



University of Colorado Boulder
Principles of Microeconomics
ECON 2020-100E Hybrid Course

Instructor: Dr. Mark Valkovci

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Office: ECON 04D

Website: Canvas.colorado.edu

Lecture: Monday 400-620pm in CEDU 140

Zoom contact: <https://cuboulder.zoom.us/j/6083553307>

Office Hours

T: 1215p-115p

W: 9-10a

TH: 9-11a via Zoom

Appointments also available

INSTRUCTOR BIO

Dr. Mark Valkovci received his Doctorate in Economics from the University of Colorado Boulder in 2021. Mark teaches for the Student Academic Success Center (SASC) and Economics Department. He is actively involved in advancing equity-based teaching practices at the University and strongly believes in evidence-based teaching and experiential learning. In his research he explores the economic impacts of environmental and labor policies, the political economy of pollution, climate change and many other topics. Mark enjoys teaching microeconomics, macroeconomics, and environmental economics due not only to his personal interests in those areas, but also because the connections between the economy and the environment grow ever-more-important for the global society. In his free time, Mark enjoys being a huge nerd by reading books/comics, binge watching the shows/movies, and playing the board/video games of many fandoms. His favorite fandom is Star Wars, but he also spends time exploring the universes of Avatar the Last Airbender, Harry Potter, Doctor Who, Star Trek, Lucifer, Sherlock, and the list grows each year. He also spends a considerable amount of time baking and playing with his seven pets.

Term Start: January 22nd, 2024

Term End: March 10th, 2024

COURSE WEBSITE

Our course websites are Canvas and Top Hat

Canvas Access:

- Login using your University of Colorado Boulder Identikey and password
- Under course list, click “ECON 2020-100E: Principles of Microeconomics Hybrid Course”
- Note: All email correspondence will be through your CU Boulder email address
 - *Do not use the Canvas email or messages, it is not checked*

Top Hat Access

1. Navigate to the Modules tab in Canvas
2. Within the “Course Information” Module use the link to “Set up Top Hat Account”
 - a. If you already have a Top Hat account, you may skip this set up and proceed to Step 3
 - b. If you do not have a Top Hat account, follow the next steps:
 - i. Click “create account”
 - ii. Enter your CU Identikey email address
 1. You identikey address looks like: abcd1234@colorado.edu

- iii. Create a password (I recommend using your identikey password)
3. If you run into any issues setting up your account or finding the course
 - a. Email Dr. Valkovci: mark.valkovci@colorado.edu
 - b. Contact [Top Hat support](#)

COURSE DESCRIPTION

Microeconomic theory is a powerful tool that is used as the foundation of problem-solving throughout the majority of economic analyses. This course provides a comprehensive introduction to microeconomics and its practical applications. We focus on the behavior of households, firms, and the strategic interactions between these agents in the marketplace. You will learn how economists use microeconomic theory to explain how individuals decide what and how much to buy, how firms decide and how much to sell under various economic environments (e.g, market structure, regulation, economic shocks). We will also extend our analyses to include discussions of market failures and public goods, international trade, taxes, and decision-making under uncertainty.

COURSE PREREQUISITES

There are no prerequisites for this course

COURSE OBJECTIVES

By the end of the course, you should be able to:

- Explain and utilize the fundamentals of economic analysis
- Apply algebraic and graphical tools to determine the qualitative and quantitative impacts of changes in supply and demand
- Interpret supply and demand in equation or graph form to identify a market equilibrium
- Evaluate how various policies and events influence market equilibrium
- Calculate consumer and producer surplus and deadweight loss in a market
- Understand the different market structures and how they change both consumer and producer behavior
- Incorporate your knowledge into effective decision-making within the Hubro simulation
- Attain a comprehensive foundation of microeconomic knowledge that you can apply to everyday decisions and situations

REQUIRED COURSE MATERIALS

Course Website: <https://canvas.colorado.edu/> (Canvas) and Top Hat: <https://app.tophat.com/e/019863> (Top Hat) Grades and any further additional readings will be posted on Canvas. Please check Canvas frequently for any relevant notifications/changes that may occur throughout the course.

Textbook/Online Homework Platform (Required): Principles of Microeconomics by Steve Buckles et al. Tophatmonocle Corporation Publishing, Copyright 2022.

Note: Required course materials are covered by a new campus-wide initiative called “CU Book Access.” Student are charged a flat rate of \$279 for all required materials across all courses. Students have the ability to opt out (similar to Day 1 Access programs). To opt out, please contact the CU bookstore.

Important!!!

- Opting out will cause you to lose access to the required course materials. You will still be able to regain access, but will be required to pay for those materials separately. The required materials for this course are approximately \$80

- Currently, the CU Book Access program only covers degree-seeking students. If you are not degree-seeking or are not sure whether or not the CU Book Access program applies to you, please contact the bookstore

SUPPLEMENTAL READINGS

Supplemental readings and other materials will be provided in Canvas system, via the CU Library electronic reserve, direct upload, or links to websites.

HYBRID COURSE STRUCTURE

This course features both in-person lectures once a week and asynchronous online material to supplement the lectures. It is an accelerated 7-week course, during which we will cover the same content as the traditional 16-week principles of microeconomics course.

The in-person lecture component will feature the introduction of new material for multiple chapters each week and also focus on review and practice problems. The lectures will be divided into 3 sections: Review, Lecture, Discussion & Practice. Each class, we will begin by reviewing the important concepts from the previous week and several homework problems to ensure that everyone is comfortable with the material. We will then introduce the new material being covered that week through a combination of lecturing and class discussion. After a short break, we will begin practicing these concepts through worksheets and other forms of practice problems

The asynchronous part of the course is designed to supplement the in-person instruction. Since this is an accelerated course, there is not sufficient in-person instruction time to cover all of the material. As such, lecture-style videos and other concept-level videos will be on the Canvas page where student will be expected to watch them. Those videos and other sources of information will contain testable materials. Additionally, reading assignments, homeworks, practice problem sets, and other assignments will be conducted and submitted online.

WEEKLY CONTENT OUTLINE

The weekly layout of required assignments will be:

- **Monday:**
 - Before-lecture:
 - Reading Assignment due by 3:59 pm
 - During lecture
 - Attendance
 - In-class practice sets
- **Tuesday:**
 - No assignments due
- **Wednesday:**
 - Exercises due at 11:59 pm
- **Thursday:**
 - Problem Sets due at 11:59 pm
- **Friday:**
 - Quiz due by 11:59 pm
- **Saturday:**

- No assignments due
- **Sunday:**
 - No assignments due

Review the separate weekly class schedule found on Canvas under “Syllabus” link.

CLASS PARTICIPATION

This course is designed to engage you through lecture and online formats through discussions, practice problems, and threads. In-class discussions allow students to more deeply connect with the material and connect to real-world examples. Moreover, they give students the opportunity to learn from each other by gaining exposure to different viewpoints, experiences, and questions. The e-text for this course features an online tool called “threads” that allow students to chat with each other in real time or asynchronously to ask each other questions, give each other advice or help, and connect outside of class. Your classmates are an excellent resource! Make sure to stay active in the online threads to gain key insight into varying topics throughout the course.

EVALUATION AND GRADING

Course grades will be determined by the completion of assignments, quizzes, discussions and a final exam as shown below:

<i>Assignment*</i>	Frequency	Number of Assignments Dropped	Number of Graded Assignments	Percent per Assignment	TOTAL GRADE PERCENTAGE
<i>Syllabus Quiz</i>	1	0	1	1%	1%
<i>Reading Assignments</i>	14	2	12	0.67%	8%
<i>In-class practice sets</i>	14	Any > 10	10	1%	10%
<i>Attendance</i>	7	1	6	1%	6%
<i>Exercises</i>	14	1	11	0.92%	12%
<i>Problem Sets</i>	14	1	11	1.38%	18%
<i>Quizzes</i>	6	1	5	5%	25%
<i>Proctored Cumulative</i>	1	0	1	20%	20%
<i>Final Exam</i>					

*Keep a copy of all work created for the course, including work submitted through Canvas.

Grade	Percentage Grade	Equivalent Points	Indicates
A	93-100	930 – 1000	Excellent
A-	90-92.99	900 – 929	
B+	87-89.99	870 – 899	
B	83-86.99	830 – 869	Above Average
B-	80-82.99	800 – 829	
C+	77-79.99	770 – 799	
C	73-77.99	730 – 769	Average
C-	70-72.99	700 – 729	
D+	67-69.99	670 – 699	

D	63-67.99	630 – 669	Below Average
D-	60-62.99	600 – 629	
F	0-59	600 or lower	Failure

ASSIGNMENTS

During the summer we will cover two modules each week. The first module starts on Monday and the second module starts on Thursday. Each module will have the same types of assignments due and the due dates are the same days of the week each week (check class schedule for more detail). This is to help you develop a rhythm or routine. Since assignments are always due on the same days each week, it is very beneficial to develop a schedule for regularly completing those assignments. The assignments you will see in each module are:

Syllabus Quiz (1%) – There will be a short, five-question Canvas quiz due during the first week of class that will cover information contained on the syllabus (e.g., office hours, course schedule, assignment due dates, etc.). You will have one (1) attempt for the quiz and it will account for one (1) percent of your overall grade in the course.

Reading Assignments (8%) - There will be twelve (12) reading assignments – one for each chapter. These assignments are designed to introduce the basic concepts of each module and allow students to begin practicing problems related to those concepts. Your grade on the reading assignments is assessed through the questions that are directly embedded into the e-text. These questions range from short-answer, discussion, multiple choice, graphing, and others. The reading assignments are graded as 90% completion and 10% correctness. You have unlimited attempts on each question. Top Hat counts the last response as your graded response. Reading assignments are submitted through Top Hat. For the purpose of calculating your course grade, the two (2) lowest reading assignment grades are dropped.

In-class Practice Sets (10%) – There will be fourteen (14) in-class practice sets – two (2) during each lecture. These practice sets are designed to reinforce the material being covered in class that week. The practice sets will be conducted via Top Hat. Students will answer multiple choice, short-answer, select all, click-on-target, and other questions for these assignments. In-class practice sets are graded using a threshold system. As long as you receive at least a 50% on a practice set, you will earn a score of 100% for the assignment. For the purpose of calculating your course grade, I will keep only the highest 10 in-class practice sets

Attendance (6%) – There will be seven (7) lectures. Each lecture, attendance will be taken via Top Hat and/or manual sign-in sheets that are handed out. Students earn attendance for being in class. For the purpose of calculating your course grade, I will drop one unexcused absence (one day of attendance). Students who must miss class for sickness, family or pet emergencies, or University-qualified excuses (sports, clubs, etc.) must email me prior to class to be excused. Excused absences do not count toward the dropped grade. I am a big supporter of mental health awareness; mental health days also count as excused absences under the same policy. Students have 2 excused absences. *****Important***** Using excused absences reweights the remaining grades in this category so that each grade is worth a larger percentage of your overall course grade!

Exercises (12%) – There will be twelve (12) exercises – two exercises for each module. The format of exercises will include multiple-choice, short-answer, calculation, click-on-target, and other question types. Exercises are open note and open book. You have two (2) attempts on each question in an exercise. *Top Hat automatically records and grades the last submission for each question.* For the purpose of calculating your course grade, I will drop the two (2) lowest exercise scores from your grade.

Problem Sets (18%) – There will be twelve (12) problem sets. The format of the problem sets will be multiple choice, calculations, and short answers and will be open book and open notes, but you only have one try per question. Your lowest two (2) problem sets are dropped from your final grade calculation. Problem sets will be submitted through Top Hat.

Quizzes (25%) – There will be six (6) quizzes. The quizzes are online via Canvas and proctored using Proctorio. Each quiz consists of twenty (20) multiple choice, short-answer, and mathematical/computation questions. There will be a quiz every week with the exception of the last week of class. The first quiz occurs on Friday, January 26th. Quizzes are available all day from 12:00 am to 11:59 pm. You will have sixty (60) minutes to complete the quiz and one attempt. You will be allowed one blank sheet of paper and a writing utensil for the quiz. An on-screen calculator will be provided with Proctorio. You may not use an external calculator, notes, or any other resources. If you do not have a computer or laptop that is capable of utilizing Proctorio, please let me know during the first week of classes. A computer lab on campus will be reserved from 930am to 11am each Friday where students may take the quiz in-person with a proctor. All the same rules apply to quizzes proctored in-person. You must register to take the quiz in person and schedule a time during the specified window. Registrations for each quiz will be located on Canvas.

Proctored Final Exam (20%) – There will be a comprehensive final exam for the course. The final exam will occur on Canvas and be proctored via Proctorio. The final exam will consist of multiple choice, short-answer, and mathematical/computation questions. The exam is closed note, but you will be allowed a blank sheet of paper and writing utensil. The final exam is scheduled from Friday, March 8th at 12:00 am to Sunday, March 10th at 11:59 pm. You will have two (2) hours to complete the final exam and one attempt. As with the quizzes, if you would like to take the final exam with a live proctor in a computer lab, please be sure to sign up for a time slot. Available times for in-person exams will be announced on Canvas later in the course. Sign-ups will be located on Canvas.

This course requires proctored examinations. Exams are proctored which will require planning on your part. Proctors are individuals who administer the exam process following the guidelines provided by University of Colorado Boulder to ensure academic integrity.

Who can be my proctor?

If you are in Boulder or nearby, you can take your exam:

1. With me at the Department of Economics. There is no cost for using this proctor. This option is only on selected days during the exam period.
2. With Proctorio or a comparable online proctoring service as determined by your instructor. Online proctoring is a service that uses a webcam and microphone to ensure academic integrity. To use this service, you must have access to a computer with a webcam and a microphone. There is no cost for using this proctor.

If you outside of Boulder, you can take your exam:

1. With Proctorio or a comparable online proctoring service as determined by your instructor. Online proctoring is a service that uses a webcam and microphone to ensure academic integrity. To use this service, you must have access to a computer with a webcam and a microphone. There is no cost for using this proctor.

Please see Canvas for detailed information about proctoring, including the contact information for the UTC, Proctorio, and a nationwide list of accredited college or university testing centers. If you are in a rural area or on a military base, you may need to be approved to use a person as a proctor and information is provided on Canvas for this approval process.

EXTRA CREDIT

There are three (3) sources of extra credit within the course. Each is designed to incentivize students to create a semester-long commitment to coursework and requires students to routinely complete assignments/attend throughout the semester. Bonuses are applied directly to a student's final exam grade after any curve or other adjustments.

1. Perfect Reading Assignment Bonus (3%)
 - a. Students that complete all 12 reading assignments with a score of 90% or higher, will receive three percent (3%) bonus on their final exam score
 - b. Note: Although two reading assignments are dropped for the purpose of calculating your course grade, you must complete all 12 reading assignments to qualify for this bonus.
2. Perfect In-class Practice Set Completion Bonus (3%)
 - a. There are two in-class practice sets each lecture.
 - b. These practice sets will be completed on Canvas or Top Hat and will review one chapter at a time. Completing all of the practice sets results in a bonus of 3% on the final exam
3. Perfect Quiz Review Bonus (4%)
 - a. Students that complete all 6 Quiz Review Bonus assignments will receive four percent (4%) bonus on their final exam score
 - b. Each week, there will be a “Quiz Review Bonus Assignment” that appears on Top Hat
 - i. These assignments contain information from all chapters that are covered by the quiz
 - ii. Quiz Review assignments are graded only for completion and you must earn the full points (answer all questions)

POLICY ON DUE DATES

Each module you will complete a series of critical thinking questions that reflect material from the various delivery formats and required readings. It is your responsibility to turn in each assignment on the required date. This class is accelerated and it is imperative that you remain up-to-date on assignments. **Late assignments are not accepted for this course.** In the event that you are not able to take a quiz due to sickness or family emergency, please contact Dr. Valkovci immediately to schedule a makeup quiz. Makeup quizzes must be taken within one week of the original due date and will be given on paper.

COMMUNICATION

I am dedicated to your success in this course! I am fun and understanding, and I am happy to help you in any way that I can. Please always feel free to reach out to me:

E-mail: mark.valkovci@colorado.edu

- I will respond to email within 12-24 hours, but usually within 2-4 hours. I always respond to emails. If you have not had a response within 24 hours, I did not receive the email. Be sure to use your CU email address because sometimes Gmail and yahoo email accounts are filtered into my spam folder.

Mobile: (814) 418-0665

- This is my cell phone number. I only respond to texts.
- Please introduce yourself and include the course number (ECON 2010) the first time you text me
- Text anytime between 8am – 7pm MTN. I sometimes have my phone silenced during certain parts of the day, but I am usually very quick to respond.

Additional ways to contact Dr. Valkovci:

- In-person office hours:
 - Tuesday: 12:15pm – 1:15pm in ECON 04D
 - Wednesday: 9am-10am in ECON 04D
- Online Office Hours:
 - Thursday: 9am-11am via Zoom
- Zoom <https://cuboulder.zoom.us/j/6083553307>

General Course Announcements

- Announcements: Please check the “announcements” section on Canvas.

NETIQUETTE

All students should be aware that their behavior impacts other people, even online. I hope that we will all strive to develop a positive and supportive environment and will be courteous to fellow students and your instructor. Due to the nature of the online environment, there are some things to remember.

1. Always think before you write. In other words, without the use of nonverbals with your message, your message can be misinterpreted. So please think twice before you hit submit.
2. Keep it relevant. There are places to chat and post for fun everyday stuff. Do not stray from the discussion in the assigned questions.
3. Never use all caps. This is the equivalent of yelling in the online world. It is not fun to read. Only use capital letters when appropriate.

Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing “R U” instead of “are you”. There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. Emoticons are fine as long as they are appropriate. A smile 😊 is welcome, anything offensive is not.

4. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.
5. Respect the time of others. This class is going to require you to work in groups. Learn to respect the time of others in your group and your experience will be much better. Always remember that you are not the only person with a busy schedule, be flexible. Do not procrastinate! You may be one that works best with the pressures of the deadline looming on you, but others may not be that way. The same is true for the reverse. The key to a successful group is organization, communication and a willingness to do what it takes to get it done.

Website: <http://www.albion.com/netiquette/corerules.html>

Compiled by Melissa Landin, Instructor, Dept. of Communication, Inver Hills Community College,
mlandin@inverhills.edu

CLASSROOM BEHAVIOR

Students and faculty are responsible for maintaining an appropriate learning environment in all instructional settings, whether in person, remote, or online. Failure to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy.

For more information, see the [classroom behavior policy](#), the [Student Code of Conduct](#), and the [Office of Institutional Equity and Compliance](#).

REQUIREMENTS FOR INFECTIOUS DISEASES

Members of the CU Boulder community and visitors to campus must follow university, department, and building health and safety requirements and all public health orders to reduce the risk of spreading infectious diseases.

The CU Boulder campus is currently mask optional. However, if masks are again required in classrooms, students who fail to adhere to masking requirements will be asked to leave class. Students who do not leave class when asked or who refuse to comply with these requirements will be referred to Student Conduct & Conflict Resolution.

Students who require accommodation because a disability prevents them from fulfilling safety measures related to infectious disease will be asked to follow the steps in the “Accommodation for Disabilities” statement on this syllabus.

For those who feel ill and think you might have COVID-19 or if you have tested positive for COVID-19, please stay home and follow the [further guidance of the Public Health Office](#). For those who have been in close contact with someone who has COVID-19 but do not have any symptoms and have not tested positive for COVID-19, you do not need to stay home.

ACCOMMODATION FOR DISABILITIES, TEMPORARY MEDICAL CONDITIONS, AND MEDICAL ISOLATION

[Disability Services](#) determines accommodations based on documented disabilities in the academic environment. If you qualify for accommodations because of a disability, submit your accommodation letter from Disability Services to your faculty member in a timely manner so your needs can be addressed. Contact Disability Services at 303-492-8671 or dsinfo@colorado.edu for further assistance.

If you have a temporary medical condition or required medical isolation for which you require accommodation, please contact Disability Services and send an email to me as soon as possible. I am willing to be as flexible as I can be. Also see [Temporary Medical Conditions](#) on the Disability Services website.

PREFERRED STUDENT PRONOUNS

CU Boulder recognizes that students' legal information doesn't always align with how they identify. Students may update their preferred names and pronouns via the student portal; those preferred names and pronouns are listed on instructors' class rosters. In the absence of such updates, the name that appears on the class roster is the student's legal name.

HONOR CODE

All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the [Honor Code](#). Violations of the Honor Code may include but are not limited to: plagiarism (including use of paper writing services or technology [such as essay bots]), cheating, fabrication, lying, bribery, threat, unauthorized access to academic materials, clicker fraud, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty.

All incidents of academic misconduct will be reported to Student Conduct & Conflict Resolution:

honor@colorado.edu, 303-492-5550. Students found responsible for violating the [Honor Code](#) will be assigned resolution outcomes from the Student Conduct & Conflict Resolution as well as be subject to academic sanctions from the faculty member. Visit [Honor Code](#) for more information on the academic integrity policy.

SEXUAL MISCONDUCT, DISCRIMINATION, HARASSMENT and/or RELATED RETALIATION

CU Boulder is committed to fostering an inclusive and welcoming learning, working, and living environment. University policy prohibits [protected-class](#) discrimination and harassment, sexual misconduct (harassment, exploitation, and assault), intimate partner violence (dating or domestic violence), stalking, and related retaliation by or against members of our community on- and off-campus. These behaviors harm individuals and our community. The Office of Institutional Equity and Compliance (OIEC) addresses these concerns, and individuals who believe

they have been subjected to misconduct can contact OIEC at 303-492-2127 or email cureport@colorado.edu. Information about university policies, [reporting options](#), and support resources can be found on the [OIEC website](#). Please know that faculty and graduate instructors have a responsibility to inform OIEC when they are made aware of incidents related to these policies regardless of when or where something occurred. This is to ensure that individuals impacted receive an outreach from OIEC about their options for addressing a concern and the support resources available. To learn more about reporting and support resources for a variety of issues, visit [Don't Ignore It](#).

RELIGIOUS HOLIDAYS

Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. In this class, since it is online and assignments are open for at least a week, there are no extensions given for assignments for which the due dates fall on holidays. However, if a holiday falls during an exam, please reach out to me as soon as possible (and at least 2 weeks prior to the exam) so that we can schedule an alternative time. See the [campus policy regarding religious observances](#) for full details.

MENTAL HEALTH AND WELLNESS

The University of Colorado Boulder is committed to the well-being of all students. If you are struggling with personal stressors, mental health or substance use concerns that are impacting academic or daily life, please contact [Counseling and Psychiatric Services \(CAPS\)](#) located in C4C or call (303) 492-2277, 24/7.

Free and unlimited telehealth is also available through [Academic Live Care](#). The [Academic Live Care](#) site also provides information about additional wellness services on campus that are available to students.

TECHNOLOGY REQUIREMENTS AND SUPPORT

What are the basic computer specifications for Canvas?

- Visit the official [Canvas Computer Specifications Page](#) for the latest list of recommended system requirements.

Which browsers does Canvas support?

- Visit the [Supported Browsers Page](#) for the detailed list of internet browsers in Windows, MacOS, iOS and Android.

Skill Requirements

- Students also need to possess basic computer skills, such as:
 - How to use a web browser and word processor
 - How to send and receive email
 - How to locate a file and attach it to an email or upload a file into a course
 - How to copy and paste
 - Must know basic typing skills and keyboard commands
 - Must know basic computer terminology

TECHNICAL SUPPORT

- Canvas technical support. If you are experiencing issues with Canvas please contact:
 - CU Boulder's Help desk at 303-735-4357 (5-HELP) or help@colorado.edu. 5-Help will answer your call: Monday through Friday from 7:30 a.m. to 7:00 p.m., Saturday and Sunday from noon to 6:00 p.m., Closed during [University Holidays](#)
 - On your computer, click the “help” (?) icon on the left side of Canvas, once logged in
 - Within the Canvas App, you can search the Canvas support guides, Report a Problem or

chat with Canvas Support 24 hours a day, 7 days a week.

- MyLab tech support:
 - https://help.pearsoncmg.com/ccng/ccng_instr/ccng_xmel_instr_help_support_bridge.html
or <https://support.pearson.com/getsupport/s/>

COURSE WITHDRAWAL POLICY

Any student who wishes to withdraw from the course must submit a request directly to [Continuing Education](#). For complete information, please visit their website at <https://ce.colorado.edu/resources/topics/dates-and-deadlines-general-info/>

ADDITIONAL SUPPORT SERVICES

A variety of instructional support services, such as writing center, guidance on personal or educational issues, tutoring questions and library resources are available to the students. For more information about their services, visit their websites linked under modules in Canvas.