

Hours: As posted on the bulletin board. Closed on official School Holidays including evenings, and the last (third) day of Final Exams.

GENERAL INFORMATION:

1. The Mathematics Laboratory of Seattle Pacific University has been established to offer an alternate mode of learning for the student who cannot work a lecture section into his or her schedule. It also makes it possible for the institution to offer a couple of courses to help the student improve his or her basic skills in arithmetic and algebra. It is possible for a Math Lab student to complete a course, including the Final, well before the end of the quarter if the student desires to do so. A Math Lab student must use self-discipline and be able to read and follow directions well.
2. All records for Math Lab students will be included in one file system. You may attend the Math Lab during any of the posted hours. If your schedule does not allow you several hours of free time weekly during these hours, you should consider dropping this course.
3. A person with average ability and adequate background should expect to finish a five credit course by studying 15 hours a week, including lab time. (You may not need all of this time but make sure that your time estimate is realistic.) Much of your work can be done elsewhere.
4. The passing of the Mathematics Competency Exam or the completion of Arithmetic Review is a prerequisite for all mathematics courses except Arithmetic Review.
5. You are expected to adhere to the exam schedule in your course syllabus. Unless your syllabus indicates otherwise you may take the exam after the listed date has passed. However, it will become late and will have **seven points** deducted from the score. If you take your first form on the listed date, additional forms will be marked late because they will be taken after the specified completion date.
6. You are encouraged to complete your work ahead of schedule. If you finish all your tests including the Final Exam (if you have one) by the end of the eighth week of the quarter, you will be eligible to have **1.5 percentage** points added in before your grade is determined. This should be quite easy to accomplish if you have two credits or less of mathematics in the Math Lab this quarter!
7. To encourage you to follow the exam schedule in your syllabus the math lab coordinator reserves the right to limit your ability to take tests if you are more than two weeks behind.
8. You will be allowed to take only Final exams during the two days of Finals that the lab is open. (We are not open the third day of Finals.) If your course doesn't have a final or your work this quarter doesn't include the final, you must be finished before these last two days. You may take finals early, however.

9. If anything beyond your control interferes with your progress, please inform the Math Lab Coordinator or the OMH administrative assistant (281-2140) as soon as possible.
10. PLEASE NOTE!! If any conditions or procedures in your course syllabus are in disagreement with this document, your course syllabus takes priority. Read it carefully regarding policies on calculators and what each unit exam covers.

GRADING AND TESTING:

1. The Math Lab operates on an honor system. Any student caught cheating will receive a zero on the unit involved. Anyone taking unauthorized notes into or out of the testing area, giving another student questions or answers or cheating in any other way runs the risk of both flunking the course and being denied the use of the Math Lab for testing in any other courses.
2. Each student takes a pretest before the first unit test can be taken any quarter that they are enrolled. It tests knowledge of operational procedures. (An abbreviated form is taken in subsequent quarters.) It cannot be taken the same date as the first unit exam.
3. Your grade depends on the results of requirements specified in your course syllabus. **READ IT CAREFULLY BECAUSE YOU ARE RESPONSIBLE FOR ITS CONTENTS.** Be sure to note what each unit entails. Some units may involve more than one text chapter or there may be sections omitted that you need not study.
4. **How to take a test.**
 - When you are ready to take a unit test, ask for the test from the T.A. Check to make sure it is the correct exam. If you are re-given a form already taken, the score on the second taking of the exam will not be used. Make sure it has no marks on it that are not officially noted. Please be considerate of our exams.
 - You must complete the test in one sitting in the testing area. If you are handed a test and feel you are not ready for it, you will be graded the same as if you attempted it. If this is the case, please return the test to the T.A.
 - PLEASE ALLOW AT LEAST ONE HOUR FOR EACH EXAM. If you have any questions, ask! **YOU MUST USE PENCIL ON ALL EXAMS.** (Exams done in ink have a tendency to become very messy.)
 - Your finished test must show all necessary work, and this work should be neat and organized. Your test must follow the same general form as the sample test posted in the Math Lab, including an appropriate heading in the upper right corner. All the answers are written down in order at the left margin and the necessary work to solve the problems is organized, in order and numbered in the remaining space. Disorganized, sloppy work is time-consuming for everyone. It is very difficult to spot your error if we can't locate your work.

- You should turn in all scratch paper on which you have done any work. If you turn in a list of answers and no work where work is necessary, you run the risk of not receiving full credit.
 - When you have completed the test or have done all you can, take it and all your scratch paper to the lab assistant who will correct your test. Unless the key indicates otherwise the T.A. is to mark answers as totally correct or wrong. As your exam is being graded, be sure to note the type of problems you are missing so you are aware of your areas of weakness. If you wait until closing time, it will not be possible to grade your exam and go over it with you then. The grading of the exam will not be done until the lab reopens.
5. If you received 75% or better (before the late penalty was applied) on a unit test that you took for the first time, you may take another form of the same test to try to raise your grade. If you received less than 75% (before the late penalty was applied,) generally you must take another form of the exam to try to raise your grade to at least 75%. The exams must be taken in order during each quarter. You may not go back and take another form of a previous unit.
 6. It is the principal duty of the lab assistants to hand out and grade the tests. When there are other students waiting, they will only be able to mark questions right or wrong. They will not have time to go over your errors with you while there is a line. This is the duty of the faculty member or practicum student.
 7. If the lab assistant is familiar with the material and no one is waiting, he/she may be able to go over the errors on the exam with you. The exam may be taken to the faculty member on duty for this help if you prefer. If this is not possible right after you take the exam, the exam can be pulled later.
 8. You may take only one exam per unit per day unless you have received permission to do otherwise. You may, however, take the next unit test, provided you passed the previous test.
 9. If you think some problem deserves partial credit, indicate this to the lab assistant.
 10. **Incompletes** are student initiated and are given when an emergency makes completion of a course impossible. We adhere strictly to University policy regarding incompletes. Incompletes become E grades in one year if they are not removed earlier.

HOW YOU CAN MAKE THIS SYSTEM OF LEARNING A SUCCESS

1. **Don't be reluctant to get started.** Follow a course completion plan. Finish well! The deadlines in your syllabus are given to help you discipline your use of time and accomplish the essentials. Don't ignore these deadlines. You most certainly may take the tests before the deadlines. Midway through the quarter, analyze your situation. If you are behind, you might want to consider dropping the second credit if you have two credits or some of your credits if you have more than two. The deadline for dropping is the end of the sixth week. (You can check your time schedule for the exact date.)
2. **Try to organize your academic life.** Follow the due dates for your Math Lab course mentioned above. Use the faculty and practicum help available when the Math Lab is open. Don't save questions for days (weeks). Come in and get some immediate help. Spend some of your study time in the Math Lab if this would be helpful.
3. **Do not spend too long a session with the material.** For most students an hour is the longest period that will produce good results so take periodic breaks. Attempting to learn too much at once can cause frustration.
4. **Do the assigned exercises.** For those troublesome problems, sometimes it is best to review them over several days in order to build your confidence.
5. **Do not attempt to take any test unless you have studied the text thoroughly.** For best results, read and follow the author's worked-out examples. Then work each example until you can do so without looking at the author's solution. This may take a little more time, but it will increase your learning power.
6. **If the lab is busy during the hour you are coming in, try another time of day.** Evening students are given priority at night so if you are an on-campus student, we would prefer that you use the lab during the day.
7. **Browse the book rack.** There may be helpful items for you. Be thoughtful as you use them in the lab. Keep them with you at the table only while you are using them and return them promptly to the bookcase when you are through with them.
8. **Reread your course syllabus periodically.** Glance through these instructions again in the second half of the quarter. Especially note when the Math Lab is open during Finals.
9. **Utilize the available technology.** Ask about video or audio tapes.
10. **Ask the Math Lab Coordinator** about anything you don't understand.