

Policies and Procedures:

Login to IMC:

User name is your email name. (Your first initial, followed by your last name, followed by some numbers.)
Password is your student ID number.

Credit/No Credit: Students taking this class for Credit/No Credit must pass the course with a minimum of a “C” grade to obtain Credit for the class.

Dropping the Class: It is the student’s responsibility to officially withdraw (drop) from the class according to college policies. Students who no longer attend class but do not officially withdraw will receive an “F” at the end of the semester.

Attendance: Students are expected to attend all class meetings. The instructor may drop students from the course who do not attend the first class session

Weekly Reading: Reading assignments will be posted on the class schedule and class website prior to class time each week. Reading assignments will come from the class textbook and various resources on the Internet.

Homework: Homework is due each week at the beginning of class, and assignments must be turned-in on time to receive credit. No late homework will be accepted. If you must miss a class meeting, homework can be emailed to me or dropped off in my mailbox at the Business Science office, located on the second floor of the BGS building.

Final Exam: Questions will be derived from weekly reading, lectures, and in-class discussions and lab exercises.

Notice: If you have specific disabilities and require accommodations, please let me know early in the semester so that your learning needs may appropriately be met. You will need to provide documentation of your disability to the Special Services Office in the Student Services Center, Room 113.