

CENTER FOR INDEPENDENT AND DISTANCE LEARNING (CIDL)

Independent Study

Online and Print-based Courses

Registration: Students may register for Independent Study online and print-based courses anytime and have one year from the date of registration to complete courses. Students may register for Independent Study online and print-based courses at the Independent Study Office (Eccles Conference Center 102) or any USU extension center. Admission is not required for enrollment in Independent Study courses. Applicants must have a high school diploma or the equivalent. It is recommended that students consult with an academic advisor prior to registering for Independent Study courses.

Tuition: Tuition for Independent Study courses is \$135 per credit for undergraduate courses and \$220 per credit for graduate-level courses. Tuition refunds will be issued at 100 percent, minus a \$15 handling fee and \$7 per assignment submitted up to four weeks from the registration date; and at 50 percent, minus a \$15 handling fee and \$7 per assignment submitted up to eight weeks from the date of registration.

Time Enhanced Learning

Distance Education

**Continuing Education Registration Office,
Eccles Conference Center 103, 797-3104**

The Distance Education Satellite System is designed to give USU students, located throughout the state, the same educational opportunities as students located on the Logan campus. Distance Education courses are also available to USU students attending the Logan campus. However, class space is limited. Please contact the Continuing Education Registration Office for more details. Early registration will prevent the cancellation of classes.

The following degrees are available through the Distance Education Satellite System:

Bachelor's Degrees

- Accounting (BS)*
- Agribusiness (BS)
- Business Administration (BS)*
- Business Information Systems (BS)*
- Computer Science (BS)
- Psychology (BS)
- Special Education with an Emphasis in Mild/Moderate Disabilities (BS)

Graduate Degrees

- Agricultural Systems Technology (MS)
- Business Information Systems (MS)
- Computer Science (MS)
- Education (EdD)
- Elementary Education (MEd)
- English with Specialization in Technical Writing (Online) (MS)
- Family and Human Development (MFHD)
- Human Resources (MS)
- Instructional Technology (MEd)
- Psychology with Specialization in School Counseling (MS)
- Master of Social Sciences (MSS)
- Rehabilitation Counseling (MRC)
- Secondary Education (MEd)
- Special Education (MEd)

Certificates

- Administrative/Supervisory Education
- Gifted and Talented Endorsement
- Reading Endorsement
- School Library Media
- Special Education - Early Childhood Education
- Special Education - Mild/Moderate Disabilities Education

Minors

- Family and Human Development
- History
- Sociology

* Northwest Accredited.

Where to Register: Registration is held at the Continuing Education Office, located in the Eccles Conference Center room 103, or at any USU Continuing Education Center.

Who May Register: Admission to USU is not required for enrollment in Distance Education courses. Distance Education classes are taught on the semester system, and classes follow the on-campus calendar (except for Summer Semester). High school students may enroll in courses for college credit if they have completed their junior year, have a 3.0 minimum grade point average, and have a letter of approval from their parents. Individuals 62 years and older may audit any class, on a space-available basis, for \$10 per semester.

Books and Supplies: Utah State University students may now avoid the long lines associated with buying books. The Bookstore has a program called Express-A-Book available to all students. By using Express-A-Book, students may have their textbooks shipped directly to their door. To order course

materials, students may call (800) 662-3950, 797-3950, or FAX 797-8261. Students may also order books online at www.bookstore.usu.edu. Students should receive their book orders within five working days, depending on stock availability and UPS delivery schedule. If a class is canceled, books may be returned for a full refund, provided no marks have been made in them. Books may be purchased with VISA, MasterCard, or Discover credit cards. Students who prefer to pay by check or money order should contact the Bookstore for the cost of the materials. Checks (payable to the USU Bookstore) should be sent to:

USU Bookstore
Attn: Express-A-Book
0200 Old Main Hill
Logan UT 84322-0200

Books may also be purchased from the Distance Education section located at the back of the USU Bookstore, or from any other convenient source.

Late Fees: Tuition and fees are due before the first day of the semester. A \$20 late fee will be assessed beginning the first day of the semester. This applies to all students: graduate, undergraduate, military, civilian, and students receiving VA benefits or financial aid.

Withdrawals: Students who plan to withdraw from a class must notify the Continuing Education Office and complete a drop form. An "F" grade is recorded on a student's transcript when classes are not properly dropped. Drops cannot be accepted after the specified date. A signature is required on drop/add forms. No drops can be accepted over the phone.

Semester-based Online Courses

Distance Education online courses are designed for access anytime day or night. Semester-based online courses begin and end on the same days as campus courses and students register during open registration on campus. Students taking semester-based online courses must complete the courses during the semester.

Registration: Students may register in-person at the Continuing Education Office, located in the Eccles Conference Center room 103, or at any USU Continuing Education Center.

Add/Drop Deadlines: Students may add and drop semester-based online courses during the same time period allowed to add and drop campus courses.

Tuition: Tuition for semester-based online courses is \$148 per credit for undergraduate courses and \$240 per credit for graduate courses. Tuition for semester-based online courses is not transferable to campus or Independent Study courses. Tuition refunds will be issued according to the campus refund schedule.

Exams: Exams for online courses are online or print-based, depending on the course. Both online and print-based exams are proctored. Students who live in Cache Valley may come to the Time Enhanced Learning Office in room 103 of the Eccles Conference Center to take exams. Students who live outside Cache Valley should make arrangements with a proctor at a university testing center, military education center, or public library. Proctors at off-campus sites must be approved in advance by the Independent Study Office.