REP Studies for Community College Students
How to Create an Account and Sign Up for Studies

Please see your REP syllabus materials given to you by your instructor. The information on those materials is current, provides more detail, and takes precedence over the general information on this page. The REP scheduler site also has an extensive F.A.Q. menu. If you do not find the answer you seek under the F.A.Q., please email us at research-exp-program@stanford.edu with your questions.

Be sure to read any announcements posted on the main REP page and on your home page.

Repeat Students
You must use your old account. Please email us at research-exp-program@stanford.edu to reactivate your existing account. Duplicate accounts will be disabled and you will need to start again. If you have been through the REP before, you still have to take the prescreen survey, by this quarter's deadline.

Minors
Minors age 16 and 17 may participate, but must email us at research-exp-program@stanford.edu for important information. Minors age 15 and younger must choose the alternative assignment, due to restrictions from our Institutional Review Board put in place for the protection of participants.

Multiple Courses
If you are enrolled in multiple courses requiring the REP, please email us at research-exp-program@stanford.edu to let us know, so we can adjust your credit requirement and send further information.

Students with Disabilities
If you have cognitive, physical, or other disabilities you may discuss needed accommodations with your instructor or the REP program director. Please let us know early in the session.

New Students
Creating an Account:

In order to sign up for studies, you must log into our REP online scheduling system. Here is how you sign up:

1) Go online to: http://stanford-rep.sona-systems.com/

Please always use the above url to log into the online scheduling system. Do not do a web search as there are many similar pages at Stanford and across the country. You will know you are on the correct page if you see your college listed. You will not receive credit if you register at the wrong site.

2) Click on "Request Account." Fill out the form with your first name, last name, a user ID of your choice, and your email address. ("User ID" refers to your login name, and is not the same as "identity code," which is the 5-digit number the system assigns to you and by which the researcher identifies you.) Telephone number is optional. Scroll down to find your course, paying attention to the college (e.g. "FH" for Foothill), the course number, and the section number or CRN. If you do not choose the right course, your credits will not be reported to your instructor.

If you are enrolled in multiple courses, you may choose all of them at this time. Email us to let us know you are in multiple courses at research-exp-program@stanford.edu. We will adjust your credit requirement, as the prescreen survey and exit survey will count toward both classes.

Click "Request Account."

3) The system will send you an email containing your User ID and a temporary password, which you can replace with an 8-digit password you can remember.

Logging in and taking the Demographic Prescreen Survey
When you receive your temporary password in your email, return to the same url and log into the REP scheduler, using the User ID you created, and the temporary password.

The first time you log in you will take the prescreen survey. Please allow 30 minutes to an hour to fill out the mandatory survey. The system does not save information, and you must fill it out in one sitting. If the survey does not advance to the next page, scroll up to find your error, fix it, and continue to the next page. On the final review page, you will see a "save responses" button at the top of the page. You may check and make corrections to your answers, but you must click to save responses for the survey to register.

You will receive 1 REP credit upon completion of the prescreen survey. Please be sure to complete this survey and login to make sure it was completed, before the deadline listed on your REP syllabus materials.

Finding Your Identity Code
The online scheduling system will provide you with an anonymous 5 or 6-digit identity code. Your identity code is NOT the same as your user id, your name, or your community college student number. ALWAYS bring your identity code with you when you take a study.

Your identity will only be known to researchers through your identity code. Researchers will not know your name and will not be able to identify you any other way, and you will not be able to receive credit for your participation.

To find your identity code, you must follow these steps:

1) Click "My Profile" on the menu bar within the REP scheduler.
2) Look for the words "Identity Code."   Your identity code is listed there.

Signing up for a Study
From your home page on the REP scheduler at stanford-rep.sona-systems.com, click on "Studies" on the menu bar, or on "View Available Studies." Make sure it says at the top "Currently Viewing: All Studies." (You can also use the timeslot search to find available in-person study timeslots for a particular date. It is not useful to use the timeslot search for online studies, as the online timeslot is a deadline, not a time you should appear.)

1) The study title will indicate whether the study is an in-person or an online study.
2) You can click on either the study title or on "Timeslots Available" to read the study description. Studies you can sign up for now will have a "Timeslots Available" button near the title. If there are currently no timeslots, check back in a day or so to see if one has been added by the researcher.
3) Once you have read the study description, you can email the researcher with any questions by clicking on the envelope across from their name.
4) If you are interested in taking the study, click on "View Timeslots for this Study."
5) Click "Sign Up" to sign up for a study. If it is an online study, the best way to make sure you complete it on time is to take it right away, by clicking "Complete Survey Now." If it is an in-person study, please note the time and location you signed up for and put it in your calendar with an alert so you do not miss it. You can see what you signed up for under the menu item "My Schedule/Credits."

Canceling an appointment
In order to cancel an existing appointment, in the online scheduler:

1) From the home page of the REP scheduler, click on the menu item "My Schedule/Credits," or on the home page click on "View or cancel my study appointments."
2) Scroll down to find the study title.
3) Under the "Cancel?" column, click cancel, then "Yes, I want to cancel." For most studies you can cancel without penalty up to 24 hours before the timeslot. Check the study description to make sure of the cancellation deadline.

Receiving Study Credits
You will receive 0.5 REP credit for every half hour a study takes. If a study is one hour long, you will receive 1 REP credit. See your REP syllabus materials for credit requirements, and check with your instructor for how that factors into your final grade.

While some online studies credit automatically, some online studies and all in-person studies must be credited manually by the researchers. Researchers generally credit you within 3 days after a timeslot deadline. Please read the study description-many researchers tell you exactly when they intend to credit students. If a week goes by and you haven't received credit, please contact the program-the program administrators will help resolve the issue

Unexcused No-shows
You can incur "unexcused no-shows" for failing to attend or complete online or in-person studies, or failing researchers' attention checks. If you receive 3 unexcused no-shows, you are **permanently banned from participating in the REP** in this session and any subsequent session.

Voluntary Nature of Research
You do not have to participate in REP studies, you can choose the alternative requirement by the registration deadline. You do not have to participate in any particular study, and may withdraw participation in a particular study at any time. If you choose to withdraw after beginning a study, please email the researcher or the REP administration.

Importance of Research
Pay attention to study directions and take studies carefully & seriously. Although your study experience should be a fun learning experience, your responses provide important data for serious research projects. It is important to be truthful and honest in your answers. Please give your full attention to any study you are taking.

Rule of Thumb for Success: *One Study Each Week (2 studies in Summer)*
If you do one experiment approximately every week, you should have no problem finishing on time. Researchers add timeslots throughout the session. **Please do not wait till the end of the session –there may not be enough timeslots to accommodate you if you wait too long.**

Taking the Mandatory REP Exit Survey
The Mandatory Exit Survey is required, and gives you your final 0.3 credits for REP. This survey is typically availabley the last 2 weeks of the quarter. You should only take this exit survey AFTER you have completed all your credits. The Mandatory Exit Survey will be found under the "studies" menu.