

MONTGOMERY COLLEGE

Business, Economics, Accounting, Computer Applications,
and Hospitality Management Department – Rockville Campus
Syllabus Supplement



The following pages supplement your syllabus, and identify college-wide policies and procedures that may directly impact you as a student in this course. Please read the supplement and ask questions if there are any parts that are unclear.

Instructor: John Coliton
Office Hrs: Monday: 3:30 p.m.– 4:30 p.m.
Tuesday: 11:00 a.m.– 12:00 p.m.
Wednesday: 9:30 a.m.– 10:30 a.m.
Thursday: 2:00 p.m.– 3:00 p.m. & 5:00 p.m.– 6:00 p.m.
Web: <http://www.montgomerycollege.edu/~jcoliton/>
Email: john.coliton@montgomerycollege.edu

Spring: 2018
Office: HU 251 (240-567-5139)
Dept. Phone: 240-567-5137
IT Help Desk: 240-567-7222

Attendance Policy

“Students are expected to attend all class sessions. The instructor may drop the student from the class in cases involving excessive absences. ‘Excessive absences’ is defined as one more absence than the number of classes per week during a fall or spring semester,” 2014-2015 College Catalog – pages 58-59.

Cancellation of Class or Altered Opening/Closing Times

If inclement weather forces the College or any campus or College facility to suspend classes or close, public service announcements will be provided to local radio and television stations as early as possible. Unless you hear an announcement that classes are cancelled or the College is closed, you should assume classes will be held. The College makes its decision to close independently of Montgomery County Public Schools. For the most up-to-date information regarding College openings, closings, or emergencies, all students, faculty, and staff are encouraged to sign up for email and text alerts via Montgomery College ALERT. Registration information is available at <http://www.montgomerycollege.edu/emergency>.

- ***If a class can meet for 50% or more of its regularly scheduled meeting time OR if the class can meet for 50 minutes or more, it will meet.***
- Montgomery College will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the College’s operational status will be communicated through one or more communication methods including the College’s web page <http://montgomerycollege.edu>.

Disability Support

Any student who may need an accommodation due to a disability, please make an appointment to see me during my office hour. In order to receive accommodations, a letter from Disability Support Services(R-CB122; G-SA175; or TP-ST120) will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations are at: <http://www.montgomerycollege.edu/dss/evacprocedures.htm>.

Student Conduct

The student code of conduct is outlined on pages 116 – 119 of the 2014 – 2015 Student Insider’s Guide. In part it states “The College believes in the premise that students are adults who are responsible for their own actions and who should be free to pursue their educational objectives in an environment that promotes learning, protects the integrity of the academic process, and protects the College community.” The entire student code of conduct is available online as a Word document at [http://cms.montgomerycollege.edu/EDU/Verified -
Policies and Procedures/42001 Student Code of Conduct/](http://cms.montgomerycollege.edu/EDU/Verified-_Policies_and_Procedures/42001_Student_Code_of_Conduct/).

Combat2College

If you are a veteran or on active or reserve status and you are interested in information regarding opportunities, programs and/or services, please visit the Combat2College website at <http://www.montgomerycollege.edu/combat2college> and/or contact Joanna Starling at 240-567-7103 or Joanna.Starling@montgomerycollege.edu.

Withdrawal and Refund Policy

It is the student’s responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. For specific drop dates related to this course see the syllabus.

Communication Policy

Montgomery College email is the official means of communication between the College and students. It is recommended that you that you check your account routinely for official communication. Some items you may find there are: course announcements, invoices, important admission/registration information, waitlist status. To check your e-mail, log into your MyMC online account and locate the e-mail icon in the upper right hand corner of the page. It is possible to automatically forward email from the College to another email account, but you should use the College’s system when sending email to people or departments within the College.

Academic Honesty

You are expected to do your own work. While collaboration is perfectly acceptable, and in some cases expected, you are responsible for what you turn in as your own work. If another student’s name is found on work that you turn in as your own, you will receive a grade of zero for the assignment. If the pattern continues further academic penalties will be enforced.

Printing at MC

Your printing login and password is sent directly to your MC email address from WEPA™. If deleted by mistake, visit <http://www.wepanow.com>, enter your MC email address (your username), and click “Forgot your Password”. WEPA™ will email a link to change your password to your MC email address. This process will take a few minutes, so plan ahead. For more information about Printing at MC, visit <http://www.montgomerycollege.edu/printing>.

Digital Learning Centers

Montgomery College maintains Digital Learning Centers (DLC) on all three campuses. The DLC provides an open learning environment for students of all disciplines The DLC specialists can provide **one-on-one assistance** using the computers, scanners and WEPA printers available. For details visit: <http://cms.montgomerycollege.edu/digitallearningcenter/>

Important Student Information Link

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College Alert System, and finally, how closings and delays can impact your classes. If you have any questions, please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.

<http://cms.montgomerycollege.edu/mcsyllabus/>