



# **Worldwide Online**

## **Course Registration Information for Graduate Programs**

Embry-Riddle Aeronautical University  
Worldwide Online- AERO  
600 S. Clyde Morris Blvd.  
Daytona Beach, Florida 32114-3900

1-800-FLY-ERAU  
<http://www.erau.edu/ec/dleo>

## Course Registration Procedures

Students may register for courses by contacting their Worldwide Online academic advisor via phone, email, regular mail, or fax. At the **Graduate** level, *most* online courses are 15 weeks in duration. At this time the Graduate level courses are in transition. The term length of the courses is being converted from 15 weeks to 12 weeks. Embry-Riddle-Worldwide Online offers courses starting on the 7th of every other month - January, March, May, July, September and November. (The term start date remains the same for the Graduate 12 week courses; only the end date is affected.) Registration deadline for all Graduate courses is the 22nd of the previous month, except for the January term.

It is advisable to register a minimum of 30 days before the term start date. By registering early you are more likely to be able to reserve a place in the class, and receipt of your course materials by the term start date. International Federal Express is the recommended method of shipping for students residing outside of the U.S. (Because of the volume of requests the bookstore requires a few days for the shipping of materials).

<b>Graduate Term Schedule – 15 Week Courses</b>					
<b>Term</b>	<b>Registration Deadline</b>	<b>Start Date</b>	<b>Drop Date</b>	<b>Mid Point</b>	<b>End Date</b>
08/S3	02/22/08	03/07/08	03/13/08	04/28/08	06/19/08
08/U2	04/22/08	05/07/08	05/13/08	06/28/08	08/19/08
08/F1	06/22/08	07/07/08	07/13/08	08/28/08	10/19/08
08/F3	8/22/2008	09/07/08	09/13/08	10/29/08	12/20/08
08/W2	10/22/08	11/07/08	11/13/08	12/29/08	02/19/09
09/S1	12/19/08	01/07/09	01/13/09	02/28/09	04/21/09
09/S3	02/22/09	03/07/09	03/13/09	04/28/09	06/19/09
09/U2	04/22/09	05/07/09	05/13/09	06/28/09	08/19/09
09/F1	06/22/09	07/07/09	07/13/09	08/28/09	10/19/09

<b>Graduate Term Schedule – 12 Week Courses</b>					
<b>Term</b>	<b>Registration Deadline</b>	<b>Start Date</b>	<b>Drop Date</b>	<b>Mid Point</b>	<b>End Date</b>
08/S3	02/22/08	03/07/08	03/13/08	04/17/08	05/29/08
08/U2	04/22/08	05/07/08	05/13/08	06/17/08	07/29/08
08/F1	06/22/08	07/07/08	07/13/08	08/17/08	09/28/08
08/F3	8/22/2008	09/07/08	09/13/08	10/18/08	11/29/08
08/W2	10/22/08	11/07/08	11/13/08	12/18/08	01/29/09
09/S1	12/19/08	01/07/09	01/13/09	02/17/08	03/31/09
09/S3	02/22/09	03/07/09	03/13/09	04/17/09	05/29/09
09/U2	04/22/09	05/07/09	05/13/09	06/17/09	07/29/09
09/F1	06/22/09	07/07/09	07/13/09	08/17/09	09/28/09

Students may review course schedules before registering by visiting:

<http://www.erau.edu/ec/dleo/dleocourseschedules.html>

**To expedite the registration process, please provide the following information when registering:**

- Full name
- Current mailing address and contact phone number
- Email address
- ERAU Student ID (preferred) or Social Security Number
- Course number(s) and title(s)
- Term start date
- Method of payment. Payment for tuition and fees can be made directly to your student account using a credit card, or checking or savings account on ERAU's Bursar's Office secure payment site.  
<https://bosebill.salliemae.com/NetPay/Products/ERAU/ApplyYourself/TuitionandFees/370/Gateway.aspx>  
If paying by check or money order payment must be received before your registration is processed.
- If using Financial Aid (FA), verify with the FA Office that your aid is available for the term you plan to register.
- If using Tuition Assistance (TA), include payment for the difference between what TA pays and the cost for tuition, books, shipping and handling.
- TA form must be received before registration can be processed. Student will be held responsible for payment if the TA is not honored.

**Courses may be accessed on the 7<sup>th</sup> of the month (first day of the term) by going to Blackboard at: <http://erau.blackboard.com/>**

(You will be prompted to enter your Account ID and Password)

Students need to register for an Embry-Riddle course within two years of the admission date, or they will need to re-apply for admission. Please note that the two-year period begins with the date of admission into the university not the date of acceptance into a degree program.

### **Proctor Information**

Prior to registering for courses students must submit a Proctor Nomination form to Worldwide Online for approval. Proctor Nomination forms may be downloaded at:

<http://www.erau.edu/ec/dleo/dleoforms.html>

The person you select to act, as your proctor must meet the criteria as listed on the back of the form. Your academic advisor will notify you when the proctor nominee is approved or disapproved. Examinations are mailed to your approved proctor approximately three weeks into the term. **The proctor is responsible for mailing examinations back to instructors in the envelopes provided. At no time other than during the administration of the exam should a student have the exam in their possession. Failure to abide by these procedures may compromise the exam possibly resulting in the student receiving a failing grade for the exam.**

## **Dropping A Course**

Students may drop a course without financial or academic penalty by contacting their Worldwide Online academic advisor within seven (7) days of the term start date (the 13<sup>th</sup> of the month). Tuition may be refunded if applicable. **The drop request must be made in writing via email, fax, or letter.**

## **Withdrawing From A Course**

Students may withdraw from the 8<sup>th</sup> day of the term (the 14<sup>th</sup> of the month) up to the mid-point. A grade of “W” will appear on the official ERAU transcript. Tuition is not refunded after the first seven (7) days of the term (the 13<sup>th</sup> of the month). To withdraw from a course during the withdrawal period contact your Worldwide Online academic advisor. **The withdrawal request must be made in writing via email, fax, or letter.**

## **Course Extensions/Incompletes**

Students who determine that they cannot complete the requirements for a course by the term ending date due to extenuating circumstances must initiate a written request for an extension to their instructor prior to the scheduled term ending date. The instructor will notify the student of the approval or disapproval (for approvals the instructor will also provide the length of the extension not to exceed 90 days from the scheduled end of term date). If the student fails to complete the course and government tuition assistance (TA) funding was used the government will determine if the funds expended must be repaid by the student. Students not completing their courses within the prescribed time limit will receive a failing grade (F) in the course. **It is the student’s responsibility to request an incomplete grade; incompletes/extensions are at the sole discretion of the instructor.**

## **Graduate Capstone Project (GCP) Grading and Extension**

A final grade of “P” or “F” is awarded upon completion of the graduate capstone project. If a student is making progress, a grade of “IP” is awarded at the end of each term. If the student has not made progress, a grade of “F” will be issued and will result in a change of “IP” to “F” for the original three hours, and from “IP” to “N” for all remaining credits. Students, who do not complete their graduate capstone project within the number of credit hours required by their degree program, are normally required to register for one credit hour for every subsequent term.

## **Grades**

Final grades are issued at the end of each term. Students have the capability of accessing their grades immediately after they are posted, via ERAU Online Services. The University is prohibited from releasing grade information without the express written authorization of the student. Such authorization must be granted each term.

## **TUTR 001-Fundamental Math Tutorials**

On behalf of the *Worldwide Department of Arts & Letters* and *Worldwide Online*, we are pleased to announce a new online resource available to students. **TUTR 001-Fundamental Math Tutorials** is a series of 17 self-paced, online tutorials in a variety of remedial math topics. Once a student has completed their first registration with ERAU, they will have access to the tutorial.

This series of interactive, self-paced tutorials provides a practical, hands-on, systematic mathematics review. It is designed for individuals who want to brush up on technical math skills, both basic and advanced, with topics ranging from basic arithmetic and computation to algebra, geometry, and trigonometry. Students may complete as many or as few of the tutorials as they wish, depending upon their own interests or the suggestions of an academic advisor. The entire program runs approximately 25 contact hours.

### **To enroll:**

1. In Blackboard, go to the **Communities** tab.
2. In the “Organization Search” box in the upper left, type “**TUTR**” and click “Go!”
3. Then click the **Enroll** button for the tutorial. The tutorial will be included in your Organizations list.

## **ORNT 001–Orientation to Online Learning**

Worldwide Online is pleased to announce the release of a new non-credit tutorial: **ORNT 001 – Orientation to Online Learning**.

This self-paced tutorial is designed to introduce students to online learning at ERAU in a safe, pressure-free format. Topics include *Online Learning Basics*, *The Online Learning Environment*, *Fundamentals*, *Library Basic Training*, *ERAU Online Policies*, and *Success Strategies*. The tutorial includes plenty of video and interactive demonstrations to demystify the online format and help students get started on the right foot. Once a student has completed their first registration with ERAU, they will have access to the tutorial.

All AERO students automatically have access to the tutorial. All others may self-enroll by following these simple instructions:

### **To enroll:**

1. In Blackboard, go to the **Communities** tab.
2. In the “Organization Search” box in the upper left, type “**ORNT**” and click “Go!”.
3. Then click the **Enroll** button for the tutorial. The tutorial will be included in your Organizations list.



## Contact Information

**ERAU HOMEPAGE:** [www.erau.edu](http://www.erau.edu)

**ERAU ONLINE (BLACKBOARD LOGIN):** <http://erau.blackboard.com/>

**WORLDWIDE ONLINE:** [www.erau.edu/ec/dleo/dleo/home.html](http://www.erau.edu/ec/dleo/dleo/home.html)

**Web Site contains:**

- ❑ Current Catalog <http://www.erau.edu/ec/catalog/>
- ❑ Student Handbook <http://www.erau.edu/ec/dleo/pdf/dleostudenthandbook.pdf>
- ❑ Course Schedule <http://www.erau.edu/ec/dleo/dleocourseschedules.html>
- ❑ Tuition & Book Prices <http://www.erau.edu/ec/dleo/dleotuitionandbooklists.html>
- ❑ Forms <http://www.erau.edu/ec/dleo/dleo/forms.html>

**FREE APPLICATION FOR FEDERAL STUDENT AID:** [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or 800-433-3243 (ERAU code: 001479)

**ERAU'S FINANCIAL AID OFFICE:** <http://www.erau.edu/er/financialaid/index.html> or 386-226-6300, or 800-943-6279

**VETERANS' AFFAIRS OFFICE:** <http://www.erau.edu/er/veterans/index.html> or 386-226-6350, Fax 386-226-6951

**CAREER SERVICES:** [http://www.erau.edu/ec/ec\\_careerservices.html](http://www.erau.edu/ec/ec_careerservices.html) or 386-226-6054

**STUDENT ID CARD:** <http://www.erau.edu/db/admin/eaglecard.html>

**REGISTER FOR A COURSE, DROP A COURSE, WITHDRAW FROM A COURSE:**

Contact your academic advisor; contact information located at:

<http://www.erau.edu/ec/dleo/dleo/contactdirectory.html>

**ACCESSING COLLEAGUE ID, PIN, USERNAME, AND PASSWORD:**

- ❑ Colleague ID – [http://online.erau.edu/services/general/colleague\\_lookup.hperl](http://online.erau.edu/services/general/colleague_lookup.hperl)
- ❑ PIN – 1-800-522-6787
- ❑ Login help at [IT Support](#)

**LIBRARY:** <http://amelia.db.erau.edu> or 800-678-9428 or [library@erau.edu](mailto:library@erau.edu)

Library Basic Training Tutorial - <http://amelia.db.erau.edu/ec/ref/lbt/>

**IT SUPPORT:**

Please contact IT Support for technical assistance. Their contact information is as follows:

- ❑ [IT Support](#) or (866) 227-8325

**EXAMS:** For those courses with paper-based examinations, the exams will be mailed to your approved proctor approximately the 3<sup>rd</sup> week of the Term.

**MISSING COURSE MATERIALS:** Contact your academic advisor immediately.

**FACULTY ISSUES OR ASSISTANCE IN CONTACTING YOUR INSTRUCTOR:**

Contact your academic advisor immediately.

**ACCESSING YOUR COURSE:** <http://erau.blackboard.com/>

- ❑ Courses may be accessed the first day of the term (7<sup>th</sup> of the month)
- ❑ Login to Blackboard by entering Account ID and Password
- ❑ If you need assistance, visit the [Blackboard Help Page](#)
- ❑ Click on “Courses” tab
- ❑ Click on course link to enter the course
- ❑ If a course you registered for does not appear, contact your academic advisor immediately.

**AERO NEWSLETTER:** Find out what’s happening at Embry-Riddle Aeronautical University Worldwide Online at <http://www.erau.edu/ec/dleo/pdf/Worldwide%20Online%20Newsletter.pdf>