

Fall 2009
Distance Learning
Student Handbook

PLEASE READ THIS HANDBOOK CAREFULLY!!!!!!

Fall 2009



Graduate Student Handbook

This is not an official Georgia Tech publication. Please verify dates on official websites. Information in this packet is subject to change at anytime.

Georgia Institute of Technology - Distance Learning
84 5th Street, NW
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Phone: 404.894.3378 or 1.800.225.4656
Fax: 404.894.8924

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PLEASE READ THIS HANDBOOK CAREFULLY!!!!!!

Welcome to the Distance Learning program for Fall 2009. This handbook contains information that applies to the entire semester, so **please keep this handbook for your reference**. The information in this handbook is **subject to change at any time**. Contact DL with any questions at cdlops@dlpe.gatech.edu .

RGO-Georgia Tech Admitted Students

Late registration begins August 12 and ends August 21, 2009. Classes begin on campus August 17, 2009. RGO students must register and drop at <https://oscar.gatech.edu/>

DL students are allowed to register for up to two courses per term. If you require more than two courses you'll have to request a permit. (cdlops@dlpe.gatech.edu) A hold is placed on all DL student accounts which will not allow you to register for more than two courses. Please note that you should allow at least 24 hours to process your permit request. If you wait until the last day of registration you may not be allowed into a class or the class may have been cancelled due to low enrollment.

If you have any holds or errors that prevent you from registering send an email to cdlops@dlpe.gatech.edu. Be sure to include your name, GTID#, course, and error.

Please notify the DL office in writing by email of your decision to drop the course at the same email address listed above.

All payments and refunds of tuition and fees are handled by the Bursar's office. www.bursar.gatech.edu. The page for refund calendars for Distance Learning is at: http://www.bursar.gatech.edu/student/refunds/refund_Fal09_dl.pdf

For tuition receipts, send an email to Bursar.Ask@business.gatech.edu. Include your name, GTID#, semester and how you want your tuition receipt to be sent. (Via mail or fax)

Cross Enrollment

A. General

1. Students who are enrolled at Georgia Tech may not receive credit for courses completed at another institution during the same academic term, unless prior permission has been obtained for cross enrollment or concurrent registration, as described in this section.

Click here for further explanation on cross registration: [Registrar's Office](#)

Professional Development Students

PDO and PDO/G students should contact the DL office to register or drop classes and **to obtain access to T-Square**.

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Critical Date

08/12 to 21, 2009	Late Registration Phase II and schedule changes
08/21/2009	Tuition and fees are due without a penalty for Fall registration
08/17/2009	Classes begin on campus for Fall semester 2009
08/21/2009	Last day to register and /or make schedule changes. ALL FEES DUE BY 4:00 PM
08/21/2009	The last day to make schedule changes to your Fall 2009 courses, for the complete refund schedule and policy visit: http://www.bursar.gatech.edu/student/refunds/refund_Fal09_dl.pdf
10-16-09	Last day to drop individual courses with a grade of “W” and change grade mode for courses
10-25-09	Last day to WITHDRAW from school with a grade of “ <u>W</u> ” in all courses
12-04-09	Last day of classes on campus for Fall 2009
12-14 thru 18	Final exams for distance learning students unless otherwise designated by the professor

Dates for drops or withdraws are at the following website: www.registrar.gatech.edu
If you have any questions about the Georgia Tech course withdrawal process you should contact Tanya Krawiec at 404-894-3378 immediately.

Calendar for refunds is at the following website:

http://www.bursar.gatech.edu/student/refunds/refund_Fall09_dl.pdf

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How To Log on to Your Accounts

CDL Account (ALL STUDENTS)

Go to www.cdl.gatech.edu, click on Student Log In, in the upper right hand corner of the page. Enter your email address (the entire string) and password. Once you have entered your email address and password, click Login and you should be able to check your account status and enter your proctor's information. If you are unable to log in, try using your alias email address (johns@gatech.edu) instead of gt111@mail.gatech.edu. If you don't know your password please contact Distance Learning at 404-894-3378 for further information.

Helpful information: First time users or unless you have changed it, your password is your date of birth in MMDD format.

GT Email Account (Georgia Tech Registered Students only)

RGO Students are required to activate their OIT account. This account provides email and access to many GT computing services. The GT email account is the primary method the institute uses for communicating with students. The institute expects students to check this email regularly or forward it to your primary account. The same username/password will allow you to log into T-Square.

To activate your email account go to www.passport.gatech.edu, click "I need to activate my account and enter information.

After activation, go to <https://webmail.mail.gatech.edu>; enter your GT user name and password supplied to you by OIT. If you do not have a GT email address and password please contact OIT.

Note: If you have not used your GT email account within 3 months you will need to contact OIT at 404-894-7173 to reset your password.

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Oscar - RGO students only

Go to <https://oscar.gatech.edu/>, click Secured Access Login, and enter your User ID and password.

Helpful information: Your USER ID is your student ID number (GTID#). Your original PIN is your date of birth in mmddyy format, which you must change upon your first entry to the system. Questions about your ID or PIN? E-mail comments@registrar.gatech.edu. Forgot your PIN? Enter your User ID, leave the PIN blank and click the "Forgot PIN" button. Answer your security question correctly and you can reset your PIN. Don't know your GTID#?

Go to www.gtid.gatech.edu and follow the prompts.

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HOW TO ACCESS DOWNLOADABLE FILES

T-Square

To access T-Square you must have an account with OIT. OIT will assign you a GT email account and password. Use your GT email and password to access T-Square (<http://webmail.mail.gatech.edu>) and e-mail. Distance Learning will post the course lectures to T-Square 48 hours after the class has taken place on campus.

T-Square Access

- Go to T-Square at <https://t-square.gatech.edu/portal>.
- Click the **Yellow** Login button located in the upper right hand page of the screen.
- Enter your username and password supplied to you by OIT, if you have not changed your password. (Example: gth1111a, Password: sammyo)
- Click Log in
- Select your course from the tabs along top of the page
- Under “WORKSPACE TOOLS” to the left of the screen click the “RESOURCE” button.
- Click on Distance Learning Classroom Folder which contains the lectures
- View your course lectures, handouts and assignments.
- Graded work can be found in the folder in the “drop box” area of your account

Downloading Instructions:

For downloading instructions, please refer to the instructions on T-Square. The lectures will be posted 48 hours after the class takes place.

Additional information:

Your professor may have additional information about the course so please check with the professor to make sure you are not missing any supplementary materials he or she may have provided to the on-campus students.

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IMPORTANT INFORMATION FOR T-Square AND CD USERS

- The class operates in two parts: You can access T-Square over the internet (<https://t-square.gatech.edu/portal>) for class materials, notes, homework assignments, and course lectures. CD's are sent weekly unless otherwise stated.

RGO Students

To access T-Square you must have an account with OIT. OIT will assign you a **GT email account** and **password**. Use your **GT email** and **password** to access T-Square (<http://webmail.mail.gatech.edu>) and e-mail.

WINDOWS MEDIA

The video files require Windows Media to be installed on your computer. You can download a free copy @ <http://www.microsoft.com/windows/windowsmedia/player/11/default.aspx> or perform a search for “windows media player” using your favorite search engine.

You should also have the most recent version on Adobe Acrobat Reader. You can download a free copy of the software at: <http://www.adobe.com/products/acrobat/readstep2.html>

Question or problems accessing T-Square or the CD - call

*Christopher Williams at 404-894-4901
E-mail: christopher.williams@dlpe.gatech.edu
George Wright at 404-894-6921
E-mail: george.wright@dlpe.gatech.edu*

Professional Development Students

PDO and PDO/G students should contact the DL office to register or drop classes and **to obtain access to T-Square**.

Logging In

Your GT Account can be used to access a number of electronic services throughout campus, the most important are the following:

E-mail Access

OIT provides e-mail service to the campus through the GT Spectrum Mail System. You can check your Spectrum e-mail via the Web* at <http://www.mail.gatech.edu> or via POP or IMAP using a secure (SSL) connection with your favorite e-mail client (Eudora and Outlook Express are supported by OIT **).

* Web access requires a browser with 128-bit encryption.

** Specific instructions for configuring this are available at <http://faq.oit.gatech.edu> under *GT Spectrum*.

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Unix Shell Access

Shell access in a Unix environment is provided by the acme complex and accessible via Secure Shell (SSH), a telnet-like program that incorporates encryption. In order to connect, you will need an SSH client such as SecureCRT for Windows or MacSSH, available for download at <http://software.oit.gatech.edu> . The minimum setting required to connect are as follows:

Protocol: ssh2	Host Name: acme.gatech.edu
Port Number: 22	Authentication Type: Password

Contact OIT on how to access acme. Acme is necessary for publishing your personal Web pages. (404-894-7173)

File Transfers

In order to transfer files to and from acme, you can use a Secure Copy (SCP) client, such as WinSCP for Windows, also available for download at <http://software.oit.gatech.edu>. For detailed instructions and additional help using SSH or SCP to connect to acme, please refer to <http://faq.oit.gatech.edu> and select the appropriate section.

Wireless/Walk-up Access

Wireless access service on campus is provided by the Local Area Wireless/Walk-up Network (LAWN). The LAWN supports wireless connections using radio frequency (RF) technology through the IEEE 802.11b standard as well as walkup connections through wired 10/100 Ethernet ports in the Library West Commons, Technology Square and other locations*. Wireless access requires a device with an IEEE 802.11b Wi-Fi wireless network adapter in order to connect wirelessly, you must configure your wireless device with Georgia Tech's Network Name (SSID) as well as a WEP encryption key. This information can be obtained at <https://software.oit.gatech.edu/cgi-secure/wepkey> .

** For a coverage map and installation and configuration details, visit <http://faq.oit.gatech.edu> under LAWN.*

BuzzPort Access

The Georgia Tech Campus Portal at <http://buzzport.gatech.edu> provides a number of features designed to help you interact more effectively with Georgia Tech services and with campus colleagues. The portal integrates and organizes online communications and resources that can be used in every day tasks such as easy access to class schedules and online course materials. The portal can also be customized to individual user needs such as news coverage, reminders, chat rooms, study groups, and the like. The customization features allow the user to create a personal workspace through a secure connection from anywhere on the Internet.

How to Access Buzzport?

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Go to <http://buzzport.gatech.edu>; enter your username (gtg....) and password given to you by OIT. Select Student Resources, click on My courses and press enter. A list of courses will appear on the next screen. Select a course and a student list should appear. To send an email to all students, type in your message, click select all and hit compose. If you want to send a message to an individual student, select the individual student and click compose.

Other Services

Additional uses of your GT Account user name and password include, but are not limited to, newsgroup access via a secure connection at news.gatech.edu , access to OIT computer labs* throughout campus, access to free software downloads at <http://software.oit.gatech.edu>, as well as access to the online campus Library database at <http://www.library.gatech.edu> .

* Contact OIT for Additional information about OIT computer labs. 404-894-7173.

Changing Your Password

OIT recommends that you change your GT Account password every 30 days; however your password will expire every 90 days unless you change it within that time*. Once it expires, you will be unable to use your GT Account to access campus services. However, you will still be able to change your password for a period of 21 more days. If you have not changed your password within 111 days, your account will be disabled until you contact the OIT Customer Support Center** for a password reset.

To change your GT Account password, visit <http://www.passport.gatech.edu> ***

* E-mail notifications of password expirations are automatically sent to your account within 2 weeks prior to expiration.

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*** Web access requires a browser with 128-bit encryption.

Managing Your Quotas

Quota refers to online disk space available to you by a specific service. Currently, the Spectrum Mail System provides a quota of 100 MB of space (monitor it at <http://tools.mail.gatech.edu>), and Acme provides 25 MB (monitor it via the Unix shell with the command `quota -v`).

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Getting Assistance

For more information, please see OIT's Frequently Asked Questions at <http://faq.oit.gatech.edu>. If you have additional computer related questions, contact the Customer Support Center.

Additional Computer References

OIT Homepage (<http://www.oit.gatech.edu>)

Student Computer Ownership Homepage (www.sco.gatech.edu)

Submit a Problem to OIT (<http://remedy.gatech.edu/request.html>) or email support@oit.gatech.edu

ResNet (<http://www.resnet.gatech.edu>) or call (404)894-004

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SHIPPING INFORMATION

Students Requiring Course Lectures to be Shipped

If you are requesting the use of video tapes or discs, you must make this request in writing via email to Distance Learning at cdlops@dlpe.gatech.edu. A fee will be assessed for those students who **request** tapes and CDs. This fee does not apply to those students whose course is CD based.

If you are taking a CD based course, or you have requested tapes or CDs, you **MUST** have a "Distance Learning Shipping Address" and a "Mailing Address" entered on Oscar. Even if they are the same, enter the address in both fields. Information is transferred from Oscar to DL after 24 hrs. Keep this in mind if you are moving or traveling.

Your CDs are shipped via UPS 2 business day delivery.

Friday and Monday lectures are shipped together in one package on Tuesday. All other lectures are shipped the day after the class meets on campus. For example, if you are taking a class that meets Monday, Wednesday and Friday, your Friday and Monday lectures will be mailed together on Tuesday, and you should receive the package on Thursday.

CD-ROM's are shipped approximately once per week via UPS 2 business day delivery (ECE CD's ship less frequently due to large amount of material per disk). Each CD contains several lectures/modules of information. If you require shipping, make sure you are in line with the professor's deadlines.

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Homework Procedures

The professor will determine due dates for assignments and exams for each course. Distance Learning recommends a 1-week delay to professors, but it is within their rights to alter this recommendation. **Your professor must approve any change in homework due dates.**

If you feel meeting their deadline will be impossible for you, you are advised to withdraw from your class(es) or request extensions from the professor.

In the Summer semester 2009 we began using T-Square for homework submission. You will need to log into T-Square and upload your assignment to your course drop box. Please use the following the steps:

Log In to T-Square
Choose the course
Click “drop box” on left side of screen
Upload file

Graded Homework and Graded Exams

*Your graded homework and graded exams will be uploaded to T-Square for you to view or print out. **The graded work will no longer be found in your distance learning account and you will not receive an email that it has been posted. Please check for this work in the drop box.***

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Procedures for Exam Submission

The professor will determine due dates for exams for each course. A fax server technology will be used for exam submissions. It is imperative that you understand and follow these steps to insure accurate and timely processing of your exams. Failure to follow instructions may result in penalties being assessed for late submissions. No exceptions. Your proctor is designated to fax the exam paperwork to Distance Learning. The student can only have possession of the exam while they are taking it. Not adhering to this requirement will put your academic career in jeopardy.

The coversheet is only active for the course number indicated, and for the current semester. If you are enrolled in more than one course, you will have one coversheet for each course. Each exam must be sent as a separate submission. *If you do not receive an email confirmation, your exam was not received or processed and you should contact your proctor as soon as possible so that they can refax the exam.*

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Exam Submission

An exam coversheet MUST accompany each exam submission. PDF files of the coversheets are available in your student account via the Distance Learning web site at <http://www.dlpe.gatech.edu/dl/> .

The exam coversheet is specific to each student and course.

Using the wrong coversheet will forward your exam to the wrong professor or cause an error in receiving.

How to Submit Your Exams

- *Print a copy of the student exam fax coversheet and take it with you to the testing site.*
- *Give student exam submission fax cover sheet to your proctor. You are to give the exam at the end of the designated time to the proctor and should not to have possession of the exam after that point.*
- *Your proctor will fax cover sheet, the exam instruction page and the exam (in that order) to Distance Learning.*
-

Proctors (not students) must submit these materials via fax to 404-894-8924. You are not to have a copy of the exam in your possession after it has been administered.

After submission, a confirmation will be sent to your GT email. You will be unable to view your exam so make sure that you check your GT email for a confirmation of receipt.

Please notify your proctor when you have received this email confirmation. This will serve as a confirmation to the Proctor that the exam was received. A copy of the exam will be sent via email to your professor.

Your graded exams will be uploaded to T-Square for you to view or print out. They will no longer be placed in your distance learning account.

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Proctors

It is the responsibility of the student to submit a Proctor form **every semester** even if you are utilizing the same proctor from a previous semester. The proctor form is available online at <http://www.dlpe.gatech.edu/dl/> Log into your student account using your full GT email address and password. If you are a first time user your password is your birth date MMDD format.

A proctor must be a manager, supervisor, human resource manager or rep, or an education officer. A proctor cannot be a peer level co-worker, friend, family member, your clergy, acquaintance or administrative assistant. There are exceptions to these rules depending on your corporate affiliation.

If you have any questions or problems selecting a proctor contact our office at cdlops@dlpe.gatech.edu for assistance.

No exam will be sent if you do not have an approved proctor. Proctors are approved during the first month of the semester after registration closes.

It is the responsibility of the student to notify his or her proctor when an exam is scheduled.

If your proctor is unavailable to administer an exam on the date assigned; notify the DL office by sending an e-mail to cdlops@dlpe.gatech.edu to obtain approval for an alternate proctor. Distance Learning must approve all proctor substitutes.

All proctor changes must be approved 48 hours prior to the time the exam is scheduled to be administered.

Proctor changes must be entered into your DL student account every time you relocate or your primary proctor is unavailable. This allows Distance Learning to keep an accurate record of proctor information, including each student that belongs with that proctor.

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Honor Code Policies

Institute policies concerning graduate students are given in the General Catalog, under sections that include "Information for Graduate Students" and "Rules and Regulations". You should be familiar with information on degree requirements, intellectual property rights, scholastic regulations and other general policies. The Catalog is available on line at http://www.gatech.edu/gen_catalog/

Academic Honor Code

Article I: Honor Agreement

Having read the Georgia Institute of Technology Academic Honor code, I understand and accept my responsibility as a member of the Georgia Tech Community to uphold the Honor Code at all times. In addition, I understand my options for reporting honor violations as detailed in the code.

Article II: Honor Code

Section 1. Statement of Purpose

The members of the Georgia Tech community believe the fundamental objective of the Institute is to provide the Students with a high quality education while developing in them a sense of ethics and social responsibility. We believe that trust is an integral part of the learning process and that self-discipline is necessary in this pursuit. We also believe that any instance of dishonesty hurts the entire community. It is with this in mind that we have set forth a Student Honor Code at Georgia Tech.

Section 2. Objectives

An Honor Code at Georgia Tech aims to cultivate a community based on trust, academic integrity and honor. It specifically aims to accomplish the following:

Ensure that Students, Faculty and administrators understand that the responsibility for upholding academic honesty at Georgia Tech lies with them.

Prevent any Students from gaining an unfair advantage over other Students through academic misconduct.

Ensure that Students understand that academic dishonesty is a violation of the profound trust of the entire academic community.

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Clarify what constitutes academic misconduct among Students at Georgia Tech and what is expected of them by the Institute, the Faculty, and their peers.

Cultivate an environment at Georgia Tech where academic dishonesty is not tolerated among the Students.

Secure a centralized system of education and awareness of the Honor Code.

Section 3. Student Responsibilities

Students are expected to act according to the highest ethical standards. The immediate objective of an Honor Code is to prevent any Students from gaining an unfair advantage over other Students through academic misconduct. Academic misconduct is any act that does or could improperly distort student grades or other student academic records. Such acts include but need not be limited to the following:

Possessing, using or exchanging improperly acquired written or verbal information in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course;

Substitution for, or unauthorized collaboration with, a Student in the commission of academic requirements;

Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating authorship (plagiarism);

False claims of performance or work that has been submitted by the claimant;

Alteration or insertion of any academic grade or rating so as to obtain unearned academic credit;

Deliberate falsification of a written or verbal statement of fact to a member of the Faculty so as to obtain unearned academic credit;

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Forgery, alteration or misuse of any Institute document relating to the academic status of the Student.

While these acts constitute assured instances of academic misconduct, other acts of academic misconduct may be defined by the professor.

Students must sign the Honor Agreement affirming their commitment to uphold the Honor Code before becoming a part of the Georgia Tech community. The Honor Agreement may reappear on exams and other assignments to remind Students of their responsibilities under the Georgia Institute of Technology Academic Honor Code.

More information regarding the campus Honor Code can be found at:

<http://www.deanofstudents.gatech.edu/Honor/>.

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Who Should I Call?

The DL office (cdlops@dlpe.gatech.edu, (800) 225-4656, (404) 894-3378) should be contacted when you experience an ADMINISTRATIVE problem such as the following:

- You are unable to view your lectures via T-Square
- You did not receive a tape or DVD, or cd-rom
- Your course handout is not posted to T-Square.
- To check on your enrollment status
- Your proctor has not received a test you are scheduled to take
- You need your tapes or cd's forwarded to a different address

Please call your PROFESSOR for the following:

- To ask a question concerning an assignment or test
- To check on the status of grading a test or assignment
- To seek help with course material
- Extensions and changes in a scheduled test date

As a Georgia Tech student, you will have access to Buzzport (www.buzzport.gatech.edu) so you can communicate with other students in your class. Also, contact information for your professor will be provided at the beginning of the semester so you may contact them directly. Buzzport will be your primary source of communication when contacting others in your class.

There are many reasons you may find it necessary to call Georgia Tech for assistance. The above lists are provided as an aid to you. If you are uncertain as to whom to call, call the DL office first. We will answer your question or direct you to the appropriate person.

Good luck in your work this term!

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Holiday/Recess Schedule

Lecture Availability

No lectures will be available on the following days:

September 7, 2009	Labor Day Holiday
October 3-6, 2009	Fall Break
November 26-27, 2009	Thanksgiving Holiday
December 25-31, 2009 and January 1, 2010	Winter Break

Classes begin August 17, 2009 and end December 4, 2009.

Final exam dates for On-campus students are December 7-11, 2009.

Final exam dates for Distance Learning students are December 14-18, 2009, depending on the date that the on-campus students take their exam for a specific class.

The link for the On-campus schedule is below. Your exam is one week later unless the professor has designated another date. The grades are due one week later that the on-campus students'.

<http://www.registrar.gatech.edu/home/exams/2009/fall/finals.php>

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Courses offered for the Fall 09 Semester

<u>COURSE</u>	<u>PROFESSOR</u>	<u>PHONE NUMBER</u>
AE 4791	Dr. Johnson	404-894-3013
AE 6009	Dr. Menon	404-894-9126
AE 6030	Dr. Smith	404-894-3065
AE 6070	Dr. Sankar	404-894-3014
AE 6210	Dr. Bauchau	404-894-0042
AE 6323	Dr. Wilhite	757-325-6810
AE 6333	Dr. Schrage	404-894-6038
AE 6372	Dr. Schrage	404-894-6038
AE 6373	Dr. Mavris	404-894-1557
AE 6450	Dr. Walker	404-385-2757
AE 6520	Dr. Clarke	404-385-7206
AE/ME 6765	Dr. Seitzman	404-894-0013
AE 8803	Dr. Sankar	404-894-3014
BC 6400	Dr. Roper	404-385-4139
CEE 6312	Dr. Huang	404-894-7694
CEE 6361	Dr. Pavlostathis	404-894-9367
CEE 6790	Dr. Russell	404-894-3079
CS 4235	Dr. Apostolico	404-894-2592
CS 4642	Dr. Park	404-385-2170
CS 8803	Dr. Sadegh & Lipkin	404-894-8172
CSE 6001	Dr. Biros	404-385-7682
CSE 6140	Dr. Bader	404-385-0004
CSE 6221	Dr. Vetter	404-894-3152
CSE 6230	Dr. Vuduc	404-385-3355
CSE 6644	Dr. Zha	404-385-1491
CSE 6740	Dr. Gray	404-894-6328
ECE 6100	Dr. Schimmel	404-894-4575
ECE 6250	Dr. Romberg	404-894-3930

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ECE 6258	Dr. Al-Regib	912-966-7937
ECE 6271	Dr. Coyle	404-894-4813
ECE 6277	Dr. Madisetti	404-385-6409
ECE 6320	Dr. Grijalva	404-894-2974
ECE 6331	Dr. Divan	404-894-4641
ECE 6390	Dr. Durgin	404-894-2951
ECE 6450	Dr. Brand	404-894-9425
ECE 6451	Dr. Citrin	404-385-1579
EFE 6530	Dr. Gaylord	404-894-2931
ECE 6550	Dr. Wardi	404-894-8326
ECE 6558	Dr. Zhang	912-963-6905
ECE 6601	Dr. Ingram	404-8944-9482
ECE 6602	Dr. Barry	404-894-1705
ECE 6607	Dr. Wardi	404-894-8326
ECE 6610	Dr. Sivakumar	404-385-2257
ECE 8823	Dr. Egerstedt	404-894-3484
ISYE 6202	Dr. Bartholdi	404-894-3036
ISYE 6650	Dr. Andradottir	404-894-3933
ISYE 6669	Dr. Dey	404-385-7483
MATH 4261	Dr. Peng	404-894-4751
MATH 4305	Dr. Goldsztein	404-894-2286
MATH 6640	Dr. Zhou	404-894-2712
Math 6643	Dr. Alben	404-894-3312
Math 6701	Dr. Dieci	404-894-9209
ME 4791	Dr. Johnson	404-894-3013
ME 6101	Dr. Mistree	404-894-8412
ME 6105	Dr. Bras	404-894-9667
ME 6201	Dr. McDowell	404-894-5128
ME 6222	Dr. Colton	404-894-7407
ME 6242	Dr. Streator	404-894-4450
ME 6304	Dr. Jeter	404-894-3211
ME 6401	Dr. Book	404-894-3247
ME 6441	Dr. Ferri	404-894-7403
ME 6601	Dr. Yoda	404-894-6838
ME/ECE 6744	Dr. Whiteman	404-894-3204

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ME/AE 6765	Dr. Seitzman	404-894-0013
ME 8833	Dr. Sankar	404-894-3014
ME 8893	Dr. Jeter	404-894-3211
MP 6101	Dr. Cao	706-721-4195
MP 6401	Ms. Gepford	404-894-3200
MP 6407	Dr. Wang	404-894-3727
MP 8104	Dr. Zhang	404-894-2087

This list of courses is subject to change.

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Important Address and Phone Numbers

Campus Contacts

For updates visit the CDL website at <http://www.dlpe.gatech.edu/dl>

Georgia Tech Bookstore: <http://gatech.bkstore.com>

(The CDL office does not handle textbook orders. We only provide a link to the Georgia Tech Bookstore on our web site. Please contact the bookstore for any questions regarding your order.)

Transcript requests: (404) 385-6247 or

<http://www.registrar.gatech.edu/students/formlanding/transcript.php>

Registrar's Office: (404) 894-4150 or <http://www.registrar.gatech.edu>

Graduate Admissions: (404) 894-1610 or <http://www.gradadmiss.gatech.edu/>

Readmission Office: (404) 894-4150 or

<http://www.registrar.gatech.edu/students/readmission.php>

Degree Certification: (404) 894-4153 (Diplomas) or

<http://www.registrar.gatech.edu/students/faq/100.php>

(Office that handles diplomas & insures that you have met all degree requirements once you are ready to graduate)

Financial Aid: (404) 894-4160 or <http://www.finaid.gatech.edu/>

OIT Computer Help Desk: (404) 894-7173 or <http://www.oit.gatech.edu/home/index.cfm>

(Questions regarding GT email access)

Bursar's Office: 404-894-4618 or <http://www.bursar.gatech.edu>. For tuition receipts please contact the Bursar's office at Bursar.Ask@business.gatech.edu.

Buzzport: <http://buzzport.gatech.edu>

Other campus information resources:

<http://www.success.gatech.edu/>

<http://www.deanofstudents.gatech.edu/>

<http://www.career.gatech.edu>

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Degree information

For degree information and requirements, projected offerings, deadlines, etc. please visit the Web site and graduate handbook for the degree you are interested in.

Master of Science in Aerospace Engineering

<http://www.ae.gatech.edu>

<http://www.ae.gatech.edu/graduate/gradbook/index.htm>

Master of Science in Computer in Computational Science and Engineering

<http://www.cc.gatech.edu/education/grad/mscse>

<http://www.cc.gatech.edu/education/grad/cse-degreq/view>

Master of Science Degree in Environmental Engineering

Master of Science in Civil Engineering

<http://www.ce.gatech.edu/about-cee/programs-of-study>

<http://www.ce.gatech.edu/>

Master of Science Degree In Electrical and Computer Engineering

<http://www.ece.gatech.edu/>

http://www.ece.gatech.edu/internal/students/graduate/current_grad_handbook.pdf

Master of Science Degree in Industrial Engineering

<http://www.isye.gatech.edu>

<http://www.isye.gatech.edu/academics/graduate/isyegradhandbook.pdf>

Master of Science in Mechanical Engineering

<http://www.me.gatech.edu>

<http://www.me.gatech.edu/docs/Graduate%20Handbook.pdf>

Master of Science in Medical Physics

<http://www.me.gatech.edu>

<http://www.me.gatech.edu/hb/index.shtml>

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Library Information

Welcome to Georgia Tech Distance Learning. Every Georgia Tech School has their own librarian. We are very interested in helping ALL of our students, whether here in Atlanta or anywhere. Our assistance is only an email away.

- Bette Finn – Librarian for Electrical & Computer Engineering and Mechanical Engineering (including Health Physics)
bette.finn@library.gatech.edu 404 894-1790 FAX 404 894-8190
- Lisha Li - Librarian for Civil & Environmental Engineering
lisha.li@library.gatech.edu 404 385-7185 FAX 404 894-8190
- Mary Axford – Interim Librarian for Industrial & Systems Engineering
mary.axford@library.gatech.edu 404 894-1392 FAX 404 894-3005
- William Baer Distance Learning Reference Librarian and for Mechanical Engineering
william.baer@library.gatech.edu 404-385-2211

THE BIG DO's FOR LIBRARY SERVICE

1. PRISM account login is necessary for access to Reserves, bibliographic and full text databases. You **MUST** have a PRISM ID and Password to use the online library. If you are having problems with your PRISM account (such as changing the password), please email OIT at www.oit.gatech.edu/help or call them at 404 894-7173.
2. **How to request materials from the library?**
Please note that all requests by CDL students/faculty/staff are now made through the online forms (whether or not the GT library owns the book or article). Please go to <http://www.library.gatech.edu/> for more information. The DL students/faculty/staff should place these requests themselves.

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Graduation

DEGREE CANDIDATE INFORMATION

If you will be eligible for graduation in the next two semesters, please read the following information:

Everyone graduating must complete:

- 1. Degree petition*
- 2. Approved program of study form*
- 3. Enrollment waiver*
- 4. On Oscar update your diploma mailing address under personal information*

These forms may be obtained by contacting the Distance Learning office at <http://www.dlpe.gatech.edu/dl> and select “Degree Candidate Instructions”

Exception: *If you are an ECE candidate, you must obtain the first two forms from the ECE graduate office.*

Phone: (404) 894-2983 or Email: graduate@ece.gatech.edu. Obtain the waiver form from Distance Learning.

For ME candidates you must complete a Program of Study on-line via the ME website. If you have questions, please contact ME at 404-894-3204.

*Because of the one week delay for homework assignments and exams, Distance Learning students must graduate the semester **AFTER** they take their last class. In other words, if you take your last class during the **SUMMER** semester, you will not graduate until the end of the **FALL** term. You must complete the above mentioned waiver form. It tells the Degree Certification office that you will be graduating during a term in which you are not enrolled.*

Prior to your last semester of taking classes make sure to contact the Distance Learning office to request these forms.

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