Welcome to Distance Mode Learning. To enable you to successfully complete the subject in this coming semester, please read the following carefully:

- Instructions
- Lecture and Reading Material (LRM)
- Learning Support Notes (LSN) for subject 49001

They are a necessary and essential part of the study material; please keep your copy at all times.

Subjects 49013, 49306 and 49309 are entirely web-based and you will not receive any materials for these.

Distance Mode General Information

- Assignment Submission
  You will be advised in the Instructions on how and where to submit assignments. Please use the Distance Mode Assignment Cover Sheet when submitting your assignments – download from: http://my.feit.uts.edu.au/pages/course/postgraduate/distance_assignment_cover.pdf
  And please keep a copy of all work submitted for assessment.

- Distance Mode Examinations
  All students, including distance mode students who live within the Sydney basin, must attend their exams at UTS. For students who live outside of the Sydney basin, the faculty will organise for the exam to be held near the student’s place of work or home. More information is available on http://my.feit.uts.edu.au/pages/course/postgraduate/distance_mode/RulesforDistanceModeFormalExam.pdf.
  
  Please visit Engineering Distance Mode website for more information, such as the link to Timetables at http://my.feit.uts.edu.au/pages/course/postgraduate/distance_mode.
  
  If your postal address changes during the semester, it is very important for you to update your contact details by going to the My Student Admin website accessible from One Stop Student Admin site: http://www.uts.edu.au/onestop/studentadmin/. Distance Mode Officer also needs to be advised on +61 2 9514 2429 or via email Selma.Huang@uts.edu.au.

UTS Email Account

It is important that you activate your UTS email and check it regularly to stay informed and not miss out on important information. Please ensure you activate this account via http://www.uts.edu.au/email/

If you are unfamiliar with web mail try the tutorials at the following link: http://www.uts.edu.au/email/resources/webmail/

If you already have an email account, you can have mail sent to your UTS account redirected to your preferred email account. Go to the following link to learn how to forward your UTS Email to your private email account: https://online.uts.edu.au:8020/flt/students/changing_info.php#email
UTSOnline

UTSOnline is a web-based tool used at UTS to provide online learning to students. It is accessible by most web browsers and, provided you have access to an internet connection, you can access UTSOnline anywhere. Information for students on the use of UTSOnline is at: https://online.uts.edu.au:8020/flt/students/index.php

Participation in UTSOnline will be an essential part of your distance learning. Your UTSOnline level of usage is set at Level 2. This means it contains course information and provides online discussion boards. (Your lecturer may choose to monitor but not participate in these discussions).

The first step to commence your distance learning at the start of semester is to log in to UTSOnline and look for your subjects in the box called “My Courses” by going to: http://online.uts.edu.au/

From the UTSOnline front page, enter your Username and Password in the LOGIN box on the left hand side and click the Login button. The username and password are the same as those for your UTS email. Click on the subject under “My Courses” - you should be able to access the subject materials and instructions your subject lecturer has posted online. Your lecturer is available to provide any additional assistance that you might require with specific problems in the subject. Contact details of your subject lecturer should be available in the Subject Outline.

Administration Support

Building 1 Student Centre
The Student Center located in Building 1 will provide you with general student administration information and advice with regard to:

- E-Requests
- Subject and course information
- Enquires related to enrolment and study plan
- Recognition of prior learning and subject substitution applications
- Leave of Absence and concurrent study applications
- Exam related and academic progress applications
- Progression and academic caution matters
- Graduation list preparation

Please visit http://www.uts.edu.au/students/centres.html for up-to-date contact details for Building 1 Student Centre. You can also contact the Student Centre via UTS Service Desk at: https://servicedesk.uts.edu.au/

Academic Programs Office (Faculty of Engineering and IT)
Email to Selma.Huang@uts.edu.au or call on +61 2 9514 2429 if you need administration assistance with learning materials, UTSOnline, assignment submission and return and other administration support during your distance learning.

IT Support
If you have technical problems with accessing UTS email or UTSOnline, call the IT Support Centre on 02 9514 2222 or submit a request for service via https://servicedesk.uts.edu.au

UTS Library
You can find out information about the Library from the Library’s homepage: http://www.lib.uts.edu.au. Use Instant Messenger or Ask a Question by Email service by going to http://www.lib.uts.edu.au/askus/ when you need help from a librarian.

Dec 2012