The DVC Mathematics Department has an hours-by-arrangement (HBA) requirement in math courses numbered 075, 110, 114, 120, 121, 124, and 135. The requirement is 2 hours per week, every week, for a total of 36 hours. For fall 2010, the department will continue to use the ALEKS software for this requirement.

HBA FAQs
What is an Hours-By-Arrangement (HBA) requirement?
• Each student is 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 – more practice than doing homework gives you – so we’ve instituted the HBA requirement to ensure you get more practice, and to give you credit for it.

ALEKS 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?
• According to the ALEKS website, www.aleks.com, ALEKS, Assessment and LEarning in Knowledge Spaces, “is a Web-based, artificially intelligent assessment and learning system. ALEKS uses adaptive questioning to quickly and accurately determine exactly what a student knows and doesn’t know in a course”.

I would like to view a video about the ALEKS program. Where can I find that?
• Go to www.aleks.com/video/quick_tour, to find a short video that explains the main features of ALEKS.

What is the cost of a subscription to ALEKS?
• The cost of a subscription to ALEKS costs $40 from their website, and about $53 at the DVC bookstore.

How do I register in my ALEKS course?
• See the “ALEKS Registration” handout. You will need the 10-Digit Course Code provided by your instructor.

ALEKS HBA FAQs
How do I find the labs on the ALEKS website?
• You will not find the labs posted in a list. What you will do to complete the labs is to go to the “My Pie” section of the ALEKS website. At the bottom of that page, it will tell you the lab and how many topics, and the due date. Working on your Pie fulfills the lab requirement.

How are the HBA labs assigned?
• The labs are on the ALEKS website as “intermediate objectives”. There are 15-16 required labs (depending on your class), with one due every week. Your course may have some optional labs and/or a required quiz. Please contact your instructor about the exact number of labs, their due dates, and grade weighting.

What happens if I complete the lab before the due date?
• There is no penalty for finishing a lab early. However, the material gets more difficult as the course moves along, so you should move on to the next lab. It is expected that you complete the labs by the deadline, AND work on the ALEKS site on an average of 2 hours per week, each week.

Do I have to complete my labs at DVC?
• You can complete your HBA requirement from any computer with internet access, on or off campus.
I did not complete the lab on time. What happens now?
- All labs are cumulative, so any topics you did not complete will be ‘rolled into’ the next lab. Your grade is based on the number of topics in the lab that were completed; however, you will still need to complete the missed topics. It is to your advantage to work ahead!

I just got an assessment. Why am I being given an assessment?
- An important feature of the ALEKS program is the assessments, as they check to see how well you are retaining the material. Therefore, you should try your best on the assessment. If you do well, you can ADD topics to your pie, if you do not do well, the ALEKS program will SUBTRACT topics.

What percent of my overall class grade is based on the HBA labs?
- At least 10% of your grade will be from your performance on the labs. You will be able to see your grade for each lab, and your cumulative grade for the labs posted on the ALEKS website.

If I drop my class, can I get a refund for ALEKS?
- If you have used ALEKS for less than 10 hours, and less than 30 days you may suspend your account, but not get a refund. Please contact ALEKS support for help if you need to suspend your account.

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
  - Phone: Monday - Friday, 7:00 AM to 10:00 PM, Eastern Standard Time; (714) 619-7090.

I have a question about my HBA assignments that my instructor is not able to answer. Whom do I contact?
- Email the Hours-by-Arrangement coordinator, MathHBADVC@dvc.edu.

ALEKS Registration Instructions

**Step 1:** For new users go to http://www.aleks.com and click “SIGN UP NOW!” For returning users enter your login and password → click “Register” for Class Use.

**Step 2:** Enter the 10-Digit Course Code provided by your instructor
  → click “Continue”
  → click “Continue”.

**Step 3:** If you purchased your code at the bookstore skip to **Step 5**.
If you are purchasing online, click on “purchase an access code online”
  → click on “Higher-Ed 1-semester (18 weeks)”
Step 4: Enter your payment information

- Click “Purchase”
- Click “Continue Sign Up”

Step 5: Enter your personal information

- Click the User Agreement checkbox
- Click “Continue”

Step 6: Write down your login and password

- You can either change your password now or just click “Continue”
- Click “Continue”

Step 7: ALEKS will check and install necessary plug-ins. When the install is finished, restart your browser.

Step 8: If you used a public computer, we recommend that you clear the history to get rid of any credit card information.

- On Firefox: Ctrl+Shift+Delete.
- On Internet Explorer: Click “Tools” → Click “Internet Options” → on the “General” Tab, you will see “Browsing History”; → click “Delete”.

Step 9: To access ALEKS, click www.aleks.com and enter your login and password.
INFORMATION ABOUT THE ALEKS FREE TRIAL

What is the ALEKS free trial?

- The ALEKS trial will allow you to explore the ALEKS Student Module for three hours during a 48-hour period. You will be given a chance to:
  - Navigate a brief tutorial to learn how to use ALEKS
  - Experience an individualized ALEKS Assessment
  - View a detailed report of your knowledge and learning path
  - Learn new topics through targeted practice problems
- Work done in the free trial will NOT be saved.

How do I access the ALEKS free trial?

- Click on “Free trial” under the “Independent Use” area on the ALEKS home page, www.aleks.com/free_trial/consumer.
- Then click on “Try ALEKS now” under the “Explore STUDENT MODULE”.
- Click ‘continue’ once ALEKS checks for the plug-in and you agree to the terms.
- At the “Personal Information” section, select the following options:
  - for “independent user type” choose “I’m a student”
  - for “Choose your market” choose “Higher Education Math”
  - for “Select a course” choose which course you would like to view – Basic Math, Pre-algebra, Beginning Algebra, Introduction to Geometry, Intermediate Algebra, or College Algebra.