Expectations of Distance Education Learners

As an online or distance education student at UW-Stout, we want you to be aware of some of the expectations of you as an online learner. Please read through this document, and if you have any questions, please contact your student services adviser for more information!

Course Schedules
Most of UW-Stout’s online courses follow quarter or semester schedules, with specific start and end dates. These courses are not self-paced, and you must follow syllabi deadlines assigned by the instructor.

Technology
You should have access to the following software and equipment and am able to solve any problems with it.

• **Required Internet Access.** I have broadband Internet access (i.e., speeds equivalent to DSL, satellite or cable connections), preferably at my home or at another site from which I have ready access.

• **Required Hardware/Software.** I have a computer, preferably at my home or another site from which I have ready access, which includes the following hardware and software:
  • Internet browser such as Internet Explorer, Safari, or Firefox
  • Recent version of Windows or Mac OS X
  • Microsoft 2007 or later
  • Adobe Acrobat Reader
  • Some courses may require additional hardware or software

  **Note:** If you need any of the software listed above, be sure to visit Wisconsin Integrated Software Catalog (*WISC*), which allows registered students to purchase software at a substantial discount.

• **Required Email Account.** Your UW-Stout email address is the primary mode of communication between you and the university. Your program director, student services adviser, instructors, librarians, and all other staff use UW-Stout email to contact me with official University communications.

  You are responsible for checking your UW-Stout email account regularly, and you are responsible for any official communication that is sent to your UW-Stout email while you are a student at UW-Stout (from admittance until graduation).

Attendance
As with face-to-face courses, online students are required to participate in their coursework on a weekly basis per all requirements outlined by the instructor’s syllabi. While enrolled in an online course, you will be expected to log into your course via D2L
regularly. As a **guideline**, one credit of coursework is equivalent to three hours of time. Therefore, if you have a one-credit course, the average workload is 3 hours per week. Actual time spent will depend on many things, including your reading, comprehension, and typing speeds.

**Withdrawing, Dropping, or Course Abandonment**

Students who need to withdraw from the University or drop a course(s) are required to notify the [Registration and Records](#) in writing (via email) in order to process their withdrawal/drop. You may be required to submit additional documentation before your withdrawal/drop will be processed.

Your inactivity in a course does not constitute a course drop or withdrawal from the university. You will be financially responsible for the course registration unless you notify the appropriate person to drop or withdraw, as outlined above.

Refund calculations are based on the date you contact the appropriate office. More information about withdrawing, dropping, and other attendance policies can be found on the [Registration and Records](#) page.

**Financial Aid**

Students who apply and are eligible for financial aid must adhere to the rules set forth by the [Financial Aid](#) office. You are responsible for all required paperwork for financial aid disbursement, as well as any funds you might be required to return (e.g. change in credit load, aid received based on incorrect information, and the like).

**Billing Due Dates**

Students who are registered for coursework that starts anytime during the given semester are required to adhere to the billing due dates set forth by the University Business Services office. Whether you choose to pay in full or use the payment plan, financial aid, or employer reimbursement (or any other method of payment), you are still responsible for any balance due by the due date, as well as any late fees or interest applied to your account as a result of non-payment. Billing due dates and policies can be found on the [Student Business Services](#) page.

**Textbook Rental and University Library**

Customized instruction students have access to the textbook rental system at UW-Stout offered by Instructional Resources Service. I understand that if I live more than 30 miles from campus I can have my course textbooks mailed to me on a rental basis, and I am then required to ship the textbooks back within two weeks of the last day of the semester.

University Library service is parallel to service offered to on-campus students, per the Standards for Distance Learning Library Services by the Association for Colleges and Research Librarians.