FREE MATH HELP
Fall 2015

WHERE  Bruce Math Center located in 209 Missouri Hall

WHEN  Monday through Thursday  8:30 am – 8:30 pm
     Friday  8:30 am – 4:00 pm
     Sunday  1:00 pm – 5:00 pm
Services are available when on-campus classes are in session.
Drop-in services only. Appointments are not taken.

SCOPE OF SERVICES
Math Specialists will answer questions, explain concepts, provide graphing calculator instruction and help
with test-taking strategies. They will not teach material from missed classes. Students are encouraged to
form study groups and plan to meet in the Center to discuss homework and prepare for exams.

WHO IS ELIGIBLE?
All students enrolled for credit in a course offered through the Computer and Mathematical Sciences
Department on the Columbia College home campus as well as local Columbia College online students.

WHAT COURSES?
Math 102 through Math 250 [Math for Elementary Teachers; Alg/Geometric Reasoning for Teachers;
Beginning, Intermediate and College Algebras; Finite Math; Pre-Calculus; Calculus I & II; Discrete Math I;
and Statistics I]

POLICIES
You may visit up to 2 hours per day. Students are asked not to bring guests or children when they come
to use the services of the Center. (Campus policy also prohibits children under the age of 12 to be left
unattended on campus.) Staff will assist with graded homework and take-home quizzes/exams only when
this is consistent with the policy of the assigning professor.

SIGN-IN INFORMATION

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Campus</th>
<th>Instructor</th>
<th>Course #</th>
<th>Section</th>
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OTHER QUESTIONS
If you have any other questions please call 875-7618 or e-mail sdhughes@ccis.edu. Additional
information is available at our website:
http://web.ccis.edu/Offices/AcademicResources/MathCenter.aspx

SPECIAL EVENTS & SCHEDULE CHANGES

<table>
<thead>
<tr>
<th>Special Event</th>
<th>Description</th>
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<tbody>
<tr>
<td>Closed Sun-Mon Sept 6-7</td>
<td>Labor Day</td>
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<tr>
<td>Make-up Friday</td>
<td>September 11: Extended Hours: 8:30 am – 7:30 pm</td>
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<tr>
<td>Day</td>
<td>Campus Fall Break</td>
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<tr>
<td>Closed Friday</td>
<td>October 23</td>
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Thanksgiving Week
Closed Sunday Nov 22
Mon-Tues (Nov 23-24) 3:30 pm-7:30 pm
Re-Opens Sunday Nov 29 1:00 pm – 5:00 pm

Center will close for the semester on Thursday December 17 at 8:30 pm.