

Questions policy:

There is no such thing as a dumb question. However, there is also a time and a place for everything, so...

The appropriate use of **email, lecture, discussion section, office hours** is as follows:

If you have questions about the **content** of the course or the homework problems, the appropriate venue is to ask questions during **lecture, the discussion sections, or TA or instructor office hours**. Emails regarding content will be ignored, because it is difficult to explain content related material by email. Questions during lecture are encouraged!

If you have questions about the **administration** of the course, the appropriate venue is to ask questions during the **lecture** if it concerns all students, or during **instructor office hours** if it concerns only you. Emails requesting extensions will be ignored. If it concerns all students it is only fair that all students get to hear the answer during the lecture period!

If you have a question about what is going to be covered on the midterm or final, those questions will only be answered during the **lecture**, not by email or in office hours. No emails about the content of the midterm or final will be answered. The reason is that it is only fair for all the students to hear the answer to your question!

Grading policy:

Graded material (HWs, exams, etc.) will be available for you to pick up during TA office hours, and during some discussion sections. The solution sets will be available in the TA office, and on the course website. If you have a complaint about how a HW, midterm, or final was graded, you must put it in writing and give it to the TA before leaving his/her office (or before leaving discussion section). Verbal questions about the grading will not be accepted. Once you leave the TA office, you waive the right to question the grade. This is to prevent students from changing the answer and coming back to the TA. Do not pick up your friend's work for them, because they will lose the right to question their grade.

You must use units on everything you turn in. No units, no credit, not even partial credit.

The number to letter grade conversion factor will be assigned at the end of the quarter. The scale will be approximately (but not exactly) 80-100 A, 70-80 B, 60-70 C, 50-60 D, 0-50 F. I will decide what the exact scale will be at the end of the quarter. If I think the entire class deserves better or worse I might scale it up or down a little bit.

Exam format:

The content and format of the exams will not necessarily be at all like any previous exams given by this or any other Professor. Do not rely on previous year's exams as your only study guides. In other words, I am not telling you what the exam format will be like. If you know the material, you will do well, no matter what format the exam is. You must bring your student photo ID to the exams. The exams will be closed everything: no books, no notes, no calculators, no cell phones, no laptops. Just bring a pencil.

Add cards and pre-requisites:

The Professor cannot sign add cards, as per a departmental policy. If the computer cannot add you, that means you have not satisfied the pre-requisites or the course is full. If you think you have satisfied the pre-requisites at another school, you need to discuss this with the Undergraduate Student Affairs Office (http://www.eng.uci.edu/ugrad/student_affairs), who will make a decision about the coursework you have already taken at another school and whether it should satisfy the prerequisites. If they approve, and only if they approve, they will arrange with the registrar to allow you to register electronically.

Late work/attendance:

Homework should be turned into the TA during at discussion section only. (The homework will not be accepted any other time.) No late work will be accepted. There are no make-up exams. **Absolutely no HW will be accepted past the due date and time, even if you are only a minute late.** If you are sick, get a doctor's note. After you get better and bring it to office hours to discuss. **Attendance is mandatory!** There are no make-up lectures.