1. Go to the bookstore on campus.
3. Register the code by going to https://learn.hawkeslearning.com
   a. Click on Create An Account
   b. Click on the option to register the license number or you can opt to purchase the access code here if you are not near the campus bookstore.
   c. If purchasing, you will need to fill in the University name and select the product which is: Intermediate Algebra.
   d. If ever you are asked for the course ID it is: UNCCIMA
   e. When asked to enroll in your instructor’s course choose
      i. Instructor: On-line Remediation
      ii. Section: No Credit Self-remediation
   f. Once you have created your account with your user ID as your UNC Charlotte email address and a password of your choosing, go back to the sign in (see item #3)
      i. Near the bottom you will see the option to watch the Training Video
      ii. Watch the video to learn how to use the learning system.
4. Now you are ready to begin.
   a. Begin by taking the assigned Diagnostic Tests
   b. Once the tests are completed, go to the Grades to see which lessons you need to complete. (The Diagnostic Tests will give you credit for some of the lessons.)
   c. Once all of the lessons assigned have been completed, the Exit Test will open.
      i. The Exit Test is a proficiency test.
      ii. It is timed for 30 minutes and you are allowed to take it only twice.
      iii. It is graded pass/fail.
   d. Once you have taken the Exit Test, pass or fail, contact Debra Shafer at drshafer@uncc.edu. Be sure to use your UNCC email account and include your student ID number.
   e. You will receive a confirmation email letting you know when you can enroll in math 1100. Note you will not be allowed to register for a math class until you have completed the program and passed the Exit test. You will have to start over if you fail the exit test twice.
5. If you have any questions using the program your contact person is:

   Debra Shafer
   drshafer@uncc.edu
   704-687-5583
Fretwell 418 open lab hours
(Fall 2016)

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>4:00 – 7:00</td>
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<tr>
<td>Tuesday</td>
<td>9:00 – 10:30</td>
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<td></td>
<td>1:45 – 3:15</td>
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<td>5:00 – 7:00</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Thursday</td>
<td>9:00 – 10:30</td>
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<td>1:45 – 5:00</td>
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<td>5:00 – 7:00</td>
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<tr>
<td>Friday</td>
<td>9:00 – 1:30</td>
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</tbody>
</table>

Note: Questions can always be addressed to:
Debra Shafer
drshafer@uncc.edu
704-687-5583