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.
Welcome back to a new term, DL students and faculty! 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 Summer 2014

Classes Begin Tuesday, May 27, 2014

UAH Academic Calendar
Summer 2014 Semester
May 27 – Summer 2014 Classes Begin
June 2 — Deadline to add classes
July 15 — Deadline to withdraw
July 24 — Last TR class
July 28 — Last MWF
July 28 — Last MW class
July 29 — Study Day
July 30– Aug 1 — Final Exams

Planning for the Future—
Fall 2014 Semester Dates:*
Aug 20—FA14 Classes Begin
Sept 1— No classes, Holiday
Oct 2-4— No classes, Fall Break
Nov 26– 28—No classes, Thanksgiving
Dec 4-10 —Final exams
Dec 24– Jan 11— No classes, Winter Break

Each semester, we request feedback from our DL students through our **DL Student Experiences Survey**. We 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.

**DL Student Experiences Survey**
Welcome to Distance Learning at UAH for the Summer 2014 semester

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

Summer 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.

College of Engineering

CE 459/559: Construction Site Erosion Control
Monday & Wednesday
5:00 pm–7:00 pm
TH N152
Dr. Houssam Toutanji:
256 824 6370
h.toutanji@uah.edu

EM 661: Strategic Engineering Management
Tuesday & Thursday
5:00 pm–7:00 pm
TH N142
Dr. Dawn Utley:
256 824 6075
dawn.utley@uah.edu

ISE 526: Design/Analysis of Experiment
TBA
TBA
TBA
Dr. Phillip Farrington:
256 824 6568
phillip.farrington@uah.edu

ISE 537: Electronics Manufacturing Processes
Tuesday & Thursday
2:45 pm-4:45 pm
TH N155
Dr. Sherri Messimer:
256 824 6211
sherrimessimer@uah.edu

ISE 638: Engineering Reliability
Tuesday & Thursday
2:45 pm-4:45 pm
TH N153
Dr. William Wessels:
256 824 6303
bill.wessels@uah.edu

ISE 734: Decision Analysis
Monday & Wednesday
2:45 pm-4:45 pm
TH N153
Dr. Paul Collopy
256 824 6749
paul.collopy@uah.edu

ISE 790: Advanced Statistical Applications
Tuesday & Thursday
5:00 pm-7:00 pm
TH N140
Dr. Jeremy Barnes:
jeremy.barnes@uah.edu

MAE 530: Fundamentals of Aerodynamics
Monday & Wednesday
5:00 pm-7:00 pm
TH N153
Dr. Brian McDonald:
256 313 6470
brian.mcdonald@uah.edu

MAE 540: Rocket Propulsion I
Tuesday & Thursday
5:00 pm-7:00 pm
TH N153
Dr. Steven Tillman:
256 824 6154
steven.tillman@uah.edu

College of Science

MOD 596: Verify & Valid
Tuesday & Thursday
2:45 pm-4:45 pm
TH N324
Dr. Mikel Petty:
256 824 4368
Mikel.petty@uah.edu
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](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](http://register.uah.edu)

Be sure and checkout the UAH Distance Learning Group on Facebook!
Canvas is the Learning Management System (LMS) that will be taking the place of our current system, Angel. Starting in the Fall of 2014, Canvas will begin to be introduced at UAH and a campus wide integration is projected to happen 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: http://www.instructure.com/features-higher-education/engage-students
Panopto Provides Numerous Perks:

*ANGEL INTEGRATION: Currently, Panopto is integrated with ANGEL so that students will only have to log in ONCE to access video content from inside of the LMS. Future LMS upgrades also will have direct integration with the Panopto lecture capture system.

*NOTES: Students can take notes directly onto the lecture they are watching. These notes will be time-stamped, so when students view their notes later, they will automatically be taken to the point in the lecture that their notes are associated with. See here for more information on how to take notes using Panopto.

*LIVE VIEWING:
Classes can be viewed live, where this option is made available by faculty.

*Mobile Viewing: Panopto has an app for iPad/iPhone available FREE through the App store! The Panopto App is also available for Android models!

*SOFTWARE/CLOUD BASED: Panopto is software based and works with PC and MAC computers.
## Viewing Requirements for Panopto*

<table>
<thead>
<tr>
<th>Operating Systems Supported</th>
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<tbody>
<tr>
<td><strong>-Microsoft</strong> Windows XP SP2, Vista, 7, 8</td>
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<tr>
<td><strong>-Apple</strong> Mac OS 10.4.8+ (Intel-based) (PPC-based NOT supported)</td>
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<tr>
<td>iOS 6+</td>
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<table>
<thead>
<tr>
<th>Processor</th>
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<tbody>
<tr>
<td>1.8 GHz or higher</td>
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<table>
<thead>
<tr>
<th>Memory</th>
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<tbody>
<tr>
<td>Minimum of 512MB</td>
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<table>
<thead>
<tr>
<th>Network</th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<th>Applications</th>
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<tbody>
<tr>
<td>Microsoft Silverlight 2.0+</td>
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<table>
<thead>
<tr>
<th>Supported Browsers</th>
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<tr>
<td>Internet Explorer 8+, Firefox, Chrome, Safari</td>
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*These are minimum specifications only; higher end computers will have an even better experience using Panopto.*
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 times!
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:

Complete DL registration form in full each term.

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

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.
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/eng/departments/engdl/programs

Distance Learning Office 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 technical and account related questions regarding DL at UAH.

**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.

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!
### Course Registration Form

**Distance Learning Program**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Credit or Audit</th>
<th>Section</th>
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*Eg: EM 660*

**NEW INSTRUCTIONS SM14:** All videos captured for DL classes will be offered via the Internet through our lecture capture server, which will be accessible by May 27, 2014 through the University’s Learning Management System, [https://angel.uah.edu/default.asp](https://angel.uah.edu/default.asp) Please refer to the DL Student Support webpage for additional instructions on accessing your course lectures: [http://www.uah.edu/eng/departments/engdl/student-support/student-support](http://www.uah.edu/eng/departments/engdl/student-support/student-support)

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**Student Information:**

Full Legal Name: ___________________________________________________________________________________________

First        Middle        Last

UAH-assigned “A Number”: __________________________ Student’s Advisor: __________________________

Home Phone: (______)________________    Cell Phone: (______)________________  Work Phone: (______)________________

Home Address:

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

Check here if this is a new address _____

**UAH Email Address:** ____________________________________________

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Local & remote DL students must select a proctor for secure administration of examinations. Please list this information below, or note the option that you will supply at a later time. ____ Will supply proctor information by no later than August 21, 2013.

Proctor’s Name: __________________________________          Proctor’s Email: __________________________

Proctor’s Phone: (______)________-__________________     Proctor’s Fax: (______)__________-_________________________

Proctor’s Address:

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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Tuition due by no later than **May 27, 2014 for Summer 2014 DL COURSES.** Late payment will result in a $50.00 late fee.

**Please note:** To drop or withdraw from a DL course, you must do so through the DL Administrative Office.

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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: _________________
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