



**Fall 2009 Virtual 3 Semester Hours Credit**

Course URL: <http://de6.hccs.edu/>

(Please note that the schedule is subject to change at anytime, you need regularly to check your email/discussion board for new changes)

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b>         | Carolyn Tan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Contact Info</b>       | <ol style="list-style-type: none"> <li>1. Blackboard Vista email</li> <li>2. Alternative E-mail: <a href="mailto:Carolyn.Tan@hccs.edu">Carolyn.Tan@hccs.edu</a> OR <a href="mailto:ctan@e-wdc.com">ctan@e-wdc.com</a></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Course Objectives</b>  | <p>This course emphasizes effective screen design which includes analysis, planning, and layout of the graphical interface. Upon satisfactory completion of IMED 1341, students will</p> <ul style="list-style-type: none"> <li>• understand theory, concepts and application of screen/visual design elements in 2D interfaces</li> <li>• recognize effective uses of interfaces in everyday appliances, focusing in the area of human and computer interactions (HCI)</li> <li>• construct an interface for a web browser, CD/DVD-ROM and Wireless device project using your choice of graphics application</li> <li>• recognize the various components of an interface</li> <li>• create and understand the importance of flowcharting and story boarding in multimedia and web projects</li> <li>• Understand the importance of concepts of usability, accessibility and navigation in web and multimedia interactive projects</li> </ul> |
| <b>Course Description</b> | <p>Skill development in the interface design process including selecting interfaces that are meaningful to users and relative to a project's content and delivery system. Emphasis on aesthetic issues such as iconography, screen composition, colors, and typography.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Course Content</b>     | <p>Basic theory and concepts such as visual communication, universal design elements, color theory, typography, usability, experience, navigation layout in web, CD/DVD-ROM and wireless (handheld) interfaces. Discuss use and application of components of interfaces such as icons, logo, symbols, buttons, links, scrolling objects, media controls and labels</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Learning Outcomes</b>  | <p>The student will describe user interface conventions based on human perception principles; critique existing user interface and screen designs; create effective navigation methods and screen composition for different multimedia projects; justify interface and universal screen design decisions based on the principles of interface and screen design; and use an interface design process that includes flowcharting, target audience analysis, and content organization to select a multimedia project's interface</p>                                                                                                                                                                                                                                                                                                                                                                                                            |

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Textbook</b><br/>(You may order your book on line)</p> | <p><b>User-Centered Web Site Development: A Human-Computer Interaction Approach</b><br/>by Daniel D. McCracken, Rosalee J. Wolfe<br/>ISBN: 0130411612<br/>Publisher: Prentice Hall<br/>Order online from<br/><a href="http://Amazon.com">Amazon.com</a> (\$47.00)</p> <p><b><u><a href="#">Don't Make Me Think: A Common Sense Approach to Web Usability</a></u></b><br/>Steve Krug – 2<sup>nd</sup> Edition<br/>Publisher: Que;<br/><b>ISBN-10:</b> 0321344758 <b>ISBN-13:</b> 978-0321344755</p>                                                                                                                                                                                                                                      |
| <p><b>Materials:</b></p>                                     | <ul style="list-style-type: none"> <li>• <b>Color Wheel (From Texas Art Supplies)</b></li> <li>• Internet access</li> <li>• E-mail Address</li> <li>• Storage Media -- Zip disk/External Hard Drive (if you are using the labs)</li> <li>• Textbook is available at HCC Bookstore. Other options: <a href="#">Amazon</a>, <a href="#">Barnes &amp; Noble</a>, and <a href="#">Best Book Buys</a>.</li> <li>• You'll need the following shareware: FTP, browser, Acrobat Reader, compression software. Also, you'll need to be sure you have the following plug-ins installed: Quick Time, Shockwave, Flash, Real Player, and there may be more.</li> <li>• You'll need a graphics program of some sort</li> <li>• PowerPoint</li> </ul> |
| <p><b>Attendance</b></p>                                     | <p>Your online attendance will be monitored through your classroom participation and class assignment submissions (at least 2 constructive feedbacks per discussion question/project to students for each week). Blackboard Vista will also be recording your activities digitally &amp; a sample report will be posted in the course room.</p> <p>The HCCS catalog makes the following statement: "A student may be dropped from a course for excessive absences after the student has accumulated absences in excess of 12.5% of the hours of instruction (including lecture and lab time)." That includes completion of ALL assignments &amp; Class Participation by the due dates.</p>                                              |
| <p><b>Labs</b></p>                                           | <p>Open labs will be available. Lab rules are to be strictly followed. No software, hardware, or manuals may be removed from the lab. Software and manuals may not be copied. Failure to comply with these rules will mean expulsion from both class and lab.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Course Schedule</b></p>                                | <p>The course schedule is subject to change. The syllabus and schedule are <i>"living documents"</i> and <i>subject to change</i>. It is the <i>student's responsibility</i> to check the schedule weekly via email or on the discussion board for changes and summaries.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Grading</b></p>                                        | <p>Students will be graded on their ability to complete the assignments and/or projects. Students will submit assignments/projects via the Internet or as instructed for a particular assignment. Assignments are due according to the course schedule. <i>Due dates are subject to change</i>. It is the <i>student's responsibility</i> to check the course schedule for changes.</p> <p>Anyone who is not able to submit the work by the deadlines is advised to drop the course. <b>Incompletes (I) will not given in this class.</b></p>                                                                                                                                                                                           |

| <b>Grading System:</b>                                                                          | <p>Grades will be broken down as follows:</p> <table border="0"> <tr> <td>Assignments (Weekly Projects &amp; Mandatory Discussion Questions, Participation, weekly summaries)</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>Final Project and Quiz Evaluation</td> <td style="text-align: right;">60%</td> </tr> </table> <p>(Details of each section will be posted on the discussion board)</p> <p>* Your participation grade will come from your contributions (feedbacks) to the discussion boards. You will be expected to check the Discussion Board often and post substantial comments or create new topic for discussion during the semester. This is in addition to the comments you may post that pertain to specific assignments.</p> <p><b>Course requirements</b> to pass the course with a C or better:<br/>Upon completion of the course, you must be able</p> <ul style="list-style-type: none"> <li>• Know and understand the components of an interface</li> <li>• Describe user interface conventions based on human perception principles</li> <li>• Critique existing user interface and screen designs</li> <li>• Justify interface and screen design decisions based on the principles of interface and screen design</li> <li>• Create effective navigation methods and screen composition for different web and multimedia projects</li> <li>• Use an interface design process that includes flowcharting, target audience analysis, and content organization to select both web and multimedia project interfaces</li> </ul> <hr/> <p>SPECIAL NOTE: "Students who repeat a course for a third time or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring or other assistance prior to considering course withdrawal or if you are not receiving passing grades."</p> | Assignments (Weekly Projects & Mandatory Discussion Questions, Participation, weekly summaries) | 40%   | Final Project and Quiz Evaluation | 60% |         |   |         |   |         |   |              |   |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------|-----------------------------------|-----|---------|---|---------|---|---------|---|--------------|---|
| Assignments (Weekly Projects & Mandatory Discussion Questions, Participation, weekly summaries) | 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                 |       |                                   |     |         |   |         |   |         |   |              |   |
| Final Project and Quiz Evaluation                                                               | 60%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                 |       |                                   |     |         |   |         |   |         |   |              |   |
| <b>Grade Breakdown:</b>                                                                         | <table border="0"> <thead> <tr> <th style="text-align: left;">Points</th> <th style="text-align: left;">Grade</th> </tr> </thead> <tbody> <tr> <td>100 - 90</td> <td>A</td> </tr> <tr> <td>89 - 80</td> <td>B</td> </tr> <tr> <td>79 - 70</td> <td>C</td> </tr> <tr> <td>69 - 60</td> <td>D</td> </tr> <tr> <td>59 and below</td> <td>F</td> </tr> </tbody> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Points                                                                                          | Grade | 100 - 90                          | A   | 89 - 80 | B | 79 - 70 | C | 69 - 60 | D | 59 and below | F |
| Points                                                                                          | Grade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                 |       |                                   |     |         |   |         |   |         |   |              |   |
| 100 - 90                                                                                        | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                 |       |                                   |     |         |   |         |   |         |   |              |   |
| 89 - 80                                                                                         | B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                 |       |                                   |     |         |   |         |   |         |   |              |   |
| 79 - 70                                                                                         | C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                 |       |                                   |     |         |   |         |   |         |   |              |   |
| 69 - 60                                                                                         | D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                 |       |                                   |     |         |   |         |   |         |   |              |   |
| 59 and below                                                                                    | F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                 |       |                                   |     |         |   |         |   |         |   |              |   |
| <b>Policies &amp; Procedures:</b>                                                               | <p>The student may find the following information in the student handbook and college catalog --- Withdrawal Policy, Attendance Requirements, Refund Policy, Grading Scale, and Plagiarism Policy.</p> <p>"HCCS seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age or handicap. This policy extends to employment, admission and all programs and activities supported by the college."</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                 |       |                                   |     |         |   |         |   |         |   |              |   |
| <b>Students with Disabilities:</b>                                                              | <p>Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office. HCC-Northwest, Dr. Nancy Russell, Westgate, 713.718.5708, TTY: 281.718.5749; HCC-Southwest, Dr. Becky Hauri, Gulfton, 713.718.7909. Deaf/Hard of Hearing students may reach offices through Relay Texas, 1-800-7335-2988.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                 |       |                                   |     |         |   |         |   |         |   |              |   |

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Withdrawal from the class:</b></p>                                             | <p>If a student fails to attend class or just stops participating, it is their responsibility to withdraw from the class through the office and advise the instructor. Failure to handle a withdrawal properly will adversely affect your grade point average. Instructors <b>do not</b> automatically drop students who fail to participate in class. Any one that does not complete the course and does not drop will receive a "F" for the semester. (See last day to withdraw from class below.)</p> <hr/> <p>SPECIAL NOTE: "Students who repeat a course for a third time or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring or other assistance prior to considering course withdrawal or if you are not receiving passing grades."</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Statement of Workplace and Foundation Competencies SCANS Competencies:</b></p> | <p>During the progress of this course, the student will demonstrate competencies in the following skills:</p> <p><b>Workplace Competencies</b></p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>Manages Time: After reading the syllabus in the first class meeting and throughout the course, the student will allocate enough time to complete the required assignments and projects.</li> </ul> <p><b>Exhibiting Interpersonal Skills:</b></p> <ul style="list-style-type: none"> <li>Participates as a Member of a Team: Throughout the course, the student will work cooperatively with others and contribute to group efforts with ideas and suggestions.</li> <li>The student is expected to display professional and courteous behavior and demonstrate efficiency and competency in work.</li> <li>Demonstrate Leadership: Throughout this course the student must develop leadership qualities as he works on a team to develop projects.</li> <li>Works With Diversity: Each department at HCC has students studying from all over the world. Also, in any semester, we have students whose ages might range from 18 to 80. This diverse student population is one of the strengths of our institution and department. In each course, students gain experience in interacting with men and women from a variety of ethnic, social, or educational backgrounds.</li> </ul> <p><b>Working with Information</b></p> <ul style="list-style-type: none"> <li>Organizes/Maintains Information: Throughout the course, the student will organize, process, and maintain his/her portfolio in a professional fashion.</li> </ul> <p><b>Applying System Knowledge:</b></p> <ul style="list-style-type: none"> <li>Design/ Improve systems: The student will be expected to design and re-work and improve his project solutions to create effective and professional work.</li> </ul> <p><b>Using Technology:</b></p> <ul style="list-style-type: none"> <li>Select equipment and tools: In this course, the student will be expected to select the appropriate software to accomplish his assignments.</li> </ul> <p><b>Basic Skills</b></p> <ul style="list-style-type: none"> <li>Reading: Throughout the course, the student will understand and interpret written information required for achieving success in the course.</li> <li>Arithmetic/Mathematics: Throughout this course, the student will calculate measurements and use ratios and formulas to construct his/her projects.</li> </ul> |

- Listening: Throughout the course, the student will receive, attend to, interpret, and respond to verbal messages and other cues such as body language in ways that are appropriate to the purpose. For example, comprehend, learn, evaluate, appreciate, or support the speaker.

### **Thinking**

- Creative thinking: This is an essential component of the daily problem solving techniques required to develop and produce successful innovative digital work.
- Problem Solving: Throughout the course, recognizing that a problem exists, the student will identify possible reasons for the problem and devise and implement a plan of action to resolve it using a variety of computer applications on the job.

### **Personal Qualities**

- Responsibility: Throughout the course, the student will exert a high level of effort and persevere towards goal attainment, work hard to become excellent at doing tasks by setting high standards, pay attention to details, work well even when assigned an unpleasant task, and display a high level of concentration. The student will display a high standard of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
- Self-esteem: Throughout the course, the student will believe in his/her own self-worth and maintain a positive view of himself/herself. The student will demonstrate knowledge of his/her own skills and abilities, show an awareness of his/her impression on others.
- Sociability: Throughout the course, the student will demonstrate, understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings. The student will assert himself/herself in familiar and unfamiliar social situations, relate well to others, respond appropriately as the situation requires, and take an interest in what others say and do.

## SPECIAL NOTE FOR DISTANCE EDUCATION STUDENTS

### **New DE Student User ID**

Your new student login user ID will be [your HCC User ID \(sometimes referred to as the "W" number\)](#). All HCC students have a unique User ID. It is the same number you use for class registration. For students who have taken DE classes in previous semesters, the login will no longer be "firstname.lastname" + the last 2 digit of your SS #. If you do not know your User ID you can look it up using the following links:

- From the HCC home page, click on "Register Here"
- On the Student Web Services page, click on "Registration (Online)"
- Click on "Retrieve User ID" and follow the instructions.

Or use the direct link: <https://hccsaweb.hccs.edu:8080/servlets/iclientservlet/sauat?cmd=start>

The default student password will still be "distance." As always, students will then be prompted to change their password after their first login. These new student login procedures apply to classes taught in both WebCT and Blackboard. Please contact [desupport@hccs.edu](mailto:desupport@hccs.edu) if you need additional assistance with your log in.

### **HCC Course Withdrawal Policy**

The State of Texas has begun to impose penalties on students who drop courses excessively. That is, if you repeat the same course more than twice, you have to pay extra tuition. In addition, as of Fall 2007, students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will "alert" you and distance education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance. Contact your DE professor or a DE counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

**In order to withdraw from your DE class, you MUST contact a DE counselor or your DE professor and this must be done PRIOR to the withdrawal deadline to receive a "W" on your transcript.** If you do not withdraw before the deadline, you will receive the grade that you have earned by the end of the semester. Zeros averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade ("F"). Please do **not** contact both a DE counselor and your DE professor to request a withdrawal; either one is sufficient.

**The final withdrawal deadline for regular term and second start classes is April 3, 2009.** However, classes of other duration (mini-term, flex-entry, 8-weeks, etc.) have different final withdrawal deadlines. Please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email or telephone with a DE professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*

### **Student Services**

**INTERNATIONAL STUDENTS:** Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

### **STUDENTS WITH DISABILITIES:**

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate DSS Counselor for assistance. Please contact the Distance Education Counselors at 713.718.5275, option #4 or at [decounseling@hccs.edu](mailto:decounseling@hccs.edu) in order to be referred to the appropriate HCC DSS Counselor.

Students who require testing accommodations need to schedule an appointment for testing to ensure that staff will be available for proctoring and to arrange for any adaptive equipment that may be required. Students should contact the distance education instructor's "Instructional Support Specialist" (ISS) the week prior to each exam throughout the semester to confirm that the requested testing accommodations will be met. If you need assistance in determining your instructor's ISS, please contact your instructor or the Distance Education Department (713.718.5275, option #1 or [decounseling@hccs.edu](mailto:decounseling@hccs.edu)) for assistance."

**DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES:**

Advising can be accomplished by telephone at 713/718-5275 - option # 4, via email at [decounseling@hccs.edu](mailto:decounseling@hccs.edu), by visiting the Distance Education Office at the HCC Administration Building, 3100 Main Street, 3rd floor and/or by on-site advising at other HCC locations upon request. Confidential sessions with the distance education counselors will help students understand admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. Houston Community College counselors also maintain a local referral base in order to provide appropriate referrals to students with personal or family issues that may require long-term solutions.

**NOTICE FOR STUDENTS WHO LIVE OUTSIDE OF HOUSTON:** Students who live outside the Houston area and cannot take paper exams at one of our HCC testing locations MUST make arrangements for a proctor. Please see the Distance Education (DE) Student Services webpage for information at the following URL:

[http://distance.hccs.edu/de-counseling/student\\_out\\_houston.htm](http://distance.hccs.edu/de-counseling/student_out_houston.htm)

**VIRTUAL CLASSROOM CONDUCT:** As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

**USE OF CAMERAS OR RECORDING DEVICES:**

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

## FALL 2009 TRADITIONAL 16 - WEEK TERM

|                         |                                                                  |
|-------------------------|------------------------------------------------------------------|
| May 4 Monday            | Online Registration Begins - Payment Due at Time of Registration |
| July 15 Wednesday       | Application Deadline for International Students Outside the U.S. |
| August 10 Monday        | On Campus Registration Begins                                    |
| August 20 Thursday      | Application Deadline for International Transfer Students         |
| September 7 Monday      | Offices Closed - Labor Day Holiday                               |
| August 21 Friday        | Last Day for 100% Refund                                         |
| August 22 Saturday      | Classes Begin - Drop/Add/Swap Fee (\$15.00) Begins               |
| August 22 - September 8 | 70% Refund                                                       |
| August 25 Tuesday       | Registration Ends                                                |
| August 28 Friday        | Last Day for Drop/Add/Swap                                       |
| September 4 Friday      | Official Date of Record                                          |
| September 9 - 14        | 25% Refund                                                       |
| October 1 Thursday      | Application Deadline for Fall Federal Student Loans              |
| October 15 Thursday     | Priority Deadline for Fall Completion of Degrees or Certificates |
| November 12 Thursday    | Last Day for Administrative/Student Withdrawals - 4:30 pm        |
| November 25 Wednesday   | No Night Classes before Thanksgiving                             |
| November 26 - 27        | Offices Closed - Thanksgiving Holiday                            |
| December 1 Tuesday      | Veteran's Advanced-Pay Application Deadline for Spring Session   |
| December 6 Sunday       | Instruction Ends                                                 |
| December 7 - 13         | Final Examinations                                               |
| December 13 Sunday      | Semester Ends                                                    |
| December 14 Monday      | Grades Due by - 12:00 Noon                                       |
| December 18 Friday      | Grades Available to Students                                     |
| December 21 - January 1 | Offices Closed - Christmas Break                                 |