

# EARN EXTRA CREDIT by PARTICIPATING in COMMUNICATION STUDIES RESEARCH

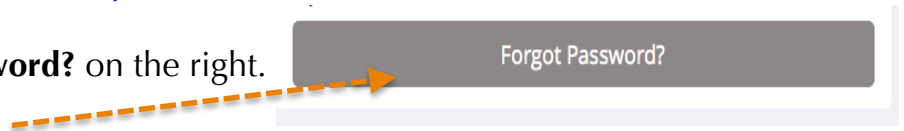
If your CMS course offers extra credit, you can now sign-up and keep track of your extra credit using our new [Research Participation System](#) (Also available at the CMS website: [Undergrad Program > Extra Credit](#))

## HOW DOES IT WORK?

1

**If you are enrolled in a CMS course that is awarding extra credit, an account has already been created for you:**

- a. Go to: [utexascomm.sona-systems.com](http://utexascomm.sona-systems.com)
- b. Select **Forgot password?** on the right.
- c. Your UTEID is your User ID. The system will email you a temporary password.



*If you've used the system before, your old password should still be valid.*

2

**Check your email for your login information.**

Your login information will be mailed to your official email address on file with UT

*Didn't get your password?*

- Double check that you are using the correct email account. Remember, the password will be sent to your official email address on file with UT. Check out your official email account online at: <https://utdirect.utexas.edu/pnbiog/pnbuad.WBX>).
- Check to see if it is your junk mail/spam folder. Please configure your junk mail/spam filter to accept email from [utexascomm-admin@sona-systems.net](mailto:utexascomm-admin@sona-systems.net).

**IMPORTANT!** Complete all research participation needs *one week before the last regular class day of the semester.*

# 3

**Login** to the [research participation system](#) and **Sign-Up** to earn extra credit.

- Use your EID for your UserID
  - Your password was mailed to you in Step 2.
- NOTE: You will be asked to change your password and read privacy and information disclosure guidelines before participating.

Select **View Available Studies** to sign up for any available studies.

- You can complete online studies right away.
- For in-person studies, sign up for a time that works for you (The system sends you a reminder email a day before your schedule timeslot).

Go to **My Schedule & Credits** to view the credits you've earned.

*Cool Feature!* This semester we've automatically enrolled each student in all the CMS courses for which they can earn Extra Credit.

# 4

**Check back** regularly for new opportunities to participate in research

*Cool Feature!* If you want to switch extra credit from one CMS course to another that offers extra credit, you can do so under "My Schedule & Credits" a week before the last regular class day of the semester.

## FREQUENTLY ASKED QUESTIONS

- **How much extra credit will I earn?** You'll earn 1 research participation credit for each 60-minute study (or 0.25 research participation credits for 15 minutes). Check your course syllabus for how these credits will be added to your final grade).
- **When will the extra credit get added to my grade?** After the last regular semester day, we'll send a report to your instructor with your research participation credits for that course. Each course has a different deadline for submitting final grades, so your extra credit will get added to your grade at different times.
- **What if some of my extra credit is missing?** Please give researchers a few days to upload participation credits. After that point, please contact the researcher leading the study before the final day of the semester using the email address they provide in the Research Participation System. Your instructor does not know in what studies you participated.
- **What if I want to earn extra credit, but don't want to participate in research studies?** Check your syllabus for details on alternative extra credit opportunities (for CMS courses that offer extra credit)
- **Lost your Password?** Retrieve it online at the Research Participation Site.
- **Added/Dropped a Course?** Login and go to My Profile and select "Change Courses"

- **Have more questions?** Check out the CMS website. Go to Undergrad Program > Extra Credit.

*All studies available through this system have been approved by Institutional Review Board (IRB) at The University of Texas at Austin and meet IRB and FERPA guidelines.*