



COURSE INFORMATION

Semester: **Fall 2007** CRN: **80234** Course Number/Section: **ED 566F.801** Credits: **1.0**

Course Title: **Best Practices in Distance Learning – Video Conferencing**

Course Dates: **11/7/2007 - 1/23/2008** Grading: **Pass/No Pass (P/NP)** Instructor of Record: **Carol Goltz**

REGISTRATION

Registration for this course should be completed online via UA Online (Wolflink). See pages 3-7 of this packet for step-by-step instructions. If you are unable to complete the online registration process, please contact the PACE office for assistance or your instructor to complete a traditional registration form. **Registration for this course must be completed/submitted by 11/14/2007.**

DROPS/WITHDRAWALS

If you must drop or withdraw from this course, it is essential that you call UAA/PACE at (907) 786-1932 or email pace@uaa.alaska.edu no later than **1/9/2008** to initiate your official drop/withdrawal from this course. If you are not officially dropped or withdrawn from this course through UAA by the drop/withdrawal deadline date, you may receive a failing (F) or no pass (NP) grade for this course. It is your responsibility to notify UAA/PACE Enrollment of your drop/withdrawal. **Notifying your instructor that you can no longer participate or that you are unable to complete the course may NOT be sufficient for official drop/withdrawal.**

REFUNDS

Refunds are calculated using UAA's Pro-Rate calculator (<http://curric.uaa.alaska.edu/registration/prorate/prorateout.cfm>)

To be eligible for a **100% Refund**, you must notify UAA/PACE by **11/12/2007**

To be eligible for a **50% Refund**, you must notify UAA/PACE by **11/15/2007**

PAYMENT

Full payment for this course is expected to be submitted online during the registration process. Total cost for this course is **\$69.00**. The online system accepts e-payments by checking/savings account, Visa or MasterCard. If your school, district, or other organization has agreed to pay the registration fee for this course on your behalf, it is your responsibility to ensure that payment information has been provided to the University by your school, district or the organization. **You are personally responsible for all charges posted to your UAA account until such time that proper payment or payment authorization is received from the school, district or organization.**

GRADES/TRANSCRIPT INFORMATION

The published due date for all assignments from this course is **January 23, 2008**

If you are or will be unable to complete the assignments for this course by the due date, please contact your instructor for information on Incomplete grades and completing an Incomplete Grade Contract.

Grades for this course may not be available for transcripts until **February 1, 2008**

Please keep this date in mind when registering for this course.

This course will appear on your transcript as **ED 566F, ST: Best Pract Dist Lrn-VTC**

UAA/PACE ENROLLMENT

3211 Providence Drive, PSB 221 Anchorage, AK 99508

(907) 786-1932 / jennifer@uaa.alaska.edu -or- (907) 786-1934 / ansjl@uaa.alaska.edu

<http://www.uaonline.alaska.edu>

PRINT	<i>Unofficial Transcripts</i>
VIEW	<i>Account Summary Account Holds Pay Your Balance</i>
REGISTER	<i>For current classes</i>
CHANGE	<i>Your Address/Phone</i>

**ø PLEASE VERIFY YOUR GRADES
FOR ACCURACY THROUGH
UAONLINE EVERY SEMESTER...
SHOULD FIND ANY
DISCREPANCIES, LET US KNOW
RIGHT AWAY!**

OFFICIAL UAA TRANSCRIPTS

http://www.uaa.alaska.edu/records/academic_records/officialtranscripts.cfm

COST OF TRANSCRIPTS

The cost for regular service is \$7.00 per copy. Processing time for regular service is 5-7 business days and transcripts are sent via first-class mail. Priority mailing and express mailing services are available at an additional cost. All fees can be paid by check, money order or credit card (Visa/MasterCard). Allow for longer processing times during peak periods at the beginning and end of each semester. If you attended more than one UA campus, you can order all from one transcript office by marking the appropriate boxes on the request form.

NEW! ONLINE TRANSCRIPT SERVICE

National Student Clearinghouse is the University of Alaska provider for online transcript request service. This is a secure site that enables you to electronically submit your request. (A major credit card and current e-mail address are required.) No Priority, FedEx or Express mailing services are available through this site.

https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=01146200

TRANSCRIPT SERVICE BY MAIL

If you do not have a major credit card or current e-mail address, or if you require expedited shipping, a transcript request form for you to print & mail is available online at

http://www.uaa.alaska.edu/records/academic_records/upload/transcript_request_form.pdf

TRANSCRIPT SERVICE IN PERSON

Transcripts may also be ordered in person at the Enrollment Services kiosk located on the south end of the University Center.

24-HOUR TRANSCRIPT SERVICE

24-hour service is available only in person at the University Center, Enrollment Services kiosk. If you require an immediate official transcript, **one** only will be furnished within 24 hours (one business day) of receipt of request submittal for a fee of \$25. We cannot accept faxed or mailed requests for the 24-hour service. The 24-hour request form is available online at

http://www.uaa.alaska.edu/records/academic_records/upload/24_hour_transcript_request.pdf

2. DETERMINE YOUR REGISTRATION ELIGIBILITY

- Once successfully logged in, click on “**Student Services, Financial Aid & Account Information**”, then on “**Registration**,” and next on “**Check your Registration Eligibility.**”
- From the dropdown menu, select the term in which your course begins and click **submit**

Select Term

Your current educational level and goal are listed below.

Education Level: Associate Degree

Education Goal: Masters

Select a Term: Summer 2007

Submit

- On the next screen, if you receive this message:

- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is Non-Degree Seeking.

You should be eligible to register and can proceed with registration (see Section C, page 5).

- On the next screen, if you receive the following message:



You require re-admission prior to registration.

You must first apply for non-degree seeking admission before you will be permitted to register. (See Section B, page 4).

- On the next screen, if the information displayed states that you have Holds, you can view your holds by clicking on the “**Student Services, Financial Aid & Account Information**” tab, next on “**Student Records**,” and then on “**View Holds.**” For Holds due to:
 - **Financial** obligations, you will need to call UAA Accounting: 786-1475 -or- 786-6146.
 - **Library** fines, you will need to call the UAA Consortium Library: 786-1374.
 - **Parking** fines, you will need to call the UAA Parking Services: 786-1119.
 - If your hold is due to another reason not listed above, you will need to contact UAA Enrollment Services (786-1480) to determine what needs to be done to resolve the issue.

Your Hold(s) must be resolved (any account balances/fines paid, etc.) and your hold released before you will be permitted to register.

B

NON-DEGREE SEEKING ADMISSION INSTRUCTIONS

**** DO NOT APPLY for NON-DEGREE-SEEKING admission if you are *currently* admitted to a degree program at a UA campus (UAA, UAF, UAS); doing so will change your status in the UA system and may remove you from your program. Login to UA Online & proceed with registration (section C). ****

1. Click on the “**Student Services, Financial Aid & Account Information**” tab at the top of the page.
2. Choose “**Admissions**” from menu.
 - a. Select “University of Alaska Anchorage”, “Non-Degree Seeking” from the lists at right
 - b. Select the current UAA semester in the admission term drop-down menu.
 - c. Enter your name & click Fill Out App.

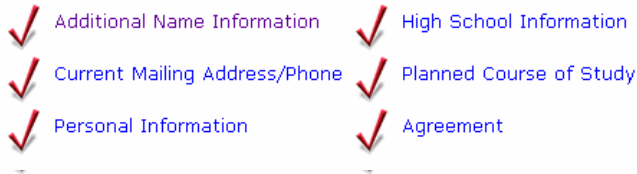
Campus:

Bristol Bay Campus
 Chukchi Campus
 Interior-Aleutians Campus
 Kenai Peninsula College
 Ketchikan Campus
 Kodiak College
 Kuskokwim Campus
 Mat-Su College
 Northwest Campus
 Sitka Campus
 Tanana Valley Campus
 University of Alaska Anchorage
 University of Alaska Fairbanks
 University of Alaska Southeast

Application Type:

Associate/Cert - No College
 Associate/Cert - Prior College
 Bachelor - No College
 Bachelor - Prior College
 Graduate (Bachelors Req'd)
 Intl 2yr Degree-No College
 Intl 2yr Degree-Prior College
 Intl 4yr Degree-No College
 Intl 4yr Degree-Prior College
 Non-Degree Seeking
 Occupational Endorsements
 Secondary School

- To begin the application, click on additional name information. On the following screens, fill in/update the requested personal information (address and phone, and high school information, etc).
*All fields marked with a red asterisk are required and must be completed. * - indicates a required field.*
- When you reach Planned Course of Study, select “**Non Degree Seeking**” from the drop-down menu and click “**continue.**”
- On the Application Checklist, be sure there is a red checkmark by each section and click “**Application is Complete.**”



- If there is a blue “i” circle next to any section, you will need to go back and complete that section before clicking “**Application is Complete**”.



- When you reach the **Signature Page**, you have completed the application successfully and should now be able to proceed with registration (Section C, below).

C REGISTRATION INSTRUCTIONS

- Click on “**Student Services, Financial Aid & Account Information**”
- Click on “**Registration**”
- Click on “**Register / Add/Drop Classes**”



If you receive the following message after clicking Register / Add/Drop Classes, You must first apply for non-degree seeking admission before you will be permitted to register. (See Section B, page 4). You can also call/email the PACE office and we can update your status.

UOnline

Personal Information | **Student Services, Financial Aid & Account Information** | Faculty Services | Employee

RETURN TO MENU | SITE MAP | HELP | EXIT

Fall Semester 2007
Sep 07, 2007 09:28 am

Register/Add/Drop Classes:

You are not permitted to register at this time.

You may not be able to register because:

- . Your account has a hold that does not allow you to register. Please click on View Holds. It appears at the bottom of the Register/Add/Drop Classes page or the Check Your Registration Eligibility page.
- . Your campus does not use Web registration, so your account has not been set up for registration purposes. Please contact your local Registrar's office for additional information.
- . Priority registration is in effect and it is not yet your turn to register. Please check your campus registration information for priority registration information.
- . You have not attended in the last two years, and are not permitted to register online at this time. Please contact the Registrar's Office at your campus.

For UAF (Fairbanks area) students:

- . If you are a first-semester graduate student or a degree-seeking undergraduate student, you must complete a Registration Form, have it signed by your advisor and then return it to the Registrar's office or another office that is designated to accept the Registration forms (Academic Advising Center, Rural Student Services, TVC at 604 Barnette). The Registration Form can be printed by clicking on Student Services, Financial Aid & Account Information --> Registration --> Select Term (select the current registration term and click on Submit button) --> Check Your Registration Eligibility (click on Print your UAF Registration Form here. If this option does not appear, then you are not eligible to register for another reason.)
- . If you are a high school student, you will not be able to register using UOnline. You must complete a Secondary School Student Enrollment Form which can be found on the Web at www.uaf.edu/reg/forms/secondary.pdf.

[View Holds | Change Course Options | Complete your Registration]

RELEASE: 7.3.2.1 powered by SUNGARD HIGHER EDUCATION

4. Choose the appropriate **Semester** from the drop down menu & click “**Submit**”
5. Scroll to the bottom of the page & locate the **Add Classes Worksheet**
6. Enter the **CRN** & click “**Submit Changes**” (see the **Course, Registration & Transcript Information** on page 1 of this packet for the CRN and Semester)

Add Classes Worksheet

CRNs

7. The page will refresh and the course should now appear under **current schedule**

Current Schedule

Status	Change?	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Registered - Web on Nov 21, 2006		37837	OSH	A112	AES Undergraduate - UAA	3.000	Letter Grades	Introduction to Injury Epidemiology



If you receive an error message stating that there is a time conflict or the section is closed (full), please send an email to pace@uaa.alaska.edu with your Student ID# and CRN for the course for which you are trying to register and we will enter an override in the system that will allow you to register, if acceptable.

8. At the bottom of the page, below the horizontal line, click “**Complete your Registration**”

RELEASE: 6.2

[\[View Holds | Change Course Options | Complete your Registration \]](#)

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9. The screen that follows displays the fees & charges on your UAA account
Please note: this is a summary of charges for **all courses enrolled in for selected semester**
10. At the bottom of the page, below the horizontal line, click on “**Account Detail for Term / Credit Card Payment**” (even if you will be paying by e-check or savings)

Total Charge: \$700.00

RELEASE: 6.2

[\[Week at a Glance | Student Detail Schedule | Account Detail for Term / Credit Card Payment | Bookstores \]](#)

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11. The next screen shows the detail of all charges and payments for the selected semester, as well as the total amount due on your account. Click on “**Check**” to pay through your checking or savings account; click on “**Credit Card**” to pay with a credit card and follow the prompts. You must pay the **entire balance due** on your account for the selected term -- The system does not support partial payments.

Account Detail for Term

Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

Questions? Contact the appropriate office(s).

If ready to pay, click **Check** to make online payment from your checking or saving account, or click **Credit Card** to pay online by credit card.

If you would like to add a sports pass, parking decal or health insurance charge to your account before making payment, click on the appropriate link
Sports Pass - for UAF students only
Parking Decal
Health Insurance - for UAF students only

200703 Fall Semester 2007 Term Detail

Detail Code	Description	Charge	Payment	Balance
	Net Term Balance			\$0.00
	Net Balance for Other Terms:			\$0.00
	Account Balance:			\$0.00
	Current Amount Due:			\$0.00

TO CONFIRM YOUR REGISTRATION

Click on “**Student Services, Financial Aid & Account Information,**” then “**Registration,**” then “**Student Detail Schedule.**” If your course is listed, your registration was successful.

D

NEW USER ADMISSIONS WWW.UAONLINE.ALASKA.EDU

If you have **NEVER** taken classes from the University of Alaska (UAA, UAF or UAS), follow the steps below to create a new student login in the UA system.

1. From the main UAOnline menu, select “Apply for Admission or Check on Status of Application.”



2. Next, from the Admissions Login menu, click on **New Student** from choice number two on the list.

3. Choose a login ID and PIN and click Login.

4. Go back to section B (page 5) and follow the non-degree seeking application instructions.

5. After you have completed and submitted the application, you will need to come back to UAOnline (allow 24-72 hours for account creation) and follow the instructions beginning with Section A for returning students.

If you have difficulties registering or have questions about online registration, contact: Jennifer Greene (907) 786-1932, jennifer@uaa.alaska.edu; Sally Love (907) 786-1934, ansjl@uaa.alaska.edu; or UAA Enrollment Services 786-1480, option 2.