

Regional Campuses and Distance Education (RCDE)

Degrees, Minors, Endorsements, and Certificates

Complete degree and certificate programs can be earned entirely through Regional Campuses and Distance Education (RCDE). Courses offered online are asynchronous, allowing students to coordinate assignments around their schedules, and do not require meeting at a specific place or time. Interactive Broadcast courses are synchronous, meaning that although the instructor and students may be in different locations, they all meet together on a regular schedule, each at a USU Regional Campus, center, or site. Face-to-face courses are taught at regional campuses and selected centers by either faculty members or adjunct faculty members. **Note:** The degrees and programs listed below are *not offered at all sites and locations*. For more information, visit <http://distance.usu.edu/html/campuses/> or call the nearest center.

Associate Degrees

Criminal Justice (CEU)—AS
General Studies (Online)—AS
Office Systems Support—AAS
Ornamental Horticulture—AAS

Bachelor's Degrees

Accounting—BS
Agribusiness—BS
Biology—BS
Business—BS
Communicative Disorders and Deaf Education
(First and Second Bachelor's, Online)—BS
Computer Engineering—BS
Early Childhood Education (K-3)—BS
Electrical Engineering—BS
Elementary Education (K-6)—BS
Elementary Education (1-6)—BS
Engineering and Technology Education—BS
Entrepreneurship—BS
Family and Consumer Sciences—BS
Family, Consumer, and Human Development—BS
Family Life Studies (Online)—BS
Fisheries and Aquatic Sciences—BS
Horticulture—BS
Interdisciplinary Studies—BS
Liberal Arts—BA
Management Information Systems—BS
Mathematics Education—BS
Psychology (Online)—BS
Recreation Resource Management—BS
Special Education—BS
Wildlife Science—BS

Master's Degrees

Agricultural Systems Technology—MS
Alternative Route to Licensure (ARL)—MEd
Business Administration—MBA
Computer Science—MS
Electrical Engineering—ME
Elementary Education—MEd
English (Technical Writing)—MS (online)
Family and Human Development—MFHD
Health, Physical Education and Recreation—MEd
Human Resources—MS
Instructional Technology—MEd
Natural Resources—MNR (Online)
Psychology (licensure in school counseling)—MS

Rehabilitation Counseling—MRC
Secondary Education—MEd
Social Work—MSW
Special Education—MS, MEd

Doctoral Degree

Educational Doctorate—EdD

Specialist Degree

Educational Specialist, Curriculum and Instruction—EdS

Minors

Anthropology
Journalism/Public Relations (Online)
Sociology
Spanish (Online)

Certificates

Deafblindness Preservice Training Certificate (Online)
NEPA Certificate (Graduate Program)
Ornamental Horticulture Certificate (1-year)
Personal Financial Planning Certificate (Online)

Endorsements

Distance Learning Endorsement
Early Childhood—Alternative Teacher Preparation (Online)
English-as-a-Second-Language (ESL) Endorsement
Gifted and Talented Endorsement
Reading Endorsement
School Library Media Endorsement
Utah Mathematics Endorsement Project (UMEP)

Licensures

Administrative/Supervisory
Biological Science Education—BS
English—BS
History—BS
Physical Science Education—BS

Regional Campuses and Distance Education

The USU Regional Campuses and Distance Education system has delivered programs statewide for more than 90 years. As demand for education in rural Utah increased, USU established education centers throughout the state, and faculty traveled by car and plane to meet students. In 1993, USU began the electronic delivery of programs. In 1997, USU partnered with the Utah Educational Network (UEN) to broadcast classes via a statewide satellite system. In 2007, USU and UEN broke ground again by introducing a statewide, Internet-based videoconferencing delivery network for all USU interactive broadcast courses.

Today's classes, offered via print, interactive broadcast, face-to-face, and online formats, are available throughout the state, nation, and world. These courses may lead to certificates, endorsements, or undergraduate and graduate degrees through USU. Interactive broadcast technologies connect qualified instructors with students throughout the state in real-time class settings. Online and independent study classes allow students to work at their own pace and complete their education without being tied to a time or place. Students may earn the same college degrees working from their home computer or by attending centers in their communities as they would if they attended class on campus.

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Admission

Admission to USU is not required for enrollment in distance education courses. Many distance education courses follow the on-campus semester calendar (except for summer semester and independent study courses). High school students may enroll in courses for college credit if they have completed their sophomore year, have a 3.0 minimum grade point average, and have a letter of approval from their parents/education counselor.

Registration

Online Semester or Interactive Broadcast Courses

Students admitted to USU may register for online semester or interactive broadcast courses using Access (Banner). Students should go to <http://www.usu.edu/myusu/> and select **Login to Access (Banner)**. When searching for courses, students should select the campus or center where they will be taking courses.

Students may also register at: <http://distance.usu.edu/> by clicking on **Find a Course**. When searching for courses, they should pay attention to the campus or center and also the type of course they are selecting. Save the course, then click on **register now**, then proceed to the checkout to complete the registration process.

Another option is to register in-person, either at a regional campus or center or at RCDE Registration in Logan (located in Taggart Student Center 246).

Independent Study Courses (Print and Online Yearlong)

Students may register for independent study courses at: <http://distance.usu.edu/> by clicking on **Find a Course**. When searching for courses, students should select **Ind Study Yearlong (Print)** or **Online—Yearlong**. Save the course, then click on **register now**, then proceed to the checkout to complete the registration process. Students will receive a confirmation e-mail when their registration has been processed.

Students may also register over the phone by calling (435) 797-2134 or toll-free (800) 233-2137, or by faxing a registration form to (435) 797-3368. Students may also visit Taggart Student Center 246, on the Utah State University campus in Logan, to register in person.

For further information regarding independent study courses, call (435) 797-9700 or (800) 233-2137, or e-mail distance.info@usu.edu

Books and Supplies

Textbooks may be purchased from the USU Bookstore or from any convenient source. To receive price quotes and to order textbooks from the USU Bookstore, call (800) 662-3950 or (435) 797-3950, order online at <http://www.bookstore.usu.edu/>, or write to USU Express-A-Book, 0200 Old Main Hill, Logan UT 84322-0200.

Books may be purchased from the USU Bookstore with VISA, MasterCard, or Discover credit cards. If paying by check or money order, call the Bookstore to confirm the cost of materials, and then send a check (payable to the USU Bookstore) to the address above.

Students should receive their book orders within five working days, depending on stock availability and delivery schedules. **Do not send book orders or money for books to the RCDE Office.**

The USU Bookstore will buy back textbooks for distance education courses at 40 percent of the new price, provided the book is being used and is needed. Students taking interactive broadcast and online semester classes should contact Express-A-Book one week before finals at (800) 662-3950 to get a price quote and authorization to sell books back. Students should be prepared with the ISBN number of each textbook.

Dropping/Withdrawing From Courses

Interactive Broadcast and Online Semester Courses

To drop a course, students must use Access (Banner), contact the Registrar's Office, or visit the USU RCDE Office or the center where the student registered to complete a drop form. **Drop forms cannot be accepted after the drop deadline for a semester.** For current drop deadlines, see <http://www.usu.edu/registrar/dates/>. Military students going Temporary Duty (TDY) must make arrangements to drop classes prior to leaving.

Independent Study Print Courses

To drop an Independent Study print course, students must submit the *Request for Withdrawal* form, found on Blackboard Vista under *Course Content*, or visit the USU Regional Campuses and/or Distance Education Office and complete a drop form there. The form may be faxed to (888) 303-0012 (toll-free) or (435) 797-1399, scanned and e-mailed to bertha.medina@usu.edu, or mailed to the USU Regional Campuses and Distance Education Registration Office at: 1600 Old Main Hill, Logan UT 84322-1600.

Year-long course withdrawals are dependent upon the percentage of course completion. The following scale applies:

1. During the first 20 percent of time enrolled, course can be dropped without notation on the transcript.
2. During 21 percent to 60 percent of time enrolled, course is dropped with a *W* on the transcript. This *W* is not calculated into the student's GPA.
3. During 61 percent to 75 percent of time enrolled, course is dropped with a *WF* on the transcript. This *WF* is not calculated into the student's GPA.
4. Beyond 75 percent of course completion, course cannot be dropped, and the student receives a letter grade. This grade is calculated directly into the student's GPA.

During a course extension period, withdrawals are not permitted, and a grade will be assigned.

Examinations/Proctoring

Most online and printed exams are proctored. Students who live in Cache Valley should take proctored exams at the USU Regional Campuses and Distance Education Office, Eccles Conference Center 108H. Students should call (435) 797-9700 at least 48 hours in advance to schedule an exam and bring a photo ID to the exam appointment.

Students who do not live in Cache Valley, and who are unable to take exams at a regional campus or center near them, should complete the *Request for Examination* form at:

http://distance.usu.edu/html/online/testing/request_exam.

The *Request for Examination* form must be submitted *at least two business days prior to the scheduled exam date*. This allows the

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testing coordinator sufficient time to send the proctor instructions and materials for proctoring the exam. The *Request for Examination* form must include contact information for the student's exam proctor. Suitable proctor options include: college testing center personnel, superintendent, principal, county agent, military education director, or librarian. Students in foreign countries may name an official who holds an equivalent position. Relatives and co-workers *are not eligible* to proctor exams. Exams must be taken at an educational, professional, or government institution and *not* at the proctor's residence. **E-mail addresses for proctors must be official e-mail accounts. No "gmail, hotmail, yahoo, aol," etc. accounts may be used.**

Students who register for online courses through a regional campus or education center may schedule exams at their respective centers and do not need to submit the *Request for Examination* form. MATH 1100 is the only exception. Students will need to fill out the *Request for Examination* form, except for MATH 1100, at: http://distance.usu.edu/hom/online/testing/request_exam two business days before their scheduled exam date for the exams to be sent to their center.

Midterm exams will be sent to proctors after students have turned in all homework due before the midterm, and finals will be sent to proctors after students have turned in all homework due before the final exam.

For most courses, graded examination papers are not returned; however, the USU RCDE Office will notify students of exam grades. Students must pay all expenses incurred in arranging for their proctored exams. All assignments and other course examinations should be graded before the final examination is taken.

To review graded examinations, students may come to the USU RCDE Office in Logan or request the graded exam be sent to their proctor. Students may view graded examinations under supervision of a proctor or USU RCDE staff. **Students may not take notes or record any questions or answers from the exam.**

Exams taken in foreign countries should be mailed by postal express. For more information, call the USU RCDE Office at (435) 797-9700 or (800) 233-2137.

Testing Room Regulations

Students are required to adhere to and abide by all testing room rules and regulations. Photo ID is required prior to issuing a student an exam. A course evaluation must be completed prior to issuing a final exam for the course.

All electronic devices, including cell phones, **must not** be used in the testing room. Certain calculators for specific math courses are acceptable. All electronic devices and personal belongings must be stored under the desk or at the front of the room while testing. No food or drink is allowed in the testing room. Students will be asked to remove hats prior to being issued their exam. Infants and children are not allowed in the testing room.

How Online Semester Courses Work

USU RCDE offers students access to high-quality online courses that fit their busy schedules. Students earn the same college credits working from their home computer as they would if they attended classes on-campus. Most online instructors are USU faculty members, and many are leading researchers in their fields. Online students have access to the University's Library Support System for Distance Learners and Student Support Services at <http://library.usu.edu/dels/>

Students register for online semester courses during open registration for campus classes. These courses will begin and end on the same day as campus courses. Students who register for online semester classes will receive an A number and password at registration. On the first day of the semester, students should login to Blackboard Vista (BBV) at <http://online.usu.edu/>, using their A number and password, to become familiar with course structures and requirements. Online exams must be taken under the supervision of an approved proctor. A proctor is an educational official who supervises a student during an exam. Online students submit assignments electronically over the Internet and interact with their instructors and classmates via e-mail and online discussions. Students taking semester-based online courses must complete the courses during the semester.

Computer Requirements

To take online courses, students need Internet access, an e-mail address, and a Web browser. USU uses Blackboard Vista for their online courses. Students will need to go to <http://bb.usu.edu/> and select **Computer Setup** to see computer requirements. Some adjustments to their computer may be necessary.

How Interactive Broadcast Courses Work

In cooperation with the Utah Education Network (UEN), interactive broadcast courses are provided via Interactive Video Conferencing (IVC) technologies to students throughout the State of Utah. These technologies allow students at many locations to all be part of the same classroom and interact in real-time with their instructors and classmates through two-way audio and video. Classrooms located at regional campuses, education centers, and other cooperating locations let students across the state attend classes close to home.

Interactive broadcast connects instructors, who are teaching from the originating site, to interact with students in classrooms throughout the state. All participants can see, hear, and talk with the instructor and each other using microphones and a flat-panel television.

The technologies used in distance learning classes also provide the instructor with innovative ways of presenting information, including the use of still graphics, electronic overheads, DVDs, computer slide shows, computer applications, and the Internet. Classes are close to what students would receive in any university setting. Class discussions, lectures, presentations, and assigned readings are used as in any other classroom. The electronic and hard-copy statewide distribution systems facilitate homework, tests, and other materials between distance learning students and the instructor.

How Independent Study Courses Work (Online Yearlong)

Students may register for online yearlong courses any time and may take up to one calendar year from the registration date to complete the course. Students who register for online yearlong classes will receive an A number and password at registration. Within one week after registering, students should login to Blackboard to access their classes and become familiar with course structure and requirements.

Online students submit assignments electronically (as forms or e-mail attachments) over the Internet and interact with their instructors and classmates via e-mail and online discussions. Online exams must be taken under the supervision of an approved proctor.

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How Independent Study Courses Work (Print)

Following student registration in an Independent Study Print course, students will log into Blackboard Vista at <http://online.usu.edu/> to access the course syllabus, textbook information, and the assignment outline and/or structured lessons.

Students complete assignments and submit them to the USU RCDE Office via mail, e-mail, or fax (see *Assignments* section below). Assignments are then forwarded to instructors for grading. The course instructor has two weeks (14 days) to grade assignments, make comments, answer questions, and return them to the USU RCDE Office to be mailed back to the student.

Examinations must be taken under the supervision of an approved proctor. A proctor is an educational official who supervises a student during an exam. See examination/proctoring information listed on pages C2-C3 under *Examinations/Proctoring*.

Independent Study courses allow students to:

- * Earn credit without attending classes on campus
- * Study at a pace that fits their schedule
- * Ease scheduling problems
- * Accelerate academic progress
- * Meet certificate or licensure requirements

For further information regarding Independent Study courses, call (435) 797-9700 or (800) 233-2137, or e-mail distance.info@usu.edu

Assignments

To benefit most from an Independent Study course, students should prepare the first assignment (including the assignment cover sheet provided on the Blackboard Vista website under **Course Content**), and send it to the USU RCDE Office to be corrected by the instructor. After the first assignment has been returned with corrections, students may proceed with additional assignments. Students should always keep a copy of **all** submitted coursework.

The maximum number of assignments that may be submitted during one week will be listed in the course outline. By placing a limit on the number of assignments submitted per week, instructors are better able to thoroughly evaluate the assignments, make suggestions, and return them in a reasonable amount of time. Grades given by instructors on assignments are final.

While there are no objections to students working together, assignments must be the work of the student submitting them. Assignments that have been copied from other students will be given an *F* grade. See *Academic Honesty* policy on page 80 of the *2009-2010 General Catalog*.

Processing Assignments

When the RCDE Office receives an assignment, the date is recorded before it is sent to the instructor. After the instructor returns the graded assignment to the USU RCDE Office, the grade is recorded and the assignment is returned to the student. Two weeks plus mailing time should be allowed to process assignments.

Assignments submitted during the summer months may be delayed because of the time involved in forwarding them to instructors absent from campus. Students assume the risk of unavoidable delays in mailing, grading, and returning assignments, and should allow for extra time during the summer months and between semesters.

Mailing Assignments

All assignments should be sent directly to the USU RCDE Office. **Do not** mail assignments to the course instructor. The complete mailing address for submitting assignments is:

Utah State University
Regional Campuses and Distance Education
Attn: Independent Study
5055 Old Main Hill
Logan UT 84322-5055

Each assignment should include an assignment cover sheet, which should be folded around each separate assignment. Assignment cover sheets are available to print off Blackboard Vista and should contain the following information:

A Number
Course Name and Number
Assignment Number
Student Name
Mailing Address

Students should write their **full name** and **address** on each assignment to ensure proper credit and return. *Failure to follow these instructions may delay the return of assignments.*

E-mailing Assignments

Assignments may be submitted via e-mail to homework@usu.edu as an attachment that is saved in .doc, .rtf, .tif, or .pdf format. Students should include a cover sheet as part of the attachment, which must include the following information:

A Number
Course Name and Number
Assignment Number
Student Name

Students will receive a reply e-mail, letting them know the assignment has been successfully submitted. **Note:** Graded homework will be returned via postal mail.

Faxing Assignments

Assignments should be faxed to (435) 797-1399 or toll-free to (888) 303-0012. Students may submit assignments by fax, provided the following requirements are met:

1. Cover sheets must accompany each individual assignment.
2. Assignments must be typed or handwritten in black ink.
3. Each page of every assignment must be labeled with the student's A number, course name and number, assignment number, student's name, and page number, as shown in the following example:

A00012345
MATH 1010
Assign. 10
John Doe
Page 2 of 4

Note: Graded assignments *will not* be faxed back to students, but will be sent by postal mail.

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Resubmitting Assignments

On rare occasions, with written permission from instructors, students may resubmit assignments to improve their grade. Instructors should e-mail permission to distance.info@usu.edu or contact the USU RCDE Office by phone at (435) 797-9700.

Incomplete Assignments

Students should contact their instructors for assistance and/or information required to complete assignments. **Do not submit partially completed assignments for grading.** Instructor contact information is usually listed on the syllabus or on the **Meet Your Instructor** link on Blackboard Vista.

Course Length

Students may register for independent study courses anytime during the year. Students will have 52 weeks from their start date to complete the course. Courses can reasonably be completed within three to four months.

Course Listing on Transcripts

Students must complete their course by the deadline given at the time of registration. When a student completes a course, the instructor issues a final grade. This grade is listed on the student's transcript in the semester the student registered for the course, not the semester the student completed the course. When students complete a course in the middle of a semester, the official transcript from the Records Office will be available at the end of the semester in which the course was completed.

Tuition

Tuition for online semester courses and independent study courses is **\$211 per credit for undergraduate courses** and **\$268 per credit for graduate courses**. Tuition for interactive broadcast courses follows the on-campus tuition schedule, available online at: <http://www.usu.edu/registrar/payment/>

Tuition for online semester and interactive broadcast courses is due before the first day of the semester.

Tuition Refunds

Online Semester and Interactive Broadcast Courses: These courses follow the on-campus tuition refund policy shown on page 64 of the *2009-2010 General Catalog* and listed at: <http://www.usu.edu/registrar/>

Independent Study Courses (Print and Online Yearlong): Tuition refunds for independent study courses will be given according to the table below.

Tuition Refund Percentage Independent Study Print and Online Yearlong Courses	
Tuition Refund Percentage	Applicable Time Period
100% less a \$10 per credit handling fee & \$10 per submitted assignment and/or exam	Up to 7 weeks or 45 days
50% less a \$10 per credit handling fee & \$10 per submitted assignment and/or exam	Up to 10 weeks or 70 days