

**Distance Learning  
Procedures**

**SPRING 2009**

**REGISTRATION HOURS**

Monday\*, Tuesday, Wednesday, Friday – 9 a.m. – 4:30 p.m.  
Thursday – 10:30 a.m. – 4:30 p.m.

\* *Extended hours listed on our Web site.*

**TESTING CENTER HOURS**

Monday – Friday, 8:30 a.m. – 3 p.m.  
*We are open during the noon hour.*

**STUDENT STEPS TO REGISTRATION**

1. Meet with your advisor for guidance and approval, and to select the courses you want to take by distance. Your advisor will list the courses on a Form 23 after verifying that they meet degree requirements. Complete the ICN form: [www.continuinged.purdue.edu/distance/pdf/ICN\\_REGISTRATION\\_FORM.pdf](http://www.continuinged.purdue.edu/distance/pdf/ICN_REGISTRATION_FORM.pdf)
2. Bring the signed forms to G-34 in Stewart Center.
3. Listen for the following information from your Learning Center registration agent: how the course(s) will be delivered, who will contact you, how to purchase books, etc.
4. Mark your calendar for one week before the course starts.
5. Watch for confirmation from the originating institution, which will arrive as an e-mail or through U.S. mail.
6. If you don't receive confirmation by the date marked on your calendar, immediately contact the originating institution listed on the handout given at registration.
7. Contact the Learning Center immediately if problems arise; do not hesitate.

**DROPS AND WITHDRAWALS**

As a Purdue distance learning student, you are subject to Purdue drop and withdrawal policies. You are not to drop distance learning courses processed by the Learning Center; all drops must be processed through the Learning Center so that you will be dropped at the originating institution as well as Purdue. Until you submit a Form 23 (drop/add form) to the Learning Center, you remain enrolled at the originating institution. Improper withdrawal can affect your fees and grades. (See *Tuition and Fees*.)

**EXAMS AND PROCTORING INFORMATION**

The Learning Center provides proctored testing for those distance learning courses requiring that service. Other institutions will ask you to submit a proctor form if exams are to be proctored. Submit the following information if you want to take exams in the Learning Center: Joetta Burrous, Continuing Education, STEW 116, 128 Memorial Mall, West Lafayette IN 47907; [jburrous@purdue.edu](mailto:jburrous@purdue.edu); (765) 496-3338. You must request your exam from the institution offering the course at least 48-72 hours ahead of time.

Students living outside the local area may arrange for exams to be proctored at another learning center, or with another proctor approved by the originating institution. The proctor form for Purdue originated courses is found on our Web site at [www.continuinged.purdue.edu/distance/pdf/ProctorRequestForm.pdf](http://www.continuinged.purdue.edu/distance/pdf/ProctorRequestForm.pdf).

Exams are scheduled by e-mailing us at [distancelearning@purdue.edu](mailto:distancelearning@purdue.edu) at least two business days prior to the requested time. "Schedule Exams" should be entered into the subject field. The body of the e-mail should include your name, the course name and number, the institution offering the course, and the date and time you want to schedule an exam. Exams are scheduled during the hours of 8:30 a.m. – 3 p.m., Monday through Friday. **Bring one form of photo ID to the exam.**

**GRADES**

Participating institutions submit grades to the Learning Center based on *their* semester schedules, so there may be some delay in having grades received and posted to your academic record. Grades are typically displayed in *myPurdue* within 24-48 hours of their receipt at Purdue. An "NR" will show until the grade is recorded. You are subject to Purdue policy concerning incomplete grades becoming "IF" grades. These dates for each semester are available from your advisor, Learning Center staff, or the registrar's web site. Your grades are important to you and to us, so be sure to direct your questions regarding grades to our grade coordinator Janie Gaines at (765) 496-3337 or [jgaines@purdue.edu](mailto:jgaines@purdue.edu).

## CANDIDATES FOR GRADUATION

Students may participate in commencement prior to removal of an incomplete notation. Candidates for spring graduation must complete all course work by **May 29, 2009**, to allow sufficient time for grades to be recorded for a May degree posting.

**NOTE:** If grades are not recorded by **June 9, 2009**, you will have to register for “Degree Only” during the summer session and have an August degree posted.

## TUITION AND FEES

Fees are assessed on a per-credit-hour basis for hours one through seven. Full fees are assessed for hours eight and above. Other fees will be assessed when appropriate. The combination of on-campus and distance learning courses for non-resident students may generate a lower fee statement because distance learning courses are charged in-state fees. ***Financial aid will support distance courses as long as the federal guidelines are being met.***

A 100 percent refund is granted for courses dropped *before* the start date. Other refunds may be issued during weeks 1-2 (80 percent), 3-4 (60 percent), and 5-6 (40 percent) of a sixteen week semester. Refunds are prorated for courses meeting other than sixteen (16) weeks. *Refunds are not issued for drops after the sixth week.*

*All lessons and examinations must be the sole work of the student. Lessons may be discussed with others, but the actual responses on lessons and exams must be the student’s own work. All Purdue standards for academic integrity will apply.*

If you have questions about distance learning—how to register for courses, when courses start, how to contact instructors—please refer to our Web site:  
[www.purdue.edu/distance/students](http://www.purdue.edu/distance/students) or contact us at [distancelearning@purdue.edu](mailto:distancelearning@purdue.edu)

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