

# Math Multimedia Learning Center

## End of semester memo

### Summer 2020

Here are some important reminders as the semester draws to a close:

1. The last day that module exams can be taken is **Wednesday, July 29**. (Students enrolled in the Friday class have until Thursday, July 30 and students enrolled in the Saturday class have until Friday, July 31.)
2. If you have used five attempts on an exam, you must contact your instructor regarding additional attempts. You should arrange this with your instructor ahead of time. The MMLC staff will not authorize additional test attempts.
3. **As stated in the syllabus, if you do not complete all of the module exams for your course by the date indicated on your course calendar (Wednesday, July 29 (or 7/30 for Friday students or 7/31 for Saturday students)), you will NOT be able to take the final exam, and will receive a final grade of F in the course.** If this happens, we encourage you to re-enroll in the course in Fall 2020. We could give you credit for all the work you completed up through the last module exam you mastered. You would start your work at the beginning of the next module.
4. If you pass your last module exam more than a week before its deadline, then you should take your final exam within the next three school days. Otherwise, you may take your final exam as quickly as you wish, but no later than the designated final exam period provided by your instructor on the "Class Info Sheet" from the first day. If you have any questions about this, please contact your instructor.
5. If you have completed all the workbook pages for your course and would like to obtain the 5% bonus on the final exam, you must show your workbook to your instructor **BEFORE** you take the final exam. **It is your responsibility to make this happen.**
6. The final exam is worth 60% of your overall grade, so you need to take it seriously. You have only ONE opportunity to take it. It is recommended that you set aside at least two hours of uninterrupted time without distractions to complete the final exam. If you do not do well on the final exam and earn a final grade of "D" or "F", you will have to repeat the entire course during a future semester.
7. If you go into the "Start Here" area of your MyMathLab course, you will find a menu choice called "Sample final exam" under the last module of your course. If you select this item, you will find links to TWO different sample final exams: the first is a "MyMathLab" assignment and the second is a paper sample final with answers. (Note that hard copies of the paper sample final are also available in the file cabinet in the MMLC located to the right of the entrance.) Reviewing the module exams you took would also provide additional practice opportunities.
8. **The last day that regular tutoring will be available in the MMLC is Wednesday, July 29.** (Note that there may be limited tutoring available during final exam days during selected hours. Please ask your instructor for details.)
9. If you take the final exam prior to August 1 please send your instructor an e-mail alerting him/her that you have done so.

10. Once you have completed the final exam, you can go to the Gradebook to check your overall score. After your instructor turns in his/her grades for the semester, you will be able to see your final letter grade through e-Services. Please do NOT call the MMLC about your grade. Instead direct all questions about grades to your instructor.
11. You will not have access within MyMathLab to review your final exam yourself. If you would like to go over problems you missed, you should contact your instructor, who can review missed problems with you via ConferZoom.
12. If you plan to take your next course with us during Fall 2020 we would encourage you to register as soon as you are able. We anticipate that we may have more demand than available space, so there is a chance that wait-listed or walk-in students may not be able to add.
13. If you do sign up with us for next semester, be sure to write down your MyMathLab login and password and bring them with you on the first day of class. You should also hang on to your workbook.
14. The MMLC will be closed from August 2 through August 21.

If you have any other questions, please don't hesitate to ask your instructor.