

History 230: The American Civil War
Midlands Technical College
Course Syllabus—Read Carefully

Course Description:

This course explores the history of the Civil War from the election of 1860 through the end of Reconstruction in 1877. (PREREQUISITE: ENG 100 or ESL 110).

Credit Hours/Contact hours:

Three (3) credit hours. Required contact hours vary with students' reading ability, discipline, and commitment. Students can expect to spend at least 9 hours per week on this course, and may need to spend more.

Prerequisites:

English 100 or English as a Second Language 110. This course requires a research paper and competency in ENG 102 or research experience is a definite asset.

Departmental Website: <http://www.midlandstech.edu/humanities/>

D2L Login Page: <https://elearn.midlandstech.edu/>

Instructor:

Dr. Reid A. Holland

Office:

Office: Airport Campus, Robinson Hall Room 112

Campus Map: <http://www.midlandstech.edu/campusmaps-airport.htm>

Office hours this semester: T, W, Th. 10-12 noon. Online hours Th, 7pm to 9pm.

Email me or call anytime for an appointment suited to your schedule!

Telephone/Voice Mail: 803.822.3395

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Campus Mailbox: Airport Campus, Robinson Hall, Room 105

Personal Website:

http://www.midlandstech.edu/humanities/2006/Fac/RH/RH_Home.htm

Departmental Assistant: Ms. Lisa Cheeks (cheeksl@midlandstech.edu)

Department Chair: Ms. Elena Martínez-Vidal (vidale@midlandstech.edu)

Class Schedule(s): **HIS-230-I01 Online via D2L**

Textbook(s): McPherson, James M. *Ordeal by Fire, The Civil War and Reconstruction*. 4th edition. Boston: McGraw-Hill, 2001.

<http://www.mtcbook.com/onlinetextbookorders.htm> .Students may also visit the publisher's web site for McPherson that has many maps, web sites, and other resources:

<http://www.mhhe.com/socscience/history/usa/mcpherson/>

Additional Readings: students should plan on using other Civil War reference works; other writing reference tools; and may be assigned additional reading.

Students may need to consult the following books and resources:

Fellman, Michael. *This Terrible War: The Civil War and its Aftermath*, 2nd ed. Boston: Pearson, 2009.

McPherson, James M. *Battle Cry of Freedom: The Civil War Era*. New York: Oxford University Press, 2003.

Turabian, Kate L. *A Manual for Writers of Research Papers, Thesis, and Dissertations*. Chicago: University of Chicago Press, 2010.

University of Chicago Press Staff, ed. "Turabian Quick Guide."

http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

(accessed December 1, 2010)

University of Chicago Press Staff, ed. *The Chicago Manual of Style*, 16th ed. Chicago: University of Chicago Press, 2010.

Any good Dictionary and Thesaurus.

Web Site Resources:

There are numerous quality web resources available to students. The primary web sites helpful in this course may be found inside the course under Content—see *Web Resources for History Students*.

General Education Core Competency Statement: HIS 230 addresses the humanities component of the general education core, which states: "Graduates should understand the diversity of our cultural heritage and the effects of artistic or philosophical influences."

Course Objectives: Upon completion of this course the student will be able to:

1. Reconstruct meaningful accounts of the major political, social, and cultural changes in a given society or period of time.
2. Compare and contrast the impact of past events on present-day institutions, ideas, and issues.
3. Analyze how cultural differences create both diversity and unity within the heritage of a given society or period of time.

Upon successful completion of this course, the student should also be able to:

1. Reconstruct meaningful accounts of the major political, social, and cultural changes in a given society or period of time.
2. Compare and contrast the impact of past events on present-day institutions, ideas, and issues.
3. Analyze how cultural differences create both diversity and unity within the heritage of a given society or period of time.

Upon successful completion of this particular course, the student should also be able to:

1. Trace and analyze the emergence of national sectionalism; and assess the major conditions and causes leading to war.
2. Trace and analyze major issues of leadership, strengths and weaknesses, tactics, and engagements during the first two years of the war.
3. Trace and analyze the major issues of leadership, funding, tactics and engagements that characterized the turning points and eventual Union victory in the later two years of the war.
4. Trace and analyze the course of Presidential and Radical Reconstruction, describing the Restoration of the Union, the transition of African Americans from slavery to freedom, and the lasting effects of Reconstruction.

Course Outcomes and Competencies:

Intended Course Outcome #1: Students will critically analyze the diversity of cultural heritage and the effects of artistic or philosophical influences upon culture through their study of the American History since 1877.

Course Competency (Performance Measure): Students completing the learning objectives of American History will demonstrate their critical analysis of the diversity of cultural heritage and the effects of artistic or philosophical influences upon culture through a set of locally developed tests focusing on the study of the American History since 1877.

Measurement Instrument: At least 80 percent of all students completing HIS-201 will be able to score a minimum 75 percent or better on identification and evaluation type exam questions created by the faculty.

Program and course assessment activities are deployed and results collected in accordance with the College's assessment schedule. Please refer to the information in the syllabus regarding the applicability of the assessment activity for the current semester.

Course Attendance: Each student is expected to attend ALL classes and is responsible for class work, homework, lecture notes, and reading assignments, whether present or absent. In the event of circumstances beyond one's control,

such as illness, the student is allowed to miss no more than twice the number of weekly class meetings or TWO weekly discussion posts in this online course. Exceeding the maximum allowed absences in this course means that the student can receive NO CREDIT for the course, and the instructor will assign the student a grade of W or WF.

You will be given a specific orientation task or quiz during the first week of the class--you must complete this exercise in order to be verified in this course. Failure to complete this exercise will result in your enrollment in this course being cancelled.

A student entering class from 1-10 minutes late is considered TARDY. Three tardies equal one absence. Any student entering more than 10 minutes late is considered ABSENT. Students are expected to remain in class for the entire period.

Courteous, attentive behavior is expected at all times. Tardiness to class, speaking out of turn (or when instructor is speaking), sleeping in class, receiving calls on cell phones/pagers, etc. are behaviors that are disrespectful and disruptive to everyone in the class and will not be tolerated.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

Course Requirements:

Students must complete the following main requirements in this course:

Reading & Study Assignments ~~Not Graded. Your reading assignments contain no graded items, but they are the most crucial element of your study. Reading assignments list several historical terms (people, events, places, ideas, laws, etc.) and several study questions. Always review these first, then start your reading--as you read look for these terms. Reading assignments with due dates are listed below and are also listed IN D2L, under "Content" in the online course for this term. Also see the guideline to "Reading History" under "Content" then under "Orientation". Weekly content also contains several online mini lectures to complement your reading.

Midterm & Final ~~Graded. Short terms and essay questions plus map questions, 100 points each (22% each, or 44% of total grade). See weekly assignments to study the terms for these exams. Also see the Crossword Puzzles for practice.

Research Paper ~~Graded. The many and varied steps of research are discussed at length under Content. Your research grade is divided into six (6) parts: submission of topic by due date (5 points); submission of

working bibliography by due date (10 points); submission of working thesis by due date (10 points); submission of first draft by due date (25 points); submission of revised draft by due date (25 points); submission of final paper by due date (75 points). Total points for the research paper, 150 points (34% of your grade).

Discussion ~~Graded. Weekly participation is required, for a total of 100 points (22% of your grade).

Students will receive helpful detailed instructions about completing these assignments and you are encouraged to ask any questions.

Course Grades:

Students completing all work above with a 90 percent average will earn an A for the course. Course grades are distributed as follows:

- A, 100~90 percent
- B, 90~80 percent
- C, 80~70 percent
- D, 70~60 percent
- F, 59 percent and below

Final: This course includes a final exam, which in part, has approximately 20-30 multiple choice questions covering the entire course. A practice exam for these questions is provided.

Specific Assignments & Due Dates:

Week One: Monday Jan 10 to Sunday Jan 16

Complete Orientation: Read online Syllabus & Instructions under "Content"

Read: Ch. 1-2. in McPherson, *Ordeal by Fire*.

Chapter One: American Modernization, 1800-1860

Chapter Two: The Antebellum South

See "Content"; then "Week One" then "Assigned Readings"—follow this pattern each week

[NOTE—the terms and questions assigned for each chapter become test items on the midterm and final]

Q & A Discussions as needed [click Discussions--upper navigation bar]

Weekly research progress discussions required [click Discussions--upper navigation bar]

Always ask any questions you have ☺

Research Progress: Note that each week you also must make some progress on your research paper, else you lose points!!

Week Two: Monday Jan 17 to Sunday Jan 23 (note—college closed Jan. 17)

Read: Ch. 3-4. in McPherson, *Ordeal by Fire*.

Chapter Three: The Ideological Conflict over Slavery

Chapter Four: Texas, Mexico, and the Compromise of 1850

See "Content"; then "Week Two" then "Assigned Readings"—follow this pattern each week

[NOTE—the terms and questions assigned for each chapter become test items on the midterm and final]

Q & A Discussions as needed

Weekly research progress discussions required. Be sure to post your topic under week two discussions as well as in the dropbox. No duplicates, first come first served!!

Always ask any questions you have 😊

Research Progress: Students must select general & specific research topic by the end of this week, see *Guided Research Paper* under Content.

TOPICS due--go to "Dropbox" on upper navigation bar, locate "Topics", and upload. MUST be a "doc"; docx" or "rtf" file

Week Three: Monday Jan 24 to Sunday Jan 30

Read: Ch. 5-7. in McPherson, *Ordeal by Fire*.

Chapter Five: Filibusters, Fugitives, and Nativists

Chapter Six: Kansas and the Rise of the Republican Party

Chapter Seven: The Deepening Crisis, 1857-1859

See "Content"; then "Week Three" then "Assigned Readings"

Q & A Discussions as needed

Weekly research progress discussions required. Please post your working bibliography under week four discussions so all can see and discuss.

Always ask any questions you have 😊

Research Progress: Students must create a working bibliography of sources for your paper—due at the end of this week; see *Creating a Bibliography* under Content.

WORKING BIBLIOGRAPHY due--go to "Dropbox" on upper navigation bar, locate "Working Bibliography", and upload. MUST be a "doc"; docx" or "rtf" file

Week Four: Monday Jan 31 to Sunday Feb 6

Read: Ch. 8-10. in McPherson, *Ordeal by Fire*.

Chapter Eight: The Critical Year, 1859-1860

Chapter Nine: Secession and the Coming of War

Chapter Ten: A Brothers' War: The Upper South

See "Content"; then "Week Four" then "Assigned Readings"

Q & A Discussions as needed

Weekly research progress discussions required. Please post your working thesis under week four discussions so all can see and discuss.

Always ask any questions you have 😊

Research Progress: Students must create a working thesis due at the end of this week, see *Developing Your Theses* under Content, for this week.

WORKING THESIS due--go to "Dropbox" on upper navigation bar, locate "Working Thesis", and upload. MUST be a "doc"; docx" or "rtf" file

Week Five: Monday Feb 7 to Sunday Feb 13

Read: Ch 11-13. in McPherson, *Ordeal by Fire*.

Chapter Eleven: Mobilizing for War

Chapter Twelve: The Balance Sheet of War

Chapter Thirteen: The War at Home and Abroad

See "Content"; then "Week Five" then "Assigned Readings"

Q & A Discussions as needed

Weekly research progress discussions required

Always ask any questions you have ☺

Research Progress: Students must begin researching and taking notes, see *Primary Sources and Where to Get Them*; and *Doing Research* under Content, for this week.

**Week Six: Monday Feb 14 to Sunday Feb 20--
PROCTORED MID TERM NEXT WEEK!!**

Read: Ch.14-15. in McPherson, *Ordeal by Fire*.

Chapter Fourteen: The Springtime of Northern Hope

Chapter Fifteen: Jackson and Lee Strike Back

See "Content"; then "Week Six" then "Assigned Readings"

Q & A Discussions as needed

Weekly research progress discussions required

Always ask any questions you have ☺

Research Progress: Students must continue researching and taking notes.

**Week Seven: Monday Feb 21 to Sunday Feb 27--
PROCTORED MID TERM **THIS** WEEK!!**

Read: Ch. 16-17. in McPherson, *Ordeal by Fire*.

Chapter Sixteen: Slavery and the War: Northern Politics, 1861-1862

Chapter Seventeen: The First Turning Point: Antietam and Emancipation

See "Content"; then "Week Seven" then "Assigned Readings"

Q & A Discussions as needed

Weekly research progress discussions required

Always ask any questions you have ☺

Research Progress: Students must continue researching and taking notes.

Midterm:

Re-study all assigned terms for Chapters 1-17 in McPherson, *Ordeal by Fire*.

Try the "Midterm Crossword Puzzle" to see potential terms on the exam.

Midterm has ten short identification terms, two multi-paragraph essay questions and ten map questions. For map questions study major conflicts from Ft. Sumter to Antietam; including First Bull Run, Fort Henry, Shiloh, Antietam, Shenandoah Valley, New Orleans, & Vicksburg.

You must take the midterm exam during the times listed below. Be sure you bring a photo ID; and if your name has changed be sure your name registered with the College matches your ID.

Days Testing	Beginning Time	Latest time to Begin a test	Testing Ends
Tuesday Feb 22	9:00 a.m.	3:30 p.m.	4:30 p.m.
Wednesday Feb 23	9:00 a.m.	7:30 p.m.	8:30 p.m.
Thursday Feb 24	9:00 a.m.	7:30 p.m.	8:30 p.m.
Friday Feb 25	9:00 a.m.	12:00 p.m. (noon)	1:00 p.m.
Saturday Feb 26 BELTLINE ONLY	9:00 a.m.	1:30 p.m.	2:30 p.m.

Week Eight: Monday Feb 28 to Sunday Mar 6 (Student Break Mar 7-Mar 13)

Read: Ch. 18-19. in McPherson, *Ordeal by Fire*.

Chapter Eighteen: The Winter of Northern Discontent

Chapter Nineteen: The Second Turning Point: Gettysburg, Vicksburg, and Chattanooga

See "Content"; then "Week Eight" then "Assigned Readings"

Q & A Discussions as needed

Weekly research progress discussions required

Always ask any questions you have ☺

Research Progress: Students must continue researching and taking notes. First draft due next week—March 20.

Week Nine: Monday Mar 14 to Sunday Mar 20—FIRST DRAFT OF RESEARCH PAPER DUE Sunday Mar 20, 2011

Read: Ch. 20-21. in McPherson, *Ordeal by Fire*.

Chapter Twenty: War Issues and Politics in 1863
Chapter Twenty-One: Behind the Lines

See "Content"; then "Week Nine" then "Assigned Readings"

Q & A Discussions as needed

Weekly research progress discussions required

Always ask any questions you have ☺

Research Progress: Students must create a first draft from their notes—due by the end of this week, see *Writing the First Draft* under Content.

FIRST DRAFT due--go to "Dropbox" on upper navigation bar, locate "First Draft", and upload. MUST be a "doc"; docx" or "rtf" file

Week Ten: Monday Mar 21 to Sunday Mar 27

Read: Ch. 22-23. in McPherson, *Ordeal by Fire*.

Chapter Twenty-Two: Wartime Reconstruction and the Freedpeople

Chapter Twenty-Three: Military Stalemate, 1864

See "Content"; then "Week Ten" then "Assigned Readings"

See "Sample Paper" under Content.

Q & A Discussions as needed

Weekly research progress discussions required

Always ask any questions you have ☺

Research Progress: Students must work on revising their draft. See *Tips for Polishing Your History Paper*.

Week Eleven: Monday Mar 28 to Sunday Apr 3

Read: Ch. 24-25. in McPherson, *Ordeal by Fire*.

Chapter Twenty-Four: The Third Turning Point: The Election of 1864

Chapter Twenty-Five: The End of the Confederacy

See "Content"; then "Week Eleven" then "Assigned Readings"

See "Sample Paper" under Content.

Q & A Discussions as needed

Weekly research progress discussions required

Always ask any questions you have ☺

Research Progress: Students must work on revising their draft. See *Tips for Polishing Your History Paper*.

Week Twelve: Monday Apr 4 to Sunday Apr 10-- REVISED RESEARCH PAPER DUE Sunday April 10, 2011

Read: Ch. 26-28. in McPherson, *Ordeal by Fire*.

Chapter Twenty-Six: The Problems of Peace

Chapter Twenty-Seven: The Origins of "Radical Reconstruction"

Chapter Twenty-Eight: Reconstruction and the Crisis of Impeachment

See "Content"; then "Week Twelve" then "Assigned Readings".
See "Sample Paper" under Content.

Q & A Discussions as needed

Weekly research progress discussions required

Always ask any questions you have ☺

Research Progress: Students must post their revised draft.

REVISION OF FIRST DRAFT due--go to "Dropbox" on upper navigation bar, locate "Revised First Draft", and upload. MUST be a "doc"; docx" or "rtf" file

Week Thirteen: Monday Apr 11 to Sunday Apr 17—FINAL RESEARCH PAPER DUE Sunday April 17, 2011

Read: Ch. 29-30. in McPherson, *Ordeal by Fire*.

Chapter Twenty-Nine: The First Grant Administration

Chapter Thirty: The Making of the New Regime in the South, 1869-1872

See "Content"; then "Week Thirteen" then "Assigned Readings".
See "Sample Paper" under Content.

Q & A Discussions as needed

Weekly research progress discussions required

Always ask any questions you have ☺

Good Luck!!!!

PAPERS due--go to "Dropbox" on upper navigation bar, locate "Final Paper", and upload. MUST be a "doc"; docx" or "rtf" file

Week Fourteen/ Fifteen: Apr 18 to Tuesday Apr 26

Read: Ch. 31-33. in McPherson, *Ordeal by Fire*.

Chapter Thirty-One: Social and Economic Reconstruction

Chapter Thirty-Two: The Retreat from Reconstruction

Chapter Thirty-Three: The New South Epilogue

See "Content"; then "Week Fourteen" then "Assigned Readings"

Q & A Discussions as needed

Always ask any questions you have ☺

Note Final next week.

Finals Week: Tuesday Apr 26 to Saturday Apr 30--FINAL EXAMS

Take Proctored Final in Assessment Center-- see Assessment Center schedule below

Final:

Re-study all assigned terms for Chapters 1-33 in McPherson, *Ordeal by Fire*.

Try the "Final Crossword Puzzle" to see potential terms on the exam.

Final has ten short identification terms (Chapters 18-33), two multi-paragraph essay questions (Chapters 18-33) and 15 map questions. Study the Battle of Gettysburg for the Map Questions. Final also has 20-30 multiple choice questions covering the entire era, Chapters 1-33.

You must take the final exam during the times listed below. Be sure you bring a photo ID; and if your name has changed be sure your name registered with the College matches your ID.

Days Testing	Beginning Time	Latest time to Begin a test	Testing Ends
Tuesday Apr 26	9:00 a.m.	3:30 p.m.	4:30 p.m.
Wednesday Apr 27	9:00 a.m.	7:30 p.m.	8:30 p.m.
Thursday Apr 28	9:00 a.m.	7:30 p.m.	8:30 p.m.
Friday Apr 29	9:00 a.m.	12:00 p.m. (noon)	1:00 p.m.
Saturday Apr 30 BELTLINE ONLY	9:00 a.m.	1:30 p.m.	2:30 p.m.

Honesty And Plagiarism:

The awarding of a college or university degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. Any type of dishonesty in securing those credentials therefore invites serious sanctions, up to and including suspension and expulsion (see *Student Handbook* and *Catalog*). Examples of dishonesty include actual or attempted cheating, plagiarism, or knowingly furnishing false information to any university employee. Plagiarism and cheating are dishonest and are explicitly prohibited. Honesty in personal and academic matters is a cornerstone of life at Midlands Technical College. Students are expected to achieve on their own merits and abilities, to exercise integrity in all of their affairs, and to refrain absolutely from lying, cheating, and stealing. Plagiarism is taking credit for ideas and/or concepts that are not your own, even if you are not using the exact words of a source. This includes copying from sources, down-loading from a website, or

having someone ghost-write something for you. Sources must be properly referenced in a bibliography, works cited, or references page. Any student suspected of dishonest action is subject to severe College disciplinary action. For help see "Course Content Home > "Academic Integrity".

Student Resources:

MTC Library (Laptop check out available; wifi available):

<http://www.midlandstech.edu/library.htm>

Assessment Center: <http://www.midlandstech.edu/testcenter/>

Academic Success Writing Center (PC's available):

<http://www.midlandstech.edu/successcenter/>

Academic Advising: <http://www.midlandstech.edu/advisement/>

Counseling & Disabilities Services: <http://www.midlandstech.edu/counseling/>

Security: 738-7876

College Emergency Closings: During emergencies or inclement weather if there is a question about whether the college is closed, please check WIS TV, the MTC web site (www.midlandstech.edu) and/or call the school (803-738-8324) for information. If the College closing or reopening means there will be at least 30 minutes of a class, then plan to attend the class. For example, if the College opens at 10 am on a TTH, classes that normally meet at 8 am will not meet. Classes that normally meet at 9:35 am WILL meet at 10 am (since there are more than 30 minutes left in the class). If the college closed at 8 pm, 6 pm classes would meet for their regular time, but 7:35 pm classes would NOT meet since there are fewer than 30 minutes left in the class.

Students may also sign up for free "MTC Alerts" which calls your cell phone when emergencies or inclement weather change the college's schedule:

http://www.midlandstech.edu/Phone_Alert.htm

Student Financial Services Communication Policy: Please be advised that effective Fall 2007, Student Financial Services (SFS) will send all correspondence to students via the free college email account, Campus Cruiser. The only communication students will receive from SFS by regular mail is the initial award letter. All other correspondence, including revised award letters will be sent by email. Students should check Campus Cruiser email often for important information regarding financial aid status. To access the student email account, log on to MTC's main web page, www.midlandstech.edu. Once there click on Enrolled Student tab, scroll down to online resources, and the first link is Campus Cruiser email. Students may also view their awards at www.midlandstech.edu/mtconline.

Comments and Suggestions:

If you have any comments or suggestions about this course, please do not hesitate to contact me.

Thank You!!!

Thanks for reading this lengthy syllabus. Be sure you have the entire document handy and be sure you understand every element of this syllabus! If you have any question at all, ask immediately at, hollandr@midlandstech.edu. Then, go to the Course Home > click on "Content" then click on Orientation!

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.

College Policies and Expectations: Students are expected to read the MTC Student Handbook and abide by its policies. Some of the more important policies that impact your academic work are listed below. The Handbook is located at <http://www.midlandstech.edu/planner/>.

Academic Integrity: The students of MTC have adopted the following Honor Code:

As a member of the Midlands Technical College community, I will adhere to the college's Student Code. I will act honorably, responsibly, and with academic integrity and honesty. I will be responsible for my own academic work and will neither give nor receive unauthorized or unacknowledged aid. I will behave courteously to all members of the MTC community and its guests and will respect college property and the property of others.

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism, collusion, and falsification. Such actions will result in discipline.

- Cheating on tests includes copying or presenting someone else's work as your own, using unauthorized materials during a test, gaining unauthorized access to or information about a test, or collaborating with any other person during a test without permission.
- Plagiarism is taking another person's work and using it without giving the source credit in any graded assignment.
- For more information about academic dishonesty, see Appendix I at the end of the *MTC Student Handbook*.

Campus Emergency Protocol:

- To report safety concerns or suspicious activities: Call Campus Security at 7850 (on campus) or 738-7850 (cell phone or off campus).
- To report a security emergency: Call Campus Security at 738-7199 or dial local 911 immediately.
- The college also provides emergency call boxes; look for these red call boxes in or near parking lots on all campuses.
- If a college-wide emergency occurs, the college will communicate additional information and instructions in a number of ways, including the MTC Information Centers, campus loud speakers, email, the MTC web site, and *MTC Alerts!* To sign up for *MTC Alerts!* and receive emergency text messages on your cell phone, go to <http://www.midlandstech.edu/mtcalerts/>.

Inclement Weather Policy: If weather conditions or other emergencies cause the college to close or open late, announcements will be made over local radio and TV stations, on the MTC web site, and on the college's information line (803-

738-8234).

- Check for separate announcements for day and evening classes because weather conditions can change.
- Announcements will be sent to students via *MTC Alerts!* and emailed via CampusCruiser when possible.
- Your class schedule in inclement weather: In standard non-lab and non-clinical classes, if the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10:00 am, classes that normally meet at 8:00 am will not meet, but classes that normally begin at 9:35 am will begin at 10:00 am. Similarly, if the college closes at 8:00 pm, 6:00 pm classes will meet for their regular time, but 7:35 pm classes will not meet.
- Check your syllabus for specific information about the inclement weather policy for that course.

Student Email Accounts: All MTC students are assigned a college email account called CampusCruiser. Follow the link on the *Enrolled Students* page to access your account (look under *Online Resources*).

- The college will communicate with students using CampusCruiser. You are responsible for checking your college email regularly for important information and announcements about registration, financial aid, cancelled classes, emergencies, etc.
- In addition to using CampusCruiser email, students may also be required to communicate with instructors through Desire to Learn (D2L), the college-wide learning management system, or through course-specific software, such as MyMathLab.

MTC Online: The college conducts business with students through MTC Online. MTC Online provides many services and resources, including access to transcripts, grades, and your program evaluation; information about your financial aid status; and how to search and register for courses. Follow the link on the *Enrolled Students* page under *Online Resources*.

Class Attendance and Participation: Students are responsible for meeting all attendance and participation requirements outlined in each course syllabus.

Student Evaluation of Instruction: Toward the end of the semester, students will be encouraged to participate in evaluating their courses. You can complete this confidential evaluation through MTC Online, using your username and password. Announcements will be made during the term concerning how and when to do the online evaluation.

Children on Campus: Children are generally not permitted on campus except for special events. Children are not permitted in classes, labs, or advisors' offices. Children can never be left unattended on campus, including in parking lots.

Students Requiring Special Accommodations:

- If a student with a disability requires special accommodations, the student should go to Counseling Services in the Student Center on Beltline or Airport Campus. Documentation regarding a specific disability is required in order for special arrangements to be made. All information received will remain confidential.
- For more information, follow the *Disability Resource Centers* link under *Online Resources* on the *Enrolled Students* page.

