The DVC Mathematics Department has an hours-by-arrangement (HBA) requirement for courses numbered 075, 110, 114, 120, 121, 124, and 135. The requirement is 2 hours per week, every week, for a total of 34 hours in the spring, and 36 hours in the fall.

**HBA FAQs**

**What is an Hours-By-Arrangement (HBA) requirement?**
Students are expected to complete a set of labs outside of the regular class meeting. These labs are separate, and in addition to, any homework your instructor assigns.

**Why is there an HBA requirement for my class?**
Studies show that the more practice a student gets, the better they do in their mathematics courses. The DVC mathematics department would like to see our students get more practice than doing homework gives you. We’ve instituted the HBA requirement to ensure you get more practice, and to give you credit for it.

**ALEKS HBA FAQs**

**Why is my instructor using ALEKS?**
The math department believes the personalized computer work provided by ALEKS will both improve your understanding and increase your chance of success in your math class.

**What is ALEKS?** [www.ALEKS.com](http://www.ALEKS.com)
ALEKS stands for Assessment and LEarning in Knowledge Spaces; it’s essentially a private tutor that uses artificial intelligence to quickly and accurately determine exactly what you know and don’t know in a course. Like any private tutor, ALEKS will not cover the exact same material you’re covering in class.

**How much does ALEKS cost?**
DVC gets special pricing; the cost of an 18-week semester subscription is $40 from the ALEKS website, and about $53 at the DVC Book Center. See the “ALEKS Registration & Orientation” handout for help registering.

**What if I don’t have money to purchase ALEKS?**
Your instructor can provide you with a free 2-week Financial Aid code. If you need help purchasing ALEKS, contact the HBA coordinator at mathHBAadv@dvc.edu. You can also apply for financial help through DVC financial aid: [http://www.dvc.edu/org/departments/financial-aid/](http://www.dvc.edu/org/departments/financial-aid/) as well as EOPS/CARE: [http://www.dvc.edu/org/departments/eops-care/](http://www.dvc.edu/org/departments/eops-care/)

**How do I sign up for ALEKS?**
See the “ALEKS Registration & Orientation” handout. You will need the 10-Digit Course Code provided by your instructor.

**How do I find the labs on the ALEKS website?**
In ALEKS, the labs are called Intermediate Objectives; you complete the labs by working on your ALEKS Pie. If you look at the bottom of the “My Pie” page, ALEKS will tell you what lab you are currently working on; look
for “You are currently working on: Intermediate Objective: Lab x”. This page also tells you how many topics you have left, as well as the due dates of all your labs.

**Why am I being given an assessment?**
An important feature of the ALEKS program is the assessments, as it, like your instructor, uses assessments to see how well you are retaining the material you have learned. **Assessments are a time when you can place out of Labs, so it’s important to try your best.** If you do not remember topics, the ALEKS program will add topics to your pie; it does not add topics to your current lab.

**What happens if I complete the lab before the due date?**
It’s a good idea to finish the labs early. The ALEKS requirement is 2 hours or 1 lab per week, so if you complete a lab then you have finished your ALEKS requirement for that week. The labs are intended to take two hours but just like any other assignment, some students may need less time and some student may need more time.

**I did not complete the lab on time. What happens now?**
There is a lab due every Sunday at 11:59 pm. Like any assignment, not completing a lab on time will result in a lowered score, based on the number of topics that you completed on time. Not doing a lab at all will result in a zero. All labs are cumulative, so any topics you did not complete on one lab will be ‘rolled into’ the next lab. It is to your advantage to work ahead!

**Do I have to complete my labs at DVC?**
No; you can complete your HBA requirement from any computer with internet access.

**How are the HBA labs assigned?**
The labs are in ALEKS as “intermediate objectives” and there is a lab due every Sunday at 11:59 pm. The number of labs depends on your class; there may be 15-22 labs, but some low scores may be dropped. Check your syllabus to see the details for your class, including the exact number of labs and your grade weighting.

**What percent of my overall class grade is based on the HBA labs?**
The weight varies by instructor, but at least 10% of your class grade is based on your ALEKS performance. Check your syllabus for the specific percentage for your class. You can find your cumulative ALEKS grade, as well as grades for each lab, on the ALEKS website under “Gradebook”.

**I would like to view a video about the ALEKS program. Where can I find that?**
Go to [www.aleks.com/video/quick_tour](http://www.aleks.com/video/quick_tour), to see a short video explaining the main features of ALEKS.

**I have a question about my HBA assignments that my instructor cannot answer; whom do I contact?**
Email the Hours-by-Arrangement coordinator, [mathHBAadv@dvc.edu](mailto:mathHBAadv@dvc.edu).

**I have a question about registering with ALEKS or navigating the ALEKS site; whom do I contact?**
For more help, contact ALEKS support:
- **Online:** [http://www.aleks.com/support/contact_support](http://www.aleks.com/support/contact_support)
- **Phone:** (714) 619-7090
  Monday - Friday, 7:00 am to 10:00 pm (Eastern Standard Time).