

Hello Everyone,

I am delighted that you have enrolled in **Math 074 On-Line, Section 95 for the Winter 2011**. This letter has pertinent information and is quite long, so I suggest you print this letter. **Classes begin on Monday, January 10. On that date and not before, you will have access to the virtual classroom program, which is UCompass.** Please note that you do not have to come on campus on Monday, January 10, but **you should log-in to the program Ucompass (virtual classroom) on that day.** In other words, **on Monday, January 10, you will log-in to our virtual classroom, which is called "Ucompass."**

**Our "virtual classroom" will be run through a program called UCompass** that you will access through the Internet. In Ucompass, you will find announcements, grading policies, weekly assignments, discussion boards, and many other features, which we will use for class communications. **The URL for UCompass is <http://henryford.ucompass.com>.** Type this address into your browser (Internet Explorer, Firefox 2.0, Safari 3.1, or Netscape 7.2) to get to the login page.

The primary mode of instruction for this course is a multimedia software program, called **MyMathLab** that can be accessed through the web site [www.coursecompass.com](http://www.coursecompass.com). This is a math software program that will allow you to view sections (from the book), do homework, and do quizzes within the program. You may log into this program at anytime, but you must register first into our course. **You will be provided the Course ID to register for MyMathLab approximately four days before classes begin along with "Second Group Contact" that you will receive through e-mail.**

**All students will be required to take three exams (that include chapters in the text) and a final exam (comprehensive) on campus in the Learning Lab,** which is located on the second floor of the **Learning Resource Center.** **Students have six days to take each exam and three days to take the final exam. Students must take these exams in a specific week,** but you can take these exams anytime that the Learning Lab is open. (The Learning Lab is open MTWR from 8:00 am to 8:40 p.m., Fridays from 8:00 am to 4:30 p.m. and Saturday from 9:40 a.m. to 1:40 p.m.) All other weekly quizzes, weekly e-mail problems, weekly on-line homework problems, weekly discussion questions, and on-line activities are done on-line and are due on specific days of the week, so plan your work accordingly. **The majority of work is due on Fridays,** so you will need to get started immediately. Again, during the Winter Semester, you **must come to campus a total of four times to take these three exams and the final exam.**

**You must purchase the following textbook below along with an access code for MyMathLab, which will allow you to access to your on-line computer homework. The textbook must be purchased with the access code immediately. You will have work due immediately on Wednesday and Friday of the first week of classes, so make sure you get started promptly.**

**TEXTBOOK: Basic Mathematics through Applications, 4<sup>th</sup> Ed., by Akst and Bragg (Addison-Wesley) and MyMathLab Student Access Code**

**Optional:** Student's Solution Manual for Basic Mathematics through Applications, 4<sup>th</sup> Edition, by Fusfield

The Following are various options for buying the text and MyMathLab Student Access Code:

- A **new textbook** purchased through the college bookstore.
- A **used textbook book** purchased through the college bookstore.
- A **MyMathLab Student Access Kit (Stand-Alone)** required.
- A **Student's Solution Manual for Basic Mathematics through Applications 4/Edition (Stand-Alone)**, which is optional.

You really don't need to buy the textbook and the student solution manual, but **you must buy the MyMathLab Student Access Code. I still strongly recommend purchasing one unless your finances are limited.** This is due to the fact that you are able to access a PDF file of the complete textbook and student solution manual when you purchase just the MyMathLab Student Access Kit (Stand-Alone). Some students have done this as it is cheapest, but make sure to factor in any printing costs of each page of the text if you dislike reading the book on your computer. Please note that I do not recommend this last option unless money is a big issue.

Although this course is on-line, **this course is not a self-paced course.** On-line courses such as this enables students the flexibility of working from home instead of coming on campus but require the same amount of work as in a traditional course. You will be required to send in weekly problems though e-mail on a particular, plus do weekly homework/quizzes on-line, which are due on a particular Friday. **Each assignment in this course will have a due date with a particular time and requires a lot of work.** To be successful in the course, you must be proficient at reading and comprehending and be self-disciplined. In general, students think that an on-line course is easier than a traditional course, but this is a misconception. On-line courses require good reading skills. Again, **the majority of most assignments are due on Fridays and others on Sunday and Monday by 9:40 a.m.**

In the meantime, before classes begin, you should review adding, subtracting, multiplying, and dividing of fractions, decimals, and percents. These skills will be covered during the term, but reviewing ahead of time will be quite beneficial. Students that have been away from math for a while are often a little weak on these basic skills. If you review these topics before the term, it will make the start of the semester an easier transition. If you don't have a book at home to review, these handouts are available in the Learning Lab (second floor of the Learning Resource Center) with practice problems that you can pick up on campus.

About one week before the term begins, you will receive another letter from me with a few attachments, so make sure you check your e-mail for another letter.

Please feel free to contact me by e-mail at [mrayhall@hfcc.edu](mailto:mrayhall@hfcc.edu) in the interim or by phone if you have any questions at [mrayhall@hfcc.edu](mailto:mrayhall@hfcc.edu) or (313)-845-9744. I look forward to working with you this semester.

### **Dates for Chapter Exams and Final Exam:**

**Test 1: Monday, February 7 through Saturday, February 12**

**Test 2: Monday, March 21 through Saturday, March 26**

**Test 3: Monday, April 18 through Saturday, April 23**

**Final Exam: Monday, May 2 through Wednesday, May 4**

Thank you,  
Mary Rayhall