



Course Guidelines

(Math106, Math111, Math151, Math244, Math254)

Dear student,

In the beginning of this semester, we would like to welcome you and wish you a successful semester.

Please carefully read the following guidelines. If you need any further clarification, please do not hesitate to contact your course instructor.

Attendance

- Students who are more than 10 minutes late will be considered absent.
- Students who attend less than 75% of the total course hours will be denied from entering the final exam.
- Student absence hours should not exceed 25% of the total course hours even if acceptable medical document is provided.

Class Rules

- Mobile phones should be kept out of sight.
- Photocopied materials of lectures or exercise are prohibited.
- Discussions are encouraged, side talks are not allowed.



Exams

- Exam Dates are fixed
- No bonus credit will be given.
- All types of smart devices are prohibited.
- Calculators are prohibited in exams except if stated otherwise by the course instructors.
- Plagiarism is prohibited and results in failing the course.
- No makeup exam is allowed unless there is an acceptable medical or other emergency certified in writing by a doctor. The makeup request and required documents should be submitted within a week of the missed exam date.
- The makeup test for midterm exam or quizzes is held near the end of the semester (shown in the schedule below).
- Material included in the makeup exam may vary from the original one.

Helpful Tips

- Attend all classes, pay attention, and do not hesitate to ask questions.
- Spend at least 4 hours each week working homework suggested problems, reviewing the class lectures, reading the textbook, and studying for quizzes and exams.
- Try to solve problems on your own before reading solutions or asking for help.
- If you find it difficult to handle a certain type of problems, you should try more problems of that type.



- Consult your instructor immediately when you face a continuous difficulty in the course.
- Complete all homework suggested problems every week, check the correctness of your work and understand the methods and principles they illustrated.
- Master the designed course topics before each quiz and exam, and if necessary, complete additional problems beyond those assigned and consult other sources if you find the assigned problems and text are insufficient.
- Write your solutions to homework, exams, and quizzes problems in an organized way.



