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

1. The last day that module exams can be taken is **Wednesday, May 13**. Remember that you cannot take more than **TWO attempts** on a module test in one day. There are no exceptions to this. **Testing tickets do NOT override this policy.**

2. If you are required to have a testing ticket to take a test, it is your responsibility to obtain one from your instructor. You should arrange this with your instructor ahead of time. The MMLC staff will not enable unauthorized tests.

3. **As stated in the syllabus, if you do not complete all of the module exams for your course by the last regular day of class (Wednesday, May 13), 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 either Summer 2020 or 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 five 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. (See chart below.)

5. During the final exam period, the MMLC will be open from 8:00a to 9:00p on Monday, May 18 and **Tuesday, May 19**. We will be **open from 8:00a to 1:50p on Friday, May 15** and **on Saturday, May 16**. We will be closed as usual on Sunday.

6. 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.**

7. The final exam is taken ON PAPER in the MMLC testing room. Remember to bring your MMLC card, photo ID, and pencil with you when you come to take it. The final exam is worth 60% of your overall grade, so you need to study for it seriously. You have only ONE opportunity to take it. **If**
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.

8. 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 in the back corner.) Reviewing the module exams you took would also provide additional practice opportunities.

9. The last day that regular tutoring will be available in the MMLC is Wednesday, May 13. (Note that there may be limited drop-in tutoring available in the testing room during selected hours. Check at the MMLC counter for details.)

10. If you take the final exam prior to May 14, please send your instructor an e-mail alerting him/her that you have done so.

11. Once your instructor has entered your final exam score into MyMathLab, 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 eServices. Please do NOT call the MMLC about your grade. Instead, direct all questions about grades to your instructor.

12. Your final exam will be stored in the MMLC for a brief period. You may come by to view it if you wish beginning the second week of the Summer 2020 term.

13. If you plan to take your next course with us during Summer or 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.

14. 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.


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