

Attendance: Students are expected to attend all lecture and recitation/laboratory hours. Students who

- did not attend the midterm exam and its corresponding makeup,
- did not performed any of the self-study assignments,
- did not submit any of the lab works,
- did not attend the final exam and its corresponding makeup

will get **NA** grade.

Office Hours: Students can consult with the instructor if they have difficulty in understanding any material after they have tried their best, during her office hours or by arranging an appointment via email or phone.