Course Syllabus

ATLANTA METROPOLITAN STATE COLLEGE

School of Arts and Sciences

Introductory Physics II – PHYS 1112K CRN: 80230 (Section 201)

Fall 2025

Online

This is a Core IMPACTS course that is part of the Technology, Mathematics, and Sciences (STEM) area.

Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content, and support students' broad academic and career goals.

******Please download this document as it may not display accurately in the web browser.***

Instructor Information	
Name:	Julian Gordon, M.S.
Office location:	McMillan Building (Bldg. 900), Room 219
Office telephone:	470-530-9386
Email Address	jgordon@atlm.edu
Office Hours:	
• In Person:	By appointment using Microsoft Teams.
• Online	**M, T, W & TR 6:00 PM – 7:00 PM . Please schedule appointments via email including question or concern.**
• By Appointment	**Office hour disclaimer:** If you are not able to meet with the instructor during office hours, you may schedule an appointment based on instructor's availability.
Course Information	
Pre-requisites	Earn a minimum grade of D in PHYS 1111K.
Credit Hours	4
Catalog Description	This course, a continuation of PHYS 1111, provides an introduction to electricity and magnetism, optics and modern physics. Subject matter includes: electrostatic fields and potential, circuit elements and their behavior, magnetic fields, D.C. and A.C. circuits, electromagnetic waves, mirrors and lenses, interference, diffraction and polarization.
Course Start and End Date	August 18, 2025 – December 6, 2025
Course Textbook	Open Educational Textbook: *College Physics 2e by Paul Urone and Roger Hinrichs.* ISBN-13: 978-1-951693-60-2 Access: URL: https://openstax.org/details/books/college-physics-2e All of the labs will be conducted virtually through online simulations. The labs will be due on Sunday midnight. The labs will be located in the Assignments section of Brightspace.
Required Resources	The lab portion of this course will be conducted using the PhET interactive. PhET is an OER that"s available for free online. Please see the ***Lab Instructions*** document in D2L for further information. A scientific calculator is required or a graphing Calculator (TI 82 or similar)

Core IMPACTS	**PHYS 1112K – Introductory Physics and Lab II** **This is a Core IMPACTS course that is part of the Technology, Mathematics, and Sciences (STEM) area.** Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content, and support students' broad academic and career goals. This course should direct students toward the following broad **Orienting Question**: • How do I ask scientific questions or use data, mathematics, or technology to understand the universe? Completion of this course should enable students to meet the following **Learning Outcome**: • Students will use the scientific method and laboratory procedures or mathematical and computational methods to analyze data, solve problems, and explain natural phenomena. Course content, activities and exercises in this course should help students develop the following **Career-Ready Competencies**: • Inquiry and Analysis • Problem-Solving • Teamwork
Course Learning Objectives	**In this course, students will demonstrate a comprehension of the fundamental principles of wave motion, electricity, magnetism, optics, and special relativity by:** • **Solving conceptual problems related to these principles.** • **Solving quantitative word problems related to these principles using algebra and precalculus** • **Relating these principles to incidents they have encountered in everyday life.** • **Performing labs related to these principles.** **Specifically, the student will be able to solve problems related to the following concepts, processes, and activities:**

A. Vibrations and Waves

The student will be able to solve problems related to the following concepts, processes, and activities:

- Demonstrate an understanding of the application of the scientific method.
- Describe simple harmonic motion and relate energy and speed in such motion.
- Understand the equation of motion for SHM and explain what is meant by phase and phase difference.
- Describe wave motion in terms of various parameters and identify different types
- of waves.
- Explain various wave properties and resulting phenomena.
- Describe the formation and characteristics of standing waves and explain the phenomenon of resonance.

B. Sound

The student will be able to solve problems related to the following concepts, processes, and activities:

- Define sound and explain the sound frequency spectrum.
- Tell how the speed of sound differs in different media and describe the temperature dependence of the speed of sound in air.
- Define sound intensity and explain how it varies with distance from point source and calculate sound intensity levels on the decibel scale.
- Explain sound reflection, refraction, and diffraction and distinguish between constructive and destructive interference.
- Describe and explain the Doppler Effect and give some examples of it occurrences and applications.
- Explain some of the sound characteristics of musical instruments in physical terms.

C. Electric Charge, Forces, and Fields

	The student will be able to solve problems related to the following concepts, processes, and activities: • Distinguish between the two types of electric charge. State the force law that operates between charged objects. Understand and use the law of charge conservation. • Distinguish between conductors and insulators. Explain the operation of the electroscope. Distinguish among charging by friction, conduction, induction, and polarization. • Understand Coulomb's law and use it to calculate the electric force. • Understand the definition of the electric field and plot electric field lines and calculate electric fields for simple charge distribution. • Describe the electric field near the surface and in the interior of a conductor. Determine where the highest concentration of excess charge accumulates on a charged conductor. Sketch the electric field line pattern outside a charged conductor. • State the physical basis of Gauss's Law and use the law to make qualitative predictions. **D. Electric Potential, Energy, and Capacitance** **The student will be able to solve problems related to the following concepts, processes, and activities:** • Understand the concept of electric potential difference (voltage) and its relationship to electric potential energy. Calculate electric potential differences and electric potential energies. • Explain what is meant by an equipotential surface. Sketch equipotential surfaces for simple charge

configurations. Explain the relationship between equipotential surfaces and electric fields.

- Define capacitance and explain what it means physically. Calculate the charge, voltage, electric field, and energy storage for capacitors.
- Find the equivalent capacitance of capacitors connected in series and parallel. Calculate the charges, voltages, and energy storage of individual capacitors in series and parallel configurations. Analyze capacitor networks that include both series and parallel arrangements.
- Demonstrate an understanding of energy transfer in the physical universe.

E. Electric Current and Resistance

The student will be able to solve problems related to the following concepts, processes, and activities:

- Summarize the basic features of a battery and explain how a battery produces a direct current in a circuit.
- Define electric current. Distinguish between electron flow and conventional current. Explain the concept of drift velocity and electric energy transmission.
- Define electrical resistance and explain what is meant by an ohmic resistor. Summarize the factors that determine resistance. Calculate the effect of these factors in simple situations.
- Define electric power. Calculate the power delivery of simple electric circuits. Explain joule heating and its significance.

F. Basic Electric Circuits

The student will be able to solve problems related to the following concepts, processes, and activities:

- Determine the equivalent resistance of resistors in series, parallel, and series parallel combinations. Use equivalent resistances to analyze simple circuits.
- Understand how galvanometers are used as ammeters and voltmeters. How multirange versions of these devices are constructed. How they are connected to measure current and voltage in real circuits.
- Understand how household circuits are wired, and the underlying principles that govern electrical safety devices.

G. Electromagnetic Induction

The student will be able to solve problems related to the following concepts, processes, and activities:

- Define magnetic flux and explain how induced emfs are created by changing magnetic flux. Calculate the magnitude and predict the polarity of an induced emf.
- Explain transformer action in terms of Faraday's law. Calculate the output of step-up and step-down transformers. Understand the importance of transformers in electric energy delivery systems.

H. Geometrical Optics

The student will be able to solve problems related to the following concepts, processes, and activities:

- Define and explain the concepts of wave fronts and rays.
- Explain refraction in terms of Snell's law and the index of refraction. Give examples of refractive phenomena.
- Describe the internal reflection. Give examples of fiber-optic applications. Explain dispersion and some of its effects.

I. Mirrors and Lenses

The student will be able to solve problems related to the following concepts, processes, and activities:

- Describe the characteristics of plane mirrors. Explain apparent right-left reversals.
- Distinguish between converging and diverging spherical mirrors. Describe images and their characteristics. Determine these image characteristics from ray diagrams and the spherical mirror equation.
- Distinguish between converging and diverging lenses. Describe images and their characteristics. Find image characteristics by using ray diagrams and an equation. Describe some common lens aberrations. Explain how they can be corrected.

J. Physical Optics: The Wave Nature of Light

The student will be able to solve problems related to the following concepts, processes, and activities:

- Explain how Young's experiment demonstrated the wave nature of light.
- Compute the wavelength of light from experimental results.
- Describe how thin films produce colorful displays. Give some examples of practical applications of thin-film interference.
- Define diffraction. Give examples of diffractive effects.
- Explain light polarization. Give examples of polarization in the environment and in commercial applications.
- Define scattering. Explain why the sky is blue and sunsets are red.

K. Optical Instruments

The student will be able to solve problems related to the following concepts, processes, and activities:

- The Human Eye.
- Microscopes.

Chapters Covered	**The following chapters will be covered in this course:** • **Chapter 12: Simple harmonic motion** • **Chapter 13: Waves** • **Chapter 16: Electrostatics I** • **Chapter 17: Electrostatics II** • **Chapter 18: Electric charges in motion** • **Chapter 19: Magnetism** • **Chapter 22: Electromagnetic waves** • **Chapter 23: Wave properties of light** • **Chapter 24: Geometrical optics**

	Holidays	**Attendance Verification (No Show Date)**	**Last Day to Reinstate**	**Midterm**	**Last day to Withdraw Without Penalty**	**Last day of Class**	**Final Exam**
	September 1, 2025 (Labor Day) November 27-28, 2025 (Thanksgiving)	August 27, 2025	September 2, 2025	October 4 - 9, 2025	October 20, 2025	December 6, 2025	December 9-10, 2025

Course Delivery Method	Online
Email Preference	***Online; D2L email for course related correspondence.***
Online Courses	Please use the internal course e-mail for general correspondence. I provide my external e-mail address for emergencies only. I cannot answer questions, accept assignments, or discuss grades via external e-mail so please use it for emergencies only.
On Campus Courses	**N/A**
Email Response Time	Unless you are notified otherwise, I will strive to respond to all student questions and emails within 24 hours during the week and within 48 hours during the weekend.
Attendance:	Attendance is required at Atlanta Metropolitan State College. Students may view their attendance record by going to the Brightspace course page and clicking on “Attendance” from the “Assessments” menu at the top. It is the responsibility of each student to ensure that his or her recorded attendance is accurate. Any errors need to be brought to the attention of the instructor as soon as they are discovered.
Online Attendance and Participation Policy	Being “Present” in class is determined by the student’s active attendance and participation in an “academically related activity” which includes actual presence in a virtual class, submission of an assignment, group projects, completion of an exam or quiz and discussion forum posting.
Conduct:	Refer to AMSC College Catalog, page 54

Late Policy:	Late assessments (quizzes, assignments, projects, or examinations) will only be accepted with instructor approved documentation of extenuating circumstances. Assignments turned in after the due date and time may be subject to a 10 point score reduction. Unapproved documentation will result in a zero for the assessment.
Enrollment Status:	Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students must periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any, in enrollment status and taking necessary steps (e.g., pursuing re-instatement in this course) following those outlined in the AMSC catalog.
Attendance Verification (No Show)/Reinstatement	Atlanta Metropolitan State College has a "No-Show" Reporting (Attendance Verification) policy. This policy is to comply with Federal Financial Aid regulations. Financial Aid recipients at Atlanta Metropolitan State College may become ineligible for funds by not attending class session (per enrolled course). Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award. The Registrar's Office will notify the students and faculty when the Attendance Verification Period has opened. The established "No-Show" Reporting (Attendance Verification) procedure will enable Atlanta Metropolitan State College to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the College and the student). A student reported as non-attending a course must seek the approval of the instructor in order to be reinstated. Once approved, the student will complete the Reinstatement form and

	submit it. The Office of Registrar will notify students when course reinstatement process has been completed during Reinstatement Period. The student can demonstrate compelling reason (s) that have prevented attendance and the instructor believes that there is a strong probability that the student can catch up in the class OR The instructor made an error, and the student was in attendance prior to being dropped.
Computer Hardware & Software Requirements:	One of the challenges many encounter with enrolling in and completing an online course is the accessibility to the required and recommended software and hardware. Different institutions, and even different courses within the same institution, have varying technology requirements. Check your hardware and software systems to determine its compatibility with the online course you have selected.

Minimum Hardware Recommendations to take courses:	D2L System Requirement Internet Connection: · Ethernet Network Capability required · Wireless Network Capability required Operating System Requirements • PC: • Compatible Operating System: • Web Browser: Firefox, Chrome • Mac: • Compatible Operating System: • Web Browser: Firefox, Chrome, Safari Hardware requirements: Minimum Technical Specifications for Hardware: • A processor of 2GHz or faster • 4GB RAM or greater • 500 GB of Hard Drive space • Monitor and video card with a minimum resolution of 1024x768 • Keyboard and mouse Minimum Technical Specifications for Computer Peripherals: • Speakers • Headphones • Microphone • Webcam **Software requirements**: Browser Requirements/Supported Browsers Compatible Browsers:

	• Apple Safari - https://support.apple.com/downloads/safari (Mac) • Google Chrome - https://www.google.com/chrome/ (Mac or PC) • Mozilla Firefox - https://www.mozilla.org/en-US/firefox/new/ (Mac or PC) Application Software • Microsoft Office 2016 (Word, Excel, PowerPoint) (Mac or PC) • Adobe Reader - https://get.adobe.com/reader/ Plug-ins • Java - https://www.java.com/en/download/ • Adobe Flash Player - https://get.adobe.com/flashplayer/ • Windows Media Player - https://www.microsoft.com/en-us/download/details.aspx?id=20426 • Apple QuickTime - https://support.apple.com/downloads/%2523quicktime • Microsoft Silverlight - https://www.microsoft.com/getsilverlight/Get-Started/Install/Default **Accessibility:** Wi-Fi is also available for use in the campus parking lots.

Tutoring Services	Students improve their self-confidence and increase their chances of excelling in their courses when they utilize their college/university academic support services. The following tutoring services are available to AMSC students: ❖ The AMSC Writing Center is open year-round to support students, staff, and faculty at AMSC. It offers virtual and inperson tutoring for various writing projects, assists at any stage of the writing process, and increases improvement in structure, use of sources, style, grammar, and more. The Writing Center is located in Building 100, Room 211. Students can walk in during hours of operation or schedule an appointment at https://calendly.com/amscwritingcenter/30min ❖ Tutor.com is a virtual space for students to access writing tutors outside of AMSC faculty. Access tutor.com in Brightspace by logging into your course. Next, click the 'Free Tutoring' tab and choose Tutor.com from the dropdown options. Students are granted five (5) hours per semester, and registration is not required. Contact the Center for Student Success and Advising at (404) 756-5690 for assistance. ❖ TutorOcean is a tutorial for students enrolled in STEM courses such as Biology, Chemistry, Mathematics, and Computer Science. Access TutorOcean and sign up at https://atlm.tutorocean.com .
Americans with Disabilities Act (ADA) Statement	Atlanta Metropolitan College is committed to providing support for all students and making their college experience an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The Department/Office of Counseling and Accessibility Services**,** located in the Student Services & Success Center, building 650-Suite 252, oversees the coordination of services for students with documented disabilities. The Coordinator of Disability Services collaborates with faculty and staff to offer provisions for reasonable accommodation to students who meet the requirements.

	It is the policy and practice of AMSC to make all Web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the course materials for this class, please notify the instructor immediately. Accommodation cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible, all college representatives shall observe confidentiality.

Office of Counseling and Accessibility Services	The Office of Counseling and Accessibility Services operates under the Americans with Disabilities Act (ADA) laws in order to assist in leveling the playing field for students who have disabilities with those who do not. The amended ADA, otherwise known as ADAAAA defines "disability" as a physical or mental impairment that substantially limits one or more major life activities. If you feel that you have a disability or impairment that may limit your academic functioning, please contact Dr. Dorothy Williams, the Director of Counseling and Accessibility Services at 404-756-4016 or at https://www.atlm.edu/students/counseling-and-disability-services.aspx. The Coordinator of Counseling and Accessibility Services reviews all accommodation requests. In order to receive accommodation, the student's illness or disability must be verified in writing by a physician, psychiatrist, or some other health care provider or specialist. Students choosing to access disability support services should contact the Coordinator as soon as possible after acceptance to AMSC. Please be aware that late notifications may result in complications for establishing accommodation in a timely fashion.
Withdrawal	**Withdrawal from a course is solely the responsibility of the student.** Instructors will not initiate student withdrawals. A student who wishes to withdraw from a course **MUST** submit a completed Withdrawal Form (Schedule Reductions Form) to the Registrar's Office before mid-term in order to receive a grade of **"W"** for the course. A student who withdraws after the Midterm date receives a "WF" unless the Vice President for Academic Affairs determines that it is a hardship case, then a "W" will be recorded. The possibility that a student may fail the course will not be considered a hardship
Incomplete Grade Policy	An incomplete may be awarded at the instructor's discretion for non-academic reasons which prevent the student from completing the course requirements. The student must be passing the course at the time that the Incomplete is awarded and must sign an "Awarding of Incomplete" agreement. Unless otherwise stated, the incomplete should be removed by the end of the following semester; otherwise, the instructor will change the grade to an "F" grade.

Time Commitment	To successfully complete this course it requires discipline, devoted time and commitment. A student must arrange his / her schedule to allow for the required time for this course. Expect to spend a minimum of seven (7) to ten (10) hours per week to thoroughly read each chapter and complete the required chapter assignments. Additional time most likely will be required to complete quizzes and exams.

Student Expectations	Students are expected to be fully invested and engaged in their learning. The following guidelines are included to facilitate your course success. • Participate in this course by following the guidelines of this syllabus and any additional information the instructor provides by email, telephone, discussion forums, etc. • Please speak with your instructor **in advance** if you have extenuating circumstances that prevent you from completing your assignments by the designated due dates. If a medical emergency occurs, you will need to provide a written medical / doctor's notice for the period in which you are unable to participate in class or complete any of the assignments (discussion, case studies, quizzes, exams, etc.). Without a medical / doctor's notice, all assignments missed will be scored as zero. • Sign-in to Brightspace D2L and / or Courseware to complete assignments regularly. • Read, study, and complete all assignments by the due dates. • Monitor Brightspace D2L course calendar. • Have access to a computer and the Internet. Make certain computer meets the technical requirements for computer course. • Be courteous, polite and respectful to faculty, staff and fellow students. For online courses, the instructor will use Brightspace D2L email for all course related correspondence. Check **Brightspace D2L email** as well as **Ginger email daily** to stay abreast of what is going on in class.
Online Discussion Protocol	• The purpose of the discussion forum is to have interactive online discussions with our class community about specific topics, assignments, or readings. • Be constructive and positive. You can challenge ideas and course content yet avoid becoming negative online. When you disagree respectfully and politely, you stimulate and encourage great discussion. • You are expected to conduct yourself in a mature, courteous, and mutually respectful manner. • Always sign your name. • Postings should be well written with proper punctuation, spelling and grammar. Avoid the use of all caps or multiple punctuation elements (!!!???). Postings should be a minimum of 3 – 4 sentences. • Check postings for responses from others and respond in kind. • Postings should be evenly distributed throughout the week. Avoid making only weekend postings. • Encourage further discussion by building on current threads.

	The instructor may not respond to every post but will be monitoring each discussion. A response may be made to contribute to a discussion, clarify a situation or redirect the conversation
Degree Relevance and Enrollment Status	Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students **must** periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any in enrollment status and taking necessary steps (e.g. pursuing re-instatement in this course) following those outlined in the AMSC catalog
Abandoning a Course	Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures will result in a grade of —F at the end of the course. It is the student's responsibility to initiate and complete the withdrawal process.

Academic Honesty	The Academics Standards section of the Atlanta Metropolitan State College Catalog (page 49), the Penalties for Academic Misconduct states: • In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty. Types of penalties may include, but are not limited to, the instructor assigning a grade of "F" for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment. The maximum penalty the instructor may impose is a grade of "F" for the course. • In cases where a student is guilty of cheating or exhibiting academic misconduct during an institutional or System examination or assignment, the results of the examination will be voided. Additionally, depending on the severity of the misconduct, the student may receive additional penalties from the Provost/Vice President for Student Success or designee, not to exceed suspension for one semester from Atlanta Metropolitan State College.
Class Cancellation	Procedure regarding long-term emergency closure of the college (attendance policy): In the event of an emergency that forces the college to close for an extended period, students MUST contact the instructor of this class within 48 hours using the contact information (e.g., email address in BrightSpace/D2L) on the syllabus to obtain directions for continuing the course. The instructor will provide directions for the transmission and submission of course assignments and course assessments, including due dates. The student is responsible for submitting valid, accurate contact information, including an active AMSC email address to the instructor by the end of the first week of the course. Students can obtain an Atlanta Metropolitan State College Student email address in the Academic Support Center on the third floor of the Library Building.

	If the instructor for the course cannot be reached within the specified period (within 48 hours*),* the Dean of the School responsible for the course can be reached at the email address posted on the college's website

Class Schedule

Tentative Course Outline/ Schedule:

Week 1	Ch12: Simple Harmonic Motion/Pendulums
Week 2	Ch13: Waves
Week 4	Ch 16: Electrostatics I
Week 7	Ch 17: Electrostatics II & **Midterm** (June 24-26)
Week 9	Ch18: Electric Charges in Motion
Week 11	Ch 19: Magnetism
Week 12	Ch22: Electromagnetic Waves
Week 14	Ch 23: Wave Properties of Light
	Final Exam (December 4 – December 10)

Grading Scale

100% - 90% of maximum points awarded = **A**
89% - 80% of maximum points awarded = **B**
79% - 70% of maximum points awarded = **C**
69% - 60% of maximum points awarded = **D**
Below 60% of maximum points awarded = **F**

Grade Distribution

Grade Evaluation

Category	Weight	Assignment/Assessment & Tentative Due Dates
Exams	25%	• Midterm: October 4 – October 9, 2025 • Final: December 7 – December 10, 2025
Quizzes (Specific due dates for assignments and quizzes will be listed in the Brightspace course calendar.)	25%	• Syllabus Quiz: 8/25 • Chapter 12: 9/1 • Chapter 13: 9/15 • Chapter 16: 9/29 • Chapter 17: 10/13 • Chapter 18: 10/27 • Chapter 19: 11/10 • Chapter 22: 11/24 • Chapter 23: 12/1 •

	Homework	20%	• Chapter 12: 9/1 • Chapter 13: 9/15 • Chapter 16: 9/29 • Chapter 17:10/13 • Chapter 18: 10/27 • Chapter 19: 11/10 • Chapter 22: 11/24 • Chapter 23: 12/1
	Labs	30%	TBA in Brightspace
Grade Appeals and Student Complaint Policy and Process	Please follow the Grade Appeals Process outlined in the AMSC Student Catalog, Page 53. You can also refer to the Grade Appeal brochure at: https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf For student complaint policy and process, refer to AMSC student catalog page 42.		
Frequently Asked Questions and Helpful Links			
Can students switch to the in-person course from the online one?	Yes. Students who want to switch to the in-person course should contact the instructor in order to discuss the course transition process.		
What is Brightspace (D2L) and how can I access it?	Brightspace(D2L) is the virtual space where students access their online courses and some Face2Face class resources, quizzes, assignments, etc. You can access Brightspace (D2L) from https://atlm.view.usg.edu/		
	You can also access Brightspace (D2L) from the College's webpage and click on Brightspace (D2L) on top.		
Who is my Advisor? Where can I receive Advisement and Tutoring assistance?	Center for Academic Advising and Success (CAAS)		

What do I do if I face technical issues while taking a quiz or turning in an assignment in Brightspace	https://d2lhelp.view.usg.edu/ You can reach the Brightspace Helpdesk 24/7/365 days at 18887720325 If you are unable to submit a quiz or assignment or face a technical glitch, please contact the University System of Georgia's Brightspace Helpdesk at 18887720325. The Helpdesk is open 24/7 all 365 days. If your issue cannot be resolved right away, the Helpdesk will issue a ticket to your ATLM Ginger email address. That ticket needs to be forwarded to your instructor to prove that you faced a technical issue that forced you to miss a deadline.
I can't download Respondus Lockdown Browser. What do I do?	If you are unable to download Respondus to your computer, please email the Office of Testing at Testing@atlm.edu at least 24 hours in advance requesting a testing appointment at the Testing Lab. For Respondus issues, please contact https://web.respondus.com/contact/.
Where do I go for ADA Accommodations	https://www.atlm.edu/students/counseling-and-disability-services.aspx
I have a complaint. Where do I go?	Fill out and submit the Student Complaint form
I have an issue with my grade. How may I appeal my grade.	Read the brochure and follow the instructions to appeal your grade.
How do I Withdraw from a Course	Follow the Course Withdrawal Process **here**
I have a Hardship. How do I do a Hardship Withdrawal?	Follow the Hardship Withdrawal Process **here**
To Know the Campus Carry/HB 280 Policy	House Bill 280 Guidelines
Disclaimer	*Information contained in this syllabus and schedule was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. This syllabus should be considered only a guide for instructor and students, not a formal contract between Atlanta Metropolitan State College and any student. The instructor reserves the right, acting within the policies and procedures of AMSC, to make changes in course content or instructional techniques.*