DISTANCE LEARNING
MISSION STATEMENT

Our mission is to offer our students high quality distance/online learning courses and programs in engineering, computer science, business, and related academic fields via state-of-the-art technology.

UAH Fall 2014: Academic Calendar and Student Experiences Survey
Fall 2014 Course Listing & DL Tuition and Payment
“How Do I…?”
Going the Distance
Introducing Canvas Course Management System—SP15!
Viewing Requirements for Panopto
Panopto Interface
DL Registration & Course Procedures
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Welcome back to a new term, DL students and faculty! We hope that you will have a fantastic new semester with us in Distance Learning. We have included below for you the Official UAH Academic Calendar for the Fall 2014 term.

Classes Begin Wednesday, August 20, 2014

UAH Academic Calendar
Fall 2014 Semester
August 20– Fall 2014 Classes Begin
August 27— Deadline to add classes
September 1— Labor Day, No Classes
October 9-11— Fall Break, No Classes
October 31 — Deadline to withdraw
November 26-29— Thanksgiving
December 4– December 10— Final Exams
December 11– Jan 6— Winter Break

Planning for the Future—
Spring 2014 Semester Dates:*

Jan 7 —SP15 Classes Begin
Jan 19— No classes, Holiday
March 23-27 — No classes, Spring Break
April 7— Honors Day, No classes
April 27- May 1—Final exams

*Subject to changes by the University

Each semester, we request feedback from our DL students through our **DL Student Experiences Survey**. We utilize this to collect information relating to your satisfaction, suggestions for improvement, and your standard technology usage. By evaluating responses to these surveys, we strive to be able to bring you more personalized DL services, designed to meet your needs. You should have received an email from our DL Administration with a link to this survey at the end of each term; if you did not, please notify the DL Director (sherri.restauri@uah.edu) for access to complete this previous survey.
Welcome to Distance Learning at UAH for the Fall 2014 semester

Below is a list of the courses scheduled to be offered via DL in the Fall 2014 semester. For updated information on the schedule, UAH students are encouraged to check out the Student Access link to the schedule:

**Fall 2014 Online Schedule**

If you have a request for a course/program that is not currently offered via DL, please email us with that request.

*IITS classes are taught through video-conferencing; other classes taught online.

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**College of Engineering**

*CE 625/725: Intelligent Transportation Systems
Tuesday & Thursday
12:30 pm–2:00 pm
TH N102
Dr. Virginia Sisiopiku:
205 934 8430
vsisiopi@uab.edu

*CE 600: Sustainable Engineering
Tuesday & Thursday
3:30pm- 5:00 pm
TH N102
Dr. Jason Kirby:
205 934 8430
jtkirby@uab.edu

*CE : Bridge Engineering
Monday & Wednesday
12:30pm– 2:00 pm
TH N
Dr. Nasim Uddin:
205 934 8432
nuddin@uab.edu

CS 581: Modeling and Simulation I
Tuesday & Thursday
12:45 pm- 2:05 pm
TH N326
Dr. Mikel Petty:
256 824 4368
mikel.petty@uah.edu

CS 650: Software Engineering Proc
Monday & Wednesday
3:55 pm-5:15 pm
TH N324
Dr. Harry Delugach:
256 824 6614
harry.delugach@uah.edu

EE 629: Analytical & Computational Methods in Electrical Engineering
Tuesday & Thursday
3:55 pm-5:15 pm
TH S105
Dr. Timothy Boykin
256 824 6269
timothy.boykin@uah.edu

EM 660: Engineering Management Theory
Tuesday
3:55 pm– 6:50pm
TH N155
Dr. Dawn Utley:
dawn.utley@uah.edu

EM 711: Research Methods in Survey Development
Tuesday
9:30 am– 3:30pm
TH N142
Dr. Eric Sholes:
eric.sholes@uah.edu

EM 766: Managing Change in High Tech Organizations
Thursday
3:55 pm-6:50 pm
TH N155
Dr. Stephanie Reitmeier
stephanie.brown@uah.edu

ISE 530: Manufacturing System & Facilities Design
Tuesday & Thursday
11:10 am– 12:30 pm
TH N155
Dr. Sherri Messimer:
256 824 6211
sherri.messimer@uah.edu

ISE 547: Intro to Systems Simulation
Tuesday & Thursday
3:55 pm-5:15 pm
TH N153
Dr. James Swain:
256 824 6738
james.swain@uah.edu

ISE 627: Engineering Systems
Monday & Wednesday
5:30 pm-6:50 pm
TH N155
Dr. Lawrence Thomas
256 824 6256
lawrence.thomas@uah.edu

ISE 641: Advanced Quality Control
Wednesday
5:30 pm– 8:20pm
TH N153
Dr. Sampson Gholston:
256 824 7310
sampson.gholston@uah.edu

ISE 670: Integrated Product & Process Design
Monday
5:30 pm– 8:20pm
TH N153
Dr. Phillip Farrington:
phillip.farrington@uah.edu

ISE 690: Statistical Methods for Engineers
Monday & Wednesday
3:55 pm-5:15 pm
TH N155
Dr. Sampson Gholston:
256 824 7310
sampson.gholston@uah.edu
MAE 530: Fundamentals of Aerodynamics  
Tuesday & Thursday  
11:10 am–12:30 pm  
TH N140  
Dr. Chang-Kwon Kang:  
256 824 6612  
chang-kwon.kang@uah.edu

MAE 540: Rocket Propulsion I  
Monday & Wednesday  
3:55 pm–5:15 pm  
TH N153  
Dr. Robert Frederick:  
256 824 7200  
robert.frederick@uah.edu

MAE 541: Air Breathing Propulsion  
Tuesday & Thursday  
9:35 am–10:55 am  
TH S105  
Dr. Jason Cassibry:  
256 824 5107  
jason.cassibry@uah.edu

MAE 568: Elements of Spacecraft Design  
Monday & Wednesday  
2:20 pm–3:40 pm  
TH N155  
Dr. Kunning Xu:  
256 824 5083  
gabe.xu@uah.edu

MAE 580: Aircraft Stability & Control  
Tuesday & Thursday  
5:30 pm–6:50 pm  
TH 140  
Dr. Thomas Kelly:  
256 824 6154  
thomas.kelly@uah.edu

MAE 692: Graduate Engineering Analysis I  
Tuesday & Thursday  
3:55 pm–5:15 pm  
TH S105  
Dr. Timothy Boykin  
256 824 6269  
timothy.boykin@uah.edu

MAE 754: Hypersonic Flow  
Tuesday & Thursday  
8:00 am–9:20 am  
TH N153  
Dr. Jason Cassibry:  
256 824 5107  
jason.cassibry@uah.edu

College of Science

MOD 501: Survey Modeling & Simulation  
Tuesday & Thursday  
11:10 am–12:30 pm  
TH N1306  
Dr. Mikel Petty:  
256 824 4368  
mikel.petty@uah.edu

Program Offerings:
We are constantly expanding our course and program offerings to best meet the needs of our students. If you have a request for a program that is not currently offered, please email us here with that request.

For additional information on program offerings and all things Distance Learning, visit our new UAH DL Webpage.

DL Tuition & Payments:
We are pleased to announce that starting in the Fall 2013 term, the DL tuition rate for all of our classes became the same as an in-state non-DL student, plus a $150.00 DL fee. No out-of-state DL tuition charges are currently applied. (Please note that additional departmental and/or College specific fees may apply).

For more information, visit http://www.uah.edu/eng/departments/engdl/student-support/tuition.

DL tuition gives students full access to the online material and test proctoring through the DL Administrative Office.

How do I pay my bill?
After registering through the DL administrative office, payment of tuition should be completed through the UAH Student Banner system, available at:

http://register.uah.edu
How Do I?

How do I know if DL is right for me?
If you are unsure if Distance Learning is the right solution for you, checkout the DL Student Assessment Tool to help you decide.

How do I register for a DL course?
As of Fall 2014, students will no longer need to complete a separate DL Registration form. Students will be allowed to register themselves in Banner once they have met with their advisor to obtain their registration access codes. If you have any questions regarding registration for DL/Online courses, please contact Ms. Dottie Luke at dorothy.luke@uah.edu or (256) 824-6976.

How do I pay for a DL course?
There is a $150 fee for each DL class taken, this amount will appear on your tuition statement through Banner.

How do I sign up for the DL Newsletter?
Click here to sign up for the UAH DL E-Newsletter. It is distributed once per term, a total of 3 times per academic year.

How do I view my recorded classes?
You can access your captured lectures through the Angel Learning Management System (LMS), from directly within each of your courses. For more information on viewing your DL content, please see the Student Support section.

How do I take my exams?
To take exams as a DL student, you must call the DL Administrative Office at (256) 824-6608 to schedule a proctoring time. Proctoring times are offered Monday-Friday at 9:30am or 1:30 pm. If you are a remote DL student, Email your proctor information to dorothy.luke@uah.edu no later than September 3rd for the Fall 2014 term.

How do I receive my graded work/exams?
Local students: You may pick up any available graded work/exams from the labeled shelves in the office TH N154, room combination is 321. For remote DL students, graded assignments will be returned via Angel or will be emailed to DL student’s UAH Google Apps email address.

How do I drop a DL class?
To drop or withdraw from a DL course, may do so through the registration section in Banner.
With Distance Learning, you’re never too far away to learn!

**4 Tips to Stay Motivated as a DL Student:**

Many Distance Learning students will agree that the most difficult part of taking classes online is keeping yourself motivated. With online classes, students must take the initiative to complete courses completely on their own, so it can be easy for them to become distracted or discouraged in their work. Use these five motivational tips to stay on task:

1. **Discuss What You Learn.** Find a friend or relative who has similar interests or who would enjoy hearing about your studies and let them know what’s going on in your classes. You’ll understand the material better when you have a chance to explain it out loud and will be motivated to stay on task in order to keep up with the conversation.

2. **Chart Your Progress.** Don’t rely on campus counselors; design your own map of completed classes and post it somewhere that is visible daily. There’s a certain satisfaction that comes with watching your goals be accomplished. When times get hard, you can always turn to your chart and see how far you’ve come.

3. **Reward Yourself.** You get rewarded for good credit and safe driving, why shouldn't you reward yourself for doing well in your coursework. Whether it be a night out with friends, a new dress, or even a new car, setting up a reward system may just be the extra push you need to succeed. If you stick by your system, you may find yourself pleasantly surprised.

4. **Take Time for Fun.** If you’re spending all your time working, studying and watching after the kids, you’ll likely suffer in all areas. Everyone needs some down time to re-group. So, set aside a little time every week for a favorite activity. You’ll be more productive and able to focus better during class and study time.

According to a report published by the College Board and the Babson Survey Research Group, over 6 million students are currently taking at least one class online. This number indicates almost one-third of higher education students in the U.S. are now taking at least one course over the internet, over 560,000 more than in 2010.
Canvas is the Learning Management System (LMS) planned to replace our current system, Angel. Canvas will begin to be introduced at UAH campus wide Spring of 2015. We are very excited about this transition as it will cater to students’ needs and provide things such as

- ability to receive mobile notifications from canvas
- drag and drop calendaring
- speed grader (faculty)
- user/device friendly
- easy to navigate interface

This new system is the best-in-class, cutting-edge teaching tool that will enhance the student experience here at UAH! See some of the upcoming student-centered features here.
**Viewing Requirements for Panopto***:

<table>
<thead>
<tr>
<th>Operating Systems Supported</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>-Microsoft</strong></td>
<td>Windows XP SP2, Vista, 7, 8</td>
</tr>
<tr>
<td></td>
<td>Mac OS 10.4.8+ (Intel-based)</td>
</tr>
<tr>
<td><strong>-Apple</strong></td>
<td>(PPC-based NOT supported) iOS 6+</td>
</tr>
</tbody>
</table>

**Processor**

1.8 GHz or higher

**Memory**

Minimum of 512MB

**Network Bandwidth**

50 Kbps for audio only presentations. 300 Kbps for presentations with one video stream, audio, PowerPoint and screen capture. 500 Kbps for presentations with multiple video streams.

**Applications**

Microsoft Silverlight 2.0+

**Supported Browsers**

Internet Explorer 8+, Firefox, Chrome, Safari

*These are minimum specifications only; higher end computers will have an even better experience using Panopto.

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**Flipped Learning**

**What is flipped learning?**
The flipped learning classroom model is literally the traditional classroom model, flipped. The traditional classroom model constitutes of in-class lectures followed by out of class homework assignments. However, in a flipped classroom, class lectures are video recorded and viewed online outside of class, with time in class dedicated towards group activities or other interactive projects.

**How does flipped learning relate to me?**
The flipped learning model is used in university classrooms across the world. Engineering, science, math, communications, and education are only some of the classes that have been researched using this teaching method. Some teachers at UAH already implement this form of education. Flipped learning allows for a more hands-on application of material during class time. Because students all learn differently, the students who learn by listening to lectures still benefit, while students who learn visually and actively gain a different way to understand the material. Flipped learning has become more and more popular in the modern classroom because of the variety and customization it offers.

**Interested in learning more?** See [www.flippedlearning.org](http://www.flippedlearning.org)

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**Be on the lookout for our new Digital Signage!**

You may have noticed the monitors that have been put up around Tech Hall. Check them for weekly updates on what is new with everything Distance Learning!
Panopto Interface

How do I login?
The first step for students will be to login with their user name and password via ANGEL. This login will lead students to the familiar user interface; content auto-populated from Panopto recordings will be posted under the Course Homepage or communications tab inside of a box titled Panopto Content (see Right). This interface will list all sessions that you have access to, either public recordings or specific sessions you have been granted permission to view.

What can I do with Panopto?
Just select the link to the session you would like to view. Panopto’s sleek and simple user interface is shown Left. Highlighted in green is the primary source content, which will playback the available primary stream of the session and will include audio video streams.

Highlighted in red are the secondary source content view, such as slides or videos. Highlighted in blue is the content window which allows you to take notes time stamped to that location in the lecture. This is helpful during review and study.
DL Registration & Course Procedures

Distance Learning Procedures

The DL lecture capture (audio &/or video) of your class is typically posted within one hour after the scheduled class time. If there is a delay in posting, this is due to post-production needs for the class. Allow 24 hours M-F prior to notification of the DL office of no posting for your class. Should you experience problems with accessing your video, please contact our DL Student Helpdesk at dlhelpatuah@gmail.com or 256-824-6563. Leave us your name, course ID, and specific session number/date.

All videos captured by DL are offered via the Internet through our Panopto lecture capture server, accessed by students through the Angel LMS.

Assignments & Examinations

Assignments should be submitted to your instructor via email, Angel, or other designated delivery method noted by faculty member. Graded assignments will be returned via Angel or will be emailed to DL student’s UAH Google Apps email address. Local students also have an on-site classbox (located in room TH N154) in which paper copies of your exams/assignments are placed for your pick up.

Please refer to your class syllabus for procedures for assignment submission and retrieval in each course.

Exams are proctored at the DL office for local students by appointment only. These should be scheduled in advance and are held every weekday starting at 9:30 am or 1:30 pm. Remote DL student exams must go through a designated proctor, and are only sent after your designated proctor has completed our Proctor Certification Process.

Students are responsible for identifying the proctor at their location and submitting the proctor’s name and contact information to Ms. Luke. She may be reached at (256) 824-6976 or at dorothy.luke@uah.edu. More information on our DL Proctoring can be found at our DL Student Proctoring website.

DL Registration Quick Facts:

- Students can register in Banner once they have met with their advisor to obtain their registration access codes.
- Late charges apply for all late registrations or late payments.
- If your company covers tuition, all information concerning billing must be included with registration to Bursar.
- Students are responsible for obtaining required textbooks; you may do so at the UAHuntsville bookstore at: http://www.uah.bncollege.com
- PLEASE NOTE: UAH DL students should receive a Welcome email from the Distance Learning Office at the beginning of each semester. If you do not receive an email from us, please contact us (dlhelpatuah@gmail.com) so that we may assist you in starting off successfully in your DL course.
COE Distance Learning Program Offerings

Did you know that you can earn an entire degree through DL with UAH? Below is a listing of the degrees available, with more under development:

- **Engineering Management** - MSE or Ph.D.
- **Industrial Engineering** - MSE or Ph.D.
- **Missile Systems** - MSE
- **Modeling & Simulation** - MSE or Ph.D.
- **Operations Research** - MSOR
- **Software Engineering** - MSSE
- **Systems Engineering** - MSE or Ph.D.

See our DL Program & Courses webpage for additional information:

http://www.uah.edu/eng/departments/engdl/programs

Please contact our **DL Student Helpdesk** if you need any assistance with viewing your distance learning video lectures. We are available via email or telephone on weekdays, 8:30 a.m.-5:00 p.m. CST. Check out the Contact Us link from our website for more information on our staff!

**Distance Learning Student Helpdesk**
(256) 824-6563
dlhelpatuah@gmail.com

**Distance Learning Office Contact Information**

**DISTANCE LEARNING PERSONNEL**

- **Dr. Sherri Restauri**
  Distance Learning Director
  Technology Hall N147/Wilson Hall 127
  sherri.restauri@uah.edu
  (256) 824-7391

- **Mr. Harley Hollingsworth**
  Distance Learning Technical Specialist
  Technology Hall N151
  harley.hollingsworth@uah.edu
  (256) 824-7480

- **Ms. Dottie Luke**
  Distance Learning Administrative Assistant
  Technology Hall N138
  dorothy.luke@uah.edu
  (256) 824-6976
  (256) 824-6608 (FAX)

Call the DL Administrative Assistant with registration questions or to have an exam proctored. You should contact your DL professor directly for specific information pertaining to course work.

For additional information on Online Learning/Distance Learning, visit the new UAH [DL Webpage](http://www.uah.edu/eng/departments/engdl/programs).

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**Do you have suggestions for us for new courses, programs, and technologies you would like to see used in DL? Please provide us with this feedback—we love to hear from you! You may provide your suggestions by submitting a **DL Course/Program Request** at the link above.

**THANK YOU FOR YOUR FEEDBACK!**
UAH Distance Learning Textbook Order Form
Please Fax to (256) 824-6754
http://www.uah.bncollege.com

Don’t forget, you can always order textbooks online on our safe & secure site at http://www.uah.bncollege.com

Student’s Name (Please Print Clearly) _________________________________________________________________

Address (NO P.O Boxes) ___________________________________________________________________________

City ___________________________ State ________________________ Zip __________________

Phone ___________________________ Email __________________________________________________________

Textbooks Needed

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

____ Check here if you would like used textbooks (if available).

____ Check here if you would like to be notified of your total.

Payment Information:
__Visa   __MasterCard   __Discover   __American Express

Government Credit Card (Must provide tax exempt #) ____________________________________________

Card # ___________________________ Exp. _________________ Billing zip ______________________

Signature of Cardholder ________________________________________________________________

If your employer will be paying for your books, you MUST provide the following information. Otherwise, Payment will be YOUR RESPONSIBILITY.

Name of Employer: __________________________________________________________________________

Address: ___________________________________________________________________________________

City/State/ Zip: _____________________________________________________________________________

Contact Person: ____________________________________________________________________________

Shipping Information
UAH Bookstore will be happy to ship all books and supplies to you. Please contact them directly for further information on this process.

Return/ Exchanges
You must have your receipt to receive a refund or exchange. All books in plastic wrap must be unopened for R/E.
Call (256) 824-6600 with additional bookstore questions, or visit: http://www.uah.bncollege.com