## Fall Semester 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>First Day of Instruction</td>
<td>Thursday, Sept. 3</td>
</tr>
<tr>
<td>Labor Day (offices closed)</td>
<td>Monday, Sept. 7</td>
</tr>
<tr>
<td>Deadline to register and pay tuition/fees</td>
<td>Friday, Sept. 11</td>
</tr>
<tr>
<td>Last day for 100 percent refund of tuition/fees</td>
<td>Friday, Sept. 18</td>
</tr>
<tr>
<td>Last day for student- or faculty-initiated drops</td>
<td>Friday, Sept. 18</td>
</tr>
<tr>
<td>Last day for student- or faculty-initiated withdrawals</td>
<td>Friday, Oct. 30</td>
</tr>
<tr>
<td>Registration begins for spring 2016</td>
<td>Monday, Nov. 9</td>
</tr>
<tr>
<td>Thanksgiving holiday (offices closed)</td>
<td>Thurs-Sun., Nov. 26-29</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Wed.-Sat., Dec. 16-19</td>
</tr>
<tr>
<td>Deadline for faculty to post grades, noon</td>
<td>Wednesday, Dec. 23</td>
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</tbody>
</table>

## Spring Semester 2016

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>First Day of Instruction</td>
<td>Thursday, January 14</td>
</tr>
<tr>
<td>Alaska Civil Rights Day (offices closed)</td>
<td>Monday, January 18</td>
</tr>
<tr>
<td>Deadline to register and pay tuition/fees</td>
<td>Friday, January 22</td>
</tr>
<tr>
<td>Last day for 100 percent refund of tuition/fees</td>
<td>Friday, January 29</td>
</tr>
<tr>
<td>Last day for student- or faculty-initiated drops</td>
<td>Friday, January 29</td>
</tr>
<tr>
<td>Spring Break (Offices closed on March 18)</td>
<td>Mon.-Fri., March 14-18</td>
</tr>
<tr>
<td>Last day for student- or faculty-initiated withdrawals</td>
<td>Friday, March 25</td>
</tr>
<tr>
<td>Registration begins for Fall 2016</td>
<td>Monday, April 4</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Tuesday-Friday, May 3-6</td>
</tr>
<tr>
<td>Deadline for faculty to post grades, noon</td>
<td>Wednesday, May 11</td>
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</tbody>
</table>

## Summer Semester 2016

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>First day of instruction for six-week session I and full summer courses</td>
<td>Monday, May 23</td>
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<tr>
<td>Deadline to register for six-week session I courses</td>
<td>Wednesday, May 25</td>
</tr>
<tr>
<td>Deadline to register/100% refund for full summer courses</td>
<td>Tuesday, May 31</td>
</tr>
<tr>
<td>Deadline for withdrawals for six-week session I courses</td>
<td>Wednesday, June 15</td>
</tr>
<tr>
<td>Independence Day holiday (offices closed)</td>
<td>Monday-Tuesday, July 4-5</td>
</tr>
<tr>
<td>First day of instruction for six-week session II courses</td>
<td>Wednesday, July 6</td>
</tr>
<tr>
<td>Deadline to register/100% refund for six-week session II</td>
<td>Monday, July 11</td>
</tr>
<tr>
<td>Deadline for withdrawals for full summer courses</td>
<td>Tuesday, July 12</td>
</tr>
<tr>
<td>Deadline for withdrawals for six-week session II courses</td>
<td>Wednesday, July 27</td>
</tr>
<tr>
<td>Final exams for six-week session II and full summer courses</td>
<td>Tuesday-Friday, Aug 8-12</td>
</tr>
<tr>
<td>Deadline for faculty to post grades, noon</td>
<td>Wednesday, Aug. 17</td>
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</tbody>
</table>
Welcome to UAF eLearning & Distance Education. We strive to provide new and returning students with an outstanding educational experience. Online learning has become an exciting way to earn your college degree by attending classes at any time from anywhere and interacting with students and faculty from across Alaska, across the country and around the world.

UAF eLearning courses are taught completely online and students are never required to meet face-to-face, but the academic rigors of an eLearning course are no different than courses taught in a classroom. Online courses follow the same academic requirements and calendar, so staying on top of your assignments is critical to your success.

To make the most of this Student Success Guide, I suggest you highlight the information that is most important to you. In addition, visit the website addresses to learn of additional student success resources. Ultimately, success in your online education is up to you, but UAF eLearning 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 eLearning & Distance Education staff can be found at: elearning.uaf.edu/contact.

We look forward to serving you.

Sincerely,

Carol Gering
Director, UAF eLearning & Distance Education

P.S. We’ve moved! Our offices are now located in 131 Bunnell on the Fairbanks campus

Join us on Facebook as UAF eLearning
Follow us on Twitter as @UAFeLearning

Chat with Student Services staff during regular hours at elearning.uaf.edu
Get LIVE Homework Help at sled.alaska.edu/homework

Academic Calendar
uaf.edu/catalog/current/acad_calendar.html
GET STARTED (What Now?)

BEFORE CLASS STARTS

1. Find your student ID number, 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. Follow link on the login page, uaf.edu/bblearn/prod/browser-checker.
5. Complete the UAF eLearning online Success Lab classes.uaf.edu to familiarize yourself with Blackboard.

FIRST DAY OF CLASS

1. Log into your courses in Blackboard at classes.uaf.edu.
2. Read through the announcements and/or welcome letter within Blackboard.
3. Review each course syllabus and the information in the Getting Started folder.
4. Take time to explore your course to get a feel for what to expect.
5. Does your course have proctored exams? If you need a proctor, plan ahead (see pages 10-11).

FIRST WEEK OF CLASS

1. Add deadlines (for lessons, projects, quizzes, exams and finals) to your personal planner.
2. Submit your introduction or getting-started assignment as directed by your instructor.
3. Pay your fees and tuition by the deadline uaf.edu/catalog/current/acad_calendar.html.
4. Check UAOnline to ensure you have paid your balance uaonline.alaska.edu.
5. Ask UAF eLearning staff any lingering questions.

efact: Your online course may not appear in Blackboard until the first day of class.
REGISTRATION ASSISTANCE
All UAF policies and deadlines regarding adding, dropping or withdrawing from courses apply to eLearning students.

COURSE REGISTRATION & DROPS
You can register or drop your courses in three ways: 1) electronically by using UAOnline; 2) in-person at your local campus; or 3) online at the eLearning website. Student-initiated course drops occur only within the specified time period (generally about two weeks after the semester starts).

COURSE WITHDRAWAL
You can withdraw from an eLearning course within the specified time period outlined in the academic calendar. An advisor’s signature is required for students who are seeking a degree. A “W” appears on the transcript for all courses in which a withdrawal is granted.

After speaking with the instructor and advisor, you can withdraw from your eLearning course:

- at the registrar’s office of a local campus; or

- by completing an “Add/Drop” form at the eLearning website elearning.uaf.edu/go/a4, or by completing an “Add/Drop” form located at, uaf.edu/reg/forms, and sending it to the Registrar’s office.

THROUGHOUT THE SEMESTER

- Contact your instructor if you have questions about the course content, deadlines, or policies.

- Don’t forget that UAF eLearning student success staff are available for assistance. Ask for help contacting your instructor, questions about eLearning, and clarification about UAF general policies and online programs. An academic advisor is available by email, chat, phone, or in person to help you with course scheduling, degree planning or changing your major, as well as provide study tips and other helpful resources.

efact:
Tuition is not refunded for student- or faculty-initiated withdrawals.

efact:
Students may be dropped if they haven’t paid their tuition and fees.
INCREASE TECH FLUENCY
Course materials may include textbooks or other written materials, electronic documents such as PDFs, audio or video files, as well as other online resources. It is important to increase your technology fluency by becoming familiar with common computer applications and online programs.

If you run into issues with the technology, contact your instructor immediately for advice. You may be referred to the UA Help Desk or another support service.

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

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.

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.

efact:
eLearning offers over 300 courses in the fall, spring and summer, which can be taken from anywhere in the world.
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 uaf.edu/catalog/current/acad_calendar.html

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 eLearning 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.
LACE UP!

UAF eLearning courses are flexible, but with that freedom comes great responsibility! Elearners must be motivated and self-disciplined. It can be hard to say no to outside obligations, but in the end 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 your advisor for ideas! Regardless of your preferred learning type, all elearners should be at a 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 an UAF eLearner it is your responsibility to be willing to try new things like blogging, online research, discussion boards, cloud storage, etc. UAF eLearning provides a free online Success Lab to help new students get started classes.uaf.edu.

Ask for Help
Successful elearners are resilient! We all suffer setbacks now and again, 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 the friendly UAF eLearning student success staff (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 a personal planner or Google calendar within Blackboard to set reminders.

Aspire to Achieve
Are your goals small, concise, and realistic? Can you envision the outcome of your goals clearly? Who is on your team (i.e., who are your resources and how will you call on them for assistance)? Only you can commit to your goals and achieve them, but you don’t have to do it alone! Ask a family member or friend to help you stay accountable by checking in with you on a regular basis.

More Ways to Be Amazing
Additional resources are located at elearning.uaf.edu/students.
Study in Beast Mode

You Should Have a Clear Answer for These Questions:

How do I study?

Do I just skim the chapter headlines? Do I take notes while reading or watching a video? Do I only cram right before a test? There are many study techniques students can read about online, or talk about with their advisor. Studying without a plan can be just as bad as not studying at all!

When & how long do I study?

The general rule of thumb for how much “work” a college course takes is three hours per credit per week. So a three-credit class requires at least nine hours of study per week. Education research suggests studying in chunks for no more than an hour at a time. Don’t study all 9 hours at once, and if you’re not a morning person, don’t study in the morning! It’s important to identify consistent times and days to work on your online course.

Where do I study?

Make sure to set a specific place where you can study without distraction or interruption. This can be hard for busy students who may have athletic, employment, family, or other outside obligations. You owe it to yourself! Ask your friends and family to help you create a drama-free study zone.

Never Used Blackboard Before?

If you need assistance logging into or using Blackboard, please contact us for tech support, uaf.elearning@alaska.edu, Phone: 907.455.2060, or UAF Help Desk E-mail: helpdesk@alaska.edu, Phone: 1.800.478.8226
EXAMS

Most UAF eLearning courses have, at a minimum, mid-term and final exams. Many 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 eLearning Exam Center. You are not required to schedule an exam. You can take exams at the UAF eLearning Exam Center Monday – Friday during regular business hours, 8 a.m – 5 p.m. Evening hours until 7 p.m. are available each Wednesday during the fall and spring semesters.

Some reminders:

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

2. To avoid delays while at the Exam Center, plan to take your exams between 8 a.m. and 11 a.m., or after 5 p.m. on Wednesdays (Fall and Spring terms only).

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

4. All students are subject to the UAF Student Code of Conduct.

5. Be reminded that UAF eLearning 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.

6. UAF eLearning is not responsible for personal belongings brought into eLearning that are not allowed in the Exam Center.

efact:

If you are located in the Fairbanks area, regular exam hours are M-F, 8 a.m. – 5 p.m., or until 7 p.m. on Wednesdays in fall and spring semesters.
OUTSIDE OF FAIRBANKS AREA

If you are located outside of the Fairbanks area, you will need to locate a proctor and request an exam at least 3 weeks in advance, using the online exam request form. Once the proctor is approved the exam information will be sent directly to the proctor via email. Proctor responsibilities can also be found online.

The request form and more exam information can be found at elearning.uaf.edu/exams.

Some reminders:

1. Students in Alaska should take exams at local University of Alaska offices. An approved list of proctors can be found at elearning.uaf.edu/exams.

2. Other arrangements can typically be made through public libraries, other university campuses or public schools. Relatives, friends, co-workers or other students cannot be proctors.

3. Ensure you make exam preparations three (3) weeks ahead of the exam deadline.

If you or your proctors have any questions about this process, please contact us at 907.455.2060; Email: uaf-elearning-proctor@alaska.edu

eLearning serves students throughout the state of Alaska and the world.
WHO DAT

ADMISSIONS AND REGISTRAR
The Office of Admissions and the Registrar provides student services related to admissions, grades, registration assistance, course and catalog administration, and graduation.
Web: uaf.edu/admreg/
Phone: 907.474.7500 or 800.478.1823
Fax: 907.474.7097
Email: admissions@uaf.edu or registrar@uaf.edu

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

BURSAR
The Office of the Bursar (formerly known as the Business Office) acts as a central collection point for university receipts. This office will also assist in setting up payment plans.
Web: uaf.edu/finserv/bursar/
Phone: 907.474.7384
Fax: 907.474.5898
Email: uaf-bursar@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/
Phone: 907.474.5655
TTY: 907.474.1827
Email: uaf-disabilityservices@alaska.edu
**LIBRARIES**
The UAF Library site provides access to resources for students on- and off-campus.
Web: library.uaf.edu
Off-Campus Library Services: library.uaf.edu/offcampus/
Phone: 1.800.478.5348
Email: uaf-ocs@alaska.edu

**HELP DESK**
For all of your technical needs, the Office of Information Technology (OIT) is available for questions about UAOnline, account access, Blackboard, and other technical and online services.
Web: www.alaska.edu/oit/
Phone: 907.450.8300 or 1.800.478.8226
Email: help@alaska.edu

**MATH LAB**
Students located in Fairbanks can visit the Math Lab located in Chapman 305.
Web: uaf.edu/dms/mathlab/
Phone: 907.474.7332
Email: UAF-MathandStat-Dept@alaska.edu

**WRITING CENTER**
The UAF Writing Center and Computer Lab offers free writing tutoring to any on- or off-campus student in any subject.
Web: 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 eLearning courses may be purchased at the UAF Bookstore.
Web: uaf.edu/bookstore/
Phone: 907.474.7348 or 1.888.280.8500
Email: uaf@bkstr.com
## eLearning courses

Elearning courses can be taken at any time, from anywhere, but it is always good to plan out your week.

Check out [elearning.uaf.edu](http://elearning.uaf.edu) for current and future course listings.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tr>
<td>8–9 a.m.</td>
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<td>11:45 a.m.–12:45 p.m.</td>
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Our Location
### Graduate Degrees
- Master of Arts
- Administration of Justice
- Master of Business Administration
- Master of Education track in Online Innovation and Design
- Master in Security and Disaster Management

### Associate Degrees
- Applied Accounting
- Applied Business
  - Healthcare Management
  - Human Resources
  - Management
  - Marketing
  - Public Administration
- Associate of Arts

### Bachelor Degrees
- Business Administration
- Homeland Security and Emergency Management
- Justice

### Certificates
- Accounting Technician
- Applied Business Management
- Design and Construction Management Graduate Certificate
- Healthcare Reimbursement
- Medical and Dental Reception

### Occupational Endorsements
- Bookkeeping Technician
- Medical Billing
- Medical Coding
- Medical Office Reception

Additional online degree information is available at: [elearning.uaf.edu/degrees](http://elearning.uaf.edu/degrees)

The University of Alaska Fairbanks is accredited as an institution of higher education by the Commission on Colleges of the Northwest Association of School and Colleges. Detailed accreditation information is available through the UAF catalog at [www.uaf.edu](http://www.uaf.edu).