

Mathematical Sciences Early Admission Student Expectations and Information

The Department of Mathematical Sciences at Montana State University (MSU) welcomes you and hopes you find the information in this handout beneficial for your university experience.

Early Admission students attending classes at MSU will be treated as university students. Early Admission students must abide by and are required to familiarize themselves with the Code of Conduct, Policies, Regulations and Reports outlined in the current MSU Undergraduate Catalog. More information can be found at www.montana.edu.

The biggest difficulty that high school students encounter when taking courses at MSU is managing **scheduling conflicts between evening exams and high school activities.**

What is MSU's official exam policy?

A student officially representing MSU in athletic events, government, performance, or in similar official capacities, is entitled to the rescheduling of exams or important assignments due to required absences, only if a student has met the academic expectations outlined in section 310.00 of the Student Conduct Code. Students who do not meet the academic expectations, however, may not be entitled to special accommodations. Students are expected to provide course instructors with official notification of scheduled activities as early as possible, preferably **at least ten (10) days in advance** of the event.

Students may be required to take exams during a common hour exam period, typically in the evening. In the event that a student has a conflict with the common hour time, the student must adhere to Montana State's Common Hour Policy. For the full policy, please visit <http://catalog.montana.edu/code-conduct-policies-regulations-reports/common-hour-policy/>.

The department will provide for make-up exam if the student is "engaged in an activity or event sanctioned in paragraph 310.01 of the Student Conduct Code (Official student representatives with a regularly scheduled practice or meeting that conflict with a Common Hour Exam; see point 5 in the full policy.)"

For the purposes of this policy, the Department of Mathematical Sciences will treat high school student athletes and performers as MSU student athletes and performers, so long as they provide their instructors with the same information that MSU student athletes and performers provide. This includes a formal letter from their coach or advisor confirming the participation of the student in the sport or activity, and a list of the dates of practices and exams that the student identifies as conflicts.

"Students are responsible for identifying all conflicts. Apart from unforeseeable, personal emergencies (4.I.d.), students are required to confirm the need for make-up examinations with the instructor as early as possible, but no later than ten (10) days before the scheduled examination."

"Dates for make-up examinations will be arranged by the instructor. The examinations are to be equivalent to the original examinations as a means of evaluating the student. These examinations and their scheduling are to be non-punitive."

How Does the Exam Policy Relate to Me?

- High school student athletes and performers will be treated as MSU student athletes and performers so long as they provide their instructors with the same information that MSU student athletes and performers provide.
- Conflicts not meeting the criteria specified in the policy will likely not be accommodated.

Advice for Success

Attending each class is imperative for university success. It is important to become familiar with the MSU calendar. Instructors establish their own attendance policies (listed on the course syllabus), and each policy must be followed precisely. Missing too many days from class could result in failure based upon the instructor's participation policy. Please note: High school breaks and holidays may not correspond to the university calendar. Early Admission students are to abide by the MSU calendar. In addition, high school functions are not excused absences from university courses. If there is a conflict between a MSU class session and mandatory attendance at the high school or sickness or death in the family, etc., students are responsible for communicating with their instructors in order to work out an alternative plan for submission of work prior to an absence.

What if I have a function at the high school I just can't miss?

Contact the instructor (with as much notice as possible, preferably 10 days) to let them know that you have a conflict that will affect your attendance. The instructor does not have to make any special accommodations for you to miss a class, so don't be surprised if you simply cannot turn in an assignment late or make up a test.

How may I contact my instructor?

Check your syllabus. It should list your instructor's office hours, phone number and e-mail address on the first page. Your instructor's email address can also be found by searching the campus directory online.

What will my instructors expect from me?

- Attend class regularly;
- Actively participate;
- Ask questions;
- Be prepared for tests and quizzes;
- Read the textbook;
- Do your homework;
- Turn in assignments on time;
- Take notes in class; and
- Plan for 2-3 hours of class preparation for each hour you meet in classes (a 4 contact-hour class will require about 8-12 hours of additional study time per week). Make sure that you budget that time into your schedule.

What common mistakes do students make?

- Not attending class or quitting;
- Assuming that missing several classes due to high school obligations, like sporting events, is a valid excuse;
- Not turning in assignments on time;
- Not withdrawing from a class when necessary;
- Not reading the textbook because the instructor doesn't mention it during lectures; and
- Not asking for help when they need it (remember, tutoring is free).

Tutoring Resources

Math Learning Center –MLC, Wilson Hall 1-112. Open Fall, Spring, and Summer Semesters. See <http://www.math.montana.edu/undergrad/mlc/index.html>