



MATH 0300.004/NCBO 0301.004 Algebra Review Course

Fall 2025

Instructor: Dr. Elizabeth Leyva

E-mail: eleyva@tamusa.edu

Office: Classroom Hall 314X or online

Office Hours (Student Help Sessions)	
Mondays	9 – 10:30 am
Tuesdays	3:30 – 5 pm
Wednesdays	9 – 10:30 am
Thursdays	9 – 10:30 am; 3:30 – 5 pm by appointment
Fridays	9 – 10:30 am or 1:30 – 4:30 pm
Saturdays	By appointment
**Please do not hesitate to ask if you need to meet at a different time!	

Credit hours: 3 credits MATH

Course Overview: The course supports students in developing skills, strategies, and reasoning needed to succeed in algebraic mathematics. Topics include numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. The course will support skill development in relations and functions, inequalities, algebraic expressions and equations, with a special emphasis on linear and quadratic expressions and equations.

MATH0300 is a support course designed to give you a refresher on the fundamental algebra skills needed for success in your university coursework. We will complete lesson activities, including review games and practice exercises. Additionally, there will be reflections on your mathematics learning and practice assessments along the way. Tutoring support will be available to you as well if you need any assistance.

Course Description: MATH0300 is a refresher course to help you become TSIA complete in Math. After successful completion of the coursework, you will be eligible to enroll in A&M-SA courses in Math with no additional support. Please ensure you attend regularly and complete the daily assignments each week—if you do not complete the course, your TSIA restriction will remain and you will only be able to register for available co-requisite courses. **Prerequisites:** none

Course Materials

RECOMMENDED: Notebook for class handouts, notes, etc.; pencil, scientific calculator

- All lesson activities and exercises will be provided in class and posted within Blackboard.
- Please bring a pencil, paper, and a scientific calculator to class every day.
- You will need to check email frequently throughout the program for communication from your instructor and/or peer leaders.

Calculators: A scientific non-graphing, non-programmable calculator is required; TI-30XS or TI-30XIIS is recommended. No cell phone or graphing calculators will be allowed on exams, and online math utilities (e.g., Desmos) are also not allowed.

Course Goals

- activate prior knowledge to help you prepare for college level math courses
- build confidence in mathematical skills and abilities

- learn more about college coursework and how to effectively navigate your courses

Instructor Commitments

- present lessons over algebra review topics
- be available to answer content questions
- monitor your progress and keep you aware of any course updates
- assist you with preparing for the course exam

Student Commitments

- read the syllabus and calendar and know when assignments are due
- communicate with the instructor when you need clarification or help
- attend class
- commit to working regularly to complete tasks, utilizing tutoring as needed

Grading Policy

# of Graded Items	Graded Course Elements	Percentage
Approx. 15-20	Classwork and Participation	10%
7	Quizzes	10%
3	Summary Tests	60%
1	Final Exam	20%

Grade Scale for MATH 0300: 90 – 100% = A; 80 – 89% = B; 70 – 79% = C; 60 – 69% = D Below 60% = F

*Late work causes you to fall behind in your learning. Plan to turn in assignments on time! No late assignments will be allowed without approval, and individual make-up exams will be given in rare cases and only with instructor approval.

*The lowest quiz grade and the lowest classwork grade will be dropped at the end of the semester.

*The final examination is a comprehensive exam and is required of all students. The final exam may also replace a low or missing test grade.

*The grading policy may be amended during the semester at the instructor's discretion.

Blackboard: This course uses Blackboard as our Learning Management System. While some instruction will be provided, it is your responsibility to learn how to attach files and submit assignments. If you have problems submitting via Blackboard, please ask for help by contacting the instructor.

Program Completion

The math content you will review is mastery-based. Topics will be presented in class each day, but feel free to go back and review any topics that you feel that you may need additional practice on. You will need to complete all lessons and take the end of course final exam to complete the course. You can monitor your progress in Blackboard as you complete activities, quizzes, and tests, as the grade there will give you an idea of your success rate on the material. You can also use the practice final exam to check your progress toward this goal.

Regular participation and effort is VERY IMPORTANT in this class! You are enrolling in a THREE HOUR math course, so expect to work on your Math work very frequently. Assignments will be due throughout the week, and most work will be completed in class, meaning that attendance is critical. Failure to complete work will result in a lower classwork/participation grade.

Please communicate with your instructor if you anticipate that you will be busy or need to miss a class. Your successful completion of the course depends on the amount of work you submit, your ability to meet deadlines and fulfill expectations, and the time and effort you put toward achieving goals. Your instructor will monitor your progress and be available to assist you as you work.

Please check your email frequently as well for communications and announcements from your instructor.

If you need additional help, please ask! Your instructor is available to help, and students also have access to free tutoring through Jaguar Tutoring in the ALC, located in the Central Academic Building, second floor. More information on math tutors can be found in the Resources tab in Blackboard.

I will be available online every day, Mon – Fri, and on campus on Tuesdays and Thursdays. We can talk by phone if necessary. The best way to contact me is via email, eleyva@tamusa.edu.

****Please note** - you should be working regularly on the course review materials and making daily progress. If you are not attending class, completing assignments, or making progress, your instructor will reach out to you for an update. If you stop participating, do not reply to instructor emails, or do not complete assignments after your instructor has reached out to you repeatedly, you will be removed from the MATH0300 course and your TSIA Math restriction will remain. This means that your subsequent course schedule will be adjusted and you will be enrolled in available math co-requisite courses. This will most likely impact your other courses as well.

Jaguar Access: You are encouraged to participate in the Jaguar Access program as a way to better connect to the university and to your peers. The program includes weekly activities designed to help you increase your sense of belonging, to become a better student, and to make connections across the university. Recruitment will happen within the first week of class only, and the program begins right after Labor day.

List of Topics: Topics to be covered include but are not limited to the following:

- Graphing basics: plot points, locate quadrants, locate x and y intercepts from an equation, express as points
- Finding slope: from a graph, using the formula, from an equation
- Solving linear equations, including two step equations, variables on both sides
- Solving linear equations with fractions
- Solve linear inequalities, use interval notation, solve compound inequalities
- Simplifying square roots, order of operations, operations with fractions
- Exponent rules: integer exponents
- Exponent rules: zero and rational exponents
- Factoring with GCF and grouping
- Factoring the difference of two squares and trinomials with $1x^2$
- Factoring trinomials with ax^2
- Completing the square, taking the square root of both sides
- Evaluating expressions, plugging in values, order of operations
- Operations with polynomials: add, subtract, multiply
- Finding the domain and range of simple functions, identify domain for rational equations, finding $f(x)$ values given x

The instructor reserves the right to modify/update the topics as appropriate.

IMPORTANT POLICIES AND RESOURCES

University Email Policy and Course Communications: All correspondence between professors and students must occur via University email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us at the [website](#) or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after hours and weekend assistance.

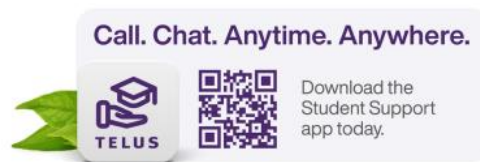
While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

	Appointments available	Walk in Tutoring – No appointment needed
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

All mental health services provided by the SCC are free and confidential (as the law allows) and are not part of a student's academic or university record. The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit the [website](#). *Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2').* The National Suicide Prevention hotline also offers a 24/7/365 hotline at 1-800-273-8255.

Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification system. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>. More information about Emergency Operations Plan and the Emergency Action Plan can be found [here](#). Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Jaguar Writing, Language, and Digital Composing Center (WLDCC): The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. The Writing Center offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the Writing Center in JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. Students wanting to work in realtime with a tutor can schedule an "Online Appointment." Students wishing to receive asynchronous, written feedback from a tutor can schedule an "eTutoring" appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#). The Writing Center can also be reached by emailing writingcenter@tamusa.edu.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a [CARE report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to

their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources. Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at TAMUSA in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#) or visit the resources available in the [OSRR website](#)

Important Dates:

August 25	First day of class
September 1	Labor Day Holiday
September 2	Last day to register
September 10	Census date
October 6 - 17	Midterm grading period
November 14	Last day to drop with an automatic "W"
November 25	Last day to drop a course or withdraw from the University
November 26	Study Day – No classes
November 27-29	Thanksgiving Holiday – No classes
December 4	Last day of classes
December 5	Study Day – No classes
December 6-12	Final exams
December 16	Commencement

The complete [academic calendar](#) is available online.

AI Policy: No Use of Generative AI Permitted

MATH0300 assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.