Frequently Asked Questions about Bio Sci 93 Online Summer 2010

What is the course like?
The course covers all of the material covered in the classic classroom version and yet, it is fully online. There are no simultaneous meetings. You will rely on the textbook and the lessons on the course website will help you gauge how well you are understanding the material. The course consists of links to the content (text, audio, video, etc.), asynchronous bulletin boards called forums, polls, assignments to upload, and online quizzes. There may also be several other components such as wiki assignments or blogs.

What do I do online?
You will engage with the material in multiple ways: reading the content, watching Flash presentations and videos and listening to audio and you will engage with classmates in asynchronous forums. Each forum begins with a prompt created by your instructor. You respond to that prompt in writing. You also comment on one or two other students’ postings. Also on the course web site are links to upload assignments and timed quizzes.

Do I have to come to campus?
Yes. Your midterm and your final exam are both on campus.

When are the exams?
• Midterm: 7/8/10, 7:00 – 9:00 pm, UCI campus, HSLH 100A
• Final: 7/28/10, 7:00 – 9:00 pm, UCI campus, HSLH 100A

Can I take my exams anywhere else?
If your online professor requires an on-campus exam, and you are not within driving distance of the UCI campus, please contact the Summer Session Office at (949) 824-6494 or summer-session@uci.edu for assistance with making arrangements to take the test at a different location. Please note, it is very important that you plan ahead for this request. The UCI Academic Testing center may charge you a service fee ranging from $20 to $40.

When can I start my class?
The course instruction begins on June 21st and ends on July 28th. The course will be visible and available to you one week prior to the start of instruction, on June 14th. We highly recommend that you spend some time during this week familiarizing yourself with the course so that you can get started right away on June 21.

How do I access the course?
The course is located at http://learn.uci.edu. You need to create an account. Select “Create New Account” in the Login block on the right. Then choose COURSES in the navigation bar, then UCI Summer Session, and then click on Bio Sci 93: DNA to Organisms.

The website says I need an enrollment key. What is that?
Courses are protected by a course password, called an enrollment key. You will be emailed the course enrollment key 2 weeks before the online course begins and will receive email reminders to log in up to the course start date of June 21. If you have lost your enrollment key, please contact the UCI Distance Learning Center at unex-online@uci.edu or 949-824-7613.
Is an online course right for me?
This online course will work well for you if you are:
• A very self-directed person
• Motivated to learn from textbooks, online content, forum discussions, and online interactivities rather than from lectures
• Comfortable with interacting mostly through text
• Aware of your own comprehension so you can seek assistance when you need it

What are the technical requirements to take this course?
• Internet Explorer 7.0 or higher
• Firefox 3.0 or higher
• Java (If you do not have Java, download it for free here)
• Flash player (If you do not have a Flash player, download it for free here)
• Earphones, speakers, a microphone (or a headset with a microphone), while optional, are highly recommended

How does my professor teach?
The designed content is in lieu of lectures. Your professor teaches via her communication in the forums where she monitors your discussions and analyses and intervenes if something is going off track.

How do I communicate with the professor?
The main communication is through the course forums. However, you can also email the professor directly from the course participant list.

How do I communicate with the other students?
Again, your main communication is through the course forums. You can also email individual students both inside and outside the courses system.

How do I get the textbook?
You may purchase a used textbook, or use a regular “full” edition of Campbell and Reece’s Biology, 8th Edition. There are, however, some online activities that are only available if you have the access code that comes from a new textbook. These activities are not required or worth points, but they might be a helpful study aid.

How do I study in this course?
1. First of all, read the SYLLABUS very closely. All deadlines will be in the syllabus or posted at the top of the class course webpage.
2. Make sure that you keep up, stay engaged, and ask questions
3. Set aside sufficient time to study; this course has exactly the same requirements online as it does in the classroom. For example, a 4-unit class will normally meet 30 hours. You would be expected to do 60 more hours of work outside the class. So count on at least 90 hours of work during the 5 weeks of Summer Session I, or about 20 hours a week.
4. Start right away. Look at the entire course and plan your work. Make a note of all the deadlines and make sure you have enough time to get it all done.
5. Speak up! If you run into any trouble at all, contact someone. If your issue is academic, contact your professor. If it is a technical issue, contact the UCI Distance Learning Center at unex-online@uci.edu or 949-824-7613.
## How do I Add/Drop/Change Grade option for an Online Course?

<table>
<thead>
<tr>
<th>Online Course Important Dates</th>
<th>Session I</th>
<th>10 Week</th>
<th>Session II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Dates</td>
<td>Jun 21-Jul 28</td>
<td>Jun 21-Aug 27</td>
<td>Aug 2-Sep 8</td>
</tr>
<tr>
<td>Last day to apply for a full refund of course fees-No refunds after</td>
<td>Jul 2</td>
<td>Jul 16</td>
<td>Aug 13</td>
</tr>
<tr>
<td>Last day to drop or change grade option without instructor's signature</td>
<td>Jul 2</td>
<td>Jul 16</td>
<td>Aug 13</td>
</tr>
<tr>
<td>Absolute deadline for any course changes (add/drop/grade option). Student must send a change request email (with a subject line of &quot;Online Course Change&quot;):</td>
<td>Jul 16 12:00pm (noon)</td>
<td>Aug 13 12:00pm (noon)</td>
<td>Aug 27 12:00pm (noon)</td>
</tr>
<tr>
<td>- to online instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- copying Summer Session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(<a href="mailto:summer-session@uci.edu">summer-session@uci.edu</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- by 12:00pm (noon)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Steps for Adding/Dropping/Changing a Grade Option for Online Courses:

1. By 12 pm (noon) of the deadlines listed above, the student should email their Online Course Change request (add/drop/grade option) to the online instructor’s preferred email address (cc: SUMMER SESSION AT summer-session@uci.edu) with the below information:
   a. Subject line = “Online Course Change”
   b. Content of Email to include:
      i. Student Name (full legal name)
      ii. UC ID #
      iii. Course Session, Code (5 digit), Department and Number
      iv. Specific Change (add/drop/change of grade option) Requested

1. If Change of Grade Option – be sure to specify new grade option

**NOTE: Deadlines are strictly enforced. Change requests submitted after the above deadlines will not be honored.**