

Engineering Online Program Logistics and Procedures

Accessing Course Lectures and Materials

The majority of Engineering Online (EOL) courses have video components that provide a captured version of the on-campus class lectures. Other courses are combinations of lecture notes and audio. You should determine the capability of your computer and the World Wide Web access that you have to assure that you will be prepared to stream or download the course lectures and materials.

Each EOL course has its own web page at <http://EngineeringOnline.ncsu.edu>. Go to Online Courses and then to the link that is labeled "Graduate Course Home Pages for the 2006 Fall Semester". Scroll down until you find your course(s). Click on the link and bookmark this page. If a faculty member has created his/her web site for the on-campus class, a link will be given from the EOL site to the faculty's web page. Links to the video lectures, syllabus, resources, such as the new Virtual Computing Lab, and contact information for EOL staff and for the course instructor can be found on the course web page.

To access the video lectures you must use your unity ID and university password. If you have not received an email message giving you this information, please contact the EOL office immediately. Returning students who may have forgotten their unity ID and password should contact the NC State Help Desk at 515-HELP (4357).

Please read the information found on the EOL web site concerning your Unity ID, Password, Student Email Accounts and Computer Specifications required for online courses at <http://engineeringonline.ncsu.edu/currentstudents/computeraccess.htm>

Many professors and teaching assistants use the university email accounts to distribute course information. You can access this information by going to <http://webmail.ncsu.edu> and using your Unity ID and password to log into the system and into your email account.

Course Viewing Schedule

NC State University courses follow a semester schedule. The on-campus classes are held in special teaching studios. While the instructor is teaching to the on-campus class, the lecture is being captured and will be digitized for placement on the course web site approximately 15-30 minutes after the conclusion of the on-campus class, unless there are technical difficulties. Information about class cancellations will be placed on the video page. Do not hesitate to contact the EOL office if you feel that the length of time has been too long for the posting of the lecture on the web site. The video unit is to have the lecture posted by 5:00 p.m. of the day of the lecture or

by noon of the next day if technical issues have contributed to the lateness of the posting.

If the on-campus class meets on a MWF schedule, you should have watched Monday's lecture by the time the on-campus class on Wednesday has concluded. Similarly, if it is a Tuesday/Thursday class, you should plan to view Tuesday's lecture before the conclusion of Thursday's on-campus class to stay on schedule. The lectures will remain on the EOL web site until after the final exams for the semester. EOL students determine when to view the lectures. However, you should consider the high peak times when individuals are on the Internet and try to avoid such peak use times when the connection is busy and may affect how you can download or stream the lecture. Problems with viewing the lectures should be sent to Laura Stephenson at lstephen@ncsu.edu or by contacting her at 919.515.5435.

Course notes will also be placed on the course web site. Students are encouraged to print the notes before viewing the lecture so that they can follow along with the instructor. Some notes will be in PowerPoint and others may be scanned in from the lectures hand-written pages. If you do not have the latest version of Power Point on your computer, you can still access the course notes using the Power Point Viewer. The notes may not be on the web site until the conclusion of the work day or by noon of the following day for late afternoon and evening on-campus classes.

Proctoring of Exams

All exams must be proctored unless they are take-home exams. Engineering Online students **MUST** submit the name of an individual to serve as a proctor to the EOL office within the first two weeks of the semester. No exams will be made available for students who have not submitted a proctor form.

Although the name of a proctor is to be submitted by the EOL student, the individual must meet the guidelines listed below and be approved by the Engineering Online office.

The criteria for selecting an individual to serve in this role are as follows:

- A. A proctor cannot be another student enrolled at any campus site or distance education student, a friend or family member, or someone who reports directly to you in your work position. It cannot be a security guard or receptionist. It must be someone who can objectively monitor the exams and have access to a fax machine.
- B. A proctor can be a manager, supervisor, human relations employee, librarian or faculty member at another institution of higher education or an employee of an educational testing center.

The proctor will be responsible for adhering to the exam policies concerning the length of the exam and the materials that can be brought into the exam location, such as textbooks, notes, papers, calculators, laptop computers, etc. It will be the proctor's responsibility for returning the exam to the EOL office as instructed in the directions. The student is not to handle the exam once it has been given to the proctor. Engineering Online requires that the student and the proctor follow the specific exam guidelines to avoid academic integrity violations.

Students residing or working in the research triangle area of North Carolina may have their exams proctored at the McKimmon Center located on Gorman Avenue in Raleigh. However, these individuals must also complete the proctor form designating the McKimmon Center as their proctoring site.

The form (<http://engineeringonline.ncsu.edu/currentstudents/proctor.htm>) should be faxed to 919.515.8415. If you were an EOL student during the previous semester and want to use the same proctor, please notify the EOL office in writing to Dr. Linda Krute of this request. Once the form has been received, you will be notified of the approval or disapproval status of the individual to serve as your proctor.

Change in Registration Status

ALL students enrolled in the Engineering Online program must complete the EOL Change of Status or Withdrawal forms if they need for some reason to change their registration status. Change of Registration Status will involve one of the following actions:

1. Adding a class after the semester has begun. Deadline is September 6.
2. Dropping one of two or more courses. No refund will be given after September 6 for students who desire to drop one of two courses and, therefore, still be enrolled in the University.
3. Dropping one or more courses and withdrawing from the University. If a student is only taking one class and wishes to drop that class, this action is called a withdrawal. The amount of refund available depends upon the exact date of the withdrawal request.

There are two types of withdrawal forms: one for PBS students who are not admitted to a degree program; the other is for matriculated students who have been admitted to a degree program. If you are in a degree program and withdraw from the University, you may need to request a leave of absence from the program depending upon the date of the request.

A student must complete the appropriate Change of Status or Withdrawal form for the change in registration status requested. The form must be sent to the EOL

office via fax at 919-515-8415. No action will be taken on any request until this form is received in the office. Email requests will not be accepted. The forms will be date-stamped when they arrive in the office. The forms can be found at this site: <http://engineeringonline.ncsu.edu/onlinecourses/registration.htm>. Scroll down to find the appropriate directions and form for your request.

Fall 2006 Academic Calendar

Note: This is the NC State University calendar for Engineering Online students. For specific dates related to course due dates and/or exams, consult the course syllabus.

August 23	First day of on-campus classes
September 4	University Holiday – Labor Day -University Closed
September 6	Last day to add an online class.
October 12-13	Fall Break
October 25	Last day to withdraw from a graduate class or change from credit to audit.
November 22-24	No Classes. Thanksgiving Vacation. All University offices will be closed November 23-24.
December 8	Last day of classes.
December 11-19	Final Exams
December 20	Fall Graduation Exercise
December 25-29	Engineering Online offices closed.

Withdrawal Refund Schedule for 2006 Fall Session

On or before August 23, 2006	100% refund
August 24 – September 6, 2006	90% refund
September 7 – September 24, 2006	50% refund
September 25 – October 18, 2006	25% refund
After October 19, 2006	0 % refund

Note: On the NCSU campus the term withdrawal refers to a student wishing to leave the university and withdraw from class or classes enrolled. A drop refers to a student who is enrolled in one or more classes. A student who is only enrolled in one course is officially “withdrawing” from the class and the University. Refunds are NOT given after September 6 for dropping one course and remaining in one or more courses. A processing charge of 5% of the total charges will be retained for any refunds issued after August 23.

EOL Contact Information

The Engineering Online office is open between the hours of 8:00 a.m. and 5:00 p.m. Eastern Time. The office is closed between 12-noon and 1:00 p.m. The phone numbers are: 919.513.4481 or toll-free 877.254.0058. The EOL office is located in 256 Page Hall, Raleigh, NC 27695-7547. The fax number is 919.515.8415.

Graduate Admissions, Approval of Proctors, General Course Issues: Dr. Linda Krute, Linda_Krute@ncsu.edu, 919.515.5440

Technical Support Issues: Laura Stephenson, lstephen@ncsu.edu. 919.515.5435

Note: Some faculty members want students to send the homework assignments directly to the Engineering Online office. EOL staff will deliver assignments and exams received to the faculty for grading. Once the assignments have been graded, they will be returned to you as an email attachment.