

Department Policies for Online Math Classes

Your course syllabus and any policies specific to your course are on your course homepage.

Access Codes are purchased at The Book Store at the register. Once purchased, enter the code into the online form at casa.uh.edu by the deadline. Students who have not entered a valid access code by the deadline will be denied access to their course account and will not be able to submit coursework until they enter a valid access code.

Accommodations for Students who have Disabilities: A current Student Accommodation Form (SAF) must be presented in a timely manner for accommodations to be approved. No retroactive accommodations will be provided.

Accommodations for undergraduate mathematics courses that could change the essential nature of the course or provide an unfair advantage to one student over another student will not be approved. Notably, in the event that calculators and/or formula sheets are allowed for all students in a course, then all students may have them. If, however, calculators and/or formula sheets are not allowed to anyone, then no one may have them.

Accommodations that are listed on your SAF that would NOT change the essential nature of a course or provide an unfair advantage may be approved (e.g. an extra set of class notes for lecture, testing at CSD, extended time*...). Please review these with your teacher during conference hours for the class (not immediately before or after a lecture).

*If you run over the time listed in your accommodations, you will be penalized in proportion to the unauthorized amount of time that you used. For example, if your accommodations state that you are allowed 150 minutes on a test and you use 165 minutes on a test, you will lose 10% of the test score that you earn, since you went overtime by 10%..

Announcements will be made during online sessions and will be posted on the discussion board on CourseWare. Your teacher reserves the right to make changes to the syllabus/policies of the course and to announce such information as needed. You are responsible for knowing the content of any announcements concerning changes.

Calculators are not permitted, except in Math 1313 or Math 1314. For these courses, an online calculator will be available through CourseWare.

“**CASA**” The word CASA may refer to the tutoring center (222 GAR), the testing center (221-A GAR), or the CourseWare website (www.casa.uh.edu) depending on the context.

The CourseWare site is located at www.casa.uh.edu. This site will contain all the learning materials for your course: including textbook, discussion board help, quizzes, test reservation and gradebook. Full semester access to your course materials on CourseWare requires the purchase of an access code. Access codes may be purchased at The Book Store at the register. Once purchased, enter the code into the online form by the deadline. Students who have not entered a valid access code by the beginning of the third week of classes will be denied access to their course account and will not be able to submit coursework until they enter a valid access code.

Cheating will not be tolerated. See page 8 of the Student Handbook for consequences.

Course Completion Forms: If you are using financial aid and fail the course, you need to provide this form to your instructor at the end of the semester.

Poppers will be submitted during each online class session, starting the first week of classes. Multiple choice questions will be asked throughout the lecture. You will record your answers in an online answer sheet, called an Electronic Multiple Choice Form (EMCF). You can access these forms on the “EMCF” tab on CourseWare. Your instructor will give instructions on using these forms during the first week of the semester.

If you do not attend the live online sessions, you can submit an Alternate Assignment which will replace the missed popper questions. Information about Alternate Assignments is available on your course homepage. If popper answers disappear during the online sessions, you can submit the Alternate Assignment instead.

Dropping the course: You are responsible for making arrangements to drop the course if you wish to do so. If you wish to drop the course, complete the online process at my.uh.edu before the deadline. Your instructor cannot drop you for any reason. Pay attention to the deadline and check your course enrollment status on my.uh.edu to make sure your drop has been processed.

Email: Students are responsible for information about the course that is emailed using the email address that the students provide to the CourseWare site or the My UH site. Your teacher cannot update either profile for you; you are responsible for having a good email address on file in both places.

EMCF forms are online in your CourseWare account. “EMCF” stands for Electronic Multiple Choice Form. You use these to turn in multiple choice homework and to submit in-class poppers. They are numbered and have deadlines. Your instructor will direct you when and how to use them.

Evaluations at the end of the semester are very important. You can earn extra credit by submitting the evaluation. Your instructor will indicate how the extra credit will be added in your grade. Be sure to submit the evaluation during the last week of the semester. The link to the evaluation will be on the CourseWare home page.

Extra Credit: Extra credit opportunities will be available during the semester. Your instructor will announce these in class and will post instructions on the discussion board. Also see the Syllabus for your course for more information about extra credit.

Grading: Please see your class syllabus for grading information.

Final Exam: The final exam is compulsory and comprehensive. Note that there is NO exemption from the final in online courses. You will have 1 hour, 50 minutes to complete the final exam. The final exam will be given by appointment at the CASA Testing Center. See the Course Calendar for your course for the exact dates. Remote students (those who live more than 100 miles from the UH campus) can make arrangements to take the final at an alternate testing site. If this applies to you, email your instructor for more information.

Your instructor will post more information about the final exam on the discussion board.

Grading ID Number: You will use your seven digit My UH number (PeopleSoft ID number) as your Grading ID number in this course.

Help for the course is available at CASA – Tutoring Center (222 Garrison). A Cougar One ID card is required to check in. Please check the department website for hours. Peer tutors will respond to raised hands as promptly as possible. Tutoring is also available at Cougar Village seven days a week. Streaming lectures are available for 1310, 1313, 1314, 1330, 1431 and 1432 as a part of the textbook.

Homework: Assigned homework is due weekly. Some homework will be multiple choice. The assignment will be posted on your course homepage. You will enter your answers to multiple choice homework questions in the appropriate EMCF on CourseWare. Your instructor may also assign some written or short answer homework. You will need to scan your work so that it is in .pdf format (or find some other method for saving your work as a .pdf file) and upload it to the “Assignments” tab on CourseWare. Your instructor will demonstrate how to do this during the first week of the semester. It is your responsibility to check your uploads to make sure that your work is complete, legible and right side up.

“Incomplete” An incomplete (“I”) may be given if all of the following criteria are met:

- The reason is a compelling NON-ACADEMIC reason.
- You have completed virtually all the course assignments.
- You have a passing grade on this work.

Incompletes are NOT available to students who have done little of the coursework nor for students who have failing grades on what they have done. See your instructor to fill out and sign the Incomplete contract – this is required and must be signed in advance of an I being posted. Imminent failure is not an acceptable reason to be awarded an incomplete.

Online Textbooks: Your textbook is available through your CourseWare account. Check your homepage for your textbook. Note that full access to the course materials, including the online textbook require the purchase of an access code and entry of that code into CourseWare.

Section Number: The section number for your course is the five digit number assigned to your course by the University. It may be called Course Number on your fee bill.

Technical problems on quizzes or EMCF: Technical questions can be resolved by sending email to technical support by using the link on the CourseWare log-in page. Your teacher does NOT have any authority to fix or change anything on the CourseWare site; you must contact CourseWare tech support if there is a problem.

Weekly quizzes: Soon after the semester starts there, will be weekly online quizzes on the “Online Assignments” tab of your course page on CourseWare. You may take each quiz up to 20 times; your highest score on the quiz will be the grade that is recorded. You must wait 10 minutes between attempts.

Please note the schedule for the quizzes. Each online math course has different start and end dates for quizzes. You are responsible for knowing the expiration date on each quiz. In the event conflicting dates are posted online, the one that applies is the due date listed on the “Online Assignments” tab on CourseWare.

Do not wait until the last afternoon to begin working on an online quiz. CourseWare has a finite number of “logins” that can be accommodated per hour and being unable to log on is not an

excuse for missing a quiz; neither are viruses or hardware failures. There are no make-ups for online quizzes.

You may print out the quizzes and then get help in the CASA – Tutoring Center. Tutors are glad to help on these questions off printed copies, but are not allowed to help you if you are actually taking a quiz in the CASA – Tutoring Center

There will NOT be an Amnesty Period at the end of the semester on quizzes. Once a quiz is closes it is over for the semester. Please make sure you complete each quiz before the expiration deadline.

Test Information

Prerequisite tests: Some online math courses may have a prerequisite test – that is, a test over material that you should know well before taking the course. These tests will be given online. Check your course page to see if there is a prerequisite test for your course. If you do not score 70% or better on the prerequisite test, you may not have an adequate background for success in the course and should consider enrolling in a prerequisite course. A prerequisite test is a required part of the course and will count towards your semester average. See the syllabus for your course for the weight assigned to the prerequisite test.

Mid-semester testing time: The two mid-semester tests are 75 minutes long. Please make sure you are aware of the time while you're testing: do not spend too much time on any one question. You are expected to finish the multiple choice and free response portions of the test in 75 minutes. You are expected to begin the test promptly so you can leave promptly at the end of your testing period (there's someone else scheduled to use that carrel next and you may NOT overstay).

Submitting your test: Press "Submit" on the computer at your testing carrel after you have completed both parts of the test and are ready to leave the testing center. If you press submit and continue to work on your test, a CASA Testing Center employee will take your test from you and escort you out of the Testing Center.

Reservations are required all tests (except for prerequisite tests). The reservations site is at CourseWare: <http://casa.uh.edu> on the "Proctored Exams" tab. You will be able to make reservations online about two weeks before each testing period begins. Please take advantage of this to get a convenient time and day. You may reschedule a test time subject to availability. There is NO STANDBY testing at the Testing Center for an open slot. All reservations must be made through CourseWare. If you miss a test and the testing period is over, plan on using the final to replace the missed test.

The Testing Center is also known as CASA Testing. It is located in 221A Garrison. You will be required to show a Cougar 1 card to check in and take an exam in CASA (a driver's license will NOT be accepted). You need to have your photograph and fingerprints on file at CASA; there will be time at the beginning of the semester to get this done. You will not be permitted to take personal belongings (including but not limited to purses, fanny packs, and backpacks) to your testing cubicle; you will be required to check them. You may not have a cell phone or a calculator with you in the testing cubicle. Neither the Department of Mathematics nor the University of Houston is liable for misplaced, lost, or stolen personal belongings.

Students who are tardy will NOT be seated. If you arrive more than 10 minutes after the test has begun (by CASA's clock, not your watch), then you will not be seated. You may reschedule the test to another time if one is available.

Once you enter the testing facility you will not be able to leave for any reason without submitting your test for grading. This includes breaks to go to the restroom – make sure you are comfortable BEFORE entering the testing facility.

Testing at CASA: Please read the FAQs on the CASA webpage for the registration process and testing procedures. Your photo and fingerprints need to be on file for you to check in. There will be a registration time at the beginning of the semester for you to get this done. You will be required to show your Cougar 1 ID card for admission to the Testing Center; no other form of ID is permissible. NO EXCEPTIONS. Please arrive at the Testing Center at least 10 minutes BEFORE the test is scheduled to begin. Students arriving late at CASA for a reservation will NOT be seated (so be sure to leave freeway foul-up time and time to find parking when you leave to go to your appointment).

Rescheduling: It may be possible to reschedule a test appointment during the testing period (depending on space availability) by using the online scheduler. Do not assume that you will be able to reschedule – check first! There are no makeups for missing tests that are given at CASA Testing. Your instructor will use your grade on the final exam to replace the zero on one missed test. Subsequent missed tests will be counted as zeros.

Free Response questions: Most tests taken in CASA will have a free response part that is individually graded with partial credit. The grade for this portion of your test will be posted to your CourseWare gradebook about 10 days after the end of the testing period. You will need to contact your instructor or TA for a face to face appointment to view your free response paper.

Petitioning a test grade (Free Response portion): If you believe a mistake was made in the grading of your test paper, you should contact your teacher within five days after the grade is posted to your gradebook.

Keycodes: Free response questions on tests taken in CASA will be worked on a special answer sheet that will be handed to you in CASA. DO NOT write in the keycode; a proctor will handle getting your keycodes on your test sheet. Verify that you have the correct free response form for your course by checking the heading before starting your test.

Identification on tests: Make sure you fill in your name and PeopleSoft ID number on the cover of your answer sheet. Verify that the course number listed on your answer sheet corresponds to the course that you are taking.

Make-ups: There are no make up tests. Your score will be a zero for each test that you miss. Your final will be a replacement grade for the first missed test. You may use the final as a replacement grade once.

Retests: There will be no “re-tests”. If you earn a score that is not satisfactory to you, that is unfortunate but is no cause for you to be allowed to take the test again.