



INNOVATION FOR A HEALTHIER PLANET

UNE Academy of Digital Sciences - Policies and Procedures

6/7/2017

Welcome!

Congratulations on taking the next step toward your future!

The UNE Academy of Digital Sciences exists to help you change or advance your career, at your own pace, by focusing on the digital competencies being sought by Maine employers.

Academy specialists are available to help you with any and all questions you may have. We are your resource and are here to help guide you through the process of becoming a successful Academy learner at UNE, from first inquiry through registration, and throughout the entire learning program into your role as an Academy Alumni.

You may learn more about the UNE Academy at our website: <http://une.edu/academy>. If you have further questions regarding UNE Academy programs, please don't hesitate to reach out to us via email at academy@une.edu or give us a call at (207) 221-4001.

Academic Calendar - 2017

Session 1

- Registration opens: December 14, 2016
- Registration closes: January 11, 2017
- Term begins: January 23, 2017
- Term ends: March 17, 2017

Session 2

- Registration opens: February 15, 2017
- Registration closes: March 15, 2017
- Term begins: March 27, 2017
- Term ends: May 19, 2017

Session 3

- Registration opens: April 19, 2017
- Registration closes: May 17, 2017
- Term begins: May 29, 2017
- Term ends: July 21, 2017

Session 4

- Registration opens: June 21, 2017
- Registration closes: July 19, 2017
- Term begins: July 31, 2017
- Term ends: September 22, 2017

Session 5

- Registration opens: August 16, 2017
- Registration closes: September 13, 2017
- Term begins: September 25, 2017
- Term ends: November 17, 2017

Session 6

- Registration opens: October 18, 2017
- Registration closes: November 15, 2017
- Term begins: November 27, 2017
- Term ends: January 19, 2018

Prerequisites

Before registering, you should complete our [“Find Your Fit”](#) survey of interests and experience. (Here’s the full link: <https://goo.gl/rfx6lh>.)

We recommend you talk with an Academy specialist before registering to understand the best fit between you and our programs.

Registration

When registration opens, you can go to our Registration Portal and pay the \$1,450 program fee via credit card. This fee covers one 8-week program, including all instruction, mentoring, and support.

A learner can extend the same program for up to an additional 8 weeks for an additional \$725.

If a learner withdraws during the first week of the program, 40% of payment can be refunded. If a learner withdraws during the second week of class, 20% of payment can be refunded. After the second week of classes, no refund is available. Programs start on Mondays, so learners have to drop by 11:59 p.m. on the first or second Sunday night. There is no refund for withdrawals after the second week.

Certificate of Completion

Learners who complete UNE Academy programs will receive a certificate of completion. An official transcript will not be provided.

Completion of UNE Academy of Digital Sciences courses is defined as completing 70% of course elements within 8 weeks, allocated as follows.

- For Study elements, completion of online modules shall comprise 50% of course completion, with the modules divided evenly into that portion.
- For Apply/Connect elements, completion of assignments in the Learning Management System shall comprise 50% of course completion, with the assignments divided evenly into that portion.

If a learner extends course enrollment to a second session, the above applies, except within a 16-week time limit.

Technology Requirements

Learners will be expected to maintain their own technology resources. If you should have any questions about these Technology Requirements, please get in touch. We will be happy to walk you through any details.

General Computer Requirements

Hardware

- Audio Speakers or Headset with microphone
 - Headsets might provide better sound quality if you notice difficulty listening to your program with speakers.
- Webcam or built-in camera with microphone

Software

- Current web browser (latest version as of the term start date)
- Software capable of word processing, spreadsheet manipulation, and presentation. For example:
 - Microsoft Word, Pages, LibreOffice, or Google Docs

Connectivity

- Access to reliable Internet speeds of 1.5 Mbps download and upload

Computer Proficiency Requirements

During your courses, your mentors, counselors, and your fellow learners will be there to support you. However, you will need basic computer literacy to participate comfortably in an online learning environment. At minimum, you should have proficiency with the following:

- Using a keyboard and a mouse
- Sending and receiving email
- Using software capable of word processing, spreadsheet manipulation and presentation common software applications such as those found in Microsoft Office (Word, PowerPoint, Excel) or similar suites like Google Apps or Open Office alternatives.
- File management
- Installing and updating software
- Accessing the Internet using a browser such as Chrome or Firefox and performing general use and troubleshooting while online
- Browsing for files to attach and upload; extracting zipped files

Mac Computer Requirements

- Mac OS X-compatible processor or higher
- Mac OS X Version 10.9
- 2 GB of RAM required (higher is recommended)
- 4 GB free hard drive space
- Internet service provider (ISP); broadband connection strongly recommended
- Microsoft Office for Mac 2008 or higher (to include Word, Excel, and PowerPoint), Apple

iWork, or LibreOffice (free, and available for Windows, Mac OS X, and Linux)

- Safari 7, Google Chrome, or Firefox (latest version) are recommended for most courses. Other browsers may allow classroom access, but not all functions are guaranteed to operate correctly
- Malware Protection Software is strongly suggested

Windows Computer Requirements

- 2.0 GHz processor or higher
- Windows XP or higher required
- 2 GB of RAM required (higher is recommended)
- 4 GB free hard drive space
- Internet service provider (ISP); broadband connection strongly recommended
- Microsoft Office 2007 or higher (to include Word, Excel, and PowerPoint) or LibreOffice (free, and available for Windows, Mac OS X, and Linux)
- Windows: Firefox (latest version) or Google Chrome (latest version). Other browsers may allow classroom access, but not all functions are guaranteed to operate correctly
- Malware Protection Software is required

Linux Computer Requirements

- 2.0 GHz processor or higher
- Any Linux distribution that will allow the Firefox browser and LibreOffice productivity suite
- 2 GB of RAM required (higher is recommended)
- 4 GB free hard drive space
- Internet service provider (ISP); broadband connection strongly recommended
- LibreOffice (current version)
- Firefox (latest version) is recommended. Google's Chromium browser on Linux has known functionality issues with Blackboard. Other browsers may allow classroom access, but not all functions are guaranteed to operate correctly
- Malware Protection Software is suggested