Frequently Asked Questions about Online Summer Session Classes

What is an online course like?
The way each online course is taught can vary. In some courses, you will be listening to lectures pre-recorded by your professor. Some professors may hold occasional webinars which are synchronous online meetings. Webinars are taped if you can not make the scheduled time and day. Most classes will have reading assignments and links to online content, videotaped lectures, written lectures, forums, assignments to upload, and online quizzes.

What will I do online?
You will engage in the course in various ways. On the course website, you may be completing quizzes on the reading, watching the lectures, and actively participating in discussion forums. Each forum begins with a prompt created by your professor. You will respond to this prompt in writing and will also interact with other students by commenting on their posts. Also on the class website are drop boxes to submit writing assignments.

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, videos, forum discussions, and online activities
• Comfortable with interacting mostly through online correspondence and from discussions
• Aware of your own comprehension so you can seek assistance when you need it

Do I have to come to campus?
Each course is different. In some classes, midterms and/or final exams will be held on campus. Read the course description or syllabus for this information and plan accordingly. If you cannot find the answer, please contact the professor or the Summer Session office.

Can I take my exams anywhere else?
If your online course requires an on-campus exam, and you are not within driving distance of the UCI campus (anywhere outside of Southern California) you can ask your professor about taking the exam at a remote testing location. Once you have discussed this request with your online professor and have received permission, the Summer Session Office, summer-session@uci.edu will assist you in finding a remote testing location. Please note, you must make arrangements for a remote testing location several weeks in advance before the exam date or this request cannot be arranged. All remote testing fees are the responsibility of the student.

What is a proctored online exam?
Some online courses will hold a scheduled proctored online exam. ProctorU is a unique service that allows test-takers to complete their exams, while still ensuring academic integrity for the institution. Test-takers can take exams from home, work or anywhere with reliable Internet access while utilizing almost any computer and webcam. Courses with proctored online exams will require a nominal fee for the proctoring of the exams. All proctored online exam fees are the responsibility of the student.

When can I start my course?
Your course website will be visible and available to you one week prior to the start of the session. We recommend you log in during this week to familiarize yourself with the course layout and functions.

How do I access the course website?
The Summer Session office will email you the course website information one week prior to the session starting. Please be diligent in checking your email inbox that is on file with Summer Session for this information.
The course website says I need an enrollment key. What is that?
Some course websites are protected by a password, called an enrollment key. We will email you the course enrollment key the week before the course begins. If you have lost the enrollment key, please contact Summer Session at summer-session@uci.edu or 949-824-6494 (8 am to 5 pm, M-F).

How do I communicate with the professor?
The main communication is through the class forums. However, you can also email the professor directly for private matters.

How do I communicate with the other students?
Your main communication is through the course website, primarily the discussion forums. You can also email individual students both inside and outside the course home page.

Is there a textbook?
Yes, your course will use a textbook or a course reader. See the syllabus or contact your professor for details.

What are the technical requirements to take this online course?
- A personal computer (Mac or PC)
- Internet Explorer 7.0 or higher
- Firefox 3.0 or higher
- Java
- Adobe Flash player
- Adobe Reader
- Microsoft Office

What if I have a technical issue?
If you experience technical issues with your online course contact the Distance Learning Center, dlc-tech@uci.edu or 949-824-7613 (M-F, 8-5pm).

How do I succeed in an online course?

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
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<tbody>
<tr>
<td>do read the syllabus thoroughly and contact your professor with any specific questions</td>
<td>don’t delay in reading the syllabus or delay emailing your professor with questions</td>
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<tr>
<td>do participate actively in course discussion forums</td>
<td>don’t assume that course activities are optional</td>
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<tr>
<td>do pay close attention to assignments and deadlines</td>
<td>don’t assume assignments and deadlines are flexible</td>
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<td>do be thoughtful and respectful in your course comments</td>
<td>don’t say anything to your professor or classmates that you wouldn’t say in person</td>
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<td>do enjoy the experience and don’t be afraid to ask questions</td>
<td>don’t get frustrated and stop participating</td>
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<td>do commit yourself to the course just as you would an on-campus course</td>
<td>don’t schedule vacations during your online course</td>
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<td>do log into the course as often as possible, ideally once per day</td>
<td>don’t plan to “cram” a week’s worth of activities into one day per week</td>
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How Do I Add/Drop/Change Grade Option for an Online Class?

<table>
<thead>
<tr>
<th>Online Class Important Dates</th>
<th>Session I</th>
<th>10 Week</th>
<th>Session II</th>
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<tbody>
<tr>
<td>Program Dates</td>
<td>Jun 23-July 30</td>
<td>Jun 23-Aug 29</td>
<td>Aug 4-Sep 10</td>
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<tr>
<td>Last day to apply for a refund of course fees-No refunds after</td>
<td>Jul 3</td>
<td>Jul 18</td>
<td>Aug 15</td>
</tr>
<tr>
<td>Last day to drop or change grade option without instructor's signature</td>
<td>Jul 3</td>
<td>Jul 18</td>
<td>Aug 15</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 18 12:00pm (noon)</td>
<td>Aug 15 12:00pm (noon)</td>
<td>Aug 29 12:00pm (noon)</td>
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<tr>
<td>- to online instructor</td>
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<tr>
<td>- copying Summer Session (<a href="mailto:summer-session@uci.edu">summer-session@uci.edu</a>)</td>
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<tr>
<td>- by 12:00pm (noon)</td>
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Steps for Adding/Dropping/Changing a Grade Option for Online Classes:

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

   • 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.