

Information for SCPD Students Enrolled in MS&E223

Viewing online lectures

The online lectures are available at the SCPD online classroom,

<http://scpd.stanford.edu/scpd/students/onlineClass.htm>

Click on the "Academic Courses" link, and then on the course you are enrolled in. A "Video"-link will appear on the right side of the screen.

The SCPD tech center, <http://scpd.stanford.edu/scpd/support/techCntr/> has instructions for setting up your computer for course viewing. If you are unable to view online courses, if you have issues with company firewall, or if you experience other technical problems, read the troubleshooting section of the tech center website. If you still need help, you can submit a help request form on the tech center site, e-mail scpd-online-support@lists.stanford.edu, or call technical support at 650-736-0774.

Obtaining course materials: Textbooks and course readers

Textbooks and course readers are available in the Stanford bookstore. You can either go to the bookstore in person (if you are a local student), or order course materials online. To order textbooks and course readers online, go to <http://www.stanfordbookstore.com>, select "Find Your Textbooks", then select "Stanford Center for Professional Development" from the "Select Your Department" drop-down menu.

Stanford Bookstore information:

Phone: 800-533-2670 or 650-329-1217

Fax: 650-322-1936

Hours (Pacific Time): Mon-Thur 8AM-8PM, Fri 8AM-7PM, Sat 9AM-6PM, Sun 11AM-6PM

Location: 519 Lasuen Mall, Stanford, CA 94305

Textbook manager: Joe Moore, 800-533-2670, 650-329-1217 x356,
j.moore@bookstore.stanford.org

Obtaining course materials: Homework assignments and handouts

Homework, lecture notes, and handouts are available electronically through the course website. If you have trouble downloading these materials, SCPD can deliver hard copies provided by the teaching staff to your delivery address on file. Homework solutions will be delivered as hard copy.

Submitting homework

As mentioned in the general information handout for the course, you may use any of the following methods to submit homework:

1. Fax the homework to SCPD (fax number 650-736-1266 or 650-725-4138). Place your name, the course number and page number on each page of the material faxed. Always include a route form with your homework. The form is available at <http://scpd.stanford.edu/scpd/support/>
2. E-mail to SCPD at scpd-distribution@lists.stanford.edu
3. In addition, you may e-mail homework directly to the CA, Pete Meindl (pmeindl@stanford.edu). This way the CA will receive the homework immediately. However, in this case it is preferable to CC the SCPD distribution when sending the e-mail. The SCPD distribution logs all received homework, and can help you in the event that an assignment is lost.

All homework submitted to the SCPD will be date-stamped and delivered to the departments by 1:00 pm daily. Homework received after 1:00 pm will be delivered the next business day.

If you are unable to submit homework by fax or e-mail, you can mail hard copies to: SCPD, 496 Lomita Mall, Durand Bldg, 4th floor, room 410, Stanford, CA 94305

If you are an audit student, do not submit homework. Homework submitted to the SCPD by audit students will not be delivered to the departments.

Exams

Non-local SCPD students may take exams at their company site. Local SF Bay Area students are expected to come to campus for exams. All SCPD students (except for audit) must designate an exam monitor for midterms and finals, and submit an exam monitor form in the beginning of the quarter for each class. The form is available at

<http://scpd.stanford.edu/scpd/enrollInfo/policy/proctors/monitor.asp>

The exam monitor should be your manager, supervisor, training coordinator or HR representative, not a peer or co-worker. If you are taking an exam at a company site, the exam will be sent to the monitor on the day of the on-campus exam.

If your monitor information changes during the quarter, you must resubmit the exam monitor form to reflect the changes. You should submit the form even if you plan to come to campus for the exam.

Deadlines

Note that academic deadlines for SCPD students are generally a few days earlier than the corresponding deadlines for other students. Please review the deadlines for the current term at

<http://scpd.stanford.edu/SCPD/enrollInfo/deadlines/>

Connecting with Other SCPD Students

The CA can provide help, if needed, in finding a partner for the programming assignments. There is an opportunity to network online with other SCPD students in the class at

<http://scpd.stanford.edu/scpd/secure/community>. This may also be helpful when looking for a programming partner.

Access to Stanford computer resources

Stanford has computational resources that the students can access remotely to use for simulation programming assignments. This may be useful the student does not have access to a local programming environment. To use Stanford computing resources, you must have an active SUNet account.

Obtaining a SUNet account:

The SUNet ID is an account name that identifies you as a current member of the Stanford community, and lets you access computing resources on the Stanford University Network. An HCP student will have a SUNet account that remains active as long as the student remains in the HCP program. The SCPD will sponsor a SUNet account for an NDO student every quarter the student registers in a course. For help with registration, e-mail scpd-registration@stanford.edu, or call 650-725-3016. Audit students are not eligible for SUNet accounts.

If you are an NDO student, or if it is your first quarter as an HCP student, you must activate your SUNet account. Please do so on the first day of class or shortly thereafter. To activate the account, go to <http://sunetid.stanford.edu>, and click on "Request my own SUNet ID" to either create a new SUNet ID or to reactivate an existing account. Type your University ID in the "Enter your ID" box. If you don't have a University ID, contact HelpSU (<http://helpsu.stanford.edu>). If you try to create a SUNet ID without your University ID, you may create a duplicate record that will cause a delay in getting the service activated. After entering your University ID, you will be guided through the remaining steps to activate your SUNet ID. If you have had a SUNet ID in the past, you will reactivate your previous SUNet ID and password instead of creating a new account.

Remote access to computational resources:

The website <http://www.stanford.edu/services/cluster/environs/sweet/> describes workstations and servers (e.g. tree.stanford.edu, elaine.stanford.edu, junior.stanford.edu) that may be accessed remotely. You can log in to these machines with your SUNet ID and password using an SSH client software. A list of software available in the Stanford computing system is provided at <http://www.stanford.edu/services/pubsw/package/>. You can download an SSH client (SecureCRT) at <http://ess.stanford.edu>. For secure file transfer between your local computer and your Stanford account, you can use SecureFX available for download on the same website. If you need assistance with remote access to the Stanford computing system, contact HelpSU (<http://helpsu.stanford.edu>).

Please keep the SCPD updated if your contact information changes.

Contact SCPD Registration with changes: scpd-registration@stanford.edu

SCPD course advisors

If you have SCPD related questions, feel free to contact the SCPD course advisor in your department.

Department	e-mail
AA	AA.CourseAdvisor@scpdinfo.stanford.edu
BMI	BMI.CourseAdvisor@scpdinfo.stanford.edu
CME	ME.CourseAdvisor@scpdinfo.stanford.edu
CS	CS.CourseAdvisor@scpdinfo.stanford.edu
EE	EE.CourseAdvisor@scpdinfo.stanford.edu
ME	ME.CourseAdvisor@scpdinfo.stanford.edu
MS&E	MSE.CourseAdvisor@scpdinfo.stanford.edu
STAT	STAT.CourseAdvisor@scpdinfo.stanford.edu

For questions about courses in other departments, contact SCPD Registration scpd-registration@stanford.edu, 650-725-3016.