

Classroom Procedure

1. Start of Each Class:
 - a. Arrive mentally prepared by getting enough sleep the night before.
 - b. Arrive physically prepared by bringing your notebook, pencil, and eraser.
 - c. Sign attendance sheet.
2. Food or snacks are not permitted in computer labs at DCCC. Finish your food or snack in the student break area before entering the classroom.
3. You are expected to attend every class meeting and be on time. If you are sick or have a family *emergency* and you will be late (or cannot make it in), email me.
4. Individualized Mathematics Classrooms have been designated as “Quiet Rooms”. Any conversation with a student sitting next to you has to be brief and quiet. You will be moved to another seat if you talk too loud.
5. Individualized Mathematics Classrooms abide by the same guidelines as the Learning Commons regarding cell phone use:
 - a. Put your cell phone on *silent mode*.
 - b. Talking on cell phone is *not permitted in class*.
 - c. My Comment: If you are awaiting an **urgent** email, text message, or phone call, tell me before class begins.
6. Headphones in class are only to be used for watching math videos and not for listening to music.
7. There is no hanging out in class. If you are not doing any work, leave the classroom.
8. A calculator, including cell phone calculator, is not permitted in the classroom at all for the entire course.
9. You are to maintain a neatly written notebook and it is to be used only for MAT 025.
10. If you have a question, do not call out my name. Instead, raise your hand high so I can see you and I will come over after I assist any students ahead of you.
11. End of Each Class:
 - a. Log off from MyLab Foundational Skills.
 - b. Restart your computer.
 - c. Clear off your desk and place your chair back under desk.