

IIT ONLINE

Student Handbook

Dear Distant Learning Student,

Welcome to instruction via IIT Online!

This handbook's purpose is to provide you with answers to many questions that you may have as you begin your program of study at IIT using distance learning as your medium of instruction. It is our desire to provide support services that will make your remote-site classroom experience enjoyable, rewarding and trouble-free.

Please review this handbook carefully as you prepare your application and registration materials and refer to it regularly as you continue your course of study at IIT. If you need further assistance, call me at 312.567.3167. For additional information, **visit the IIT Online Web site at www.iit-online.iit.edu and the university's Web site at www.iit.edu.**

Best wishes in your educational endeavor!

Holli Pryor-Harris
Director, Client Services, IIT Online

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IIT Online Student Support Services

IIT Online provides services to students taking televised, Internet or videoconference courses through three resources: IIT Online Client Services and IIT Online Student Support Services administered by the Graduate College and IIT Online Technical Services administered by the Office of Technology.

[IIT Online Client Services](#) provides ombudsman services for the student, registration and admission information, and other academic services.

[IIT Online Student Support Services](#) manages course and classroom scheduling, course material distribution and exam administration.

[IIT Online Technical Services](#) manages the broadcast of televised courses and posting of courses and materials on the Internet.

Admission Procedures

You may be admitted in one of several different classifications according to your educational goals and/or academic background:

Undergraduate

Degree-Seeking. For entering freshmen or transfer students wishing to complete a bachelor's degree at IIT.

Non-Degree. For students interested in registering for one or more courses fulfilling personal or professional needs.

Post-Baccalaureate (UPB). A special category for students who already have an undergraduate degree but who wish to register for additional undergraduate coursework—either for professional improvement or to complete prerequisite courses prior to beginning graduate-level studies.

Graduate

Non-Degree. For students who have an undergraduate degree, meet IIT admission criteria, and wish to register for one or more graduate-level courses.

Certificate. For students who have an undergraduate degree, meet IIT admission criteria, and wish to enroll in a post-baccalaureate certificate program.

Master's. For students who have an undergraduate degree, meet IIT admission criteria, and wish to earn a master's degree at IIT.

Doctoral. For students who have an undergraduate or master's degree, meet IIT admission criteria, and wish to earn a doctoral degree at IIT.

Note: Students who do not meet all criteria for enrollment in graduate-level courses may be considered for admission to undergraduate studies. (See "Post-Baccalaureate" category above.)

All Students

You must be accepted by IIT before registration materials will be accepted. To apply:

Complete the proper admission documents, which can be obtained from the IIT Web site <http://www.iit.edu>, select the Prospective Students link, or contact 312.567.3020 for Graduate Admission or 312.567.3300 for Undergraduate Admission.

For admissions fees, make an online payment via the Web site at <http://www.enrollment.iit.edu/>, select Student Accounts and Online Payments or include your check with your admission application payable to "Illinois Institute of Technology", when you mail the paper form.

Note: Any applicant who has attended IIT previously is not required to pay a second application fee, but may be required to apply for reinstatement.

Return the admission application to the address/fax listed on the form.

Once your application has been reviewed, the admission office will send you email and/or a letter regarding your admission status. Any questions concerning admission should be directed to the appropriate admission office. (See telephone directory below). Once accepted, you may then register for courses at IIT. Students may register on-line at <http://www.enrollment.iit.edu/>. A user name and PIN number is required to access the system. The user name is the Student ID or Social Security Number and the PIN is a six-digit number. Upon initial entry the PIN number is birth year, month and day i.e. 760501 (May 1, 1976). Questions regarding registration may be forwarded to the Student Services Center at 312.567.3100, or through e-mail to student.services@iit.edu. Visit the Web site at www.enrollment.iit.edu to download paper forms.

Advising

Advisers may confer approval for online registration by clearing the electronic advising hold. Review current procedures at the web site http://www.enrollment.iit.edu/reg_info/.

Undergraduate Advising

Each semester, all undergraduate students must obtain their adviser's approval electronically or obtain a signature on the registration form. Phone or email your adviser and request that your advising hold be removed if you are registering electronically. If registering by paper form, send your registration form directly to your adviser by mail or courier, ask the adviser to sign the form, and send it directly to the Office of Student Records and Registration, 104 Main Building, 3300 S. Federal St., Chicago, IL 60616.

Graduate Advising

Computer science students may be required to obtain permission from the faculty teaching specific courses to insure the student has the appropriate background. If you cannot register for a computer science course, send email to register@cs.iit.edu or phone 312.567.5150 to obtain the name and email address of the faculty member who must approve your registration. For registration in research courses (591,594,597 and 691) the faculty member must provide an e-mail to you approving your registration. Subsequently contact the Student Services Center for assistance with the completion of your registration at 312.567.3100 or at student.services@iit.edu.

All electrical engineering students and mechanical engineering students must obtain the adviser's signature or request removal of the advising hold prior to registering for any number of credit hours. Electrical engineering students should contact 312.567.3400 to obtain the name and e-mail address of their adviser. Mechanical, materials and aerospace engineering students should contact 312.567.3175 to obtain the name and email address of their advisers. If the adviser is known, the telephone number and email address can be located at <http://phonebook.iit.edu/>.

All other academic departments require an adviser's approval when a student registers for nine or more credit hours or for any number of research hours. See the telephone director at the end of this document or visit <http://phonebook.iit.edu/> for academic department phone numbers.

Students who have been advised electronically may use the Web-for-Students system to register for courses as soon as the academic adviser has removed the advising hold.

Graduate Program of Study

All graduate students admitted to a degree program must submit a Program of Study Form 401 during the first semester after admission to the specific degree program. Changes to the program of study should be submitted using the Change of Program of Study Form 406. Both forms can be downloaded from the Web site <http://www.grad.iit.edu/forms/index.html> or contact the Office of Academic Affairs at 312.567.3024. The academic adviser assigned to work with you during your course of study should be contacted to assist you in completing these forms.

Graduate Student Handbook

Students are encouraged to obtain The Graduate Student Handbook and to become familiar with all policies associated with graduate study. The Graduate Student Handbook can be obtained from the Office of Academic Affairs at 312.567.3024.

Registration

New Students

If you are a new student, it is recommended that you speak with a department adviser about prerequisites that you must fulfill or guidelines that you should follow. Department phone numbers are listed at the end of this document or visit <http://phonebook.iit.edu/>. Although the IIT Online staff is interested in your progress toward your educational goals, we have neither the background nor the authority to advise or counsel on academic matters. An academic adviser can guide and help you choose a program that is best suited to your needs. You will also find it useful to consult the appropriate Illinois Institute of Technology Bulletins: Graduate Programs, Undergraduate Programs and Enrollment Services Guide. Generally, registration information should be sent to you with the admission notification. If you do not receive this information, visit the Web site at <http://www.enrollment.iit.edu/>, call the Student Services Center at 312.567.3100 or send e-mail to student.services@iit.edu to request registration information.

Continuing Students

Any part-time student enrolled in the current semester for fall or spring will receive a notification of registration dates in the mail. These notifications are usually mailed in early November for the upcoming spring semester and in early April for the upcoming summer and fall semesters. If you do not receive a registration notification by mail, visit the Web site at <http://www.enrollment.iit.edu/> or contact the Student Services Center at 312.567.3100, or through e-mail: student.services@iit.edu.

All Students

Registration should be submitted through the Web-for-Students system after [advising](#). When registering for an IIT Online course, be certain to select the appropriate location/section. In the Web-for-Students system, televised courses are identified with a "TV" location code, Internet courses are identified with an "IN" location code, and videoconference courses are identified with an "IV" location code. Televised courses are usually live televised broadcasts and are available only at specific locations within a 35–50 mile radius of the Chicago Loop. Videoconference courses are only available at the Rice or Main campuses at this time.

Additionally, all students are required to identify a viewing site when registering. Site options are supplied by the Web-for-Students system during the registration process. Sites and their corresponding site codes can also be found at http://www.enrollment.iit.edu/reg_info/—see General Registration Information—Distance Learning Registration Requirements. If a paper form is used for registration, be certain to include the two-digit alpha site code in the designated location on the form. Please note corporate sites are open to employees only. Public sites are open to all students. For more information about site options, visit www.iit-online.iit.edu—select sites, or send e-mail to online.clientsvc@iit.edu.

Tuition payments can be made online at <http://www.enrollment.iit.edu/> or a tuition deferment form can be completed online from this Web site. The corporate sponsor letter with the \$50 deferment fee can be mailed subsequently. Send the letter and payment to the IIT Office of Student Records and Registration, 3300 S. Federal St., Room 104, Chicago IL 60616-3793.

Updating Student Information

It is extremely important that you provide up-to-date information each semester. This information allows the university to keep you informed. Students may view current name, address and e-mail addresses online at <http://www.enrollment.iit.edu/>—select IIT Web for Students—go to Web for Students Main Page—Personal Information. Students may update their local, work, next-of-kin and email addresses online. Any changes requested for name, permanent address or student identification number must be done in writing and submitted to the Student Services Center, 3300 S. Federal St., Chicago, IL 60616-3793 (phone at 312.567.3100/fax at 312.567.3313). Students may also download Change of Information Forms at <http://www.enrollment.iit.edu/forms>. Students requesting a change of name or student identification number must submit a copy of official documentation supporting the change (i.e. Social Security Card, marriage license, driver's license, etc.).

It is helpful for employed students to include and maintain their current employer name, address and other contact information in their student record.

Register Early

You are encouraged to register as early as possible. There are course limits in all IIT Online sections as well as in all on-campus sections. These limits are determined by total enrollment across all sites, not just one location. Once a course section is closed, you will not be allowed to register for that section.

Other Registration Information

The Student Services Center and Office of Student Records and Registration at 312.567.3100 or by e-mail: student.services@iit.edu, handle the following:

- Registration, adds, drops, section changes and withdrawals.
- Maintenance of Web-for-Students
- Itemized tuition receipts (these are mailed automatically).
- Changes to student information: name, address and telephone.
- Referrals to appropriate offices for other needed services.
- Production of the class schedule each semester.
- Publication of the Enrollment Services Guide.
- Mailing of continuing-student registration notification.
- Information on student eligibility to register for undergraduate and graduate courses.
- Release of transcripts and diplomas.
- Coordination of commencement.

Registration and Change of Registration (Add/Drop) forms can be downloaded and printed from respective PDF files at <http://www.enrollment.iit.edu/forms>. Adobe Acrobat software is also available at this site.

IIT Online students also have the option of registering or changing registration in person. See registration information above.

If you experience any difficulties or have specific problems concerning registration procedures, please contact IIT Online Client Services at 312.567.3167 or send e-mail to online.clientsvc@iit.edu.

The Educational Liaison (Site Coordinator)

The IIT Online corporate educational liaison, also known as the site coordinator, is a company staff member designated to coordinate the IIT Online program at a remote site. The corporate educational liaison:

- Maintains promotional material and schedules.
- Handles tuition reimbursement or direct billing programs.
- Schedules classrooms.
- Requests emergency class videotapes. (Site policies may vary.)
- Coordinates on-site information sessions.
- Provides proctors for exams. (Site policies may vary.)
- Posts pertinent IIT Online information throughout the semester.
- Coordinates technical support at the site.

The liaison is familiar with company policies that affect your participation in the program, e.g., release time during the day for class viewing. This person is usually located in the human resources, training or employee relations department.

The IIT Online public site educational liaison (public site coordinator) has also been designated to coordinate the IIT Online program; however, his/her responsibilities differ from those of the corporate educational liaison. The public site educational liaison:

- Allocates classroom space.
- Monitors classroom upkeep.
- Provides a central location for all IIT Online promotional material, schedules and information.
- Provides proctors for exams. (This varies from site to site.)
- Assigns a specific location for courier pick-up and drop-off of all materials.
- Posts pertinent IIT Online information throughout the semester.
- Handles site security and parking concerns.

Public site students are directly responsible for course tape requests, application/registration procedures and tuition payments.

The educational liaison communicates directly with the IIT Online staff on a regular basis to receive up-to-date pertinent information. This individual is invaluable in creating an efficient system for the IIT Online student. If you have any questions regarding IIT Online at your site, please do not hesitate to contact your educational liaison. To obtain the name and telephone number of the current educational liaison at your site, contact IIT Online Client Services at 312.567.3167 or send e-mail to online.clientsvc@iit.edu.

Broadcast Television for Distance Learning

Using microwave, the live course is transmitted to locations throughout Chicago. When you tune into your course, you will be able to see and hear the instructor, and you will be able to use the

talk-back system to ask questions. Occasionally courses are rebroadcast at additional times for convenience of students. The instructor is not available for talk-back questions during the rebroadcast.

Viewing Your Course: Channel Identification and Selection

Each receive site will have channel lists posted relative to IIT courses. Check the "Channel List" for the current semester or contact the IIT Online office at 312.567.3460. The channel list will indicate the channel for the course in which you are registered.

Turn on the television monitor and tune to Channel 3.

Power on the General Instruments®, set-top box located on, under or next to the monitor. Using the channel selector buttons on the set-top box that are next to the "Power" button, change to the channel for your course.

At the end of the course session, power off both the television monitor and set-top box.

Set-top box. If the system is left on over several days, it may lock. If this occurs, power off the unit and then power on to restore. If the set-top box is still not restored, unplug the power cord from the rear of the box or at the outlet and then re-plug. If you have difficulties, call the trouble line immediately at 312.567.3457.

Television monitor. If there is no reception, or poor reception on a monitor, try another unused monitor, if available. If there are reception problems on more than one, or if you cannot resolve by checking the power cord and channel selection, call the trouble line immediately. The technical supervisor on duty will ask your name, site name, course number, phone number, and which television (or all) on which you are experiencing difficulty. The problem may be resolved with some fine tuning or re-plugging in a loose power cord. If the issue cannot be resolved quickly, you may request a tape of the course for that session, and on confirmation, the tape will be free of charge. Corporate site students should alert the educational liaison immediately. Public site students should report the problem to the technical supervisor by calling the trouble line at 312.567.3457.

Communicating with the Live Classroom: Using the Telephone Talk-Back System

During the live course, you will be able to call into the broadcast room and communicate with the instructor and on-campus students. Use the telephone in the room nearest the television monitor. The phone number should be announced during the first class session and is on the course ID screen before the class begins. Either a "Phone Call" light in the back of the room or the actual phone ringing in smaller broadcast rooms alerts the instructor to the phone call. The instructor will call on you as soon as appropriate. Be sure that you are some distance away from the monitor to prevent feedback, and the volume on the monitor is turned down. While the in-class volume is being adjusted, you may be asked to repeat your question. If you have difficulty, call the trouble line at 312.567.3457. Phones are for the sole purpose of calling the IIT classrooms and administrative offices on campus and are not to be used for any other purpose.

Tape Requests

Students may request a tape of the course in which they are registered if the course is broadcast and the request is within two weeks of the live course. After two weeks, the master tape may be erased and therefore not available for duplication. Tapes are available on loan, at a cost of \$20 per hour based on the regularly scheduled course duration. Course length is rounded to the next half-hour. No adjustment is made for course sessions that end early. All tapes must be returned to IIT within two weeks from the date of receipt. Tapes not returned may result in suspension of tape privileges. All tapes contain copyright by Illinois Institute of Technology. They may not be

duplicated in any form or transferred to any other individual or organization, and remain the property of IIT.

Students may call in a tape request at 312.567.3460.

If there are any problems with received tapes, return the tape and call the office at 312.567.3460 for a new copy.

Internet For Distance Learning

Courses available via the Internet include video, audio and usually synchronized slides of presentation material. Details on hardware and software requirements, password access, interaction with instructors and teaching assistants and so on are located on the Web at www.iit-online.iit.edu, select Internet Courses—Technical Requirements.

Videoconferencing For Distance Learning

IIT has multiple videoconferencing facilities on the Main Campus, Rice Campus, Downtown Campus, and the Moffett Campus. Courses may originate at one location and be connected to another campus with two-way (or multi-way) video and audio. Students should expect to be on camera at all videoconferencing locations. Additionally, there may be a live microwave audience that may use the phone call-in system for questions and comments.

Protocols

During a videoconferencing class session, the instructor manages the class participation at all sites. Remote videoconferencing locations will have their facility pre-set for them. Students should not make any changes on the tablet or with the location and orientation of the microphones. Any tapping on tables with microphones, paper rustling and so on will be picked up by the microphones and should be kept to a minimum. Sit so that in the wide shot of the room (the default), you are on camera. You may raise your hand with questions just as in the on-site classroom. When doing presentations at a remote location, you should notify the technical director so that a document camera, or PC interface, will be set up for you, and you will be instructed on their use. Send email to iit-online@iit.edu to request these services. If there are technical problems, the number of the technical support staff is next to the phone. Call them immediately.

Audio controls

If you need to increase or decrease the audio volume, you may do so via the tablet. Using the stylus attached to the tablet, gently press the + or – for audio volume. You will see the level changing on screen. It will disappear shortly, once you have set it at the best level. Replace the stylus in the holder. Do not leave the stylus on the tablet nor press any other locations.

Document Camera

If you will be showing a document or item on the document camera, let the technical director know in advance. The unit will be turned on and focused for display. To refocus (if needed), use the button "Tele" to zoom in, press "Auto" (if present) one time to auto focus, and when it stops adjusting, press "Wide". The best font to be displayed will be Arial, 14 points or larger, with 2-inch margins on each side, and using blue paper. To switch to the document camera, using the stylus, press "Overhead" on the tablet. When done, press "Instructor" to switch back to the main camera.

Couriers at Televised Viewing Sites

The courier system is designed for the delivery and pick-up of homework, exams, book deliveries, tapes and all other material and correspondence between the local IIT Online student registered at televised viewing sites and the IIT campus. The couriers leave IIT daily (except for IIT designated holidays and semester interims and breaks), typically between 9:15 and 9:30 a.m., Monday through Thursday, to begin their routes. Your courier will arrive, depending upon traffic and weather conditions, approximately the same time each day at your site. Delivery and pick-up days may vary from semester to semester, based on current site enrollment. Check with your educational liaison for your site's current courier schedule or contact the IIT Online Student Support Services office at 312.567.3460 or by email online.studentsvc@iit.edu.

Locations for receiving homework and various materials via the courier will vary per site. Check with your educational liaison for details. Typically, your educational liaison designates a specific location for courier pick-up and drop-off boxes. When sending material via courier, use an IIT envelope and correctly complete the front portion by identifying:

- Your name.
- Your site (use the alpha code).
- The instructor.
- The course and section number.

Deposit in the "out" box. Check the "in" box for materials delivered from IIT.

All material placed in the site "out" box before 9 a.m. at the IIT Online Student Support Services office is delivered each day; nothing is left behind. Under the best circumstances, material is seldom lost or misplaced. If you have not received material from the instructor, check with the instructor or T.A. to determine if the assignments have indeed been placed in the out-going box for delivery. If you need assistance with courier information, contact the IIT Online Student Support Services office at 312.567.3460 or send email to online.studentsvc@iit.edu.

Course material will be addressed to the course number—not to the individual student. Be certain to take one copy of the course material—additional copies are for other students registered for the course at your site. Graded material, and material of a personal and confidential nature, will be returned addressed to you.

Textbook Services

Barnes & Noble (Main Campus) Book Store and MBS Direct

On the IIT Main Campus, Barnes and Noble Bookstore provide textbook services. Questions regarding bookstore services at Main campus can be addressed to Barnes and Noble at 312-567-3120. For students participating via the Internet, at viewing sites for televised courses or at the Rice Campus, **remote site textbook services** are provided by MBS Direct <http://direct.mbsbooks.com/iit.htm>

In-stock textbook orders from MBS Direct will be shipped within one business day. Students have the option of selecting the shipping method of choice UPS, FedEx or US Postal Service. Shipping charges are applied to textbook orders, however sales tax is not applied. Questions regarding distance learning textbook orders can be directed to MBS Direct at 800-325-5108.

Tape Requests

If an illness or a business meeting prevents you from attending class, you may contact the IIT Online office to have that specific class taped for a fee. Advance notice of 24 hours before the class airtime is requested.

Please note that class tapes are available for duplication after the course has aired, but only for a period of two weeks, after which time they are erased. IIT Online requires three to five business days to duplicate and deliver tape requests.

IIT Online charges a fee of \$20 per hour for all videotape requests and will bill the corporate site student or the public site student directly at the conclusion of the applicable semester. This charge covers the cost of the taping service only; tapes are not purchased. All tapes must be returned to the IIT Online office within two weeks of the date of receipt. Failure to return tapes may result in the suspension of tape privileges. All tapes contain a copyright by the Illinois Institute of Technology. Tapes are not to be duplicated, for any reason, unless it is by the Illinois Institute of Technology. If you experience any difficulties with your tape or tape request, report the problem immediately to the IIT Online Student Support Services office at 312.567.3460 or by email online.studentsvc@iit.edu.

Computer Accounts

Computer Network Services (CNS) assigns computer accounts. To obtain a computer account, you must be currently registered for a course. The [Computer Account Request Form](#) is available from the CNS Web site. Fax the completed form with a copy of a photo ID to 312.567.5968. Processing time for this application is approximately two days. Contact the CNS help desk at 312.567.5810 to receive help in completing the form or to obtain an account number. Be certain to identify that you are an IIT Online student when calling and when completing the form.

For information about computer accounts, system access or the availability of computing facilities, visit the Web site "[How To](#)". For other computing services visit [Computing and Network Services](#).

Public Sites

IIT Online public sites are available to students who do not have access to a IIT Online company site for viewing IIT Online televised courses. Students attending classes at public sites do not have access to the services of the hosting institution, such as library services, computer access or recreational facilities. IIT students do have access to these services at IIT's Main Campus, if the activity fee is paid.

Public sites also have space limitations. IIT has implemented registration controls for these locations. Once the site is at capacity for a given timeframe, the registration system will prevent additional students from registering for the location. All students must be officially enrolled to attend a public site. If you arrive at a site, have officially registered, and seating is at capacity, please contact IIT Online Client Services at 312.567.3167 or through e-mail to online.clientsvc@iit.edu. Many public site locations are available. Public sites may require students to present an IIT ID card to obtain a headset for course viewing or to use the telephone for making phone calls to the IIT classroom. Students should always carry, in addition to the IIT ID card, a picture ID such as a driver's license or state identification card when using an IIT Online public site and for establishing identity to proctors for course examinations.

Direct questions regarding public-site policies, IIT services, and access and space availability to IIT Online Client Services via e-mail at online.clientsvc@iit.edu or by phone at 312.567.3167.

ID Cards

A part-time ID card for the current semester may be obtained, by request, through the IIT One Card Office. Visit <http://www.iit.edu/~hawkcard> to request a part-time ID card. Many public sites do require IIT students to present ID cards upon request.

Students should always carry a picture ID such as a driver's license or state identification card when using an IIT Online public site and for the purpose of establishing identity for course examinations in all courses.

Exam Procedures

Televised Course Examinations

Students registered at televised viewing sites are allowed to take exams at their sites unless otherwise noted by the instructor. Some instructors do find it necessary to require IIT Online students in the local area to come to campus for exams, as well as for special presentations. Contact the instructor for more information. Some corporate televised viewing sites also require students to come to campus for exams. Check with your educational liaison for further information regarding this possible requirement. When taken at the sites, exams are usually administered during the normal class meeting time and are distributed, proctored and collected by a proctor who is designated either by the company or by IIT Online. Final exams may be administered on a different meeting day and time. Also exams for rebroadcast courses and tape-delayed courses may be administered on a different meeting day and time. Your instructor will inform you of alternate schedules.

Any student planning to take an examination at a site other than his or her official televised viewing site must communicate this to both the course instructor and the IIT Online Student Support Services Office by email online.studentsvc@iit.edu or phone 312.567.3460. IIT Online requires information about planned exam location changes to ensure proctors are scheduled and canceled accordingly. Students may only take exams at the site where they are officially enrolled without prior notification and approval. Corporate televised viewing sites are only open to current employees. Public televised viewing sites are open to students who are currently registered to view at the respective site.

It is your responsibility to learn how remote-exam proctoring is handled at the televised viewing site you attend. Contact the educational liaison for further information, or contact the IIT Online office at 312.567.3460. You should arrive before the start time of the exam, and you are required to take the exam according to the instructions listed on the exam envelope. The proctor will identify the exam instructions before administering the exam. The same standards of academic integrity apply to IIT Online students as well as to on-campus students. This includes plagiarism, cheating, forgery, alteration or the use of university documents, records, or instruments of identification with intent to defraud. The IIT Student Handbook can be located at <http://www.iit.edu/~osa/studhandbook/> or contact the Office of Student Affairs, phone 312.567.3080.

Internet Course Examinations

The location of the student and affiliation with a corporate televised viewing site determines where examinations are administered.

In State students registered in Internet courses who are not affiliated with an existing televised corporate site and who cannot normally attend the Main or Rice campuses for examinations should contact a local community college to make arrangements for testing and seek approval of the proctor from IIT at least two weeks

prior to the administration of the examination. For approval, please contact Charles Scott at IIT Online Student Support Services by email to scott@iit.edu or by phone at 312.567.5217. Local students may be required to attend examinations, by the course instructor, at Main or Rice campus or may request to have examinations administered at these campuses.

Local students within the Chicago Metropolitan Area who are **affiliated** with a televised company site take examinations at their site or location(s) designated by the course instructor (see televised courses).

Local students registered in Internet courses using the Main (IC) or Rice (IX) campus site codes take examinations at the respective campus.

Out of State Internet students (outside of the State of Illinois) are required to identify acceptable proctors in their local area and seek approval of the proctor from IIT at least two weeks prior to the administration of the examination. For approval, contact Charles Scott at IIT Online Student Support Services by email to scott@iit.edu or by phone at 312.567.5217. A community college testing center is an ideal choice.

Students in foreign countries (other than India) registered in the Foreign Internet site must contact Charles Scott, email scott@iit.edu to discuss examination and proctoring at the beginning of the semester to discuss examinations.

Students located in India should contact D. Rajagopalan by email to rajagopaland@iit.edu or drajgop@miel.mot.com or by phone 080.550.3971 for further information.

Evaluations

Notification of course evaluations should be received each semester by email. Course evaluation results are reviewed both by senior academic administration as well as academic department chairs. Your feedback is important, please take time to complete course evaluations as instructed each semester.

Tuition, Fees and Service Charges

All IIT Online students are directly responsible for the payment of tuition and fees. A tuition deferment plan is available to students whose employers offer reimbursement plans. A deferment application form can be completed online at the Web site <http://www.enrollment.iit.edu>—select Student Accounts.

A corporate sponsor letter printed on the employer's stationery must accompany the tuition deferment application, along with a check or credit card payment of the \$50 deferment fee. Students may pay the tuition in full via credit card or choose the budget plan. To make an on-line payment visit <http://www.enrollment.iit.edu>—select Student Accounts—Online Payment. Or, visit this Web site and select Student Accounts to view a complete listing of payment options, due dates, tuition costs and fees. IIT does not assess service charges for IIT Online courses.

Videotape charges will be billed to the student account at each semester's conclusion unless the company sponsor agrees to be directly billed for these charges in advance of the tape request. Contact the IIT Online Student Support Services office at 312.567.3460 or by email online.studentsvc@iit.edu for further information.

IIT Online Staff (Contacts)

Louise Hewitt

Director, Technical Services
312.567.5167
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Client and Student Relations

Holli Pryor-Harris

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Chuck Scott

Client Services Administrator
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Gwendolyn Bowling

Administrative Assistant
312.567.7957
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Telephone Directory

Administrative Offices

Area Code 312
(unless otherwise noted)

Admission Office (graduate)	567.3020
Admission Office (full-time undergraduate)	567.3025
Admission Office (part-time undergraduate)	567.3300
Alumni Relations	567.5040
Athletics and Recreation	567.3296
Bookstore Distance Learning	800.325.5108
Bookstore Main Campus	567.3120
Bursar's Office	567.3785
Career Services/Cooperative Education Office	567.6800
Client Services	567.3167
Computer Network Help Desk	567.3375
Computer Network Services Systems	567.5810
Disability Resources	567.5744
Educational Services Office (undergraduate part-time)	567.3300
Graduate College/The Office of Academic Affairs	567.3024
Housing	567.5075
IIT Online Client Services	567.3167
IIT Online Student Support Services	567.3460
IIT Online Technical Services- Internet	567.3452
IIT Online Technical Services- Televised	567.3457
International Students and Scholar Center	808.7105
M.B.A. (Downtown Campus)	906.6501
Daniel F. and Ada L. Rice Campus, Wheaton	630.682.6000
Public Administration	906.5197
Public Safety Office	808.6300
Records and Registration	567.3100
Student Affairs	567.3080
Student Services Center	567.3100
Tuition Accounting	567.3785

Colleges and Academic Departments

Applied Mathematics	567.8980
Biological, Chemical and Physical Sciences	567.3480
Chemical and Environmental Engineering	567.3040
Civil and Architectural Engineering	567.3540
Computer Science	567.5150
Electrical and Computer Engineering	567.3400
Lewis Department of Humanities	567.3465
Mechanical, Materials and Aerospace Engineering	567.3175
Social Sciences	567.5128
Chicago-Kent College of Law	906.5000
Center for Law and Financial Markets	906.6506
College of Architecture	567.3230
Institute of Design	595.4900
Institute of Psychology	567.3500
Stuart Graduate School of Business	906.6500