

Connected

The External Degree Program
College of Arts & Sciences

September 2005



Expect More

Big Changes in Enrollment & Payment

Football is in the air and as the RV's roll into town, we are excited to announce the new MyBama website and wanted to take a minute to explain its use and how you might access it to its fullest advantage.

Some of you have already been to the website and have used it to enroll contracts and make payments for tuition and your annual participation fee.

This site will open a whole new world for EXD students and make personal records and accounts available for use twenty-four hours a day along with access to campus information,

UA libraries, campus organizations, athletic event news and ticket information.

You will also enroll contracts and make all payments at the MyBama site. And, in addition, you can monitor and manage your mybama email accounts.

To access this site, you will need to sign-in. Type mybama.ua.edu into your browser. This will take you to a sign-in screen. If you have not yet visited this site, you will need to click on the middle box that says "Need an account?" This will take you through a series

of screens wherein you be given a "user" name and can set up a password. If you have difficulty with any portion of the set-up process, please either contact registrar@ua.edu for assistance or contact EXD and we will do our best to assist you.

Once you are in the MyBama site and have the opening page, you will want to explore the many tabs and directories listed on the home page. In the remaining portions of this newsletter, we will be highlighting aspects of the MyBama site. Enjoy these new services!

Enrollment Steps for Faculty-Designed Contracts

Enrollment of faculty-designed contracts will now be accomplished as follows:

1. Choose a contract from website EXD.UA.EDU under "contracts".
2. Contact your advisor for approval and "permitting".
3. Your advisor will check your worksheet, and if the contract is approved, she

will go online to "permit" you into the class.

4. Next, your advisor will send you an email to tell you the CRN (course reference number-you will need this to enroll) and instructions about enrollment and payment/confirmation of your schedule on the MyBama site.
5. You will log in to the My-

Bama site, click on the "student" tab at the top of home page. On left hand side of screen, under Banner Self Services, click on "Student Services", then "Registration", then "Add or Drop Classes" and follow the instructions.

6. Payment & Confirmation is next (see page 2).

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Yearly EXD Requirements

- You should enroll and complete an EXD contract (faculty-designed or student-designed) between September 1, 2005 and August 1, 2006
- Go online to MyBama.UA.EDU to make your annual participation fee payment
- Go online to EXD.UA.EDU or to the "Groups" site on MyBama.UA.EDU to download Annual Degree Plan, fill it out and mail it to EXD.

Enrollment of Student-Designed or Senior Project Contracts

Many EXD students will want to enroll either student-designed contracts or senior project contracts, and there are also new enrollment procedures for these.

All students wanting to enroll such contracts should contact their academic advisor first for consultation about the content of the contract. If the student has gone through a senior project meeting, the content has already been discussed, so it will be easy to simply follow the instructions decided upon during the senior project meeting in writing the contract and then submit it for consideration by the assigned contract director.

Once written, the contract should be sent to the EXD offices at Box 870388, Tuscaloosa, AL 35487-0388 to the attention of your academic advisor. Once the contract comes in, it will be dated and staffed for viability. It will then be sent out to either the pre-established contract director or it will be shopped around to possible directors among the academic fields of study available on the UA campus. Once it has been reviewed, approved and signed by the contract director, permission has to be sought through college or program chairs or deans. This may take several weeks to accomplish.

Once the appropriate permissions are obtained for use of the faculty's services, the student will be contacted by the advisor through email and instructions will be given for online enrollment through the MyBama website. At this point students should follow the same instructions given on page 1 of this newsletter for contract enrollment, keeping in mind that the student will have to enter the appropriate number of semester hours that the contract is being enrolled for.



Payment of Tuition and Annual Participation Fee

Once contracts have been enrolled, the student should immediately make payment and confirm their schedule. If this is not accomplished, the enrollment will be dropped and the student will have to go through the enrollment process all over again.

To make payments toward tuition and/or the Annual Participation Fee, students should log on to MyBama.UA.EDU. On the home page click on the tab that says

“Student”. In the box marked “Banner Self Services” the student should click on “Student Services” and then “Student Receivables”. The first offering is titled “View Your Account, Pay/Confirm Your Schedule”. You should then follow the instructions for making payment on your account.

Payment of your account is the first step in confirming your schedule to ensure your contract enrollment will not be dropped. You may find a statement that

says, “Yes, I plan to attend The University of Alabama”. Please click on this statement if it appears to further “confirm” your schedule. You will have to confirm your schedule even if you are only paying your participation fee.

You have till the last day of September to pay your Annual Participation Fee of \$100.00. If you do not pay it, you run the risk of added fees or being withdrawn from the EXD Program.

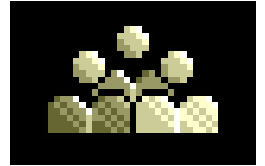
Groups

EXD has a new comprehensive web tool for all active EXD students. It is called “Groups” and can be found on the MyBama opening page. EXD students can access it through the groups icon in the upper right hand sector of the screen. Once the next page opens, click on the on the heading “Group Index” which will reveal a page with a box where the words “External Degree Program” can

be entered. This will open a new screen where students can click on the blue/purple External Degree Program heading in the upper left-hand corner. This will take you to the “Group Homepage”. You may be asked to “Join the Group” the first time you try to enter the site.

Students will find a whole array of tools such as announcements, group news, photographs, files

and links that are all useful to EXD students. Some parts of the Group site are inactive at this time, but it won’t be long before they are up and running with more useful information and services for EXD students.



Groups Icon on MyBama website

Fall Course: Themes in BlackBelt Folklore

How about a one-hour contract on Alabama Folklife in the Black Belt region? External Degree has teamed up with the Alabama Folklife Association to offer one hour of UA credit to EXD students. You will read one book and join the AFA members at their “Gathering in Grove Hill” to see exhibits and lectures on woodcrafting, wild game hunting. There will be a special lecture by Hardy Jackson on “Curthouse to Poutin’ House: Political Folklore in Clarke County,” and prepare one follow-up paper on the day’s events and the readings.

You can visit Alabamafolklife.org/gatherings.html to see the week-end events. The only cost to you (other than the one-hour contract) will be a boxed lunch fee and the concert fee of \$5.00 for Saturday night to hear Winky Hicks and his bluegrass band.

Join EXD and the Alabama Folklife As-

sociation in Grove Hill on October 15th, 2005 for a day of true Alabama folk traditions. Registration deadline for Themes in Blackbelt Folklife is September 30th. Call or email your advisor for information about online enrollment. One hour of credit—good for Social Sciences or Humanities.


Folklife: a little tradition, a little craft, a little art, adds to your life.

Fall Course: Dialogue in the Humanities III

You haven’t lived until you have experienced a Betty Florey/Ric Dice seminar! Dialogue in the Humanities is an examination of dialogue as it relates to the drama of the human condition in an interchange of ideas through the examination of fiction, drama (plays & movies), and poetry, as well as nonfiction. You’ll come away with valuable new insights, perspectives, and an appreciation for dialogue.

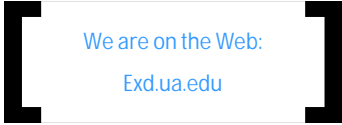
This class is scheduled for November 3rd, 4th and 5th with the first class starting at 5:00 p.m. on the 3rd and the seminar ending on Saturday the 5th at 3:00 p.m. or thereabouts. This 4 hours of academic credit would fit in a Humanities, Social Science or Communication Depth Study or as part of the Humanities core requirement. The class will be meeting on the UA campus in the AIME build-

ing—a comfortable and inviting classroom space near the Ferguson Student Center, in the middle of UA campus life. Registration deadline for Dialogue in the Humanities is October 15th. Call or email your advisor for information about online enrollment.



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We are on the Web:
Exd.ua.edu

Using Bama Email

As you navigate around the new MyBama website, you will note that you have access to a Bama email account in your name.

Once on the MyBama site, email can be accessed in the upper right-hand corner of the MyBama homepage.

When the MyBama mail page opens, you will see your email address in the upper right hand corner of the page. You can send and receive emails through this site. You can also redirect this site to a more favored email address.

In addition, you can access this site from any computer internet service by keying in the MyBama.UA.EDU address.

It is important that you either use this site to receive email from External Degree or redirect emails sent to this site to a more favored email address. It is easier for External Degree to send a mass email to all Bama Mail accounts rather than to keep track of the hundreds of different email addresses that students use.

All future mass emails will be sent to the Bama Mail account starting

September 15th, 2005.

Grades

MyBama will eventually display grades for fall enrollments once they have been posted. We do not know when this will take place. We do not know when it will be possible to see transferred credit either.

This means that you should look to your “unofficial” EXD worksheet for grade postings. When a grade is submitted to or transfer credit received in the EXD Program, we post it to your worksheet and mail you an updated copy.