DOs & DONTs for ONLINE LEARNERS

**DO**
- Have reliable internet service
- Try to find a campus classroom for your online class.
- Log into Blackboard to get familiar with its navigation.
- Rely on Google for answers to your homework.
- Be an independent and motivated self-starter.
- Engage with other online students. The more community experience and knowledge shared, the more learning takes place.
- Regularly wrestle wolves to keep your senses sharp.
- Know how to manage your time effectively. Scheduling regular time for your online coursework will help.

**DON’T**
- Try to find a campus classroom for your online class.
- Log into Blackboard to get familiar with its navigation.
- Rely on Google for answers to your homework.
- Forget to set up a proctor for any proctored exams.
WELCOME

To make the most of your semester, read this Success Guide, use the planner to manage your work and visit ecampus.uaf.edu for additional resources. Ultimately, success in your online education is up to you, but UAF eCampus is here to assist you in any way needed. Contact us for assistance with advising, registration, Blackboard, textbook purchases and exam proctoring. A complete listing of eCampus staff can be found at: ecampus.uaf.edu/contact.

NEVER USED BLACKBOARD?

If you need assistance logging into or using Blackboard, please contact us for tech support at uaf-ecampus@alaska.edu or 907.455.2060, or UAF Help Desk at helpdesk@alaska.edu or 1.800.478.8226.

CONNECT WITH STUDENT SUPPORT

Email
uaf-ecampus@alaska.edu

Online
ecampus.uaf.edu

Join us on Facebook at UAF eCampus

Instagram
UAFeCampus

efact:
Your online course may not appear in Blackboard until the first day of class.
GET STARTED

BEFORE CLASS STARTS

1. Find your UA username and password at elmo.alaska.edu.

2. Buy textbooks and course materials at uaf.edu/bookstore.

3. Check your university email account and/or forward to a preferred account.

4. Make sure your browser is compatible with Blackboard by following this link: uaf.edu/bblearn/prod/browser-checker.

5. Additional To Do items can be found at our “Getting Started” page, ecampus.uaf.edu/getting-started/

FIRST DAY OF CLASS

1. Log into your courses in Blackboard at classes.alaska.edu.

2. Read through the announcements in Blackboard.

3. Review each course syllabus and information in the Getting Started folder.

4. Take time to explore your course to get a feel for what to expect.

5. Will you need proctored exams? If so, see page 7.

FIRST WEEK OF CLASS

1. Add deadlines for lessons, projects and exams) to a planning app of your choice.

2. Submit your introduction or getting-started assignment as directed by your instructor.

3. Pay your fees and tuition by the deadline ecampus.uaf.edu/dates-deadlines.

efact:
Tuition is not refunded for student- or faculty-initiated withdrawals.
UAF eCampus courses are flexible, but with that freedom comes great responsibility! Online students must be motivated and self-disciplined. Your education is your responsibility and the choices you make directly affect your ability to succeed. Take pride in your studies and be consistent.

**Know Your Learning Style**
Online courses are predominantly visual in nature, so if you prefer hands-on or learning by hearing, you may need to get creative in how you study for an online course. Contact us for ideas! Regardless of your preferred learning type, all online students should be prepared for college level of reading and writing.

**Be Adventurous**
Some of you may be totally new to online learning; it can be a little intimidating at first! As a UAF online student it is your responsibility to be willing to try new things like blogging, online research, discussion boards, cloud storage, etc. UAF eCampus provides a free online Success Lab to help new students get started at classes.alaska.edu.

**Ask for Help**
Successful online student are resilient! We all suffer setbacks now and then, but it is important to stick with it and ask for help when needed. Not sure who to ask for help? Try your instructor or one of our Success Coaches (907.455.2060) as soon as you have a problem. There are many resources available to you, but it’s up to YOU to utilize them.

**Plan Like a Pro**
Time management skills are crucial to being a successful online student. It is critical to plan out not only the important deadlines in your online course, but also plan time to study, get feedback, ask questions, take exams, and celebrate your success! Use this personal planner or a Google calendar to set reminders.

**efact:**
Students may be dropped if they haven’t paid their tuition and fees.

**Connect With Your Advisor**
907-455-2060
uaf-ecampus-advising@alaska.edu
STUDENT EXPECTATIONS

TECH FLUENCY
Course materials may include electronic documents such as PDFs, audio or video files, as well as other online resources. It is important to be familiar with common computer applications and online programs.

If you run into issues with the technology, contact your instructor immediately for advice.

STAY CONNECTED
Log into Blackboard or your course website early and often. You are required to log on to Blackboard on the first day of class to read any introductory messages, deadlines and the course syllabus. We recommend working on your course daily.

KEEP CONTACT INFORMATION UP-TO-DATE
Update your email address and phone number at UAOnline (uaonline.alaska.edu).

Find contact information for instructors and departments at people.alaska.edu

READ, READ, READ
Without the structure of an in-person class lecture or instruction, you need to read all the course material on time. It is easy to fall behind in an online course.

STAY ON TRACK
Pay attention to dates and deadlines. All courses have required work due at required times. Ensure you know what those deadlines are. Additional academic calendar information can be obtained at catalog.uaf.edu/calendar/

GIVE FEEDBACK
Exercise your right to give feedback during the course! Course evaluations are included at the end of each course and are completed anonymously.

STUDENT CODE OF CONDUCT
As with all members of the university community, the university requires all UAF eCampus students to conduct themselves honestly and responsibly, and to respect the rights of others even in an online environment. Conduct that unreasonably interferes with the learning environment, violates the rights of others or violates the Student Code of Conduct (i.e., cheating, plagiarism, other forms of academic dishonesty) is prohibited by the standards and guidelines described in university regulation and UAF rules and procedures, collectively referred to as the Student Code of Conduct. The entire code is online at uaf.edu/usa/student-resources/conduct.
Most UAF eCampus courses have, at a minimum, mid-term and final exams. Some of these exams require a proctor, who supervises your examination.

**FAIRBANKS-AREA STUDENTS**

If you are located in the Fairbanks area, you must take any proctored exams or quizzes at the UAF eCampus Exam Center. You do not need an appointment as we serve students on a walk-in basis.

---

**Exam Center**

**Address:** 1790 Tanana Loop, Suite 131 (Bunnell Bldg.)

**Hours:** M-F, 8 a.m.-5 p.m.

**Extended Hours:** 8 a.m.-7 p.m. on Wednesdays and Thursdays in the fall and spring semesters

---

**Some reminders:**

1. Arrive early enough at the UAF eCampus Exam Center that you will have plenty of time to finish your exam prior to the close of business.

2. Bring your UA ID (or a photo ID if you are not a UA student).

3. Be reminded that UAF eCampus reserves the right to prohibit the following in the Exam Center: food or drinks; personal pens or pencils (they will be provided); ball caps or hats with a brim; any materials not specifically permitted by the instructor; cell phones or other electronics; book bags, backpacks, briefcases, or purses; and personal scratch paper.

---

**OUTSIDE OF FAIRBANKS AREA**

If you are located outside of the Fairbanks area, use our proctor service to locate a proctor. Locate a proctor at least three weeks in advance. Proctor information can be found at [ecampus.uaf.edu/current-students/arrange-a-proctored-exam](http://ecampus.uaf.edu/current-students/arrange-a-proctored-exam).

If you or your proctors have any questions about this process, please contact us at [uaf-ecampus-exam@alaska.edu](mailto:uaf-ecampus-exam@alaska.edu) or 907.455.2060.
MORE RESOURCES

ADMISSIONS AND REGISTRAR
Services related to admissions, grades, registration assistance, course and catalog administration, and graduation.
Web: uaf.edu/admissions/
Phone: 907.474.7500 or 800.478.1823
Email: admissions@uaf.edu or registrar@uaf.edu

FINANCIAL AID
The Financial Aid Office offers a full range of financial aid resources.
Web: uaf.edu/finaid/
Phone: 907.474.7256 or 888.474.7256
Email: uaf-financialaid@alaska.edu

BURSAR
A central collection point for university receipts and for setting up payment plans.
Web: uaf.edu/finserv/bursar/
Phone: 907.474.7384
Email: uaf-bursar@alaska.edu

MATH LAB
Students located in Fairbanks can visit the Math Lab located in Chapman 305. Virtual math tutoring is available in Bb for Core Math courses. Find the “Math Tutoring” course in your My Courses List and click on the tutoring link.
Web: uaf.edu/dms/mathlab/
Phone: 907.474.7332
Email: uafmathstatlab@gmail.com

Online Coaches
eCampus has several online coaches available to assist you. Check out the information, make an appointment or ask a question.
Web: ecampus.uaf.edu/ecoaching
## MORE RESOURCES

### LIBRARIES
The UAF Library site provides access to resources for students on- and off-campus.
- Web: [library.uaf.edu](http://library.uaf.edu)
- Off-Campus Library Services: [library.uaf.edu/offcampus/](http://library.uaf.edu/offcampus/)
- Tutorials: [libraries.uaf.edu/tutorials](http://libraries.uaf.edu/tutorials)
- Phone: 1.800.478.5348
- Email: uaf-ocs@alaska.edu

### HELP DESK
Available for questions about UAOnline, account access, Blackboard, and other technical and online services.
- Web: [www.alaska.edu/oit/](http://www.alaska.edu/oit/)
- Phone: 907.450.8300 or 1.800.478.8226
- Email: helpdesk@alaska.edu

### DISABILITY SERVICES
UAF Disability Services provides academic accommodations to registered students who are identified as being eligible for these services. If you believe you are eligible, or wishes to determine if you are, contact Disability Services.
- Web: [uaf.edu/disability/](http://uaf.edu/disability/)
- Phone: 907.474.5655
- TTY: 907.474.1827
- Email: uaf-disabilityservices@alaska.edu

### WRITING CENTER
Offers free writing tutoring to any on- or off-campus student in any subject.
- Web: [uaf.edu/english/writing-center/](http://uaf.edu/english/writing-center/)
- Phone: 907.474.5314
- Fax: 1.800.478.5246
- Email: uaf-writing-center@alaska.edu

### UAF FOLLETT BOOKSTORE
Books and materials for eCampus courses may be purchased at the UAF Bookstore.
- Web: [uaf.edu/bookstore/](http://uaf.edu/bookstore/)
- Phone: 907.474.7348 or 1.888.280.8500
- Email: uaf@bkstr.com
ONLINE PROGRAMS

Graduate Degrees

- Master of Arts in Arctic and Northern Studies
- Master of Arts in Administration of Justice
- Master of Business Administration (MBA)
  - General Management
  - STEM with a focus on Fisheries, Marine Biology, and Oceanography
- Master of Education in Online Innovation and Design
- Master of Education in Special Education
  - Initial Special Education Teacher Certification
  - Teaching Endorsement in Special Education
- Master in Security and Disaster Management

Bachelor Degrees

- Accounting (BBA)
- Applied Management (BAM)
- Business Administration (BBA)
- Communication (BA)
- History (BA)
- Security and Emergency Management (BSEM)
- Justice (BA)
- Psychology (BA and BS)
- Sport and Recreation Management (BSRB)
- Bachelor’s Degree Completion (INDC BA or BS)

Associate Degrees

- Applied Accounting (AAS)
- Applied Business (AAS)
  - Healthcare Management
  - Human Resources
  - Management
  - Marketing
  - Public Administration
- Associate of Arts (AA)
- Associate of Science (AS)
- Early Childhood Education (AAS)
- Information Technology Specialist (AAS)
- Paralegal Studies (AAS)
ONLINE PROGRAMS

Occupational Endorsements
• Administrative Assistant
• Bookkeeping Technician
• Financial Services Representative
• Medical Billing
• Medical Coding
• Medical Office Reception
• Supervision and Personnel Management

Certificates
• Accounting Technician
• Applied Business Management
• Computer Applications
• Finance
• General Business
• Human Resources
• Marketing
• Public Management
• Office Administration
• Early Childhood Education
• Healthcare Reimbursement
• Information Technology Specialist
• Medical and Dental Reception

Additional information about online degrees is available at: ecampus.uaf.edu/degrees