

# DUAL CREDIT

**2015  
Summer Seminar**

## **Navigating College of the Mainland**

**College of the Mainland Dual Credit**

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# ***Navigating***

## **College of the Mainland**

As a dual credit student, there are several features and services that you may need to access throughout the semester.

Here is an outline of what we will cover:

- 1. WebAdvisor**
- 2. COM Email**
- 3. Blackboard**
- 4. Syllabus Review**
- 5. Classroom expectations**
- 6. Tutoring & Academic Help**
- 7. Library Databases**
- 8. *Finally:* For Your Information**

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# WEBADVISOR

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## ACCESSING WEBADVISOR

**Step #1:** Go to [www.com.edu](http://www.com.edu), click on “WebAdvisor.”

**Step #2:** Click on the “What’s My User ID/COM ID” link located on the top right side of the page.

**Step #3:** Type in your last name and Social Security # (or COM ID) – Click “Submit.”

**Step #4:** Write down your User ID \_\_\_\_\_ and COM ID # \_\_\_\_\_, keep it in a secure location. Your User ID is usually first initial of first name with your last name and maybe #; exp: dbridges. Password is your seven-digit COM ID number.

**Step #5:** Click “Log In on the top, and **enter** the User ID and password (it is your COM ID#).

**Step #6:** Click “Submit” button - You will be returned to the WebAdvisor Main Menu – Your name will appear in the top right corner. You are now logged on to WebAdvisor. Click on “Students” (“**blue guy**”) and begin your tasks.

## ACCESSING GRADES

This is simply selecting the term.

## ACCESSING TRANSCRIPT

Select the type of transcript (Credit) and then you can see and print an unverified copy. To have a transcript sent to another college, you go to the Transcript Request; from the **Recipient** drop down menu, select the *Texas College or University where you would like your transcript sent*. If you do not see your school on this list, you must then go to the COM home page; select Current Students, then select Academic Records, under **Advising and Student Support**. Then click on the Printable Transcript Request Form and fill it out. You can either fax 409-933-8012, drop off or scan and email back to COM Admissions: [admissions@com.edu](mailto:admissions@com.edu).

## ACCESSING THE COURSE EVALUATION SYSTEM

Under Communication link, there is a tab for My Course Evaluation. Please be sure to read the information and pay attention to the screens once you **click** on the Course Evaluation System. Some instructors give extra credit for completing this. Course Evaluations are done at the end of each semester.

- You will need two pieces of information to enter the system, your **COM student ID** number and the **randomly generated password found at the bottom of first screen**.

Select the class you wish to evaluate and click on the “Next” button. You should do one evaluation for each course you take.

*The college sends a final report with a list of all students who completed the evaluation. All of your responses will remain confidential and will only be reported in group format after grades have been posted.*

## VIEWING AND PRINTING **YOUR SCHEDULE**

**Step #1:** Log in to WebAdvisor and under the **Academic Profile**, select “**My Class Schedule**.”

**Step #2:** Select the appropriate term from the term drop down box and click “Submit.”

**Step #3:** The Schedule screen will list all of your courses. Print your schedule by selecting “Print” from the File Menu.

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## *COM EMAIL (Outlook 365)*

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### ACCESSING **COM E-MAIL**

**Step #1:** Go to [www.com.edu](http://www.com.edu), click on “Office 365 Email” under Get Connected – Online Resources, then click on Microsoft Outlook Web Access link.

**Step #2:** You then sign in using your User ID and password. These are the same as your WebAdvisor User ID and password.

**Step #3:** “*Sign in*” e-mail account. It is recommended you save your log-in information. You may also forward all your COM email to your personal email.

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## *BLACKBOARD*

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### ACCESSING **BLACKBOARD**

To access your courses on Blackboard, go to [www.com.edu](http://www.com.edu) and click Blackboard in the center of the page, under **Get Connected** or just go directly to <http://de.com.edu>.

Your **Blackboard User name & password** are *the same* as your WebAdvisor and Email User name/password.

### NAVIGATION **BLACKBOARD**

COM provides an online tutorial to cover the most widely used features; click on the Blackboard Learn Tour including:

My Dashboard

Tools

Announcements

Online Classes

My Courses

Grades

Email Instructor

To Do List

COM Library

Direct Link

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## SYLLABUS REVIEW

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A syllabus is your guide to a course and what will be expected of you in the course. Generally it will include the instructor's name, contact information, and office hours, as well as, course policies, rules and regulations, required texts, and a schedule of assignments.

The course syllabus will be distributed and reviewed by your instructor the first week of class. You can also find a list of all syllabi at [www.com.edu](http://www.com.edu) under "Get Connected – Online Resources."

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## CLASSROOM EXPECTATIONS

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### ATTENDANCE

Students at COM are expected to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it becomes necessary to miss a class. Students are required to attend all classes. College of the Mainland recognizes no excused absences other than those prescribed by law [see FDB (LEGAL)]. Instructors must clearly state their attendance and withdrawal guidelines in each course syllabus and follow established early intervention procedures.

Students shall be allowed an excused absence for the observance of a religious holy day. It is the responsibility of students to consult with their instructors when requesting an excused absence. Any class work assigned or examinations missed needs to be completed in the time line set by the instructor.

If you know that you'll need to leave early before class is over, try and sit close to the door. This will help cause less disruption. Similarly, if you arrive to class late, just slip in quietly and take the first available seat.

### BEHAVIOR

*Most students exhibit appropriate behavior in class, but there is some disagreement what constitutes "appropriate" behavior. At times a consumer culture creeps into the classroom, with students sometimes perceiving faculty as employees hired to serve them. This is not the appropriate comparison – a professor is not here to give you what you want, but rather to help you obtain what you need. A professor is more like a physician. Just as any doctor who tells you "everything is fine" so that you'll be happy (when everything isn't fine) should be sued for malpractice, any faculty member who gives you an "A" regardless of your performance or allows anything to happen primarily because that is what will make you happy is doing you and other students a disservice.*

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep these thoughts and the following rules in mind, the classroom experience will be a better one for everyone involved.

## GENERAL RULES

1. **Class begins promptly at the beginning of the class period.** You should be in your seat and ready to start participating in class at that time. That same rule also applies to the professor. They should be ready to start the class, which means having the technology operational.
  - a. Always bring the required supplies and be ready to be actively engaged in the learning process. This communicates preparedness and interest.
  - b. If you come to class after an assignment has already been passed back, please do not ask for your assignment until after the class is over. It's unfair to the other students in class to wait while the professor searches again for your paper because you weren't there the first time. Just ask for it after class, and they will be happy to show it to you.
  - c. In deciding whether to attend class, please do not ask your professor if she/he is covering anything important on that day. The course is carefully planned out – every day is important.
2. If you bring a newspaper or other reading material to class, put it away *before* the start of class. If you sat in a business meeting and read the newspaper while the boss was outlining a new strategy, you'd be fired or demoted. The same standard applies here. In return, the professor will listen when you are talking and treat you with respect.
3. Similarly, **do not study material from other classes during this class.** If you feel that you must spend our class time studying or doing homework, please go to the library or other location.
4. **Turn your cell phone off or to vibrate before the start of class.** The professor will do the same.
5. It is fine to bring a drink or a snack to class, as long as it isn't distracting (crinkly potato chip bags for instance). Also, please remember that someone else will be coming into the room after your class is done, so PICK UP YOUR TRASH. You wouldn't visit a friend's house and leave newspapers, cans, and wrappers lying around after you left, so please don't do it here.
6. I expect to have your attention for the full class period. This means:
  - a. **Avoid conversations with people sitting around you.** It's a small room – even if you whisper, please realize the other people can certainly see you, and that's distracting to them (and the professor.)
  - b. **Do not start zipping up your backpack and rustling papers before the end of class.** There's sufficient time for you to get your stuff together and get to your next class. Once one person starts, it seems others do it too and it makes the last few minutes of class less optimal, which is usually when announcements are made.

## INSTRUCTOR – INITATED DROP

When, in the judgment of the instructor, a student has been absent enough times so that it is unlikely the objectives of the course can be completed, the instructor may initiate steps to drop him/her by notifying the Admissions and Records Office. When requested to do so by the instructor, the Admissions and Records Office will send this student a notice indicating he/she has been dropped from the course. The student will receive a “W” for that course.

Don’t just stop going to class and assume the instructor will drop you. It is ultimately your responsibility to drop a class. Remember any grade you receive is part of your permanent transcript.

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## *PLAGIARISM / SCHOLASTIC DISHONESTY*

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Plagiarism is a form of academic dishonesty. To plagiarize is to steal the words or ideas of another and pass them off as one’s own. Two forms of plagiarism are common. In the first form, the writer incorporates published or otherwise recorded material without properly acknowledging its sources. In the second form, the writer submits work actually done by someone else. (The student who allows his or her work to be used by others is also guilty.) Any student who plagiarizes will receive a grade of “0” on his or her plagiarized work and may, as a result, receive a failing grade in the course.

Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation. Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current Student Handbook <http://www.com.edu/student-services/student-handbook.php> .

1. You must document when you quote directly from another source.
2. You must document when you paraphrase words from another source.
3. You must document when you summarize ideas from another source.
4. You must document when you use facts (statistics in a chart or graph, for example) or visual material from another source.

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but shall not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of any event intended to be graded;

5. Substituting for another student, or permitting another student to substitute for one's self, to complete any event intended to be graded;
6. Falsifying documentation submitted for purposes of obtaining a grade or course credit; and
7. Altering the contents of a test or any assigned grades.

## **STANDARDS OF STUDENT CONDUCT**

College of the Mainland assumes that students eligible to perform on the college level are familiar with the standard rules governing proper conduct and that they will observe these rules. COM accepts the concept that where its interests as an academic community are involved, the legal and ethical authority of the institution should be asserted and maintained. These include Appropriate Dress, Scholastic Dishonesty, Disorderly Conduct, Prohibited Conduct, Federal, State, and Local Law, Prohibited Weapons, Drugs and Alcohol, Debts, Disruptions, Behavior Targeting Others, Property, Directives, Gambling, Tobacco and Misuse of Technology.

The rights and responsibilities are described in FLB (Local) policy on the College website at [www.com.edu](http://www.com.edu) under the "About COM" and "Board of Trustees" links. Click on "COM Policies" and select "Students" under "Browse Sections."

## **DISCIPLINE**

A student shall be subject to discipline, including suspension, in accordance with FM (Legal) and FMA (Local) if the student violates any Board policies or procedures or policies and procedures of any college district program:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

## **PENALTIES**

When a student engages in conduct that violates the law, he or she is subject to college disciplinary action in addition to any action taken by a law enforcement agency or court of law. The Associate Vice President for Student Success and Conduct (AVPSSC) shall consider and take appropriate disciplinary action when violation of law, college rules and regulations, and other breaches of conduct by students are reported. The AVPSSC shall attempt to ensure the best interests of the offending student(s) and the College are served by making use of College counseling and other available resources as appropriate.

For more information see FMA (Local) policy located on the College website, [www.com.edu](http://www.com.edu) under the "About COM" and "Board of Trustees" links. Click on "COM Policies" and select "Students" under "Browse Sections."

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## *TUTORING & ACADEMIC HELP*

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Ask for help. Do not be afraid to ask staff, faculty, or fellow students; don't be shy! Sometimes, daily study time isn't enough. College of the Mainland has various opportunities for you to get the help you are needing for your specific course.

The Innovations Lab has 86 PCs with Windows 7. One PC scanner, one mouse scanner and three laser printers are available. In order to conserve resources, printing is limited. The Innovations Lab, located in Room T-1324 of the Technical-Vocational Building, has been established to provide all College of the Mainland students the opportunity to enhance their learning through the use of computers. The Lab is staffed with personnel ready to assist users with questions and assignments. Students must register with the attendant at the front desk in order to be assigned to the appropriate computer.

Science/Math Tutoring – Science tutoring is available for students throughout the week in the Science/Math Atrium. For more information, call 409-933-8244.

## Speaking, Reading & Writing Center

The Speaking, Reading, and Writing Center offers free tutoring services to all COM students. Tutors can help with writing, reading, or oral presentations for any class, not only English or speech classes. They also offer help with content and grammatical/mechanical questions.

Tutors in the Speaking, Reading, and Writing Center can help students with:

- Brainstorming
- Organizing and outlining papers
- Writing thesis statements
- Writing/speaking to specific audiences
- Sentence and paragraph structure
- Grammar, punctuation, and formatting
- Reading comprehension
- Vocabulary enrichment
- Creative issues
- MLA and APA
- PowerPoint

The Speaking, Reading, and Writing Center is located in the Technical Vocational Building (TVB) Room 1306. Tutoring is available on a walk-in or on an appointment basis. Appointments can be made by accessing the center's online scheduler at [com.mywconline.com](http://com.mywconline.com) or call 409-933-8702.

### HOURS OF OPERATION

Fall 2015

<b>Monday</b>	<b>8:00 AM – 8:30 PM</b>
<b>Tuesday</b>	<b>8:00 AM – 8:30 PM</b>
<b>Wednesday</b>	<b>8:00 AM – 6:30 PM</b>
<b>Thursday</b>	<b>8:00 AM – 6:30 PM</b>
<b>Friday</b>	<b>8:00 AM – 4:00 PM</b>

*Operating hours are subject to change. Please call or visit the Speaking, Reading and Writing Center for current hours.*

# Math Lab



**FREE Walk-In Tutorials, Computer-Aided Instruction, Lessons on DVD, Workshops, and Other Resources, for COM Math Students**

The Math Lab Tutors Will...

- ▶ Provide feedback on homework, study habits, and the learning process
- ▶ Make suggestions on note-taking strategies and organizational skills
- ▶ Help you focus your energy on the task at hand
- ▶ Ask you questions, to help you pull information together
- ▶ Discuss the concepts needed to complete an assignment
- ▶ Help you prepare for quizzes and tests
- ▶ Work through incorrect and/or old quiz/test questions
- ▶ Refer you to other available resources

The Math Lab Tutors Will Not...

- ✗ *Do your homework for you*
- ✗ *Teach you the material*
- ✗ *Guarantee you a better grade*
- ✗ *Take quizzes or tests for you*

**Math Lab Fall / Spring Hours (check lab for tutor availability)**

Monday – Thursday	8:00 am – 9:00 pm
Friday	8:00 am – 5:00 pm
Saturday	9:00 am – 1:00 pm

## **Contact Information:**

### **Location:**

**Math Lab  
Room T-1532  
Technical – Vocational Bldg.**

**Kirk McVey, Math Tutor  
E-mail: [kmcvey@com.edu](mailto:kmcvey@com.edu)  
Phone: 409-933-8588 (office)  
or 409-933-8320 (math lab)  
Office: T-1428**

**Zach Johantges, Math Tutor  
E-mail: [zjohantges@com.edu](mailto:zjohantges@com.edu)  
Phone: 409-933-8320 (math lab)**

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# *LIBRARY DATABASES*

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## ACCESSING COM LIBRARY DATABASES

All of COM Library's online resources can be accessed remotely from any location from which you have Internet access. Including your Blackboard account and the College of the Mainland main webpage. To access the databases remotely, go to the Databases by Subject LibGuide at <http://libguides.com.edu/databases> and click on any database. A login page will pop up automatically and you will have to login using your library patron # and last name. For COM students, your library patron # is your COM ID.

Additionally, COM Library's research tutorial introduces COM students to college level research. The Research Tutorial is composed of 6 different sections, and covers topics such as:

- How to choose research topics, develop topics, and gather information for research.
- How to find the sources your instructors want you to use and evaluate them as appropriate for college level research as well as your research assignment
- Learning about citation and where to get citation help.
- Avoid plagiarism.
- How to save time and find articles in COM Library's online databases.
- How to get books and articles from other libraries when needed.
- How to get the good stuff on the Internet.

The research tutorial can be accessed at <http://libguides.com.edu/research>

# COM Library

## We're Here 65 Hours a Week

Fall, Spring and Summer I semesters (Summer II and interim hours vary)

- Monday - Thursday, 8:00 AM to 9:00 PM
- Friday, 8:00 AM to 5:00 PM
- Saturday, 9:00 AM to 1:00 PM

<http://com.libcal.com/>

## Articles, Books, eBooks, Streaming Media



The library provides access to the college level resources that your instructors love!

Tens of thousands of books and eBooks, hundreds of thousands of articles, streaming media and primary sources that can even help you cite your sources, we can show you how!

<http://libguides.com.edu/databases>

## LibGuides

Available 24/7 on or off campus, our LibGuides are great one stop resources designed by COM Librarians with our students in mind, to help you find the best resources for your projects and save you time.

They collect the best resources for your courses like American History, English, Government, Psychology and lots more, or show you how to do things like college level research, cite your sources, use databases and lots more.

<http://libguides.com.edu/>

### American History LibGuides

Access general American history resources using the tabs above.

Get resources on more specific American history eras using the LibGuides below:

#### American History

by Kathryn Park - Last Updated Jun 4, 2015

Great for US History I & II. The history of the United States from early European exploration to current. Get the best books, eBooks, articles, media, primary and Internet resources on American history. 520 views this year

#### American History 1450-1763, Early American & Colonial

by Kathryn Park - Last Updated May 22, 2015

Great for History 1301. Get the best books, eBooks, articles, Internet resources and media on American History 1450-1763. 156 views this year

#### American History 1763-1820, Revolution & New Nation

by Kathryn Park - Last Updated Jun 4, 2015

Great for History 1301. Get the best books, eBooks, articles, media, primary and Internet resources on American History 1763-1820. 141 views this year



# Answers

Q. How do I create a hanging indent in Word on my Works Cited page?

Search our Knowledgebase  Search Browse: All Topics -

Answered By: Kathryn Park May 18, 2015 470536

It's easier done than said:

1. Place your cursor at the beginning of your second line, before any text
2. Right click your mouse
3. Select Paragraph from the resulting pop up menu
4. Under Indentation, use the Special pull-down menu to select hanging
5. Use the By menu to select 0.5"

Links & Files

- Cite APA Style
- Cite MLA Style
- Microsoft Word

Was this helpful? 972 163

Comments (58)

1. THANKS SO MUCH!  
by Oh yeah j on Apr 09, 2013.
2. WOW! Thank you so much! This was driving me bananas!  
by greyandwednesday on May 28, 2013.

Find more answers on:

- Citation/Style, M.A.
- Microsoft Word

Ask COM Library!

Start a Chat

Your Name (leave blank for anonymous)

Ask Your Question:

Go

You've got questions, we've got answers!

Chat, tweet, text, and ask face 2 face to get answers to your questions on research, citations, library resources and techy help.

Go to LibAnswers to ask a question or see some we've already answered from real live COM students!

<http://asklibrary.com.edu/>

# Library Space

We have a library lab with printers, lots of computers, Office, access to all our databases and staff to help you when you need it.

There are study rooms and lots of places to read, study, charge your devices, and even places to de-stress with puzzles, chess, backgammon and more.



# Do it All From Home

It's true, you can access most COM Library resources at home!

- Our LibGuides and LibAnswers are available 24/7 on or off campus.
- Our databases can all be accessed off campus from our database page. Just login with your COM ID# and last name.
- You can ask us for help when we are open by live chatting from all our LibGuides and LibAnswers pages or:

 Email [ask@com.libanswers.com](mailto:ask@com.libanswers.com)

 Text 409.229.4142

 Call 409.933.8448

 Tweet <https://twitter.com/asklibrary>

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## *FINALLY FYI*

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### IMPORTANT DATES

- Census Date – September 9<sup>th</sup>, 2015
- Withdraw “W” Date – November 23<sup>rd</sup>, 2015

### **Withdrawal from Class (Dropping a Class)**

When a student wishes to withdraw from a class after registration, he/she must complete the proper form for withdrawal with his/her high school counselor and turn it into the Dual Credit Office before it is processed in the Admissions and Records Office.

The following guidelines determine grades for an official withdrawal:

1. When a student withdraws before twelfth class day (fourth class day for summer sessions), the course will not appear on the student’s permanent record.
2. For withdrawals that take place after the twelfth class day (fourth class day for summer sessions) but before “W” day, as indicated in the College Calendar, a grade of “W” will appear on the student’s permanent record.

In addition, a student’s future financial aid at a college or university could be affected due to lack of academic progress. Each school has a “Rate of Completion” and minimum GPA that must be met to receive financial aid in the future.

### **Grade Scale**

College grades are given in a letter grade form (A, B, C, D, F) compared to high school grades which are numerical. Your school district converts your letter grade to a numeric grade, not the college or the professor. You must check with your high school counselor to learn how they convert and weight your grade. Also, ask if it affects your class ranking.

### **STUDENTS WITH DISABILITIES**

The mission of Services for Students with Disabilities is to provide a variety of support services, and supply students with disabilities with the resources needed to enroll and successfully complete their course work and/or degree plan. The office works with each student on an individual basis to determine and implement appropriate and reasonable accommodations. Students requesting services are responsible for contacting the Disability Services Counselor upon admission, and for providing current documentation from a qualified professional verifying their disability and the need for services. Services are coordinated to fit the individual needs of the student and may include, but are not limited to:

- Exam and classroom accommodations
- Academic services: Participation in student success workshops
- Academic advisement and counseling
- Referral to on- and off-campus resources

- Advocacy
- Sign Language Interpreting Services (when requested in advance)

Additional information, along with a brochure describing services and sources of campus support and equipment, is available in the Student Success Center in the Enrollment Center Building. Information may also be obtained by contacting 409-933-8379 or 409-933-8524.

## College Connections Advisor

They are at your high schools to help students with their applications, school assessment, financial aid and registration for college.

- They will assist you in choosing your goals, career interests and the best college for you.
- Provide information on college entrance requirements, policies and procedures.
- Conduct presentations about the transition from high school to college and other tips for 9<sup>th</sup> to 12th grade students.
- Assist you with planning how to pay for college, including developing a financial plan and completing a federal financial aid application, state financial aid application and scholarship applications.

## High Schools that have College Connections Advisors are currently:

1. **Dickinson** – Lionel Deluna
2. **Hitchcock –La Marque** – Earl Alexander
3. **Santa Fe** – Kody Allred
4. **Texas City** –