

**Please read through and then delete anything written in red!**

Instructor contact information **You must provide your students with some way of contacting you. In general, an email address will do as long as you check it frequently. If you are unable to provide “office hours” for your students, please let them know that help is available in the tutoring center or Math Success Center. Delete Office, Office Phone, Office Hours, and MyMathlab Course ID if you will not use them.**

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| --- | --- | --- | --- |
| **Instructor:** (required) |  | **Office Phone:** |  |
|  | | | |
| **Office:** |  | **Office Hours:** |  |
| (or hours of availability) | |
| **E-mail:** |  | **Website:** |  |

     (required Lone Star email only) (required if your blogs page is set up)

Welcome to **Please add your section number after the Course Number, Class Days & Times, and Class Room Location. If your classes occur on the same days, you may place both section numbers on one syllabus. Please do not change the other information.**

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| --- | --- | --- | --- |
| **Course Title:** Prealgebra |  | **Term and Year:** |  |
| **Course Subject:** Math |  |  |  |
| **Course Number:** 0306 |  | **Class Days & Times:** |  |
| **Credit Hours:** |  |  |  |
| **Lecture Hours: 3** |  | **Class Room Location: ( Be specific here on times and locations of classes and Labs!)** |  |
| **Lab Hours: 3** |  |  |  |
| **External Hours: 1** |  | **Course ID:** |  |
| **Total Contact Hours: 64**  **(All hrs. x 16)** |  |  |  |

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Course overview

**Catalog Description:**

Topics for all formats include basic arithmetical operations on integers and rational numbers, order of operations, introduction to basic geometric concepts, simplification of algebraic expressions and techniques of solving simple linear equations.  This course carries institutional credit but will not transfer and will not meet degree requirements.

**Student Learning Outcomes: Upon completion of this course the student will:**

* Demonstrate basic skills in computations, estimations, order of operations, and applications involving whole numbers and decimals.
* Demonstrate basic skills in computations, estimations, order of operations, and applications involving integers.
* Demonstrate basic skills in computations, estimations, order of operations, and applications involving rational numbers.
* Perform operations using the Commutative, Associative, Distributive, and Identity Properties of Addition and Multiplication.
* Solve linear equations in one variable.
* Solve ratio and proportion and percent problems including applications.
* Recognize and Calculate angle relationships, and triangle relationships.
* Calculate perimeter and area of quadrilaterals, triangles, and circles. Calculate volume of rectangular solids.

**In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within LSCS. The specific requirements are listed below:**

This course will have a required text as well as an on-line MyMathLab component. Six homework assignments in MML will constitute 10% of your grade. (required!)

Getting ready

**Prerequisites:**    Test scores in the following ranges:

* TSI ASSESSMENT: 310 - 335

**Required Material:**

*Pre-Algebra* 4th edition, Lone Star Cy-Fair Custom Edition

Lial, Margaret | Hestwood, Diana

**Textbook ISBN (Package: Text + MML Access Code 1256805262 (Please require the text. Students willing to print from MML can purchase MML Code only through the Mymathlab website after a 14 day free trial period!)**

**Recommended Calculator: A Four function calculator is allowed beginning with textbook section 5.8!**

Instructor guidelines and policies

**Attendance:**

Regular and punctual class attendance is required and will be checked at each class and lab meeting. If you are tardy, it is **your** responsibility to see the instructor after class so you are not marked absent. If you are absent it is **your** responsibility to contact a class mate so you know what was covered in class and what is expected of you at the next class meeting. **You are responsible for all assignments given and any outside material presented during a class when you were absent.** (If you would like to add to this attendance policy please add here. If you chose to grade attendance it can not exceed more than 2% of the grade and you must include that information here for your students). If the need arises, my signature is required to withdraw from the class. If you miss 8 hours or more of class and if your overall average is below 70%, you may be withdrawn from this class. I will exercise my rights to withdraw any student with excessive absences.

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| **An example of an attendance policy you can use:**  I will give you 15 points for attendance. Each time you miss requardless of the reason, 5 points will be taken away. |

**Assignments:** This is the section where you have the most imput. Please specify for students how they will receive 10% of their grade other than completing MML assignments. Details from your are required here!

Daily homework problems with be assigned. Homework is assigned to give you practice and to help clarify **for you** what you understand and what you don’t understand. To do well in this class, **you must** do your homework. In addition to the daily homework, you will be given seven MML homework assignments that will be worked on in class during lab and will be due on the date of unit exams. Due dates for assignments will be announced in class. **It is your responsibility to know the due dates**. (This is a required statement. Please include here your policy on late assignments, whether you will accept late assignments and if so how will you grade them

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| Example of an assignment policy you can use:   1. These assignments will constitute 8% of your total grade. ( This refers to the MML assignments if you are using 2% as an assignment grade) Your daily assignments, hands-on-labs, worksheets and your MyMathLab notebook grades will make up an additional 10% of your grade.(Please be specific on how the 10% homework assignment will be earned by your students. Syllabi that do not have this information clearly stated for your students will not be approved!) Homework will not be collected on a daily basis **only assignments in bold print with and an \* on the tentative assignment sheet will be collected on the day of each exam.** I do reserve the right, however, to collect any daily homework unannounced at the beginning of each class and count it as a quiz grade. Late assignments will be accepted for reduced credit. |

**Exams and Make-up Exams:**

(Please state here how many exams you will be giving! You must give at least three exams. Your time will be limited so please do not exceed five in-class exams!) Your exams will begin promptly on the announced dates. If you arrive late, enter quietly and see your instructor. Students, who miss an exam, after consulting with the instructor, can take an alternate, usually more challenging, form of the exam in the testing center. **The opportunity to make-up an exam will only be given for one exam!** Any additional missed exams will receive a grade of zero. **All Makeup exams must be taken before the next** **scheduled exam is given! (This policy is now required. You will no longer be able to drop the lowest score nor to replace a missing test score with the multiple choice final exam score. You may also include information about the Take Home Exam provided in your MML course. If you would like to include an exam retake policy you may do so here!)**

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| You will have five unit exams in this class and a 20 point sixth take- home exam for a total of 60% of your final grade. |

**Exit Assessment Statement: Please do not remove or change this section. Please contact final exam coordinator Natasha Haydel (**[**Natasha.N.Haydel@Lonestar.edu**](mailto:Natasha.N.Haydel@Lonestar.edu)**) if you think a student qualifies for a retest.**

At the end of the semester each student will take a comprehensive departmental approved final exam which will count a minimum of 20% of the student’s final average. In order to pass the class with a grade of C or better a student must score at least 50% on the final exam. Students who do not take the final exam by the scheduled time, will receive a grade of 0 for the final exam to be used to calculate the students average. A student whose overall class average, with the final exam figured in, is at least 70% but whose final exam grade is below 50% will have one opportunity to retest, and only these students will be allowed to retest. **You will be contacted if this is the case.**

The retest will be a departmental exam different from the final exam given in class. **All retests must be completed WITHIN 3 DAYS after the official end of the semester.** A student who makes at least a 50% on the retest will receive the average they earned with their ORIGINAL final exam grade averaged in (not the grade on the retest). A student who retests but makes below 50% on the retest or does not take the retest will receive a grade of IP in the course. The exit assessment will be given in the Testing Center.

**Academic Integrity:**

I consider cheating to be the coyping of work (homework or exam) from any source, getting someone else to complete your assignment, or turning in group work to which you have not contributed. If I suspect that you have cheated on any assignments/exams, your grade will be a zero (non-negotiable) (This is now a required policy!)

**Recommendations**:

Read the sections in the textbook before they are covered in class. If you miss class, YOU are responsible for getting the assignments that you missed. Please remember that ‘math is not a spectator sport’. Stay focused and participate. Seek help from me as soon as possible, if you are unsure about anything at all. Be on time for all classes. If you must leave class early for any reason, please let me know at the beginning of class. Form study groups with your classmates, and study with them outside of class time. You are expected to act professionally at all times and with courtesy to both others in the class and to your instructor. PLEASE remember that I am here to help you.

**Electronic devices:**

**In order to create an environment that promotes the success of all students, cell phones and beepers are to be turned to the off mode or placed on silent. Please turn your electronic devices off before entering the classroom.** If for some reason you must keep your phone on during class please let me know the first week of class or before class on the day the emergency arises **(This is a required policy, however if you would like to add to this policy you may!)**

**Department/Division Contact:**

Division Operation Specialist: Jennifer Braun

phone (281) 290-5240, or e-mail [Jennifer.W.Braun@lonestar.edu](mailto:Jennifer.W.Braun@lonestar.edu)

Department Co-Chairs for Transitional Math:

Jayne Martin, phone (281) 290-3585,or e-mail [Jayne.H.Martin@lonestar.edu](mailto:Jayne.H.Martin@lonestar.edu);

Kristina Sampson, phone (281) 290-5205, or email [Kristina.N.Sampson@lonestar.edu](mailto:Kristina.N.Sampson@lonestar.edu)

**Grade Determination:**

|  |  |  |
| --- | --- | --- |
| **Your grade will be determined by the following** | **Details** | **Percent of Final Average** |
| Unit Exams | List here how many exams. A minimum of four exams plus the final are required! | 60%  (This can not be changed!) |
| MML Assignments | Six MML assignments | 8%  (This % must be between 8 and 10 ) |
| Attendance | Include your individual attendance policy stated above again here | This can not exceed 2% |
| List Additional Assignments | Please include a description of your additional assignments. This is where you include the active learning, text book assignments, projects, MML notebook grades …….. | 10%  (This can not be changed!) |
| Final Exam | A two part comprehensive exam will be given at the end of the semester. The first part has 26 questions. Students will demonstrate their ability to perform the four basic operations on whole numbers, decimals, and fractions ***without the use of a calculator A formula sheet will be provided for students.***  A calculator can be used on the second part of the exam . There are 14 questions on this section. (This can not be changed!) | 20%  (This can not be changed!) |

**Letter Grade Assignment:**

**You will need a final average of “C” or better to move to the next mathematics class in the sequence. Students who receive an IP or F will need to repeat the course. Use the following chart to determine your letter grade. NOTE: By law, I cannot discuss your grades or attendance with your parents unless you give me written permission. Please advise them of this.**

|  |  |
| --- | --- |
| Letter Grade | **Final Average in Percent** |
| A | 89.5 – 100 |
| B | 79.5 – 89.4 |
| C | 69.5 - 79.4 |
| IP *This grade does not impact your LSCS GPA.* | 59.5 – 69.4  **Students students in this grade range that are in the process of passing this course but have not successfully received a 70% and have continued active participation throughout the course ( taken all exams, including the final , and have turned in most of their homework) will receive a grade of IP.** |
| F | 59.4 & below |
| IP | **Student has completed the majority of the course and is passing but will not be able to finish due to extenuating circumstances.** |

(This chart must be included as is! )

**Withdrawal Policy**

Withdrawal from the course after the official day of record and prior to “W” Day, (see current catalog for this date) will result in a final grade of “W” on your transcript. Instructor approval is necessary if you want to withdraw after official day. No credit will be awarded for a course earning a “W.” If you stop attending class, you must withdraw at the registration office prior to “W” day. If you stop attending class and do not officially withdraw, you will receive an “F” for the course.

**Six Drop Rule**

Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of “W”) from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their six drop limit.  Each student should fully understand this drop limit before you drop any course. Please see a Counselor or Advisor in our Student Services area for additional information and assistance. **This policy does not affect transitional or ESOL students.**

**Lone Star College-CyFair is committed to your success**

**Your success is our primary concern!** If you are experiencing challenges achieving your academic goals, please contact your instructor or an advisor. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

**Academic Success Center** ( Barker Cypress Campus - Learning Commons - 2nd Floor)

The Academic Success Center offers:

Tutoring: For all disciplines <http://www.lonestar.edu/tutoring-cyfair.htm> or 281.290.3279, The Science Center (LRNC 203), Math Center (LRNC 205) and the Writing Center (LRNC 206).  Student success seminars are also offered throughout the semester.

**Academic Success Center Open Labs (TECH 104 & CASA 223)**

The Academic Success Center Open Labs are quiet work and study areas available to all students. Students access the labs with their LSCS ID card. The ASC Open Labs are available during extended hours during all semesters. Basic software assistance, access to Mac and PC computers loaded with courseware, printing, copying, and scanning are available in TECH 104 and CASA 223. For more information, please visit http:// [www.lonestar.edu/13669.htm](http://www.lonestar.edu/13669.htm) or contact 281.290.5980 or [cfasclabs@lonestar.edu](mailto:cfasclabs@lonestar.edu).

**Counseling Services**

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. Students may contact Counseling, Career, and Disability Services at 281.290.3260, [cyfair.counseling@lonestar.edu](mailto:cyfair.counseling@lonestar.edu), or CASA 109.

Students may contact counseling services at the Fairbanks Center or Cypress Center. The Fairbanks Center contact is 832.782.5110, [Fairbanks.counselor@lonestar.edu](mailto:Fairbanks.counselor@lonestar.edu), or FBC120. The Cypress Center contact is 832-920-5029, Lolita.B.Page @lonestar.edu, or CYC, or 100B.

**The Assistive Technology Lab**

The Assistive Technology Lab is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. To contact the Assistive Technology Lab directly, please call Joe Nast at 281.290.3207 or e-mail the lab at [cfassistivetechlab@lonestar.edu](mailto:cfassistivetechlab@lonestar.edu). Joe Nast provides information for students attending classes on at CyFair-Barker Cypress Campus, Fairbanks Center and Cypress Center.

**Library**

The Lone Star College-CyFair Library is located in the Learning Commons building and contains information resources for both college students and community members. Librarians are available to assist with research. The Library contains over 125,000 books, online information databases, 185 computers, free wireless internet, and many more information/research related amenities to ensure student success.

For Library hours and contact information, please visit <http://www.lonestar.edu/library> or call 281.290.3214.

**Evaluation of Instruction**

Lone Star College-CyFair is committed to student success. As part of its’ institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, all students are required to provide input for each course they take each semester using the Course Evaluations Questionnaire, which can be accessed through your myLonestar account. This occurs approximately half way through your

course, and you will be notified when surveys are available for completion. Instructions on how to access and complete the Course Evaluations Questionnaire are located in the Student Help Center in myLonestar. Once you evaluate your course(s), print and maintain a copy of the receipt for your records. The college deans review these evaluations each semester. Additionally, the deans and/or department chairs may visit each instructor’s class at some time during the semester to observe the instructional environment being provided and complete an assessment of the instructor.

Tentative Instructional Outline: Two Day Format (MW )

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| --- | --- | --- | --- |
| **Week Number** | **Date** | **Textbook Sections** | **Homework Assignment**  **MyMathLab Homework Assignment** |
| **1** | October 20 | 1.1, 1.2 , 1.3 | **MML Assignment One Due: Include date here!**  Place Value Guided Notes with Extra Credit  Page 25 #3 - 61 (odd only) and # 16, # 26  **Lab: Spill the Beans** |
|  | October 22 | 1.4, 1.5, 1.6, 1.7, | Page 31 # 9 – 55 **odd only**  Page 39 # 3 – 37 **odd only**  Page 49 # 3 – 45, 65 – 73 **odd only**  Page 59 # 7 – 43 **odd only** |
| **2** | October 27 | 1.8, 2.1 | Page 71 # 19 – 63 **odd only**  **\*Lab: *Order of Operations***  ***Page 73 – 74 # 64 – 82 Evens Only***  **\* Graded Assignment: PREALGEBRA Chapter 1 Form** **C**  Page 101 # 35-57 odd only  **Lab : Evaluating Expressions**  Unit One Study Guide(Optional located in Homework section of MML) |
|  | October 29 | **Test Unit One**  2.2, 2.3, 2.4 | **MML Assignment Two Due: Include date here!**  Page 115 #1-87 odd only  Page 129 # 13 -69 odd only  Page 139 # 5-57 odd only |
| **3** | November 3 | 2.5, 3.1, 3.2 | **\*Lab: Worksheet 2.5 Solving Equations with Several Steps**  **\*Lab: Chapter 3 Solving Application Problems Worksheet** |
|  | November 5 | 3.3,3.4 | **\* Graded Assignment:**  **Page 195 # 1-45 odd only**  **Page 203 #1-19 odd only**  Unit Two Study Guide(Optional located in Homework section of MML) |
| **4** | November 10 | **Test Unit Two**  4.1, 4.2 | **MML Assignment Three Due: Include date here!**  Page 227 # 1 – 57odd only  **\*Lab: Equivalent Fraction**  Page 239 # 7 – 45,49-71 odd only |
|  | November 12 | 4.3, 4.4, 4.5 | Page 251 # 1 – 47 odd only  Page 263 # 1-35 odd only  Page 279 # 1 – 33 odd only |
| **5** | November 17 | 4.6,4.7,4.8 | **\* Graded Assignment:**  **Page 253 # 49 – 57 odd**  **Page 265 # 37 – 45 odd**  **Page 280 # 43 – 49 odd**  Page 290 # 21- #33 odd only  **\*Lab: Solving Equations Containing Fractions**  **\*Lab: Geometry Area of Triangles**  **Volume of Rectangular Solids**  Unit Three Study Guide(Optional located in Homework section of MML) |
|  | November 19 | **TEST Unit Three**  5.1,5.2,5.3,5.4,5.5 | **MML Assignment Unit Four Due: Include date here!**  All Margin exercises for these five sections  **\* Graded Assignment:**  **Page 425 Chapter 5 Review Exercises # 1 – 54 All** |
| **6** | November 24 | 5.6,7.1, 5.8 ,5.9, 5.105 | You can take out your Calculators Now!!!!  Page 395 # 1-#39 Odd Only  **\*Lab: M&M Project**  **\*Lab: Worksheet Solving Equations Using Decimals Worksheet**  **\* Lab : Circumference and Area of A Circle**    **Page 413 # 1-13 odd only**  **Page 415 # 25 – 31 odd only**  Unit Four Study Guide(Optional located in Homework section of MML) |
|  | November 25 | **TEST Unit Four**  6.1,6.2, 6.3.6.4 | **MML Assignment Unit Five Due: Include date here!**  Page 441 # 1 – 31 (Odd only)  Page 447 # 7 – 31 Odd only  Page 459 # 1 – 51 Odd only  **\*Lab: Problem Solving with Proportions Worksheet** |
| **7** | December 1 | 7.2,7.3,7.4 | **\* Graded Assignment:**  **Page 546 – 560 # 27, 28, 32, 35, 38**  **Page 557 – 558 # 1, 4, 5, 11, 15, 21**  **\*Lab*: My Grade Percent of Change***  Unit Five Study Guide(Optional located in Homework Section of MML) |
|  | December 3 | **Test Unit Five**  6.5, 6.6  7.5 | **MML Assignment Unit Six Due: Include date here!**  **\*Lab: Worksheet 6.5 – 6.6**  **Complete All Exercises!**  **Lab: Consumer Lab**  **\*Graded Non- Optional Study Guide Chapter 7 Due: Day of the Final Exam Include date here! (Take Home Exam)** |
| **8** | December 8 | (**Let your students know times and dates of Final Exam Review Sessions !)** | **No Class Go to an Exam Review Session this week!** |
|  | (Include Final Exam Date Here) | **FINAL EXAM** |  |

***All assignments that are in bold print preceded by an \* are returned to be graded on exam day!*** (This is just a guide to use. You must include dates, sections covered and assignments. I have included a two day tentative schedule for you to use if you would like. Just cut and paste them replacing the empty shell. Please make sure that you look over all assignments before you include them in your syllabus. If you choose to use them, all of the worksheets and labs from this sample tentative schedule have been included in your MML course. Homework from the text and other sources, as well as active learning in the classroom are requirements of the redesign of Math 0306.)

**Final Examinations**

A final evaluation activity will occur during the published final evaluation period. The appropriate dean must approve any variation to this schedule.

**Lone Star College-CyFair Campus and System Policies**

**Academic Integrity**

Lone Star College-CyFair is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

**Student Behavior Expectations**

Students are expected to conduct themselves appropriately while on College property or in an online environment. Students may receive disciplinary actionup to and including suspension, if they violate System or College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom,campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the Student Code of Conduct located online at <http://www.lonestar.edu/student-responsibilities.htm> for additional information.

**Americans with Disabilities Act Statement**

Lone Star College-CyFair is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Sections 504 and 508, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendment Act (ADAAA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

A student requesting accommodations for a disability is required to provide documentation of the disability to the College's designated office for disability services. The documentation is required for the following three purposes:

1. to establish that someone is a person with a disability and, thus, is a member of the protected class;
2. to establish the need for accommodations in order to have equal access;
3. and to be prescriptive in assigning reasonable accommodations.

In order for a student with a disability to receive accommodations, that student is required to register for services through the College's designated office for disability services. If possible, the student requesting services should make an initial contact with the College's designated office the semester prior to enrollment – at least 4 weeks prior to the first class. Disability Services is located on the LSC CyFair Barker Cypress campus in the CASA 109. You may contact Disability Services at the following number: 281.290.3260. Additional information may be accessed online at the following URL address: <http://www.lonestar.edu/disability-services.htm>

**Student Absence on Religious Holy Days**

The student must notify the faculty member in writing within the first 12 days of the semester of the intent

to be absent due to a religious holy day. Under Texas Education Code 51.911, a student who is

absent from classes for the observance of a religious holy day shall be allowed to take an examination

or complete an assignment scheduled for that day within a reasonable time as established by the faculty member.

**Campus Safety and Security**

Lone Star College System is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. All students should register to receive emergency notifications through the Lone Star College emergency notification system. To register visit <https://lscsalert.lonestar.edu/index.php?CCheck=1>. In addition, all emergency drills (fire, lockdown, severe weather, etc.) should be taken seriously and responded to with a sense of urgency. To help ensure your safety during an emergency, please follow the instructions of college officials. Safety information and resources may be found at <http://www.lonestar.edu/oem.htm>. In the event of an emergency, contact the police at 5911.

**Guidelines for Children of System Students**

Children of students may not enter the classroom or lab areas. See Board Policy Section II.D.2.04 for more information.

**Computer Virus Protection**

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. Moreover, since no anti-virus software will find every virus, keeping backup copies is extremely important.

**Equal Opportunity Statement**

It is the policy of the Lone Star College System to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

Lone Star Colleges strive to provide an excellent learning environment free from harassment or intimidation directed at any person’s race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability. Any form of harassment will not be tolerated.

**FERPA**

The academic, financial, and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. The Authorization to Release Student Information Form can be found at

<http://www.lonestar.edu/departments/generalcounsel/OGC-S-2009-03_-_Authorization_To_Release_Educational_Records.pdf>

**Internet and E-mail**

The System provides computing and network resources to students. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or System-related activities and to facilitate the efficient exchange of useful information. Instructors often use System e-mail to communicate important course-related information. This account is also used by campus personnel to share details about upcoming events and other important college information (e.g., financial aid status, announcements from the college president, etc.). Stay informed by setting up your System email account as soon as possible and checking your e-mail often.

The equipment, software, and network capacities provided through the district computer services are and remain the property of the System. Use of the equipment and networks is to comport with the policies and procedures of the System and access may be denied to any student who fails to comply with the System’s policies and procedures regarding its use.

Access to the System’s e-mail and similar electronic communications systems are a privilege and certain responsibilities accompany that privilege. All users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Threatening, anonymous, or forged messages will be treated as a violation of this policy.

**Software Piracy**

Law strictly prohibits unauthorized copying of software purchased by Lone Star College-CyFair for use in laboratories. Lone Star College-CyFair administration will take appropriate disciplinary action against anyone violating copyright laws.