



Worldwide Online

Course Registration Information for Undergraduate Programs

Embry-Riddle Aeronautical University
Worldwide Online- AERO
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1-800-FLY-ERAU
www.erau.edu

07/01/08

Course Registration Procedures

Students may register for courses by contacting their Worldwide Online academic advisor via phone, email, regular mail, or fax. A new 12-week term begins on the 15th of every month, excluding December.

The registration deadline is the First of each month, excluding December and January (see schedule below). 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).

Undergraduate Term Schedule - 12 Week Courses					
Term	Registration Deadline	Start	Drop	Mid Point	End Date
08/S3	03/01/08	03/15/08	03/21/08	04/25/08	06/06/08
08/U1	04/01/08	04/15/08	04/21/08	05/26/08	07/07/08
08/U2	05/01/08	05/15/08	05/21/08	06/25/08	08/06/08
08/U3	06/01/08	06/15/08	06/21/08	07/26/08	09/06/08
08/F1	07/01/08	07/15/08	07/21/08	08/25/08	10/06/08
08/F2	08/01/08	08/15/08	08/21/08	09/25/08	11/06/08
08/F3	09/01/08	09/15/08	09/21/08	10/26/08	12/07/08
08/W1	10/01/08	10/15/08	10/21/08	11/25/08	01/06/09
08/W2	11/01/08	11/15/08	11/21/08	12/26/08	02/06/09
09/S1	12/19/08	01/15/09	01/21/09	02/25/09	04/08/09
09/S2	02/01/09	02/15/09	02/21/09	03/28/09	05/09/09
09/U1	04/01/09	04/15/09	04/21/09	05/26/09	07/07/09
09/U2	05/01/09	05/15/09	05/21/09	06/25/09	08/06/09
09/U3	06/01/09	06/15/09	06/21/09	07/26/09	09/06/09
09/F1	07/01/09	07/15/09	07/21/09	08/25/09	10/06/09

Students may review course schedules before registering by visiting:

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

Course Registration Process

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 15th of the month (first day of the term) by going to Blackboard at <http://erau.blackboard.com/>. You will be prompted to enter your student ID and PIN.

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

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 21st 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 a course from the 8th day of the term (the 22nd of the month) up to the mid-point (refer to schedule on page 2). A “W” will appear on the official ERAU transcript. Tuition is not refunded after the first seven (7) days of the term. To withdraw from a course during the withdrawal period contact your Worldwide Online academic advisor to begin the process. **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.**

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.

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.

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.



Contact Information

ERAU HOMEPAGE: www.embryriddle.edu

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

WORLDWIDE ONLINE: www.erau.edu/ec/dleo/dleo/home.html

Or 386-226-6397 or 1-800-359-3728

Web Site Links:

- ❑ 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/dleoforms.html>

FREE APPLICATION FOR FEDERAL STUDENT AID: 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/> or 386-226-6350, Fax 386-226-6951, or email at University.Veterans.Affairs@erau.edu

CAREER SERVICES: 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/dleocontactdirectory.html>.

ACCESSING COLLEAGUE ID, PIN, USERNAME, AND PASSWORD:

- ❑ Colleague ID – 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

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: Online exams will be made accessible by your instructor within the appropriate timeframe as designated by your class schedule. Please contact your instructor if you experience any difficulties in regards to accessing your online examination.

For those courses with paper-based examinations, the exams will be mailed to your approved proctor approximately the 3rd 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 (15th of the month)
- ❑ Login to Blackboard by entering Username and Password
- ❑ 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
- ❑ If you need assistance, visit the [Blackboard Help Page](#)

HONOR SOCIETY – ALPHA SIGMA LAMBDA: Embry-Riddle Aeronautical University Worldwide is a chapter member in the Alpha Sigma Lambda National Honor Society.

Membership Requirements:

- ❑ An active ERAU undergraduate student
- ❑ Minimum Grade Point Average 3.85
- ❑ Minimum of 24 ERAU credits

For more information about the Alpha Sigma Lambda National Honor Society, please go to <http://www.erau.edu/ec/wwc/honorsociety.html>