Dear UAF eLearning Faculty,

Thank you for your commitment to teach online!

Demand for online courses—and for fully online degree programs—continues to grow at a steady pace. E-learning is a strategic choice that allows UAF to reach more students. For students balancing work and family obligations, e-learning creates a viable option for earning a degree without relocating or disrupting career and family life. For traditional students who attend college full-time, e-learning enables timely degree completion by providing additional scheduling options.

UAF eLearning & Distance Education partners with UAF schools and colleges to offer rigorous, effective online courses. As a faculty member, you are essential to this process and key to student success! Teaching in this environment may present challenges you never faced in the classroom. We understand—and we’re here to help! Instructional Designers are ready to assist you with technology, innovation and online pedagogy. Program Services Staff will guide you through key milestones in the semester, with friendly email reminders and assistance for navigating academic deadlines. Our Student Services Team will provide the personal, high-touch assistance your students need and want.

We hope this resource guide will be a valuable resource; we believe it will answer many of your questions. As you need more information, please contact us! We’re here to serve you.

Awesome opportunities and responsibilities await you as an online faculty member. Thanks for your willingness to accept the challenge!

Carol Gering
Executive Director
Mission Statement

UAF eLearning & Distance Education partners with UAF academic departments and programs to offer quality education with flexible options, enabling a dispersed, diverse population of students to achieve their educational goals through excellent content connected to contemporary skills and literacies.
UAF eLearning & Distance Education is part of the University of Alaska Fairbanks (UAF). We have the longest standing distance delivery program in Alaska. We began offering correspondence courses more than 45 years ago and now provide a broad range of online offerings. There are more than 450 courses and 27 full programs, from occupational endorsements to master’s degrees, available to students working on degrees or personal enrichment. UAF eLearning does not exercise any property rights over online course material. Course development is negotiated with departments, schools and colleges.

The primary objective of this guide is to empower UAF faculty members by providing up-to-date information related to teaching UAF eLearning-supported courses and familiarizing them with the resources available.

Faculty Services Coordinator

The Faculty Services Coordinator acts as a liaison between faculty and other UAF eLearning departments. This position serves as a primary point of contact for faculty questions, and facilitates effective communication between faculty members and students. The Coordinator disseminates resources via newsletter and listserv. The Coordinator also assists with compiling student information for the UAF eLearning Academic Advisor to contact students who are missing, performing poorly or having issues with their course.

Faculty members are encouraged to contact the Faculty Services Coordinator with any general questions or requests for help.
Student Services

Student Services provides support services to all online students. This is accomplished through pre-course enrollment services (advising, registration and prerequisite assistance) to course and post-course enrollment services (dropping, withdrawing, exam proctoring, etc.). Our student service staff provides UAF eLearning information to both students and faculty. This includes information about course schedules, online degrees, student records and Blackboard services. We have a full Academic Advisor and Registration Coordinator on site to provide helpful information to both students and faculty.

Instructional Design

The Instructional Design Team offers the most sophisticated, complete and current faculty development offerings in the University of Alaska system involving pedagogy, outcomes, assessment, quality improvement, implementation and practical use of technology and tools. Through workshops, open labs and publications, Instructional Designers equip faculty with the knowledge and skills to provide the best online education experience.

Faculty Support Teams

Program Services

Program Services support staff and faculty in all UAF departments through collaboration, program development and efforts that lead to student access, achievement and attainment of their educational goals. The Associate Director of Program Development works with faculty, department chairs and deans who are interested in developing new fully online or hybrid degrees. Program Services manage pre-semester tasks including preparing course schedules, monitoring enrollment numbers, managing waitlists and ensuring course information is available and accurate on UAOnline, UAF Course Finder and the UAF eLearning website. Program Services also assist with program marketing, student recruiting, managing proctored exams and troubleshooting problems in Blackboard, UAF’s learning management system, to ensure courses run smoothly while the semester is in session.
Academic Standards for UAF eLearning

UAF eLearning-supported courses are developed in partnership with UAF academic departments, which exercise academic oversight and approval over course content and contract offerings. UAF eLearning-supported courses are designed to meet the same standards and outcomes—and are subject to the same departmental review and curriculum approval process—as all other UAF courses. All courses meet the UAF Student Learning Outcomes as established by the responsible academic department, regardless of where, when or how any course is delivered. A department may, at any time, rescind their approval of a course, curriculum or faculty member. UAF eLearning does not exercise any property rights over online course material. Course development and faculty contracts are negotiated within departments, schools and colleges.

Copyright & Intellectual Property

UAF eLearning-supported courses and associated materials are produced in accordance with copyright law and the tenets of Fair Use. For more information:

http://elearning.uaf.edu/go/ua-copyright/
https://iteachu.uaf.edu/copyright-fair-use/

Intellectual property rights to materials created by UAF faculty members are addressed in Board of Regents’ Policy section 10.07, which specifies that rights are governed by:

1. The specific sponsored contract, if any, or
2. The relevant union contract.

UAF eLearning does not assert or exercise special rights on intellectual property or course materials created by faculty members for an online, hybrid, etc., course.

Institutional Responsibility

UAF eLearning provides the administrative infrastructure (guidelines and policies for instruction), faculty support (including trainings in a variety of instructional media, library and other required resources), and student support services (advising, enrollment, proctoring services and technical support) necessary to meet the needs of e-learners.

• All faculty members will be provided the training necessary to be successful in the online teaching environment.
• Faculty development will be supported by UAF eLearning. Faculty teaching UAF eLearning-supported courses will be provided access to appropriate technical support through an online support center and trained by UAF eLearning staff.
• Faculty will be provided access to hardware and software required to create, maintain, and improve their online course content.
• UAF will provide faculty with access to information in UAOnline. Faculty will check their teaching schedule, generate class rosters, and submit students’ final grades through this interface. Faculty will be provided training on the use of UAOnline upon request.
FERPA

The Family Educational Rights and Privacy Act (FERPA) deals specifically with the education records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records that are 1) directly related to a student and 2) maintained by the institution or a party acting for the institution.

FERPA gives students who attend a postsecondary institution, the right to inspect and review their own education records. Furthermore, students have other rights including the right to request the amendment of their education records and to have some control over the disclosure of personally identifiable information from these records. Releasing personally identifiable information without written consent is one of the most frequent violations of FERPA. If you are unsure whether you can release information on a student, contact the eLearning office or the Registrar’s office. A good motto is: When in doubt, don’t give it out!

UAF provides FERPA training through UAOnline (http://uaonline.alaska.edu). All faculty and staff must complete FERPA training on annual basis.

For more information regarding FERPA and teaching, please consult: http://elearning.uaf.edu/go/ferpa/. If you have further questions about FERPA, please contact the Faculty Services Coordinator.

Title IX

Title IX of the Education Amendments of 1972 is a federal law set to end sex discrimination and provide guidance regarding equity and sexual discrimination in all federally funded educational institutions. This law forbids sex discrimination in all student services and academic programs such as, but not limited to: admissions, financial aid, career services, residence life, classrooms, health and counseling services. Title IX also forbids discrimination on employment and in hiring. Its goal is to protect people and ensure that their right to be in a safe environment, free of sexual violence and unequal treatment, is instituted and enforced. Title IX has been traditionally known as a law that protects women in athletics. However, this law encompasses much more than just women in sports.

For more information, reporting an incident and training opportunities, please visit the Office of Diversity & Equal Opportunity’s website at http://www.uaf.edu/oeo/title-ix/.

Karina Says ...

Students have FERPA rights as soon as they enroll in at least one course regardless of degree status, GPA or age (minors are also covered). Educational records are considered confidential and can’t be released without the student’s written permission. If in doubt, don’t give out.
Dear UAF eLearning Instructors,

eLearning offers educational opportunities for a wonderful variety of students. Many also attend classes at a campus, but some have jobs, family responsibilities, or other reasons that they take courses only online. Those responsibilities can make it more difficult for them to respond to a change in schedule or other changes in a course. Your classes may include high-school students, retirees, persons experiencing disabilities, and individuals who live in remote communities, in other states, or outside the U.S. Not all of them have quick or easy access to resources that we at UAF take for granted. Please consider the variety of learners when you develop course policies and assignments. eLearning is an integral part of UAF’s academic programs and rapid growth in enrollment shows that students want the flexible, high-quality instruction that you are providing. I look forward to expanded eLearning opportunities for UAF’s students in the future.

Susan Henrichs,

UAF Provost and Executive Vice Chancellor for Academic Affairs

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Safety Training

All employees regardless of their employment status (staff, faculty, student employee, temporary) are required to complete the basic five trainings listed on the UAF Environmental, Health, Safety and Risk Management website: http://www.uaf.edu/safety/training.
UAF eLearning-supported faculty are expected to practice according to the following guidelines. These guidelines are based on national standards broadly agreed upon by a range of national education organizations and universities. The purpose of these recommendations is to ensure that the quality of e-learning courses at the University of Alaska Fairbanks is acceptably high in terms of instructional delivery, “classroom” experience and learning outcomes.

The following recommendations are not meant to dictate behavior or to limit freedom when it comes to the delivery and instruction of e-learning courses. Instead, they are designed to strengthen the quality of learning and the quality of experience associated with e-learning at UAF.

All UAF eLearning-supported courses will be assessed on a regular basis. All UAF eLearning-supported faculty members are expected to support and assist with assessment procedures designed to evaluate educational effectiveness and student satisfaction.

UAF Disability Services Office

The UAF Disability Services office provides academic accommodations to registered students who are identified as being eligible for these services. If a student believes they are eligible, or wishes to determine if they are, they should contact Disability Services on the Fairbanks Campus at: http://www.uaf.edu/disability/.

Disability Services may also be reached via phone at (907) 474-5655, TTY at (907) 474-1827, fax at (907) 474-5688 or by email to uaf-disabilityservices@alaska.edu.

Faculty who are approached by students requesting an accommodation based on disability should ask for the student’s Disability Services document (“Application for Accommodations”), which verifies that the student qualifies for such accommodation. If the student’s request is supported by the document or if it is verified by Disability Services, faculty must provide the accommodation so long as: “adjustments would not result in a fundamental alteration of the affected service, program, or activity; lower the standards of an instructional program; result in an undue financial, administrative or academic burden; or create a direct threat to the health or safety of others.” Individual faculty cannot unilaterally deny an authorized accommodation. If faculty think any of the above exceptions applies, they should contact the Faculty Services Coordinator for the correct next steps. If faculty need assistance or resources to provide the accommodation, also contact the Faculty Services Coordinator.
Time Commitment

Teaching an online course is different from teaching a traditional face-to-face class and demands incorporation of new teaching techniques and course management strategies. This mode of teaching requires considerable preparation and development time, both before the course starts (see APPENDIX I: Semester Startup Checklist) and throughout the semester. The amount of time required will depend on the course objectives and content, the faculty member’s time management and organizational skills, and the faculty member’s familiarity and comfort level with technology.

Availability

Faculty members are expected to be available for grading without significant gaps. Faculty who are incapacitated or victims of an emergency situation demanding their absence should, if possible, contact the Faculty Services Coordinator.

Communication

Faculty members are required to provide timely responses to student inquiries. Faculty members should respond to student email requests or phone queries within 72 hours, preferably within 24 hours.

Office Hours

As part of the course design framework, UAF eLearning requires clearly stated contact information and encourages “office hours” synchronously and asynchronously using instant messaging, Google Hangouts, discussion forums or other methods as the faculty member desires. Preferred methods of contact, including the required faculty member email address and synchronous office hours (if applicable) must be stated in the syllabus.

Faculty may include a backup policy instructing students to contact UAF eLearning if the expected timeline is not being met.

Assessment Feedback

UAF eLearning emphasizes qualitative, formative feedback that will guide students during the learning process. Faculty members are expected to provide custom feedback on student assignments as well as quantitative grades.

In general, assignments should have established due dates and grades must be posted within seven days of the assignment deadline. Lessons without a stated submission deadline must be graded and grades posted within seven days of receipt.

Grading policies, including the turnaround time, should be clearly stated in the syllabus.

Maintenance of Grade Books

Faculty members are expected to maintain a current grade book that accurately reflects grading activity in accordance with established response time policies and provides a method for students to view their current grades. Passive grading, assessment and communication only in response to student-initiated actions are not considered best practices for e-learning.
Semester Deadlines

**ACTIONS: REQUIRED**

**Course Registration Overrides**

UAOnline is the preferred method for granting course registration overrides. Students may need course registration overrides for a variety of reasons, including a lack of preparatory coursework, a course requiring instructor permission, or based on their class standing.

Entering course registration overrides at UAOnline has several benefits, including full self-service for faculty and instant ability for students to register after the overrides have been entered. Instructions on how to enter course registration overrides can be found in the short video tutorial on the UAF Registrar’s Faculty Services (http://www.uaf.edu/reg/faculty/how-to-docs/) page.

**Early Progress Reports**

UAF provides progress reports as academic performance feedback to all students early in the semester (usually the 6th week during fall and spring semesters only). This provides advisors, faculty and staff an opportunity for personal intervention, which has resulted in increased student success and retention.

All progress reports must be submitted online. When grading through UAOnline (see APPENDIX III: How to Web Grade), faculty will see the entire class roster. Complete instructions for web grading are available at http://www.uaf.edu/reg/faculty/how-to-docs/.

These progress reports can provide students the opportunity to meet with their academic advisors and/or take corrective action before the last day for student-initiated withdrawals.

**Drop for Non-Payment Policy**

UAF has a Drop for Non-Payment Policy for the fall and spring semesters. This policy requires students to have paid their tuition and fees or be in an approved payment plan by the second Friday of the semester or they may be dropped from their courses. If a student is dropped for non-payment and wishes to re-enroll in courses, they will be assessed a $100 reinstatement fee.
Final Grades

Final grades are due by noon the Wednesday after the last day of finals (see APPENDIX III: How to Web Grade). Online faculty are required to post their final grades via UAOnline. This date will always be published in the official UAF academic calendar (see APPENDIX VI: 2017-18 Academic Calendar). Most courses use the A–F with Plus/Minus grade scale or Pass/Fail grades. Listed below are three additional grade types.

I- Incomplete Grade Process

The letter grade “I” (Incomplete Grade; see APPENDIX IV: Submitting Incomplete Grades) is a temporary grade and indicates that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student’s control, has not been able to complete the course during the regular semester.

Normally, an Incomplete is assigned when the student is current in the class until at least the last three weeks of the semester or summer term. Negligence or indifference are not acceptable reasons for an “I” grade. A faculty member intending to assign a grade of “I” will include a statement of work required, make a concerted effort to contact the student and secure his/her acknowledgement of the conditions and provide a notice of incomplete grade to the dean of the college or school. The incomplete grade process can be completed online through the Registrar’s Office Secure Forms available at http://elearning.uaf.edu/go/oarfar.

Per the Office of Admissions and the Registrar (and recommended by UAF eLearning):

An Incomplete should be completed within three months.

An unfinished Incomplete automatically changes to an “F” after one year. Faculty need to include a statement of the work required of the student to complete the course at the time the “I” grade is assigned.

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.

Once a student has completed the course, within the time limit, a Change of Grade form (see APPENDIX V: How to Do a Change of Grade) must be submitted.

NB- No Basis Grade

The NB (No Basis) grade should be given in cases where there is insufficient student progress and/or attendance for evaluation to occur. The NB grade is a permanent grade, does not award credit, and is not included in a student’s GPA. The NB grade may not be used to substitute for the Incomplete (I). It cannot be removed by later completing outstanding work.

UAF eLearning strongly discourages the use of the No Basis (NB) Grade. If a student has not been participating in the course and the Faculty Initiated Withdrawal period has not passed, then we recommend submitting the student’s name for withdrawal.

NS- Not Submitted Grade

The UAF Office of Admission and the Registrar will post Not Submitted (NS) grades for students whose faculty member failed to submit a final grade by the published deadline. A report, generated by the Office of Admission and the Registrar, of all NS grades will be sent to the department chairs, deans and provost.
ACTIONS: OPTIONAL

Prerequisite Enforcement

Students should not be enrolled in courses for which they are not adequately prepared. The Banner registration system enforces prerequisites checking for courses unless the academic department has specifically turned them off. To request that prerequisites be turned on or off for your course, please contact your academic department.

Faculty Drops

We encourage faculty to drop students who do not meet course prerequisites, did not obtain a grade of C (2.0) or better in all prerequisite courses or who have not participated substantially in a course. Faculty-initiated drops submitted through the second Friday after the first day of instruction will be treated as a dropped class, will not appear on any student transcript and a full refund will be issued to the student (see APPENDIX II: Drop/withdraw Students).

eLearning Early Warning and Midterm Outreach Programs

Evidence shows that online students who do not engage with a course within the first three weeks are much less likely to succeed in the course. We rely on faculty to provide us with their expertise in assessing their students’ readiness and engagement with the course.

In order to promote UAF eLearning’s strategic goal of improving student success and achievement by formalizing outreach procedures, promoting two-way communication and expanding direct services we have instituted a voluntary Early Warning and Midterm Outreach Program. Faculty members are the critical, first link in this outreach. The program is coordinated by the Faculty Services Coordinator who will send emails to faculty asking for a list of students in each course who seem to be struggling or have fallen behind.

The first Early Warning Outreach period occurs during the first three weeks in each semester. The Midterm Outreach occurs the week after Early Progress Reports are due.

Students may run into myriad problems when trying to start a course or have issues during the term for which they are reluctant to ask for help. The Early Warning and Midterm Outreach Programs serve as a point of contact for these students. Faculty members should send information in this format:

- Course
- Student’s Full Name, Student ID Number
- Any particular message the faculty member would like relayed to the student (optional)

The UAF eLearning Academic Advisor will coordinate with Student Services to contact the students by email and phone. The Advisor will follow up with students as necessary.

Faculty Withdrawals

We encourage faculty to enter a “W” grade (faculty withdrawal) for those students who have not participated substantially in the course (including those who have not attended) or who have not met prerequisites. A grade of W will appear on a student’s academic record for faculty-initiated withdrawals. Entering a faculty withdrawal by the posted deadline listed in the academic calendar, if appropriate, will reduce the number of unnecessary late withdrawal appeals later on.

Faculty can submit withdrawals online by completing the appropriate secure form at the Office of the Registrar site (http://elearning.uaf.edu/go/oarfar).
EVALUATION

Evaluation of Instruction

The Office of the Provost works with faculty by using the online course assessment software Blue by eXplorance to obtain student opinion of instruction. During the last two weeks of a semester, students will be automatically sent a survey link to their preferred address. Evaluations will be anonymously made available to the instructors two weeks after grades are due.

Instructors can customize the questions that appear on the evaluation. Additionally, evaluation of courses with an enrollment of fewer than three students require special permission from the Vice Provost. Please contact the Faculty Services Coordinator for assistance with these processes.

Inspire Us is a dedicated website that contains updated information for instructors and students including how to access Blue, retrieve historical reports of students’ evaluation of teaching and much more. Please visit http://www.uaf.edu/inspire-us/.

Karina Says ...

UAF is serious about the instructor-student engagement that’s facilitated by course evaluations. It’s an opportunity to involve students by offering them a chance to provide feedback and a voice in course development. Course evaluations are a critical finale to your teaching efforts – encourage your students towards evaluating.
Course Development

The Instructional Design Team collaborates with faculty in the creation of rich online courses. As part of the normal course development and revision process, faculty members will have access to instructional design assistance from the instructional design team. UAF eLearning recognizes that faculty members are experts within their subject area. Instructional Designers provide weekly open lab session, individual consultation and training on educational methodologies as well as applicable technologies.

The Instructional Design Team remains available before and during the semester to assist with the development and delivery of ongoing courses, and after the semester for evaluation and revision.

Faculty members engaged in this challenging and demanding form of teaching will be fully supported from the beginning of course development to the successful completion of their students.

Faculty Development

UAF eLearning is committed to providing training and development for its faculty members and advocating for their inclusion in training and development offered by UAF in order to:

- Implement sound pedagogy using current technology.
- Efficiently manage their classroom.
- Deliver their curriculum using a rich framework.
- Assess learning actively and authentically.

When feasible, any time UAF eLearning provides or participates in other training activities, the training material or information derived will be explicitly shared with UAF eLearning-supported faculty members. This information can be found easily on iTeachU and the eLearning Google+ Faculty Development community at http://elearning.uaf.edu/go/fdcomm. This is a private community, but contact the Faculty Services Coordinator if you want to be added.

iTeachU

iTeachU is an online resource centered on developing and delivering e-learning courses. To learn about course development, technology information and classroom management strategies, please visit https://iteachu.uaf.edu/.

Teaching Tips

The Instructional Design Team publishes a series of weekly teaching tips available at: https://iteachu.uaf.edu/teaching-tips/. Please contact the Faculty Services Coordinator if you want to subscribe to the mailing list or are interested in writing a Teaching Tip.
iTeach

iTeach is a 4- to 5-day hands-on workshop tailored to help faculty, instructors, lecturers and TAs improve upon everything from how to gather and manage research, to creating course schedules that work, to building and managing online learning communities, and everything in between. For more information and to sign up for the next workshop, go to https://iteach.uaf.edu/.

iTeach2

iTeach2 is an extension of our original iTeach intensive, which has been a highly successful endeavor with more than 400 faculty having attended over its lifetime. At iTeach2, faculty who are familiar with online classes and comfortable with technology can spend 5 days in intensive workshops with their peers as our Instructional Designers lead them through a series of hands-on activities, in-depth discussions, and creative course development strategies.

iTeach Online

iTeach Online is a 6-week series of activities meant to help faculty get started building a solid online course founded in current research, relevant learning experiences, and with an eye towards participating in a formal Quality Matters peer review. Participants can expect to spend each week learning best practices, planning for course objectives alignment, and crafting at least one replicable course module.

iTeach+

iTeach+ events help faculty enhance or change their approach to the face-to-face or online classroom. These 1- to 2-hour workshops are available to learn and share pedagogical practice, new software applications or course-building approaches. For a full schedule of events and session descriptions, please visit https://iteachu.uaf.edu/events/.

EPIC

EPIC is a two-semester, cohort-based program that supports UAF teachers developing and delivering online courses. During the first semester of the program, participants will explore online pedagogies as they build their courses. During the second semester of the program, participants will deliver their courses with the ongoing support and collaboration of the cohort.

CITE Fellows

The Chancellor’s Innovation in Technology and Elearning (CITE) Fellows program partners with faculty to drive innovation in the classroom—online or face-to-face. Each fall, deans and department chairs nominate promising faculty for this yearlong opportunity. For more information, please visit https://iteachu.uaf.edu/cite/.
Open Labs

The Instructional Design Teams hosts weekly Open Lab sessions to assist on- and off-campus faculty. Open labs are a great way to get one-on-one assistance with developing an online course, creating and scheduling instructor-created content, planning activities and assessments, classroom management, integrating technology into classes, or troubleshooting problems with technology or pedagogy.

For faculty located outside of Fairbanks, virtual open labs are held every week via Google Hangouts. For a full schedule of open labs, please visit https://iteachu.uaf.edu/events/.

Blackboard & WordPress

Blackboard Learn Learning Management System is managed by the UA Office of Technology who work collaboratively with the Instructional Design Team to provide dedicated support for using Blackboard and associated technologies for the entire lifecycle of a course.

Community@UAF is a WordPress installation for anyone affiliated with the University of Alaska Fairbanks. The site primarily serves the needs of UAF faculty in terms of providing online space and course blogging for open course materials whether used as a complete, self-contained course site, or used in conjunction with Blackboard.

Karina Says ...

Whether you’re teaching online for the first time or the tenth time, our design team is here for you. Need a new way to facilitate discussions in your class? Curious about video? Email me at ksgonzales@alaska.edu and get connected with our designers.
The OIT Support Center provides computing support seven days a week. Their services include: email, computer labs access, software resources, desktop support, wireless access, networking services and much more. For more information, please visit OIT’s website: http://www.alaska.edu/oit/.

Accounts & Access

Several accounts are created automatically upon a user’s affiliation with the University. These accounts include domain (computer login), directory, Google Apps @ UA, UAF Blackboard and VPN. If an account hasn’t been automatically created for you or you need help with an existing account, you may submit a service request through the OIT Service Desk at http://www.alaska.edu/oit/get-help/. If you forget your username or password, you can retrieve or reset this information by visiting the Easy Login Maintenance Option (ELMO): https://elmo.alaska.edu/.

Blackboard Support

Blackboard support can be found linked from the main Blackboard page or directly at: http://www.alaska.edu/oit/ and https://uaf.edu/bblearn/prod/instructor-training/index.xml

Computer Support

OIT offers computer support to all UAF faculty who are teaching during the current academic year. Services include software downloads, configuring hardware or troubleshooting problems, however, please note support is only available for computer systems that are for instructional use only. Please contact the OIT Service Desk for a complete list of available services. To submit a request, view hours of operation and locate a service desk on campus visit the OIT Service Desk help page at https://www.alaska.edu/oit/get-help/.

UA Licensed Software Downloads

The University of Alaska licenses common software with a “license key”, which UAF staff and faculty may use for free or at a greatly reduced cost to the University. Available software (https://www.alaska.edu/oit/software/) includes Microsoft Office and many Adobe Creative Suite applications.

These applications are for educational use at the University of Alaska or in some cases are restricted to specific campuses. Contact UAF OIT support office at (907) 450-8300, or toll free at 800-478-8226, to determine what software is available.
Interested in shooting an intro video for your class?

Need to borrow a microphone to record your lectures?

We’ve got everything you need, plus instructional designers to help you put these resources to work.

Email Karina to get started.

UAF eLearning Equipment & Room Resources

Conference Room

UAF eLearning has a conference room equipped with a built-in computer, as well as video conferencing capabilities. Please contact the Faculty Services Coordinator to reserve this room.

Technology Equipment

UAF eLearning has equipment and software available to use on-site or borrow for course development or teaching that include: cameras, tablets and iPads, Mac and Microsoft laptops, Touchpads, audio equipment, pulse pens, microphones and more.

Library Media Studio

The UAF eLearning media studio is available for creating video and audio recordings, webcasts, screencasts and podcasts, Skype/phone/Google Hangout interviews and more, using professional-grade technology including multiple cameras, a green screen, teleprompter, Learning Glass and more.
**UA Directory**

Contact information for all faculty, staff and students across UA campuses can be found by searching [people.alaska.edu](http://people.alaska.edu).

**PolarExpress Card**

The PolarExpress card is UAF’s official identification card. A PolarExpress card is needed for many events whether on campus or off campus. Its main use for off-campus faculty is to access Rasmuson Library’s restricted services.

To obtain your card:

For those faculty members in the Fairbanks area, please visit the Office of the Bursar located on the 1st Floor of Signers’ Hall.

OR

For faculty members outside the Fairbanks area, contact the Faculty Services Coordinator.

Faculty members should retain their card during breaks in their affiliation with the University or they will be charged a lost card fee for a replacement. PolarExpress cards are valid for two years after a faculty member’s last affiliation with the University.

**Library Services**

UAF Rasmuson & BioSciences Libraries support faculty on and off campus. Services include online reserves (eRes), academic database searches, document delivery, and off-campus library services ([http://library.uaf.edu/offcampus/](http://library.uaf.edu/offcampus/)). Find out more about the Library’s faculty services at: [http://library.uaf.edu/faculty/](http://library.uaf.edu/faculty/).

**Office of Human Resources**

The UAF Office of Human Resources provides a one-stop website for all employee-related information regarding benefits, engagement and assistance programs. This includes health plan summaries, wellness program details, employee tuition waiver, worker’s compensation, retirement, and personnel forms (e.g., W4 and direct deposit). Please visit [http://uaf.edu/uafhr/](http://uaf.edu/uafhr/) for more information.

**Faculty Senate**

The primary mechanism for the formulation and oversight of academic policy is the Faculty Senate. Matters addressed by the Faculty Senate include course and program development and change; policies related to academic procedures; academic freedom and faculty rights and responsibilities; and, quality of teaching, research and service.

The Faculty Senate is a significant part of UAF’s institutional memory. The Senate office maintains an archive of policy and academic decisions and provides information on programs, policies, procedures, formats and responsible individuals for accomplishing the academic tasks of the institution.

Please visit the UAF Faculty Senate website at [https://www.uaf.edu/uafgov/faculty-senate/](https://www.uaf.edu/uafgov/faculty-senate/).

**UA Labor Relations**

Labor Relations facilitates interactions between the University, labor organizations and employees. This includes labor contract negotiation and administration; resolution of disputes and grievances; responses to union campaigns; administrative training and development; and other matters of employee concern. To learn more about union and non-union labor contracts, visit: [http://www.alaska.edu/labor/](http://www.alaska.edu/labor/)
UAF Disability Services Office

The UAF Disability Services office provides academic accommodations to registered students who are identified as being eligible for these services. If a student believes they are eligible, or wishes to determine if they are, they should contact Disability Services on the Fairbanks Campus at: http://www.uaf.edu/disability/. Disability Services may also be reached via phone at (907) 474-5655, TTY at (907) 474-1827 or by email to uaf-disabilityservices@alaska.edu.

UAF eLearning

Exam Center

Online students in the Fairbanks area are required to take proctored exams or quizzes at the UAF eLearning Exam Center. The Exam Center is open Monday–Friday from 8 a.m. to 5 p.m. and until 7 p.m. on Wednesday and Thursday evenings during fall and spring semesters. No appointments are necessary.

Students outside of Fairbanks can arrange for off site proctoring at least two weeks in advance. For more information, please visit https://elearning.uaf.edu/current-students/arrange-a-proctored-exam/.

Blackboard Success Lab

UAF eLearning Online Success Lab is available in Blackboard as a way for students to become familiar with some of the many features that may appear in eLearning-supported course. The Success Lab offers a chance to interact with other students honing their Blackboard skills as well. The Success Lab can be found on the eLearning tab in Blackboard.

Academic Advisor

In collaboration with a student’s major advisor, the UAF eLearning Academic Advisor ensures students are on the path to academic success by assisting with all inquiries related to eLearning including assessing fit between distance education and a student’s learning style. Students can call 907-455-2060 or email uaf-elearning-advising@alaska.edu to ask questions or schedule an appointment.
UA Office of Information Technology

Blackboard Student Support
Blackboard student support can be found on the main Blackboard page or directly at: https://help.blackboard.com/Learn/Student or https://www.alaska.edu/oit/get-help/ Students may also call (907) 450-8300, 1-800-478-8226 or email OIT: helpdesk@alaska.edu.

Student Computer Support
OIT provides technical support to all UAF students who are having problems with their personal computers. Common issues that can be addressed are virus data backups, purchasing and hardware upgrade recommendations, and basic advice and guidance. Please note hardware repair is not part of this service, however, assistance is available to diagnose hardware failures. Students can submit a request, locate a service desk on campus and view hours of operation by visiting the help page for OIT Service Desk at https://www.alaska.edu/oit/get-help/.

The Nook Collaborative Commons
OIT hosts a learning space, The Nook, which allows students to use available technology to collaborate on classwork. The Nook is located on campus in Bunnell 319 and is equipped with PCs, wired and wireless internet, and conference tables with monitors. Hours of operation can be found at http://www.alaska.edu/oit/services/computing-labs/collaborative-commons/.

Library
The UAF Library site provides access to resources for students on and off campus, which can be accessed at http://library.uaf.edu/offcampus/, by phone at (907) 474-7406 or uaf-ocs@alaska.edu.

Writing Center
The UAF Writing Center and Computer Lab offers free writing tutoring to any student in any subject via telephone, fax or on the web. The UAF Writing Center can be found online:

http://www.uaf.edu/english/writing-center/. The Writing Center may also be reached by phone at (907) 474-5314, fax at 1-800-478-5246 or uaf-writing-center@alaska.edu.

Math Lab
Students located in Fairbanks can visit the Math Lab located on campus in Chapman 305. Online tutoring is also available for students taking math and statistics courses online. To view the lab schedule or schedule an appointment, visit http://www.uaf.edu/dms/mathlab/.

UAF Community & Technical College (CTC) Learning Center
The CTC Learning Center provides many resources for students including computer, math and writing labs. Tutors are available in person, over the phone and using video over the computer. More information may be found at https://www.ctc.uaf.edu/student-services/tutoring-learning-center/.
The Speaking Center

The UAF Speaking Center is a service provided by the Department of Communication to assist the students of UAF in preparing and delivering public presentations. The Speaking Center is staffed by graduate students in the Professional Communication graduate program. For more information visit http://www.uaf.edu/speak/.

Financial Aid

UAF offers a full range of financial aid resources to help students pay for their education. For more information about scholarships, grants and loans, students can check with the UAF Financial Aid Office by visiting http://www.uaf.edu/finaid/, emailing uaf-financialaid@alaska.edu or calling (907) 474-7256 or 888-474-7256.

UAF Office of Admissions and the Registrar

The UAF Office of Admissions and the Registrar is available to help students reach their educational goals. They support the academic mission of the University through services related to admissions, academic records, registration, enrollment data, course and catalog administration, and graduation.

For more information visit https://uaf.edu/admissions/ Students may call (907) 474-7500 or email admissions@uaf.edu or registrar@uaf.edu.

Additionally, the UAF Registration Guide is a valuable online resource with information on the registration process, student services and responsibilities, forms, schedules and semester expenses. Students can go to http://www.uaf.edu/register/ to learn more.

UAF Office of the Bursar

The UAF Office of the Bursar efficiently assists students, faculty, staff and parents in meeting their financial obligations. In addition, the Office of the Bursar offers guidance toward establishing appropriate fiscal practices.

For more information please visit http://www.uaf.edu/finserv/bursar/. The Office of the Bursar is located on the 1st Floor of Signers’ Hall. Students may call (907) 474-7384, or email uaf-bursar@alaska.edu.

The Office of Diversity and Equal Opportunity

The Office of Diversity & Equal Opportunity leads a focused effort to build inclusive systems at UAF by: ensuring compliance with civil rights; providing advice and direction to administration, faculty, staff, supervisors and students; and by institutionalizing processes to eradicate discrimination and build equity. For more information visit https://uaf.edu/oeo/ or call (907) 474-7300.

UAF Follett Bookstore

Books and materials for UAF eLearning courses may be purchased at the UAF Bookstore online at http://www.uaf.bkstr.com or on campus at Constitution Hall. For more information, call (907) 474-7348 or 1-888-280-8500 or email uaf@bkstr.com.
APPENDIX I: Semester Startup Checklist

☐ Is your course being hosted in Blackboard?
  ☐ If not, do you have an announcement in Blackboard directing students to the content site?

☐ Do you use WordPress?
  ☐ Are all your plugins working like you expect them to work? Updates are constantly being made and an update to one plug-in might affect how another plug-in works.

☐ Do you use Third Party applications (e.g., Twitter, Google Hangout, etc.)?

☐ Do you have this information in your syllabus so students know in advance?

☐ Do you have sufficient documentation or link to tech support?

☐ Is your welcome announcement updated with a current date?

☐ Is your syllabus updated?
  ☐ Does it include required information as established by the UAF Faculty Senate? For more information, go to https://iteachu.uaf.edu/effective-syllabus/.

☐ Are your final exam dates listed in your syllabus?

☐ Is your class calendar/schedule updated?

☐ First contact assignment from students (something low stakes so you know students are there) due on or before the end of the third day of class.

☐ First assignment from students due on or before the end of the fee payment deadline for each semester (see the academic calendar).

☐ Due On or Due Dates for the semester should show up in at least two of three places:
  ☐ Unit Dates (at unit level where you have the module/unit/week headings)
  ☐ Gradebook Dates (using the set Grade due dates Course Tool)
  ☐ Class schedule (either in same area as syllabus or in a separate menu item)

☐ Students should not be using email to submit assignments due to problems with spam filtering, lost and inaccessible attachments, and lack of history of submission and grading time(s). Is there a method in place for assignments to be submitted outside of using email?

☐ Are there proctored exams in the course?
  ☐ Have you provided UAF eLearning the exams for this semester?
  ☐ Are there exam request links in your course for students to use?
  ☐ Are these exams scheduled on a date that the UAF eLearning Exam Center is closed?

☐ Will your course be available to students by the first day of instruction?
APPENDIX II: Drop/Withdraw Students

To drop or withdraw a student from your course, please complete the Faculty Initiated Drop or Withdrawal form located at http://elearning.uaf.edu/go/fac-reg-forms. The form will require the following information: course, section number, student’s name, UAID, and the last date the student participated (if ever) in the course. Once you click Submit, the information automatically goes to the Registrar’s Office.

APPENDIX III: How to Web Grade

Faculty web grading has been enabled in UAOnline for all (fall, spring, summer) active class sections. Additionally, many forms (e.g., Notice of Incomplete Grade) can be found online on the Faculty and Advising Resources Google site at http://elearning.uaf.edu/go/oarfar/. You must be logged into your UA webmail in order to access the forms. If you have difficulties accessing the Google site contact our office and we will be happy to help.

Please note:

- Final Grades are due by 12pm the Wednesday after the last day of finals. This date will always be published in the academic calendar.
- NS (Not Submitted) grades will be posted for all missing or late grades.
- NS grades can have a negative impact on students. Graduating students may not be able to receive their diplomas. Late grades can impact scholastic action (i.e., honors, probation or disqualification), and a student’s future financial aid. Transcripts will be sent with the NS grades.

Web Grading Instructions
(available at: http://www.uaf.edu/reg/faculty.html)

Follow these instructions for posting grades:

1. Select Log In to Secured Area at http://uaonline.alaska.edu/ using your UA Employee ID and PIN.
2. Select Faculty Services
3. Select Term Selection
4. In the pull down box, select the appropriate semester and click the Submit button
5. Select CRN Selection
6. In the pull down box, select the desired course and click the Submit button
7. Select Summary Class List/Enter Grades
8. From the menu at the bottom of the page, click on the Final Grades option to begin posting grades
9. For each student, enter a grade under the Grade column. See below for Grading Guide.
10. For students who stopped attending, enter the last date attended. This information is used by the Financial Aid Office.
11. When finished entering all grades, select the Submit button at the bottom of the page.
12. DF and W (for audits only) grades cannot be posted on the web and must be submitted with a paper grade roster

A Notice of Incomplete Grade must be submitted to the Office of Admissions and the Registrar for each Incomplete posted on the web. Use the online forms on the Faculty and Advising Resources Google site (http://elearning.uaf.edu/go/oarfar/).
Grading Guide

Current grading policies can be found in the current UAF catalog (http://elearning.uaf.edu/go/catgrades/). The grading system approved for each course must be used. If the course was approved at the beginning of the semester for pass/fail (P/F) grades, only those grades can be issued. You may not mix pass/fail grades with regular letter grades.

Valid Grades

Letter Graded Course:  A, B, C, D, F, *I, **NB, ***DF

Plus/Minus Grades:  The letter grades A, B, C and D may include a “+” or “-” to indicate that a student’s level of performance is slightly higher or lower than that of the letter grade alone.

Pass-Fail Graded Course:  P, F, *I, **NB, ***DF

*Incomplete (I)

The letter grade “I” (Incomplete) is a temporary grade used to indicate that 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, was not able to complete the course during the regular semester. Normally, an Incomplete is assigned in the case when the student is current in the class until at least the last three weeks of the semester. The letter grade “I” is available via web grading. Faculty members need to submit a completed Notice of Incomplete Grade for each student receiving an incomplete grade. When the Incomplete Grade form is received at our office, the “IN” is changed to an “I”. The online Incomplete Grade form is located on the Faculty and Advising Google site (http://elearning.uaf.edu/go/oarfar/).

Please note: The Incomplete policy requires the faculty member to include a statement of the work required to complete the course at the time the “I” grade is assigned. The student should be notified of the work to be completed, and the faculty member should send a copy of the Notice of Incomplete Grade to the Dean of the school or college in which the course is given. A faculty member intending to assign a grade of “I” will make a concerted effort to contact the affected student and secure his/her acknowledgment of the conditions. At the end of the defined time limit (may be less than one year), the faculty member may issue a grade based on the work submitted by the student. Effective Fall 2006, an incomplete must be made up within one year or it will automatically be changed to an “F” grade by the Office of Admissions and the Registrar.

**No Basis (NB)

Faculty members may award a No Basis (NB) grade if there is insufficient student progress and/or attendance for evaluation to occur. No credit is given, nor is “NB” calculated in the GPA. The “NB” is a permanent grade and may not be used to substitute for the Incomplete (I). It cannot be removed later by completion of outstanding work. For Financial Aid purposes, complete the ‘last date attended’ block for all NB grades.

***Deferred (DF)

This designation is used for courses such as thesis, special projects, etc., that require more than one semester to complete. A deferred grade (DF) may be used only when the course requirements cannot be completed by the end of the semester or if a course cannot be completed due to institutional reasons, such as breakdown of laboratory equipment.
Checking For Errors

1. If a student has been attending class and does not appear on the grade roster, use the Grade Roster Addition Google Form to report the student’s name, student ID and grade earned to our office. If we confirm that the student should have been enrolled in the class, we will add the student and record the grade indicated. If we cannot verify the student’s enrollment, we will not post credit or a grade for the course.

2. If a student on your class roster has stopped attending the class or has not attended at all, and a faculty initiated withdrawal was not submitted by the deadline, the student must be given an “F” or “NB”, if it is part of your grading policy. Do not leave the grade field blank. Indicate the last day attended for Financial Aid records.

3. An “AU” appears for students who were auditors. A “W” may be recorded for an auditor who has not met expectations for attendance – Auditing policy can be found in the current UAF catalog (http://elearning.uaf.edu/go/catgrades/). This must be done on a paper roster. Contact your department administrator or the Office of Admissions and the Registrar for a copy of the roster.

Student grades are confidential. Deliver grades in person to the Office of Admissions and the Registrar. Do not send completed grade rosters through the campus mail. Faxed grade rosters are not acceptable. Once grades are entered and rolled to history, students will be able to view their grades through UAOnline. For questions, contact the Office of Admissions and the Registrar at (907) 474-7500. Please do not wait until the deadline to bring problems or special needs to our attention.

As a faculty member, it is your responsibility to protect any educational records in your possession. We would be happy to help answer any questions you might have about educational records or the Family Educational Rights and Privacy Act.

APPENDIX IV: Submitting Incomplete Grades

There are two parts to submitting an Incomplete grade. Part one is done in UAOnline while submitting final grades. Part two is done using the UAF Registrar’s online form.

Part one:

When entering final grades in UAOnline (see APPENDIX III: How to Web Grade) select the IN grade for any student you are granting an Incomplete for that semester. The IN grade signals that an incomplete has been given but the paperwork hasn’t been submitted to the Registrar’s Office. Once the paperwork has been submitted to the Registrar’s Office then they will change the grade to I.

Part two:

To submit an Incomplete (I) grade, please go to http://elearning.uaf.edu/go/oarfar/, click on Online Forms and select Notice of Incomplete Grade. Please be prepared to provide the following information: course, section number, student’s name, UAIID, deadline for completion, and a list of remaining items/assignments/tasks that the student must complete by deadline.
APPENDIX V: How to do a Change of Grade

There are two ways to have a Change of Grade processed. One, is to email UAF eLearning’s Registration Coordinator (uaf-elearning-registration@alaska.edu) the following information: course, section number, student’s name, UAID, current grade, new grade, and reason for the change.

The second method is to contact the UAF Admissions and the Registrar’s Office (registrar@uaf.edu) for a Change of Grade form. They will first ask you what term and reason for the grade change. They then will determine the next step. The typical next step is for them to send (via email to your @alaska.edu account) you a Change of Grade form which you will complete and send back.

APPENDIX VI: Academic Calendar, 2017-18

Fall Semester 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017 course list available at UAOnline</td>
<td>Monday, March 20</td>
</tr>
<tr>
<td>Begin registration and fee payment for degree students for fall 2017</td>
<td>Monday, April 3</td>
</tr>
<tr>
<td>semester</td>
<td></td>
</tr>
<tr>
<td>Begin registration and fee payment for nondegree students for fall 20</td>
<td>Monday, April 10</td>
</tr>
<tr>
<td>17 semester</td>
<td></td>
</tr>
<tr>
<td>Deadline to apply for admission for fall semester (UA Scholars)</td>
<td>Monday, May 1</td>
</tr>
<tr>
<td>Deadline to apply for admission for fall semester (graduate students)</td>
<td>Thursday, June 1</td>
</tr>
<tr>
<td>Deadline to apply for admission for fall semester (undergraduate students)</td>
<td>Thursday, June 15</td>
</tr>
<tr>
<td>Residence halls open to first-year students only, 8 a.m.</td>
<td>Wednesday, Aug. 23</td>
</tr>
<tr>
<td>Orientation for new students</td>
<td>Wednesday–Saturday, Aug. 23–26</td>
</tr>
<tr>
<td>Residence halls open to all students, 8 a.m.</td>
<td>Thursday, Aug. 24</td>
</tr>
<tr>
<td>First day of instruction; late registration begins</td>
<td>Monday, Aug. 28</td>
</tr>
<tr>
<td>Labor Day (offices closed — no classes, registration or fee payment)</td>
<td>Monday, Sept. 4</td>
</tr>
<tr>
<td>Deadline for adding classes and late registration; 5 p.m. in person,</td>
<td>Friday, Sept. 8</td>
</tr>
<tr>
<td>midnight at UAOnline</td>
<td></td>
</tr>
<tr>
<td>Last day for student- and faculty-initiated drops with refund (course does not appear on academic record)</td>
<td>Friday, Sept. 8</td>
</tr>
<tr>
<td>Deadline for tuition and fee payment; 5 p.m. in person, midnight at UAOnline</td>
<td>Monday, Sept. 11</td>
</tr>
<tr>
<td>Early progress reports due</td>
<td>Monday, Oct. 9</td>
</tr>
<tr>
<td>Deadline to apply for fall 2017 graduation</td>
<td>Monday, Oct. 16</td>
</tr>
<tr>
<td>Spring 2018 course list available at UAOnline</td>
<td>Monday, Oct. 30</td>
</tr>
<tr>
<td>Last day for student- and faculty-initiated withdrawals (W grade appears on academic transcript)</td>
<td>Friday, Nov. 3</td>
</tr>
<tr>
<td>Begin registration and fee payment for spring 2018 semester</td>
<td>Monday, Nov. 13</td>
</tr>
<tr>
<td>Thanksgiving holiday (no classes, most offices closed)</td>
<td>Thursday–Sunday, Nov. 23–26</td>
</tr>
<tr>
<td>Last day of instruction</td>
<td>Saturday, Dec. 9</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday–Saturday, Dec. 11–16</td>
</tr>
<tr>
<td>Residence halls close, noon</td>
<td>Sunday, Dec. 17</td>
</tr>
<tr>
<td>Deadline for faculty to post grades, noon</td>
<td>Wednesday, Dec. 20</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Deadline to apply for admission for spring semester (international students)</td>
<td>Friday, Sept. 1</td>
</tr>
<tr>
<td>Deadline to apply for admission for spring semester (graduate students)</td>
<td>Sunday, Oct. 15</td>
</tr>
<tr>
<td>Spring 2018 course list available at UAOnline</td>
<td>Monday, Oct. 30</td>
</tr>
<tr>
<td>Deadline to apply for admission for spring semester (undergraduate students)</td>
<td>Wednesday, Nov. 1</td>
</tr>
<tr>
<td>Begin registration and fee payment for degree students for spring 2018 semester and WINTERmester 2018</td>
<td>Monday, Nov. 13</td>
</tr>
<tr>
<td>Begin registration and fee payment for nondegree students for spring 2018 semester and WINTERmester 2018</td>
<td>Monday, Nov. 20</td>
</tr>
<tr>
<td>WINTERmester courses begin; attendance required</td>
<td>Wednesday, Jan. 3</td>
</tr>
<tr>
<td>Deadline for adding WINTERmester classes; 5 p.m. in person, midnight at UAOnline</td>
<td>Wednesday, Jan. 3</td>
</tr>
<tr>
<td>Deadline for WINTERmester tuition and fee payment and refunds; 5 p.m. in person, midnight at UAOnline</td>
<td>Wednesday, Jan. 3</td>
</tr>
<tr>
<td>Late payment fees begin for WINTERmester</td>
<td>Thursday, Jan. 4</td>
</tr>
<tr>
<td>Deadline for WINTERmester student- and faculty-initiated withdrawals (W grade appears on academic transcript)</td>
<td>Monday, Jan. 8</td>
</tr>
<tr>
<td>Last day of WINTERmester instruction and finals</td>
<td>Friday, Jan. 12</td>
</tr>
<tr>
<td>Residence halls open, 8 a.m.</td>
<td>Sunday, Jan. 14</td>
</tr>
<tr>
<td>Orientation for new students</td>
<td>Sunday, Jan. 14</td>
</tr>
<tr>
<td>Alaska Civil Rights Day (no classes, most offices closed)</td>
<td>Monday, Jan. 15</td>
</tr>
<tr>
<td>First day of instruction; late registration begins</td>
<td>Tuesday, Jan. 16</td>
</tr>
<tr>
<td>Deadline for faculty to post WINTERmester grades, noon</td>
<td>Thursday, Jan. 18</td>
</tr>
<tr>
<td>Deadline for adding classes and late registration; 5 p.m. in person, midnight at UAOnline</td>
<td>Thursday, Jan. 18</td>
</tr>
<tr>
<td>Last day for student- and faculty-initiated drops with refund (course does not appear on academic record)</td>
<td>Friday, Jan. 26</td>
</tr>
<tr>
<td>Last day for tuition and fee payment; 5 p.m. in person, midnight at UAOnline</td>
<td>Monday, Jan. 29</td>
</tr>
<tr>
<td>Deadline for UA Foundation and privately funded scholarship applications</td>
<td>Thursday, Feb. 15</td>
</tr>
<tr>
<td>Deadline to apply for spring 2018 graduation</td>
<td>Thursday, Feb. 15</td>
</tr>
<tr>
<td>Early progress reports due</td>
<td>Monday, Feb. 26</td>
</tr>
<tr>
<td>Spring break (no classes)</td>
<td>Monday–Friday, March 12–16</td>
</tr>
<tr>
<td>University holiday (most offices closed for spring break)</td>
<td>Friday, March 16</td>
</tr>
<tr>
<td>Fall 2018 course list available at UAOnline</td>
<td>Monday, March 19</td>
</tr>
<tr>
<td>Last day for student- and faculty-initiated withdrawals (W grade appears on academic transcript)</td>
<td>Friday, March 30</td>
</tr>
<tr>
<td>Begin registration and fee payment for fall 2018 semester (degree students)</td>
<td>Monday, April 2</td>
</tr>
<tr>
<td>Begin registration and fee payment for fall 2018 semester (nondegree students)</td>
<td>Monday, April 9</td>
</tr>
<tr>
<td>SpringFest (classes are not canceled)</td>
<td>Friday, April 20</td>
</tr>
<tr>
<td>Last day of instruction</td>
<td>Monday, April 30</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Tuesday–Saturday, May 1-5</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday, May 5</td>
</tr>
<tr>
<td>Residence halls close, noon</td>
<td>Sunday, May 6</td>
</tr>
<tr>
<td>Deadline for faculty to post grades, noon</td>
<td>Wednesday, May 9</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Summer 2018 course list available at UAOnline</td>
<td>Thursday, Feb. 1</td>
</tr>
<tr>
<td>Registration and fee payment for summer courses begin</td>
<td>Monday, Feb. 26</td>
</tr>
<tr>
<td>Deadline to apply for admission for summer semester</td>
<td>Tuesday, May 1</td>
</tr>
<tr>
<td>MAYmester courses begin; attendance required. Deadline to register for MAYmester, or for refund of tuition and fees for MAYmester</td>
<td>Monday, May 7</td>
</tr>
<tr>
<td>Late payment fees begin for MAYmester</td>
<td>Tuesday, May 8</td>
</tr>
<tr>
<td>Deadline for student- and faculty-initiated withdrawals for MAYmester (W appears on academic transcript)</td>
<td>Monday, May 14</td>
</tr>
<tr>
<td>Last day of MAYmester instruction</td>
<td>Friday, May 18</td>
</tr>
<tr>
<td>First day of instruction for six-week session I and full session</td>
<td>Monday, May 21</td>
</tr>
<tr>
<td>Deadline to register for six-week session I; attendance required on this day</td>
<td>Wednesday, May 23</td>
</tr>
<tr>
<td>Deadline for refund of tuition and fees for six-week session I</td>
<td>Wednesday, May 23</td>
</tr>
<tr>
<td>Late payment fees begin for six-week session I</td>
<td>Thursday, May 24</td>
</tr>
<tr>
<td>Memorial Day (no classes, most offices closed)</td>
<td>Monday, May 28</td>
</tr>
<tr>
<td>Deadline to register for full session; attendance required</td>
<td>Tuesday, May 29</td>
</tr>
<tr>
<td>Deadline for refund of tuition and fees for full session</td>
<td>Tuesday, May 29</td>
</tr>
<tr>
<td>Late payment fees begin for full session</td>
<td>Wednesday, May 30</td>
</tr>
<tr>
<td>Last day for student- and faculty-initiated withdrawals (W appears on academic transcript) for six-week session I</td>
<td>Wednesday, June 13</td>
</tr>
<tr>
<td>Deadline to apply for summer 2018 graduation</td>
<td>Friday, June 15</td>
</tr>
<tr>
<td>Last day of instruction for six-week session I</td>
<td>Friday, June 29</td>
</tr>
<tr>
<td>First day of instruction for six-week session II</td>
<td>Monday, July 2</td>
</tr>
<tr>
<td>Independence Day holiday (no classes, most offices closed)</td>
<td>Wednesday-Thursday, July 4-5</td>
</tr>
<tr>
<td>Deadline to register for six-week session II; attendance required on this day</td>
<td>Monday, July 9</td>
</tr>
<tr>
<td>Last day for refund of tuition and fees for six-week session II</td>
<td>Monday, July 9</td>
</tr>
<tr>
<td>Last day for registration. Deadline for thesis and research credit payment (graduate students).</td>
<td>Monday, July 9</td>
</tr>
<tr>
<td>Late payment fees begin for six-week session II</td>
<td>Tuesday, July 10</td>
</tr>
<tr>
<td>Last day for student- and faculty-initiated withdrawals for full session (W appears on academic transcript)</td>
<td>Tuesday, July 10</td>
</tr>
<tr>
<td>Last day for student- and faculty-initiated withdrawals for six-week session II (W appears on academic transcript)</td>
<td>Wednesday, July 25</td>
</tr>
<tr>
<td>Last day of instruction for six-week session II and full session, including final exams</td>
<td>Friday, Aug. 10</td>
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<tr>
<td>Deadline for faculty to post grades, noon</td>
<td>Wednesday, Aug. 15</td>
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</table>
Want help with your course? Check out our weekly workshops and Open Labs.

https://iteachu.uaf.edu/events/

**Teaching Tips:**
Nuggets of goodness delivered weekly.

http://iteachu.uaf.edu/teaching-tips

<table>
<thead>
<tr>
<th>Motivating students to connect with course content</th>
<th>Ways to improve learning objectives</th>
<th>How to make self assessment fun</th>
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<tr>
<td>Test early, test often, and always cumulative</td>
<td>Creating significant learning experiences</td>
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| Guide students through your course | Free online resources for professional development | Get prepared for the next semester in one hour a day |