

From: Raymond Badalian

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To: All my Math 105 online students in Spring 2010

The LACC Mathematics Department has converted all Math 105 class offerings to a computer based environment. The Math 105 offered by the Department will not have traditional classroom lecture meetings. We will use web based instructional delivery systems to administer the course.

All lectures and communication between students and instructor will be conducted online.

However, students are required to participate, on campus, in regularly scheduled computer laboratory work sessions conducted in the Franklin Hall 119 computer laboratory. Every student must register on the **laboratory registration site** for a laboratory work session that meets twice a week throughout the semester. You must attend all of your scheduled laboratory work sessions to stay enrolled in the course. There is a link to the **laboratory registration site** on the Math 105 main page at <http://www.lacitycollege.edu/academic/departments/mathdept/math105.htm>
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All assessment (homework and quizzes) will be done online. However, the Final Exit Exam will be a supervised on campus test.

You must have internet access, a valid working email account and be able to navigate the World Wide Web and follow online instructions.

All of you must have permanent (at least for spring 2010 semester) email addresses and valid telephone contact numbers filed with the admissions office on campus. I noticed that some of you, who are currently registered in my class, did not file email addresses or valid phone numbers when you first registered. Since you have registered in an online class, we must be able to contact you by email before the semester starts. Unless you update your contact information with the admissions office ASAP, you will be missing important directions and course information.

There will be a **mandatory** on campus orientation on the Saturday before the semester starts (February 6th, 2010). Everyone will attend the morning session in the Camino Theater (on the main quad) from 10:30 AM to noon, where essential administrative course information will be explained. There will be a one hour lunch break, after which, students will proceed to Franklin Hall to train on using the Math 105 computer learning software. Students who registered for laboratory work sessions using Educo software will go to the FH 117 auditorium. Those students who registered for laboratory work sessions using ALEKS software will go to the FH B-19 auditorium. The training sessions will last from 1:00 PM to 3:00 PM.

Once the semester starts, on February 8th, you must begin attending the laboratory work sessions for which you have registered.

We are also planning 3 on campus seminars (workshops) throughout the semester on Saturdays that I will conduct in person. These workshops are designed to provide you with additional assistance in learning the material. Your attendance at these seminars is optional. Exact dates of the seminars will be announced during the orientation.

Those students who would rather take Math 105 in a traditional classroom lecture mode can do so through the Office of Economic Development and Workforce Education Program, (OEDWEP). You can contact OEDWEP at the City College Wilshire Campus extension 2230 or Main Campus extension 2595. OEDWEP will be offering non-credit basic Math classes during the spring 2010 semester in the traditional lecture mode.