

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 the attendance sheet.
2. Food or snacks are not permitted in computer labs. Finish your food or snack in the student break area before entering the classroom. Drinks with a lid are fine.
3. You are expected to attend every class meeting and be on time. Email me if you are sick or have a family *emergency* and you will be late or absent.
4. Mathematics Computer Labs have been designated as “Quiet Rooms.” Any conversation with a student sitting next to you must be brief and quiet. You will be moved to another seat if you talk too loudly.
5. Mathematics Computer Labs abide by the same guidelines as the Learning Commons regarding cell phone usage:
 - 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 MyMathTest.
 - b. Restart your computer.
 - c. Clear off your desk and place your chair back under desk.