

DISTANCE EDUCATION PROGRAM

Distance Education Program

UHD's Distance Education Program gives students the option of taking upper level courses at off-site locations located across metropolitan Houston. Instruction at these sites is provided by faculty in person or through interactive television. Courses are also offered online via the internet and by videotape.

Registration for distance and online classes is done online or in-person, just as for any other class. Check the UHD website for details about registering for online classes as specific instructions are often listed with each class in the Class Schedule, found at e-services.

IMPORTANT

Any course delivered more than 50% at an off-campus location, or 50% or more using technology, is classified as a Distance Education course. **To offset the additional costs incurred by the university in off-campus and online delivery of instruction, a distance fee of \$30 per SCH is assessed for all courses taught at an off-campus location. A distance online fee of \$50 per SCH is assessed for all courses taught online.** Courses delivered by Distance Education have the same prerequisites and workload requirements as on-campus courses. The registration process is the same for distance as for on-campus courses.

Distance Education Locations

UHS-Cinco Ranch. 4242 South Mason Rd, Katy, TX 77450, 832/842-2800, www.cincoranch.uh.edu

The University Center. 3232 College Park Dr, The Woodlands, TX 77384, 281/618-7140. www.tuc.edu. An academic advisor is available for on-site advising Monday-Friday.

Modes of Delivery for Distance Education Courses

Interactive Television (ITV) courses are broadcast live, usually from UHD to off-campus locations. In a few cases, broadcasts may originate from the off-campus locations. The instructor is physically present only at the broadcast site, denoted in the Class Schedule as a face-to-face (F) course. The remote locations of an ITV class are marked (I). The experience is similar to video-conferencing. The persons at the off-campus locations can see and converse with the persons at the broadcast site and with persons at the other off-campus locations.

Videotape/Homeview (T) telecourses use videotapes along with a text and other supplemental materials. Students purchase the videotapes in addition to the text and supplemental materials. They may be required to take exams on campus on special dates.

Online (C) courses require that students interact with their instructors via the Internet. Some faculty may require face-to-face sessions with students and/or proctored exams. **Before enrolling in an online course, visit the UHDonline website, uhdonline.uhd.edu, and access Student Resources.**

- Complete online orientation at uhdonline.uhd.edu to determine if you are a good candidate for online learning.
- You **must** have access to a personal computer, modem, and web browser meeting the minimum requirements listed in the Online Orientation section of uhdonline.uhd.edu

After registering, you should:

- Follow the instructions found in the class notes listed with each class in the online schedule
- Review the online orientation at uhdonline.uhd.edu prior to the start of classes to become more familiar with WebCT, the program used to facilitate our online classes.
- Obtain your login information prior to the first day of classes as explained at the UHD online website. Classes may be accessed beginning the official first day of classes. If your class is unavailable after the official first day of classes, contact your instructor.

For further help, go to uhdonline.uhd.edu and view UHD's WebCT Help located in the Student Resources section or call 713/221-8540 option 4 and leave a message.

Online and Homeview/Tape Course Orientation

Students enrolling in videotape/homeview (T) and/or online (C) courses may be required to attend an orientation usually a week before the start of classes. For details, see the notes listed with each class in the Course Listings section of this schedule or online at www.uhd.edu/eservices.