UAHuntsville
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Distance Learning @ UAHuntsville

Volume 20, No. 3

Summer 2010 Newsletter

> **What do you think of our DL Newsletter? Have some suggestions for improvement or items you would like for us to include? Let us know here.**

Learn more about DL at UAH:
http://www.engdl.uah.edu

Summer 2010 DL Course Listing

Welcome to Distance Learning for the Summer 2010 semester!

Below is a list of the courses scheduled to be offered via DL in the Summer 2010 semester. For updated information on the schedule, we encourage UAH students to check out the Student Access link to the schedule, available here:

https://register.uah.edu:9041/pls/PROD/bwckschd.p_disp_dyn_sched

Simply select the academic term in which you are interested, then use the selection filters to search by discipline, course level, etc.

We are constantly expanding our course and program offerings to best meet our students' needs. If you have a request for a course/ program that is not currently offered via DL, please email us with that request.

College of Business

ACC 600 FOUNDATIONS ACC MANAGERS & ENG
Tues/Thurs, 5:30 pm-9:15 pm, TH N153
Mr. Hunter Hoskins: 256-824-6505
hunter.hoskins@uah.edu

***BLS 511 BUS LAW FOR ACCOUNTANTS**
Dr. Charles Hickman: 256-824-6598
charles.hickman@uah.edu
DL ONLY—NO CAMPUS-BASED CLASS MEETINGS

***MKT 600 SURVEY OF MARKETING MGMT**
Dr. Brent Wren: 256-824-6681
brent.wren@uah.edu
DL ONLY—NO CAMPUS-BASED CLASS MEETINGS

***MGT 600 ORGAN THRY, BEHAV & ENV**
Dr. Clint Chadwick: 256-824-6146
clint.chadwick@uah.edu
DL ONLY—NO CAMPUS-BASED CLASS MEETINGS

College of Engineering

EE 629 ANAL & COMP METH IN ELEC ENG I
Mon/Wed, 5:00 pm-7:00 pm, EB 122
Dr. Mark Tillman: 256-824-6316
tillman@uah.edu

EM 661 STRATEGIC ENGR MGMT
Tues/Thurs, 5:00 pm-7:00 pm, THN 142
Dr. Dawn Utley: 256-824-6075
utley@ise.uah.edu

ISE 321/439a ENGINEERING ECONOMY
Tues/Thurs., 5:00 pm-7:00 pm, TH N140
Dr. Gillian Nicholls: 256-824-6637
gillian.nicholls@uah.edu

ISE 390/439b PROB & ENGR STATISTICS I
Mon/Wed 5:00 pm-7:00 pm, TH N155
Dr. Sampson Gholston: 256-824-7310
gholston@ise.uah.edu

ISE 526 DESIGN/ANALY OF EXPERIMENT
Mon/Wed, 5:00 pm-7:00 pm, TH N140
Dr. Phillip Farrington: 256-824-6568
paf@ise.uah.edu

ISE 638 ENGINEERING RELIABILITY
Tues/Thurs, 2:45 pm-4:45 pm, TH N153
Dr. Bill Wessels: 256-824-6303
bill.wessels@uah.edu

ISE 734 DECISION ANALYSIS
Tues/Thurs, 5:00 pm-7: 00 pm, TH N155
Dr. Paul Componation: 256-824-6738
paul.componation@uah.edu

MAE 530 FUNDAMENTALS OF AERODYNAMICS
Mon/Wed, 5:00 pm-7:00 pm, TH N153
Dr. Essam Sheta: 256-726-4869
efs@cfdrc.com

MAE 540 ROCKET PROPULSION I
Mon/Wed, 2:45 pm-4:45 pm, TH N155
Mr. Thomas Percy: 256-824-6154
thomas.percy@uah.edu

MAE 568 ELEMENTS OF SPACECRAFT DESIGN
Mon/Wed, 12:30 pm-2:30 pm, TH N153
Dr. PJ Benfield: 256-824-2976
pj.benfield@uah.edu

College of Science

CS 656 SOFTWARE TESTING
Tues/Thurs, 12:30 pm-2:30 pm, TH N155
Dr. Tony Orme: 256-824-5178
aorme@cs.uah.edu

Indicates DL Only Course—no on campus class meetings scheduled.

DL Mediasite & Website Updates
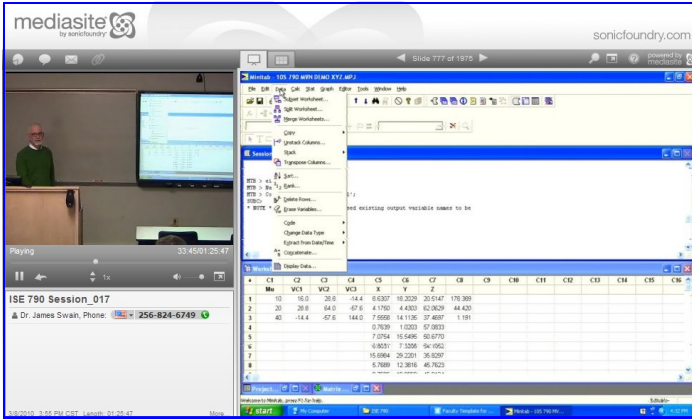
Above: Screenshot of the "old" Mediasite playback functionality, with a standard small-screen video of a faculty member (Dr. James Swain; Department Chair and Full Professor, ISEEM) with large right-hand frame of content being shared through the Smartboard).

Above: Screenshot of the planned upgraded version of Mediasite, May 2010. This version uses the *Microsoft Silverlight Player*, which allows for highly customizable viewer playback options, including moveable windows, picture-in-picture, and more.

IMPORTANT MEDIASITE UPDATES IN MAY 2010

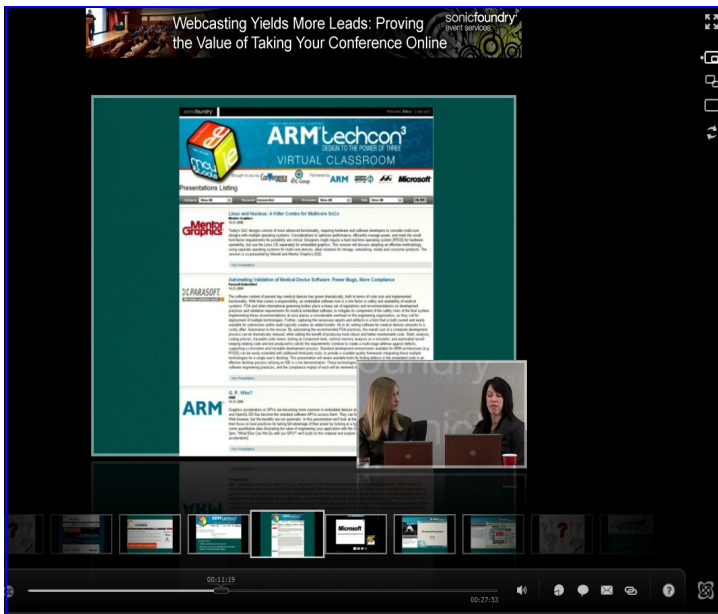Distance Learning at UAH will be upgrading the *Mediasite* server in May 2010, prior to the beginning of the Summer term. We expect down time on May 20-21, 2010. We plan to have the server back up after this time. Some of the new features of the upgraded system include:

- **Downloadable lectures (where enabled by instructor)**
- **Interchangeable and movable view boxes for content and video (see example on left)**

To prepare for this upgrade, all students must download and install the *Microsoft Silverlight* add-in. See the Silverlight website at: http://www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx for more information.

DL Website Updates!
http://www.engdl.uah.edu/

You may have noticed some changes to the **Distance Learning** website recently. We have been working to make improvements to our website by adding additional features and helpful documents. We now have a separate webpage available for DL Students as well as for DL Faculty Members. Per a recent student request, we are currently investigating the creation of a **DL Student Blog**. We will be working to continue to expand these 2 major areas to provide you with additional resources in the future. Is there something that you feel would be a useful addition to our website? Would you be interested in a blog for DL Students? Contact Dr. Sherri Restauri Carson at: srcarson@ise.uah.edu with your recommendations.

DL FACULTY SPOTLIGHT:
Dr. Mike Griffin

"My hope is that prospective aerospace engineering graduate students who cannot take the time to sit in every class...would see DL as a way to get an advanced education while meeting the demands of a real-world job."

Distance Learning at UAH is proud to have Dr. Mike Griffin as one of our new DL faculty members. Dr. Griffin began teaching DL with UAH in the Fall 2009 semester, teaching two DL classes in the Olin B. King Technology Hall. He is teaching Graduate Engineering Analysis I (MAE 692) and Guidance & Navigation (MAE 695) this Spring 2010 semester through DL, which involves teaching to live classes with audio and video of lectures captures simultaneously, along with notes and annotations made in the smart classroom.

Dr. Griffin is the King-McDonald Eminent Scholar, a Professor of Mechanical and Aerospace Engineering, as well as the Director of the Center for System Studies at UAHuntsville. With his highly demanding schedule, Dr. Griffin chose to teach through DL, thereby allowing his distance learning students to access course content being pre-recorded prior to any required absences.

Prior to coming to UAH, Dr. Griffin served from 2005-2009 as the Administrator of NASA. Prior career appointments include time at Johns Hopkins University Applied Physics Laboratory, In-Q-Tel, Magellan Systems, Orbital, and the Strategic Defense Initiative Organization.

Dr. Griffin taught for thirteen years as an adjunct professor at the University of Maryland, Johns Hopkins University, and George Washington University, offering courses in spacecraft design, applied mathematics, guidance and navigation, compressible flow, computational fluid dynamics, spacecraft attitude control, astrodynamics, and introductory aerospace engineering.

He is a Registered Professional Engineer in Maryland and California, and is the lead author of over two dozen technical papers and the textbook *Space Vehicle Design*.

When asked to explain his draw toward DL at UAH, he stated, "My hope is that prospective aerospace engineering graduate students who cannot take time to sit in every class, or who travel frequently, would see DL as a way to get an advanced education while meeting the demands of a real-world job". Dr. Griffin also holds prior experience with DL—he taught at the University of Maryland as an adjunct professor in the 1980's.

Dr. Griffin obtained his B.A. in Physics from Johns Hopkins University. He holds multiple Master's degrees, including: Aerospace Science from Catholic University; Electrical Engineering from the University of Southern California; Applied Physics from Johns Hopkins; Civil Engineering from George Washington University; and Business Administration from Loyola College of Maryland. He received his Ph.D. in Aerospace Engineering from the University of Maryland.

Look for upcoming classes offered by Mike Griffin in the Fall 2010, both on-campus and through DL.

Dr. Mike Griffin teaching MAE 692, Spring 2010.

Planning Your Academic Future with DL at UAH

UAH Academic Calendar—Summer 2010

May 19	LAST DAY for DL registration for Summer 2010
May 24	**Summer 2010 classes begin**
May 31	Memorial Day Holiday-University closed
July 5	Independence Day Holiday—University closed
July 22	Last TR class—10 week session
July 26	Last MWF/MW class—10 week session
July 27	Study Day—10 week session
July 28-30	Final Examinations—10 week session

Tentative Future Courses
Please note that ISE & EM 697, 698, 699 and 799 are offered every semester!

Fall 2010

EM 660 Engineering Management Theory
EM 666 Engineering Project Management
ISE 439 (a) Engineering Economy (Grad)
ISE 439 (b) Probability & Engineering Statistics (Grad)
ISE 530 Manufacturing Systems & Facilities Design
ISE 547 Introduction to Systems Simulation
ISE 626 Introduction to Operations Research
ISE 627 Engineering Systems
ISE 641 Advanced Quality Control
ISE 670 Integrated Product & Process Design
ISE 690 Statistical Methods for Engineers
ISE 741 Quality Engineering

Spring 2011

ISE 423/523 Stat. Qual. Ctrl
ISE 433/533 Prod & Inv. Ctrl
ISE 439 (a) Eng. Econ.
ISE 439 (b) Prob. & Stat. I
ISE 690 Stat. Meth. for Eng.
ISE 723 Eng. Econ. Analysis
ISE 726 Syst. Modeling
ISE/EM 761 Evol. Theory
ISE 790 Adv. Stat. Appl
EM 664 Eng. Teams in Action
EM 760 Eng. Mgmt Struct.
EM 766 Man. Change High Tech. Org.

SUMMER 2010 Tuition Charges (*PER COURSE*)
Please note: DL tuition is paid through the DL office.

Zone	Location	Tuition
1	AL & Qualifying TN counties*	$1367
2	East of the Miss. River	$1645
3	West of the Miss. River	$1686
4	International	$2585

*Students eligible for in-state tuition include residents of Bedford, Coffee, Franklin, Giles, Lawrence, Lincoln, Marion, Marshall, or Moore Counties in Tennessee.

UA Huntsville Bookstore Information—REMINDER

ALL TEXTBOOKS for DL as well as traditional courses offered at UAHuntsville may be ordered through our Bookstore:

http://www.uah.bncollege.com

Please consult with your individual faculty member with questions regarding textbook purchases for your DL courses.

Faculty Advising Schedule

AEDC	April 30	10:00am – 11:30pm
SPAWAR:	May 4	10:00am – 12:00pm
Savannah River:	May 5	9:00am – 12:00pm

Please note that dates and times are subject to change. Please verify advising schedule prior to attending event.

DL Academic Dept. Contact Numbers

Business Administration	(256)824-6680
Computer Science	(256)824-6088
Electrical & Computer Engineering	(256)824-6316
ISEEM	(256)824-6256
Mechanical & Aerospace Eng.	(256)824-5118

DL Registration & Procedures

Registration Procedures

• Complete registration form IN FULL each semester!

• Use your A Number (UAH ID number), *not SSN*.

• Signature at bottom of form is required.

• Late charges apply for all late registrations or late payments.

• If your company covers tuition, all information concerning billing must be included with registration.

• Student is responsible for obtaining required textbooks.

Email Accounts & Student Numbers

• If you do not know your assigned UAH email address, call Charger Central at (256) 824-7777. ***YOU MUST EITHER CHECK YOUR UAH EMAIL ACCOUNT, OR FORWARD IT TO YOUR PREFERRED ACCOUNT***— DL AT UAH & YOUR UAH FACULTY MEMBER WILL USE ***YOUR UAH EMAIL*** AS CONTACT FOR YOU THROUGHOUT THE SEMESTER.

• To obtain your UAH-assigned student or "A number", call Ms. Dottie Luke at (256) 824-6976.

Tuition Payments

UAHuntsville no longer mails paper bills or final grades. Students may check bill statements and grades, as well as transcripts, by using UAH Student Banner system. To do so:

• Go to http://register.uah.edu
• Click on Enter Secure Area
• User ID is your student A number

First-time users: your PIN is your birthday (mmddyy). You will be asked to change your pin to a 6 digit number for security reason. You may then pay for your tuition online.

PLEASE NOTE:

Distance Learning students must register and drop/add courses through the Distance Learning Administrative Office.
Technology Hall, N138
(256) 824-6976

Distance Learning Procedures

• The **DL lecture capture** is typically posted within 1 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.

• **CDs & DVDs** are distributed to local DL student mailboxes in Technology Hall, N154, within 24 hours of the class, or sent to remote students via 2nd day air the next evening following the class.

• **Assignments** should be submitted either directly to the instructor via email, via Angel, or other designated delivery method noted by your faculty member. Please note that the DL office no longer accepts student assignments from the DLHomework@ise.uah.edu email address). Where needed, DL students may drop off homework through the secretary at the DL office. Graded assignments will be returned via Angel or via local student mailbox or classbox, or via FedEx shipment for remote DL students..

• **Exams** are proctored from the DL office for local students. These should be scheduled through Ms. Dottie Luke (256) 824-6976 and are held every weekday starting at 9:30 am or 1:30 pm. Remote DL student exams must go through a designated proctor. Students are responsible for identifying the proper proctor at their location and submitting the proctor's name and contact information to Ms. Dottie Luke. She may be reached at (256) 824-6976, and at luke@eng.uah.edu .

Distance Learning News

We would like to congratulate the following DL students for their recent accomplishments.

CONGRATULATIONS, MR. PAUL GRADLE
Mr. Paul Gradle at Marshall Space Flight Center, Dr. Alisha Youngblood at Southeast Missouri State University, Dr. Paul Componation and Dr. Sampson Gholston at The University of Alabama in Huntsville, were selected for the Grant award, given annually by the Engineering Economy Division of the American Society for Engineering Education to the authors of the best paper in The Engineering Economist. Their paper, "Considering Risk Within Net Present Value: Calculations for Government Projects" was selected as the 2009 award winner.

THE FOLLOWING STUDENT HAS PASSED HER WRITTEN AND ORAL PH.D. COMPREHENSIVE EXAM:
Michelle LaDuca of University Park, MD.

THE FOLLOWING STUDENTS HAVE PASSED THEIR PH.D. QUALIFYING EXAMS:
Jason Gilliam of Huntsville, AL.
Eric Lussier of Corryton, TN.

THE FOLLOWING STUDENT HAS SUCCESSFULLY DEFENDED HIS PH.D. DISSERTATION:
William J. Schell of Bozeman, MT. Dissertation Title: "What Makes a Transformational Leader: An Investigation into the Antecedent Experiences of Transformational Leaders."

THE FOLLOWING STUDENTS HAVE MET THE REQUIREMENTS FOR THE MSE:
Tracey Akpan of Murfreesboro, TN. Capstone Title: "Accountability: A Characteristic of Team Development."
Eric Alexander of Madison, AL. Capstone Title: "Tailoring and Application of Interface Management Processes for the Ares I Project."
Dana Beck of Arab, AL. Capstone Title: "Traditional Product Development and Agile Product Development: Skills Needed for the 21st Century Engineer."

Kevin Cahill of Madison, AL. Capstone title: "Foreign Aircraft Fiasco – a Case Study in Project Management Misdirection."
Matt Feldmeier of Huntsville, AL. Capstone title: "Observing and Measuring Interpersonal Relationships in a Team Setting."
Christopher Gordon of Huntsville, AL. Capstone Title: "A Case Study in Employee Engagement."
Sarah Hard of Huntsville, AL. Capstone Title: "Implementation of a Requirements Management Document for a Joint International Military Program."
Jonathan Hill of Athens, AL. Capstone title: "Development of a Quality Engineering Strategic Plan of Action for the Unmanned Aircraft Systems Project Management Office."
Stephen Hutson of Hazel Green, AL. Capstone Title: "Agile Software Development and the Application of its Principles to Large, Complex System Development."
Miranda Kimberl of Madison, AL. Capstone title: "Prime Contracting: Is GRA Ready?"
Michael Lazalier of Manchester, TN. Capstone Title: "Using Knowledge Management Practices To Reduce Corporate Knowledge Loss."
Michael Martin of Huntsville, AL. Capstone Title: "Defense Acquisition Application of Systems Engineering Performance Assessment Tool."
Thomas Prohaska of Madison, AL. Capstone Title: "The Retention of Government Engineers within RTTC."
Christopher Stokes of Tucson, AZ. Capstone Title: "Graphically Decomposing the Integrated Master Schedule To Ensure a Better Systems Engineering Process."

THE FOLLOWING STUDENT HAS MET THE REQUIREMENTS FOR THE MSOR:
Stephen Haff of Madison, AL. Thesis Title: "Flying Hour Cost of Depot-Level Repair Parts."

Are you a UAH Distance Learning student or graduate with news to share? We would love to hear from you. Please submit information to us here to possibly be featured in an upcoming DL Newsletter, or on our DL News Website:
DL Student News Request

Distance Learning News
ISEEM STUDENT CONFERENCE

Above: Dr. Sampson Gholston present-ing at the ISEEM 2010 conference.

Above: Col. Steve Dwyer present-ing at the ISEEM 2010 conference.

The latest ISEEM Graduate Student Conference was held on campus March 11th and 12th. All agreed it was a huge success. The conference organizers, Dr. Gholston, Stephanie Brown and Lisa Blanchard, along with the entire ISEEM fac-ulty put together a very informative program which included workshops on Lean Principles and PMI Certification, semi-nars on successfully navigating an MSE or PHD program, example presentations of capstones and disser-tations, and a session on active research interests of the faculty. Many students felt it was extremely helpful in that they learned such things as:

- The process of building a PoS
- How to pick, write, and defend a capstone topic
- How to study for the Comprehensive Exam
- How to pick a committee
- What to study for the Preliminary Exam
- How to defend a dissertation
- How to access the library for specific topic searches
- Technology available to DL students

There was a reception at the home of Mike Brown, an alumnus of the MSE program, on Thursday evening where attendees were treated to good food and fellowship. Dr. Mike Griffin, former NASA Administrator, made an appearance and addressed the conference sharing his view of Systems Engineering. The excellent Friday lunch speaker was Ret COL Steve Dwyer who spoke on his view of leadership characteristics. The ISEEM Department plans to continue to offer these stu-dent conferences every other year as a way to facilitate communication and engagement between local students, Distance Learning students, and faculty.

DL MEDIASITE TIPS

TIP 1—Have you ever had trouble reading something written very small onto a slide that is synched with your professor's videos? Try using Mediasite's *Slide Magnifier* (outlined below), which allows you to move a magnifier across the currently playing slide to enlarge pieces of it for you to see better.
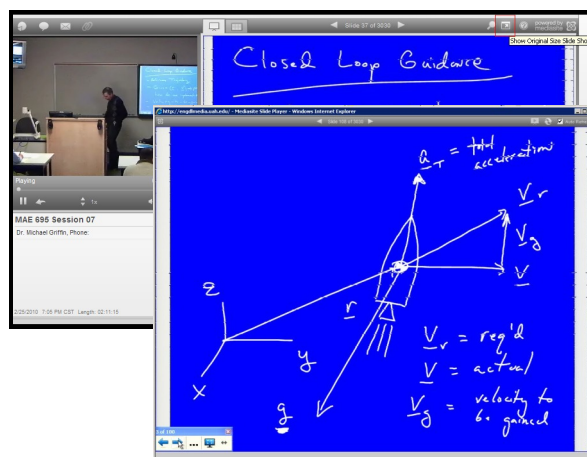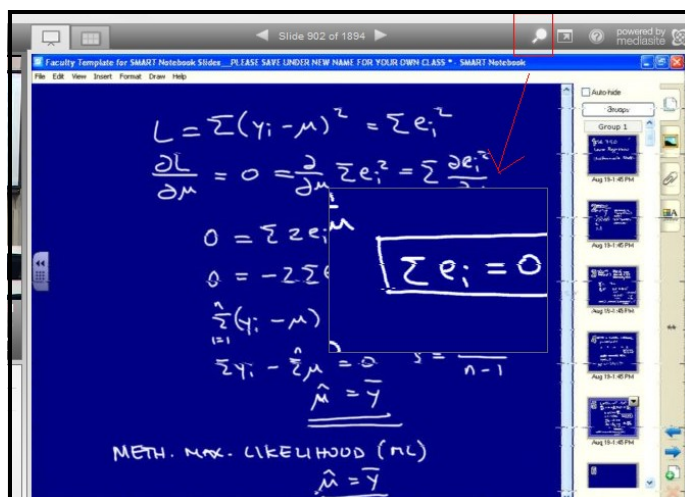
TIP 2—Another option for viewing slides is the Show Original Size SlideShow button (outlined above), which will pull up a new, larger window that allows you to see the slides in a larger view. They will continue to progress forward along with the lecture, but will appear in separate windows rather than in one combined window view.

Distance Learning News

UAHuntsville
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Please note the following important updates for DL Students at UAHuntsville

IMPORTANT UAH HEALTH REQUIREMENT

Please be advised that the Wellness Center has a new requirement for ANY student who attends class. Every student is required to have proof of immunization on file with the University. This will apply to Distance Learning Students who attend class even if only a few times during the semester. If you cannot produce official records, you can schedule a simple skin and blood test with the Wellness Center who can screen for the appropriate immunizations. For more information please visit the Student Health Services website at
http://www.uah.edu/wellness/.
Thank you for your compliance.

PARKING DECALS
Local DL students must go to the Intermodal Facility to obtain parking decals. On-campus students receive decals automatically via mail. **All vehicles parking on campus at UAH must display a decal. More information is available here:**
http://police.uah.edu/

ANGEL ® | LEARNING MANAGEMENT SUITE

ANGEL Help

Many of our DL faculty supplement their online lectures through the UA Huntsville Angel Course Management System. If you need technical assistance with the ANGEL Course Management System, contact the Technical Assistance Group (TAG) at (256) 824-3333, or email them at:
tag@uah.edu

Are you having trouble with submitting assignments through Angel? Please note that the

Product Version	Browser	Browser Configuration	Operating System	RAM	Java Runtime Environment
ANGEL 7.4	• IE 7 or higher • Firefox 3 or higher	• Pop-Up Blocking disabled • JavaScript Enabled • AJAX Enabled	• Windows XP • Windows Vista • Macintosh OS/X	At or above OS recommendations	1.4 or higher

Google Chrome **browser is NOT supported for use with Angel. See the system requirements table above to determine if you are using the correct configuration of browsers and OS.**

Distance Learning Full Program Offerings

Did you know that you may earn an entire degree through DL with UA Huntsville? Here is a current listing of the degrees available:

Engineering Management - MSE or Ph.D.

Industrial Engineering - MSE or Ph.D.

Missile Systems - MSE

Modeling & Simulation - MSE

Operations Research - MSOR

Rotorcraft Systems - MSE

Software Engineering—MSSE

Systems Engineering - MSE or Ph.D.

See our DL Program & Courses webpage for additional information:

http://www.uah.edu/engineering/engdl/courses.php

WHO ARE DL STUDENTS?

According to a report published by the Sloan Consortium in 2008, over 3.9 million students enrolled in distance learning courses in the fall of 2007. Of those, divisions between graduate (14%) and undergraduate (84%), or non-degree coursework (2%), was largely differentiated (left).

LEVEL OF STUDY OF ONLINE STUDENTS - FALL 2007
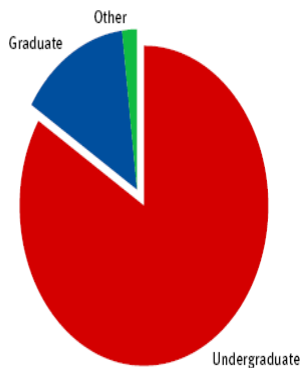
At UAH, the largest enrollment distance learning programs are in the College of Nursing and in the College of Engineering. This data coincides only in part with the Sloan report, (right) which indicates higher education public universities are offering health professions and relates sciences in DL at a rate higher than many other disciplines. In contrast to the Sloan report, however, the UAH College of Engineering has been offering DL for well over a decade, which places our high quality programs in the privileged minority of DL being offered publicly to students. For more information on this report, check out the Publications link under Sloan C: http://www.sloan-c.org/, and search for *Staying the Course* (2008).

Distance Learning *Contact Information*

Distance Learning Student HelpLine
(256) 824-6563
DLHelp@eng.uah.edu —**NOTE NEW EMAIL ADDRESS FOR DL STUDENT ASSISTANCE!**
Call the DL Student HelpLine with technical questions with DL.

Dr. Dawn R. Utley
Associate Professor
Interim Director of Distance Learning
Technology Hall N136
utley@ise.uah.edu
(256) 824-6075
Visit Dr. Utley's UAH Website

Dr. Sherri Restauri Carson
Distance Learning Operations Manager
Technology Hall N154
srcarson@ise.uah.edu
(256) 824-7391
Visit Dr. Carson's UAH Website

Mr. Harley Hollingsworth
Distance Learning Telecommunications Specialist
Technology Hall N 157
hollingh@ise.uah.edu
(256) 824-7480

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

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

PENETRATION RATES OF ONLINE PROGRAMS BY DISCIPLINE - BY INSTITUTIONAL CONTROL - FALL 2007

Please complete this form and fax or email it with all signatures included to:
(256) 824-6608 or
luke@eng.uah.edu
UAH Distance Learning

**Summer 2010 Course Registration Form
Distance Learning Program**

UAHuntsville
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Course No.*	Title	Credit Hours	Credit or Audit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For Office Use Only	
Zone	Section #
_____	_____
_____	_____
_____	_____
_____	_____

*such as EM 660

Please select preferred methods of content delivery:

__ Internet Delivery only (must have high-speed connection)

__ Weekly CD/DVD Delivery (will also have Internet/streamed content access)

__Archive only of class, received at end of term (DVD); will watch via Internet Delivery Option (select above) **NEW OPTION!**

Personal Information:

Full Legal Name: _____
First   Middle   Last

UAH-assigned "A-Number": _____ Student's Advisor: _____

Home Phone: (_____)_____ Cell Phone: (_____)_____ Work Phone: (_____)_____

Check here if this is a new address __

Home Address: _____
Street   City   State   Zip

Employer: _____ **UAH Email Address**: _____

Work Address: _____
Street   City   State   Zip

Proctor's Name: _____ Proctor's Email: _____

Proctor's Phone: (_____)_____-_____ Proctor's Fax: (_____)_____-_____

Proctor's Address: _____
Street   City   State   Zip

....

Tuition due by no later than **May 19, 2010 for SUMMER 2010 DL COURSES.** Late payment will result in a $50 late fee.

Please note: To drop or withdraw from a DL course, you must do so through the DL Administrative Office.
___ Bill student   ___ Bill my organization

Purchase order # _____

Billing Address: _____
Street   City   State   Zip

……...

I certify that the information given in this application is true and complete, and falsifying any information may result in dismissal from UAH. I understand that I am responsible for payment.

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

UAHuntsville 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   Course # (Example ISE 690)

_____   _____

_____   _____

_____   _____

_____ 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