Hi! I'm Professor Kater, Director of the City College Math Center. If you are ready to complete your Math 38, 46, or 96 course requirement, you came to the right place. The Math Center has developed unique learning programs that have helped thousands of students succeed. Most of the students who pass our courses earn A and B grades. It takes time and dedication, but it is worth the effort.

The Math Center offers several services including on-campus courses, fully online courses, one-unit math refresher courses, and walk-in tutoring. This orientation deals only with the on-campus Math Center courses. You do not need to attend this orientation for the other services. Instead, go online to the Math Center website for more information.

This is the Math Center Website and it is packed with information that you can use right now, including how to register, hours of operation, course descriptions, answers to frequently asked questions, and the course calendar. The Web address is written on all of your handouts.
You'll refer to the online calendar throughout the semester. It shows the days that the Math Center is open and the operating hours. It also lists the upcoming workshops. Since a portion of your course grade will be based on attending a minimum of five workshops, you'll want to check the online calendar for scheduled workshop dates.

So, why are you taking this class? Could be lots of reasons: My counselor said I needed it, I have to repeat the class, I need it for an AA degree, I love math, I'm just getting back to school. . .

It's an important question, because the more clear you are on the reason you are taking the class, the more likely you will succeed. It may not come as a shock to you that there is a lot of work ahead. You'll be investing a huge amount of time this semester learning new math skills, and most likely learning or re-learning how to be a successful student. So, if you aren't clear on why you are taking the class, there's not much chance you will be motivated to stick it out during the long hours of practice.

Think about the big picture. Most likely you have a dream, and this class is one of the key steps to achieve that dream. So, think about your dream. Is it earning enough money to provide for your kids, landing a well-paid job, working in a career where you can help others, or simply saving the world?
If you are going to dream, you might as well dream big. That's what 18 year-old Natalie Warne did. She almost single-handedly convinced Oprah to give a voice to the invisible children movement. It is a movement based in San Diego to rescue children in Uganda that are abducted and forced to become soldiers. It worked. That exposure on Oprah brought international attention to the issue and Obama ultimately signed a bill to aid these children. And it was largely due to Natalie's single-minded vision.

So one person can make a huge difference. You can make a difference. Go to TED.com and look at some of the marvelous contributions people are making to solving the world’s problems and deepening our understanding of life on this planet. There are lots of exciting things going on in the world and jobs that can make a difference. Your dream job can be part of the solution.

For example, what if you could have a job that would help reduce California’s dependence on foreign oil to zero by 2020? It is possible. As you know, the US dependence on foreign oil is not a good thing. It is responsible for multiple wars it incidentally cost us about $1.9 trillion dollars between 2004 and 2008.

Shai Agassi of Betterplace has a solution. Produce all electric cars that can be recharged at home or in parking lots when not in use. To extend the range for longer trips the entire battery can be exchanged for a fully charged battery at one of the change stations located throughout California. The process will be automated, like a car wash and take less than 5 minutes. Electric cars would be comparable to
Whatever career you choose, learning math will be an essential part of the preparation. Not only is Math required for nearly every possible certificate or degree, studying math will teach you how to solve problems. That's the key. In these classes, the problems you tackle have known solutions. That's okay. The point is to learn how to analyze a problem, how to translate it into the language of math, then how to solve it. In your future career, the problems you solve won't have predetermined solutions. You'll need to use the problem-solving skills that you learn now to find solutions.

Whatever it is, get it touch with your dream. Visualize it. Find a picture that represents your dream. Write your dream on paper and post it where you will see it daily. You'll find that keeping in touch with your dream will make a difference not just in this class, but everything you have to do to achieve your educational goals.

You can start by writing down your dream at the top of your Orientation Handout. The presentation will pause while you write it down now. Go ahead, write it now. Doesn't have to be perfect. There is no right or wrong answer. Just describe your dream in your own words. You can refine it at any time. You may want to include how passing this course will help, and the date by which you plan to complete the course. Include the rewards you will enjoy when you accomplish your dream. If you ever feel discouraged or like not studying, you can take out the written statement as a reminder.
This class is your opportunity to take that next step toward making your dream come true. We have a learning environment that has enough structure to keep you on track toward your goal. There are excellent learning resources and tutorial support. All you need to do is get in touch with your dream. Use it as motivation to commit the time and energy it will take to make it happen.

Make this opportunity count. Times have changed. You can no longer retake a class over and over again. There is a lot of competition for classes and the number of courses has been significantly reduced. The new policy is that if a student earns a W, D, or F in a course, they get one chance to retake the course. If they earn a W, D, or F on the second attempt, they will be blocked from registering for the course by reg-E. So, if you get a D in a course, then try it again and withdraw, you are done. Two strikes and you are out! No third chance. The administration would rather issue seats in a course to new students rather than someone who has a track record of not passing the course. If you end up getting blocked, you'll have to go to Southwestern, Grossmont or some other district and hope that they will admit you into their course.

How does this effect you? The bottom line is that once you are registered for a course, you need to treat it like there is no tomorrow. You don't want to take any chance of not passing the course or getting withdrawn, because there are plenty of students who will gladly take your place. So, you need to push yourself to finish the course in one semester. You also need to follow the prescribed learning strategy to insure that you pass the final exam, because, if you don't pass the final, you don't pass the course.

This may not sound too cheery, but it is the reality of being a college student in this day and age. You need to be fully aware of this truth when you make choices. Do
Chances are, this course will demand more time and effort than any course you’ve taken yet.

See if you can take a reduced class load this semester to allow more study time. If not, take math next semester with a reduced class load or with less demanding classes.

If you find that this class is more work than you anticipated and you have to drop the class, make sure that you drop it before March 22. That’s the last day to drop a course without a W. Don’t stay in the class past March 22nd unless you intend to see

These are math classes with a difference. They are open-entry, open-exit. They can be completed quickly, or over an extended timeframe.

They require both on-campus attendance and meeting or exceeding checkpoint deadlines.
They feature top notch textbooks, state-of-the-art online learning materials, on-campus faculty support, and tutorial support.

The courses are designed to give you the best possible chance to succeed through active problem solving, an immersive learning experience, and mastery learning.

Learning math is an active sport. When people keep doing what they’ve been doing, even when it doesn’t work, they are acting as victims. To succeed in math, you need to change your beliefs and behaviors to create the best possible result. This is being a creator. Make a choice. Adopt a learning system that works.
It's not easy to change your habits and behaviors. But we have a fantastic staff of Supervisors and tutors who will support you in that effort. Meet with the Supervisors periodically. They often have good suggestions, to help you keep on track.

Math is a language. The fastest way to learn a foreign language is to immerse yourself in that language. The same holds true with learning the language of Math. You need to study it every day and immerse yourself in the learning process. Study at home. Study math at school in the Math Center with the help of your instructor and tutors. Study with a study partner or study group.

The best way to immerse yourself in the learning process is to make a weekly schedule. Include work, classes, eating, exercise, etc. then block out study time dedicated to this class. Make sure you include plenty of time to drill and practice your newly learned math skills.
One of the goals of these classes is to prepare you for the next class. The courses are structured to promote mastery learning of the material. You are encouraged to work more more problems to promote long term retention. The study plan keeps you focused on improving areas of weakness. Exams can be retaken to improve your score and understanding. The exams are cumulative which encourages you to stay fresh on previous material and prepares you for the cumulative final exam.

If you want flexibility, you came to the right place. Our courses are open entry. This means you can add a course in the Math Center beyond the normal two week add deadline.
Our courses are open exit. This means that when you complete the course requirements and the final exam, you are no longer required to attend. Once your grade is posted, you can register for the next course, even in the same semester. Our courses are structured self-learning. You can learn at your own pace as long as you stay ahead of the Checkpoint deadlines. And, you can go as fast as you want. You can finish in as little as a few weeks. Some students complete two courses in a single semester.

Make it your goal to complete this course in one semester. Suggested schedules are posted in Progress Checkpoints. The checkpoints are based on the dates you received your add code. Also, checkpoint deadlines are posted on the Math Center online calendar.
Finishing in one semester is especially important for students receiving financial aid. If you don't finish in one semester, you will be overloaded the next semester, and you may end up paying money back. So, make it a priority to complete the course in one semester.
There are 10 checkpoints for each course. Most checkpoints are passing a chapter test with 70% or higher by 12 noon on the given date. The only exception is Checkpoint 1 for Math 38. For that checkpoint, turn in your ten bullet point outlines of the Bass Study Skills book. The checkpoints for each course are in the table below. The checkpoints are also highlighted in the Learning Flow diagrams.

This is how the progress checkpoints look in a Learning Flow diagram. In Math 96, there are two tests that are not checkpoints.

Your best strategy is to keep up with the one-semester pace. However, if something unforeseen happens, you can take care of business, then catch up. If you fall too far behind schedule, you'll run into the checkpoint deadlines and risk withdrawal from the course. The deadline schedules are stored in Progress Checkpoints in the document Checkpoint Deadlines.
The Checkpoint deadlines only come into play if you fall behind the one-semester schedule. If you keep on pace to finish in one semester, you will not be affected by these deadlines.

Your checkpoint deadlines are determined by the date you received your add code, which is usually the date you attended the Orientation. Find the row with your add code date; that row contains your checkpoint deadlines. Note that deadlines are at 12 noon on the specified date.

If you miss the checkpoint 1 deadline, for example, you are placed on progress probation. If you also miss the checkpoint 2 deadline, you will be withdrawn from the course, receive a grade of W if it is after the drop deadline, and you will not be reinstated.

Take out the questionnaire and fill out both sides. Please make sure your name, Student ID number, and phone numbers are correct. When this presentation is over, hand the completed questionnaire in to a staff member.

Take out your orientation handout. You'll refer to it during the rest of this presentation. This is your working syllabus until the Student Handbook is posted on the Math Center Website and in MyMathLab.
Math Center hours of operation are posted outside the door to L-208 and on the Math Center Website. This semester, we are closed Saturday, Sunday, and Monday. We are open Tuesday thru Friday at the times listed.

The counter just inside the entry door is where you check in and out of the Math Center. Even if you just step outside for a quick breather, you need to check out. Note that all other exterior doors to the Math Center are alarmed. They are for emergency exit only.

Check the computer monitor to make sure that the staff member is updating your attendance information. It is your responsibility to make sure you get checked in and out properly. If not, you may not get credit for all the time that you attend.
Checking the Bulletin Board at the West end of the Math Center is an important way for you to keep informed about events in the Math Center and your course. This is where you'll find postings of new workshops and reminders of the last day to add or drop or take a test or take a final. Make a habit of checking the Bulletin Board for updates right after you check in.

The other key place to stay informed is the Math Center Announcements page in your online class. It's the first screen you'll see when you enter your online course in MyMathLab. Train yourself to check for new announcements each time you log in.

Here are some more resources. Books and calculators are available for checkout at the front counter on a limited basis. There is generally a tutor stationed in the main study room. Raise your hand if you have a question. Have your notebook ready to show them your work. The tutors are not here to teach you the entire course, but they will be able to answer specific questions that you have. Live workshops will be conducted in the workshop room. Additional workshops are available for checkout at the front counter.
There are numerous policies that have evolved over several years in the Math Center. These policies help us maintain a safe and quiet study environment and make efficient use of shared resources. For example, cell phones are a distraction when learning math. So, please turn off your cell phone before entering the Math Center. All policies, including those on cell phone usage, food and drink, visitors, and computer use are detailed in your Student Handbook. You are responsible for adhering to these policies, so read them carefully and ask a Supervisor if you have any questions. Kate Woodward, the Lead Supervisor, is the final authority in matters concerning the daily operation of the Math Center.

The math center is used to study math, not other subjects. So, if the MyMathLab website goes down while you are at the Math Center, you need to have your math materials to study. The site tends to go down several times a semester. It's not a problem if you are prepared. Bring your notebook, text pages, practice problems, or Study Skills book with you on every visit.

Look at your Orientation Handout under Materials. There are three purchase options for your course materials. Since the prices are almost the same now, the best deal by far is the full textbook bundle. This bundle includes everything you need and more. The textbook is loose leaf, so you can bring selected pages from the textbook to class to study when a computer is not available. If you already have a book or other special needs, see a staff person after the orientation for information on the other two bundles. When purchasing at the bookstore, show the attendant your Orientation handout. Make sure that you select the course materials that match your course reference number.
Note that all of the purchase options include a MyMathLab access code. The MyMathLab access code is required to take an on-campus Math Center course. All homework, chapter tests, and Midterm exams are accessed through the MyMathLab system.

Regular and consistent attendance is a key part of the success formula. You need to work a lot of math problems to retain the material for the exams, and working problems takes time. If you want to finish in one semester, you need to budget 12 - 15 hours per week for this course. That's what our successful students do. Your on-campus attendance requirement is to attend a minimum of 4 hours per week in L-208 for Math 46 and 96 students, and 3 hours per week for Math 38 students. Keep in mind that these are minimum requirements. You'll need to put in a lot more hours each week to complete the course.

Attendance is checked every two weeks. See the Bulletin Board or the Math Center Website for the dates of the attendance checks. Everything is doubled, since it is over a two week period. The staff checks that your Math Center attendance is greater than or equal to the required amount.
If your on-campus attendance falls below the minimum requirement, you will be placed on probation. If you receive two successive probations or three total probations, you will be withdrawn from the course.
Refer to the Student Handbook.

The learning process that we have developed is comprehensive and successful. You'll learn about it in the Getting Started Workshop.

The learning process is designed to help you pass the final exam. I'm sure you are aware that if you don't pass the final exam with 60% or better, you will receive a D or F grade. So, the proven way to pass the final exam is to read each section of the textbook thoroughly and do the margin exercises in the textbook before you attempt the homework. Then do lots of homework problems to drill the concepts and techniques into your long term memory. The more you do, the better chance you will have of recalling these during the Final Exam.

It will seem like the learning process is a lot of work. Well, it is. But this is what successful students do. They do a brief outline of the text section before attending the lecture. They read the text. They take careful notes on everything and keep a notebook for reference. Students who devote the time and adopt these study skills pass the course. Those that don’t often end up withdrawing or repeating the class. The choice is yours. This is your opportunity to embrace a proven learning process and knock off your math requirements. Which path will you follow?
There are five midterm exams that occur approximately every two chapters. See the Learning Flow Overview document in the Syllabus and Handouts link in MyMathLab.

The Midterm exams must be taken in the Math Center.

You must pass all prior chapter tests with 70% or better before taking a midterm exam.

The midterm exams are 20 questions each. The midterm exams are cumulative. That is, most of the questions are on current material, but there are some review questions on previous material to help you prepare for the final exam.

There is a maximum of three attempts on Midterm exams. You may repeat an exam to improve your score. If you don't pass on the second attempt, homework will be assigned. The highest score of your attempts will count toward your grade.

You must have a current CSID card take midterm exams in the Math Center. Sign up for exams at the testing station at the front counter. The complete Math Center testing policies are in the Student Handbook.
Working math problems will be your main activity in this course. The more problems you solve, the better you will learn the concepts and techniques, and the better you will be prepared for the exams and the next course. You have all the resources in the course available while working homework problems, and you can keep redoing all of the problems until you get them correct.

5% of your grade will be for attending or viewing Workshops. The Getting Started and Study Skills workshops count toward your workshop requirement. You can attend additional workshops at any time throughout the course. There will be live workshops announced on the Bulletin board. There are also recorded workshop videos on a range of math topics.

There are 60 questions on the final exam for all Math Center courses. There are practice finals available in the back of your textbook, at the bookstore, and in your online course. Also, you only get one shot at the final, and if you don't pass the final, you don't pass the course. So, make sure you allow time to complete the final exam once you start it. The final exam is on paper only. Calculators may not be used on the final exam, so don't get too dependent on your calculator.
Your Math Center course grade depends heavily on the final exam.

If you score 35 or less out of 60 on the final exam:

You will receive a grade of D or F, regardless of your prior course average. You will need to retake the course in order to pass. This is Math Department policy for all Math 38, 46, and 96 courses at City College.

Clearly, the Final Exam is extremely important to your course grade. All your study efforts throughout the semester should be focused on long term learning to prepare you for the Final Exam.

If you score 36 or more out of 60 on the final exam:

Your grade will be based on a weighted average of your chapter tests, midterm exams, Workshops, and Final Exam.

Grade cut-offs are the usual 10% increments.

There you have it. The Math Center courses are designed to get you through your remedial math courses as quickly as possible. They are convenient and flexible, but they also require a considerable investment of time. The biggest challenge for most of our students is carving out 12 to 15 hours every single week dedicated to studying math. That's the key. It takes time management skills and determination to keep on task regardless of the demands of your personal life, and requirements of other classes. Make that commitment to yourself right now.

* Structure self-paced courses are convenient and flexible, but require good time management.
* Key: dedicate 12 to 15 hours per week to studying math.
  
  dedicated study time
  + avoid distractions
  success!

* Make the commitment right now
So, now you have more information about this math course. But it is really too much information to absorb in one sitting. So, the complete orientation is posted on the Math Center website so that you can use it as a reference. If you can’t remember some of the details, just go to the website and look it up.

Turn to the last page in your Orientation handout. Time to review the simple steps needed to enroll and get started. You've already completed some of these.

You will need your permanent college student photo ID card, CSID, to check in and out of the Math Center, to receive your Math Center ID number and your add code, and to take on-campus exams.
After viewing this orientation, you should have a good idea if this learning program is right for you. If you are ready proceed, turn your questionnaire into a staff person after the orientation is over.

If you are not already registered for a math 38, 46, or 96 course, you'll need an add code.
Before you request an add code, make sure that your Math placement level is appropriate for the course you wish to add. Prerequisites are enforced for Math 46 and 96. So, if you attempt to use an add code to register for Math 46 and your math placement level is not M30 or higher, Reg-E will not let you add. For math 96, you must have a placement level of M40 or higher.
After the Orientation, turn in your completed Questionnaire along with your photo CSID to the Supervisor to obtain an add code.

You can register online with Reg-e at studentweb.sdccd.edu. There are registration computers in the cafeteria, and you can also use the computer in the reception area of the Math Center to register. Double check to make sure that you have added the correct course. Register within one week of receiving your add code, or you may be dropped from the class.
All students will attend a Getting Started Workshop. These workshops are by appointment only. Dates and times are on the online calendar. Sign up for a workshop in person at the front counter. The workshop is about two hours long and it will help you get started with MyMathLab and the Math Center Course.

Purchase required materials including the MyMathLab access code. We'll show you how to log in and use the online course in the workshop. Print Out the Getting Started Documents: Print out the documents listed on your workshop appointment sheet. Put the documents in a three-ring binder, and bring it to the workshop.

You must attend the workshop within two weeks of receiving your add code or you will be dropped from the class. Bring your photo CSID to the Math Center, check-in for the workshop, obtain your Math Center ID number. Be sure to bring your MyMathLab access code, a three-ring binder, five tab dividers, and all the required documents to the workshop. Students will not be able to attend the workshop without the required materials. The Getting Started Workshop counts as one of your five required workshops.
Return to the Math Center to start your class. Your attendance requirement starts the day you attend the Getting Started workshop. Your attendance is prorated the first week.

The student handbook is your complete course syllabus. Read it thoroughly! In MyMathLab, click on Syllabus link to view the Student Handbook. You are responsible for reading and complying with all the policies and procedures in the Student Handbook.

Have a Great Semester!

* The staff is here to support your success.
* Let us know how we can help you.