UNCG iSchool Student Handbook
Why You Should Take UNCG iSchool Online Courses

Get a head start and save time.
Regardless of which college major you plan to pursue, you’ll have to take a number of courses that are frequently referred to as General College Requirements. UNCG iSchool offers you the opportunity to take the courses you know you’ll need. By taking college courses now, theoretically you will graduate from college early (or at least on time).

Spend your school day more productively.
You’re in school for most of your day anyway, so why not put your time to better use? UNCG iSchool courses are generally classified as “concurrent enrollment,” which means you earn both high school AND college credit at the same time.

Get the credit you deserve.
Some college credit programs are based on how well you do on one placement exam. UNCG iSchool is different. The grade you earn during the entire course is yours to keep. Earn a “C” or better and your college credit should transfer anywhere UNCG credit transfers. Our credit transfer success rate is 93% and that’s for public AND private institutions of higher learning.

Experience higher learning.
UNCG iSchool offers college courses that encourage rigorous study in a wide range of general education disciplines. More than broad studies in content area, these courses require you to engage in critical thinking, analysis, synthesis, and knowledge application. At the end of the course, you will have a UNCG transcript, college credit and real college experience that will help you know what to expect when you enter your first year of college.

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Items in blue are hyperlinked. Just click on them to take you directly to the URLs.

ischool.uncg.edu
What You’re Getting Yourself Into

Up to now you’ve been going along nicely taking high school courses, some of which probably seemed like a breeze. All that is about to change. Not only are iSchool courses actual college courses with college demands, they are also offered online, which presents you with a whole other dimension of challenge. Although you may feel isolated staring at a computer screen, you’re really not alone. Hundreds of other students just like you will be taking these same courses. You connect via online discussion forums that facilitate collaboration while giving everyone an opportunity to participate and be heard.

Ultimately, your success taking an online course depends on you. You must keep up with due dates for assignments and the pace of the course. If you fall behind, you may never be able to catch up. Completing a weeks’ worth of work in a weekend is next to impossible, no matter how hard you try. Tests and quizzes are frequently open for a certain time period and after that, you’re out of luck. We’re not trying to scare you—just preparing you for what lies ahead.

Now for the good part: These courses are rich, exciting, and even fun. UNCG has won many awards for its online courses, and we think they are some of the best online courses offered anywhere—that’s right, ANYWHERE. These courses will give you real college credit AND you will have experience taking online courses, which is a way of life these days.

Whatever course you choose, you’ll be getting the exact same course as degree-seeking UNCG students—not some watered-down version created for high school students. You will be completing a real college course. Now that’s something to be proud about!

Be Responsible

As a college student, you need to manage and keep in a safe place your 9-digit University ID, your PIN, and any passwords you create. You cannot call us for this confidential information – we cannot offer it over the phone and, in the case of your passwords and PIN, we do not have access to them. You need this information to register for a course, drop a course, look up your final grades, request your official UNCG transcript when applying for college, change your personal information (like mailing address, phone#), etc. And, though you don’t think so right now, you will need this information in a couple months, next semester, and even years from now. File it in a safe place at home!

Open a new browser window and go to the HELP page at ischool.uncg.edu to see how to get help if you misplace the above-mentioned information. (By the way, it’s no fun to go through some of the steps to retrieve your information later.) You will be tested on this at the conclusion of your online orientation, so don’t skip this step.

About your UNCG accounts:

1. UNCG assigns a UNCG e-mail address to you that ends in @uncg.edu and includes part of your first, middle and last name. (For example: Jeffrey Adam Sloan might be jasloan@uncg.edu)

2. Your username is the first part of your e-mail address that precedes @uncg.edu. (For example, Jeffrey Sloan’s username would be jasloan)

3. You are required to change your UNCG password(s) every 90 days. UNCG will send a reminder to your UNCG e-mail address. If you fail to change your password, you will be locked out of UNCG e-mail and your online course.
Communication from UNCG

Our primary mode of communication is e-mail—after all, you are taking an online course! Please check your UNCG e-mail account daily and use this account to e-mail your iSchool instructor(s).

Academic Integrity

Each student is required to review and adhere to the University's Academic Integrity Policy. You will do this in Step 2 of your online orientation.

Your instructor may ask you to sign the Academic Integrity Pledge.

Curriculum

Our courses are challenging. Like all college courses, they require you to be dedicated and enthusiastic about learning, and to be open to—and enlightened by—critical feedback. This means that you are willing to share your work, listen to what others have to say about it, weigh their criticism and revise when necessary. This process encourages comprehensive learning and the development of active learning skills. You will be given more responsibility for what you learn, and the opportunity to exercise more independence regarding how you learn.

Course Syllabus & Calendar

The syllabus describes the course objectives, course requirements, the textbook(s) you will be using, grading standards, and perhaps a schedule of tests, exams, and papers. Sometimes, a separate course calendar defines the schedule of assignments. You should regard the syllabus as an informal “contract” that outlines what will be expected of you throughout the semester. Keep these documents handy and refer to them often. Your instructor may not remind you of deadlines because they have been stated on the syllabus or calendar.

Textbooks & Course Material

Your high school has chosen an onsite facilitator to assist you with iSchool. The facilitator may distribute textbooks or will ask you to check out textbooks from your library or media center. Any textbooks provided to you by UNCG iSchool for online courses are the property of the state. Please do not write in or deface these books in any way. At the end of the semester, you will be asked to return textbooks to your school. If you lose or damage textbooks, you will be responsible for replacement costs.

The content you study does not come solely from a textbook. Your course will include readings, videos, discussion forums, and other activities housed in the online classroom. Some courses also require enrollment into third party software for content outside the iSchool domain. If so, you will be provided instructions for completing the enrollment.
Study Time

Each iSchool course earns 3 credit hours. For every one credit hour in which you enroll, you will spend approximately two to three hours outside of class studying:

\[ 1 \text{ course (3 credit hours)} = 6-9 \text{ hours study time per week} \]

While iSchool courses are available 24/7, still you must be smart about managing your time. If you have limited or no access to the Internet outside of school, use your class time for online reading and assignments and do your textbook reading from home. To understand how to sensibly approach an online course and plan your time, read Success Tips on the Student Support page at ischool.uncg.edu.

School Breaks & Inclement Weather

Now for the bad news: “Snow days” and spring break do not exist in the virtual classroom. While you may experience delays or missed days on your campus due to unusual weather or other circumstances, you are still responsible for following iSchool policies, course instructions, calendars, and deadlines—check your course calendar for assignment deadlines and exam dates. Your instructor will make clear any changes or updates via Announcements in the online course.

UNCG does not excuse you from assignments that happen to be due when you are absent from school. Special accommodations are rare, and your high school’s iSchool facilitator can discuss circumstances with the instructor. If an exam falls within the week of spring break, your instructor might require you to take the exam early.

Grading

iSchool courses are regular UNCG college courses; grading criteria have been established by UNCG faculty and departments and may vary from course to course. This means that you should always read each course syllabus with care to make sure you understand the grading standards. In all cases, work will be judged by the same criteria as those applied to college students taking the same courses at UNCG.

UNCG grade reports will include a calculation of GPA (Grade Point Average). UNCG uses a plus/minus grade system to calculate GPA as follows:

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<th>Grade</th>
<th>Value</th>
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<tr>
<td>A+</td>
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<td>A</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>3.7</td>
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<td>B+</td>
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Please note that in most cases the UNCG grade and GPA earned through iSchool are relevant only if a student matriculates to UNCG. If UNCG credit is transferred to another college or university, only the course hours will transfer, NOT THE GRADE or GPA. Most colleges and universities will give credit for a course with a grade of “C” or better. This means you want to earn a grade of C or better to get the transferable credit. If you earn a C- or lower, your course probably won’t count toward your college general education credits. Worse, a low grade may hinder your acceptance into the college of your preference. A high grade, on the other hand, might give you an edge since you will have demonstrated the ability to perform well in college.
Dropping & Withdrawing

UNCG iSchool students follow the same policies as regular UNCG students when it comes to dropping or withdrawing from a course. Keep these things in mind:

- If you are thinking about dropping, see your high school counselor first. Your high school may have specific policies and deadlines that vary from UNCG’s.
- You must officially drop a course by completing the UNCG drop process online. Simply deciding to stop participating in a course does NOT constitute a drop.
- Drop your course BEFORE the deadline listed under Important Dates on the iSchool website to avoid academic penalty.
- You may not remain in your online class after dropping it.
- You MUST drop the course at UNCG as well as your high school; not doing this will result in an F on your UNCG college transcript.
- You DO NOT want to have an F on a college transcript. The transcript is permanent – it never goes away.

How to Obtain Your UNCG Final Grades and Transcript

Grades are not mailed to students. Final grades can be accessed through the UNCG Student Registration System known as UNCGenie by following these steps:

1. Go to the UNCG Homepage at https://banweb.uncg.edu. Select ENTER SECURE AREA.
2. Enter your University ID.
3. Enter your PIN.
4. Choose LOGIN.
5. Select STUDENT SERVICES AND FINANCIAL AID.
6. Select STUDENT RECORDS.
7. Select FINAL GRADES or ACADEMIC TRANSCRIPT.
8. Select SUBMIT.

If you need to request an official UNCG transcript, go to the HELP page on our website and click on the appropriate link.

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