VOLUME 24,

# Fall 2013 DL Newsletter

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



### DISTANCE LEARNING MISSION STATEMENT

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



#### **INSIDE THIS ISSUE:**

| UAH Fall 2013 Academic Calendar and<br>Student Experiences Survey                  | Page 2   |
|--|----------|
| Fall 2013 Course Listing & DL Tuition Changes for Fall 2013                        | Page 3-4 |
| Featured Article: Growth in Students Taking Courses Online                         | Page 5   |
| Videoconferencing Course Offerings: What is IITS?                                  | Page 6   |
| Common Questions: Logging onto Mediasite & UAH Health Requirements for DL Students | Page 7   |
| DL Registration & Course Procedures  | Page 8   |
| Online Education - A Research Article Summary                                      | Page 9   |
| DL Programs & Staff Contact Information  | Page 10  |
| DL Registration & Textbook Order Forms   | Page 11- |

### Fall 2013 Calendar

Welcome back to a new term, DL students! We hope you have a fantastic new semester with us in Distance Learning. We have included below for you the Official UAH Academic Calendar for the Fall 2013 term.

#### Classes Begin Monday, August 21, 2013

### UAH Academic Calendar

#### Fall 2013 Semester

August 21- Fall 2013 Classes Begin

Sept. 2—No Classes, Holiday

Oct. 3-5—Fall Break

Nov. 27-30—No Classes, Holiday Break

Dec. 2—Last MWF and MW class

Dec. 3—Last TR class

Dec. 5-11—Final Exams

# Planning for the Future— Spring 2014 Semester Dates:\*

January 8—SP14 Classes Begin

Jan. 20—No classes, Holiday

March 24-29—Spring Break

April 3—No classes, Honors Day

April 28-May 2—Final Exams

\*Subject to changes by the University



DL Student Experiences Survey

Each semester, we request feedback from our DL students

through our <u>**DL Student**</u> <u>**Experiences Survey**</u>. We collect information relat-

ing 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, you may use the link below to complete a survey on a recent DL course in which you were enrolled. Thank you for your feedback!

**DL Student Experiences Survey** 

## Fall 2013 DL Course Listing

# Welcome to <u>Distance Learning</u> at UAHuntsville for the Fall 2013 semester

Below is a list of the courses scheduled to be offered via DL in the Fall 2013 semester. For updated information on the schedule, UAH students are encouraged to check out the Student Access link to the schedule, available at:

#### Fall 2013 Online Schedule

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 of Accounting for Managers TBA, TBA Hunter Hoskins: 256-824-6590 hunter.hoskins@uah.edu

BLS 411/511 Business Law for Accountants
Monday & Wednesday 3:55 pm
– 5:15 pm,
BAB 216
Dr. Charles Hickman:
256-824-6598
charles.hickman@uah.edu

MSC 600 Operations
Management
Tuesday 5:30 pm - 8:20 pm,
BAB 220
Dr. John Ballenger:
256-824-6565
ballenj@uah.edu

#### **College of Engineering**

CPE 512 Introduction to Parallel Programming Tuesday & Thursday 12:45 pm – 2:05 pm, EB 122 Dr. Earl Wells: 256-824-6047 buren.wells@uah.edu

CPE 531 Introduction to Computer Architecture Tuesday & Thursday 5:30 pm – 6:50 pm, EB 207 Dr. Rhonda Gaede: 256-824-6573 rhonda.gaede@uah.edu

EE 629 Analytical & Computational Methods in Electrical Engineering I
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 – 6:50 pm,
TH N155
Dr. Dawn Utley:
256-824-6075
dawn.utley@uah.edu

EM 664 *Teams in Action*Tuesday & Thursday 2:20 pm – 3:40 pm,
TBA
Dr. Dawn R. Utley:
256-824-6075
dawn.utley@uah.edu

EM 711 Research Methods in Survey Development Thursday 9:30 am-3:30 pm, TH N142 Dr. Eric Sholes: 256-824-6256 eric.sholes@uah.edu

EM 766 Managing Change in high Technology Organizations Thursday 3:55 pm – 6:50 pm, TH N155 Dr. Stephanie Reitmeier: 256-824-6256 stephanie.brown@uah.edu

ISE 439 ST: Probability and Engineering Statistics I
Monday & Wednesday 5:30 pm
– 6:50 pm,
TH N140
Dr. Julie Fortune:
256-824-6314
julie.fortune@uah.edu

ISE 502 Industrial and
Organizational Psychology
Monday & Wednesday 3:55 pm
- 5:15 pm,
TH N142
Dr. Sandra Carpenter:
256-824-2319
sandra.carrpenter@uah.edu

ISE 530 Manufacturing Systems and Facilities Design Tuesday & Thursday 11:10 am – 12:30 pm, TH N153 Dr. Sherri Messimer: 256-824-6211 sherri.messimer@uah.edu

ISE 547 Introduction to Systems Simulation
Tuesday & Thursday 3:55 pm – 5:15 pm,
TH N142
Dr. James Swain:
256-824-6749
james.swain@uah.edu

ISE 626 Introduction to Operations Research Tuesday & Thursday 5:30 pm – 6:50 pm, TH N153 Dr. Jeremy Barnes: 256-824-6256 jeremy.barnes@uah.edu

ISE 627 Engineering Systems
Monday & Wednesday 5:30 pm
– 6:50 pm,
TH N142
Dr. Kenneth Sullivan:
256-824-2676
kenneth.sullivan@uah.edu

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

ISE 670 Integrated Product and Process Design
Monday 5:30 pm - 8:20 pm,
TH N153
Dr. Phillip Farrington
256-824-6568
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 N155 Dr. Brian Landrum: 256-824-7207 david.landrum@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 *Airbreathing Propulsion*Tuesday & Thursday 9:35 am – 10:55 am,
TH N155
Dr. Jason Cassibry: 256-824-5107
jason.cassibry@uah.edu

MAE 580 Aircraft Stability and Control
Tuesday & Thursday 5:30 pm – 6:50 pm,
TH N140
Dr. Thomas Kelly:
256-824-6154
thomas.kelly@uah.edu

MAE 681 Missile Trajectory Analysis Tuesday & Thursday 3:55 pm – 5:15 pm, TH N202 Dr. Nathan Slegers: 256-824-6543 nathan.slegers@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 795 ST: Fusion Propulsion Tuesday & Thursday 8:00 am – 9:20 am, TH N153 Dr. Jason Cassibry: 256-824-5107 jason.cassibry@uah.edu

#### **College of Science**

CS 581 Modeling and Simulation I
Tuesday & Thursday 12:45 pm – 2:05 pm,
TH N324
Dr. Mikel Petty: 256-824-4368
mikel.petty@uah.edu

CS 650 The Software Engineering Process
Tuesday & Thursday 3:55 pm –
5:15 pm,
TH N324
Dr. Harry Delugach:
256-824-6614
harry.delugach@uah.edu

MOD 501 Survey of Modeling and Simulation Tuesday & Thursday 11:10 am – 12:30 pm, TH N324 Dr. Mikel Petty: 256-824-4368 mikel.petty@uah.edu

### **DL Tuition & Payments:**

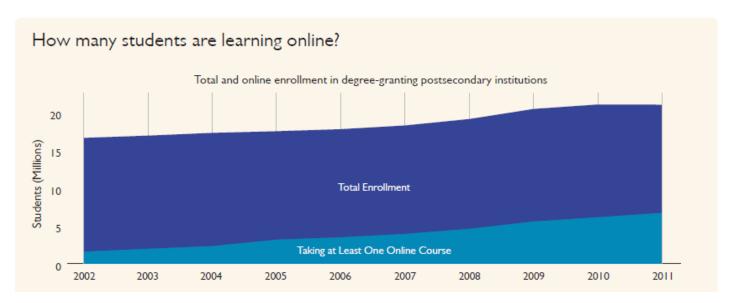
We are pleased to announce that starting this Fall 2013 term, the DL tuition rate for all of our classes is the same as an in-state non-DL student, plus a \$150.00 DL fee. (Additional departmental fees may also apply). For more information, visit <a href="http://www.uah.edu/eng/departments/engdl/student-support/tuition">http://www.uah.edu/eng/departments/engdl/student-support/tuition</a>. 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

### Growth in Students Taking Courses Online



A 2013 Survey conducted by the Babson Survey Research Groupindicates that the growth in students learning online continues to climb over the last few years. Total enrollment into online courses has grown substantially over the last decade. Recent trends have also indicated that with the increasing popularity in online courses at the undergraduate, as well as graduate, level many colleges and universities are venturing into these previously unchartered territories—while some are even requiring students to enroll into at least one online course throughout their time on campus. The trend indicated above illustrates that the number of students from 2002 through 2011 who took at least one online class while enrolled in their college or university has more than doubled, and this number is predicted to continue to climb.



How will the changing face of college coursework impact our students, as well as our faculty and administration? Read more on this here:

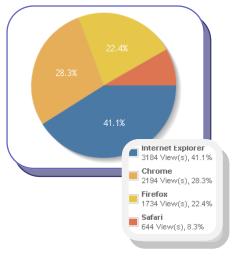
http://www.tonybates.ca/2013/01/13/measuring-the-growth-of-online-learning-the-babson-college-2012-survey/

Distance Learning course offerings at UAH have grown over recent years, and the formats in which these classes are taught have increased in variety, as well. The College of Engineering professors teaching DL have employed numerous methodologies to reach out to their students, including videoconferencing (see article on Page 6 on IITS), using the UAH Learning Management System (LMS)—Angel, lecture capture (currently Mediasite), and a mixture of these options in order to meet the needs of the

students from all over the United States and sometimes beyond the U.S. borders. Courses of-fered through COE oftentimes utilized the LMS for posting study and lecture notes, allowing for class and group collaboration on discussion boards, submission of assignments, practice and graded quizzes and exams, grade posting, and much more. Additionally, most courses taught through COE include a lecture capture component, which allows our DL students to review course content in video format either live or asynchronously; one of the many benefits of doing such is that students may view content as frequently as they choose, allowing for targeted studying over the most difficult concepts. Viewership for these videos tends to peak at midterm and final examination periods as students prepare for major examinations.

See the table at right for recent viewing trends in the COE DL area, since January 1, 2013 until our date of publication:

| COE DL Content<br>Viewing Trends |                       |  |  |  |  |  |
|----------------------------------|-----------------------|--|--|--|--|--|
| Hours<br>Watched:                | 4131 hours, 7<br>min  |  |  |  |  |  |
| Content Views:                   | 7507 individual views |  |  |  |  |  |



# THE UNIVERSITY OF ALABAMA SYSTEM UA • UAB • UAH

hat is IITS? IITS is a tool for sharing Alabama's educational resources, used by UAH, UAB, and the UA campuses for academic courses, meetings, Master's and Doctoral defenses, continuing education classes, depositions, job interviews, meetings, and a number of other activities.

Established in 1991, IITS is a higher education interactive telepresence network providing digital multi-media services. Benefits to using IITS include:

- Point-to-point and multipoint videoconferencing services.
- Videoconferencing available on desktops, laptops, mobile devices, and specialized equipment.
- Video can be live streamed and/or made available on-demand.

The IITS system offers functionality for education, government, public, private, and non-profit agencies, in addition to serving the 3 campuses in the UA System.

# Technology and Capability

IITS utilizes compressed video following the international standard communication protocols of IP and data networks and video over telephone lines (ISDN). Some of the equipment used include:

- Polycom® Converged Management Application™ (CMA™)
   5000 which bridges the services providing high definition and encryption services. It also has desktop and mobile videoconferencing options available.
- Polycom® RSS® 4000 provides recording and streaming server.
- Scopia® can be used for desktop and mobile videoconferencing.

#### University of Alabama System Sites

University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville UA Gadsden Center

For a complete listing of all available videoconferencing sites/classrooms on each campus, please check the IITS web page:

http://iits.uasystem.ua.edu/locations.

#### Sites Across Alabama

Additional sites are members of IITS from around the state of Alabama, including:

Auburn University
Auburn Cooperative Extension Service
University of North Alabama
University of South Alabama
Auburn University, Montgomery
Birmingham City Schools

IITS is also able to connect to most other videoconferencing sites (via IP or ISDN) anywhere in the world.

If you are interested in setting up a course or meeting, speak to your IITS

Campus Coordinator for assistance with this.

# Managing IITS from Birmingham:

Janis D. Slack, M.Ed. Operations/Program Coordinator

> Tina Kinkennon, CVE Technical Coordinator

David R. Knight

Assistant Technical Coordinator

Tracy Miller, M.S. *Information Systems Specialist* 

#### Fall 2013 Videoconferencing Class Offerings

CE 520 Urban Transportation Planning Monday & Wednesday 8:30am – 10:00am, TH N102 Dr. Michael Anderson: andersmd@uah.edu

CE 456/556 Transportation System Monday, Wednesday, & Friday 11:00am—12:00pm, TH N102 Dr. Yingyan Lou: ylou@eng.ua.edu

CE 468/568 Bridge Engineering Design
Monday & Wednesday
2:00pm—3:30pm, TH N 102
Dr. Nasim Uddin:
nuddin@uab.edu

CE 622/722 Traffic Flow Theory Tuesday & Thursday 9:30am—11:00am, TH N 102 Dr. Virginia Sisiopiku: vsisiopi@uab.edu

CE 497 Construction Engineering Management
Tuesday & Thursday
12:30pm—2:00pm, TH N 102
Dr. Talat Salama:
talats@uab.edu

CE 658 Sustainable Design Tuesdays, 4:00pm—7:00pm, TH N102 Dr. Kathleen Leonard: leonarkm@uah.edu

> Make a positive impact on Alabama's environment.

**Utilize video** 

conferencing

it's GREEN.



# Common Questions: Logging onto Mediasite

With the new upgrade to Mediasite 6.1, the interface for logging onto the UAH Mediasite website has changed slightly, becoming more professional in its appearance. Below are the basic steps for a successful log on and navigation of our Mediasite lecture capture server. Some DL classes post links to lecture videos inside of Angel, while others maintain a separate logon to access the videos. If your class falls into the latter group, please follow the instructions below.

- Start by visiting our access portal located at http://uahengdl.uah.edu/mediasite/Catalog.
- You will be prompted to enter your username and password. We've tried to make this as easy as possible for you by following the format used elsewhere on campus. Your username is the prefix for your UAH-assigned email (also used for ANGEL). For example, if your
  - name is jjones@uah.edu then "jjones" is your username. Your password is your A# with the "A" in uppercase (i.e. A12345678). The A# is your individual student ID that is assigned and used by UAH.
- The content within Mediasite is organized in a directory format which is sorted by class. The directory will expand to show content that you are authorized to view for the current term.
- Currently, there are two viewing options: *Classic Mediasite Player* (best for slower connections) and the *Silverlight Mediasite Player*. Both of these players will present the same content, but differ slightly in their interface. To browse the content, look for the directory anchor which will be in the left-hand side of your screen. Use your curser to click directly on the player you prefer.

# IMPORTANT UAH HEALTH REQUIREMENT

Please be advised that the Wellness Center has a 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 <a href="http://www.uah.edu/wellness/">http://www.uah.edu/wellness/</a>. Thank you for your compliance.

EM 664 Spring 2013 Classic Player EM 664 Session 04 Info | More | Moderate | Watch ♣ Dr. Dawn Utley, 256-824-6075 This picture shows Thursday, January 17, 2013 what you see just 3:55 PM CST before viewing a specific lecture. EM 664 Session 02 NOTE: you will only Info More Moderate Watch be able to see classes your are registered ♣ Dr. Dawn Utley, 256-824-6075 for during that term. Scheduled Thursday, January 10, 2013 3:55 PM CST

- Individual classes appear after clicking on your preferred player. When you have selected the class you want to view, the content will appear in the right-hand side of your screen. Each session will have a separate viewing link and clicking on the title will enable you to watch it. The picture above shows what you should see just before viewing a specific session.
- We have also provided as much of the professor's contact information within their Mediasite profile as possible. If you ever have questions about content within a given lecture, please contact them with your questions.

If you need further assistance or have other questions, feel free to contact us utilizing any of the methods below. Our office is open Monday through Friday, 8:30 am - 5:00 pm.

Phone: (256) 824-6563 Email: <u>dlhelpatuah@gmail.com</u> Facebook: DL @ UAH

# DL Registration & Course Procedures

### Distance Learning Procedures

The **DL** lecture capture (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

All videos captured by DL are offered via the Internet through our Mediasite web server:

name, course ID, and specific

session number/date.

http://uahengdl.uah.edu/ mediasite/Catalog

## Assignments & Examinations

**Assignments** should be submitted to your instructor via email, Angel, or other designated delivery method

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.

### ANGEL MANAGEMENT

noted by faculty member. Graded assignments will be returned via Angel, email to DL student's UAH Google Apps email address, local student mailbox, or classbox (located in room TH N154).

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

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 <a href="mailto:luke@eng.uah.edu">luke@eng.uah.edu</a>. More information on our DL Proctoring can be found at our DL website, under



### DL Registration Quick Facts: •If your company covers tuition, all information

Complete DL <u>registration form in full</u> each term.

- •Use your A# (UAH ID number), <u>not</u> <u>SSN</u>.
- •Remember to use your UAH email address.
- •Signatures at bottom of form are 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 to Bursar.

Student Support.

- •Students are responsible for obtaining required textbooks; you may do so at the UAHuntsville bookstore at: <a href="http://www.uah.bncollege.com">http://www.uah.bncollege.com</a>
- •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 (<a href="mailto:dlhelpatuah@gmail.com">dlhelpatuah@gmail.com</a>) so that we may assist you in starting off successfully in your DL course.

### ONLINE EDUCATION

A summary of a predictive study about student satisfaction in online education programs.

Recently, several researchers collaborated to do a predictive study of student satisfaction within online education programs. These researchers came from all across the United States and include: Yu-Chun Kuo of Jackson State University, Andrew E. Walker and Brian R. Belland of Utah State University, and Kerstin E. E. Schroder of the University of Alabama at Birmingham. Their article, "A Predictive Study of Student Satisfaction in Online Education Programs," was published in the March 2013 issue of The International Review of Research in Open and Distance Learning.

According to previous research, course grades are most frequently used as an indicator of student success in online programs (Kuo et al., 17). Kuo and fellow researchers suggest, however, that there are other factors that need to be considered. These factors include: student satisfaction, student perceptions of the learning experience, and the perceived value of a course (17). There are several things that go into each one of these factors. Kuo et al. specifically looked at the student satisfaction portion, of three elements that they felt contributed most to student satisfaction rates:: interaction, internet selfefficacy, and self-regulated learning.

The interaction piece is taken from a model developed by Moore in 1989), has three components which work together to provide a true experience: learnerlearner, learner-instructor, and learner-content (Kuo et al., 18). The similarity between the three of these is that there is an exchange of ideas. The difference lies in how many people are involved in that exchange. Learner-learner is a "two-way reciprocal communication...with or without the presence of an instructor" (18). Learner-instructor is also a two-way process, but usually the instructor is imparting knowledge on the learner. Finally, learner-content is where only one person is gaining something from the content. Research that was done prior to this study indicates that positive interactions have an influence on student satisfaction within distance education.

The second element of student satisfaction is internet self-efficacy. This refers specifically to one's belief and capability to use the internet.

"Higher education institutions consider student satisfaction as one of the major elements in determining the quality of online programs in today's market."

- p. 18

Kuo et al. report that there are two reasons why this should be included. First, technical problems may cause student frustration which could result in dissatisfaction. Thus, knowledge of how to maneuver within the requirements of the program will diminish these issues. Second, internet selfefficacy is positively correlated with expected outcomes no matter if you are looking at education, entertainment, social, etc. (Kuo et al., 19).

Finally, the third component of student satisfaction is self-regulated learning. The underlying ideas here are in "motivation and learning strategies

that students utilize to achieve their learning goals (Kuo et al. 20). Self-directed effort necessary for online learning is much higher than in a traditional classroom. Of the elements included in selfregulation, metacognitive processes (the learners' ability to plan. schedule, and evaluate their learning progress) is considered to be the most critical (20).

Overall findings? Research concluded that all three types of interaction were significantly correlated with students satisfaction. Learner-content was the strongest predictor while learnerlearner was a poor predictor (Kuo et al., 30). The research also showed that most online students spend "their time reading and digesting content through thinking, elaboration, and reflection" (31). Thus, instructors should increase the learner-content ratio when setting up their courses. There are many ways to do this with media tools, interactive videos, problem-based learning, and more. In addition to the findings on interaction, internet selfefficacy was also a critical factor in student satisfaction. This helps with the learner-content interaction since it is mostly provided in an online format. All of these elements play together for student success.

At UAH, we try to keep everything user friendly and easy to access. We find that this increases your internet self-efficacy and content interaction when procedures are streamlined, and we are always looking for ways to improve. Is there anything we could do to improve your experience? Please let us know by emailing us at dlhelpatuah@gmail.com

# Distance Learning Program Offerings

Did you know that you can earn an entire degree through DL with UAHuntsville? 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/engineering/engdl/ courses.php

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

<u>DL Course/Program</u> Request

at the link above.

THANK YOU FOR YOUR FEEDBACK!

### **Distance Learning Contact Information**

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

Call or email our **DL Student Help Desk** with login, Mediasite, technical, and account related questions regarding DL at UAHuntsville.

#### DISTANCE LEARNING PERSONNEL

Dr. Sherri Restauri

Distance Learning Interim Director Technology Hall N147 <a href="mailto:sherri.restauri@uah.edu">sherri.restauri@uah.edu</a> (256) 824-7391

Mr. Harley Hollingsworth

Distance Learning Technical Specialist Technology Hall N151 hollingh@ise.uah.edu (256) 824-7480

Ms. Dottie Luke

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. Please complete this form and email or FAX it with all signatures included to: luke@eng.uah.edu or (256) 824-6608 Please address to: UAH Distance Learning, N138 Technology Hall Huntsville, AL 35899

#### Fall 2013 Course Registration Form Distance Learning Program



| Course No.* Title  |                                  | Credit Hours                             | Credit or Audit     | t Support we   | _                   |
|--|----------------------------------|--|---------------------|----------------|---------------------|
| All videos captured for DL<br>http://uahengdl.uah.edu/me<br>additional instructions on a               | ediasite/Catalog Plea            | ase refer to t                           | the DL Student      |                | ebpage for          |
| Student Information:   |                                  |  |                     |                |                     |
| Full Legal Name:   |                                  |  |                     |                |                     |
| First  | Middle                           |  | Last                |                |                     |
| UAH-assigned "A Number":   |                                  | Student's Ad                             | visor:              |                |                     |
| Home Phone: ()   |                                  | )  | Work Pl             | none: (        | )                   |
| Home Address:Street  |                                  | City                                     |                     | State          | Zip                 |
| Check here if this is a new address  | S                                |  |                     |                | <sub>F</sub>        |
| UAH Email Address:   |                                  |  |                     |                |                     |
| Local & remote DL students mus or note the option that you will su Proctor's Name: Proctor's Phone: () | upply at a later time.           | <i>Will supply pro</i><br>Proctor's Emai | ctor information by | y no later tha | n August 21, 2013.  |
|  | <del>-</del>                     | Tioctor STax.                            | ()                  |                |                     |
| Proctor's Address: Street  | City                             |  | State               | Zi             | p                   |
| Tuition due by no later than Aug Please note: To drop or wi  | ithdraw from a DL cou            | rse, <u>you musi</u>                     | t do so through     | the DL Adn     |                     |
| I certify that the information given from UAH. I understand that I am                                  | n in this application is true ar |  |                     |                | result in dismissal |
| 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: City/State/ Zip:

#### **Shipping Information**

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