

enrolled at least half time. **International Center Students:** U.S. federal financial aid funds are not available. Check with local center staff for other types of aid available by country.

## Online Program Information

### U.S. Online Program Registration

1. A learner interested in registering for an online course may do so by any of the following methods.

**Telephone:** Call 800-773-9298 to register.

**Mail:** List full name, address, course number, and title. Enclose with payment and mail to: Online Program Office, Upper Iowa University, PO Box 1857, Fayette, IA 52142.

**Fax:** Fax the information listed above in the "Mail" section to the Online Program Office at 563-425-5771. Include the name on the credit card to be used for tuition payment, the credit card type (MasterCard and VISA are the only types accepted), the credit card number and expiration month and year.

**E-mail:** Send a message to [gradregister@uiu.edu](mailto:gradregister@uiu.edu) with full name, address, course number and title, as well as payment information.

Payment is due prior to the first day of class either by check or credit card. Payment information is best given over the phone as e-mail is not a secure environment.

**Online Registration Request:** Complete the online form with all requested information which is located under the Online Program section at [www.uiu.edu](http://www.uiu.edu). You will receive a confirming e-mail that the Online office has received the registration request.

Payment is due prior to the first day of class either by check or credit card.

**Military Tuition Assistance:** Active-duty Army personnel will register through GoArmyEd portal, which will be sent to the Online office. All other military personnel using Military TA will have their ESO approve the class and fax the completed TA form to the Online office.

**Employee Tuition Assistance:** If you are receiving tuition assistance, a voucher approved by Upper Iowa University must accompany any portion of the payment for which you are responsible. Contact the Online Program Office for more details.

2. The Online Program uses Microsoft Outlook Express™, a standard Microsoft product that comes bundled with Microsoft Internet Explorer™, as the course access software. Outlook Express is available for PCs. Entourage™ is a similar program available for MACs. Learners who do not have Internet Explorer may obtain it for free from the University. Learners registering for their first online course and learners who are returning after a break of more than one term in online courses must request an account and password at the course server site (<http://meetings.uiuonline.org>) by completing the account request form at the site. The instructions on how to configure Outlook Express to attend UIU Online courses are also available at the course server site.

Learners registering for their first course are required to register not less than two weeks prior to the start of the term. Upper Iowa University requires first-time online learners to complete the self-paced tutorial available at the course server site.

3. No registration will be accepted after the first day of class meeting, unless approved by the instructor and the Director of the Online Program and then only in exceptional circumstances.
4. Term start dates are published on the web site at [www.online.uiu.edu](http://www.online.uiu.edu) and are available from the Online Program upon request. All published course schedules in the Online Program are subject to change.

### International Online Program Registration

Upper Iowa University has authorized representatives in some countries who provide registration and student advising. Learners enrolled through these representatives may register for classes at the local office.

### Changes in Registration (Drop/Withdrawal Procedures)

Note the following policies for changing registrations:

1. If you wish to withdraw from a course, you must notify the Online Program Office by calling or writing prior to the published last day to drop a class, which is the end of the fifth week. A grade of W will be recorded on the transcript. Informing the course faculty member is not sufficient notice for a drop or withdrawal.
2. Because of the online delivery mode, learners will not be allowed to add a class after the first day of the term.

### Administrative Withdrawal

Prior to the last date to withdraw if a learner has not attended (posted one or more notes to the main class meeting within the academic week) for fourteen consecutive days, the instructor or Online Program Office will initiate an administrative withdrawal. A grade of AW will then be recorded. This will affect financial aid funding.

## Online Course Expectations

### Course Attendance

For Online Programs, course attendance is defined as: a learner who posts at least one or more notes to the main class meeting EACH week. The Online Program course week begins on Thursday and ends the following Wednesday. You are required, to be considered in attendance, to post a minimum of one note to the main class meeting EACH week. You must meet the attendance minimum to stay active in the class. If you do not meet this attendance requirement for two consecutive weeks you will receive an AW for the course which will affect your financial aid funds for the payment of the course. Financial aid and tuition adjustments will be calculated based on the day your last note

was posted to the class. If you do not drop or withdraw from the course before the end of the fifth week of the term, you will receive a letter grade (A, B, C, or F as appropriate) in that course based on what work you did complete in the course. The policy of attendance for the program is a minimum to stay registered in the course. Upper Iowa University does not distinguish among types of absences. Official leaves of absence are not granted.

### Course Participation

You are expected to participate actively in and contribute to the learning experience in your course at least five days of each seven day academic week.

Participation means providing substantive comments, questions and contributions that advance the learning process for you and/or other learners in the course. Participation may include responding to questions and issues posed by other learners. Participation does NOT include submission of homework and other course assignments. Non-substantive comments, non-germane comments and comments of the nature of “I agree” or “I disagree” (unless the latter two are elaborated upon to make them substantive) do not count towards meeting the participation requirement. You are expected to participate at least five days each academic week. Attainment of the minimum expected participation is representative of an average learner. Participation in excess of the minimum is expected of superior learners. Your faculty member may amplify or clarify the specific expectations of participation in the course. If you actively participate in the course, you should not have an attendance issue. Participation is part of your grade in your course.

### Non-Attendance

If you have not attended class (posted one or more notes to the main class meeting during the first seven days of the term) you will be considered to be in non-attendance and will be withdrawn from the course. An NA will be recorded on your transcript and financial aid funding will be affected.

### Collaborative Learning

Online courses incorporate one or more collaborative learning assignments that utilize “virtual teaming.” In collaborative assignments a group of students work on and submit an assignment as a team. Work done in the group is not considered participation for grade purposes. In general all members of the group will earn the same grade on the assignment. If the faculty member determines that one or more group members did not do a fair share of the assignment, those students may receive a lower grade reflecting that. Some faculty members assign the members of groups while others allow students to self-select their group. A faculty member’s policy on this will be in the course syllabus.

### Hardware and Software Requirements

It is recommended that learners have regular access to a Pentium® processor or better using Windows® 2000 or newer as an operating system. Learners should have a minimum RAM of at least 128 MB (256MB is standard) and disk space. Learners will need a 56kbs modem or faster such as a cable modem or DSL

connection. In addition, learners must have access to and be able to use Microsoft Word, Microsoft Excel, and Microsoft Power Point. Software that is capable of both reading and creating Microsoft Word, Microsoft Excel, and Microsoft Power Point files is acceptable. Some courses may have specific additional software requirements. Learners must have Microsoft Outlook Express, which comes bundled with Microsoft Internet Explorer.

In order to protect both learners and faculty from viruses and other malicious code, learners are required to have anti-virus software that is maintained with current virus definitions on any computer used to connect to the course servers. Learners who use company computers or public computers should verify that the computers are properly protected. A learner who repeatedly transmits viruses or other malicious code to the course server after notification that the computer the learner used is infected may be subject to disciplinary action, up to and including suspension or expulsion by the University.

## U.S. Center Program Information

### Center Program Registration

- New learners must register at the Center.
- Currently enrolled learners may:
  - Register at the center
  - Complete an automated request to register by going to your center schedule page which is located under the U.S. Centers section site.

Registration begins approximately four weeks before the start of each term. You are strongly encouraged to register early! Classroom capacity may limit the size of classes, but, if enrollments dictate and there is lead time to make the necessary arrangements, a second section of a course may be added. Without adequate lead time, courses may close when enrollment reaches classroom capacity.

Tuition and any course-related fees are due at the time of registration or by the first night of class. You must complete a registration card to be officially registered for a course.

International learners need to contact their advisor regarding specific information on admission and registration.

### Changes in Center Program Registration

Note the following policies for changing your registration:

1. You may not add a course after it meets for 1/8 of the total hours it is scheduled to meet.
2. If you wish to withdraw from a course, you must complete a Course Withdrawal Card (contact your center office) prior to the last day of the fifth week of the term. Failure to attend class does not constitute withdrawal. Learners who register for a course and fail to attend it will be assigned a grade of NA unless a withdrawal form is completed prior to the first day of the term.