Click on How to Be A Successful Student, which provides important college policies, success factors, student expectations, and more.

WELCOME

Hello and Welcome to College Algebra Online. This course is the study of high school algebra at a more advanced level and although many of the topics will be familiar to you, expect to carry out more challenging and involved manipulations of these familiar topics. In addition, you may encounter new topics that you have not studied in your previous algebra course. With that being said, to ensure that you get off to the right start please take some time to thoroughly and thoughtfully read through this Syllabus and when you are ready to get started then complete the User Agreement so that you can unlock the remaining course materials. It is advisable that you keep this Syllabus and the Assignment Due Dates schedule handy at all times so that you are familiar with the policies and deadlines for this course. Finally, should you run into any difficulties throughout the semester then please don’t hesitate to contact me… I care about your success and I’m here to help! Let’s have a wonderful semester!!

PROFESSOR
Name: Prof. Sohrab Bakhtyari

Email: bakhtyari.sohrab@spcollege.edu

Phone: (727)791-2607

Office and Online Chat Hours: ONLINE

Office Location: Clearwater Campus, NM 134

Instructor Web Page: http://web.spcollege.edu/instructors/id/bakhtyari.sohrab

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ACADEMIC DEPARTMENT

DEAN

Name: Jimmy Chang

Office Location: SA 215B (St. Petersburg/Gibbs Campus)

Office Phone Number: 727-341 - 4305

Email: Chang.Jimmy@SPCollege.edu

ACADEMIC CHAIR

Name: Dr. Joy Moore

Office Location: Clearwater Campus, NM 120

Office Phone Number: (727)791-2542

Email: moore.joy@spcollege.edu

WEBSITE

URL: http://www.spcollege.edu/math/
COURSE INFORMATION

Course Description: Major topics include: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; applications such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay.

Course Objectives:

1. The student will apply the fundamental concepts of algebra, and the characteristics and properties of relations, and functions by:
   a. determining whether relations, equations, and graphs are functions
   b. evaluate a function using function notation
   c. determining the domain and/or range of given functions (polynomial, rational, absolute value, radical, exponential and logarithmic).
   d. performing arithmetic operations on, and the composition of, given functions
   e. simplifying and performing arithmetic operations on complex numbers, expressing the answer in standard form
   f. evaluating and simplifying the difference quotient of given linear and quadratic functions
   g. determining the inverse of given functions

2. The student will demonstrate their comprehension of graphing various functions and inequalities by:
   a. graphing standard linear, quadratic, cubic, rational, absolute value, radical, exponential, and logarithmic functions
   b. using transformations of the standard graphs to linear, quadratic, cubic, rational, absolute value, radical, exponential, and logarithmic functions
   c. applying other techniques to graph linear (intercepts and y-intercept form), quadratic (vertex), and rational (asymptotic behavior), and piece-wise defined functions
   d. graphing systems of linear and quadratic inequalities

3. The student will demonstrate the ability to solve a variety of equations and inequalities by:
   a. solving radical equations
   b. solving absolute value equations
   c. solving quadratic equations
   d. solving higher order polynomial equations by factoring
   e. solving polynomial and rational inequalities
   f. solving exponential and logarithmic equations
   g. solving systems of linear and quadratic equations in 2 variables using algebraic techniques

4. The student will apply critical thinking to the concepts of this course by:
a. solving real world problems that require the use of linear equations and inequalities
b. solving real world problems that require the use of quadratic equations
c. solving real world problems that require the use of exponential equations (exponential growth and decay)
d. solving real world problems that require the use of systems of linear equations and inequalities

In order to earn a grade of C or better, the student will achieve at the 70% level or higher on classroom measures. Upon successful completion of the course, the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.

**Prerequisites:** MAT 1033 with a grade of “C” or better (recommend MAT 1033 taken within the last two years), or appropriate score on the SPC mathematics placement test.

**Availability of Course Content:** To gain access to the remaining course materials/modules, you must score 100% on Step 5: User Agreement located in the START HERE: Important Course Information module. Before you begin the User Agreement, please take some time to thoughtfully read and acknowledge the terms and policies in this Syllabus as well as Step 2: Know the Assignment Due Dates Schedule (Please print for your records). With the exception of the Midterm & Final Exams and their respective reviews, the content in MyCourses will be available for the duration of the semester. Also, although MyMathLab Homework Assignments are due on a weekly basis and become marked as "past due" after their respective due dates, the MML Homework Assignments leading up to a Test will still be accessible until the day of the Test. Since the Homework results update the Study Plan, students are encouraged to complete any past due questions. Please keep in mind that it is at the discretion of the Professor to give credit for any Homework questions completed after their due dates. Once a Test is past due, the Homework will no longer be accessible. Students may work ahead on any of the MML assignments and if needed arrangements can be made to take an early Midterm and/or Final Exam.

**Proctored Exam Registration:** All students must identify and register their Exam preference. Registration begins four weeks after the semester starts. To do so, please visit [http://mycourssupport.spcollege.edu/proctored-testing-information](http://mycourssupport.spcollege.edu/proctored-testing-information)

**Proctored Exam Requirement:** On Exam day, students must present a valid form of ID to their Proctor (College Student ID, Drivers License, Passport, etc...). Scientific calculators are allowed, but a graphing calculator (TI-83, TI-84, TI-84+) is strongly recommended. However, certain models (TI-89’s, TI-92’s, TI-Nspire, etc...) are not allowed on exams. Books, formula sheets, and notes of any kind are not allowed. Scratch paper will be provided.

View the [Proctored Testing Information](http://mycourssupport.spcollege.edu/proctored-testing-information) site.
REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required Textbook: College Algebra Essentials 5th ed. by Blitzer

Publisher Information: A MyMathLab Access Code is required to participate in this course. The access code can be purchased alone or packaged with a regular hardcover textbook. If you are considering getting a textbook, it is much less expensive to buy it as an unbound package than to buy the access code and textbook separately.


IMPORTANT: If you are currently unable to purchase an Access Code -or- you are waiting for your Access Code, you can still register with MML and begin your course work on the first day of classes. Pearson allows all students a grace period before an Access Code is required. Please get started on your course work right away. Also, if you elect to use Pearson's grace period and acquire your Access Code in the meantime then please continue to use the grace period until it expires after which time when you attempt to access your Assignments Pearson will then prompt you to enter your Access Code.

View the [College Bookstore](#) site.

View the [College Library](#) site.

LEARNER SUPPORT

View [Free Tutoring](#) site.

View the [Accessibility Services](#) site.

View the [Academic Support](#) site.

View the [On-Campus and Online Support](#) site.

View the [Student Services](#) site.

IMPORTANT DATES
Course Dates: 01/08/2018 - 05/04/2018

Drop Date: 01/12/2018

Withdrawal Date: 03/21/2018

Financial Aid Dates: View the Financial Aid Dates.

DISCIPLINE-SPECIFIC INFORMATION

ATTENDANCE

View the college-wide attendance policy included in How to be a Successful Student.

The policy notes that each Professor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus.

For this class, attendance is defined as: responding to emails and/or posting to the discussion board as required by your Professor as well as completing Assignments (Homework, Quizzes, Reviews, Tests, and Exams) by the required deadlines.

60 % Participation policy for this course: If a student fails to complete any combination of more than two (>2) of any the assigned Tests, Quizzes, or the Midterm Exam by their respective deadlines, then by the 60% point of the term he/she is subject to being classified as not actively participating which would result in being administratively withdrawn from class with a WF. Please note that a WF will become an F on the students transcripts. Students will be able to withdraw themselves at any time during the term up until the last date to withdraw. Students and the Professor will automatically receive an email notification to their SPC email whenever a withdrawal occurs.

The Professor will verify that students are in attendance at least once each week during the first two weeks of class. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn. Immediately following the 60% point of the term, each Professor will verify which students are actively participating in class. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a “WF”. Please note that if a student is receiving financial assistance and is also categorized as a WF, then the student may be required to pay back some or all financial aid:

http://www.spcollege.edu/withdrawal
GRADING

To encourage students to make every effort to complete their lessons on time, all Assignments are expected to be completed by their respective due dates. Late Quizzes, Tests, or Exams are generally not permitted in this class. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Professor to allow make-up work. Please note that students are allowed to miss one (1) Quiz as well as one (1) Test at no cost to their overall grade. Grades of "I" (Incomplete) are NOT given in this course. If you do not complete the course by the scheduled final exam date, you will receive an "F" for the course.

Each student course grade will be determined on the following basis:

- Homework (Practice) and Test Reviews (Practice): 10%
- Quizzes: 12%
- Unit Tests: 15%
- Exam Reviews (Practice): 3%
- Proctored Midterm Exam: 30%
- Proctored Final Exam: 30%

A: 90 -100%  B: 80 - 89%  C: 70 - 79%  D: 60 - 69%  F: 0 - 59%

How to Calculate your Overall Grade: (Homework avg)*0.10 + (best 3 Quiz avg)*0.12 + (best 3 Test avg)*0.15 + (Exam Review avg)*0.03 + (Midterm & Final avg)*0.60

Extra Credit
No official extra credit assignments are available. Extra Credit is not an option for this course.

State policy specifies that students may not repeat a college credit course for which a grade of “C” or higher has been earned except by appeal to the campus Academic Appeals committee. You may repeat a college credit course one time without penalty. At the third attempt, you will pay the full cost of instruction. The full cost of instruction rate for the academic year is stated in the course catalog. In addition, at the third attempt you may NOT receive a grade of “I,” “W,” or “X,” but must receive the letter grade earned. This grade will be averaged into your overall grade point average.

ASSIGNMENTS

Please view Step2: Know the Assignments due date Schedule in the Begin Here module which lists the due dates for each assignment.

Homework Assignments (located in MyMathLab) 10% of Overall Grade
There are a total of thirty-one (31) Homework Assignments spread over the eight (8)
Modules in this course. They have been set up to encourage Mastery Learning, so you may rework each Homework Assignment in order to get a perfect score (unlimited attempts - the highest score is used to average your overall grade). Each Homework Assignment contains several tools (Help Me Solve This, Skill Builder, Animation, Textbook, and/or Ask My Instructor) for each problem within the assignment. Homework results will automatically update the Study Plans (below).

**Quizzes (located in MyMathLab) 12% of Overall Grade**
There are a total of four (4) Quizzes in this course according to the Assignment Due Dates Schedule. The Quizzes are located in Modules 1, 3, 5, & 7 in the online curriculum and each Quiz is timed (30 minutes). You are encouraged to not use your book or your notes during the Quizzes. You are allowed two (2) attempts for each Quiz, but before you can attempt a Quiz you must score the required number of mastery points in that Quiz’s Study Plan (please refer to the Study Plan - below). Any Quiz not taken by its respective due date will be assigned a zero (0%). You are allowed to miss one (1) Quiz at no cost to your overall grade. At the end of the semester your best three (3) Quiz scores will be used in your overall grade calculation. **No 3rd Attempt Quizzes or late Quizzes. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Professor to allow make-up work.**

**Study Plans (located in MyMathLab) 0% of Overall Grade**
Modules 1, 3, 5, & 7 in this course contain a Study Plan that is designed to help you focus on the course objectives that you have not completed successfully in your Homework Assignments leading up to each Quiz (Note: results of a first attempt Quiz update the Study Plan for a second attempt Quiz). These Study Plans are not included in your overall grade but they are required in order to access Quizzes. To gain access to a Quiz, you must first achieve the required number of Mastery Points within each Study Plan. Mastery Points are awarded upon successful completion of each Quiz Me. If you become locked out of a Quiz Me (due to unsuccessful completion) then you must work through its respective Practice in order to regain access to that Quiz Me. Only if the minimum Mastery Points is reached in a Study Plan will you then be able to take a Quiz.

**Tests (located in MyMathLab) 15% of Overall Grade**
There are a total of four (4) Tests in this course according to the Assignment Due Dates Schedule and you are allowed only one (1) attempt for each Test. The Tests are located in Modules 2, 4, 6, & 8 in the online curriculum and each Test is timed (90 minutes). You are encouraged to not use your book or your notes during the Tests. Before attempting a Test, it is highly recommended that you complete the respective Test Review. The Test Reviews have been set up to encourage Mastery Learning, so
you may rework each Test Review in order to get a perfect score (unlimited attempts - the highest score is used to average your overall grade). Test Review scores will be incorporated into your Homework grade. A student missing a Test deadline for ANY reason will receive a zero for that Test. The best three (3) out of four Tests will be counted toward your semester grade. You are allowed to miss one (1) Test at no cost to your overall grade. At the end of the semester your best three (3) Test scores will be used in your overall grade calculation. **Late Tests are generally not permitted in this class. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Professor to allow make-up work.**

**Exam Reviews (located in my|Courses) 3% of Overall Grade**
The Exam Reviews are designed to help you prepare for the Midterm & Final Exams. This class is set up to encourage Mastery Learning, so you may rework each Exam Review in order to get a perfect score (unlimited attempts - the highest score is used to average your overall grade). You must pass the Midterm Review with a minimum of 70% in order for the Midterm Exam to be accessible and you must pass the Final Review with a minimum of 70% in order for the Final Exam to be accessible. A student missing an Exam deadline for any reason will receive a zero for that Exam.

**Midterm Exam – Proctored/Supervised Exam (located in my|Courses) 30% of Overall Grade**
For all students, the Midterm Exam must be taken by the dates defined in this syllabus. This Exam is timed (110 minutes) and MUST be proctored (supervised) at an educational facility near you (please refer to the Online Proctored Exam Information link provided near the top of this page). You must pass the Midterm Review with a minimum of 70% in order for the Midterm Exam to be accessible. A student missing an Exam deadline for any reason will receive a zero for that Exam. All students with accommodations must provide appropriate documentation if they need special arrangements for testing and must make arrangements for their testing. **Late Exams are generally not permitted in this class. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Professor to allow make-up work.**

**Final Exam – Proctored/Supervised Exam (located in my|Courses) 30% of Overall Grade**
For all students, the Final Exam must be taken by the dates defined in this syllabus. This Exam is timed (110 minutes) and MUST be proctored (supervised) at an educational facility near you (please refer to the Online Proctored Exam Information link provided near the top of this page).
You must pass the Final Review with a minimum of 70% in order for the Final Exam to be accessible. A student missing an Exam deadline for any reason will receive a zero for that Exam. All students with accommodations must provide appropriate documentation if they need special arrangements for testing and must make arrangements for their testing. **Late Exams are generally not permitted in this class. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Professor to allow make-up work.**

**General Flow of the Course**

Once you've gained access to the remaining course materials/modules, you'll find within each of the eight course modules (numbered 1-8) a list of Learning Objectives that you will be able to do after successful completion of each module. Each of these modules also contain an Checklist that provides a detailed breakdown of the assigned Readings, Homework Assignments, as well as additional Assessment and Support. After each Checklist you'll find a collection of useful links that will take you to the eText for this course, your MyMathLab Assignments, and a Module Discussion.

To prepare for the journey ahead, please take the time to complete the assigned Readings before you attempt your Homework Assignments. When you are ready to begin your Homework click on the **MyMathLab All Assignments** link and then on the page that appears open an assignment by clicking on its name. While you are working on an individual question within a Homework Assignment, you'll have additional resources at your disposal (Help Me Solve This, Skill Builder, Animation, Textbook, and/or Ask My Instructor).

At the end of Modules 1, 3, 5, & 7 you'll notice an assigned Quiz. The Quizzes can be found in MyMathLab and you are given two (2) attempts for each Quiz. To gain access to a Quiz you must first earn the required number of Mastery Points in its associated Study Plan, otherwise access will not be granted. **IMPORTANT:** The Study Plan can take a considerable amount of time to complete and it is strongly advised that you do not wait until the last minute to get started. Please give yourself ample time to complete the Study Plan.

At the end of Modules 2, 4, 6, & 8 you'll notice an assigned Test. The Tests can be found in MyMathLab and you are given one (1) attempt for each Test. Before attempting a Test, it is highly recommended that you complete the respective Test Review. The Test Review contains questions like those found in the actual Test.
Lastly, just after Modules 4 & 8 you'll find the Midterm & Final Exams (respectively). The contents of these modules will be made available as we get closer to these Exams and to be able to take these Exams, you'll first need to score at least 70% on their respective Reviews. Each Review can be found within the module and to better prepare for the Exams it is strongly recommended that you go through each Review several times. Don't forget to go to register your Exam preference. Please see the Proctored Exam Registration: information located near the beginning of this Syllabus.

STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S EXPECTATIONS

What is expected of every student?
Whether in an online class or a physical classroom, certain behaviors are expected of every student. Students need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. In the event that a student becomes disruptive (e.g., sending indecent emails to other students and/or the Professor, submitting inappropriate postings to the Discussion boards) the Professor may take disciplinary action including removing the student from the class. This ensures that all students in the class have an opportunity to learn. SPC expects students to be honest in all of their academic work. By enrolling at the College, students agree to obey all of the standards of academic honesty and integrity and students should also understand that failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. Please be sure to:

- Thoroughly and thoughtfully read the syllabus and abide by the contents of the syllabus.
- Act in a civil and respectful manner in addressing Professor and peers.
- Log into MyCourses at least 4 times per week.
- Take an active role in this course, participating fully in class discussions by posting to the discussion board on a weekly basis.
- Read and respond in an appropriate manner to all faculty emails and class discussion.
- Be responsible for raising any questions or seeking clarification about all course materials and assignments.
- Submit assignments on time and complete assessments by the posted dates.
- Have constant access to a computer and the internet.
- Immediately seek assistance with assignments and all technical issues.
- Complete the Student Survey of Instruction.
- Become familiar with the College’s Academic Honesty Policy.
• Understand that failure to comply with the Academic Honesty Policy may result in disciplinary action.

For more information please visit the How to Be A Successful Student link.

What can students expect from the Professor?
The Professor will:

• Establish and maintain, with your involvement and help, a safe, comfortable learning environment in which your opinions and thoughts are valued.
• Make meaningful assignments designed to broaden your knowledge and help improve your ability to problem solve utilizing the critical thinking skills developed in the study of Mathematics.
• Respond to all emails within a 48 hour period during the normal business week (M – F).
• Post grades in a timely manner.

What can students do to be successful in this course?
Students are required to logon to my|Courses on a regular basis. Plan on logging into the course at least 4 times per week so that you can keep up with discussions, announcements and emails, interact with your Professor and peers, as well as complete Homework Assignments, Quizzes, Reviews, Tests, and Exams on or before the due dates. Should you have any questions then please do not hesitate to contact me and I will do my best to point you in the right direction (typically within 48 hours, M – F). If you are having trouble with a homework question in MyMathLab then please utilize MML's Help Me Solve This (HMST), it's an interactive one-on-one virtual tutor that walks you through the very question that's giving you trouble step-by-step until you arrive at the correct solution, and it provides feedback along the way (it's absolutely awesome). A work-around to HMST is MML's Skill Builder. It takes you to prerequisite questions that lead up to the question that's giving you trouble. It helps re-enforce objectives that have already been covered, but that you may have forgotten. If you're still experiencing difficulties, use MML's Ask My Instructor to send your question my way. Not only does it provide me with the very question you're working on, it also includes any input you've provided. Please provide input, otherwise I won't be able to determine what's giving you trouble. All-in-all, you have an excellent set of tools at your disposal that will help you succeed in this course. Once again, while in MML:

• Help Me Solve This is an interactive one-on-one virtual tutor that walks you through the very question that's giving you trouble step-by-step until you arrive
at the correct solution, and it provides feedback along the way (it's absolutely awesome).

- **Skill Builder** takes you to prerequisite questions that lead up to the question that's giving you trouble. It helps re-enforce objectives that have already been covered, but that you may have forgotten.
- **Ask My Instructor** sends your question my way. Not only does it provide me with the very question you're working on, it also includes any input you've provided. Please provide input, otherwise I won't be able to determine what's giving you trouble.

**PARTICIPATION, CONDUCT, & NETIQUETTE**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to be a Successful Student](#).

**ACADEMIC HONESTY**

View the [Academic Honesty Policy](#).

**COPYRIGHT**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [www.copyright.gov](http://www.copyright.gov)

**STUDENT SURVEY OF INSTRUCTION**

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

**TECHNOLOGY**
MINIMUM REQUIREMENTS

View the MyCourses Minimum Technology Requirements.

Minimum Technical Skills: Students should know how to navigate the course and use the course tools (email, discussion, gradebook, etc.). Students also MUST become proficient with MyMathLab and the tools contained within the program.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

ACCESSIBILITY OF TECHNOLOGY

- MyCourses (Brightspace by Desire2Learn) Accessibility
- Google (YouTube) Accessibility

PRIVACY

- MyCourses (Brightspace by Desire2Learn) Privacy
- Turnitin Privacy
- YouTube Privacy
- Minitab

TECHNICAL SUPPORT

Technical Issues: Your course has been directly linked to MyMathLab (MML). Should you experience technical difficulties with MML and would like to contact Pearson's Technical Support, you must be logged into your myCourses course. Select the Course Content tab, go into the Learner Support module (listed under the Table of Contents). Open the diagnostics page by clicking on the Pearson Diagnostics and Grade Sync link. The Diagnostics page contains information that you must provide to Pearson's Technical Support in order for them to assist you. You'll also find a link to PEARSON SUPPORT on the right side of the page.

EXTREMELY IMPORTANT: If you are experiencing technical difficulties with MyCourses and/or MyMathLab, before you contact either SPC's Tech Support or Pearson's Tech Support, please be sure to rule out the possibility of a bad (or limited) internet connection as well as the possibility of an incompatible browser, browser setting, firewall setting, recent update, etc... , by using a different computer on a
different network via a different browser (For example: Internet Explorer, Firefox, and Chrome have all been known to work properly). **It is your responsibility to have a verified and reliable back up method for completing your assignments in the event that your primary means of connection does not function properly.**

Technical support is available via the [St. Petersburg College Technical Support Help Desk](https://support.spcollege.edu)

Pearson's Technical Support: [https://support.pearson.com/getsupport](https://support.pearson.com/getsupport)

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**INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY**

The St. Petersburg College website at [www.spcollege.edu](http://www.spcollege.edu) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the Professor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses (possibly through duration of the course’s regularly scheduled end date). We will finish this course in MyCourses, as directed by your Professor online, and your Professor will use all graded assignments to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.