SONA SYSTEMS INSTRUCTIONS

GENERAL INFORMATION

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 via the Human Subjects Lab Pool.

If your class offers extra credit for research participation through the HS Lab Pool, 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:
https://uci.sona-systems.com/

We suggest signing 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 48 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, the credits you’ve earned will be reported to the instructors. 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, it is YOUR responsibility to assign your credit to the correct course(s).

If you have questions about participating in the HS Lab Pool, please feel free to contact us at: ssreslab@uci.edu or (949) 824-5412.
To Create an Account

1. Go to the website: https://uci.sona-systems.com/
2. Click on “Request Account” in the lower right corner.

3. Create your account:
   - **NAME**: Provide your first and last name.
   - **USER ID**: Use your UCInetID only.
   - **E-MAIL ADDRESS**: Enter your UCI email address.
   - **STUDENT ID NUMBER**: Enter in your UCI Student ID #.
   - **COURSES**: Select your course(s). Be careful and check for the instructor name. You can edit this later if you have a schedule change.

Log-in

1. Once you’ve created your account, you will receive an e-mail confirmation of your user ID and password. You can change your password once you’ve logged into the system.
2. Please note that students may need to reactivate/recreate their participant account each quarter.
Welcome Screen
You will be able to make several different selections.
1. **Study Sign-Up**: By clicking on the green “View Available Studies” button, you can sign up for studies that interest you.
2. **My Schedule & Credits**: This is where you can “View or Cancel” appointments. You can see your experiment appointments and subject pool credit history.
3. **My Profile**: Make changes to your account profile. You can change your password, modify contact information, and change course information. To change course selection, select the blue “Change Courses” button. Don’t forget to click the green “Update” button to save the changes.

Study Sign-Up / Making Appointments
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 the blue “Timeslots Available” button to view available appointment times.
4. Once you’ve read the study information, select the green “View Time Slots for This Study” to view available time slots and make your appointment by clicking the green “Sign Up” button.
5. Be sure to write down your appointment date, 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 researcher is unable to open the door for participants who are late, you will be considered a no-show.
6. In the unlikely event that an experimenter does not show up, all participants signed up and present for the appointment will receive credit.
7. Please note that you will not be able to sign up for the same research project more than once.

Schedule & Earned Credits
1. Keeping track of your appointments and credits: Click on “My Schedule/Credits” on the top menu bar. On the right column of your account, you can view your “Credit Overview” and “Upcoming Appointments.”
2. **Important 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 specific quarter.

Cancellations
1. If you need to cancel, please do so at least 24 hours ahead of time, or you will receive a no-show.
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.

No-Show Policy
1. If you fail to show up for an experiment for any reason (i.e. you forgot, you got lost, your dog was sick, you overslept, you didn’t know you made an appointment, etc.), you will incur a no-show.
2. A no-show is 0 credits, meaning no credit was earned.
3. Any student who receives two no-shows 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 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.
## Assigning Credit to your Course

1. Be sure to assign your credit to the proper course by the end quarter.
2. The only way for your Instructor to know that you have earned credits is to **ASSIGN** those credits to the appropriate course before reports are made during finals week.
3. When you make the initial appointment, you will be able to indicate which course you would like the credit to go towards. But you can “**Reassign**” that credit on the “**My Schedule/Credits**” page.
4. Credits that are not assigned to a course will not be made available to your course instructor.
5. Be sure to assign all credits in order to receive your experiment participation credit.

## Questions and Concerns

1. **What if I go to my appointment and no one 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 credit by default. If this should happen, contact the HS Lab Pool (ssreslab@uci.edu) & the researcher by email to inform them about the situation. Please include your full name, ID#, and your scheduled appointment date/time in your email.

2. **How do I get in touch with the experimenter about my appointment or other questions about the study?**
   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?**
   Contact the HS Lab Pool at ssreslab@uci.edu or (949) 824-5412.