

## **FAQ (Frequently Asked Questions) About Hybrid Math013 Classes taught by M. T. Uy**

**Are there any mandatory on-site meetings for the Hybrid classes?** Yes. There are at least three mandatory on-site meetings: Orientation, Mid-Term Exam, and Final Exam. Please note that you will need to identify yourself to me with a photo ID to participate in the on-site meetings.

**What are the dates and places for the mandatory on-site meetings?** All enrolled students will receive an email through the class email distribution list prior to the first day of class announcing the date, time, and place of the mandatory Orientation. Alternatively, the email announcement of the mandatory Orientation will refer you to my Website [alameda.peralta.edu/manuel-uy](http://alameda.peralta.edu/manuel-uy) to access the syllabus which will show the date, time, and place of the orientation, the Mid-Term Exam and the Final Exam and instructions for registering for the online access to assignments and resources.

**I have never taken an online or hybrid class before, what do I do?** The mandatory orientation will explain what you need to do in the class to maximize your chances of completing the class successfully. By attending the orientation you will earn two (2) points toward your Mid-Term Exam score to help shore up your Mid-Term Exam score up to a maximum of 30 points for the Mid-Term Exam.

**How do I register for the MyMathLab online access?** Go to [pearsonmylab.com](http://pearsonmylab.com) and follow the instructions. The publisher may allow you temporary access good for three weeks. However, students approved for financial aid may already claim their aid money.

**I have taken hybrid/online classes in the past, do I need to attend the orientation?** Attendance at the orientation is mandatory. You must attend the mandatory orientation in order to maximize your chances of completing the class successfully. The orientation will clarify the requirements of the course. The information you will receive at the orientation will help you maximize your chances of completing my class successfully! Also, by attending the orientation, you will earn two points (2) which will be added to your Mid-Term Exam score, to a maximum of 30 points. For example, if you scored 29 out of 30 (an "A") in the Mid-Term Exam and you attended the orientation, you would receive a total of 30 for your Mid-Term Exam score, not 31. But if you scored 19 out of 30 (a "D") in the Mid-Term Exam and you attended the orientation, then you would receive a total of 21 out of 30 (a "C") for your Mid-Term Exam.

**Due to prior commitments, I cannot attend the orientation. Will there be another one?** If warranted, a second orientation could be convened. Alternatively, you can come see me during my office hours for a quick orientation during the first two weeks of school **but you will not earn the two (2) points.**

**The syllabus shows a weekly due date for each chapter's assignments but MyMathLab shows several chapters covered under a single later due date and groups of other chapters covered under another single later due date. Which due dates should I follow?** To be current in your assignments you must adhere to the weekly due dates for the chapters shown in the syllabus. However, you have a grace period to complete the chapters under later due dates in MyMathLab. Note that the homework due dates in MyMathLab are set generously in order to compensate for possible computer access problems. So you will not be given special consideration due to computer access problems. After the MyMathLab

due dates, **no make-up homework will be allowed. You should plan on finishing your homework prior to the day of the Mid-Term Exam and prior to the day of the Final Exam.**

**My sister is getting married a few days before the Mid-Term Exam (or Final Exam) and I have to help her prepare for the wedding, can I have the due date for the assignments extended? No.** No make-up assignments will be allowed after the MyMathLab due dates.

**I have a conflict with the scheduled Mid-Term Exam / Final Exam. Can I take it on a different date? All conflicts with the scheduled Mid-Term Exam / Final exam must be rescheduled with me prior to the scheduled exam date. No make-up exams will be allowed after the scheduled exam dates.**

**Can I use my notes, book, and calculator during the Mid-Term Exam and Final Exam? Yes,** you may use your book, notes, calculator, and computer during the Mid-Term Exam and Final Exam. However, you must be prepared for the possibility of computer access problems by having the formulas and the tables that you will need printed out for use during the exams or by bringing with you the hardcopy textbook. **You will not be allowed extra considerations due to computer access problems! Also no sharing of exams, books, notes, tables, calculators, or computers will be allowed!**

**I already have a MyMathLab access for another hybrid/online class, can I use it to access your class? No.** Each class using MyMathLab must have its own access code.

**Do I have to show any ID when I come in to take the Mid-Term and the Final Exams? Yes.** You must present a photo ID to prove that you are the person from the class who will be taking the exams.

**Will I get a hardcopy of the textbook besides the electronic eTextBook when I purchase the bundled version (unbound hardcopy textbook plus MyMathLab online access)? Yes,** but only if you purchase the bundled version with the correct ISBN from the on-campus College of Alameda Bookstore or directly online from the publisher. If you order the bundled version online somewhere else, you may get just the **MyMathLab** online access that includes the eTextbook but without the unbound hardcopy textbook. **Here's something to keep in mind if you order it online.** If they don't ask you for your shipping address, then how would they know where to ship your unbound textbook to you?

**If I start a new job halfway through the course and I am unable to keep up with the homework and prepare for the Final Exam, can I get an incomplete grade instead of an "F"? No. No incomplete grade will be allowed** if you fail to keep up with your assignments and cannot prepare for the Final Exam.