

# CSC116: INTRODUCTION TO COMPUTING - JAVA

Section 051, Summer 2021  
3 Credit Hours

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<b>Course Meetings:</b>	T/W/Th 3:20 – 5:10pm, synchronously online via <a href="https://go.ncsu.edu/csc116-051-summer21">Zoom</a> <a href="https://go.ncsu.edu/csc116-051-summer21">https://go.ncsu.edu/csc116-051-summer21</a>
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<b>Office Hours:</b>	Friday 12:00 – 2:00 pm
<b>Make Appointment via:</b>	<a href="https://go.ncsu.edu/csc116-sum21-officehours">https://go.ncsu.edu/csc116-sum21-officehours</a>

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# 1 Course Description

An introductory course in computing in Java. Emphasis on algorithm development and problem solving. Careful and methodical development of Java applications from specifications; documentation and style; appropriate use of control structures; classes and methods; data types and data abstraction; object-oriented programming and design; software testing.

## 1.1 Learning Outcomes

By the end of the course students should be able to:

1. Apply classic problem-solving techniques to simple computational and information-management problems.
2. Evaluate an arithmetic expression using order of operations, promotion from integer to floating-point types, and integer division.
3. Use a programming language to write code that selects one of several alternatives based on more than one predicate.
4. Use a programming language to write a loop whose exit depends on more than one predicate.
5. Correct syntax errors and distinguish between them and runtime errors or errors in logic.
6. Find and correct logical programming errors using debugging printout, pencil-and-paper tracing, and systematic search (to locate where an incorrect decision or value first appears).
7. Verify and validate programs using white- and black-box testing.
8. Implement an object-oriented design that has at least two interacting, encapsulated classes.
9. write and document programs that adhere to specific coding and documentation standards (e.g., javadoc for documentation; conventions regarding the naming of classes and methods, definition of constants, indentation, etc.).
10. Use the Java system classes to do text-based input and output.
11. Construct and use arrays with one and two dimensions.
12. Use programming language constructs learned in the course to implement a fully-specified and fully-tested encapsulated system.

## 1.2 Co-requisites

E 115 or COS 100 and MA 121 or MA 131 or MA 141

# 2 Course Materials (Required)

- **Textbook**

CSC 116: Introduction to Computing - Java (**zyBook**, **Cost: \$68**)

Web Link: <https://go.ncsu.edu/csc116-051-zybook> (code: NCSUCSC116BaiSummer2021)

- **Additional Materials**

[NCSU CSC Department: Style Guidelines](#)

- **Discussion**

**Piazza** for class discussions, questions, and announcements

Web Link: [piazza.com/ncsu/summer2021/csc116051](https://piazza.com/ncsu/summer2021/csc116051)

### 3 Tentative Course Schedule

Week 1 (May 19 - 20):

- Introduction to Java
- Primitive Data Type & Variables & Expressions

Week 2 (May 25 - 27):

- Primitive Data Type & System Testing
- Conditionals
- Conditionals

Week 3 (June 1 - 3):

- Methods
- Unit and Integration Testing
- **Midterm Exam 1 Review**

Week 4 (June 8 - 10):

- **Midterm Exam 1**
- While and Do-While Loops
- For Loops & Testing Update

Week 5 (June 15 - 17):

- Array Basics
- Modifying Arrays
- Multi-dimensional Arrays & Array of Objects

Week 6 (June 22 - 24):

- Testing Arrays
- **Midterm Exam 2 Review**
- **No Class**

Week 7 (June 29 - July 1):

- **Midterm Exam 2**
- Input Files
- Input Files

Week 8 (July 6 - 8):

- Output Files
- Objects: Basics
- Objects: Constructors and Other Methods

Week 9 (July 13 - 15):

- Objects: Interacting Classes
- GUI
- PW: Project Workday

Week 10 (July 20 - 22):

- CE1: Comprehensive Exercise 1
- CE2: Comprehensive Exercise 2
- CE3: Comprehensive Exercise 3

Week 11 (July 27 - 29):

- CE4: Comprehensive Exercise 4
- **Final Exam Review**
- Q&A Session

**Final Exam** ..... 3:30 – 6:00pm on Monday, August 2nd

## 4 Grading

### 4.1 Semester Grade Calculation

Assignment	Percentage
Projects	25%
Exercises	17%
Comprehensive Exercise and Presentation	4%
Midterm Exams 1 & 2	34%
Final Exam	20%

Note: For each assignment, you are not allowed to use more advanced features or concepts than what we have covered in class at the deadline.

### 4.2 Semester Grade Assignment

Semester grades will be assigned to students who meet the minimum grade requirements for the course as explained above using the following scale where  $X$  is your overall weighted grade accumulated on exercises, projects, comprehensive exercise, and exams. Grades will be rounded to the nearest tenth of a point to calculate the final grade. For example, with rounding to the nearest tenth of a point, the following grades would both round to 95.4: 95.38 and 95.41.

Range	Grade	Range	Grade
$98.0 \leq X \leq 100.0$	$A+$	$78.0 \leq X < 80.0$	$C+$
$92.0 \leq X < 98.0$	$A$	$72.0 \leq X < 78.0$	$C$
$90.0 \leq X < 92.0$	$A-$	$70.0 \leq X < 72.0$	$C-$
$88.0 \leq X < 90.0$	$B+$	$68.0 \leq X < 70.0$	$D+$
$82.0 \leq X < 88.0$	$B$	$62.0 \leq X < 68.0$	$D$
$80.0 \leq X < 82.0$	$B-$	$60.0 \leq X < 62.0$	$D-$
		$X < 60.0$	$F$

**Minimum Grade Requirements:** In order to be eligible to receive a semester grade of  $C-$  or higher, you must have a weighted average of 60% or higher on the exams and a weighted average of 60% or higher on the five projects. Students failing to meet these requirements will receive a maximum grade of D in the course. **Note: You will need a C or better ( $X \geq 72$ ) to continue to CSC216.**

### 4.3 Credit Only and Audit Students

In order to receive a grade of S, students are required to take all exams, complete all projects, and earn a grade of C- or better. Conversion from letter grading to credit only (S/U) grading is subject to university deadlines. Refer to the Registration and Records calendar for deadlines related to grading. For more details refer to <http://policies.ncsu.edu/regulation/reg-02-20-15>.

The grade of AU will be awarded to students who earn a 50% or higher in the course and have attempted each project and exam. Information about and requirements for auditing a course can be found at <http://policies.ncsu.edu/regulation/reg-02-20-04>.

## 5 Projects

There are five programming projects this semester. These projects will be submitted electronically by the due date. All programs are to be completed using Java 11 Development Kit. Install instructions can be found [here](#).

All project programs are to be your **OWN** work. This means that all projects must be independent and individual creations by you. Please cite any approved sources (textbook, TA, course code) that you received help/inspiration from. **DO NOT** copy code and **DO NOT** use any external resources. If you have any questions about how you may use a resource see the instructor or TAs. Additionally, make sure you follow the Academic Integrity guidelines. Each project requires an Academic Integrity Contract to be submitted in order for the project to be graded.

### Late Projects:

All projects are required to be submitted electronically by 11:45pm on the specified due date. Late submissions will be accepted for 24 hours after the original submission deadline. Work turned in late (1 minute to 24 hours late) will automatically lose 10 percent. Your last submission and submission time will be used for grading.

**No work will be accepted after the late deadline or via email.**

Programming projects will be accepted late *without* a penalty *only* with an official university excuse.

## 6 Exercises

During the semester, you will submit three types of exercises.

- **Pre-Lab Exercises**

You will complete pre-lab exercises prior to each in-class lab. These exercises include (1) participation activities in zyBook for assigned sections and (2) other exercises linked from Moodle. These exercises are due at 2:00pm.

- **In-Class Lab Exercises**

During each class period, you will complete in-class lab exercises. These exercises will be applications of the new course concepts. These exercises will be used to check attendance and to see how well you understand the new material. Exercises will be graded based on style, Javadoc, and testing along with completion of journal and reflections. You will only be able to submit these exercises if you are present in class. If you are absent from class with an excused university absence, you will not be penalized for missing the in-class lab exercise but will have fewer in-class labs exercises in your semester grade calculation. Lab exercises will be due at 11:45pm the day after the in-class lab period (e.g., Tuesday in-class lab exercises are due Wednesday at 11:45pm).

- **Post-Lab Assignments**

You will complete assigned challenge activities in zyBook. These activities will be grouped into three reading assignments. It is recommended you complete them as we cover the topics.

No late submissions will be allowed for exercises.

## 7 Comprehensive Exercise and Presentation

You will work in an instructor-assigned group to complete a comprehensive exercise at the end of the semester. Each group will present its work to the class. The exercise and presentation will be due the last week of classes.

## 8 Exams

There will be three exams in this course for a total of 54% of your semester grade. Each exam will cover all materials (readings, labs, and lectures). **The final exam will be cumulative.** Missed exams cannot be made up without an official university excuse.

- If you violate the University Code of Conduct during the exam, you will receive a grade penalty for the exam and will be reported to the Office of Student Conduct. (See Academic Integrity)
- By submitting the exam, you affirm that you followed the rules of the exam and the honor pledge: “I have neither given nor received unauthorized aid on this exam.”

## 9 Deadlines

Count on last minute system failures, power outages, laptop issues, internet connectivity issues, etc. Make sure you are frequently backing-up your work with your remote NCSU GitHub repository or NCSU Google Drive so that you are able to at least receive partial credit. A broken computer, power outage, etc. are not acceptable excuses for requesting extensions on assignment deadlines! Submit early.

## 10 Grade Appeals

If at any time you feel an assignment was graded improperly, write a request for regrade and explain why you believe the assignment was graded improperly. For assignments that feedback is returned within gradescope, the regrade requests will be completed within gradescope. For assignments that feedback is returned within Moodle, you must submit regrade request through the regrade request form. **All regrade requests must be submitted electronically no later than 1 week after the assignment was returned to you!** Assignments returned within one week of the final exam must have all regrade requests submitted by the exam.

## 11 Mindsets for Computer Science

The Mindsets for Computer Science series consists of five video lessons that present both theory and specific strategies about what it takes to be successful in Computer Science—both in this course and in CS in general. You will learn about the theory of Mindsets: Growth and Fixed, how your brain changes when it learns something new, and how having a Growth Mindset will make you more successful in your coursework. At the end of each video lesson, there is a short reflection activity. The reflection activities provide you with an opportunity to earn extra credit on your semester grade. The max extra credit on your semester grade is 0.5 point with a max of 0.1 point for each reflection. You must complete at least four reflection activities in order to be eligible for the associated extra credit. The reflection deadlines are spread across the semester

such that a reflection activity opens after the previous reflection activity closes.

While 0.5 point on your semester grade may not sound like much, it can change your letter grade for the semester. I will not offer other extra credit opportunities. If you want to be eligible for this extra credit, you must plan ahead and submit reflection activities during the activity windows throughout the semester.

All students can benefit from the content of the growth mindset videos. I highly recommend watching the videos even if you choose not to complete the reflection activities.

## 12 Attendance

**Attendance in lab is mandatory!** Attendance is required by the university in 100 level courses. Students must come to class on time and stay until the end of class. Students must also turn off their monitors if requested by instructor, work diligently on the daily in-class lab exercises, and submit in-class lab exercises in order to receive credit for that day's lab. Any student who is doing anything other than participating in class (sleeping, checking email, messaging friends, playing games, watching videos, using phone, etc.) will NOT get credit for that day's in-class lab exercises. If you have completed all of the exercises, you may work on the current project, read the textbook or online Java tutorials, or work on Practice-It! or CodingBat problems.

If you miss a class period, you must present documentation in order for the absence to be excused. Exam makeups will only be given with a documented excused absence. Excused absences will be handled as per [NC State Academic Policy on Attendance Regulations](#). All anticipated excused absences must be presented to the instructor no later than one week before the absence. All emergency absences must be turned in no later than one week after the student's return date. All other absences will be unexcused. A maximum of 4 class periods per semester may be missed due to excused absences. Any number of excused absences beyond this number will only be allowed with special permission of the instructor.

## 13 Professionalism

Students are expected to conduct themselves in a respectful and professional manner at all times. Students are expected to act professionally both in person and electronically with all members of the teaching staff and their classmates. Communication, both written and verbal, should be respectful and should never include derogatory comments about yourself or others. All criticism (of yourself, the course, instructor, TAs, fellow students, resources, etc.) should be constructive and provide feedback for improvement. Guidelines for electronic communication are listed in the section below.

Professionalism also includes attendance and participation. If you are unable to participate, please notify the teaching staff (and if applicable, your team) as soon as possible.

Report any unprofessional behavior by a class member (including the TAs) to the instructor.

Unprofessional electronic communication on course forums may result in suspension from the course forum and possible grade penalties. Unprofessional behavior, including a lack of participation, will result in a conference with the instructor and possible grade adjustments for all involved parties.

You should have the same tone of professionalism in all of your submitted work (e.g., code documentation, variable names, git commits).



## 14 Electronic Communication

The teaching staff looks forward to receiving emails and message board posts about any questions you have about the class, materials, exams, and exercises. Below are several rules for electronic communication.

Higher education provides you with a training ground prior to entry into the work environment for your chosen career. You will use many of the following rules of “netiquette” when you are communicating with colleagues, your supervisor, or clients once you are in the work world. Although many of the rules of etiquette for electronic communication will be similar in the work environment, we have some specific to this course.

Please observe the following etiquette when communicating with the teaching staff and your peers. The teaching staff receives many emails on a daily basis and the instructor teaches several courses. Please note that a member of the teaching staff will respond to an email or message board post within 24 hours on a business day and within 48 hours on a weekend or holiday. Most of the time, we will respond more quickly, but it is not guaranteed.

Also, before sending an email, try to find the answer to the question by using various references already available to you:

- If the question is related to class administration, check the syllabus or schedule.
- If the question is related to recent information, check previous emails and message board posts from the teaching staff.
- If the question is project or exam related, check the message board to see if it has already been answered. Also, read your textbook.

For emails, please identify your course and the subject of the message in the subject line. For example: “[CSC116] Question about Project 1.”

Email should include a salutation to identify the recipients of the email.

The tone of the email message should be professional. Re-read your email before you press “Send” and make a judgment as to how you would respond if you were a recipient of the email you are planning to send.

For questions about exercise or project code, rather than attaching your code, please push code to assigned repo and include repo URL in your message.

If you have a question that is beyond the scope of an email, consider coming to office hours or scheduling an appointment with a member of the teaching staff.

If you have several questions or items, please number them for ease of reading. The response will also be easier to understand.

Please spell check and correct mechanical/grammar errors. Avoid emails written only in lowercase and lacking punctuation.

Close your email with your name.

Please use Reply All when responding to an email that includes the teaching staff or the teaching staff mailing list.

## 14.1 Get Help Online

- General Questions: If you have a general question about an exercise or project, post your question to Piazza.
- Code-Related Questions: If you have a question that is more specific or that involves snippets of code, make a private Piazza post or email question to the TA and cc the instructor. Always push your code to assigned repo and include repo link with question.
- Grade-Related Questions: If you have a question specific to you or your grade, email it to the TA and cc the instructor.

**Do NOT send private messages to a single member of the teaching staff on Piazza as the response may be delayed.**

## 15 Student Concerns

You must inform your instructor as soon as possible of anything that may prevent you from completing coursework and exams as well as any other concerns that you may have.

## 16 Student Conduct

Students who disrupt the instructor's teaching or the learning of fellow students will be asked to leave the class, will receive 0 on the day's in-class lab exercises, and will be reported to the Director of Office of Student Conduct.

Students are expected to be respectful of classmates and teaching staff.

Students may not consume food and/or drinks in the classroom. Students who do so will be reported to the lab operator.

## 17 Academic Integrity

Students are required to comply with the university policy on academic integrity found in the Code of Student Conduct found at <http://policies.ncsu.edu/policy/pol-11-35-01>.

**All members of the University community, students, faculty and other employees, have the responsibility to report academic misconduct to the appropriate authority.**

The Computer Science department uses software that detects cheating violations for programming projects. Do not use other student's code, do not share your code, do not copy or use code from someone who took the class X semesters ago, do not use code from online. Start on assignments early so that you do not feel tempted to cheat!

**All work that you turn in for grading must be your own!** This means that all work must be an independent and individual creation by you or in the case of paired/team assignments—all work must be an independent and individual creation by you and your assigned partner or assigned teammates. Any attempt to gain an unfair advantage in grading, whether for yourself or another, is a violation of academic integrity. You may only work on an assignment with another student(s) in the class if explicitly stated in the assignment.

NOTE: All code submitted for CSC116 should be written by you THIS semester. If you are retaking

the course, you should not submit code that you wrote prior to the start of this semester. Similarly, any non-coding assignments should have been created by you THIS semester.

## 17.1 Why is Academic Integrity Important?

(Adapted from [Matt Stallmann](#) and [Mitchell Wand](#))

Would you want to fly in a plane whose controller software was designed and implemented by a group of people who had never demonstrated the persistence, attention to detail, and ability to deal with negative feedback from compilers, linkers, etc., that it takes to design, implement, and debug a program on their own?

Academic misconduct affects you, your peers, the CSC department, the university, all students who have ever graduated from NCSU with a CSC degree, and all users of software products to which you contribute. When you receive a degree from NCSU:

- The degree represents the university's certification that you have demonstrated certain skills and knowledge in your degree program.
- Your grade in a course represents the instructor's certification that you have demonstrated certain skills and knowledge in the specific course.

When an employer sees your degree from NCSU, they expect you to be able to demonstrate certain skills and knowledge. If a student graduates with a CSC degree and performs poorly, the value and reputation of a CSC degree from NCSU is negatively affected.

In industry, intellectual property rights are crucial in software and product development. Rules regarding intellectual property are similar to rules outlining academic integrity. Employees who "cheat" or violate copyrights or other intellectual property rights can cost the employer large sums of money. In addition, even though you will likely work on a team in industry, completion of the CSC degree program includes demonstrating skills to work effectively on teams. For example, students should demonstrate well-developed individual skills, integrity to take responsibility for one's own work, and the ability to recognize clear boundaries between one's own contributions and those of others.

Ethics and professionalism are important to the community. The Association for Computing Machinery (ACM), a professional organization for computing professionals, has the [ACM Code of Ethics and Professionalism](#) that outlines the ethical principals of the computing community.

## 17.2 What are the Consequences of Academic Misconduct?

All cases of academic misconduct will result in a grade sanction:

- the minimum grade sanction for academic misconduct is no credit for the assignment (the assignment grade will be recorded as 0), and
- the maximum grade sanction for academic misconduct is no credit for the course (resulting in an F as the final semester grade on the student's transcript), making the course ineligible for Grade Exclusion under University Regulation 02.20.16.

All cases of academic misconduct will be reported to the Office of Student Conduct. A first offense will place the student on Academic Probation for the remainder of their academic career. Academic Probation is not visible on a student's transcript or other educational record, but the Office of Student Conduct does supply this information for various campus agencies running checks for disciplinary standings. If the student is suspended, the [Office of Student Conduct](#) may notify many other departments on campus, such as Registration Records, Housing, Campus Health, Counseling, and Financial Aid. In addition, administrators of some scholarships routinely ask the Office of Student Conduct to confirm whether the student is in good standing.

### 17.3 Resources you ARE Allowed to Use in CSC116

You must cite your use of the approved resources in your assignment submissions. If you do not cite your use of the approved resources, you may be committing plagiarism.

The only people that you MAY receive help from:

- CSC116 instructor,
- CSC116 TAs, and
- for lab exercises, you may work with your assigned teammates.

The only external resources that you MAY also reference:

- your textbook,
- the textbook website,
- the JAVA API HTML pages, and
- other third-party API HTML pages as appropriate for an assignment (for example, you may use the JUnit API HTML pages to help you with writing JUnit tests).

### 17.4 Resources you ARE NOT Allowed to Use in CSC116

- You MAY NOT receive help from anyone or anything else that is not in the list of approved resources (above).
- If you think a resource should be added to the list of approved resources (above), you must first receive written permission from the instructor so that the instructor can share the resource with all students.

### 17.5 Examples of Academic Misconduct in CSC116

Note: this list is not exhaustive.

- It is aiding & abetting and cheating to give any student access to any of your work which you have completed for individual class assignments.
- It is cheating and plagiarism to use another person's work and claim it as your own. You are expected to complete all assignments on your own, unless otherwise specified in the assignment.
- It is cheating to interfere with another student's use of computing resources or to circumvent system security.
- It is aiding & abetting and cheating to email, ftp, post on the Internet, bulletin boards, message boards, etc. your work for others to obtain. Do NOT use sites that allow you to "anonymously" post code. Those sites are searchable, and others may find your code (like the teaching staff).
- It is cheating to ask or pay another person or persons to complete an assignment for you.
- It is cheating and plagiarism to decompile any compiled code and use the decompiled source code as your own. You may also break the law by decompiling code.
- It is cheating and plagiarism to use code that you find online, including code behind the Java API webpages.
- It is aiding & abetting and cheating to give another student access to your account (NC State account or others that you use for university work) or to give them your account password.

- It is aiding & abetting and cheating for you and another student to work collaboratively on an assignment, unless otherwise specified by the assignment.
- It is cheating to circumvent the intention of the assignment and/or the automated grading system (e.g., by hardcoding test case solutions, by copying/pasting code provided in the Java libraries to fulfill an assignment objective, to implement extra lines of code to achieve higher statement coverage, etc.).
- It is aiding & abetting to allow another student to copy from your written or electronic assignment submissions (e.g., it is the student's responsibility to cover his or her exam answers to help prevent others from copying answers).
- It is cheating and plagiarism to copy from another student's written assignment (e.g., exams or exercises).
- It is cheating to submit identical or similar assignment submissions from an assignment submitted in a previous course, or a previous attempt of the current course.
- It is cheating to reuse your code from previous semesters if retaking the course. Start over to focus your learning this semester.
- It is aiding & abetting to leave your computer unlocked and/or unattended (whether intentional or accidental) such that others could access your assignments.

## 17.6 Examples of NOT Cheating in CSC116

Note: this list is not exhaustive.

- Using the code from the class website (with citations in the comments).
- Using code from other programs **YOU** wrote in **this** course during **this** semester (with citations in the comments).
- Using code from other programs that **YOU** and assigned teammates wrote as part of assigned lab exercises in this course during this semester (with citations in the comments).
- Help from TAs or instructor (with citations in the comments).
- Using code from the textbook or textbook website (with citations in the comments).

## 17.7 Example Citations

```
1  /* Citing Help from another Person: (In method or class level comments)
2  * I received help from X on DATE during her office hours. We discussed X.
3  */
4
5  /* Citing Help from other Assignments
6  * The code for this method is based on Exercise Y that I completed with Z on date.
7  */
8
9  /* Citing Help from the Textbooks
10 * The code for this method is based on the ArrayList.add() method of the course textbook
11 * "Building Java Programs" by Reges and Step on page 467.
12 */
```

## 17.8 Protecting Yourself

- Do not leave papers lying around your workstation.
- Cover your written exam responses with a cover sheet to prevent others from copying your responses.
- Do not dispose of important papers in the lab recycling bins and trash cans until after the assignment is graded.
- Do not give out your password.
- Do not leave your workstation unattended or forget to log yourself out.
- Do not leave your laptop unattended.
- Do not give other students access to any of your workspace or email them any code.
- Do not give other students access to your course materials or your personal computer.
- Do not email, ftp, or post your code on the Internet, message boards, etc.
- Keep all copies of final and intermediate work until after the assignment is graded.
- Keep all graded assignments until after you receive the final semester grade for the course.
- Do not discuss implementation details of the assignment with your peers.
- Do not discuss the contents of a course exam with other students, especially those students who have not taken the exam yet.
- **Ask the instructor for clarification of any questions or concerns about academic integrity policies before submitting an assignment.**

## 17.9 Forum Use

The forum is available to ask questions about assignments and tests. **Do NOT post any code to the forum unless the post is private!** The teaching staff reserves the right to edit any student's forum post for inappropriate content. Additionally, use of the forum is a privilege. Improper use for the forum may result in a ban from posting or reading.

## 17.10 Posting Assignment Artifacts Online

While your deliverable is your work, the assignment artifacts (assignment requirements and design) are the intellectual property of the instructors and the university. You may not post any assignment artifacts (including assignment descriptions) or solutions to a publicly accessible website or public code repository during or after the semester.

## 18 Honor Pledge

Your signature/name (written or electronic) on any exam or assignment indicates: "I have neither given nor received unauthorized aid on this exam or assignment."

## 19 Electronically-Hosted Course Components

Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or web-postings, where relevant to the course. Examples include online discussions of class topics, and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course.

## 20 Students with Disabilities

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with the [Disability Resources Office \(DRO\)](#) at Suite 2221, Student Health Center, Campus Box 7509, 919-515-7653. For more information on NC State's policy on working with students with disabilities, please see the [Academic Accommodations for Students with Disabilities Regulation](#).

Students registered with Disability Resource Office should present their letters of accommodations to the instructor prior to the end of the first week of classes. In addition to having letter sent to instructor, students should discuss accommodations with instructor.

## 21 Non-Discrimination Policy

NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at <http://policies.ncsu.edu/policy/pol-04-25-05> or <https://oied.ncsu.edu/divweb/>. Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Equal Opportunity (OEO) at 919-515-3148.

In an effort to affirm and respect the identities of transgender students in the classroom and beyond, please contact me if you wish to be referred to using a name and/or pronouns other than what is listed in the student directory.

## 22 Trans-Inclusive Statement

In an effort to affirm and respect the identities of transgender students in the classroom and beyond, please contact me if you wish to be referred to using a name and/or pronouns other than what is listed in the student directory.

## 23 Supporting Fellow Students in Distress

As members of the NC State Wolfpack community, we each share a personal responsibility to express concern for one another and to ensure that this classroom and the campus as a whole remains a safe environment for learning. Occasionally, you may come across a fellow classmate whose personal behavior concerns or worries you. When this is the case, you are encouraged to report this behavior to the [NC State Cares](#) website. Although you can report anonymously, it is preferred that you share your contact information so they can follow-up with you personally.

## 24 Basic Needs Security

Any student who faces challenges securing their food or housing or has other severe adverse experiences and believes this may affect their performance in the course is encouraged to notify the professor if you are comfortable in doing so. Alternatively, you can contact the Division of Academic and Student Affairs to learn more about the Pack Essentials program <https://dasa.ncsu.edu/pack-essentials/>