making loud or distracting noises, persisting in speaking without being recognized. (See WCJC’s Student Handbook.)

### Attendance Policy:

WCJC’s Student Handbook explains responsibilities for attendance and when a student should withdraw from the course. I will consider **active** attendance throughout the course favorably when computing final grades that are borderline. (Details provided in class.) Active attendance means these things:

1. Using the upcoming Lesson’s Learning Quizzes **before** class
2. Using that preparation to participate positively in problem solving **in**class
3. Taking notes
4. Removing all distractions to yourself (and others). Using a cell phone, smartwatch, computer, or other device during class makes **active** attendance improbable.

### List of Due Dates (at the end of this syllabus) and *Your* Responsibilities:

It is your responsibility:

* To talk to me if you do not know what to do or need help. The earlier we talk, the better your chances of success.
* To use the List of Due Dates to determine what is DUE and when—including preparation that you need to do before class and what you print and bring to class before the seating chart is completed.