IU School of Informatics and Computing

Orientation Booklet
Data Science Online Program
2016-2017

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Congratulations and Welcome

We are excited you will be joining our Data Science program in January. We are dedicated to make sure your time here is educational and enjoyable.

This orientation booklet will help you prepare to begin studies at Indiana University. Here you will find information about accessing your IU email account, registering for classes, adding and dropping, using Canvas, and more.

Please use this booklet as an introduction and to help you plan. But double-check important details with your instructor and in your syllabus. Please feel free to contact us via datasci@indiana.edu if you have questions.

Academic Advising

Questions regarding advising should be sent to the dsadvise@indiana.edu email address. This will be monitored by Dr. David Wild and Dr. Ying Ding. Please always consult your Online Advising Notes provided every semester via email and online for detailed information on course selection and general advisement.

Dr Ying Ding, Data Science Graduate Program Director and Associate Professor, is the primary advisor for all online and certificate students. She is available in her office hours for physical or online meetings Monday and Friday 9:00-3:30PM open office (drop by anytime). Her physical address is the Main Library LI025. For online meetings, she can be contacted on Skype (skype id: ying_ding). Otherwise, send her an email (dingying@indiana.edu) to schedule an appointment.

We don't have enough data on hiring yet with the program being so new, but we expect very strong demand, and you can see the excellent hiring statistics for our school as a whole at https://www.soic.indiana.edu/career/hiring-report.html

Keys to Academic Success

The American academic system differs from all others in the world. To succeed in it, it is helpful to learn how it is organized and how it works. Listed below are some suggestions that you should keep in mind as you begin your studies.

Understanding the U.S. Academic Evaluation System

In the American educational system, student success is often determined based on grade-point average (GPA).

A high GPA is generally considered very successful. The quality of a student's academic work is measured by means of "grades." There are three passing grades: A, B, and C. This grading system includes "plus" and "minus", and each grade carries a designated number of points.

A=4.0	B+=3.3	B-=2.7	C=2.o	D+=1.3	D-=0.7
A-=3.7	B=3.0	C+=2.3	C-=1.7	D=l.O	F=o.o

A student's GPA is calculated by dividing the number of credit hours earned into the number of grade points earned. For example, if a student has taken three 1.5 credit hour courses and the grades include one A, one B, and one C, the GPA would be **[(1.SX4)+(1.SX3)+(1.SX2)]/(1.SX3)=3.0**.

The cumulative GPA is the GPA a student has earned for all classes taken at Indiana University. Students who have not maintained a cumulative GPA above 2.75 are placed on academic probation. Unlike systems where a test is given at the end of the period, academic success in the American system requires consistent, disciplined studying for all assignments, examinations, and courses.

Another peculiarity is that most professors will use what is called "a curve" when grading students in a class. That is, your class work will not necessarily be graded independently on its own merits, but compared to those of your classmates, and graded accordingly. Therefore, you may do quite well in an examination, but if most of your classmates have done better than you, and then you might get a lower grade on this.

Team Environment

Some of your courses may be team-based. Students may be placed on a three to four person team that is comprised of students from diverse academic and cultural backgrounds. It is extremely important that team members work together on team deliverables. Each team will work together differently but good communication amongst team members is critical to ensure that the team works together effectively. It is important that you share your opinions when your team is working together and also that you listen respectfully to the input of your teammates. The diverse nature

of the teams generally translates into diverse viewpoints among members and can help you reach solutions that you wouldn't necessarily reach on your own.

Evaluate Your Expectations

Keep in mind that a period of adjustment to a new educational system is necessary before you will be able to perform to the best of your ability. Sometimes, international students earn lower grades during their first semester in this country. Then, as they become accustomed to the system and as their English skills improve, their grades improve. So, don't worry if your initial performance in the program isn't up to your traditional expectations. Your performance will likely improve once you've been in the program a few weeks. It is unwise, in the American system of higher education, to wait until the latter part of the semester to begin studying. If you do not begin studying on the first day of classes, you are likely to get behind and to experience academic difficulty.

Take notes: Write down the main points that the lecturer makes.

Review: Go over your notes soon after the class. Fill in things you left out. Mark things you still have questions about.

Get help if you need it: If you have specific questions or if you are having general difficulty understanding what is happening in class, get help. Talk to the professor or the teaching assistant. Some professors have their teaching assistants assist them in answering students' questions.

Try not to be discouraged: International students, especially new ones, will inevitably have some difficulties understanding what is happening in at least some of their classes. Many things contribute to this: The professor talks too fast and/or does not give well-organized presentations; fellow students' comments are incomprehensible because they use so much slang; the entire setting seems strange and confusing. As time passes and you have more experience, these difficulties will mostly diminish. Be patient and don't worry.

Setting-Up IU Email Account

All official School information will be sent to your IU email account. If you are in the online program or taking an online class, only your IU email account can be used. To be successful in the program, it is important to *check your IU email account regularly*. Forwarding of IU emails is not dependable and should not be used.

If you recently accepted our offer, it takes a few days for your acceptance to route through the system. After your acceptance has routed through the system, you will be able to set up your IU email account.

To set up your IU email account, you will need to know your ten-digit university id# which was on your admission letter. Go to the following website to set up your email account. You will be required to come up with a passphrase.

If you have trouble setting up your email, you may want to go to http://uits.iu.edu/page/amdy to see if you can troubleshoot the problem. Feel free to email UITS Help Desk for help. They should be able to help you.

Another option is to click on the right side of the above link for *IT Help Live* which is available 24 hours a day, 7 days a week. Also, IU has a wonderful knowledge base that you can use by going to http://kb.iu.edu/.

Once you have your IU email account set up, send us your IU email address. We will update your file and will send you a message to your IU email account.

Please have your IU email set up by *December 15, 2015*. By having your IU email account set-up by December 15, 2015, we will have time to help you trouble shoot in the event you encounter difficulties setting up your account. If you still need help setting up your email account or have questions, let us know at datasci@indiana.edu.

For students who need help obtaining their University ID number to create an account, please see the following website: https://itaccounts.iu.edu/ss/emplid_lookup.cgi. They will need their last name, birth date, and last 4 digits of their SSN.

If they already have an account but have forgotten their UID, students may also go to University ID in One.IU.

Update a Local Address

Be sure to update your local address. Here is what you need to do:

1- Go to One.IU

2- Click the *Login* button and enter your network *Username* and *Password*

3- From the *Students Center*, scroll down to the *Personal Information* section

4- Review the address displayed in the *Contact Information* box

5- Click on the address type to be updated

6- Click on the green *Edit* button to update an existing address

7- Click on the *Add a New Address* button to add an address to a different type

8- Enter the address information and click *Ok*

9- Select the appropriate address type from the box on the right. *Do not* select an existing type, as indicated with an asterisk

10- If appropriate, change the date to reflect the first for the new address

11- If adding a *local* address, select the appropriate housing code

12- Click *Save*

Registration

Select Your Courses Wisely

The number of courses you can take is controlled so that all students do not take more courses than they can be successful in. Make sure you have a combination of more-demanding and less-demanding courses, rather than only "difficult" ones that require unusually heavy amounts of work. When arranging your course schedule, consult not only your academic adviser, but also experienced students who are familiar with available courses and teachers.

Another possibility students should be aware of is that of "dropping" classes. Students who find that they are in too many demanding classes, or they could not get into the classes they wanted to during registration can "drop" those classes, and perhaps add others to replace them, if they act before the published "drop/add deadlines."

Registration requires two actions: *class enrolment* and *fee payment*.

Class Enrollment

Online classes are also available to residential students. Some online classes have physical classroom meetings for residential students, others are held completely online. Course section number, where listed, are the correct ones for online students. Residential students may need to select a different section number.

Current Courses can be found within the Course Browser via the Office of the Registrar.

Spring 2016 Online Course List:

Course Number	Course Name	Instructor
INFO-I 590 (#12388)	Projects on Big Data Software	Fox, G
INFO-I 590 (#32673)	Data Science for Drug Discovery	Wild, D
INFO-I 590 (#33338)	Perspectives in Data Science	Stirling, K
ILS-Z 636 (#15967)	Data Semantics	Ding, Y
CSCI-B 649 (#15629)	Could Computing	Qiu, J
ILS-Z 637 (#34854, 35093)	Information Visualization	Borner, K

These courses will be taught solely online, for graduate students, and not in residence on the Bloomington campus.

Fee Payment

Students can access their Bursar Bill online.

Just go to View/Pay Bursar Bill (IU Bursar Pay) in One.IU and check your bursar account and make payments.

When to Register

Each term, you're assigned a personal registration appointment based on your class standing and the total number of credits you've earned. The more credits you've earned, the earlier your appointment. This appointed window of time is referred to as Early Enrollment. To see your personal registration appointment, log in to One.IU and use the search term *Student Center*. Click the App to go directly to the Student Center.

Students who are eligible to enroll, but do not have a registration appointment, may do so during *Open Registration.*

The Student Center is IU's web-based system for managing your registration, payments, and other tasks. It is accessible via One.IU. You'll be able to register for classes on One.IU starting from your registration appointment through the first week of classes.

1. Log in to One.IU.
2. Search for *Student Center*
3. Click the *Start* button. Locate the *Academics* section.

You have two options for registering: the *Enrollment Shopping Cart* or *Register & Drop/Add*. The following sections will tell you how to register using each.

Use Register & Drop/Add

1. Choose your *Term* and select *Continue*.
2. Review information about using the *Planner* and the *Shopping Cart*.
3. Review and/or update your address information, then choose *Next*.
4. Review the *Optional Services*, select any that apply, then choose *Next*.
5. Enter a specific class number, or use *Class Search* or *My* Planner to select a course.

6. If the class is closed and you wish to waitlist, check the *Waitlist box*.

7. Choose *Enroll Now*.

8. Choose *Finish Enrolling* to process your class request or hit *Cancel*.

9. View the results of your enrollment.

10. You may view your *Class Schedule* or *Add Another Class*.

Use Enrolment Shopping Cart

You can use the Enrollment Shopping Cart to select and save your schedule before your registration appointment, although you won't be able to enroll yet.

1. Choose *Enrollment Shopping Cart*.

2. Choose your *Term* and select *Continue*.

3. Review information about using the *Planner* and the *Shopping Cart*.

4. Review and/or update your *Address Information*, then choose *Next*.

5. Review the *Optional Services*, select any that apply, then choose *Next*.

6. *Enter* a specific class number, or use *Class Search* or *My Planner* to select a course.

7. Add the class to your *Shopping Cart.* If the class is closed and you wish to waitlist, check the *Waitlist Box*.

8. Continue adding classes to your shopping cart.

Late Registration

If you have not yet enrolled for the semester, and you have missed the Open Registration deadline, you have the first week of classes to register through One.IU. This window of time is referred to as *Late Registration*. Please note, if you register during Late Registration, a late registration fee will be assessed. Waiver of the late registration fee will be considered only when it can be clearly demonstrated that the university, through one of its offices or officials, is directly responsible for the late registration.

You can visit the Office of the Bursar for more Fee Payment Information.

Late Registration Process

1. Obtain a late registration form from your school recorder's office. If you are a graduate student in the College of Arts and Sciences, you will be referred to the college's graduate office.

2. Check for any registration holds in One.IU.

3. Follow the advising procedure established by your school or department.

4. Record your preferred and alternate course selections on your program planning sheet, which is on the reverse side of the registration form.

5. Consult the final examination schedule.

6. Obtain authorization signatures on the program planning sheet for each desired credit section from the department offering the class. Class requests will not be processed without the proper signatures.

7. Visit Student Central on Union. Once you present your registration form, a service representative will process your registration.

Drop and Add Classes

Thinking about dropping or adding a class? There are some things you should consider before you take action. Read through this section thoroughly to avoid as many late schedule adjustment fees as possible. Review your financial situation. You have *two business days* after your initial registration—starting from the first time you put any classes into your enrollment shopping cart and commit to attending—to adjust your schedule without being charged a schedule adjustment fee.

After the first two business days of your initial registration to the Sunday following the first week of classes, a Drop/Add access fee will be assessed each day you drop or add a class. These fees are significant, so make sure you feel good about the classes you register for initially! More important, dropping or adding classes can also affect your financial aid, scholarship status, or tuition costs. If you do decide you want to drop or add a class, we highly recommend talking with your advisor about it. Protect your GPA. The longer you wait to drop a class, the more damage you can do. During the first week of the semester, dropped classes will not show on your transcripts or grade reports. After the first week of class, any dropped class will receive an automatic "W" (Withdrawn).

The automatic W deadline is the last day to withdraw with an automatic W. After the automatic W deadline, eDrop/eAdd will no longer be available on One.IU. Dropped classes will require permission from your school dean and your instructor. It will be up to your instructor or dean's discretion to give you either a W or an F.

After the last day to drop courses, you will not be able to drop a class except in exceptional circumstances, such as extended illness or equivalent distress.

Understand the consequences. If you're worried about your finances, talk to Student Central first. If you're worried about your grade, talk with your instructor to see if there are better options available.

To drop and add classes, you need to choose your time frame first:

- **Before Classes Start to the Sunday Following the First Week of Classes**

You will be charged a drop/add access fee if you make changes two or more business days after you first register. The fee is assessed each day you make changes, not per drop or add. Classes dropped by Sunday after the first week will not show on your transcript or grade reports. If you want to avoid a W, drop by Sunday following the first week. For *summer term Four-Week classes*, you only have two days to drop a class without receiving an automatic W grade. See the Official Calendar for deadlines.

If you decide to drop or add a class before the automatic W deadline, you can do so through One.IU.
Add/Drop before the End of the First Week

1. Search "drop or add classes" on One.IU.
2. Select the *Drop or Add Classes (through 1st week of classes)* app.
3. Select *Drop* at the top of the page.
4. Select the class you wish to drop.
5. Select *Drop Selected Course.*
6. Select *Finish Dropping.*

- **Second Week of Class to the Automatic W Deadline**

Late add requests must be approved by the instructor as well as the department. Late drop requests up to the Auto-W Deadline require departmental approval only. It may take a day or two before you learn if these requests are approved or not. If you drop a class before the Last Day to Withdraw with an automatic W (auto-W deadline), you can ensure a grade of a "W" ("Withdrawn") on your Grade Report and on your IU transcript. You'll be charged a late schedule change fee. You may also be charged for additional course fees, tuition, and/or penalties.
Add/Drop before the Auto-W Deadline

1. Search "drop or add classes" on One.IU.
2. Select the *Drop or Add Classes (after 1st week of classes)* app.
3. Choose *Late Drop/Add Classes.*
4. This will take you to the *eDrop/eAdd* (electronic Drop/Add). Follow the steps in the system to:

- o Drop/add together (If add is not approved, drop won't be approved. It's designed this way to make sure you stay in full-time status.)
- o Drop only
- o Add only
5. It can take a day or more for your request to be processed. You can track the progress of your drop and/or add requests using *Track My eDocs* found on the *eDrop/eAdd* tab.

- **After the Automatic W Deadline**

You'll need the permission from both the dean and the instructor to drop at this point in the semester. If the dean approves a late drop, the instructor still has the choice of giving you a W or an F.

To drop after the Auto-W Deadline contact your advisor and instructor(s) to discuss the circumstances that have led you to consider a late drop. Each school and degree program has its own rules and policies regarding late withdrawals, so your advisor will be the best resources to help you understand which guidelines and options apply to your situation.

- **After the Last Day to Drop a Class**

Approval for a drop after the last day to drop a course is reserved for exceptional circumstances due to extended illness or equivalent distress. Please contact your instructors and advisor as soon as possible if something happens in your life that could keep you from successfully completing your courses late in the term. Don't be afraid to ask for help! To drop a course after the last drop deadline, you'll need the approval of both the dean (or, *if you're a University Division student*, the director of University Division) and the instructor. Even if the dean approves a late drop, the instructor still has the option of giving you a W or an F.

To Drop after the Last Drop Deadline contact your **advisor and instructor(s)** to discuss the circumstances that have led you to consider asking for a drop after the Last Day to Drop/Dean's Deadline. Each school and degree program has its own rules and policies regarding late withdrawals, so your advisor will be the best resources to help you understand which guidelines and options apply to your situation.

Learning Resources

Research

To get the research assistance you need, you can use the Indiana University library support. Look under library technology resources to see which database and indexes, electronic journals, and support services for using library resources are available to you through your campus.

Similarly, you can get help from the reference librarians at your campus of enrollment. In addition, you can search the holdings at any of IU library using the online library catalog, IUCAT.

Software and Online Learning Resources

With IUanyWare you no longer have to worry about what software programs are available on your home computer. You can access whatever you need in the cloud. You can also download a variety of software programs, including Microsoft Office and Adobe Creative Cloud application.

Ethical Conduct

One of the highest values in an academic setting is the generation of new ideas while building on the work of others. Not providing appropriate credit when borrowing, either directly or in your own words, is a violation of the Indiana University Code of Student Rights, Responsibilities, and Conduct.

The violation is called "plagiarism" and it is considered a serious ethical violation in U.S. academic institutions.

Specifically, the Code defines plagiarism as "presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered 'common knowledge' may differ from course to course.

> **a.** A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
>
> **b.** A student must give credit to the originality of others and acknowledge indebtedness whenever:
>
> > 1. Directly quoting another person's actual words, whether oral or written;
> >
> > 2. Using another person's ideas, opinions, or theories;

3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;

4. Borrowing facts, statistics, or illustrative material; or

5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment."

We urge all students entering the program to review the entire Code (see the above link) to become familiar with your rights and responsibilities as an IU student. To learn more about plagiarism related to the field of informatics and computing, see ACM's policy on plagiarism. You can also learn more at the following site: plagiarism.org. Failure to follow the university's guidelines could result in failure in your course and expulsion from IU and the program!

Canvas

As an Online student, all coursework – unless otherwise noted by the instructor – will be administered in Canvas, Indiana University's new online learning environment.

Canvas is a learning management system that includes most of the standard tools found in open source and commercial management systems (assignments, discussion, announcements, quizzes, syllabus, etc.) as well as enhanced tools and features for communication, collaboration, and assessment, including real-time web conferencing, a multimedia recorder, a Google Docs integration, outcomes and rubrics, and course analytics.

All IU students, faculty, and staff can log into Canvas using their Network ID credentials. You can access Canvas at IU from a web browser (on a computer, smartphone, or tablet) or via the mobile apps.

For help from a UITS Support Center consultant, fill out the "Ask for Help" form found in the Canvas Help menu. You can also contact your campus Support Center directly.

You can find lessons on how to become familiar with the basics of Canvas. All of these lessons are part of Canvas Guides, but we have selected these into a getting started guide to help you on your way.

Student Tour Videos

Here we have included some videos to simplify the use of Canvas for those students who prefer visual instructions;

1. Update your profile
2. Update your notification preferences
3. Communicate with your instructor and peers
4. Manage your personal files
5. Keep track of assignments due
6. Submit your assignments
7. Participate in a discussion
8. Take a quiz
9. Submit peer reviews
10. Participate in a group
11. Check your grades
12. View your bursar bill

Also navigate Canvas on your; iPhone, iPad, Android Phone, Android Tablet .

Academic Calendar

Spring Term	Day	2016
Classes Begin	M	Jan 11
Martin Luther King, Jr Day (classes do not meet)	M	Jan 18
Spring Recess begins (after last class)	Sa	Mar 12
Classes Resume	M	Mar 21
Day of last classes	Sa	Apr 30
Days of Examination	M-F	May 2-6
Spring Ends	F	May 6

The Academic Calendar for each semester is posted on the Office of the Registrar's website, along with the Tentative Bloomington Campus 9-Year Calendar.