

Frequently asked questions

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DIGITAL COURSES

- **What are digital courses and how do they work?**

Digital courses are 100% non-contact courses aimed at building knowledge in order to generate a social transformation, in accordance with the educational project of the UAR. They are done through the platform <https://uardigital.cl/> where learning objects such as video classes, forums, conversations and evaluations are incorporated. They have a duration of 5 weeks and to participate in them it is required that the interested person register within the deadlines informed in www.uar.cl.

- **How do I register in UAR Digital?**

To register in <https://uardigital.cl/> you must go to the "Access" button (located in the upper right part of the screen). Click on it and enter the *Create UAR Record* option. Enter your email and go to the *Start my UAR* registration button. The screen will be displayed with the spaces to complete with your data. In the same email that you indicated in the registration, you will receive an email with a verification code that you must enter in the account activation form. Finally, click the Create my UAR Record button. This process will allow you to enter the platform and subsequently enroll in courses of your choice.

- **How do I sign up for digital courses?**

To enroll in digital courses, you must explore our website www.uar.cl the courses that are available. Once you choose the course(s) of your interest, you must press the "enroll here" button, present in the description of each course. After that, you will be redirected to complete the UAR Registration, in case



you do not have it, or to "Login" if you already have a registration. By accessing, you can explore the courses we have available and enroll in the one or the ones you choose.

- **What happens if I forget my password?**

What you have to do is go to the login, enter your email and click on the next button. You will find the question "Problems with your password?" and then you can create a new password for your UAR Registry. For the security of your UAR Registry, you will receive a message in your email with a verification code that you will be asked to enter to continue. This shouldn't take more than a few minutes; Otherwise, please check your "spam" or "junk mail" folder.

- **Who can enroll in the UAR digital courses?**

Anyone can register provided that their age is not less than 15 years and that they have a stable internet connection. However, for some courses another age limit is suggested, at the indication of the teacher and due to the theme that the course addresses. You will see this detailed in the description of each course.

- **To participate in a digital course, once it has started, do I have to connect at a specific time?**

No. You decide the time and place to advance in the activities of each week, provided you have a stable internet connection to be able to access the platform for two or three hours a day.

- **Can I enroll and participate in more than one digital course at the same time?**

You can enroll and participate in more than one digital course at the same time, with the sole precaution that you consider the availability of time you have to carry out the activities of each one and successfully achieve their corresponding objectives

- **Can I join a digital course if it has already started?**

Each UAR Digital course will keep its registrations open until the second week of its completion inclusive. It will be the responsibility of the participant to catch up, in the event that they enroll once

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the course has started, which, therefore, will not be grounds for failing to comply with the activities, evaluations and times of the program

- **How can I see my progress in the course?**

At the top of the platform, you will find a section called "Progress" where you will find a detailed record of your progress in relation to the weekly formative assessments and the final project.

- **If I have questions about how the courses work, who should I contact?**

If you have any questions, we will be on hand to help you in the "Queries Forum" (which content is visible within the platform, for all those who participate in the course) or in a personalized way with the course tutor, David Rubio, in the mail tutorship tutorship@uarecoleta.cl

- **If I complete and pass a digital course, when will I get my certification?**

Certification availability is not immediate. Once the course is finished, the data must be processed to allow us to arrive at the final results. Between 15 and 20 business days later, you will receive an email with the instructions to access the proof of approval, if you have met the requirements for this.

- **Can I change the name that appears on my certificate?**

This document is issued with the name and identity document number that you used at the time of completing your UAR Registration. If you need to modify this data, you must write to tutorship tutorship@uarecoleta.cl

- **Where can I find out the guidelines for coexistence and the academic standards of the UAR courses and workshops?**



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In the document called "Pluriversity Policy for Teaching Action", which you can access [here](#).

- **How much do I have to pay to participate in a UAR digital course?**

Nothing. All the courses of the Universidad Abierta of Recoleta are completely free, which includes registration, participation and certification.

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VIRTUAL CLASSROOM COURSES

- **What are UAR Virtual Classroom Courses (CSV) and how do they work?**

The courses in the virtual room are linked to different areas of knowledge and include synchronous classes by the teachers. They are carried out on the platform <https://ucampus.uarecoleta.cl/> and through synchronous classes, once a week, through the Zoom platform. These courses last 6, 7 or 8 weeks.

- **Do I have to connect at a specific time to participate in a CSV?**

Yes, you must have time availability in the schedule that is reported for the weekly synchronous session of each course to which you apply.

The rest of the activities and learning materials are available on the Ucampus platform throughout the development of the course, so you can access them at the time you determine.

- **What should I do to participate in a UAR CSV?**

The virtual room courses have a limited space, which varies according to each course, therefore the incorporation process has two stages: application and selection.

- **How do I apply for CSVs?**

To apply for Courses in the Virtual Room, in the "Study at the UAR" section on the page www.uar.cl you will be able to find courses to apply for in this modality. When reviewing the description of each course you will find the "Apply here" button. Once there you must look for your UAR Registry by entering your RUT or documentation number and your email. Then, the platform will tell you if you have the Registry. If you have an account you must log in with your data and the page will guide you to the application form.

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If you are not registered, you must enter your data and create a password. In the same email that you indicated in the registration, you will receive an email with a code of verification that you must enter in the account activation form. Finally, click the Go to application button. This process will allow you to enter the platform and later make applications in courses of your choice.

- **When can I apply for the courses in the virtual room of the UAR?**

You can do it during limited periods of time in which the UAR opens application processes and that are reported at www.uar.cl and on the UAR's social networks: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).

- **Can I modify my application?**

Once your application has been sent through <https://ucampus.uarecoleta.cl>, you can modify it by clicking on the "Last submission" link located at the bottom of the screen in "Application". You should bear in mind that you can make these changes only up to the closing date of the application process.

- **Can I apply for more than one course?**

You can apply for more than one course. Keep in mind that the order in which you make your applications will indicate your preferences. You should also consider that if you apply for courses that have time limits, you will be selected in only one of them, according to your preferences.

- **How do I know the result of my application?**

The results of all applications will be sent via email, once the respective process is completed, according to the dates published on the UAR website.

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- **Who can apply and enroll in the CSV?**

People, in Chile or abroad, whose age is 15 years or older can apply. However, for some courses another age limit is suggested, at the indication of the teacher and due to the theme that the course addresses. You will see this detailed in the description of each course.

- **How much do I have to pay to participate in a UAR course or workshop?**

Nothing. All courses and workshops at the Universidad Abierta of Recoleta are completely free, which includes registration, participation and certification.

- **What happens if I forget my password?**

What you have to do is go to the login, enter your email and click on the next button. You will find the question "Problems with your password?" and then you can create a new password for your UAR Registry. For the security of your UAR Registry, you will receive a message in your email with a verification code that you will be asked to enter to continue. This shouldn't take more than a few minutes; Otherwise, please check your "spam" or "junk mail" folder.

- **If I complete and pass a virtual classroom course, when will I get my certification?**

Certification availability is not immediate. Once the course is finished, the data must be processed to allow us to arrive at the final results. Between 15 and 20 business days later, you will receive an email with the instructions to access the proof of approval, if you have met the requirements for this.

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- **If I have questions about how the courses work, who should I contact?**

If you have any questions, we will be on hand to help you in the "Queries Forum" (which content is visible within the platform, for all those who participate in the course) or in a personalized way with the course tutor, David Rubio, in the mail tutorship @uarecoleta.cl

- **Where can I find out the guidelines for coexistence and the academic standards of the UAR courses and workshops?**

In the document called "Pluriversity Policy for Teaching Action", which you can access [here](#).

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FACE-TO-FACE COURSES

- **What are the face-to-face courses (CPR) and how do they work?**

The face-to-face courses (CPR) are the modality by which the Universidad Abierta of Recoleta deploy its teaching face-to-face actions within the commune territory.

The CPR have limited places, therefore they include the application and selection process. They have a varied duration, which can range from a minimum of 4 to a maximum of 6 weeks, depending on the particularities of each course. This duration is reported in the description of each course available on the institutional website for application.

- **To participate in a PCR, do I have to attend at a specific time?**

That's right, as they are face-to-face courses, they put the student and teacher interaction at the center of the training process. Therefore, you must have availability of assistance and participation at the specific time and at the place indicated in the course or courses to which you apply.

- **How to apply for face-to-face courses?**

To apply for face-to-face courses, in the "Study at the UAR" section of the www.uar.cl page you will find courses to apply for in this modality. When reviewing the description of each course you will see the "Apply here" button. Once there you must look for your UAR Registry by entering your RUT or documentation number and your email. Then, the platform will tell you if you have the Registry. If you have an account you must log in with your data and the page will guide you to the application.

If you are not registered, you must enter your data and create a password. In the same email that you indicated in the registration, you will receive an email with a verification code that you must enter in the account activation form. Finally, click the Go to Application button. This process will allow you to enter the platform and later make applications in courses of your choice.



- **When can I apply for CPR?**

You can do it during limited periods of time in which the UAR opens application processes and that are reported at www.uar.cl and on the UAR's social networks: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).

- **Can I apply for more than one course?**

You can apply for more than one course. Keep in mind that the order in which you make your applications will indicate your preferences. You should also consider that if you apply for courses that have time limits, you will be selected in only one of them, always in the order of your preferences.

- **Who can apply and enroll in the CPR?**

People in Chile, residents of the Recoleta commune or the Metropolitan Region, who can attend the sessions in person, and whose age is 15 years or older. However, for some courses another age limit is suggested, at the indication of the teacher and due to the theme that the course addresses. You will see this detailed in the description of each course.

- **How do I know the result of my application?**

The results of all applications will be sent via email, once the respective process is completed, according to the dates published on the UAR website.

- **How much do I have to pay to participate in a UAR course or workshop?**

Nothing. All courses and workshops at the Universidad Abierta of Recoleta are completely free, which includes registration, participation and certification.

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Certification availability is not immediate. Once the course is finished, the data must be processed to allow us to arrive at the final results. Between 15 and 20 business days later, you will receive an email with the instructions to access the proof of approval, if you have met the requirements for this.

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