

BSC 1011C General Biology II (Fall 2023) CRN 10860

Valencia College-West

Professor: Lynn M. Sims, PhD

Class Mode and Meeting: **Welcome!** This course is an Onsite (Face-to-face) course so we meet every **Monday and Wednesday from 4:00 pm -6:45**. **Mondays** are lab days in **AHS 317** and **Wednesdays** are discussion days in **HSB 107**.

Office Engagement: HSB 138B

Virtual Engagement: (<https://valenciacollege.zoom.us/j/4075821007>)

Day	Location	Times
Monday	Onsite (HSB 138B)	7-8 am, 2:30-3 pm, 7-8 pm
Tuesday	Virtual (Zoom)	2:30pm-3:30 pm
Wednesday	HSB 138B	7-8 am, 2:30-3 pm, 7-8 pm
Thursday	HSB 138B	7:00 am - 9:30 am
Friday	Virtual (Zoom)	8:00 am-9:30 am

*If you need to meet outside of these times, feel free to contact me. We can find a day and time that works for both of us.

Methods of Contact:

Phone: 407-582-1007

Preferred e-mail address: lsims3@valenciacollege.edu

Canvas course site (inbox)

Link to a Zoom meeting (see above hours and link)

Course Content and Structure 😊

Prerequisite:

A minimum grade of C in BSC 1010C or BSC 1010H

Course Description: Includes an analysis of biological systems at the organismal and supra-organismal levels: Unity and diversity of life, organismal structure, and function. Will examine such topics as Darwinism, origin of life, diversity and origin of Eukaryotes, evolution and diversity of the three Domains; animal and plant morphology, reproduction, development of animal behavior, population biology and ecology. Students should be prepared to complete college level reading, writing, and mathematics assignments as part of this course. This course meets the General Education science requirements for graduation. **Lab and lecture are designed to complement each other and are not mutually exclusive of each other.**

The student will:

1. Describe processes of evolution, patterns of change caused by processes, and how evolution caused diversification of organisms.
2. Describe how biologists obtain and analyze data to form a hypothesis of phylogenetic relationships among organisms and how biologists form a phylogenetic taxonomy.
3. Identify the fundamental phylogeny and taxonomy of prokaryote clades, some distinctive life history and metabolic phenomena, substantive ecological interactions, and profound contributions to evolution.
4. Identify the fundamental phylogeny and taxonomy of 'Protists', some distinctive life history phenomena, substantive ecological interactions, profound contributions to evolution, and various atypical eukaryote conditions.
5. Describe the evolution of Land Plants from within Plantae and subsequent evolution of Land Plants emphasizing substantive reproductive and survival adaptations and be able to relate Land Plant evolution to Animal evolution.
6. Describe humans' interests connected to Fungi and profoundly distinctive ecological and evolutionary forms of Fungus
7. Identify the fundamental phylogeny and taxonomy of Fungi using life history variation as evidence.
8. Describe humans' interests connected to Animals and animal development, life history variation, and various ecological and anatomical forms
9. Identify the fundamental phylogeny and taxonomy of Animals using anatomy and life history as evidence.

Required Materials and Resources

- 1) **Lab Coat**
- 2) **Textbook with Mastering options (choose one of the two options below):**
 - Campbell Biology Vol. 2 w/Mastering Biology New Design (Textbook with Mastering) 9780137352135. Campbell 12th Ed. Pearson **OR**
 - Campbell 12th Pearson Mastering Biology New Design T/A Campbell Biology Vol. 2 (Mastering with an e-book) 9780137352197 Campbell 12th Ed. Pearson
- 3) **Laboratory Manual Coursepack:**
 - Mathews. et. al (2023). General Biology II Laboratory Manual 9660202328343 Valencia College
- 4) **Photographic Atlas options (choose one of the two options below):**
 - Van De Graaff's Photographic Atlas for the Biology Laboratory (e-book) 9781617317668 Adams 8th Ed. Morton **OR**
 - Van De Graaff's Photographic Atlas for the Biology Laboratory 9781617317651 Adams 8th Ed. Morton

Technology Requirements

The college uses the Canvas learning management system (LMS). The following link provides answers to common questions you may have about Canvas: <https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php>. If you have any concerns about whether your computer system is sufficient to support Canvas, please read this document. The following link lists the minimum computer requirements to successfully run Canvas: <https://community.canvaslms.com/docs/DOC-10721-67952720328>

Please note – while Safari can be used for Canvas, Pearson has announced that Safari is not compatible with MasteringBiology. If you own an Apple-based system, you will need to install a second browser to use to complete the required MasteringBiology assignments. The recommended browsers are Chrome and Firefox. In addition to the minimum requirements, you are also **required to have a webcam**, either integral to your system or as an addition to your system.

Important Dates for Fall 2023:

Add/Drop for a refund (August 28); Withdrawal Deadline (October 27)

Holidays: Labor Day (September 4). Thanksgiving (November 22-26)

Evaluation (**Onsite** = in-person, **Virtual** = online)

Assessment	% Total Score
4 Virtual Mini-Exams (25 pts. each) + Optional Replacement Virtual Final Mini-Exam (25 pts.)	10%
4 Onsite Exams (100 points each)	40%
1 Final Exam onsite Comprehensive Exam (100 points)	10%
Pearson Mastering Virtual Homework with Follow-ups	10%
Pearson Mastering Virtual Reading Questions and Pearson Mastering Resources for [X] Labs	10%
10 (out of 14) Lab Manual (onsite completion, virtual submission)	10%
Species or Service Learning Project with Presentation	5%
10 (out of 15) Onsite Lab safety checks (2.5 Points each) and 10 (out of 15) Discussion participation (2.5 points each)	5%

Your final grade will be based on the following scale: ≥89.5% A, < 89.4 to 79.5% B, <79.4 to 69.5% C, <69.4 to 59.5% D, <50.4% F

*It is imperative you attend every Thursday wearing the proper attire, including the always fashionable ☺ lab coat (see safety form in the orientation module of Canvas).

Tentative Schedule

Lab	* Onsite: Lab Exercises and Other Activities	Class	Textbook and Mastering Topics: Read to prepare for Wednesday Discussions
Aug 21	Lab #1 Lab Safety/Scientific Method and Articles	Aug 23	Ch. 22 Darwin & Natural Selection
Aug 28	Lab #2 Paleontology and Lab #4 Taxonomy	Aug 30	Ch. 25 Origins of Life
Sept 4	Labor Day (No Lab)	Sept 6	Ch. 23 Evolution of Populations (bring lab manual)
Sept 11	Virtual Mini Exam I (Chapters 22, 23, and 25) Lab #3 Population Genetics continued....	Sept 13	Onsite Exam I: (Labs 1-3 + Ch. 22, 23, 25) Ch. 26 Phylogeny
Sept 18	Lab #5 Bacteria and Archaea	Sept 20	Ch. 27 Bacteria and Archaea
Sept 25	Lab #6 Protist Diversity	Sept 27	Ch. 28 Protists
Oct 2	Virtual Mini Exam II (Chapters 26, 27, 28) Lab #7 Seedless Plants	Oct 4	Onsite Exam II: (Labs 4-6 + Ch. 26-28) Ch. 29 Non-vascular/seedless vascular plants
Oct 9	Lab #8 Seed Plants	Oct 11	Ch. 30 Seed-bearing Plants
Oct 16	Lab #9 Fungi	Oct 18	Ch. 31 Fungi
Oct 23	Virtual Mini Exam III (Chapters 29-31) Lab #10 Embryology	Oct 25	Onsite Exam III: (Labs 7-9 + Ch. 29-31) Ch. 32 Animal Development
Oct 30	Lab #11 Invertebrates I (Project Topics Due)	Nov 1	Ch. 24 Origin of Species
Nov 6	Lab #12/13 Invertebrates II/Invertebrates III	Nov 8	Ch. 33 Invertebrates
Nov 13	Virtual Mini Exam IV (Chapters 24, 32, 33) Lab #14 Chordates	Nov 15	Onsite Exam IV: (Labs 10-13 + Ch. 24, 32, 33) Ch. 34 Vertebrates
Nov 20	Genome Evolution	Nov 23	Thanksgiving Break
Nov 27	Ch. 19 Viruses Live Project Presentations (Day 1) Virtual Mini Final Exam (Comprehensive)	Nov 30	Live Project Presentations (Day 2) Exam Re-Review Day
	Onsite Final Exam (Comprehensive) Monday December 4, 2023 from 5:00 pm – 7:30 pm		

Assessments

Exams

Virtual Mini-Exams: Four virtual mini-exams and a final virtual mini-exam are scheduled throughout the semester and include material as indicated in the tentative schedule provided. You will need to have access to [Honorlock](#) to access and complete each exam. This means you will need a functioning camera and a computer (not a tablet or Chromebook) with Google Chrome Browser installed on it. If you miss the deadline for these exams, contact me as soon as possible. You will still be able to complete the exam (only if answers have not yet been provided).

Onsite Exams: Four in-class exams are scheduled throughout the semester within 7 days of the virtual exams. The onsite exams contain mostly topics related to the labs and may also include some text-related shown in the tentative schedule provided. If you miss an onsite exam, you must contact me by phone or by email, within 24 hours of the exam date and present a documented excuse of your “emergency” (doctor, police, judge, etc) to schedule a makeup exam, if deemed appropriate. If the excuse is not sufficient for a make-up exam during the semester, then the comprehensive final exam may replace the zero given for the missed onsite exam. The Final Exam is required and is comprehensive, including all chapters and labs from the semester. The final exam will be taken during final exam week. Missing the final exam will result in a grade of zero for the exam, except in the case of documented emergency, in which case a make-up may be available or an “incomplete” is deemed appropriate. **The Final Exam can be used to replace one of the onsite semester exams should it be a higher grade (it will also count as your final exam grade, regardless).**

Lab Manual

The lab manual is required for this course and will be graded. You will be expected to read each section and complete all questions and sketches in the lab manual (review and post-lab) as well as complete the activities. All lab activities must be uploaded on time to the appropriate assignment in Canvas for timely feedback. To do this, use Dropbox, CamScanner, or equivalent to capture images of ALL pages requiring any work and upload them as a single document to Canvas.

My Lab and Mastering

You must have access to Mylab and Mastering to complete the assignments on the Pearson website. If you cannot obtain access right away, there is a temporary access option. The temporary access is good for only 14 days so you will need to obtain an access code before your temporary access expires. There are several different types of Pearson assignments.

Reading Questions: The reading questions are typically multiple-choice quizzes designed for you to check your understanding of the material. These can be attempted up to 2 times.

Homework with Adaptive Follow-up: The adaptive follow-up assignments are associated with each of the homework assignments. You can “test out” the adaptive assignment if you earn a 95% or better on the “parent” assignment. The adaptive follow-up assignments are assigned if you did not earn a 95% or better on the “parent” assignment. The homework can only be attempted 1 time but if you do not do well, you will have another chance to perform better on the follow-up assignment.

Resources for [X] Lab Assignments: The resources for specific lab topics are designed to supplement the face-to-face lab days. Similarly to the reading questions, these assignments are designed for you to check your understanding of lab procedures often performed in biology labs. These can be attempted up to 2 times.

Dynamic Study Modules: Dynamic Study modules are strategically scheduled as a reminder for you to practice weekly and before each unit exam week. Dynamic study modules are always available and worth one bonus credit point each. The bonus points will be added to the onsite exam category in Canvas. The due dates for these assignments are suggested and you will not be penalized for late work, however, it is advised that you do complete them based on the schedule so you use them to prepare for each exam. All mastering biology assignments are meant to encourage you to prepare for exams.

Project options

You will be required to complete a project during the semester. The project can be either a) a project involving the research of a relatively new species, or b) a service learning experience. Both options will require you to perform a brief presentation at the end of the semester.

a) The species project will require you to conduct a database and/or literature search for a recently (within 10 years) discovered or classified species and research certain characteristics (listed in Canvas) of that species. A presentation will be required at the end of the semester.

b) The service learning typically involves volunteering at a selected agency directly involved with environmental, conservational, or evolutionary biology. A minimum of 3 hours is required. I will provide a couple of options but if you have a preferred agency set up, come see me and we can agree upon a plan. Proof of at least 3 service hours and a presentation will be required at the end of the semester. Note: This must be planned and executed early.

Attendance/class participation

The College believes that regular attendance and class participation are significant factors that promote success in college. I monitor attendance during the scheduled onsite activities and labs by assessing your lab safety skills (which account for 5% of your grade). Additionally, Canvas, our course management system, logs your online activities and this record can be used to monitor your participation. You are expected to participate in the weekly activities of the class, beginning during the first week of the semester and for the remainder of the semester, to remain in good standing in the class.

Failure to participate in the in-class activities during the first week of the semester will assign you as a “no-show” for attendance purposes and will result in an administrative withdrawal from class.

Official Business ☺

Withdrawal Policy:

Failure to participate in the in-class/lab activities of the first week of class will identify you as a “no-show” for attendance purposes and will result in an administrative withdrawal from class. Following the first week, I will not withdraw any student for lack of ‘attendance’ or any reason after the withdrawal deadline. **It is the responsibility of the student to withdraw before the withdrawal deadline and to be aware of the date of the withdrawal deadline.** It is important to know that you will not pass this course if you are missing assignments, exams, and/or labs.

A student who withdraws from class before the withdrawal deadline of **October 27, 2023, at 11:59 pm** will receive a grade of “W.” A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus; however, my policy still stands (please see the previous section on attendance). A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F, or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B, C, D, or F. Failure to make up the work during the following semester will result in you getting a grade of F in the course. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.”

Course attempts/withdrawal

Any student considering withdrawing from a course who has financial aid should consult a financial aid advisor or counselor before withdrawing from a course; there may be financial implications to the student, which he or she must know about, to make an informed decision before withdrawing from a course. Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarship sponsors may also require repayment.

Agencies and organizations which provide financial assistance/scholarships (federal and state government, businesses, etc.) may have requirements relative to withdrawal, course repeats, and grade forgiveness that is more stringent than those described below. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). According to State Rule 6A-14.0301, you may attempt the same course only three times at Valencia including the original grade, repeat grades, and withdrawals at any point in the term. Students in Bachelor's degree programs are limited to two attempts. The same course usually means the subject prefix and course number are the same when posted on a Valencia transcript. Courses that have been deemed equivalent will all count as attempts even if the current course number is not the same as your previous attempt(s). Being enrolled in a course for credit beyond the Drop/Refund Deadline counts as an attempt. The Drop/Refund Deadline for each term is listed in the Academic Calendar in the online official catalog.

To academically maintain financial aid, students must meet all of the following requirements:

- Complete 67% of all classes attempted, and
- Maintain a Valencia GPA of 2.0 or higher, and
- Maintain an overall GPA of 2.0 or higher, and
- Complete the degree within the 150% timeframe

Before you withdraw from a course, you should be aware that course withdrawals:

- Will increase the cost of your education
- This may affect your financial aid status
- This may affect your transfer grade point average
- This may result in your having to pay the full cost of the instruction fee to retake the course
- This may affect your anticipated graduation date
- This may result in your being denied access to limited-access programs
- This may affect your eligibility for the Honors Program
- This may affect your immigration status if you are attending Valencia on a nonimmigrant visa
- This will result in your required repayment of course fees paid by a Bright Futures scholarship.
- Talk with your professor to discuss your progress in the course
- See a Student Services staff member to discuss how a withdrawal will affect your career and education plans and/or the status of your financial aid

To withdraw from a course(s) you must access registration on Atlas. The Withdrawal Deadlines for each term are published in the Academic Calendar in the online official catalog. All requests for withdrawals must be submitted by 11:59 p.m. on the Withdrawal Deadline date.

Conditions That Apply to a First or Second Attempt in a Course

On or Before the Withdrawal Deadline: During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

After the Withdrawal Deadline:

A student is not permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy, as published in the faculty member's syllabus, in which case you will receive a grade of "W". If the professor does not withdraw you, your grade will be what you had earned. For a complete policy and procedure overview of Valencia Policy 4-07 please click [here](#):

Student Conduct:

Netiquette: The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette. Netiquette, while a general term, is complex at specific levels because there are so many different kinds of electronic environments and so many different situations in which we may find ourselves in those environments.

In classes where electronic communication plays a key role, if as yet undefined, role in technical and professional communication, it is our responsibility to be aware of our textual presence as it reflects upon our professional responsibilities, to ourselves and our parents and students.

To maintain a positive online environment, we all need to follow the netiquette guidelines summarized below.

All students are expected to:

- show respect for the instructor and other students in the class
- respect the privacy of other students
- express differences of opinion in a polite and rational way
- maintain an environment of constructive criticism when commenting on the work of other students
- avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable. Each item listed below is grounds for removal from the class.

Students should not:

- Show disrespect for the instructor or other students in the class
- Send messages or comments that are threatening, harassing, or offensive
- Use inappropriate or offensive language
- Convey a hostile or confrontational tone when communicating or working collaboratively with other students
- USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

Academic integrity

Each student is required to follow Valencia's policy regarding academic honesty. All forms of academic dishonesty (cheating, plagiarism, forgery, misuse) are prohibited as stated in the Student Code of Conduct and will be disciplined or penalized accordingly. All work submitted by students is expected to be the result of each student's thoughts, research, and self-expression unless the assignment specifically states "group project." With the first occurrence of academic dishonesty, in any form, a student will receive a failing grade or a zero for that single assignment/assessment/question. Proof of a subsequent (after the first offense) event of academic dishonesty will result in a failing grade in the class along with a referral to the Dean of Science and the Dean of Students. Below are some examples of academic dishonesty and their initial (first offense) consequences:

- **Submitting identical files or the work of someone else**-Zero for that assignment for all students involved
- **Plagiarizing another person's work (same words/article/written answers)**-Zero for that assignment or 100% deduction (all students involved)
- **Using your phone/tablet/computer or having it on your person during an exam**-Zero on the exam
- **Having notes or anything other than the exam materials out during an exam** -Zero for that exam
- **Speaking, whispering, conversing in any way (verbal and/or nonverbal) with another student during an exam**-Zero for that exam (all students involved)

Again, any offense that occurs after the first one (the second offense) will result in a failing grade for the course and referral to the Dan of Science and the Dean of Students. The policy can be found here:

<https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-dishonesty.pdf>

Student Feedback on Instruction (SFI)

Each term students taking courses are asked to complete the electronic Student Feedback on Instruction survey to let us know more about their experiences. It is used at Valencia by faculty members to improve the teaching and learning experience. Faculty cannot access your student feedback until after final grades are posted. I do consider constructive and thoughtful feedback when designing my courses and would love to hear your views.

Important Student Resources ☺

Students who need accommodations:

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

It is very important to me that you succeed so I encourage all of my students who already know or feel they may need some type of accommodation due to a disability or special learning need to meet with or contact me by email during the first week of the semester so that we can work together to address it. If you have not done so, contact the Office of Student Disabilities within your preferred campus to obtain your NTI. Contact information for all campuses are:

- East Campus Bldg. 5, Rm. 216
Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222
- Osceola Campus Bldg. 1, Rm. 140A
Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222
- West Campus SSB, Rm. 102
Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222
- Winter Park Campus Bldg. 1, Rm. 212
Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

Learning Support Services

Virtual Services will be available through [Distant Tutoring](#)

In-Person Services	Virtual Services
Walk-In Tutoring	Distance Tutoring, Online Tutoring 24/7 – Brainfuse
Writing Center Consultation	Online Essay Center
Embedded Tutoring Programs	Embedded Tutoring Programs
Technology Check-out (calculators, iPads, and laptops)	Student tech support
Student printing	
Student tech support	

West Campus Learning Support Centers (physical locations)

- Tutoring – Building 7, Room 242
- Math – Building 7, Room 242
- Communications – Building 5, Room 155
- Writing Center – Building 5, Room 155
- Computer Access Lab – Building 6, Room 101

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to a PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the “Help” icon.

Mental Health

Valencia is committed to making sure all our students have a rewarding and successful college experience. For that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work. Students have 24-hour unlimited access to BayCare Behavioral Health's confidential student assistance program phone counseling services by calling (800) 878-5470. Three free confidential face-to-face counseling sessions are also available to students. Under certain circumstances, the Victim Service Center's Sexual Assault Hotline may be needed. They can be reached at 407-497-6701 or <http://www.victimservicecenter.com>

Illness

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action.

Communications

Valencia College is committed to providing each student with a quality educational experience. Faculty members have set high standards of instruction for themselves and you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.

Communication is key. I am here to help! E-mail me to schedule a one-on-one meeting to discuss progress, problems, conflicts, or other issues. Canvas messaging through the course is the preferable way of contacting me. If you are having difficulties, the sooner you let me know, the better the possible outcome. General Biology II is a very challenging course. Adequate and frequent preparation, regular class attendance, and study sessions will help you to succeed in the course. Participation in a study group may be helpful. If you need help with study techniques, course content, etc, please ask. Otherwise, take a look at some suggestions below.

I check my emails and other messages at least every other day, usually more often. You can expect to hear back from me within 48 hours of any form of communication. It is expected that you check your email or canvas daily. It is important to keep updated on any announcements or messages regarding the course and, of course, your assignments.

Disclaimer: Course policies, procedures, and schedules may be changed at the instructor's discretion. You will be notified in advance, in class or through Canvas, of any changes.

Study Tips

LEARNING IS AN ACTION VERB!! Most students need to do more than just sit through lectures and reread their notes. Spend 1-2 hour blocks of time EVERY DAY actively writing or discussing concepts to make them a part of your memory. Use the words you learn often, they will sink in better.

Here are some study and classroom management tips that have assisted former students:

- Be on time and attend all class/lab days. The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won't miss important information.
- REWRITE YOUR NOTES soon after the lecture; if the instructor permits, tape record lectures and replay them to refresh your memory when you rewrite your notes.
- Create flashcards with questions you make up from the lecture and lab with answers on the back.
- Use mnemonic devices and other games to remember concepts; go to Google Images, YouTube, and Khan Academy for additional pictures and videos to clarify concepts.
- Make lists of confusing topics from your studying and ask questions.
- Take advantage of my student engagement hours.
- JOIN A STUDY GROUP and predict what questions the professor could ask on the test.
- Get the telephone number of one or more buddies in case you are absent from a class.

Important Contacts and Links

Call: 407-582-1507

Enrollment Services

Answer Center

- [Virtual Answer Center](#)
- Email: enrollment@valenciacollege.edu

Academic Advising and Counseling:

- Email: advising@valenciacollege.edu

Financial Aid:

- Email: FinAidOffice@valenciacollege.edu

College Policies, Procedures, and Other References

- A full description of all College policies can be found in the College Catalog at <http://www.valenciacollege.edu/catalog/>
- Information about maintaining satisfactory academic progress can be found at http://valenciacollege.edu/finaid/satisfactory_progress.cfm
- The Student Handbook can be found at <http://valenciacollege.edu/pdf/student-handbook.pdf>
- The Policy Manual can be found at <http://valenciacollege.edu/generalcounsel>
- The college calendar can be found at <http://valenciacollege.edu/calendar>
- Information about the Office for Students with Disabilities can be found at <http://valenciacollege.edu/osd/CurrentStudents.cfm>
- The final exam schedule can be found at <http://valenciacollege.edu/calendar/FinalExam.cfm>
- Information about Valencia's Skillshop which offers a variety of topics on student success and goals can be found at <http://valenciacollege.edu/studentservices/skillshops.cfm>