NetMath Program, University of Illinois

Student Guide for ALEKS-based courses
Note - This document applies to ALEKS-based courses only: Math 112, 114, 115

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Phone: (217) 244-6208

ALEKS website: http://www.aleks.com/

University Student Financial Services & Cashier Operations (USFSCO):
Website: https://paymybill.uillinois.edu/
Email: usfscohelp@uillinois.edu
Phone: (217) 333-2180
**General Information:**

Please visit the NetMath website at [https://netmath.illinois.edu](https://netmath.illinois.edu) and the CITL site at [http://citl.illinois.edu](http://citl.illinois.edu) for information regarding administrative policies for NetMath courses.

For further information, contact NetMath <netmath@illinois.edu> or CITL at (217) 333-1462.

**NetMath Pre-Enrollment Checklist:**

You will need the following to successfully complete a NetMath course:

- Internet access
- Working e-mail account that is checked regularly (multiple times per week)
- ALEKS system requirements are available at [http://www.aleks.com/support/system_requirements](http://www.aleks.com/support/system_requirements)
- Required amount of time to spend on doing the coursework
- Self-motivation

**Before beginning the course:**

- You must complete the registration process for an ALEKS-based NetMath course at the University of Illinois.
- Once enrolled, you will receive your University NetID and password information. This will allow you to set up an @illinois.edu email account and access your student account (to check your tuition balance, order an official transcript, etc.)
- This guide should be a part of the welcome email with instructions on how to begin your course, including the course syllabus, instructor's contact information, information on purchasing an ALEKS access code, proctor information, etc.
- Using the proctor eligibility guidelines on our testing page at [https://netmath.illinois.edu/proctors](https://netmath.illinois.edu/proctors) select a proctor to administer your final exam. (Note: ALEKS courses have only one proctored exam.) Proctors must follow strict guidelines while receiving and administering NetMath exams.
- Create a schedule for working on the course and stick to it. This type of active learning works best if you allow at least one hour per session, and is optimal if you have at least 90 minutes – 2 hours per session. Students on the University of Illinois campus typically work 2-3 hours per day, 5 days a week for a 5 credit hour course, and 3 days per week on a 3 credit hour course.

**Beginning your NetMath course (Math 112, 114, 115):**

Please follow instructions in your NetMath welcome email to begin your course. Remember to assign a proctor for your final exam according to information contained in the welcome email.

- Go to the main ALEKS web page at: [http://www.aleks.com](http://www.aleks.com)
- Press the DOWNLOADS link at the upper right. Follow the instructions to install the necessary software on your computer. Restart your browser. ALEKS is cross-platform accessible.
To enroll and start using ALEKS, go back to the main ALEKS web page at: http://www.aleks.com and click on the “SIGN UP NOW!” link on the left hand side of the page. When prompted, enter the 10-character Course Code included in your ALEKS welcome email, which looks something like XXXX-XXXX

- You will need this Course Code, as well as a 20-character ALEKS access code, in order to register. The ALEKS access code is non-refundable and costs $78.00.

- To purchase your non-refundable ALEKS access code click on the “Purchase a Student Access Code Online” link after you have entered the above course code and continued to the Access Code Page. You must purchase the Higher ED 1-semester (18 weeks) code for this course.

- The remaining steps to get into ALEKS are self-explanatory. Once you are in the system, ALEKS will give you a tutorial on how to use the system. After that it gives you an initial assessment. Once the assessment is complete, ALEKS will develop an individualized learning plan for you to learn the NetMath course material.

- You can try the ALEKS technology prior to enrolling in the course by clicking on “Free Trial” at www.aleks.com

- ALEKS Support https://mhedu.force.com/aleks/s/

- ALEKS courses are not eligible for extensions. Your welcome email contains your end course date — all the coursework must be completed and submitted by this date, and your final exam must be postmarked by this date.

If you have any questions about your course, please email the ALEKS instructor Alison Ahlgren Reddy < ared@illinois.edu> or the course TA Nate Pillow < npill2@illinois.edu>

**Finishing your NetMath Course:**

Your course is completed when you finish all the coursework and take the final exam. Your final grade will be reported about a week after your final exam is received and graded by your instructor. You can check your grade on the University of Illinois Enterprise site at https://apps.uillinois.edu/selfservice/

**General NetMath Information:**

**NetMath Testing:**

Students in ALEKS-based NetMath courses need a proctor for their final exam. Proctors must meet eligibility guidelines listed at https://netmath.illinois.edu/proctors and administer the exam in accordance with NetMath testing policy. Proctors must be able to receive and administer the exam at their institutional address – please make sure your proctor is able to do this before sending in the proctor information.

**Any violation of proctoring policies will result in a grade of “F” in the course.**

Remember to send in your proctor information within 2 weeks of registering in the course so that your proctor has the exam on time, and you are able to schedule the exam well in advance of your course end date.
NetMath exam packets are sent by US Mail to domestic destinations and by UPS International to destinations overseas.

**Paying your NetMath Tuition:**

Your NetMath tuition bill will be emailed to your Illinois.edu email account. Please make sure you have set up this email account so that you can receive course-related information from the University. You can also check your tuition bill by logging in to the University of Illinois Enterprise site at [https://apps.uillinois.edu/selfservice/](https://apps.uillinois.edu/selfservice/) and completing the following steps:

1. Select "Account Billing Information."
2. Select the "UI-Pay" link, which will connect you to UI-Pay.
3. Select "E-Bill/Online Payment," which will connect you to UI-Pay.
4. Select "View Accounts" to view an HTML version of your E-Bill.
5. Select "View PDF" to print your official billing statement. Use the attached remittance stub if you wish to mail a check or money order.

If you are unable to successfully access your payment information, please contact the University Student Financial Services and Cashier Operations (USFSCO) office for assistance at (217) 333-2180.

Payment options include online payments, in-person, or via mail. If you are mailing a payment, mailing instructions are on the PDF copy of your E-Bill.

For more information about E-Bills, such as providing someone else access to your E-Bill and to learn how to make an online payment, please go to: [https://paymybill.uillinois.edu/MakingPayments](https://paymybill.uillinois.edu/MakingPayments).

**NetMath Drop & Refund Policy:**

Students who wish to withdraw from the program may do so at any time during the course timeframe. Students must formally request to drop a course by completing and submitting a Change of Status form, available under NetMath Drop & Refund Policy at [https://netmath.illinois.edu/admissions/withdrawals-refunds](https://netmath.illinois.edu/admissions/withdrawals-refunds). Tuition refunds and/or credits are processed according to a pro-rated refund policy (from a student’s course enrollment date, the percentage of tuition refunded decreases on a weekly basis). The pro-rata tuition refund timeframe is calculated from the date that the CITL officially registers a student in a course to the date that CITL receives a student’s drop request (Change of Status form). Students have 10 weeks from their enrollment date in which to request to drop a course and still receive partial tuition refund. Once you have completed half of your course, no refund will be given regardless of when the request is made. The CITL administrative course fee ($50 per credit hour) is nonrefundable.

The refund policy is always effective, regardless of whether a student did or did not begin a course.

For questions about dropping a NetMath course and to verify eligibility for a partial tuition refund, contact CITL. When dropping a course, be sure to inform your instructor, Alison Reddy, in addition to CITL. The NetMath Change of Status form can be found at
For questions regarding the refund/credit processing timeframe and when a refund/credit is applied to your account, please contact Student Accounts at 217-333-2180 or [http://www.usfsco.uillinois.edu](http://www.usfsco.uillinois.edu)

**Checking your course grade:**

Your final course grade will be assigned after you complete and submit all the coursework, or on your end course date – whichever comes first. *If your coursework will not be completed by the end course date, it is your responsibility to contact your instructor in advance to discuss a plan for finishing the course.*

You can check your grade online by logging into your Enterprise account at [https://apps.uillinois.edu/selfservice/](https://apps.uillinois.edu/selfservice/)

Click on the University of Illinois at Urbana-Champaign (Urbana) link. You will need your Enterprise ID and password to login. Your final grade will be under "Academic History" (since NetMath courses are not semester-based, these grades are not listed under any particular semester.)

Note: After we receive your final exam and completed coursework, it takes a few days to determine your course grade and report it to the University Office of the Registrar.

**Transcript Information:**

After completion of a course, your final grade will be recorded on your University of Illinois transcript. An official transcript can be obtained through the University of Illinois Office of the Registrar. For instructions go to [http://registrar.illinois.edu/transcripts](http://registrar.illinois.edu/transcripts).