



Welcome to MSU-Northern

Extended University

Montana State University-Northern NORTHNET Responsibilities & Procedures for Distance Learning:

Student Responsibilities for NorthNet Classes

- Notify your instructor when you will be absent. 1-800-662-6132.
- Identify your test proctor within the first two weeks of the semester. Provide MSU—Northern with a name and address of the test proctor.
- Attend and actively participate in class.
- Establish communication with other class members by sharing information and resources.
- Order text books.
- Notify the NorthNet Control Room of problems with transmission -- 1-800-662-6132, extension 4127.

MSU-Northern's Responsibilities

- Provide electronic transmission of courses.
- Provide all support materials for the courses.
- Send examinations for Test Proctors in a timely manner.
- Send out videotapes when site(s) do(es) not receive transmission.
- Provide a consistent point of contact to assist students.

Testing Procedures

Tests must be given by an acceptable proctor, identified by the student within the first two weeks of the semester. Acceptable proctors include the following:

- Dean;
- Department chairperson or registrar of a college or university;
- Professional staff of an adult or continuing education office, community or testing center at a college or university;
- Public or private school superintendent, principal, counselor or a teacher;
- Certified librarian; and/or,
- Professional business person.

NOTE: Friends and relatives may **NOT** serve as test proctors, regardless of position. A self-addressed, postage-paid envelope will be provided to the test proctor for returning testing materials to MSU—Northern.

Videotaping Procedures

- A charge of \$5.00 per videotape payable to MSU—Northern will be assessed to students requesting this service. Tapes must be returned to MSU—Northern within three weeks.
- Viewing videotapes should not be used as a substitute for class attendance or participation.
- If technical problems with NorthNet occur and your site does not receive transmission of the class, MSU—Northern will provide students the videotape at no charge.
- If you know you will be absent from class, request your tape before the class meeting time.

