

Course Communication Policy:

Email is the best way to contact me. Email: rlapuz2@my.smccd.edu.

If you email me Monday through Friday, you should hear back from me within 24 hours; if not, you may want to resend the email. When emailing, make sure to include your name and the class you belong to. (For Example: "- Ray Lapuz, Math 111")

*Note: This summer, I will have limited access to the internet between Monday, June 27 through Wed, June 29; I may need about 48 hours to respond.

Add/Drop/Switching Sections Policy:

Math 110 is a 5-unit Elementary Algebra class. Math 111 and Math 112 are 3-unit classes that are equivalent to Math 110. The summer course condenses 17 weeks into 6 weeks. For success this summer, you are encouraged to take Math 111.

If you need to switch courses, the last day to add a class is Wed, June 22.

The last day to drop a class without a "W" (withdraw) in your transcript is Wed, June 29; the last day to drop a class with a "W" is Wed, July 20. If you decide to drop the class before these due dates, make sure you do so in <https://websmart.smccd.edu>; if you don't, you will receive a grade.

If you do not take the midterm by July 13, you will be dropped from the course site (CourseCompass/MyMathLab). It is still your responsibility to drop yourself from the class via websmart.

Late Work Policy:

Homework and Quizzes:

You are allowed a certain number of make up opportunities for homework and quizzes: Math110 – 7 Make Ups; Math111 – 4 Make Ups; and Math 112 – 4 Make Ups. In order to make up a homework or a quiz, you need to send me an email (rlapuz2@my.smccd.edu) with the subject: "MAKE UP HOMEWORK/QUIZ for MATH 11X" (specify 110, 111, or 112); in the body of the message, specify which homework section or quiz you want to make up and explain why you were not able to complete it on time. Any unused make up opportunities will count as extra credit toward your final exam.

Midterm and Final:

If you are not able to make the final exam during the specified date, you will need to email me a week in advance to make special accommodations. Otherwise, there are no make ups for the exams.