

**UNIVERSITY OF VIRGINIA**  
**Commonwealth Graduate Engineering Program**

**Information and Instructions for Off-Site Students**

Welcome to UVA Engineering Distance Learning! In order to make this program work smoothly, there are a few items we would like to point out:

**VERY IMPORTANT: It is imperative that your work can be properly identified. Be sure your full name, class number, and site name are on all work submitted (including electronic submission).**

Most of your handouts will be available through a web site. There are some items that will be mailed or emailed to your site coordinator. If you have questions about handouts or homework returns, please contact, first, your Site Coordinator, and then Rita Kostoff at UVA.

Your Site Coordinator will send completed homework/exams, etc. to Charlottesville for you. If you choose to mail your homework on your own, please be sure you use the proper address (below) and shipping method (exams should be sent by FEDEX or UPS Overnight). You should keep a photocopy of your tests and exams prior to mailing.

You may call the Professor or TA directly (please honor office hours if they set them) or email. The instructor will provide this information to you.

The UVA Honor Code is as follows and should be written out on work as required:

**(Example)**

*On my honor as a UVA student, I have neither given nor received unauthorized aid on this (homework/quiz/exam).*

*Signed: \_\_\_\_\_ (your name)*  
*Site: \_\_\_\_\_*

**Address and phone numbers for the Graduate Engineering Distance Learning Office:**

**Rita F. Kostoff**  
**University of Virginia**  
**Graduate Engineering Distance Learning Program**  
*(address for Fedex or UPS)*  
**351 McCormick Road - Thornton Hall A127**  
**Charlottesville, VA 22903**  
*(address for USPS)*  
**P. O. Box 400235**  
**Charlottesville, VA 22904-4235**

**Phone: 434-924-4051**

**FAX: 434-924-4086**

**E-Mail: rfk2u@virginia.edu**

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*Refer to web site for Program Information, Schedules,  
 Calendar, Forms, etc: <http://cgep.virginia.edu>  
 Also see State-Wide CGEP web site: <http://cgep.virginia.gov>*