If you are seeking to enroll in and complete a **second course** with us this semester, here are some important reminders:

1. In order to be eligible to sign up for a second course this semester, you MUST complete the final exam and pass your current class with a grade of “C” or better by **Tuesday, October 15**. There are no exceptions to this.

2. If you wait until October 15 to take the final exam, there are time restrictions based on when your class meets. See the following chart for details.

   **Final exam times for October 15**

<table>
<thead>
<tr>
<th>If your regular class time is...</th>
<th>then you need to START the final exam <strong>before</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30a or 9:00a or 10:30a</td>
<td>12:00p on 10/15</td>
</tr>
<tr>
<td>12:00p or 1:30p or 3:00p</td>
<td>3:30p on 10/15</td>
</tr>
<tr>
<td>4:30p or 6:00p or 7:30p (or any time Fri or Sat)</td>
<td>6:45p on 10/15</td>
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3. If you have completed all the workbook pages for your course and would like to obtain the 5% bonus on the final exam, you must show your workbook to your instructor BEFORE you take the final exam. **It is your responsibility to make this happen.**

4. The final exam is taken ON PAPER in the MMLC testing room. It is worth 60% of your overall grade, so you need to take it seriously. You have only **ONE** opportunity to take it. If you do not do well on the final exam and earn a final grade of “D” or “F”, you will have to repeat the entire course during a future semester.

5. If you go into the “Start Here” area of your MyMathLab course, you will find a menu choice called “Sample final exam” under the last module of your course. If you select this item, you will find links to **TWO** different sample final exams: the first is a “MyMathLab” assignment and the second is a paper sample final with answers. (Note that hard copies of the paper sample final are also available in the file cabinet in the MMLC located in the corner closest to the teacher computer.) Reviewing the module exams you took would also provide additional practice opportunities.

6. Please don’t rush to finish. It is important that you learn all the material well and we don’t want you to jeopardize your chances of passing your current course. If you successfully finish after the October 15 deadline, your instructor can give you an "unofficial head start" for next semester on your next course. As long as you officially register with us in that course in Spring 2020, we could transfer that work over at the beginning of the new semester.

7. If you take the final exam prior to October 15, please send an e-mail alerting your instructor that you have done so.
8. After your instructor grades your final and verifies that you have passed the course, you will need to go to the MMLC and see your instructor to sign up for the next course and receive a pre-requisite override form to add the class with the college. Please use this pre-requisite override form the day you receive it and pay for the class (if you owe fees) to ensure that your registration is complete. If you are not registered with the college in the new course by Tuesday, October 22, you may have to wait until next semester to enroll.

9. It is possible that the “official” day/time of your new class will be different from the day/time of your current course. If you have another class on your college schedule that conflicts with your new MMLC course, you may have to file a “time conflict” petition with the college. Your instructor can help you fill this out. In any case, unless you and your instructor work out something differently, you should still attend class each week during the SAME day and time you always have. (Attendance each week is still required.)

10. Note that the college will not allow you to enroll in more than 18 units during the semester. If adding the next course with us would cause you to exceed that limit, you will have to file a petition with the college to see if they will allow it. (However, you should still begin to complete work in the new course while you await the answer.)

11. If you enroll in a second course with us this semester, you MUST finish that course by the end of this semester or you will receive an F (or a W if you drop before November 28). There are no “official” test deadline dates for your new course. However, your goal should be to pass one test per week so that you can stay on track. We would encourage you to use the “My Goal” column on your new MMLC ID card to help pace yourself.

If you have any other questions, please don’t hesitate to ask your instructor.