

HOUSEKEEPING RULES

1. If absence cannot be avoided need to inform me by email oweaver@vgi.edu informing of not being in class.
2. If have any questions concerning class may email me @ oweaver@vgi.edu
3. Homework and quizzes will be due on given dates and times. Grades will be taken and recorded.
4. Exams will be done during class time as assigned and grades will be released after the instructor has had time to review exam questions. If a student is late 10 minutes or more, they will not be able to test and will have to reschedule. If an exam is missed the student must contact the instructor within the week to schedule the make-up exam and will be docked 10 points. Students will not have the same format of testing as the previous exam taken. The Make Up Exam will not be the same exam given previously and will have Short Answer, Essay, Fill-in the Blank, different Multiple Choice or Multiple Correct questions. The material on the Make Up Exam will be the same material covered in the Scheduled Exam.
5. NO EXTRA CREDIT ASSIGNMENTS WILL BE GIVEN.
6. NO FOOD IN THE CLASSROOM DURING CLASS TIME.
7. NO FOOD OR DRINKS ALLOWED IN THE COMPUTER LABS AT ANYTIME.
8. Drinks will be allowed if able to be cap or have a lid on the container.
9. Phones need to be off or silenced and put away during class and need to ensure EAR BUDS are removed during classes and during testing.
10. Dress policy will be as per VGI rules for dress code including ensuring shoes are clean. 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.*

