UC San Diego Psychology Department
<u>Sona Student Information Sheet</u>

<u>Creating a Sona Account</u>
1. Go to: <u>ucsd.sona-systems.com</u>
2. On this page, click on the option at the lower left that says "New Participant? Request an account here".
3. Fill out the account information on that page. Create the new account with UCSD email account.
4. The system will generate a temporary password and email it to the UCSD email.
5. Login to the system through the website with the user ID and the password that was emailed.

Two things to note carefully here:
- Please be very careful **whenever** entering the UCSD email address; participant problems are frequently due to incorrectly entering their UCSD email address.
- When making an account, participants should be sure to select all of the classes from their class schedule. For example, if a participant is in PSYC 60 and PSYC 101, the participant should be sure to select both courses from the list.

All accounts are deactivated during the last week of instruction at the end of every quarter and activated on the first day of instruction in the next quarter. The deactivation date and time is always listed in <u>RED</u> on the Sona home page.

<u>Lower Division Psychology Courses</u>
Students enrolled in lower division psychology courses are required to complete 3 hours of Sona participation for each course in the following list: PSYC 1-7, 60 and 70. These 3 hours are required to count as part of the course grade and cannot serve as extra credit; instructors may offer additional hours for extra credit if they wish, check your syllabus for more information. If you feel uncomfortable participating in Sona, please speak with your instructor to learn more about an alternate assignment.

<u>Study Participation and Attendance Policies</u>
Once the participant is logged in to the system go to the "Study Sign-Up" section to see available studies.
- Don't wait until the last weeks of the quarter to sign up for studies! There may not be any more studies available.
- All studies will require the participant to sign up for a timeslot.
- Most studies will take place in a lab. Some studies are online; if this is the case the researcher will contact the participant by email with the link for the survey.
- Please remember that signing up for a study means making a commitment to show up for that appointment. A participant should only sign up for a study if he/she can commit to the date/time.

All researchers will list the eligibility criteria for participation in the study. Location information and/or specific instructions on how to prepare for the study will be in the description section of the study details. **Read this information carefully.** Participants who have any questions about what a study requires must contact the researcher directly for clarification.

Most studies have a deadline, such as 24 hours prior to the timeslot (this will vary), by which participants are able to drop from a study. **If for any reason the participant is unable to attend the study he/she signed up for:** Immediately return to the Sona account, and under the "My Schedule" tab, the participant should attempt to cancel the timeslot appointment.

Credit Granted
If a participant successfully completes a study that he/she has signed up for in Sona, the researcher will alter the timeslot status to read, "**Credit granted.**" If there are any questions at all about how the participation has been credited within Sona, please direct those questions to the researcher in charge of the study.

Late Policy

In order to participate in a study, participants must arrive at an appointment on time.

- If a participant arrives more than 5 minutes after an appointment is scheduled to begin, the researcher is under no obligation to run the study or to award credit.
- It is at the researcher's discretion whether he/she chooses to reschedule the appointment with the subject.

In the event that a researcher is more than 10 minutes late or does not show up for a scheduled appointment, the participant is entitled to receive full credit for the study.

- If the researcher is late the participant will receive credit from the researcher.
- If the researcher does not show up, the participant should call or email the researcher directly (contact info is found in Sona) to make arrangements to receive credit.

No-Show Policy

If the participant cannot make a scheduled appointment, he/she must provide 24 hours' notice to the researcher. If the participant has to cancel, the researcher may be able to reschedule for another time, if the schedule allows.

- If the participant fails to appear for a scheduled appointment and contacts the researcher, providing at least 24 hours' notice, he/she will be marked as an "**excused no-show.**"
- If the participant fails to appear with less than 24 hours' notice they will be marked as an "**unexcused no-show.**"
- A participant who accumulates 2 unexcused no-shows will be blocked from the system and will not have access to sign up for any additional studies until the next quarter.

VERY IMPORTANT NOTE: Once the participant has accumulated **TWO unexcused no-shows** during one quarter, he/she will be limited in the studies available through Sona. The account may remain active, but no studies will appear to be available. Participants will need to ask their instructor if any other research participation options are available.

Eligibility Requirements

Many studies have eligibility requirements that participants must meet, a common one is that participants must be at least 18 years of age to participate in a study but others may include language background, visual acuity, etc. Students who are minors may find it easier to complete the alternate assignment option for course Sona credit. It is a participant's responsibility to review study eligibility requirements and only sign up for studies for which they are eligible. If a participant signs up for a study they are not eligible for, they will not be allowed to participate nor receive credit.

Questions! Who to ask?

The Instructor

Check the course syllabus. If a participant has questions, he/she should contact the instructor. Instructors will be able to answer basic questions about the maximum number of credits a participant can earn, or alternative options for extra credit if a participant is not comfortable with research participation through Sona. However, instructors tend to have no contact with the Sona System until the very end of the quarter when they collect the final credit report for grading purposes.

The Researcher

Any questions about the procedures, requirements, or status of a particular study should be addressed to the researcher in charge of that study. This includes questions related to timeslot sign-ups or cancellations, and to credit assignment decisions made by the researcher. Participants who miss an appointment or have difficulty with an online survey should contact the researcher listed in the study information immediately.

Sona Support

Any questions pertaining to the Sona System generally should be addressed by email to the system administrator at **ucsd-sona-psyc@ucsd.edu**. Typical questions for the administrator involve difficulty accessing an account, difficulty verifying a class or a study that should be available or visible within Sona.