

Special Instructions for Distance Learning Students

Send all correspondence to the address below. Do not send duplicate copies of homework or exams to me. This allows the material to be properly logged in and will decrease overall confusion. Be sure to include my name and the course number on all correspondence.

Send all correspondence to:

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University of Arizona
1630 E University Blvd
Tucson, AZ 85721
(520) 626-4719
(520) 626-4514 FAX
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Feel free to contact the TA or me with questions. This can be done via e-mail or phone. We will do our best to get you a quick answer. There are many people in this class, so try to start with the TA and then me if you need additional help.

Since there is often a delay between the date a lecture is given and the date you view it, there is some flexibility in the due dates for homework and exams. For your convenience, all of the homework sets and exams will be keyed to lecture numbers. Every attempt should be made for homework and exams to be received in Tucson within one week of the on-campus due date or exam date. **The maximum allowable delay is two weeks behind the on-campus students – any course material received after this limit will receive zero credit.** Please contact the instructor in advance if schedule issues arise. Once we receive your assignments, we will grade and return them as soon as possible.

All course materials (including the final exam) must be received in Tucson by Monday December 19, 2011. This will permit grading and submission of the course score prior to the holidays.

The final exam will not be available prior to the date scheduled by the University. Anything not received on time will receive a zero, and your grade will be computed accordingly.

I would also appreciate it if you would send me a brief paragraph about your job and educational background. I find it interesting to see the diversity of employment of our distance students.