Welcome to WebCampus!
Online classes start with a week of "Orientation". Orientation Week gives students an opportunity to take care of last-minute details, such as obtaining your course login information, acquiring textbooks, and touring the course within the WebCT environment. Orientation Week also allows your professor time to contact you.

Online classes proceed for 13 continuous weeks. WebCampus does not observe holidays or breaks. It is open 24 hours a day, 7 days a week. WebCampus has six online semesters a year – Spring I, Spring II, Summer A, Summer B, Fall, and Winter. See "WebCampus Academic Calendar" for start and end dates.

Your Instructor will Contact You
You will be contacted by your professor(s) using the telephone numbers or email address(es) that Stevens has on file in the "Web for Students" system. Your instructor will discuss how the class will be conducted and address any questions you may have. If you have moved or your contact information has recently changed, please read the section “Updating your Contact Information”
If you do not hear from your professor by the start of class please contact the WebCampus office at 201-216-5092 or 201-216-5098. Brief biographies of your professor are available at: http://www.webcampus.stevens.edu/info/faculty.html

Logging on to Your Course
To sign into your WebCampus course, click here: http://webct.stevens.edu/

You will need to enter your Pipeline id and your student PIN number. (Your Pipeline id and WebCT ID are the same.)
If you do not know your Pipeline account number or PIN, see the next section.

**Your Stevens Pipeline Account**

Pipeline is a secure site that provides Stevens students, faculty and administrative staff with Intranet and Internet services.

You will need your student PIN to access Pipeline. If you do not know your PIN number, click here: https://itweb1.stevens-tech.edu/Pipeline_requests.html. The following screen will be displayed:

Click on the “Student PIN (Initial Pipeline Password)” link. In the subsequent screen, enter your student id number (SSN) and click on the “Request PIN” button. A copy of your PIN will be emailed to your email account.

If you do not know what your Pipeline account is, return to this screen: https://itweb1.stevens-tech.edu/Pipeline_requests.html and select the Campus Pipeline Username option. In the subsequent screen, enter your Stevens id (SSN) and your PIN. Your Stevens Pipeline userid will be displayed. (The standard format for your userid will be your first initial followed by up to the first seven characters of your last name.)

If you are a first-time Pipeline user, go to http://www.stevens.edu/pipeline and enter your Stevens Pipeline username and “Web for Students” PIN. Your initial Pipeline password will be your “Web for
Students’ PIN. You will be prompted to change your Pipeline password at the first login. The new password you choose will become your Pipeline password.

Logging on to Pipeline

You can access Pipeline directly from the Stevens home page, or from the following link: 
http://cpipe.stevens.edu/cp/home/loginf

This link brings you to the sign-on page shown below:

Every student is automatically assigned a Stevens email account. To access your Stevens' email account, log into Stevens’ Pipeline and click on the email icon located in the menu bar.

Your PINs and Pipeline Passwords

Your “Web for Students” PIN will not be changed when you update your Pipeline password. You will need to use your PIN if you want to access the Web for Students application at:
http://es.stevens.edu/ahomepg.htm (see below). You can use this application to register for classes, check your grades, update your contact information, scan the course catalog, etc.
Updating Your Contact Information

To update your contact information, logon to the Web For Students site. The option is available from the Stevens home page or at http://es.stevens.edu/ahomepg.htm. Select the “Login to Student Services” option. The following screen will appear:

Student Login

Please enter your Student Identification Number and your Personal Identification Number (PIN) and select Login.

Student ID: [ ]
PIN: [ ]

Login

Remember to select buttons and menu links only once.

Any problems or comments send an e-mail to sac@stevens.edu
Once inside the "Web for Students" application, you can set preferences for your email addresses. (You can also register for a class, pay your tuition, and check your billing status.)

To update your email and phone numbers, select the appropriate options under the “Personal Information” section. For example, to update your e-mail addresses, click on the “E-mail Addresses/Personal Web Page option. The following screen will appear:
If you have multiple email addresses, you can define the primary account by placing a "1" in the Preference drop-down box, as shown above. This will be the primary email address used to contact you regarding your course. Note - If you don't set your preference, you could receive important information at the wrong email address.

Make the appropriate updates and click the “Submit” button at the bottom of the screen (not shown here).

***Please take a moment to make sure that your e-mail and phone number information on file is correct. Your instructor will not be able to contact you in a timely fashion if this information is missing or inaccurate.

If at any time during your attendance at Stevens, you move/change home locations, your work number changes or you change your email address, please log into Stevens’ Pipeline and go to "Web for Students" and make the appropriate changes.

A Quick Tour of your Online Course
A typical online course consists of lecture notes and a syllabus posted as text on the WebCT course homepage. You access the lecture notes at your leisure (minimum of once a week); follow through with your required textbook reading and hand in your assignments via postal mail, fax or email according to the class syllabus. (Normally it is sent through WebCT's email function but your professor will notify you how he/she
wants you to send in your homework.) Your exams/tests will be done in one of three ways: online, mailed to your home as a take home exam, or at a certified proctoring test site. You may be assigned a paper or project instead of, or in addition to, a final exam. These and other course requirements can be found in the course syllabus available to you before you register. Check the course descriptions on the WebCampus site (http://www.webcampus.stevens.edu/courses/index.html) or contact the instructor (http://www.webcampus.stevens.edu/info/faculty.html) to obtain a copy. You may use this Web Faculty page to contact the instructor at any time.

Your WebCampus course will cover the same ground and use the same content as the corresponding class given within the conventional instructor lead classroom. To earn your degree or certificate, you can mix and match WebCampus courses with conventional classes held on campus or at corporate locations.

You will have access to your virtual classrooms 24 hours a day from anywhere in the world that has Internet access. This makes participation more convenient, but does not reduce the amount of study time required for your assignments!

PLEASE NOTE THAT ONLINE GRADUATE CERTIFICATE CREDITS ARE FULLY APPLICABLE TOWARD YOUR MASTERS DEGREE, EXCEPT FOR THOSE IN "ELEMENTS OF COMPUTER SCIENCE".

Ordering Books
You should order your required textbooks, as soon as possible. Click here to get to the list of textbooks that will be used this semester: "WebCampus Textbooks. If you do not see your textbook listed please email your professor. You can order your books through the Stevens Campus On-Line Bookstore, or you can order them from any other on-line bookstore. Links to some of the well known on-line bookstores are provided on our "Online Bookstores" page. If you would like to come to the campus to pick up your books, the Stevens Campus Store/Bookstore is located on the first floor of the Wesley J. Howe Center. The hours of operation can be found here: http://www.stevenscampusstore.com/

NOTE: The textbook for MIS 502 - "Principles of Microeconomics, 6th Edition" can ONLY be ordered through the Stevens Campus Store. This is a special order put together by the publisher specifically for your MIS 502 course. The other textbook "Understanding Financial Statements" can be purchased at the bookstore of your choice.

If you have questions on ordering books, contact the Bookstore Buying Manager at 201-216-8336.

Current Bulletins and Frequently Asked Questions
Subscribing to the Graduate Studies Office ListServe is a great way to stay informed of upcoming graduate events, announcements, and more. To subscribe to this listserve, please visit: http://gradschool.stevens-tech.edu/resources/listserv.html

To view the Graduate Admissions “Frequently Asked Questions” page, click here: http://gradschool.stevens-tech.edu/faq/index.html

If you would like to know what is happening at the Stevens’ Office of Graduate Admissions, you can always view the website below: http://gradschool.stevens-tech.edu/home/

Forms
To print Stevens forms such as a "Transfer Credit," "Credit Card Billing Authorization" forms and others, click here: http://gradschool.stevens-tech.edu/forms/index.html
Online Library
Students are encouraged to take advantage of the online facilities of the Samuel C. Williams Library at:
http://www.lib.stevens-tech.edu/

Tuition Rebates for Members of Professional Societies
If you are a Graduate Student and a member of IEEE, AACEI, ASME, AIChE, ASCE, ACM, NECA, NSPE, SNAME or GWEC, you qualify for a 10% rebate on the tuition for your online classes. In order to receive your rebate, you need to notify the WebCampus office at +1-201-216-5031. You will be required to FAX a copy of your membership card (or proof of membership) to: +1-201-216-5090.

Please note: no rebates can be processed until you have completed your course. However, you can expedite your end-of-semester rebates by sending a copy of your association membership card (both front and back) to the WebCampus office before you begin your studies. The normal process time for the WebCampus rebates is 90 days. Your Stevens account will be credited with your rebate so you can apply the funds to our next class. Your Student ID number/SSN number will be required for processing.

Membership rebates do not apply for undergraduate students.