General Information

**HS Lab Pool Administrator:**
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Sona Systems Web Site:  
https://uci.sona-systems.com/

The UC Irvine Human Subjects Lab uses a web-based system to schedule research appointments and assign students credit for research participation.

Being part of a large research university offers many opportunities. One opportunity is to participate in research being conducted by various departments on campus. Each quarter, many classes offer extra-credit points to students who choose to participate in research experiments through the Human Subjects Lab Pool.

If your class offers extra credit for research participation through our Human Subjects Lab, the following should be clearly stated:

1. Participating in research is a purely voluntary opportunity.
2. For those who want to pursue extra credit points, but not through research participation, there are alternative ways to garner the same number of points. These alternatives may be of equal or less time and difficulty.
3. There is a clear hour-to-point conversion factor, so you know exactly how your participation hours/credits will be converted to points in the classroom.

To find out more about participating in research and to sign-up for experiments click on the following: Sona Systems.

We suggest that you sign up early in the quarter, since research studies do become less frequent as the quarter nears its end. Your credit should show up in your personal profile within 24 hours after you complete each study, and your instructor will receive reports of how many hours you have completed at the end of the quarter.

At the end of the quarter, your earned credit hours will be automatically reported to the instructor you have selected. The system will automatically keep a record of your participation. If you are in multiple courses that allow you to receive extra-credit from research participation, you MUST indicate which credits will be assigned to which course.
How to sign up

1. Create a new user account: [https://uci.sona-systems.com/](https://uci.sona-systems.com/)
2. Click on **“Request an account here”** in the lower left corner.

3. Fill in all of the requested information.
   - **USER ID:** Create your own personal log-in name.
   - **E-MAIL ADDRESS:** Use your UCI e-mail address.
   - **STUDENT ID NUMBER:** Enter your ID #.
   - **COURSES:** Select which course(s) you are enrolled in. You can edit this later if you have a schedule change.

Log-in

1. Your account information will be e-mailed to you. Once you have your User ID and password, you may log-in.
2. Type in your user ID and password to log-in.

Welcome Screen

You will be able to make several different selections:

1. **Study Sign-Up:** Make experiment appointments.
2. **My Schedule & Credits**: See your experiment appointments and subject pool credit history
3. **My Profile**: Make changes to your account profile
   a. You can change your e-mail address, password, phone number, and course information
   b. Once you make changes, click “Update” on the bottom

**Study Sign-Up**

1. Browse the experiment listings, and read the study descriptions to determine if you are eligible for it.
2. Make note of how many credits each experiment is worth and if it requires you to return to the lab for a second visit.
3. If you see an experiment that you would like to participate in, click on “Timeslots Available” to view available appointment times.
4. You will not be able to sign up for the same research project more than once.

**Making an appointment**

1. Read the Study Information and be sure that you would like to participate.
2. Click on “View Time Slots for This Study” to view available time slots and make your appointment.
3. Select your desired appointment time slot by clicking on “Sign-Up”
4. Be sure to write down your appointment day, time, and location after you confirm your appointment time. It is your responsibility to arrive on time as many studies will not allow you to participate if you are late. If the experimenter is unable to open the door for students who are late, they will be considered absent. Absences will be noted as penalties.
5. In the unlikely event that an experimenter does not show up, all students signed up and present for that study will receive credit.

**Your Schedule & Credits**

1. Keeping track of your appointments and credits:
   a. Click on “My Schedule/Credits” on the top menu bar
   b. Here, you can view your upcoming appointments as well as the credits you’ve earned
2. **Note**: The credits you’ve earned will not roll over to the next quarter. Make sure to assign your credits to the course(s) for that quarter.
Cancellations

1. If you need to cancel, please do so at least 24 hours ahead of time, or you will receive a PENALTY.
2. To cancel, go to “My Schedule/Credits” on the top menu bar. View your list of appointments and click “Cancel” next to the appointment you wish to cancel.
3. Participants should contact the researcher directly for any issues, including excuses for not showing up to participate or questions about delays in credit awards.

Penalties

1. If you fail to show up for an experiment for any reason (i.e. you forgot, your dog was sick, you overslept, you didn’t know you made an appointment, etc.), you will incur a PENALTY.
2. A penalty is 0 credits, meaning no credit was earned.
3. Any student who receives 2 penalties during a quarter will be prohibited from using Sona Systems to earn extra credit for the remainder of that quarter.
4. If this occurs, you may still earn extra credit by completing the alternative option(s) described in the course syllabus for that class. The alternative option is comparable to participation in research through the Human Subjects Lab in terms of time, effort, and educational benefit.

Earned Credits

1. When you successfully attend and complete an experiment, you will receive credit in the amount listed for that experiment
2. You can view your earned credits on the “My Schedule/Credits” page.
3. All experiments for which you have appointments, as well as those which you have completed, will also be listed on that page.
4. Credits earned per course are listed towards the bottom of the page.
5. Here, you can see how many credits you have assigned to each of the courses you are enrolled in.

Assigning Credit to your Course

1. Be sure to assign your credit to the proper course!
2. The only way for your Instructor to know that you have earned credits is to ASSIGN those credits to the appropriate course.
3. When you make the initial appointment, you will be able to indicate which course you would like the credit to go towards.
4. Alternatively, you can “Reassign” that credit on the “My Schedule/Credits” page.
5. Credits that are not assigned to a course will never be made available to your course instructor.
6. Be sure to assign all credits in order to receive your experiment participation credit.

Other Concerns:

1. **What if I go to my appointment and nobody is there?**
   - If you arrive to the correct room at your appointed time, and the experimenter is not there within 15 minutes, you will earn one credit by default.
   - If this should happen, contact your experimenter and inform him/her when your appointment was scheduled.

2. **How do I get in touch with the experimenter for an appointment I have?**
   - You can look on your schedule and click on the experiment that you are concerned about. The experimenter’s contact information should be listed on that page.

3. **What if I have questions and need answers that the experimenter cannot help me with?**
   - Please contact the HS Lab Pool Administrator:
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