its assigned deadline is worth half credit up until the final deadline.

Students have until the deadline stated on ecampus to complete all CR Assignments (not just those for exam 4). The assignments become unavailable after 11 pm by this deadline. No credit will be given after the final deadline.

The 10 highest CR Assignment scores count toward the CR Assignment total. Any additional CR Assignments completed are for extra credit (worth a maximum of 5 pts each) to be posted at the end of the semester in eCampus. Students are encouraged to complete all CR assignments before each stated deadline to better their understanding of the material and prepare for the exams.

**DISCUSSION BOARDS**

Discussion board (DB) submissions must be original. Students may not submit information on the same events or diseases. Students must adhere to the guidelines presented in the discussion board link.

Each DB requires the student to research a topic, post an original discussion over that topic, give the MLA citation for sources consulted, and then reply to another student’s post in an educational manner. Replying to another student’s post requires the student to research that other student’s topic and add facts not already discussed and/or compare/contrast the topic with his/her own if applicable. An MLA citation must be included for the reply to another student to support the information presented. *Web links are not acceptable MLA citations*.

Discussion boards are intended for instructional use only. Any information posted on the discussion board must adhere to the guidelines of the assignment given in the instructions of each discussion board. **All information posted on the discussion board must be supported** (by giving the citation and/or source in the discussion board using MLA documentation rules) by scientific fact in this course. This means the information must be derived from a peer-reviewed scientific journal (not a magazine or newspaper), scientific text book, or scientific paper published by a legitimate scientific society and written by a member of the scientific community. Once again, be careful when searching internet sources. Many are not supported by the scientific community and/or are plagiarisms of other sites. Do **NOT** copy and paste material onto the discussion board that isn’t your original work.
**Discussion Board Etiquette**

This science course is based on scientific fact alone, not personal opinions. Please refrain from using the discussion board to express political viewpoints, as a dating service, to advertise any and all types of solicitation, from expressing religious viewpoints or quoting Biblical passages, or giving personal opinions. Please refrain from using any inappropriate language in the discussion boards. Please do not “sign” discussion boards. The discussion board will automatically be posted with your name.

Below are examples of acceptable scientific publications (you are not limited to these):

- Journal of Clinical Microbiology
- Epidemiology Reviews
- American Society for Microbiology News (ASM News)
- Science
- Nature
- Morbidity and Mortality Weekly Report (MMWR)
- Journal of Virology
- Journal of Infectious Diseases
- New England Journal of Medicine
- Emerging Infectious Diseases (EID)
- Lancet
- Journal of Bacteriology
- Journal of Tropical Medicine
- Clinical Microbiology Review

Examples of unacceptable sources for this course:

- Wikipedia.com - never acceptable
- Time
- National Geographic
- National Inquirer
- Any newspaper (such as: Dallas Morning News, USA Today, New Yorker)
- Reader’s Digest
- Globe
- Any other magazine: Men’s Health, Women’s Health, Good Housekeeping

***In no way are these lists all inclusive. These are meant to represent examples of what is and is not acceptable. When in doubt, please contact me prior to posting any information.

***The use of unacceptable sources or the avoidance of using a source will result in the loss of points for an assignment.

***Failure to adhere to discussion board etiquette may result in the student being blocked from using the discussion board and a loss of points.

**EXTRA CREDIT ACTIVITIES:**
These opportunities exist for students who wish to partake. Bonus points are earned by completing the Remaining CR assignments for the remaining chapters. Only 10 are required for the course. All additional CR Assignments completed are worth up to 5 pts of bonus for a total of 20 points possible. The final deadline for completing CR assignments in this course is located on the course calendar.

EMAIL ETIQUETTE

When sending an email message to an instructor there are a few guidelines to follow:

1. Address the instructor as Mr., Ms., Mrs. or Professor. Students may NOT address the instructor by his/her first name.

2. Always include your name, course, and section number in the email.

3. Never use foul, vulgar, inappropriate, discriminatory, rude, or otherwise unprofessional language in the email.

4. Remember, the relationship between the student and the instructor is a professional relationship not a friendship; therefore, be sure not to include instructors in your forwarded emails to friends, chat rooms, or personal updates.

5. Email between the instructor and student is to relate to course, campus or educational matters.

6. Rude or otherwise disrespectful emails will NOT be answered. Do not spam the instructor. Doing so will result in an automatic zero for the subject matter and/or the email will be ignored.

ACADEMIC DISHONESTY COURSE CONTRACT:

Academic dishonesty as defined in the District Catalog includes, but is not limited to, cheating on a test, quiz, or assignment; plagiarism (including the internet); copying another student’s lab or lecture work; or allowing another student to copy all or any portion of an assignment. All assignments are to be in the students’ own words.

All assignments are to be completed only by the student enrolled in the course.

Written assignments require an MLA citation for all information and sources consulted. A maximum of five sentences may be quoted in any assignment turned into this course. Assignments that exceed the five quoted sentence maximum are considered to be plagiarized. Please be aware that many internet sites are actually plagiarisms of other sites. When documenting an internet site, the student must be sure that he/she is using the “original” source of the information. All work must be the student’s original words, not just a manipulation of word or sentence order.
Lab assignments, handouts, online labs, in class assignments, and Pre & Post Assessments are to be completed by the student enrolled in the course. Students may consult notes, the text book, or other valid sources for these assignments/tasks. Students are NOT to work together to complete assignments.

All examinations are intended to test a student’s knowledge of learned and acquired information. Examinations (tests) are NOT open-book or open notes. Students will be on their honor to NOT consult any material or person while engaging in an exam. Students may only enter/take an exam once. You may NOT “save” an exam and come back to it later. Severe penalties exist for exceeding the testing time limit.

Academic dishonesty will not be tolerated.

Any student found to be violating any portion of the academic dishonesty policy will automatically receive a zero (without exception or discussion) for that material being tested over or that assignment being evaluated.

Further action for the violation may include expulsion from the course and/or college. This means that each student should guard against another student acquiring information from his or her assignment, to use original information (not plagiarized information), and refrain from consulting any source of material during an exam.

Students repeating the course are not permitted to use any old assignments or graded materials. All written assignments must be new, not just modifications of old assignments.

Exact (or overwhelmingly similar as per the instructors discretion) duplication of an assignment (in any form) will not be accepted, and a grade of zero will be given. If further clarification of this policy or explanation of actions that will be taken for any and all violations is necessary, please contact the instructor.

Students MUST agree to this policy in order to receive ANY credit in this course for ANY assignment.

BIOLOGY 1406 STUDENT LEARNING OUTCOMES
1. Describe the characteristics of life.
2. Explain the reasoning used by scientists.
3. Identify the basic properties of substances needed for life.
4. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.

CVC’S LEARNING SIGNATURE
CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence. CVC Faculty and Staff expect students to:
- take responsibility for their own learning
- commit to achieving high academic performance
- be meaningfully engaged in the campus community
CVC Faculty and Staff expect to:

5. Describe the structure of cell membranes and the movement of molecules across a membrane.
6. Identify the substrates, products, and important chemical pathways in metabolism.
7. Identify the principles of inheritance and solve classical genetic problem sets.
8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
9. Describe the unity and diversity of life and the evidence for evolution through natural selection.
10. Demonstrate proficiency in performing basic measurements and metric conversions utilized in the sciences.
11. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
12. Use critical thinking and scientific problem-solving to make informed decisions.
13. Communicate effectively the results of investigations.
14. Compare and contrast conflicting view-points concerning a highly controversial bioethical topic while discussing the biotechnology involved with the topic.

TEXAS CORE OBJECTIVES FOR STUDENT LEARNING
The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

WITHDRAWAL POLICY - STOP BEFORE YOU DROP

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.
The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule.

For more information, you may access: http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

ATTENDANCE POLICY
In general, daily class attendance enhances student achievement of an A, B or C in the course.

This course is completely online (lecture and lab). Students are expected to make posted deadlines and participate accordingly. Late work is NOT accepted. Extensions are NOT given. Failure to purchase required materials is not an excuse for missing work. Technical issues are the student’s responsibility to work through. Waiting until the last minute to complete work then running into technical issues can cause a student irreparable damage in the course. Students are encouraged to work ahead in order to avoid such situations.

In the event of an emergency and/or life changing event occurs, the student should notify the instructor as soon as possible of the situation. Documentation of the event will be required. Because life is unpredictable, students should do their best to work ahead on all assignments.

LATE WORK
Late work is not accepted in this course. If an emergency situation occurs, you must contact the instructor. Documentation will be required for any exception to this policy at the
instructor’s discretion. Students are expected to work ahead in the course as much as possible to prevent the need for this consideration. Assignments that do not fully upload into ecampus by the deadline are considered late. It is up to the instructor’s discretion as to whether or not to accept a “resubmit” of that “pending” assignment.

FINANCIAL AID CERTIFICATION OF ATTENDANCE
You must attend and participate in your on-campus in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: submitting an academic assignment; taking a quiz; completing the syllabus quiz; completing the lab safety document, or signing the honor code/ etiquette policies.

STUDENT CODE OF CONDUCT
As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/cat1011/cattoc.cfm

TUTORING SERVICES
All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at: http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx

QUALITY ENHANCEMENT PLAN
Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

ACADEMIC ADVISING
Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students’ academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

We encourage you to meet with an advisor early during registration so you will have plenty of time to plan a schedule that works for you. Academic Advisors are located in building “L”, and can be reached at (972) 860-0806.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access:

https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

CVC WELCOME CENTER
The Cedar Valley College Welcome Center staff are available Monday-Thursday, 8:30am-7pm, Friday 8:30am-5pm to answer any general questions you may have. The main CVC telephone line for general information is (972) 860-0816.

ACADEMIC HONESTY
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See Also Student Code of Conduct. https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

ADA STATEMENT
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

EMERGENCY ALERT
Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

FINANCIAL AID
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**HEALTH CENTER SERVICES**

Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- [www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx](http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx)
- Confidential "talks"
- Assists with health related club activities when asked and time permits

**RELIGIOUS HOLIDAYS**

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence