Distance Learning Program (DLP)

2017 – 2018

Student Guide
CONTACTS

UC Davis Distance Learning Program (DLP) Liaison
Alin Wakefield, amwakefield@ucdavis.edu, (530) 752-1650

UC Davis DLP Classroom Coordinator
Stephani Shone, (530) 752-2850

UC Davis Graduate Program Coordinators
Biological & Agricultural Engineering: Lauren Mendoza, (530) 752-1451
Biomedical Engineering: Christal Wintersmith, (530) 752-2611
Chemical Engineering: Alisha Bartolomucci, (530) 752-7952
Civil Engineering: Lauren Worrell, (530) 752-1441
Computer Science: Jessica Stoller, (530) 752-7224
Electrical & Computer Engineering: Kyle Westbrook, (530) 752-8251
Materials Science: Alisha Bartolomucci, (530) 752-7952
Mechanical & Aerospace Engineering: gemahelp@ucdavis.edu, (530) 752-0581

UC Davis Contacts for Courses and Research Units
Biological & Agricultural Engineering: Lauren Mendoza, (530) 752-1451
Biomedical Engineering: Christal Wintersmith, (530) 752-2611
Chemical Engineering: Deb Snyder, (530) 752-7306
Civil Engineering: Lauren Worrell, (530) 752-1441
Computer Science: Melinda Curry, (530) 752-7004
Electrical & Computer Engineering: Kyle Westbrook, (530) 752-8251
Materials Science: Deb Snyder, (530) 752-7306
Mechanical & Aerospace Engineering: gemahelp@ucdavis.edu, (530) 752-0581

UC Davis Open Campus
Chris Vincenti, cvincenti@ucdavis.edu, (530) 757-8563

LLNL Site Coordinator and Education Program Leader
Carol Musto, musto1@llnl.gov, (925) 424-5479

SNL Site Coordinator and Education Program Leader
Kristy Sibert, klsiber@sandia.gov, (925) 294-2075

When requesting classes, contact Alin Wakefield (UCD), and please copy Carol Musto (LLNL) or Kristy Sibert (SNL), depending on your lab location.
# 2017 – 2018 IMPORTANT DATES

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WELCOME

UC Davis Distance Learning Program (DLP) classes are broadcast via the Internet to Lawrence Livermore National Laboratory (LLNL) and Sandia National Laboratories (SNL) students and employees. Typically, full time professional engineers at LLNL and SNL enroll in one course per quarter; thus, a master’s degree program takes approximately three years and a doctoral degree program takes approximately five to six years to complete. Some LLNL and SNL engineers can arrange their schedules to accommodate more course units, completing their degrees in less time. A Graduate Engineering Certificate is also an option and can be obtained upon completion of required courses and units.

Embarking on a graduate program in addition to working full-time at LLNL and SNL can be especially challenging. Therefore, obtaining support is the key to your success. Involve your supervisor in your planning. Whether you are taking one course, or planning to enroll in a degree program, you should work with the graduate program coordinator for the program you are interested in. These staff advisers are in the best position to advise you on prerequisites, course progression and requirements for admission to a graduate program. They can also be instrumental in helping to identify an appropriate research adviser. Information about each graduate program, including contact information for the graduate program coordinator can be found on the College of Engineering Graduate Programs website.

Currently, DLP classes are available to LLNL and SNL employees only.

OVERVIEW

The UC Davis Distance Learning Program (DLP) is an outreach program intended to help fulfill the UC Davis mission of teaching, research, and public service. The DLP program is a partnership with Lawrence Livermore National Laboratory (LLNL) that is separate and independent from the University graduate and extension offices. DLP allows employees at LLNL and Sandia National Laboratory (SNL) to take classes and pursue a graduate degree via the Internet with greatly reduced need to commute to the Davis campus. Many practicing engineers who take DLP classes would not be able to regularly attend UC Davis classes. Selected UC Davis classes are held in specially equipped studios and recorded classes can be posted to course websites for viewing.

Students can find information about courses in the on-line UC Davis General Catalog. Within each department is a list and description of courses offered. DLP students select and request classes to be recorded from this list. The DLP staff then works with the academic department to schedule your request in one of two DLP specially equipped classrooms. The staff also arranges for camera operators and administrative support services. When you register for a course through the UC Davis-Distance Learning Program, you are required to pay the standard UC Davis tuition or University Extension Open Campus fees for that course.
Most lab employees admitted to degree programs enroll as a part-time student. Most Open Campus students enroll in one course per quarter, and the Open Campus fee is based on the number of units of the course you are taking.

GETTING STARTED

The first step towards succeeding in your Distance Learning Program is to become acquainted with the appropriate site coordinator – LLNL: Carol Musto (musto1@llnl.gov, 925-424-5479) or SNL: Kristy Sibert (klisiber@sandia.gov, 925-294-2075). They can assist you with eligibility and funding questions. To select coursework, you should work directly with the graduate program coordinator at UC Davis in your area of interest. Refer to the CONTACTS section of this guide for details.

Once you have selected a course, and the instructor has agreed to teach in the DLP, you may choose to enroll as one of the following:

- Open Campus student
- Continuing student
- Student enrolled in a graduate engineering certificate program

Open Campus

Many students enroll through Open Campus, which is administered through UC Davis University Extension. You may be allowed to transfer up to 12 units of credit for post-baccalaureate work taken through Open Campus prior to formal admission to a graduate program. Check with your department’s graduate adviser before taking a course through Open Campus to establish that it is transferable to a degree program. When taking courses through Open Campus, you are not a matriculated student. Application forms for Open Campus are available online.

Continuing Enrollment

After you have been accepted to a degree program through the Office of Graduate Studies, you may enroll as a continuing student. Application information for admission to a graduate program at UC Davis may be obtained by visiting the Office of Graduate Studies website, or by going to the individual engineering graduate program websites.
STUDENT INFORMATION

Requesting Classes

Begin by meeting with the Education Program Leader for your site to discuss funding. Work with your direct supervisor to ensure your course plan will be supported and then contact the graduate program coordinator for your area of study to determine appropriate course choices. Once you have a list of recommended courses, contact Alin Wakefield (amwakefield@ucdavis.edu) at UC Davis to request a course be placed on the schedule. The DLP deadlines for requests are:

Fall Quarter: September 1  
Winter Quarter: December 1  
Spring Quarter: March 1

In order to best ensure that the course you choose is available, you should submit your requests for courses when the call for course requests is sent, but no later than the deadline set for each quarter listed above. While you can make a request after this time, it is more difficult to secure space in the DLP classrooms. The best way to determine appropriate course choices is to work with the staff graduate adviser for your program. These staff members are experts on the requirements for your program. You will find descriptions of courses in the UC Davis General Catalog. Another source of information for current course offerings would be the individual department websites or the Class Search Tool (classes.ucdavis.edu). Once you have determined the courses you wish to request, notify Alin Wakefield (amwakefield@ucdavis.edu). The instructor will be contacted to determine if she or he is willing to move this course to the Distance Learning Program classroom.

Scheduling priority for the DLP classrooms is managed as follows:

1. Students admitted to an engineering degree program
2. Students planning to apply to an engineering degree program and who are requesting a graduate course (200 - 299)
3. LLNL employees wishing to take a graduate engineering course
4. Upper-division engineering courses for students planning to pursue engineering graduate study will be considered on a case-by-case basis after the above priorities.
5. Lower-division courses (001 - 099) will not be offered in the DLP

Student Commitment

It is very important that you plan early and think very seriously about your commitment to the class you are requesting. Arranging a class to be held in a DLP classroom involves a number of individuals and units. Changing your mind after all arrangements have been made can impact the willingness of those involved to accommodate requests in the future.
Registration Procedures

For students in a *DEGREE PROGRAM*:

Students who have been admitted to a degree program are responsible for understanding information about registration from the Registrar’s Office.

Specific information about registering for courses can be found on the Register for Classes site. Graduate students are not assigned pass times. You may enroll in classes any time during registration operating hours. Please see Important Dates for specific registration dates.

Transcripts for students matriculated in a degree program can be ordered through the Registrar’s Office.

For students enrolling through *OPEN CAMPUS*:

All students enrolling through Open Campus are responsible for knowing information presented on the Open Campus website (https://extension.ucdavis.edu/open-campus).

When your course request is approved, you will need to submit an Open Campus enrollment form (please do not fill in your social security number of credit card information). Send your Open Campus registration form to Alin Wakefield (amwakefield@ucdavis.edu). Once that form is received, the process of establishing your UC Davis computing account will begin. You will not have access to course recording until your computing account has been established. Your enrollment forms will be forwarded to Open Campus and will be processed approximately one week prior to the beginning of the quarter. At that time, you will be contacted by Chris Vincenti at Open Campus for your payment information and social security number. Prior to the beginning of the quarter, the DLP classroom coordinator, Stephani Shone, will add you to the course website on CANVAS.

- **Open Campus Courses:** A UC Davis Extension Open Campus Program brochure can be obtained from the Open Campus website. Read the brochure thoroughly as it contains information on all aspects of taking classes through the Open Campus Program.

- **Enrollment Applications:** Complete a UC Davis Open Campus (concurrent) Enrollment Form for each class you wish to take. All DLP courses are available for Open Campus enrollment. Fill in the information requested and sign the application. Do not fill in payment information. The Open Campus office will contact you for payment information. Do not fill in the instructor’s signature or the Dean’s Office approval. The DLP office will complete this information when we receive your registration form. Send your form to Alin Wakefield (amwakefield@ucdavis.edu) at UC Davis.
• Payment of Fees: The amount you pay depends on the number of course units you will be enrolled in (see Open Campus brochure). You may pay either by check or credit card. A representative from UC Extension will contact you directly to obtain your credit card information after your completed registration form is submitted to the Open Campus Program office by the DLP staff. Your credit card will not be charged until the enrollment process is complete.

• Library Cards: When enrolling in an Open Campus course, students may request a library card application, which can be taken to the Shields Library circulation desk to obtain a UC Davis library card for the quarter. This will require a trip to campus.

• Enrollment Verification: Open Campus will send an email verification of enrollment and a copy of your receipt for payment to the email address you listed on the registration form. If you do not hear from Open Campus by one week prior to instruction starting, please contact Chris Vincenti (530-757-8563).

• Late Enrollment: Please check the Open Campus enrollment form for current dates.

• Withdrawal from Courses: Please check the Open Campus registration form for current deadline dates. A request to withdraw from a course must be received in writing (by mail, fax, email or in person) at the UC Davis Extension Student Services office by the published final day for schedule adjustment (add or drop) deadline. Refunds for course withdrawals will be granted, minus a $30 processing fee for each course, if you state “withdraw with refund” on your written request.

• Transcripts: Information about ordering transcripts at the end of each quarter can be found on the Open Campus website.

Computing and Email Accounts

Open Campus students are eligible to create a UC Davis computing account once their enrollment forms are received. Having a computing account allows you to have a UC Davis email account and access to the campus computing labs, MyUCDavis and CANVAS. Some courses require that you access these websites.

Instructors often use CANVAS to organize their courses, and to interact and collaborate with students. You can create your campus computing account online at http://computingaccounts.ucdavis.edu or by phone at 530-754-HELP (4357). You must provide your birth date and social security number to create a campus computing account.

Homework
Assignments, class notes, and other materials are provided by the instructor on CANVAS or course websites or through other electronic means. Homework assignments should be sent via email or course website, depending on the arrangements made with the instructor.

**IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THE FOLLOWING APPEARS CLEARLY ON EACH SUBMITTED PAGE:**

- **STUDENT’S NAME**
- **PAGE NUMBER** (ex: 1 of 2)
- **COURSE NUMBER**

**SUBMITTED ASSIGNMENTS MUST:**

- **BE LEGIBLE; AND COMPLETED SUCH THAT SCANNED DOCUMENT IMAGES CAN BE ACCURATELY READ BY INSTRUCTIONAL STAFF**
- **INCLUDE ELECTRONIC FILE NAMES WITH THE COURSE NUMBER, ASSIGNMENT NUMBER, AND STUDENT’S NAME** (ex: MAE247_ASGN1_SMITH)

***PLEASE DO NOT WRITE WITHIN ¼” (ONE-QUARTER INCH) OF THE EDGE OF ANY PAGE TO ENSURE TEXT CAN BE PROPERLY IMAGED BY A DOCUMENT SCANNER.***

**How to View a Recorded Lecture**

Lecture videos are viewed through the course CANVAS site by selecting “Lecture Videos” from the menu bar. Some instructors post videos on their course website. The DLP staff can provide you with the URL if CANVAS is not utilized by the instructor.

**Student Responsibilities**

The Distance Learning Program staff is happy to assist you in making your distance learning education a positive experience. We will try to do everything we can to implement course selections, streamline registration, and assist with obtaining faculty signatures on various forms. It is your responsibility, however, to know the deadlines, request the proper forms, and allow the DLP personnel sufficient lead-time to obtain the appropriate signatures. Plan ahead.

Whether you enroll as an Open Campus or a degree program student, if you wish to drop a class you must comply with the deadlines and requirements of the Registrar’s Office, and University Extension’s Open Campus Office to avoid academic and financial penalties. Please notify Stephani Shone (530-752-2850), your site coordinator, and Alin Wakefield (amwakefield@ucdavis.edu). **FAILURE TO DO SO MAY RESULT IN TUITION OR FEES TO BE ASSESSED DIRECTLY TO THE STUDENT.**

Please consult your instructor regarding problems with deadlines due to your work responsibilities and travel conflicts.
Camera operators are instructed to follow the board work, not the instructor. Each classroom experience is unique and each instructor has a unique style; a style which works for one instructor and a particular course may not work for another. If you have any specific requests for the camera operator, please contact Stephani Shone (530-752-2850).

**Quizzes and Exams**

Most midterm and final examinations are taken at LLNL with a proctor. Occasionally an instructor will request that you come to the Davis campus to take an exam, or for a final project with an oral presentation. Request for alternate exam and quiz times can be requested to accommodate work obligations, but the instructor is not required to approve such requests. Please provide the Education Program Leader at LLNL with a schedule of all your exams to ensure a proctor is appropriately scheduled. The proctor will forward completed exams to the instructional staff. It is the responsibility of the student to ensure that each page is labeled with the student’s name, the page number and the course number and that submitted assignments received by the instructor are legible and can be accurately read by instructional staff.