



Kuskokwim Campus – Distance Education Department, room 102  
College of Rural and Community Development – UAF  
PO Box 368, Bethel AK 99559  
1-800-478-5822 ext 521, 584 and 543-4521, 543-4584 Fax: 543-4527

## KuC Distance Education Welcomes you to Spring Semester 2012!

Here are some helpful hints to prepare you for your e-learning courses!

Double check your section numbers to ensure that you are registered in the correct section and delivery method.

**Order books:** [www.CRCD-GOTBOOKS.com](http://www.CRCD-GOTBOOKS.com) 1-877-651-4002.

**Prepare your computer for Blackboard or E-Live courses:** **Blackboard** (Bb), allows students to download their class syllabi, assignments, take tests, and participate in chat rooms. **Illuminate Live** (E-Live), software allows for sharing of two-way audio, program applications and graphics. E-Live is accessed through the UAF Blackboard site; follow the course communication link. A computer headset with microphone is required and should be ordered with your books.

1. **Authenticate your university account:** <https://elmo.alaska.edu> if you do not know your UA username, student number, or need to reset a password.
2. **Set up your university e-mail account.** <http://www.alaska.edu/google> and click on the Mail icon. Your username will typically be your first, middle initial and last name, followed by @alaska.edu. Forward your university e-mail to your personal mail account. Students at KuC may wish to forward their UA e-mail to their personal or FirstClass E-mail account.
3. **Log into Blackboard** at <http://classes.uaf.edu>. The Firefox Browser is recommended: <http://getfirefox.com>.
4. **For E-Live**, verify the software on your computer in advance: <http://www.illuminate.com/support>.
5. Test the audio path on the headset.
6. **UA online** provides student schedules, grades, transcripts, and other services. Establish your account at: <http://uaonline.alaska.edu>. Contact KuC Student Services to reset your pin 1-800-478-5822, ext 505 or 907 543-4505.

### For computer/technology assistance:

- KuC Help Desk 543-4508 or 1800-478-5822, ask for Info. Technology or Dist. Ed. Department
- UAF Office of Technologies: 1-800-478-8226, [helpdesk@alaska.edu](mailto:helpdesk@alaska.edu) and [www.alaska.edu/oit](http://www.alaska.edu/oit)

### Look up your audio call in number(s):

- CRCD Audio conference Numbers are posted at [www.uaf.edu/rural](http://www.uaf.edu/rural)
- KuC Audio conference numbers are in the course descriptions and [www.bethel.uaf.edu](http://www.bethel.uaf.edu)

### Reserve space in your village or at KuC for your audio/distance delivered course:

- Most students attend on-line and audio courses from their home, office, or computer. Bethel students call Heidi Simmons 543-4521 [hlsimmons2@alaska.edu](mailto:hlsimmons2@alaska.edu) for a room reservation.
- Room arrangements at KuC will be posted on Tuesday, January 17.
- Village students who travel to Bethel; call Heidi in advance to see if there is room availability at KuC.

**Bethel Student Support:** Fax, copy, test monitoring is available: Mary Twito, 543-4584 [mttwito@alaska.edu](mailto:mttwito@alaska.edu).

**Course Support Services:** UAF Writing Center 1-800-478-5246, Math Hotline 1-800-823-6284 are free.

### Have a great semester!

Heidi Simmons, Coordinator of Distance Education/Tech Prep Specialist: [hlsimmons2@alaska.edu](mailto:hlsimmons2@alaska.edu)

Mary Twito, Administrative Assistant, Distance Ed/Instructional Support: [mttwito@alaska.edu](mailto:mttwito@alaska.edu)

# Spring 2012 Audio conference Numbers for KuC Courses

Updated 12/13/ 2011 mt

1. Five minutes before the class starts dial the toll free number: **1-800-570-3591**
2. Enter the Student Pin below, no other symbols are needed.
3. Help: Customer Service at 1-800-290-5900, provide the Student Pin #.
4. Courses **taught on-line as E-Live** use the audio number as back up if the internet is down. Confirm the delivery method with your instructor.

CRN#	Department & Section	Faculty	Time & Days	Dates	Student Pin
39797	ANL F151 KA1 Interethnic Communication	Oscar Alexie <a href="mailto:ofalexie@alaska.edu">ofalexie@alaska.edu</a>	T, TH 6:50–8:20pm Audio Conference Course	1/17 to 5/3	<b>4567532</b>
40323	ANS F393 KA1	Kevin Jernigan <a href="mailto:kjernigan@alaska.edu">kjernigan@alaska.edu</a>	Asynchronous Web Based	1/17 to 5/3	<b>None</b>
39802	CIOS F150 UK1 Comp Business Applications	Lee Sundby <a href="mailto:irsundby@alaska.edu">irsundby@alaska.edu</a>	M, W 5:10-6:40pm E-Live, AC back up only	1/18 to 5/2	<b>1004541</b>
39339	ECE F107 UK1 Child Development II: The Preschool Primary Years	Jacqueline Tagaban <a href="mailto:jtagaban@alaska.edu">jtagaban@alaska.edu</a>	T 5:10-8:20pm Audio Conference & Blackboard Course	1/24 to 5/1	<b>4757384</b>
39342	ECE F115 UK1 Responsive and Reflective Teaching	Jacqueline Tagaban <a href="mailto:jtagaban@alaska.edu">jtagaban@alaska.edu</a>	W – 5:10-8:20pm Audio Conference & Blackboard Course	1/25 to 5/2	<b>4757384</b>
39366	ECE F210 UK1 Child Guidance and Guidance	Jacqueline Tagaban <a href="mailto:jtagaban@alaska.edu">jtagaban@alaska.edu</a>	Th 5:10-8:20pm Audio Conference & Blackboard Course	1/19 to 5/3	<b>4757384</b>
39368	ECE F270 UK1 Practicum II	Jacqueline Tagaban <a href="mailto:jtagaban@alaska.edu">jtagaban@alaska.edu</a>	F 3:30-5:00pm Audio Conference & Blackboard Course	1/20 to 5/4	<b>4757384</b>
39959	ESK F104 UK1 Conversional Central Yup'ik	Sophie Alexie <a href="mailto:saalexie@alaska.edu">saalexie@alaska.edu</a>	M,W 5:10-6:40pm Audio Conference Course	1/18 to 5/2	<b>3745316</b>
39795	ESK F205 KA1 Regaining Fluence in Yup'ik	Sophie Alexie <a href="mailto:saalexie@alaska.edu">saalexie@alaska.edu</a>	T,TH 5:10-6:40pm Audio Conference Course	1/17 to 5/3	<b>1118731</b>
39796	ESK F240 KA1 Introduction to Reading and Writing Yup'ik	Sophie Alexie <a href="mailto:saalexie@alaska.edu">saalexie@alaska.edu</a>	M, W 6:50-8:20pm Audio Conference Course	1/18 to 5/2	<b>1118731</b>
39794	ESK F330 W KA1 Yup'ik Literature/Yup'it Quliranineq Igaryaraq	Sophie Alexie <a href="mailto:saalexie@alaska.edu">saalexie@alaska.edu</a>	T, Th 6:50-8:20pm Audio Conference Course	1/17 to 5/3	<b>1118731</b>
39800	ESK F375 O KA1 Yup'ik Philosophy Umyuartsaraq	Oscar Alexie <a href="mailto:ofalexie@alaska.edu">ofalexie@alaska.edu</a>	M, W 6:50-8:20pm Audio Conference & Blackboard Course	1/18 to 5/2	<b>4567532</b>
39632	EBOT F230 DK1 Ethnobotanical Chemistry	Kevin Jernigan <a href="mailto:kjernigan@alaska.edu">kjernigan@alaska.edu</a>	M, W 5:10-6:40pm Audio Conference & Blackboard Course	1/18 to 5/2	<b>5721599</b>

## For extra assistance:

- CRCD audio number updates are found at: <http://www.uaf.edu/rural>
- KuC audio numbers posted at: <http://www.bethel.uaf.edu>
- Contact UAA or UAS directly regarding their audio conference numbers.
- Closed Co-hort HUMS and RHS audio numbers are available through Diane McEachern 543-4597.
- Evening assistance is available at the KuC front desk, 543-4500 5 – 9 PM Monday – Thursday.
- Bethel Students: reserve KuC room reservation for AC courses, Heidi Simmons 543-4521.
- See Mary Twito 543-4584, room 109A for free test proctor service, copy, and fax support.

### **Missing classes:**

Please let your instructor know if you plan to miss a class. If you travel out of state, the toll free number will work in most regions of North America. If you have questions about calling internationally please call Heidi Simmons 1-800-478-5822 ext 521. Students will pay for calls outside the toll free zone. If you stop attending, be sure to withdraw or you will receive a failing or no basis grade for the course. Call KuC Student Services for assistance 1-800-478-5822 ext 505 or 562.

### **Helpful hints for audio classes:**

- Most students use their home or office phone to attend audio courses.
- Skype, cell phones, battery phones are discouraged, they cause interference.
- Students at the same site are asked to call together to save on telephone toll costs.
- After dialing the toll free number, you will hear a voice prompt; enter your student pin.
- Once connected, you may hear silence, a beep, or music. Wait on-line until your instructor joins the class.
- For assistance call Customer Care: 1-800-290-5900 and provide your student pin number.
- To reach an operator during the conference, press \*0.  
To quiet your background noise use \*6 to mute your line, #6 will unmute your line.
- Your instructor may choose to record a class session. To play back, dial 1-800-230-8546 enter the class date such as 011812 and the meeting code number.
- Bad weather, northern lights, and sunspots will cause static and echo on the lines. Hang up and dial back in; a new connection often clears up the problem.

### **Spring 2012 Semester Dates:**

January 13	Last day for registration for KuC on-campus courses
January 16	Alaska Civil Rights Day– KuC/CRCO closed
January 17	First day of instruction for KuC on-campus and distance delivered courses
Jan 17-23	Late registration for CRCO courses, late fees apply; instructor approval required
January 19	First day of instruction for CRCO courses
January 25	Last day to drop KuC courses with 100% refund of tuition and UA Fee Courses do not appear on academic record
February 1	Last day 50% refund of tuition only
February 15	Deadline for UA Foundation and privately funded scholarship applications.
February 15	Deadline to apply for Spring 2012 graduation
February 24	Progress Reports Due
March 12–18	Spring Break (no classes)
March 16	CRCO Campuses Closed
March 23	Last day for student/faculty initiated withdrawal and change to Audit
April 2	Fall 2012 Registration begins for degree-seeking students
April 9	Fall 2012 Registration begins for non-degree-seeking students
May 3	Last day of instruction for KuC on-campus courses
May 4	KuC Graduation 1:00pm, Cultural Center
May 7-10	Last day of final exams for CRCO courses, confirm date with your instructor.
May 16	Faculty deadline to post grades