



The UNIVERSITY of NORTH CAROLINA at
CHARLOTTE

Fall 2009 Online Instructional Systems Technology Programs
UNC Charlotte Fall Semester Dates: August 24, 2009 to December 18, 2009
TUITION IS DUE AUGUST 26, 2009

The Office of Distance Education strives to provide you information which promotes your success in distance education courses. This 8-page document contains important information to assist in that success.

1. **Preparing for the Fall semester**
2. **General Information**
3. **The UNC Charlotte Academic Calendar**
4. **Distance Education Tuition and Fees**
Withdrawal Tuition and Fees Adjustment Schedule
5. **How to Find Courses and Textbooks**
6. **Tentative Schedule for Graduate Certificate in Instructional Systems Technology**
7. **Tentative Schedule for M.Ed. in Instructional Systems Technology**
8. **Distance Education Phone Directory**

Please print this document for future reference.

Preparing for the Fall Semester

It is the student's responsibility to have done the following by August 21, 2009

1. **Completed the ORIENTATION** at www.DistanceEd.uncc.edu.
2. **Obtained your UNC Charlotte ID#, NinerNET Username (Novell, User ID) and Password.** If you don't have this information, go to <https://ninernet.uncc.edu/tools.php>.
3. **Resolved any technical issues through the Student Computing Help Center:** 1-877-396-8462; 704-687-6400; or <http://helpdesk.uncc.edu>. The Student Computing Help Center is very busy the first few weeks of each semester, so **resolve technical issues prior to August 21, 2009.**
4. **Checked your UNCC email account through 49er Express at** <http://www.uncc.edu/49erExpress>. It is your responsibility to check your UNCC email frequently. This is the email address all University offices use to communicate with you.
5. **Read the information in these documents!**
6. **Contacted the Office of Distance Education with questions.**

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General Information

- 1. Participation in these online courses requires knowledge of Moodle.** Learn about Moodle in the Orientation at www.DistanceEd.uncc.edu (click on Technical Orientation).
- 2. Tuition bills are not mailed!** See your tuition due in Banner Self Service under Student Services/Student Accounts. If you have questions about your tuition, keep in mind that the Student Accounts Office is **VERY** busy on the tuition due date. Student Accounts Tuition Payment Information is at: <http://studentaccounts.uncc.edu>.
- 3. Drop and Withdraw from courses through Banner Self Service. Contacting the course instructor DOES NOT drop or withdraw students from courses! Refer to The UNC Charlotte Academic Calendar and Bills, Refunds and Withdrawals for important dates.**

If you need to withdraw from courses and are unable to do so in Banner Self Service: **Fax a written withdrawal statement to the Office of the Registrar, including your signature and student ID#, to fax number 704-687-3340. Questions? Phone: 704-687-5505**
- 4. Distance Education students ARE NOT:**
 - Required to meet on-campus immunization requirements unless they also attend on-campus classes, meeting M-F before 3:30 p.m.
 - Eligible for University health insurance unless they meet specific on-campus attendance requirements (see www.studenthealth.uncc.edu).
 - Required to attend Graduate Admissions on-campus graduate student orientation. You may choose to attend this on-campus orientation if you are pursuing a master's degree.
- 5. Course grades are not mailed.** View your grades in Banner Self Service.
- 6. University-wide information will be made available to you via the UNC Charlotte Website, www.uncc.edu, your UNC Charlotte email, and 49er Express.**
- 7. Instructional Systems Technology courses are listed on the Course Schedule, accessible from the Quick Links box at www.uncc.edu AND in the Banner Self Service "Course Summary Search".** When viewing courses through Banner Self Service, be sure to click on the number under the CRN heading to see full course and instructor information.
- 8. Remember that online distance education Instructional Systems Technology program information is at www.DistanceEd.uncc.edu/Programs.**

Be sure to visit www.DistanceEd.uncc.edu for additional Office of Distance Education information; and www.uncc.edu for access to all UNC Charlotte information.

Fall 2009 Academic Department Contact Information

Dr. John Gretes, Advisor
Office of Information Technology
Department of Educational Leadership
704-687-8810
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Dr. Meredith DiPietro
Department of Educational Leadership
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The UNC Charlotte Academic Calendar

Fall Semester - August 24 – December 18, 2008

Current at time of printing – Check www.registrar.uncc.edu/calendars/calendar.asp for the most current calendar.

Academic Year Begins	August 17
Last day to cancel all classes with no charges	August 23
First day to drop all courses with a \$25 withdrawal fee	August 24
First day of classes	August 24
Payment Due Date/ Cancellation for non-payment	August 26
Saturday classes begin	August 29
Last day to drop all courses with a \$25 withdrawal fee	August 31
Last day to submit grade replacement form	September 2
Last day to register, add, drop, and change grade type to P/NC or Audit via the web	September 2
Last day to deposit Application for Candidacy	September 2
Deadline to apply for December 2009 graduation	September 2
Last day to withdraw from all courses with 'W' and \$75 withdrawal fee	September 3
Census Date for Fall Enrollment	September 4
Deadline for compliance with NC Immunization Law	September 4
No Saturday Classes	September 5
Labor Day - University Closed	September 7
Web Access available for Unsatisfactory Grade submission	October 1
Unsatisfactory grades due by 5:00pm	October 9
Student Recess - no classes	October 12-13
Unsatisfactory Grade emails sent to students	October 13
Spring 2010 Schedule of Classes Available on the Web	October 19
Deadline to deposit doctoral dissertations with Graduate School	October 23
Last day to withdraw from a course with a 'W' grade (and retain other courses)	November 2
Holds placed on students' accounts with balances	November 3
Registration for Spring 2010 begins	November 9
Graduate Thesis due for December 2009 degree	November 20
Deadline to withdraw from <i>all</i> courses with 'W' grade	November 23
Thanksgiving Break - no classes	November 25-28
University Closed	November 26-27
Web Grading Access available for final grading	December 1
Last day of classes	December 9
Reading Day	December 10
Final Examinations	December 11-18
Saturday Final Examinations	December 12
Commencement	December 19
Grades due by noon	December 21
Fall 2009 Probation/Suspension letters sent to students	December 23
Winter Break - University Closed	December 24-31
New Year's Day - University Closed	January 1

Distance Education Tuition and Fees

2009-2010 Tuition and Fees were not available when this document was created. Please go to www.distanceed.uncc.edu/tuition/Docs/TuitionFees.pdf for updates.

Distance Education Tuition and Fees for
Fall 2008, Spring 2009 and Summer 2009

For Graduate Students (non-MBA)		
Credits	Resident	Non-Resident
1	\$ 162.90	\$ 663.40
2	\$ 321.40	\$ 1322.40
3	\$ 479.90	\$ 1981.40
4	\$ 638.40	\$ 2640.40
5	\$ 796.90	\$ 3299.40
6	\$ 955.50	\$ 3958.50
7	\$ 1,114.00	\$ 4,617.50
8	\$ 1,272.50	\$ 5,276.50
9	\$ 1,431.25	\$ 5,935.75
10	\$ 1,589.75	\$ 6,594.75
11	\$ 1,748.25	\$ 7,253.75
12	\$ 1,906.75	\$ 7,912.75

UNC Charlotte Fall Semester 2009

The **Withdrawal Tuition and Fees Adjustment Schedule** was not available at the time this document was created.

Please go to <http://studentaccounts.uncc.edu/Refunds.html> for updates.

HOW TO FIND COURSES AND TEXTBOOKS

Course Information

Distance Education courses are listed by semester on the University Course Schedule, accessible from the Quick Links box at www.uncc.edu, and have section numbers with an 8 as the middle digit (example: 080). Using your program planning sheet as a guide, locate program courses by making the following selections on the "Class Schedule Search" page:

- Subject: Special Education
(narrow the search by including a course number)
- Campus: Distance Education
- Course Level: Graduate
- Scroll to the bottom of the page and click "Class Search"

IMPORTANT REFERENCE FOR PURCHASING TEXTBOOKS:

Print your course schedule to **VERIFY COURSES AND SECTION NUMBERS:**

- Log into 49er Express
- Click on "Banner Self Service"
- Click on "Registration"
- Click on "Student Printable Schedule"

Purchase Textbooks

Textbooks can be ordered through the UNC Charlotte Bookstore at www.auxiliary.uncc.edu/bookstore/book.htm; or, after completing course registration in Banner Self Service, select "Order Your Books On-line" within the "Registration" section.

Questions about your UNC Charlotte Bookstore online textbook order?
Contact the Online Ordering Manager at 704-687-4584



Graduate Certificate in Instructional Systems Technology Tentative Course Schedule

[Courses follow UNC Charlotte academic calendar semester dates. See www.registrar.uncc.edu/calendars/calendar.asp.](http://www.registrar.uncc.edu/calendars/calendar.asp)

Course Number	Course Title	Graduate Credit Hours	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012
EIST 5100	Computer Applications in Education Prerequisites: None	3	X		X		X		X		
EIST 6100	Readings in Instructional Systems Technology Prerequisites: None	3	X		X		X		X		
EIST 6110	EIST 6110 Instructional Design Prerequisite: EIST6 6100	3		X		X		X		X	
EIST 6135	EIST 6135 Learning Media, Resources and Technology Prerequisites: EIST 5100, EIST 6100	3		X		X		X		X	
EIST 6130	Instructional Development Part I Prerequisites: EIST 6100, EIST 6110, EIST 6135, or department permission	3			X		X		X		X
EIST 6120	Current Trends in Instructional Systems Technology Prerequisites: EIST 6100, EIST 6110, EIST 6135 or department permission	3			X		X		X		X

[Click here for course descriptions in the College of Education, Instructional Systems Technology section of the Graduate Catalog.](#)

*Schedule above is subject to change.

Master of Education in Instructional Systems Technology

Tentative Course Schedule

[Courses follow UNC Charlotte academic calendar semester dates. See www.registrar.uncc.edu/calendars/calendar.asp.](http://www.registrar.uncc.edu/calendars/calendar.asp)

Course Number	Course Title	Credit Hours	Fall 2009	Spring 2010	Sum 1 2010	Sum 2 2010	Fall 2010	Spring 2011	Sum 2011 10 Week	Sum 1 2011	Sum 2 2011	Fall 2011	Spring 2012	Sum 2012 10 week	Sum 1 2012
EIST 6100	Readings in Instructional Systems Technology	3	X				X					X			
EIST 6101	The Adult Learner	3	X				X					X			
EIST 6110	Instructional Design Prerequisites: EIST 6100 & RSCH 6101	3		X				X					X		
EIST 6135	Learning Media and Technology	3		X				X					X		
RSCH 6101	Educational Research	3			X					X					X
EIST 5100	Computer Applications in Education	3				X					X				
EIST 6130	Instructional Development Part 1	3					X					X			
EIST 6121	Instructional Courseware Authoring	3					X					X			
EIST 6140	Instructional Development Part 2 Prerequisite: EIST 6130	3						X					X		
EIST 6491	Internship – Seminar in IST Part 1	3						X					X		
EIST 6492	Internship – Seminar in IST Part 2 Prerequisite: EIST 6491	3							X					X	
EIST 6120	Current Trends in IST	3							X					X	
EIST 6000	Topics in Instructional Systems Technology	3							X					X	

[See course descriptions in the College of Education section of the Graduate Catalog at www.uncc.edu/gradmiss/gc_catalog.html.](http://www.uncc.edu/gradmiss/gc_catalog.html)

*Schedule above is subject to change.



**Office of Distance Education
Phone Directory for Program Information and Administrative Staff**

Student Computing Help Center

**Toll-Free: 1-877-396-8462 • Local: 704-687-6400
helpdesk.uncc.edu**

Campus Administrative Offices & Bookstore

Dial 704-687 plus the extension listed below to make a direct call.

	<u>Ext.</u>		<u>Ext.</u>
Admissions, Graduate	3366	Student Affairs	2206
Admissions, Undergraduate	2213	Student Accounts	2215
Bookstore	4584	Teacher Education Advising & Licensure	8725
Financial Aid, Student	2461	University Center for Academic Excellence	2162
Office of the Registrar	5505	Writing Resources Center	4357

Distance Education Directory

Toll-Free: 1-877-583-2966 • Local: 704-687-3008

Dial 704-687 plus the extension listed below to make a direct call.

Listen carefully to the choices as the selections may have changed since you last called Distance Education.
You will be able to return to the main menu from many of the extensions selected.

Option	Ext.	Name
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Option 1: Program and Course Information

Press 1 Education Programs

Press 1 4450 Academically or Intellectually Gifted
Special Education
Instructional Systems Technology

Press 2 3058 Bright Beginnings
FOCUS Cohort
Middle Grades – Cabarrus County
Middle Grades & Secondary Licensure

Press 3 4457 Reading and Elementary Education
School Administration

Press 4 3889 Pre-education Online Courses
School Counseling

Press 2 Engineering & Information Security

Press 1 4457 Engineering Technology

Press 2 4450 Engineering Management

Press 3 3889 Information Security & Privacy

Press 3 Health and Human Services

Press 1 3889 RN to BSN
Graduate Nursing

Press 2 4457 Respiratory Therapy

Option 2: Staff

Press 1 2222 Glenda Williams (main DE number)

Press 2 4448 Yvonne Billings

Press 3 3058 Debra Brooks

Press 4 3889 Shanna Coles

Press 5 4457 Traci Piazza

Press 6 3639 Teresa Wallace

Press 7 4450 Evelyn Wingate

Press 8 4969 Distance Education Librarian

Option 3: Library Assistance

Press 1 4969 Lisa Nickel, Distance Education Librarian

Press 2 2392 Library Circulation Desk