**TRIAL COURSE OR NEW COURSE PROPOSAL**

<table>
<thead>
<tr>
<th>SUBMITTED BY:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Interior-Aleutians Campus</td>
</tr>
<tr>
<td>Prepared by</td>
<td>Suzanne Nolan</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:ftskn@uaf.edu">ftskn@uaf.edu</a></td>
</tr>
</tbody>
</table>

| 1. ACTION DESIRED | Trial Course | New Course |
| (CHECK ONE):      |             | X           |

<table>
<thead>
<tr>
<th>2. COURSE IDENTIFICATION:</th>
<th>Dept</th>
<th>Course Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinary Sciences (VTS)</td>
<td>220</td>
<td>2cr</td>
</tr>
</tbody>
</table>

Justify upper/lower division status & number of credits:

This course builds and expands on knowledge base created in 100 level Veterinary Sciences certificate courses. Content aligned with American Veterinary Medical Association curriculum requirements for programs of veterinary technology for future accreditation needs.

<table>
<thead>
<tr>
<th>3. PROPOSED COURSE TITLE:</th>
<th>Principles of Imaging for Veterinary Sciences</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4. CROSS LISTED?</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>5. STACKED?</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Every or Alternate) Fall, Spring, Summer — or As Demand Warrants</td>
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</table>

<table>
<thead>
<tr>
<th>6. FREQUENCY OF OFFERING:</th>
<th>Spring</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. SEMESTER &amp; YEAR OF FIRST OFFERING (if approved):</th>
<th>Spring 2009</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>8. COURSE FORMAT:</th>
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</thead>
</table>

**NOTE:** Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

Course will be delivered primarily in the 6 week to full semester format however it also lends itself to compressed delivery for groups of rural students traveling in to Fairbanks for week long intensive format sessions.

- **COURSE FORMAT:**
  - 1
  - 2
  - X
  - 3
  - X
  - 4
  - X
  - 5
  - X

- **OTHER FORMAT (specify)**
  - Distance delivery via audio conference, Blackboard, Elluminate! Live

<table>
<thead>
<tr>
<th>9. CONTACT HOURS PER WEEK:</th>
<th>3 LECTURE hours/weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 LAB hours/week</td>
</tr>
<tr>
<td></td>
<td>0 PRACTICUM hours/week</td>
</tr>
</tbody>
</table>

**Note:** # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See [http://www.uaf.edu/uafgov/faculty/cd/credits.html](http://www.uaf.edu/uafgov/faculty/cd/credits.html) for more information on number of credits.

<table>
<thead>
<tr>
<th>OTHER HOURS (specify type)</th>
<th></th>
</tr>
</thead>
</table>
10. **COMPLETE CATALOG DESCRIPTION** including dept., number, title and credits (50 words or less, if possible):

**VTS 220 Principles of Imaging for Veterinary Sciences 2cr**
Principles of imaging as they pertain to the practice of veterinary technology. Fundamental understanding of equipment used in radiology (such as film type, screens, development systems, x-ray machines), generation of x-rays, safety issues for both patients and operators, image formation, technique charts, artifacts, and darkroom techniques. Equipment maintenance and record keeping will also be addressed. Prerequisites VTS 110, VTS 130, VTS 140 or by instructor approval.

11. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

| H - Humanities | N - Natural Science | S - Social Sciences |

Will this course be used to fulfill a requirement for the baccalaureate core? [ ] YES [X] NO

IF YES, check which core requirements it could be used to fulfill:
O - Oral Intensive, Format 6  W - Writing Intensive, Format 7  S - Social Science, Format 8

12. **COURSE REPEATABILITY:**

Is this course repeatable for credit? [ ] YES [X] NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? [ ] TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? [ ] CREDITS

13. **GRADING SYSTEM:**

LETTER: [X] PASS/FAIL: [ ]

14. **PREREQUISITES** VTS 110, VTS 130, VTS 140, or instructor approval

These will be required before the student is allowed to enroll in the course.

**RECOMMENDED**
Classes, etc. that student is strongly encouraged to complete prior to this course.

15. **SPECIAL RESTRICTIONS, CONDITIONS** None

16. **PROPOSED COURSE FEES** $ [ ]

Has a memo been submitted through your dean to the Provost & VCAS for

17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously? Yes/No [ ]

If yes, give semester, year, course #, etc.:

18. **ESTIMATED IMPACT**

What impact, if any, will this have on budget, facilities/space, faculty, etc.

Adjunct instructors will be hired as needed using existing grant funding. No facility space required for this course. Veterinary Sciences Program currently has two faculty.
19. LIBRARY COLLECTIONS
Have you contacted the library collection development officer (ffk1j@uaf.edu, 474-6695) with regard to collections, equipment, and services available for the proposed course? If so, give date of contact.

No [ ] Yes [ ] X [ ]
On 9/25/08 spoke with Karen Jensen. Current holding adequate to support students. Encouraged to request additional holdings as needed.

20. IMPACTS ON PROGRAMS/DEPTS
What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

No other programs and departments will be affected

21. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

The positive impact of this course would be to increase enrollment in the University of Alaska system.

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

This course continues the pathway after Certificate in veterinary sciences coursework for those who desire a career in veterinary technology. Our approved Veterinary Sciences Certificate (Spring 07) provides the base knowledge for students to continue study in a track that is being designed to fulfill American Veterinary Medical Association (AVMA) requirements for programs of veterinary technology. Courses submitted this review cycle have been aligned to AVMA curriculum requirements as put forth by the Committee on Veterinary Technician Education and Activities (CVTEA).

APPROVALS: SIGNATURES ON FILE AT THE GOVERNANCE OFFICE

Signature, Chair, Program/Department of:
Date

Signature, Chair, College/School Curriculum Council for:
Date

Signature, Dean, College/School of:
Date

Signature of Provost (if applicable)
Offerings above the level of approved programs must be approved in advance by the Provost.
ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

<table>
<thead>
<tr>
<th>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</th>
<th>Date</th>
</tr>
</thead>
</table>

**ADDITIONAL SIGNATURES: (If required)**

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>Signature, Chair, College/School Curriculum Council for:</th>
<th>Date</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Signature, Dean, College/School of:</th>
<th>Date</th>
</tr>
</thead>
</table>
ATTACH COMPLETE SYLLABUS (as part of this application).
Note: syllabus must follow the guidelines discussed in the Faculty Senate Guide
http://www.uaf.edu/uafgov/faculty/cd/syllabus.html.
The department and campus wide curriculum committees will review the syllabus to
ensure that each of the items listed below are included. If items are missing or
unclear, the proposed course change will be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES
During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:
   [ ] Title, [ ] number, [ ] credits, [ ] prerequisites, [ ] location, [ ] meeting time
   (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:
   [ ] Name, [ ] office location, [ ] office hours, [ ] telephone, [ ] email
   address.

3. Course readings/materials:
   [ ] Course textbook title, [ ] author, [ ] edition/publisher.
   [ ] Supplementary readings (indicate whether [ ] required or [ ]
   recommended) and
   [ ] any supplies required.

4. Course description:
   [ ] Content of the course and how it fits into the broader curriculum;
   [ ] Expected proficiencies required to undertake the course, if applicable.
   [ ] Inclusion of catalog description is strongly recommended, and
   [ ] Description in syllabus must be consistent with catalog course
   description.

5. [ ] Course Goals (general) and [ ] Student Learning Outcomes (more specific)

6. Instructional methods:
   [ ] Describe the teaching techniques (eg: lecture, case study, small group
   discussion, private instruction, studio instruction, values clarification,
   games, journal writing, use of Blackboard, audio/video conferencing, etc.).

7. Course calendar:
   [ ] A schedule of class topics and assignments must be included. Be specific
   so that it is clear that the instructor has thought this through and will
   not be making it up on the fly (e.g. it is not adequate to say “lab”.
   Instead, give each lab a title that describes its content). You may call
   the outline Tentative or Work in Progress to allow for modifications during
   the semester.

8. Course policies:
   [ ] Specify course rules, including your policies on attendance, tardiness,
   class participation, make-up exams, and plagiarism/academic integrity.

9. Evaluation:
   [ ] Specify how students will be evaluated, [ ] what factors will be
   included, [ ] their relative value, and
   [ ] how they will be tabulated into grades (on a curve, absolute scores,
   etc.)

10. Support Services:
    [ ] Describe the student support services such as tutoring (local and/or
    regional) appropriate for the course.

11. Disabilities Services:
The Office of Disability Services implements the Americans with Disabilities
    Act (ADA), and insures that UAF students have equal access to the campus and
course materials.
    [ ] State that you will work with the Office of Disabilities Services (203
    WHIT, 474-7043) to provide reasonable accommodation to students with
disabilities.”
VTS 220  
Principles of Imaging for Veterinary Science  
Course Syllabus  

Instructor Name  
Email  
474-573x or 1-888-474-5207

Office Location | Harper Building, Room 113  
4280 Geist Road, Fairbanks AK 99709
---|---
Office Hours | TBA
Mailing Address | Interior-Aleutians Campus  
PO Box 756720  
Fairbanks, AK 99775-6720
Fax | 907-474-5208
Credits | 2 cr (2+0+0)
Prerequisites | VTS 110, VTS 130, VTS 140, or Instructor Approval
Location | Elluminate! Live or Audio conference
Class Meeting Days and Times | T 5:10 – 8:10pm (based on 10wk length)
Laboratory or Intensive | None

Course Readings and Materials  
Required Text:  
- **Practical Diagnostic Imaging for the Veterinary Technician 3rd ed** Han & Hurd Elsevier Publishing  
- **Supplementary Readings** from peer reviewed journals, online veterinary referral radiology images, and product information from industry suppliers will be provided to students during the class.  
  Clinical Textbook for Veterinary Technicians McCurnin & Bassert 6th edition (students will have this text as it is required for prior classes)

- No supplies are required for this course.

Course Description  
This course covers the principles of imaging as they pertain to the practice of veterinary technology. Fundamental understanding of equipment used in radiology (such as film type, screens, development systems, x-ray machines), generation of x-rays, safety issues for both patients and operators, image formation, technique charts, artifacts, and darkroom techniques. Equipment maintenance and record keeping will also be addressed. Practical information includes positional techniques for both small (cat, dog, exotic, pocket pet) and large (horse, cow, sheep, goat) patients, special techniques (Orthopedic Foundation for Animals [OFA] i.e. canine hip dysplasia, contrast media, myelography etc), dental radiography, and restraint techniques. The basic physics and principles of special imaging techniques including ultrasound, flexible and
rigid endoscopy, and advanced diagnostic techniques such as computer tomography and magnetic resonance imaging and their use in veterinary medicine will also be covered.

Concepts from VTS 130 (A&P) and VTS 140 (Husbandry) provide the foundation upon which to build the knowledge presented in this course. Emphasis in this class is placed on theory and underlying principles of diagnostic imaging. The practical veterinary experience that leads to the expansion of student knowledge and builds proficiency of acquired skills through task-specific exercises (i.e. animal positioning, darkroom techniques, etc) will occur during subsequent VTS courses, namely VTS 240 Practical Nursing (40 h laboratory), and VTS 299 Advanced Veterinary Science Skills Practicum (80 h off site).

Course Goals
Students completing this course will be familiar with the equipment and methods used in veterinary radiology in a wide range of species. This course is designed to cover the American Veterinary Medical Association (AVMA) requirements of a veterinary technology program imaging curriculum with regard to safely and effectively producing diagnostic radiographic and non-radiographic images.

Student Learning Outcomes
Students completing this course will be knowledgeable about the following skills and specific tasks:

- Familiar with sound and faulty equipment operation and proper maintenance of radiographic and non-radiographic imaging equipment used in diagnostic imaging for veterinary medicine
- Knowledgeable in the implementation and observation of recommended radiation safety measures aimed at minimizing personnel radiation exposure
- To be proficient in the development and proper usage of radiographic techniques charts
- Knowledgeable on how to implement radiographic quality control measures to maximize diagnostic image quality of radiographs
- Knowledgeable in the use of dental, stationary, and portable radiographic units to produce images, processing of exposed x-ray film using digital, hand, and automatic development, and proficient in the analysis of final radiograph for diagnostic quality
- To create and maintain an appropriate recordkeeping system as related to radiographic and non-radiographic imaging techniques, and file imaging records
- Knowledgeable about how to properly label (film identification) radiographs, file, and store films
- Knowledgeable on how to correctly position animals (dogs, cats, horses, and birds) using topographic landmarks for radiographic studies and familiar with technique modifications required for obtaining high quality images for mice, rats, guinea pigs, lizards, and amphibians
- Familiar with the principles of common radiographic contrast studies (i.e. GI Series, Pneumocystogram, Intravenous urogram, etc) and how to perform such techniques.
• Knowledgeable about performance of special radiographic techniques used in screening for Canine hip dysplasia (OFA).

• Able to integrate prior knowledge of anatomy and restraint techniques with effective diagnostic imaging concepts in order to maximize animal health care quality.

Instructional Methods
This course will be distance delivered using the Elluminate! Live software (interactive online video conference) and/or audio conference. Class material and exams are available via Blackboard. Classes are a combination of lecture, class-wide discussion, practical skill sessions (preparing a x-ray chart; labeling and filing etc), and smaller group discussions. Classes will meet in online classroom for lecture and interactive discussions. Please have all readings completed before the start of class as they form the basis for that weeks’ discussion.

Course Calendar
This lecture schedule is fluid and may be updated during the semester. The instructor will inform students of changes in a timely manner. Students are responsible for keeping track of schedule changes once announced.

Course Calendar (based on 3 hr course meeting once per week for 10 meetings)

<table>
<thead>
<tr>
<th>Week</th>
<th>Discussion Topics</th>
<th>Readings/Assignments</th>
<th>Class assignments &amp; tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction, course overview, Student introductions, experiences, goals Confirm texts, materials, software/hardware • X-ray generation</td>
<td>Chapters: 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Radiographic techniques &amp; equipment • Types of X-Ray equipment • radiographic image quality: Density, Contrast, Detail • Scatter radiation &amp; Grids</td>
<td>Chapters: 2, 3, 5, Special topic: signs of faulty equipment operation and proper equipment maintenance procedures</td>
<td># 1 Quiz</td>
</tr>
<tr>
<td>3</td>
<td>• Exposure variable &amp; image quality • Films &amp; screens • Darkroom techniques • Radiation safety measures</td>
<td>Chapters: 3, 4, 6, 7 OSHA supplemental</td>
<td># 1 paper</td>
</tr>
<tr>
<td>4</td>
<td>• Techniques charts • Artifacts</td>
<td>Chapters: 8, 9</td>
<td># 2 Quiz</td>
</tr>
<tr>
<td>5</td>
<td>Radiographic positioning: small animal • General restraint &amp; positioning • Terminology, obliques</td>
<td>Chapters: 10; Supplemental</td>
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<td></td>
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<tr>
<td></td>
<td>Screening for canine hip dysplasia</td>
<td>reading</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Special Topics: dental radiography &amp; contrasts (myelography; GI study; urogram; etc)</td>
<td>Chapters: 11, 12 # 3 Quiz # 2 Paper</td>
<td></td>
</tr>
</tbody>
</table>
| 7 | Radiographic positioning: large animal (equine)  
• General restraint & positioning  
• Terminology oblique  
Radiographic positioning: exotic animal  
Radiography  
• positioning & radiographic techniques  
• terminology oblique | H&H 14 ; 13 |
| 8 | Diagnostic ultrasound endoscopy  
• positioning & techniques  
• Ultrasound: answering clients questions about ultrasound | Chapter: 15 ; Supplemental reading # 4 Quiz |
| 9 | Diagnostic ultrasound & endoscopy:  
• Positioning & techniques  
• laparoscopy techniques & uses | Chapter:15 Supplemental reading # 3 Paper |
| 10 | Special Imaging techniques: Magnetic Resonance Imaging, and Computer Tomography | Final Exam - Comprehensive |

**Course Policies**

Students are expected to attend all class meetings. Contact the instructor as soon as possible before missing a class to let them know and make arrangements.

Plagiarism Statement: All work submitted in this class must be your own work, generated exclusively for this class, and not work intended for submission in another course. The use of sources (ideas, quotations, paraphrasing) should be properly documented. Please go to [http://www.uaf.edu/library/instruction/handouts/Plagiarism.html](http://www.uaf.edu/library/instruction/handouts/Plagiarism.html) for more information on how to avoid plagiarism or contact the Writing Center for assistance, they are there to help you.

**Evaluation**

A. **Quizzes:** A total of four quizzes are given during this course. Content of quizzes is based on the previous weeks lecture content. Format can be short essays, true and false and multiple choice questions, and labeling of diagrams.
**B. Written Assignments:** There are a total of three written paper assignments. Written assignments are due one week from the date assigned. Written assignments must have a required length of 2 pages. The papers need to be spell checked and have standard formatting (0.5” top and bottom; 1” right and left margin, double spaced). Students are encouraged to seek writing assistance with IAC’s English faculty (email: fflca@uaf.edu) or contact the Writing Center at the number listed in the student services section of this syllabus.

Topic 1: Steps to obtain a great radiograph on the first try

Topic 2: Developing a radiographic techniques chart

Topic 3: Evaluate diagnostic quality of the following radiographic images provided. Choose three images from the six images provided. Describe the image (anatomical view, species). Discuss in detail radiographic contrast and detail.

**C. Final Exam:** The final exam is comprehensive and is taken during class time. It will consist of case study scenarios, multiple choice questions, true and false questions, and/or labeling of diagrams chosen from the complete lecture topics.

Point Totals and Grades will be assigned on the following basis

<table>
<thead>
<tr>
<th></th>
<th>Number Given</th>
<th>% of grade</th>
<th>Points per test</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written</td>
<td>3</td>
<td>45</td>
<td>150</td>
<td>450</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1</td>
<td>25</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>Quizzes</td>
<td>4</td>
<td>20</td>
<td>50</td>
<td>200</td>
</tr>
<tr>
<td>Attendance</td>
<td></td>
<td>10</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Point Value</strong></td>
<td></td>
<td></td>
<td></td>
<td>1000</td>
</tr>
</tbody>
</table>

A – 90% or more of total points (90/100 to 100/100) = an honor grade, indicates originality and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than is regularly required.

B – 80% to 89% of total points (80/100 to 89/100)
= indicates outstanding ability above the average level of performance

C – 70% to 79% of total points (70/100 to 79/100)
  = indicates a satisfactory or average level of performance

D – 60% to 69% of total points (60/100 to 69/100)
  = the lowest passing grade, indicates work of below average quality and performance

F – 59% or less of total points (<59.5%/100)
  = indicates failure to meet the lowest standards
Student Support Services
The University has many student support programs. If you need assistance please contact any of the following service programs or departments.

UAOnline
http://uaonline.alaska.edu/
Your resource for transcripts, accounts, and other personal information.

Rural Student Services
http://www.uaf.edu/ruralss/
Rural Student Services (RSS) is an academic advising department with over 35 years of experience in working with students from all over the state of Alaska. We are here to assist you in achieving student success by linking you to current information pertinent to your education, lifestyle, and goals. RSS is known for its welcoming and friendly environment. Many students find a meaningful connection at UAF through RSS.
We can help you with:
* Academic Requirements
* Registration for Classes
* Finding Financial Aid
* Explaining Housing Options
* Declaring a Major
* Career Exploration

CONTACT US AT:
P.O. Box 756320, Fairbanks, AK 99775-6320
1-888-478-1452 (Toll Free within Alaska) or (907) 474-7871
Email us at fyrss@uaf.edu

Math Hot Line
Contact UAF’s toll-free Math Hotline for problem solving and math help. Call 866-823-6284 (1-866-UAF-MATH) during regular fall and spring semesters.

Writing Center
http://www.alaska.edu/english/studentresources/writing/
The Writing Center is a student-staffed, student-oriented service of the English Department.
  801 Gruening Bldg., P.O. Box 755720
  Fairbanks, Alaska 99775-5720
  Phone: (907) 474-5314
  Fax: 1-800-478-5246
* The UAF Writing Center and Computer Lab offers free writing tutoring to any student in any subject via telephone and fax or over the Internet. Students can call 907-474-5314 for information on how to fax a paper and have it tutored over the telephone, or engage in an interactive Internet session. Both services are free.

Library Services for off campus students
http://library.uaf.edu/offcampus
Off-Campus Library Services is a unit set up to serve rural UAF students and faculty who do not have access to appropriate information resources in their town or village. We work in support of The College of Rural & Community Development and The Center for Distance Education and Independent Learning.
We can supply your information needs for the courses you are taking. For example, if a research paper is required in the teleconference or correspondence course that you are taking, you can contact us, explain your information need, and we will send library materials to you so that you can write your paper.

Contact us at
Off-Campus Services, Elmer E. Rasmuson Library
310 Tanana Loop, PO Box 756800
Fairbanks, Alaska USA 99775-6800
Phone: 1-800-478-5348 Email: fyddl@uaf.edu

For more off campus help go to:
http://www.uaf.edu/library/instruction/ls101/other/Distance_Resources.html

Computer, Internet, and software

Problem: you cannot get your email

Make sure your Internet connection is working; to test it, you can try to go to a new web page and see if it loads.

- If you are having problems with a UAF account, you will need to contact the UAF help desk 1.800.478.4667. If it is another company’s account, you will need to contact their customer support. There is very little we can do to assist you as we have no control or access to the computers that serve the email.

- Check with your email program’s Help.

Problem: you forgot your password

- Only the organization that issued your password can do anything to change it. You will need to contact them. For UAF email and Blackboard it is the UAF help desk 1.800.478.4667. For most web services there is a link you can click if you forgot your password. I also recommend writing them down somewhere for back up.

Problem: you are having problems with Blackboard

- You will need to contact the Blackboard administrator, at:
  http://classes.uaf.edu/ Office of Information Technology Help Desk 474.6564 or 1.800.478.4667

Elluminate Live

If you have questions about Elluminate! Live I strongly encourage you to visit the following page
http://community.uaf.edu/ehelp Steps needed to prepare you for your first distance education course session.

http://distance.uaf.edu/archives/research/subresearch/elluminate-live.php
There you will find
• a direct link to Elluminate! Server
• how to connect your headphone/microphone to your computer
• help finding and activating your UAF ID
• a printable quick reference guide

Disabilities Services

The Veterinary Sciences Program will work with the Office of Disability Services to provide reasonable accommodation to students with disabilities. Disability Services provide a variety of services to assure equal access for all students. Interpreting services, educational assistants, note taking, and exam accommodations for students are the most frequently provided accommodations. Disability services also provides assistance to the university's rural campuses; Tanana Valley Campus, Bristol Bay, Chukchi, Interior-Aleutians, Kuskokwim, and Northwest.

The staff of Disability Services works with faculty in arranging appropriate services in the classroom. Questions should be directed to the Director of Disability Services at (907)-474-5655.

http://www.uaf.edu/disability/

UAF Office of Disability Services
612 N. Chandalar, PO Box 755590
University of Alaska Fairbanks
Fairbanks, Alaska 99775-5590
Phone: (907) 474-5655 | TTY: (907) 474-1827 | Fax: (907) 474-5688 | E-mail: fydso@uaf.edu
A Division of Student and Enrollment Services (SES)
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