

# HOUSEKEEPING RULES

1. If absence cannot be avoided need to inform me by email [oweaver@vgi.edu](mailto:oweaver@vgi.edu) informing of not being in class.
2. If have any questions concerning class may email me @ [oweaver@vgi.edu](mailto:oweaver@vgi.edu)
3. Homework and quizzes will be due on given dates and times. No extensions will be given. Grades will be taken and recorded. If Spelling is required in answer, it must be spelled correctly to receive credit.
4. Exams will be done during class as assigned and grades will not be released until after the instructor has had time to review exam questions. If Spelling is required in answer, it must be spelled correctly to receive credit. Follow testing guidelines when taking exams.
5. If an exam is missed the student must contact instructor to schedule the make-up exam the Following Friday and 10 pts will be deducted from grade. See syllabus if you have questions. The student will not have the same format of testing as students that took the scheduled exam on test date, it will be the same information, but not the same format. May have Short Answer, Essay, Fill-in the Blank questions instead of Multiple Choice and/or Multiple Correct.
6. NO EXTRA CREDIT ASSIGNMENTS WILL BE GIVEN.
7. NO FOOD IN THE CLASSROOM DURING CLASS TIME.
8. Drinks will be allowed if able to be cap or have a lid on the container. NO DRINKS allowed in any computer lab room.
9. Phones need to be off or silenced and put away during class and need to ensure EAR BUDS are removed during classes.
10. Dress policy will be as per VGI rules for dress code including ensuring shoes are clean. This includes hair, jewelry, shoes, etc. If cold may wear an appropriate VGI lab jacket.
11. Please use activities and other resources listed on your Class Quia Webpage.

*Thank you and let us have a great and informative Class.*

