CONTACTS

UC DAVIS DISTANCE LEARNING PROGRAM (DLP) LIAISON
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UC DAVIS DLP CLASSROOM COORDINATOR
Stephani Shone: 530-752-2850

UC DAVIS GRADUATE PROGRAM COORDINATORS
Biological & Agricultural Engineering: 530-752-1451
Biomedical Engineering: 530-752-2611
Chemical Engineering: 530-752-7952
Civil Engineering: 530-752-1441
Computer Science: 530-752-7224
Electrical & Computer Engineering: 530-752-8251
Materials Science & Engineering: 530-752-7952
Mechanical & Aerospace Engineering: 530-752-0581

UC DAVIS CONTACTS FOR COURSES AND RESEARCH UNITS
Biological & Agricultural Engineering: 530-752-1451
Biomedical Engineering: 530-752-2611
Chemical Engineering: 530-752-7306
Civil Engineering: 530-752-1441
Computer Science: 530-752-7004
Electrical & Computer Engineering: 530-752-8251
Materials Science & Engineering: 530-752-7306
Mechanical & Aerospace Engineering: 530-752-0581

UC DAVIS OPEN CAMPUS
530-757-8563

LLNL SITE COORDINATOR AND EDUCATION PROGRAM LEADER
Carol Musto: musto1@llnl.gov, 925-424-5479

SNL SITE COORDINATOR AND EDUCATION PROGRAM LEADER
Kristy Sibert: klsiber@sandia.gov, 925-294-2075

NOTE: When requesting classes, contact Alin Wakefield (UCD), and please copy Carol Musto (LLNL) or Kristy Sibert (SNL), depending on your lab location.

2017 – 2018 IMPORTANT DATES

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<th>FALL 2017</th>
<th>WINTER 2018</th>
<th>SPRING 2018</th>
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<tr>
<td>Submit course requests</td>
<td>August 25</td>
<td>December 1</td>
<td>February 23</td>
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<td>Registration for continuing</td>
<td>May 15</td>
<td>November 6</td>
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<td>students begins</td>
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<tr>
<td>Instruction begins</td>
<td>September 27</td>
<td>January 8</td>
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<td>Final exams</td>
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<td>Academic holidays</td>
<td>November 10, 23-24</td>
<td>January 15; February 19</td>
<td>May 28</td>
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WELCOME

**UC Davis Distance Learning Program (DLP)** classes are available to Lawrence Livermore National Laboratory (LLNL) and Sandia National Laboratories (SNL) employees. Typically, full-time staff at LLNL and SNL enroll in one course per quarter; thus, a master's degree program takes approximately three years and a doctoral degree program takes approximately five to six years to complete. Some LLNL and SNL employees can arrange their schedules to accommodate more course units, completing their degrees in less time.

Embarking on a graduate program in addition to working full-time at LLNL and SNL can be especially challenging. Therefore, obtaining support is the key to your success!

- Involve your supervisor in your planning.
- Consult with your lab's Education Program Leader to verify your eligibility and to understand how assistance is provided.
- Work closely with the graduate coordinator for the program you are interested in. These staff advisers are in the best position to advise you on prerequisites, course progression and requirements for admission to a graduate program. They can also be instrumental in helping to identify an appropriate research adviser.

Currently, DLP classes are available to LLNL and SNL employees only. Please note that while the program may be an option for SNL employees in New Mexico, travel to the Davis campus in California may be required.
The UC Davis Distance Learning Program (DLP) is an outreach program intended to help fulfill the UC Davis mission of teaching, research, and public service. The DLP program is a partnership with Lawrence Livermore National Laboratory (LLNL) that is separate and independent from other efforts. DLP allows employees at LLNL and SNL to enroll in classes and pursue a graduate degree via recorded lectures with greatly reduced need to commute to the Davis campus. Many practicing engineers who take DLP classes would not be able to regularly attend UC Davis classes. Selected UC Davis classes are held in specially equipped classrooms and recorded lectures can be posted to course websites for viewing.

The courses available through the DLP are driven by student interest. This means **YOU TELL US** what to offer! Students can find information about courses online in the UC Davis General Catalog. Within each department is a list and description of courses. DLP students select and request classes to be recorded from this list. The DLP staff then works with the academic department to schedule the course in specially equipped classrooms. When you register for a course through the UC Davis-Distance Learning Program, you are required to pay the standard UC Davis tuition or University Extension Open Campus fees, depending on your enrollment status.

Most lab employees admitted to degree programs enroll as a part-time student. Most Open Campus students enroll in one course per quarter, and the Open Campus fee is based on the number of units of the course you are taking.

**GETTING STARTED**

The first step towards succeeding in your Distance Learning Program is to become acquainted with the appropriate Education Program Leader, who can assist you with eligibility and funding questions.

- LLNL: Carol Musto (musto1@llnl.gov, 925-424-5479)
- SNL: Kristy Sibert (klsiber@sandia.gov, 925-294-2075)

For assistance in selecting courses to take, you may work directly with the graduate program coordinator at UC Davis in your area of interest.

**Open Campus**

Many employees who are considering graduate school enroll through Open Campus, which is administered through UC Davis University Extension. You may be allowed to transfer up to 12 units of credit for post-baccalaureate work taken through Open Campus prior to formal admission to a graduate program. Check with your department’s graduate adviser before taking a course through Open Campus to establish that it is transferable to a degree program. When taking courses through Open Campus, you are not a matriculated student. Enrollment forms for Open Campus are available online.

**Continuing Enrollment**

After you have been accepted to a degree program through the Office of Graduate Studies, you may enroll as a continuing student. Application information for admission to a graduate program at UC Davis may be obtained by visiting the Office of Graduate Studies website, or by going to the individual engineering graduate program websites.
STUDENT INFORMATION

Requesting Classes

Begin by meeting with the Education Program Leader for your site to discuss funding. Work with your direct supervisor to ensure your course plan will be supported and then contact the graduate program coordinator for your area of study to determine appropriate course choices. Once you have a list of recommended courses, contact Alin Wakefield (amwakefield@ucdavis.edu) at UC Davis to request a course be placed on the schedule. The DLP deadlines for requests are:

- Fall Quarter: September 1
- Winter Quarter: December 1
- Spring Quarter: March 1

The best way to determine appropriate course choices is to work with the staff graduate adviser for your program. These staff members are experts on the requirements for your program. You will find descriptions of courses in the UC Davis General Catalog. Once you have determined the courses you wish to request, notify Alin Wakefield (amwakefield@ucdavis.edu). The instructor will be contacted to determine if she or he is willing to move this course to the Distance Learning Program classroom.

Scheduling priority for the DLP classrooms is managed as follows:

1. Students admitted to an engineering degree program
2. Students planning to apply to an engineering degree program and who are requesting a graduate course (200 - 299)
3. LLNL employees wishing to take a graduate engineering course
4. Upper-division engineering courses for students planning to pursue engineering graduate study will be considered on a case-by-case basis after the above priorities.
5. Lower-division courses (001 - 099) will not be offered in the DLP

For students enrolling through OPEN CAMPUS:

All students enrolling through Open Campus are responsible for knowing information presented on the Open Campus website (https://extension.ucdavis.edu/open-campus).

When your course request is approved, you will need to submit an Open Campus enrollment form (please do not fill in your social security number or credit card information). Send your Open Campus registration form to Alin Wakefield (amwakefield@ucdavis.edu). Once that form is received, the process of establishing your UC Davis computing account will begin. You will not have access to course recording until your computing account has been established. Your enrollment forms will be forwarded to Open Campus and will be processed approximately one week prior to the beginning of the quarter. A representative from UC Davis Extension will contact you to obtain SSN and
payment information. Prior to the beginning of the quarter, the DLP classroom coordinator will add you to the course website on CANVAS.

**IMPORTANT NOTE FOR SANDIA EMPLOYEES:** If using the Tuition Assistance Program, Sandia will need to be invoiced for the Open Campus payment. Invoices must be mailed to this address:

Sandia National Laboratories  
MS 9260 for [student name]  
PO Box 969  
Livermore, CA 94551-0969

**Open Campus Courses:** A UC Davis Extension Open Campus Program brochure can be obtained from the Open Campus website. Read the brochure thoroughly as it contains information on all aspects of taking classes through the Open Campus Program.

**Enrollment Applications:** Complete a UC Davis Open Campus (concurrent) Enrollment Form for each class you wish to take. All DLP courses are available for Open Campus enrollment. Fill in the information requested and sign the application. Do not fill in payment information. A representative from UC Davis Extension will contact you to obtain SSN and payment information. Do not fill in the instructor’s signature or the Dean’s Office approval. The DLP office will complete this information when we receive your registration form. Send your form to Alin Wakefield (amwakefield@ucdavis.edu) at UC Davis.

**Payment of Fees:** The amount you pay depends on the number of course units you will be enrolled in (see Open Campus brochure). You may pay either by check or credit card. A representative from UC Davis Extension will contact you to obtain SSN and payment information after your completed registration form is submitted by the DLP staff. Your credit card will not be charged until the enrollment process is complete. **NOTE: Sandia employees must request an invoice from UC Davis Extension be sent if using the Tuition Assistance Program.**

**Enrollment Verification:** Open Campus will send an email verification of enrollment and a copy of your receipt for payment to the email address you listed on the registration form. If you do not hear from Open Campus by one week prior to instruction starting, please contact UC Davis Extension at 530-757-8563.

**Quizzes and Exams**

Most midterm and final examinations are proctored at your worksite. Occasionally an instructor will request that you come to the Davis campus to take an exam, or for a final project with an oral presentation. Requests for alternate exam and quiz times can be submitted to accommodate work obligations, but the instructor is not required to approve such requests. Please provide the Education Program Leader with a schedule of all your exams to ensure a proctor is appropriately scheduled. The proctor will forward completed exams to the instructional staff. It is the responsibility of the student to ensure that each page is labeled with the student’s name, the page number and the course number and that submitted assignments received by the instructor are legible and can be accurately read by instructional staff.

The courses available through the DLP are driven by student interest.
NOTE: Parking on campus is $9