

**Online Business Calculus
Contract for Completion**

Name: _____

T-#: _____

Semester: _____

Fill out, sign and return this contract to Mrs. Jackson as soon as possible. Only after the contract is received and the terms of the contract have been discussed by you and Mrs. Jackson will any overrides into the course be issued.

I, _____, am registering for Online Business Calculus at the University of Arkansas at Little Rock. I understand that this contract is required for registration into the class and that the terms of the contract must be followed.

Terms of the Contract: (Initial on the line next to each term to indicate understanding)

- _____ This course is completed online using a computer with high-speed internet access, and I must have regular and consistent access to such computer.
- _____ All communication for this course is done via ualr.edu email and Blackboard. I will check both my ualr.edu email account and Blackboard regularly for important information. If I don't, I will miss out on information which may have a negative impact on my grade.
- _____ I am signing up for the online course even though my life might already be busy. I may already have responsibilities from work, school, family, friends, community, church, etc; however, I am knowingly adding this course and its demands to my schedule.
- _____ Because this course is completed using a computer, my computer must be in good working order and I must know how to use it. If the computer crashes or has other incompatibility issues with the course website, I am still responsible for completing my work. Technology issues occur regularly, and they are no excuse for late work.
- _____ If I have problems with my computer or the installation of website plugins, I understand that Mrs. Jackson is not a tech support employee and does not have extensive knowledge of each student's personal computer. I will be responsible for contacting tech support to receive help; and if my computer still does not work properly, I will find another computer on which to complete my work.
- _____ Major exams (such as a midterm or final exam) are proctored. Select one:
 - I live within 60 miles of campus and will come to UALR to be tested using the Managed Testing Room.
 - I do not live within 60 miles of campus and will be proctored at a different educational institution. My proctor must be an educator or testing services coordinator, and I must find this person and provide this person's information (name, title, institution, phone, and email) to Mrs. Jackson within the first week of class.
- _____ I understand that calculus is a tough course which requires a lot of time and effort; however, adding this course to the online environment makes it even more intense. I understand that I will have to budget, at the very least, 5 to 10 hours per week to spend on this course; and I understand that these hours have to be scheduled throughout the week. This is not a weekend-only course.
- _____ **IMPORTANT:** If I do not pass Online Business Calculus this semester, I understand that I will not be allowed to retake the course at UALR in the online setting. I will be required to take the course in a traditional classroom setting in order to receive the help that I require.

Signature: _____

Date: _____

Please scan and email your completed contract to Mrs. Jackson at cljackson@ualr.edu, or you may fax your completed contract to 501-569-8115. Keep a copy for your records so that you may refer to the contract in the event of any questions.