

Engineering Online

North Carolina State University

Student Guide: Policies and Procedures 2017 Spring Semester

2017 Spring Engineering Online Calendar

January 9	First day of classes
January 16	Martin Luther King, Jr. Holiday, University closed
January 23	Census Date/Registration ends at 1:00 p.m.
January 26	Proctor Identification Form must be completed and submitted to Engineering Online
March 6-10	Spring Break; no classes
March 13	Drop/Revision Deadline
April 14	Spring Holiday; no classes
April 28	Last day of classes
May 1-10	Final Exams for on campus classes; online class schedule may vary. Check date with the course syllabus or instructor.
May 14	All downloaded video lectures must be deleted by this date.

Email Class Communications

The University provides all students with free email accounts. **ALL email correspondence from the University/Department/Faculty or TA will be sent to your NCSU Google email account.** If you have not accessed your NC State Google account, go to www.google.ncsu.edu. Your email address is your unity ID@ncsu.edu.

Lecture Viewing Schedule

Courses are offered in two formats: classes captured live during the semester or those which were pre-captured during a prior semester. For the pre-captured lectures, each instructor will provide a viewing schedule for the semester. Be sure to follow the class schedule to keep up with the materials and due dates for homework assignments. Some instructors will prefer that pre-captured lectures only be posted weekly while others will allow the posting of all of the lectures. Course notes will also be available on the course web site. Students are encouraged to print the

notes before viewing the lecture so they can follow along with the instructor. Some notes will be in PowerPoint and others may be scanned in from the lecturers' hand-written pages.

For those students enrolled in courses that are being captured during the current semester, you should receive information at the beginning of the semester letting you know when your class is being offered on campus. This will give you an idea as to when these lectures will be available for you to view. Note that for classes meeting in the late afternoon or evening, the notes will NOT be posted until the next day.

Accessing Course Lectures and Materials

Engineering Online (EOL) uses streaming media technology to deliver the captured versions or live versions of the on-campus lectures. To view the lectures for your class, go to the EOL web site at <http://engineeringonline.ncsu.edu/courses.html>

Go to the link that best describes your class.

2017 Spring Semester Course Homepages

- [Graduate, Computer Programming Certificate and Bridging Homepages for Spring 2017](#)

Scroll down to find the course(s) in which you have been enrolled. Click on the Home Page button to the right of the course name and number.

Distance students will be able to download lectures if needed for travel purposes, **but you must first complete the EOL Download Form found on the Video Lecture page**. All downloaded lectures should be deleted after you have completed the course and no later than May 14. Creating CDs of the course lectures or sharing them with other non-registered individuals is a copyright violation.

MediaSite Player

You will be able to manage the playback and move the video and content screens around to best meet your learning style.

Your class(es) will be available in the following viewing format:

NC STATE UNIVERSITY
ENGINEERING ONLINE

Cone Penetration Test (CPT)

Figure 7 First CPT-based soil classification for Begemann mechanical cone

1965
Fugro developed an electric cone, of which the shape and dimensions formed

Paused
0:08:08 / 1:15:36

The features of this player are highlighted below:

- **Resizing the player** – The overall player window can be resized by clicking and dragging the corners or edges of the player window. The content and video windows within the player will resize and shift locations dynamically to maximize the utilization of space on your display.
- **Playing and pausing the lecture** – The play/pause button is located in the lower left corner of the player. The status and running/end timer are located immediately to the right of the play/pause button.
- **Skip back/forward** – The next control is the skip back button. Selecting this will cause the lecture to skip back 3 seconds. The left and right cursor control keys can also be used to skip back 3 seconds or forward 10 seconds.
- **Playback speed** – By default the lecture will play back at normal speed (1x). Selecting this button will allow you to adjust the playback speed to 1.4x, 1.6x, 2x, or 0.5x. The up and down cursor control keys can also be used to increase or decrease the playback speed by one step.
- **Volume** – The volume of the audio can be adjusted by clicking on the sound bar or dragging the indicator to raise or lower the playback volume.
- **Information display** – The information display button is located on the lower right corner of the player (letter i inside a circle). Selecting this button causes the course and instructor information to be displayed on the right hand side of the player. A link to the lecture notes is also available from this screen.
- **Help** – The question mark button brings up an overview of the functions of the player and playback troubleshooting recommendations.
- **Seek/progress bar** – As the lecture plays, the progress bar indicates the relative position in the lecture relative to the length of the total lecture. You can also use it to quickly move forward or backwards in the lecture. Thumbnails or full screen views of the content will be shown as you use seek bar to help navigate to the specific content you want to watch or review.

- *Display options* – You can click on either window in the player and it will be the only window displayed. If you select the icon of the two rotating arrows, you can select to have the video or the content appear in the larger window. If you select the star button, you will change which content is used as the primary content. You can also select the upward arrow button to pop-out the content or video window to resize it independently or move it to a second monitor. The two separate windows will remain synchronized for playback.
- *Navigate a stream's images* – Once the content has been popped out, you can select the gears icon to navigate the slides of the lecture. Once a slide is selected, you can begin playing back the lecture from that slide by selecting the time display at the bottom of the content image.

A video demonstration of the features of the player can be found on the course website in the lecture folder. Look on the left hand side of the page and you will see 01 EOL Resources above your class folder or go to <https://coe.online.ncsu.edu/online/Play/6dbc15aa9b744e03800a800a12c8c9461d?catalog=ef727aaf-4c36-4539-889d-4bcd6ae86735>

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. **Proctor selection forms MUST be completed each semester to ensure that the person you have selected is willing to serve in this capacity again for the current semester.**

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 proctor cannot be another student enrolled at any campus site or a distance education student, a friend, family member, significant other, 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 scanner or fax machine.

A proctor can be a manager, supervisor, human relations employee, librarian, 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 to return 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. All students are subject to the requirements and responsibilities of the Code of Student Conduct.

Students residing or working in the research triangle area of North Carolina may have their exams proctored at the local DE testing Center located on the Centennial Campus in Raleigh. However, these individuals must also complete the proctor form designating the DE Testing Center as their proctoring site. To nominate a proctor, return to the EOL Registration site at: <https://www.webtools.ncsu.edu/engronline>.

On campus students may be required to take the exams at a specified time for both on campus and online students.

Change in Registration Status

Undergraduate Policies:

The University has changed its policies related to the use of “W” for withdrawal on transcripts for undergraduate students. If you are taking one or two or more classes and wish to drop a class, you must do so by January 23 or the “W” will be placed on your transcript. This also relates to individuals who are totally withdrawing from the University. If you do not want a “W” on your transcript, then you need to drop the class or withdraw by January 23. This new policy DOES NOT affect non-degree students enrolled in computer science undergraduate classes who are classified as PBS students.

If you are taking more than one class and wish to drop one class, this is not a semester withdrawal. A semester withdrawal is where you wish to drop ALL classes for the semester and no longer be enrolled at NC State University.

Graduate Students:

Graduate classes follow a different policy. The last day to withdraw or drop a course without a “W” grade is Monday, March 13. All schedule revisions after this date will require a Schedule Revision form for graduate and non-degree students.

If you are registered in two courses and want to drop one class, there will be NO refund after Monday, January 23. This is the date that your final tuition bill is calculated based on your current enrollment.

If you want to drop your NC State online class(es), this is considered to be a withdrawal. There are two types of withdrawal: one for non-degree students who have not been admitted to a degree program; the other is for matriculated students who have been admitted to a degree program. Refer to the cashier’s website about withdrawal policies and refunds at <https://studentservices.ncsu.edu/your-money/bill/refunds-and-reimbursements/refunds-for-withdrawal/>

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.

Non-degree or PBS students should follow the instructions provided on the Engineering Online website here: https://engineeringonline.ncsu.edu/online_courses/NDS_withdraw.html

Withdrawal Refund Schedule

Tuition and fee refunds for official withdrawals are prorated based on the schedule below. No refunds are made for official withdrawals after 50 percent of the enrollment period.

NOTE: An administrative fee of 5 percent of the total tuition and fee, and late registration fee charges not to exceed \$100, will be charged for all withdrawals processed. This fee will post to your account after your withdrawal is processed.

Spring 2017

Withdrawal Date	Refund %
On or before January 9, 2017	100%
January 10, 2017 – January 23, 2017	90%
January 24, 2017 – February 2, 2017	50%
February 3, 2017 – March 1, 2017	25%
On or after March 2, 2017	0%

The deadline for filing a [fee appeal application](#) for Spring 2017 is May 10, 2017.

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.

- Technical Issues or problems accessing lectures – Eva Boyce, Media Coordinator, 919.513.0984 or eva_boyce@ncsu.edu
- Exams or Proctor Selection – Lisa Jessick, Exam Coordinator – 919.515.3693 or lisa_jessick@ncsu.edu
- Homework Coordinator – Phillip Henry- 919.513.2844 or pHenry@ncsu.edu
- Registration questions or issues – Sarah Boswell, Assistant Director, 919.513.4822 or sarah_boswell@ncsu.edu
- Questions related to engineering online degree programs – Richard Shryock, Associate Director, 919.513.3815 or richard_shryock@ncsu.edu
- Overall questions about the EOL program - Dr. Linda Krute, Director – 919.515.5440 or linda_krute@ncsu.edu