

UC Berkeley Summer Sessions

Who to Contact for Support Guide

STAT W21
Introductory Probability & Statistics for Business
June 24 – August 16, 2019

Who Should You Contact for Support

The following is a description of the Instructor, Graduate Student Instructor (GSI), and your Online Learning Support Specialist.

The Course Instructor is responsible for the following activities:

- Monitoring discussion forums
- Monitoring student progress
- Approval of final course grades
- Posting announcements about course or schedule revisions

You should ask the following types of questions on the discussion forums or in office hours, where the instructor or GSIs will answer them:

- General, non-personal questions about course policies and procedures
- Questions about the course content (reading and lectures)
- Questions clarifying assignments (before they are due) or questions about assignments (after they are due) or related problems

You should contact the Instructor through email (deborah_nolan@berkeley.edu) when you have the following issues:

- Personal questions about course policies or procedures
- Other questions which cannot be answered by your GSI

The GSIs are responsible for the following activities:

- Monitoring discussion forum postings and providing feedback as necessary
- Monitoring student participation in the course
- Interacting with students via email, Piazza, and office hours
- Responding to student questions

You should contact your GSI through course email when you have the following issues:

- Questions about grades
- Questions that would reveal answers to problems to other students

The Online Learning Support Specialist, Tracie Allen, is responsible for the following activities:

- Providing students with the Student Orientation Guide and Who to Contact for Support Guide prior to the course start date
- Responding to student inquiries about online logistics
- Handling student issues regarding contact with instructor or GSI

- Assistance with off-site finals, including monitoring and getting the final to and from the proctoring site

You should contact your Online Learning Support Specialist when you have the following issues:

- If you cannot log into your course, and tech support is unable to help
- If you need a proctor site or questions or problems scheduling your proctor
- If you have difficulty contacting a faculty member
- If you have difficulty navigating the course site or using course tools
- If you have general course information questions