



STARTING UNIVERSITY COURSES AT YOUR SITE

Thank you for your interest in starting UMUC Europe courses at your site! We are happy to assist you in providing quality university courses at downrange locations.

In order to better serve you, we have compiled this short guide with a general outline to help you understand the process of starting courses at regional locations. Please know that we are here to help you in any way we can. Do not hesitate to contact us if further assistance is needed.

1. Hiring Faculty

The minimum requirement to teach for UMUC Europe is a master’s degree from a regionally accredited institution. The degree should be relevant to the discipline area in which the applicant proposes to teach. The most frequently offered courses at downrange locations fulfill a general education requirement (e.g. writing, math, psychology, history, government, or a natural science).

A prospective faculty member will need to submit a completed application (available on our Web site www.ed.umuc.edu), current résumé, and transcripts to our office in one of three ways:

E-mail (scan and attach files)	Fax	Mail
eddownrange@ed.umuc.edu	DSN: 314-370-8908 (Attn: Downrange Office)	UMUC Europe Attn: Downrange Office Unit 29216 APO AE 09102

Once the application packet has been received it is sent to the appropriate assistant dean for review. Looking closely at transcripts, but also considering teaching and professional experience, the assistant dean identifies courses the applicant is qualified to teach, from which possible schedules are developed. This process generally takes about one week.

For more comprehensive information on the hiring of faculty, please visit the link: www.ed.umuc.edu/general_info/teach/index.html.

Note: Pay for teaching a 3 credit hour course depends on the level of education and experience. Please contact the Downrange Office for details.

2. Scheduling

All three-credit-hour courses must meet a minimum of 48 contact hours. Flexibility exists in establishing class meeting times. For example, the class could meet for 6 hours per week, such as Monday, Wednesday, and Friday from 1830-2030, for 8 weeks. Or the class could meet for 8 hours per week for 6 weeks, or even 12 hours per week for 4 weeks. We can be very flexible as long as the face-to-face contact time is met.

Since UMUC Europe does not have a campus at your site, the faculty member, or whoever is assisting with coordinating the course, will need to identify classroom space. All that is needed is a room with chairs, so a conference room or classroom is sufficient.

3. Textbooks

The easiest way to get textbooks is for each student to order them directly from our Web site. Simply follow the link www.ed.umuc.edu/de/textbook/textorder.html and order online. Remember to order books as early as possible to ensure enough time for delivery.

4. Application and Registration

Although the application and registration process is simple, it differs depending on the student's branch of service.

Army Students

Army students *must* register via the GoArmyEd portal at: www.goarmyed.com. Typically, soldiers use GoArmyEd to meet all of their enrollment and educational requirements. One noteworthy exception occurs for first-time students who must pay a one-time admission fee of \$30 (see below).

Navy, Marine, and Air Force Students

First time UMUC Europe students should click on the "Apply Online" button in the upper right corner of our Web site: www.ed.umuc.edu. Previously enrolled Navy, Marine, and Air Force students register for courses via our MyUMUC student portal at www.umuc.edu/myumuc.

After a first-time student has completed the application process, the student will receive a username and password which will give them full access to all MyUMUC student portal functions.

Application Fee

All first time UMUC Europe students *must* pay the one-time \$30 application fee. For Navy and Marine personnel this fee is covered through tuition assistance (TA). All other students pay this fee through the MyUMUC student portal or, if necessary, directly with UMUC Europe.

5. Marketing

Our marketing office is here to help! They offer a wide variety of services and marketing tools to help promote UMUC Europe and courses that may be offered at your site. Contact the marketing office at DSN 314-370-6762, or e-mail edmarketing@ed.umuc.edu for more information on how they can be of service to you.

6. Assistance

We have field representatives stationed at several downrange locations, including Iraq and Afghanistan, who stand ready to assist students with the registration process or with any additional questions. Please visit www.ed.umuc.edu/general_info/locations to get location-specific contact information.

7. Online Option

UMUC Europe has been providing quality education to servicemembers for over 60 years. We understand that sometimes face-to-face courses are not an option. If this is the case at your site, please try our award winning online program. For more details, visit www.ed.umuc.edu/de.

Thank you for your service to our country. Please contact us if you have any further questions. We look forward to working with you!

The Downrange Office
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