

STUDENT SURVIVAL GUIDE *2009-2010.1*



A *“How-To”* Manual
for your Independent
Learning Course

Center for Distance Education
& Independent Learning

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University of Alaska Fairbanks · College of Rural and Community Development

Center for Distance Education & Independent Learning

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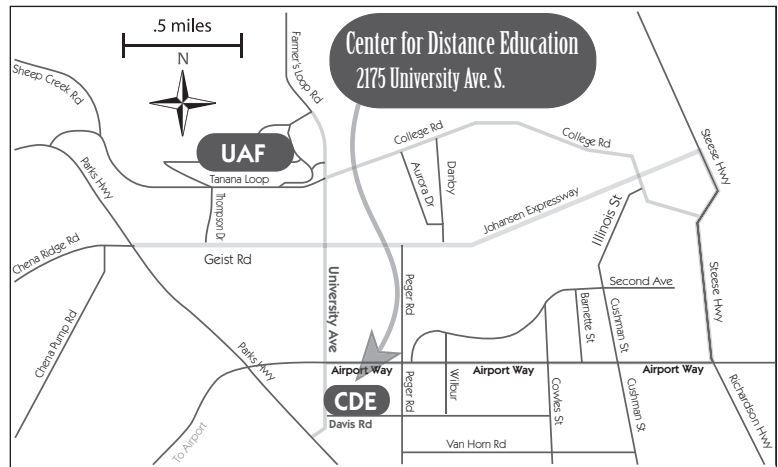
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"Center for Distance Education"



"CDEMAIN"

Welcome to Independent Learning!



How to use this Guide

This guide is divided into 6 separate sections. If you are enrolled in one of our classes you will need to review the information in at least three of these sections. If you are enrolled in more than one class you may have to review more sections.

1

All students should review the **All courses section** at the front of this guide. This gives you helpful information about how to successfully complete your independent learning class.

2

After reviewing the All Courses section, determine if you are enrolled in a **yearlong** or **semester-based** class and then read that specific section. These sections will help to guide you through your time restrictions determined by your enrollment status (**yearlong** or **semester** length). An easy way to figure out if you are in a **yearlong** class or a **semester-based** course is to look at your section number.

If you are enrolled in a section that starts with a UY, like UY1, UY3, or UYA, UYB, this means you are enrolled in a **yearlong** class.

If you are enrolled in a section that starts with FS, US, FX, UX then you are enrolled in a **semester-based** class.

3

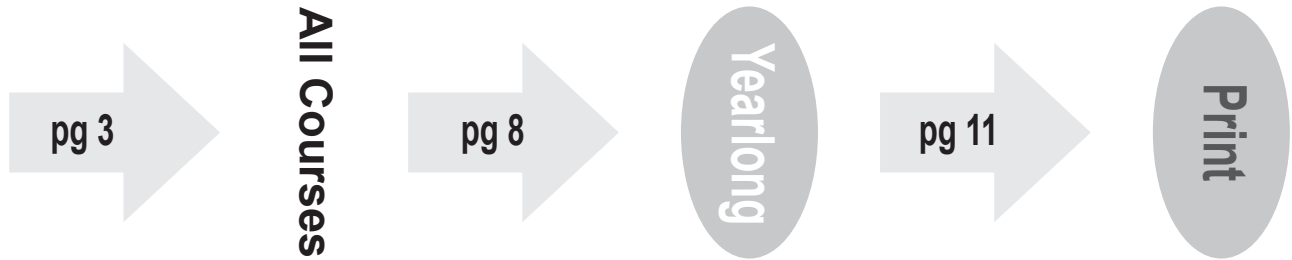
The next step is to determine if you are in a **print-based** or an **online** class.

If you received a printed course guide then you are in a **print-based** class. In most cases you do not need regular internet access to complete the course. Looking again at the section number of your course, if your section is a UY and ends in a number (like UY1) then you are in a **print-based** course. If you have a section number that is FS or US (like FS2, US3) then you are in a **print-based** course.

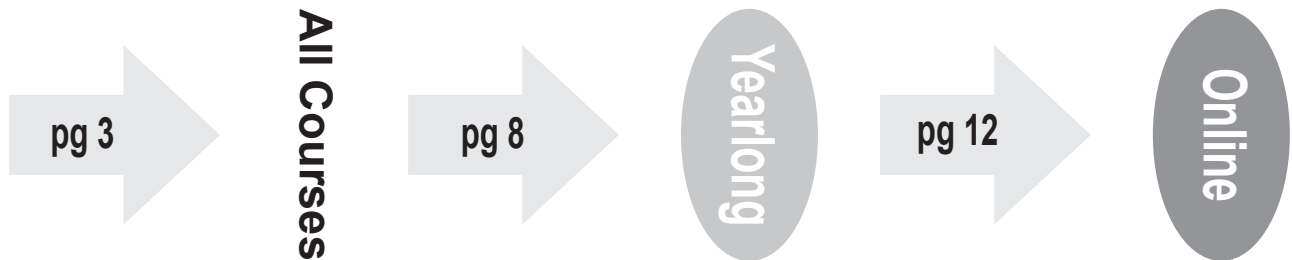
If you are anticipating getting all your guidance and most of your content **online** using Blackboard, then you are probably in an **online** based course. Looking again at the section number of your course, if your section is a UY and ends in a letter (like UYA) then you are in an **online** course. If you have a section number that is FX or UX (like FX3, UX1) then you are in an **online** course.

So to summarize – look at your section number:

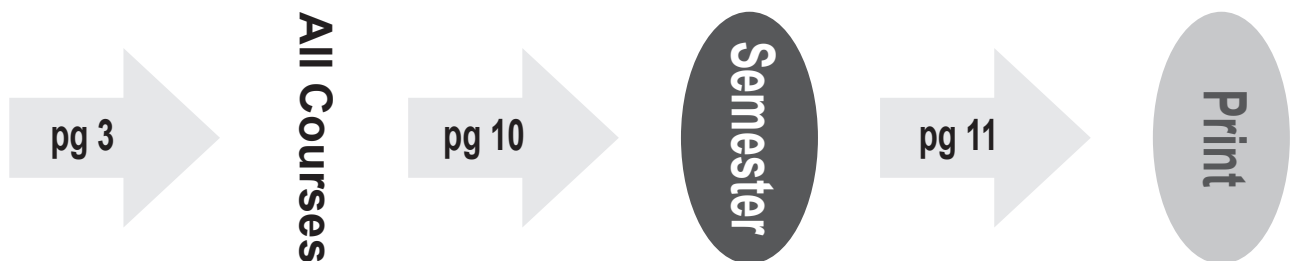
UY# (like UY1, UY2, etc.) read the **yearlong** and **print** sections:



UYletter (like UYA, UYB, etc.) read **yearlong** and **online** sections:



FS#, US# (like FS1, US2, etc.) read the **semester** and **print** sections:



FX#, UX# (like FX1, UX2, etc.) read the **semester** and **online** sections:



All Courses Information

This can be one of your most rewarding educational experiences. It is an opportunity to further your education without the constraints of class attendance, or in some cases, the traditional semester-time period. Independent Learning differs from the traditional classroom because you will be responsible for planning and completing your own course work. In the traditional classroom, the teacher directs the learning process, but in Independent Learning, you must be self-directed, and you must plan your time wisely to get the most out of your study activities.

Flexibility is a unique advantage of Independent Learning, but it is not a short-cut to receiving college credit; Independent Learning demands hard work. Remember that these are college-level credit courses paralleling on-campus courses that require fourteen weeks of classroom time in addition to homework study. For every hour spent in class, students are often expected to study for 3 hours outside of class. It's not unusual to spend 3-6 hours per assignment.

All CDE courses have been approved by relevant academic departments of the University of Alaska Fairbanks (UAF) for course content and instructor qualifications. All credit courses are applicable to UAF degree and certificate programs. If you have questions about the requirements that your course might fulfill towards a program or degree or questions about specific department policy, please contact your program advisor or CDE Academic Advisor at 907-479-4706 or cde.advisor@alaska.edu.

Please be sure that you have planned on plenty of time between enrolling in the course, actually beginning the coursework, taking the last exam, requesting a transcript if you wish the grade to be accepted at another institution/agency, and your deadline. Although the staff and faculty will do everything possible to help you, a lack of planning on your part does not constitute an emergency for the CDE staff and faculty!

This guide is designed for **all** Independent Learning students: Semester, Yearlong, Print, and Online. Most of our policies are the same, regardless of which method you are registered, but **some are unique depending on your enrollment**, so please be sure to refer to the correct section.

Student Code of Conduct

Students in Independent Learning courses are subject to the same regulations regarding honesty in their work assignments and exams as are resident students of the University of Alaska. CDE requires its students to strictly adhere to the Student Code of Conduct. A full version of the code of conduct is located in the back of this booklet, in the UAF catalog or online at <http://www.uaf.edu/catalog>.

CDE Help

If you have any questions or concerns about your Independent Learning course or administrative policy, please contact our office.

**1-800-277-8060 or 907-479-3444 or email us at distance@uaf.edu
Or try our Online Chat at <http://distance.uaf.edu>**



CRCD Bookstore Refunds on Course Materials

To assist students with tracking their book orders, an email with a list of materials and the confirmation of the packages shipped will be sent to the student when textbooks are mailed from the CRCD bookstore. Please look for this email starting August 17th till the end of the month.

Please check your receipt/packing slip for all return policies.

For students residing outside of Fairbanks a prepaid postage card is included in your material's shipment and may be used to return books and materials to our office. These should not be used when requesting a buyback.

Your refund will be processed in 4 to 6 weeks by the University Business office, either to your university account or via check. Credit card refunds will be issued within 2 weeks to the credit card you provided us. Sorry **NO** cash refunds.

Students in the Fairbanks area should return books to the CRCD bookstore located at 2175 University Avenue.

Buybacks

When you have finished your course, the CRCD Bookstore **MAY** buy back your used textbooks.

UAF Email Accounts



All students enrolled in a University of Alaska course are expected to use the official UA email address that is assigned to them when they register in a course. This is the email address that all official correspondence sent by the University will use. An email account on the University's server will be automatically generated for you upon registration in any UAF class. To find out what your username is, click on option 3 at <https://elmo.alaska.edu> and follow the instructions. Your username will be the letters (and/or characters) that appear before the @alaska.edu. To access your UAF email account to send and review your email, go to: <http://www.alaska.edu/google>.

If you have trouble accessing your mail through Google Apps, your password may have expired. Contact the OIT Help Desk at 907-450-8300 (in Fairbanks and its vicinity) or 1-800-478-8226 or by email at helpdesk@alaska.edu. They can help you with questions about UAF Email, Google Apps, and Blackboard.

The email assigned to you is recognized as your official university email contact and system user id. We know that many students have another email address that they use on a regular basis (@hotmail.com, gmail.com, etc.). You can forward your additional email addresses to your UA email by clicking "Settings" and then "Accounts" from within your @alaska.edu account.

Turning in Assignments

Lessons should be submitted throughout the entire course at a rate of **no more than two lessons per week** or by following the individual instructor's requirements (see the individual course guide or Blackboard site). This restriction ensures timely grading and return to the student so the student can take advantage of instructor comments. Lessons that exceed limits specified by the instructor will be returned ungraded to the student. The submission of an unusually large number of lessons at one time will not be accepted.

The time required to complete lessons varies by assignment and by course, but you can plan on spending at least three to six hours of work per lesson.

Student Deadlines

Students with specific deadlines, such as graduation or certificate renewal, should keep these time constraints in mind when registering for courses. To expedite registration and lesson processing, notify CDE and the course instructor that such deadlines exist. The CDE staff will try to accommodate individual student needs within accepted policies and procedures.

Examinations

Most of the Independent Learning courses have, at minimum, a mid-term and a final examination. Please note that students must ordinarily receive a passing grade on their final exam in order to obtain credit for the course. Most of these examinations require a proctor to act as the administrator of the examination.

Preparing and Taking Examinations

Fairbanks area students should take their exams at the CDE office during regular business hours (Mon–Fri 8 am–5 pm). Testing stations are available on a first-come, first-served basis. Please remember that our testing stations are limited and are in high demand at the end of each semester. You **do not** have to call ahead to schedule your exam at CDE.

Requesting an Examination to be administered by a Proctor

If you aren't able to take the exam in our office, you'll need to complete the Exam Request Forms included in the course guide or online at

<http://distance.uaf.edu/archives/students/substudents/request-for-exam.php>.

The exam (or password access) will be sent directly to the proctor (mailed if paper; emailed if online). Give your proctor a copy of the "Information Letter" located on pg. 19 of this guide. Here are some things to keep in mind:

1. Testing Site Selection. Arrangements can be made through local or public libraries, other university or community college campuses, or public school administrators. **Relatives, friends, co-workers and/or fellow students cannot be proctors.** When possible, we prefer students in Alaska take examinations at University of Alaska offices located throughout the state.
2. Schedule the exam far enough in advance to allow time for all graded lessons to be returned to you prior to taking the exam.
3. Complete the request form with careful attention to the name or number of the exam you wish to take.
4. If you are in a print-based course you may use one of the pre-paid envelopes to mail in the exam request. You may also fax the request to 907-479-3443. **You may also request your exam using our online form (see web address listed above).**

If you are in an online class, exam request links are provided in your course.

Please allow two weeks between the date of mailing the request and your scheduled examination date. Request exams early to ensure their timely delivery to your proctor!



5. A photo ID is required when you take the exam so don't forget to bring one to your testing site.
6. Depending on the course, exams may take from 45 minutes up to 3-4 hours so be sure to schedule plenty of time to take the exam.

If you or your proctor have any questions about this process, please send an email to raexam@uaf.edu.

Tips for Taking an Exam

Consult the instructor's comments in your course guide regarding policies for your particular course. Look for information about what type of exam will be given, what materials will be allowed for you to use during the exam (calculator, notes, etc.), and other information that might be helpful in your preparation.

Is it open book? What is the time limit? Does your exam cover specific chapters or lessons or is it cumulative? In most courses, sample exams or study guides are included with the course content.

Final Grade

When you complete all of your coursework, including the final exam, your instructor will assign a letter grade A – F. You will receive an unofficial notice of your final grade. This grade is posted with the University of Alaska Fairbanks Registrars' office (1-877-474-6046). You can also view your final grade and obtain official and unofficial transcripts by going to UA Online at <http://uaonline.alaska.edu/>. Click on the help section for instructions on the site's use.

No transcript will be provided if the student has any UA fees outstanding.

In rare circumstances your instructor may elect to assign a No Basis ("NB") grade. The "NB" grade means that there is no basis for assigning a grade and the student did not initiate withdrawal paperwork or communicate with instructor. Instructors may award an "NB" if there is insufficient student progress and/or communication for evaluation to occur. No credit is given, nor is the "NB" calculated in the student's grade point average. It **cannot** be changed to a grade later by completing the outstanding work.

Official Transcripts

CDE cannot supply official transcripts; these requests need to be made to the UAF Registrar's office. The Registrar's office can be reached at 1-877-474-6046 or online at <http://www.uaf.edu/reg>. When requesting an official transcript, please keep in mind that at busy times (May, August, and December), it may take a few weeks to process your request.

Course Evaluation

When you have received your final grade you will be asked to complete a course evaluation. Blackboard (web-based) courses will contain an online survey located in your course site. Students taking print-based courses should use the paper survey located at the end of this guide. Please take a few moments to complete the form and mail it back to us and you may be entered into our Student Appreciation Prize drawing (see our website for details). We strive to improve our courses and services and your input can help!

Running out of Time



There are options for yearlong and semester-based students who find they are running out of time. An extension or an Incomplete grade may be available if sufficient progress in the course has been made. Please see the specific section of this guide and your course guide for details. **If you feel like you are falling behind, contact your instructor or CDE as soon as possible!**

UAOnline

Check out the services available to you on the website, UAOnline at <http://uaonline.alaska.edu>. As a student, you can apply for admission, register for **semester-based** classes, go over your student account, view your academic records (transcripts, grades, etc.) and review your financial aid. You can also see and update personal information, change your PIN and look up your UA ID. Other features such as important dates and deadlines, scholarships, and UAF contact information are also easily found through UAOnline. For help using this resource please refer to: <http://www.alaska.edu/oit/sc/support/uaonline.xml>.

Other Important Information

- Off-Campus Library Services through the UAF Rasmuson Library can be arranged by calling 1-800-478-5348 within Alaska, by email at fyddl@uaf.edu or visiting <http://library.uaf.edu/offcampus>. This office was set up to serve students who do not have access to appropriate information resources in their town or village.
- UAF Writing Center and Computer Lab offers free writing tutoring to any student in any subject via telephone and fax. Students can call 907-474-5314 or 1-800-478-5246 for information on how to fax a paper and have it tutored over the telephone or in person. Services are free.
- Call, email or chat with the CDE academic advisor if you have questions or concerns. Advisors can help you select courses, discover your strengths, improve time management and other academic skills, communicate with instructors, locate helpful resources, and maximize your distance learning experience. **You can reach the CDE advisor, Brighton Brooks, at:**



Phone: 907-479-4706
Email: cde.advisor@alaska.edu
Skype: [brighton.wood](#)
Fax: 907-451-4076

- Contact UAF's toll-free Math Hotline for problem solving and math help. Call 1-866-823-6284 (866-UAF-MATH) during regular fall and spring semesters. Available hours change each semester so give the hotline a call for current hours of operation.
- There are many resources to help you if you feel you are struggling academically. See <http://www.uaf.edu/devcd> for developmental support.
- CRCD Student Resources offers course schedules, forms, audio call-in numbers, and links: <http://www.uaf.edu/rural/students/>.
- Elluminate Live - eLearning and collaborative environment: <http://www.illuminate.com> or <http://distance.uaf.edu/archives/research/subresearch/illuminate-live.php>.
- UAF has a Disability Services office that provides academic accommodations to enrolled students who are identified as being eligible for these services. If you believe you are eligible, please visit <http://www.uaf.edu/chc/disability.html> or contact Disability Services on the Fairbanks Campus at 907-474-7043 or by email at fydso@uaf.edu.
- The University of Alaska Fairbanks participates in the Defense Activity for Non-Traditional Education Support (DANTES) programs; information is available from base personnel or education officers. Veterans' educational benefits are also applicable for Independent Learning courses. DANTES students must complete UAF registration forms.
- Look for other distance education courses that are offered statewide by University of Alaska Campuses at the UA Distance Gateway at <http://distance.alaska.edu>.
- UAF Catalog: <http://www.uaf.edu/uaf/academics/cat.html>.
- Office of Information Technology (OIT) offers technical assistance with Blackboard, email, MyUA, UA Online, and others: <http://www.alaska.edu/oit>, helpdesk@alaska.edu, 1-800-478-8226 or local 907-450-8300.

- Financial Aid Resources: contact your local campus advisor or refer to <http://www.uaf.edu/finaid/>.
- CDE forms for students are available on-line at <http://distance.uaf.edu>.
- UAF is accredited by the Northwest Commission on Colleges and Universities.

Time Management

One of the most important aspects of completing a distance education course is the amount of time spent on your course study. The better you are at setting aside regular study time and keeping to a schedule, the more successful you'll be in completing your course work with a satisfactory grade. Completion won't happen if you are a procrastinator! So, take a few moments before starting your course to think about your schedule. Be realistic. If you find yourself falling behind, reevaluate your priorities and make adjustments where needed. Contact your instructor or the CDE advisor at any time if you would like some extra help. We are here to help you succeed!

Here are some additional things to think about:

Set aside dedicated study time (maybe in 1/2 hour chunks) and let nothing interrupt this time. Break assignments into small tasks that can be accomplished in given time periods. Determine what time of day is your best. Tackle the more difficult tasks during this time of day to take advantage of your greatest concentration and attention level.

Establish one or more quiet, comfortable study areas where you have easy access to all necessary materials. Make your selection based on acceptable noise levels, light level, study-conducive furniture (chair and/or desk or study table), and minimal distractions. Keep in mind the time it takes to travel between home, school, work, and your selected study spot.

If your instructor has not provided course deadlines, set them yourself and stick with them. If you start falling behind, set aside more time to catch up. Don't put off completing your coursework to the end of your enrollment period. Procrastination causes stress for you, the instructor, and CDE staff!

Do not let a problem or lack of understanding hold you up – set it aside for a short time so you can come back to it with fresh eyes. If you still don't get it – ask for help from your instructor or from other students in the class. You can find your instructor's contact information in your course guide or in your Blackboard course site.

Reward yourself when you meet a target deadline (CDE doesn't endorse overdrinking, overeating, or overspending – but overachieving is OK)!

If this is the first distance course you've taken, you may soon see how easy it is to fall behind your intended schedule. Check our website frequently for helpful hints and resources (<http://distance.uaf.edu>). By setting mid-course targets that are realistic and obtainable, you can complete the course successfully and count distance learning as another accomplishment!

Yearlong Only

Time Requirement

You are allowed twelve months from the date of enrollment to complete an Independent Learning course. We suggest a student take at least three–four months to complete a course to allow adequate time for lesson submission, grading, and reflection on course material. Courses will ordinarily require more time than this. An instructor must be notified of and approve an accelerated time frame.

For print based courses allow at least two to three weeks from the date the assignment is mailed in until the graded lesson is received back: two to three days for the mail each way plus a seven-day turnaround time for the instructor's evaluation. For online courses turnaround time will be much quicker due to electronic submission so anticipate a one week turnaround for the instructor's evaluation.

All lessons should be finished at least two weeks prior to the requested date for completion of the final examination.

Allow at least two weeks between completion of the final examination and the recording of the course grade, especially when great demands are placed on the Registrar's office at the end of each semester in December, May, and August.

Course Drop

A student may drop a course within the first 60 days of registration. Requests to drop a course must be in writing, preferably on the "Drop" portion of the UAF Drop/Add Form (pg. 15). If a student drops within three weeks of the original registration date, a 100 percent refund of tuition minus a \$15 processing fee will be given. After 3 weeks, a student will receive a refund of 50 percent of tuition only. **NO REFUNDS WILL BE GIVEN AFTER THE 60 DAY TIME PERIOD!**



You will not be automatically dropped from course for non-payment or non-participation. You can avoid receiving an Incomplete or failing grade by carefully judging your time constraints, creating a schedule for yourself and maintaining regular contact with your instructor and the CDE academic advisor.

See information about book and material refunds in the All Courses section.

Drop forms are available at <http://distance.uaf.edu>.

Transfers

A student may transfer from one Independent Learning yearlong course to another Independent Learning yearlong course if he or she completes a Drop/Add form (pg. 15) within 60 days of the original registration date. **The student will be charged a \$15 transfer fee.** The original registration date will apply for all policies regarding expiration, extension, withdrawal, refund, etc. thereafter. Only one transfer per course will be allowed. A course is not transferable from one student to another.

Each request must be accompanied by

1. A completed Drop/Add form.
2. \$15 transfer fee, new course materials, tuition (if applicable).

Add/Drop forms are available at <http://distance.uaf.edu> and also at the end of this booklet.

Withdrawals

Student-Initiated: Withdrawal requests must be in writing, preferably on the "Drop" portion of the UAF Drop/Add Form. After 60 days from enrollment, a grade of "W," withdraw, will appear on the transcript; the "W" is not included in the computation of the student's grade point average. However, withdrawals do affect academic standing and may impact eligibility to receive financial aid. CDE will provide periodic reminders to students of the amount of progress that should be made.

NO REFUNDS ON TUITION WILL BE GIVEN AFTER THE 60 DAY TIME PERIOD! See the All Courses section on Bookstore Refunds for information on return options for books and materials.



Add/Drop forms are available at <http://distance.uaf.edu>, and also in this booklet.

Instructor-Initiated: You **MAY** be withdrawn from your yearlong course by your instructor if you have not shown sufficient progress in the course by the seventh month following registration or if you do not contact your instructor at the beginning of your course. CDE will provide regular notification to students reminding them of approaching deadlines in their yearlong course.

Running out of Time

Extensions

A Notice of Impending Expiration will be sent within three months of the course expiration date (one year from the date of registration) to Yearlong students who have not yet completed a course.

If a year-long student has not completed at least half of the course within the one-year time period the instructor may give a grade based on the work completed (could be an "F"). In some rare circumstances your instructor may elect to assign a No Basis ("NB") grade. NB grade means that there is no basis for assigning a grade and the student did not initiate withdrawal paperwork. Instructors may award an "NB" if there is insufficient student progress and/or communication for evaluation to occur. No credit is given, nor is the "NB" calculated in the student's grade point average. It cannot be changed to a grade later by completing the outstanding work.

If all lessons and examinations have not been completed at the end of the year but the students **has** completed at least half of the course assignments with a grade of "C" or better, an Independent Learning student may apply for a six-month extension.

Under these circumstances, the student may submit a Course Extension Request Form at anytime during his or her enrollment but no later than ten (10) days prior to the expiration date of the current enrollment, accompanied by a \$50 fee for each course.

If the student has not completed the course at the end of the six-month extension period and the student has not requested a second extension, the instructor may give a grade based on the work completed (could be an "F").

Extension Request forms are available at <http://distance.uaf.edu>.

Second Extension

If a student has allowed a six-month extension to expire and if at least 75% of the course assignments have been completed, a second extension of three months from the original expiration or extension date can be granted. An extension form must be submitted to CDE 10 days prior to the expiration date and 3/4 of the course work must be completed. A \$75 fee will be charged for this second extension. The course must be completed within those three months because no further extensions will be allowed. A letter grade (A – F) will be awarded at that time. If the course is still not completed by that time, the student must re-register and pay the appropriate tuition and fees.

Semester Only

Time Requirement

A student enrolled in a **semester-based** course has until CDE's established end of semester date to complete the course. **Please note this date is earlier than the end of regular UAF semester.** Your instructor may have set specific deadlines for your course. These dates will be listed in the introductory comments.

Some **semester-based** classes have specific assignment schedules that have weekly or other timely deadlines. Please look at your class materials to see if this pertains to the class that you're enrolled in and follow your instructor's requests.

Course Drop

Student initiated course drops must occur within the specified time-period applying to on-campus courses (generally about two weeks after the semester starts). All UAF policies regarding adding and dropping of on-campus courses apply to semester-based Independent Learning courses. A student may drop during the drop period by going to UAOnline (<http://uaonline.alaska.edu/>) or through the Registrar's Office at the local campus. A dropped course does not appear on the student's academic record.

Withdrawals

Student-Initiated: All UAF policies regarding withdrawing from on-campus semester-based courses apply the same to Independent Learning semester-based courses. Students must withdraw within the specified time-period no later than the tenth week. A student must withdraw by going through the Registrar's Office at the local campus. A "W" appears on the transcript; the "W" is not included in the computation of the student's grade point average. CDE will provide periodic reminders to students of the amount of progress that should be made and approaching institutional deadlines. Keep in mind that withdrawals can impact a student's eligibility for financial aid.

Instructor-Initiated: Some courses have progress time requirements that must be met. These requirements are part of the course design to enhance learning and successful completion of the course. These requirements are clearly outlined in the course guide. If you fail to follow these progress requirements, your Instructor may initiate a Faculty Withdrawal. A "W" appears on the transcript; the "W" is not included in the computation of the student's grade point average (GPA), but may affect eligibility for financial aid.

Running out of Time

Semester-Based: Requesting an Incomplete

If the coursework is not completed by the semester deadline date semester-based students may request an Incomplete ("I") grade to obtain additional time to complete coursework. Granting of an Incomplete is at your instructor's discretion. **An Incomplete is a temporary grade used to indicate the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular semester.** The instructor will negotiate with the student to determine how long the additional time will be (not to exceed one year).

At the end of the negotiated time period for completion, the instructor must assign a letter grade (A – F). If you wish to complete the course beyond the negotiated time limit, you must register for the class again and pay all applicable tuition and fees.

A senior cannot graduate with an "I" grade in either a university or major course requirement. To determine a senior's grade point average at graduation, the "I" grade will be computed as a failing grade.

All Incomplete requests must be filed through the Center for Distance Education office before the end of the semester deadline. All UAF on-campus grading policies apply to Independent Learning semester-based courses.



Print Only

Contacting your instructor

The phone and/or email contact information for your instructor is located on the title page of your course guide. Please ensure that the email address you provide when registering is correct and that your instructor's email will not be blocked by spam filter. It is always a good idea to contact your instructor at the start of a new course.

Submitting your Lessons

For print based courses allow at least two to three weeks from the date the assignment is mailed in until the graded lesson is received back: two to three days for the mail each way plus a seven-day turnaround time for the instructor's evaluation (or seven days from due date if the course has one). CDE attempts to process lessons and update records within one day of receipt in either direction. Turnaround time is greatly facilitated if students carefully include all required information on the lesson cover sheets: full name, correct return address, course number, section number, and lesson number. Always use the name you registered for the course with. There are several ways to send your lessons in for grading:

MAIL: Always include a lesson cover sheet. Write your name and mailing address as neatly as possible, printed in ink, as it will become your return mail label. Prepaid envelopes for mailing each assignment are provided with course materials. Please do not attach these to large manila envelopes. They are not to be used as a "mailing label" and the assignment may not be delivered to us by the US Post Office. Let us know if you need an additional supply of cover sheets or envelopes.

DROPBOX: Fairbanks students can deliver assignments directly to the CDE office (Suite 200) during regular business hours or use the drop box at the south entrance of the Westside Business Plaza, 2175 University Avenue South, before or after working hours (Monday through Friday, 8 am to 5 pm).

WEB: Submit your lesson online using our webform at <http://distance.uaf.edu/dropbox.php>. Follow the instructions on the form. We will print your lesson when we receive it and forward the paper copy to your instructor. After it is graded, we will return the graded copy to you by US Mail. You can also email your lesson to ralesson@uaf.edu if the webform doesn't work for you.

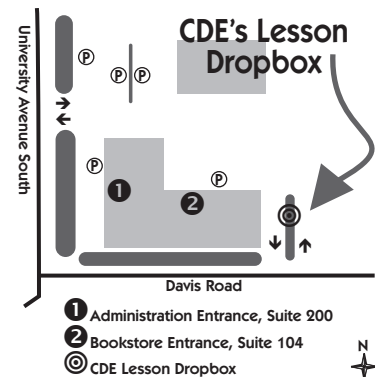
EMAIL Direct to Faculty: Some faculty encourage you to email your lessons directly to them. You can find your instructor's email policy in the course guide. Please check carefully since some instructor's will **NOT** accept lessons emailed directly to them.

If you submit each lesson to your instructor, please also send a short message to ralesson@uaf.edu stating that the lesson has been sent to the instructor. **Your lesson grade may not be processed unless we receive this note.**

Example: I submitted my ART F200X Lesson #1 to my instructor, Lisa Kljaich, today via e-mail. – John Smith

FAX: 907-479-3443

If you are enrolled in a semester-based course, faster turnaround of lessons is often necessary in order for students to complete the number of lessons within the limited time frame. Students with access to a fax machine are encouraged to fax their assignments. Always include a lesson cover sheet and its pertinent information including a return mailing address, the complete course number, instructor's name, and the appropriate lesson number, as this will help us process and return your lesson. Be sure that you have used dark ink and have printed clearly so that your fax is readable. You may want to contact our office at 907-479-3444 or 1-800-277-8060 to make sure we received all pages.



Online Only

Contacting your instructor

The contact information for your instructor is located in the course information or staff information area in each Blackboard course. It is always a good idea to contact your instructor at the start of a new course.

Submitting lessons

Follow the guidelines given by your instructor in the course information when submitting lessons.

Expect to receive your corrected lessons back from the instructor within a seven-day turnaround (if the course has a due date, within seven-day turnaround from that date).

Welcome to Blackboard!

If you enroll in a course with a UYA (to Z) section (yearlong) or an FX or UX section (semester-based), this designates the course as being delivered by the Internet. To complete this course you will need an internet connection and a graphic web browser such as Firefox, Netscape Navigator, Microsoft Internet Explorer, or Safari. You are required to have reliable access to the internet in order to complete your course. The UAF Blackboard homepage (<http://classes.uaf.edu>) is updated regularly with information for students including information on computer operating system and browser issues.

Do you have a current Blackboard account?

If you have used Blackboard in a previous class you will automatically be added to your new course. Your username and password will remain unchanged.



Never used Blackboard before?

If you have not been enrolled in a Blackboard class before, there will be additional steps for you to do before you can begin the course work. You are required to use your University of Alaska username (which maybe the same as your email account username) as your Blackboard username. (See UAF Email section at the beginning of this guide to determine what your username will be).

If you have trouble accessing Blackboard, contact the OIT Help Desk at 907-450-8300 (in Fairbanks and its vicinity) or 1-800-478-8226 or by email at helpdesk@alaska.edu. They can help you with questions about UAF Email, Webmail, and Blackboard.

The location (URL) for your course on Blackboard is:

<http://classes.uaf.edu>



Login to Blackboard on first day of instruction! Some courses require student interaction within the first week of the semester.

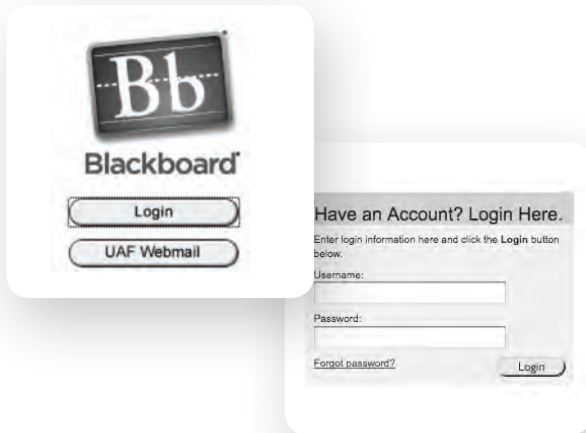
For further help on using Blackboard go to <http://www.alaska.edu/oit/training/Documentation.xml#blackboard>
For general, non-technical questions please contact CDE at distance@uaf.edu

You have signed up for a

Blackboard course at



To complete this course you will need an internet connection and a graphic web browser such as Firefox or Safari. Please note: Blackboard DOES NOT work well with Internet Explorer. Blackboard works best with the **Mozilla Firefox Browser**. Please visit www.mozilla.com to download the latest free version.



Getting Started

- 1 Go to... **<http://classes.uaf.edu>**
- 2 Click the Login button
- 3 Enter your UAusername (usually the initials of your first and middle names and then full last name. ex: TASMITH) Enter your AuthServ password (same as MyUA, ELMO)

COURSES TAB

Click here to go to your courses and course search

TOOLS

- Announcements:** Institution and course related announcements
- View Grades:** Lesson grades for enrolled courses
- Send Email:** Send e-mail to students or instructors
- Calendar:** Institution, course and personal calendar
- Tasks:** Course related or personal tasks
- Address Book:** Personal address book
- Personal Information:** Change your password, and set cd-rom drive

MY COURSES

All courses you are enrolled in will show in this list

Having technical problems? Email the OIT Help Desk at helpdesk@alaska.edu or call 907-450-8300 in Fairbanks, 1-800-478-8226 outside the area

Include the following :
1) your name
2) your username (no password)
3) course CRN or course ID
4) the problem



CONTENTS

Customize how Announcements, Calendar, Courses, or Tasks appear on your Blackboard home page

LAYOUT

Select the placement of your contents and and color scheme.

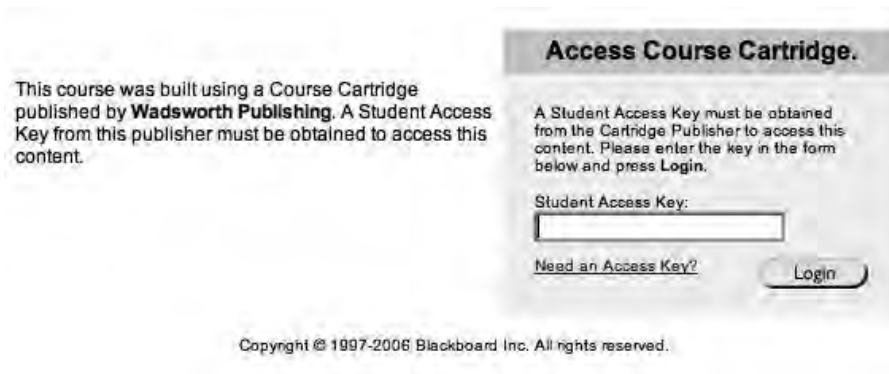
For general, non-technical questions contact CDE at distance@uaf.edu

Center for Distance Education & Independent Learning

Webtutor

Some online courses take full advantage of the textbook publisher's supplementary material specifically created for the course and for use in Blackboard. The first time you log into your Blackboard course and click on the Assignments link you may be asked for an access key code. Once you have entered the code it will be tied to your Blackboard userid and you won't have to enter the access code again. Every student must have a unique code – they can not be shared. If you are sharing books with another student or have purchased used book, you will need to also purchase a brand new Webtutor access key code.

The screen below depicts the Student Access Key prompt within Blackboard. This is the ONLY prompt that is used in the Blackboard system to request that a student enter their course access key. The student MUST see this prompt in order to enter the course access key and view publisher course content.



If you see some other prompt, or attempt to enter the access key using a different interface than the one above, you will not be able to access the course content -- most likely in such a case, you are being asked for a different type of pass code or key that might be needed in the course.



Packaged with your textbooks should be a “WebTutor on Blackboard” card similar to the image seen here that will have the name, edition, and copyright year of your textbook printed on the outside cover. When you open this card on the inside you will see instructions for its use and a 12-digit Access Key. This is the access key that you should enter when prompted.

If you are sharing your textbook with another student you will have to purchase a separate access code so you will both have access to the course content. If you are unable to find your Access Key Code card, please contact the CRCD bookstore at 474-7711 or 1-877-651-4002.

If you have Technical issues with the access code, please go to the publisher's web site and submit a help request. They can be found at <http://webtutor.thomsonlearning.com>.

DROP/ADD/WITHDRAWAL

Circle: Fall Spring Summer Yearlong 20____
Student ID: (or SSN) (please print carefully) _____
Name: _____
 Campus: **UAF**
 Site: **CDE**

Last First Middle
Mailing Address: () Check if this is a change since the beginning of the semester.
 Evening Phone: _____
 Daytime Phone: _____
 Email address: _____

(City) (State) (Zip)
TO DROP or WITHDRAW FROM A COURSE: (Please print carefully)

1. Complete all information requested below
2. Sign the form
3. Return all copies to the Center for Distance Education

CRN#	Dept.	Course Number	Section Print/Web	Course Title	# of Credits	Date Enrolled

***Drop/Withdrawal Reason codes:** A – academic; E – employment; F – financial; H – health; S – schedule conflict; 1 – work; 2 – personal; 3 – course not as anticipated; 4 – instructor; 5 – other.

TO ADD A COURSE: (Please print carefully)

1. Complete all information requested below
2. Sign the form
3. Return all copies to the Center for Distance Education

CRN#	Dept.	Course Number	Section Print/Web	Course Title	# of Credits	Date Enrolled

Student's Signature _____ **Date** _____

revised July 2009 UAF is an affirmative action/equal opportunity employer and educational institution.

College of Rural and Community Development
Center for Distance Education and Independent Learning
 PO BOX 756700
 Fairbanks AK 99775-6700
Hours of Operation: M-F 8am-5pm
 Phone: (907) 479-3444
 Toll Free: (800) 277-8060
 Fax: (907) 479-3443
 Email: distance@uaf.edu



OFFICE USE ONLY:
 Tuition \$ _____
 Distance Fee \$ _____
 Network Fee \$ _____
 Technology Fee \$ _____
 Transfer Fee \$ _____

TOTAL (Tuition and Fees) \$ _____
 Less Credits (describe) -\$ _____
 *Refund -\$ _____
 * -\$ _____
Amount Due or Refund \$ _____

METHOD OF PAYMENT:
 Cash \$ _____
 Check/Money Order \$ _____
 *Authorization # _____
 Visa/Mastercard # _____
 Expiration Date _____ / _____
 Card Holder Signature: _____

*Attach credit or waiver form
 Received by _____ Date _____

Notice to Student: Retain your validated copy of this form until you receive your final grade.

Contact CRCD Bookstore to return materials: 474-7711 or (877) 651-4002

Center for Distance Education

End-of-Course Survey

Please answer the following questions to help us evaluate your distance course experience. Your responses to this survey are anonymous and no information about you individually will be identified or used in any way. This is a voluntary survey, but we hope that you'll complete the survey to help improve the distance courses we offer.

Instructor: _____ Department: _____
 Course Number: _____ Section: _____
 Delivery Method: _____ Online _____ Paper-based
 Length: _____ Yearlong _____ Semester-based

Course Organization

	Rarely or Not at all	Sometimes	Frequently	Almost Always	Not Applicable
The organization of the lessons was logical and easy to follow:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I needed technical support to complete this course:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
What aspects of this course detracted from your learning?					

Student Assessment

	Rarely or Not at all	Sometimes	Frequently	Almost Always	Not Applicable
There were sufficient examples to clarify instruction:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructional examples were clear and easy to follow:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Practice tests reinforced important concepts and skills:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Projects/assignments allowed me to demonstrate my learning:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assignments and exams were aligned with course objectives:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor provided timely feedback on assignments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor provided constructive feedback on assignments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor responded to my email(s) in a timely manner:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Would you take another class from this instructor?: _____ yes _____ no
 Why or why not?

Enriched Learning Environment

	Rarely or Not at all	Sometimes	Frequently	Almost Always	Not Applicable
There were sufficient opportunities to practice and apply important concepts:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activities and assignments facilitated my understanding of course content:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The difficulty level of course assignments was appropriate:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The technology used in this course facilitated my learning:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The technology used in this course motivated me to learn:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How would you rate the following aspects of instruction:	Poor	Fair	Good	Excellent	Not Applicable
links to other sites or resources:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
online help:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
online gradebook:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
audio/video:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
online presentations:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
online submission of assignments/homework:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
learning activities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Turn Over and Complete Other Side

What type of communication did you use to communicate with your instructor (mark all that apply):

Email chat room Instant messages discussion board blog/wiki fax telephone face-to-face meeting mail other:

(please write in what other type you used here)

What type of communication did you use to communicate with your fellow students (mark all that apply):

Email chat room Instant messages discussion board blog/wiki fax telephone face-to-face meeting mail other:

(please write in what other type you used here)

Operations

Technical support was available when I needed it:

Rarely or Not at all Sometimes Frequently Almost Always Not Applicable

What type of internet connect do you use MOST OF THE TIME:

DSL/cable modem dial-up modem ethernet/LAN satellite I don't know I don't have one other:

(please write in what other type you used here)

If you needed technical problems solved where did you get help?:

fixed myself contacted peers contacted instructor contacted CDE contacted UA Help Desk other:

(please write in what other type you used here)

Student Success

I am satisfied with my learning for this course:

Rarely or Not at all Sometimes Frequently Almost Always Not Applicable

I would consider taking another distance course: _____ Yes _____ No

Why or why not?

On average, how many hours a week did you spend on the course? (working online, reading, reviewing notes, writing papers and completing assignments, communicating with instructor and students, etc.):

under 2 hours 2-5 hours 6-8 hours 9-11 hours over 12 hours

Do you believe that taking this course was a good decision? _____ yes _____ no

What was most valuable to you about this course?

If you could make only one change to this course to improve it, what would that change be?

What grade do you expect to receive in this class?

A B C D F

Center for Distance Education & Independent Learning

907.479.3444 or 800.277.8060 www.distance.uaf.edu
University of Alaska Fairbanks · College of Rural and Community Development

INFORMATION LETTER (TO BE GIVEN TO YOUR PROCTOR)

(If you live in the Fairbanks area there is no need to complete this form. Come to our office during business hours to take your exam).

You have been designated as a proctor for Independent Learning examinations.

The integrity of the examination process is fundamental to our program because it provides the only supervised check of the student's knowledge and capability. We therefore are concerned that prospective proctors understand their responsibilities and agree to ensure that integrity. When an individual is accepted as a proctor, s/he represents the University of Alaska Fairbanks and is accountable for the examination process.

Proctors must be education officials at a university, community college or an administrator at a public school site or library, other governmental or community officials, or if, such persons are unavailable, other people approved in advance by contacting CDE at 907-479-3444 or raexam@uaf.edu. Relatives and/or friends cannot be proctors.

Proctor responsibilities include:

- Security of the sealed examination until it is opened in the student's presence at the beginning of the examination session.
- Identification of the student by photo I.D. (or other verification, if necessary).
- Provision of a quiet, well-lighted area as free from noise and distraction as possible and within supervisory distance of the proctor.
- Verification of instructional materials (if any) allowed during the examination process.
- Return of all papers, including scratch sheets, examination questions, and the completed Examination Certificate to the Center for Distance Education (Note: photocopying or taking notes from any examination paper is not permitted).
- Termination of the examination, confiscation of exam materials, and immediate notification of the Center for Distance Education by telephone if there is improper conduct on the part of the student or any evidence that there has been a violation of the examination process.

Please sign the student's Examination Request Form before s/he returns it to our office and keep this Information Letter for reference when administering the examination.

Student Code of Conduct

UAF students are subject to the Student Code of Conduct. In accordance with board of regents' policy 09.02.01, UAF will maintain an academic environment

in which freedom to teach, conduct research, learn and administer the university is protected. Students will benefit from this environment by accepting responsibility for their role in the academic community. The principles of the student code are designed to encourage communication, foster academic integrity and defend freedoms of inquiry, discussion and expression across the university community.

UAF requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or violates the rights of others is prohibited. Students and student organizations are responsible for ensuring that they and their guests comply with the code while on property owned or controlled by the university or at activities authorized by the university.

The university may initiate disciplinary action and impose disciplinary sanctions against any student or student organization found responsible for committing, attempting to commit or intentionally assisting in the commission of any of the following prohibited forms of conduct:

- * cheating, plagiarism or other forms of academic dishonesty
- * forgery, falsification, alteration or misuse of documents, funds or property
- * damage or destruction of property
- * theft of property or services
- * harassment
- * endangerment, assault or infliction of physical harm
- * disruptive or obstructive actions
- * misuse of firearms, explosives, weapons, dangerous devices or dangerous chemicals
- * failure to comply with university directives
- * misuse of alcohol or other intoxicants or drugs
- * violation of published university policies, regulations, rules or procedures
- * any other actions that result in unreasonable interference with the learning environment or the rights of others.

This list is not intended to define prohibited conduct in exhaustive terms, but rather offers examples as guidelines for acceptable and unacceptable behavior.

Honesty is a primary responsibility of you and every other UAF student. The following are common guidelines regarding academic integrity:

1. Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless the course instructor grants permission. Only those materials permitted by the instructor may be used to assist in quizzes and examinations.
2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in compositions, theses, and other reports.
3. No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.

Alleged violations of the Code of Conduct will be reviewed in accordance with procedures specified in regents' policy, university regulations and UAF rules and procedures. For additional information and details about the Student Code of Conduct, contact the dean of student affairs, visit www.alaska.edu/bor or refer to the student handbook that is printed in the back of the class schedule for each semester. Students are encouraged to review the entire code.

September 2005

Center for Distance Education & Independent Learning

Mailing Address:

PO BOX 756700
University of Alaska Fairbanks
Fairbanks, AK 99775-6700

Location: 2175 University Ave. S. Ste. 200
(Corner of Davis Rd. and University Ave. S.)

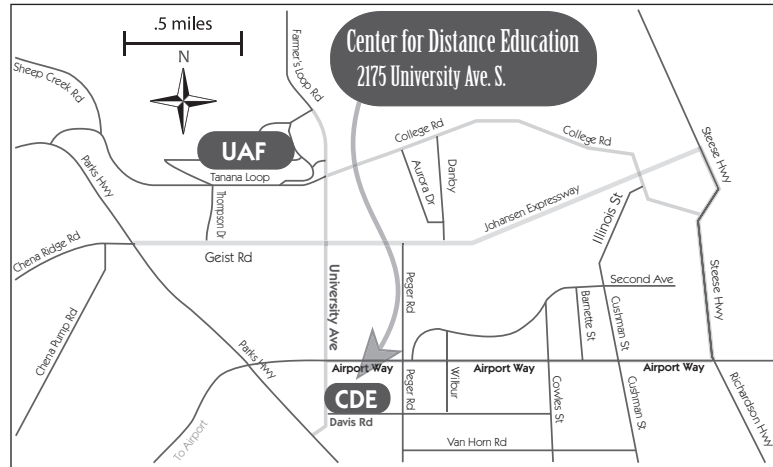
Phone: 907-479-3444

Toll free: 1-800-277-8060

Fax: 907-479-3443

Email: distance@uaf.edu

Web: <http://distance.uaf.edu>



Student Services

Krystal Huwe, Communications/Reception
479-4711 krystal.huwe@alaska.edu
Tina Johnson, Communications Coordinator
479-4718 tjohnson@alaska.edu
Kelly Boswood, Communications/Reception
479-4775 kelly.boswood@alaska.edu
Brighton Brooks, Academic Advisor & Faculty Liaison
479-4706 cde.advisor@alaska.edu

CRCD Bookstore

MaryAlice Short, Bookstore Manager
474-7714 mgshort@alaska.edu
Natonya Tate, Bookstore Distribution
474-7712 ntate2@alaska.edu
Susan Tate, Copyright Clerk
474-7715 sctate@alaska.edu
Bookstore main phone:
474-7711 or (877) 651-4002
Bookstore fax: 474-7742
Bookstore email: rycdebks@uaf.edu
www.uaf.edu/rural/students/bookstore-services

Lesson & Exam Processing

Sheri Keil, Student Records
479-4713 sheri.keil@alaska.edu
Leslie Sanders, Student Assessments
479-4715 lasanders@alaska.edu
Linda Heath, Lesson Processing
479-4716 lpheath@alaska.edu

Registration & Course Scheduling

Kim Runnion, Registrar
479-4773 kim.runnion@alaska.edu
Barbara Paskvan, Course Scheduling
479-4717 barbara.paskvan@alaska.edu

Course Management and Outreach

Shari George, Course Manager
479-4748 swgeorge@alaska.edu

Instructional Design

Carol Gering, Design Team Manager
479-4757 carol.gering@alaska.edu
Sage Adams, Instructional Designer
479-4772 sage.adams@alaska.edu
Christen Bouffard, Instructional Designer
479-4758 c.bouffard@alaska.edu
Chris Lott, Instructional Designer
479-4770 chris.lott@alaska.edu
Heidi Olson, Instructional Designer
479-4764 heidi.olson@alaska.edu
Tatiana Piatanova, Instructional Designer
479-4768 tapiatanova@alaska.edu

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fax: 479-4812
Allan Mesina, Information Systems Mgr
479-4745 vmesina@alaska.edu



"Center for Distance Education"



"CDEMAIN"