The University of Alabama in Huntsville
Professional and Continuing Studies

Course Restrictions and Verification Policy
for Courses Requiring U.S. Citizenship

For reasons of security and public responsibility, some UAH PCS courses are restricted to specific audiences. The information presented in *Courses Requiring U.S. Citizenship* is sensitive in nature although not classified. All participants registering for UAH PCS courses that require U.S. Citizenship must complete the citizenship and identity verification process prior to beginning the course. This verification process typically takes 2-5 business days.

Citizenship Verification

Citizenship verification is a one-time process. The process includes completion and submission of the *Verification of U. S. Citizenship* form and a copy of the verification document(s).

Method of Verification includes:
- U.S. Passport
- Birth Certificate and photo ID, such as driver's license
- Certificate of Citizenship or Naturalization from USCIS and photo ID, such as driver's license
- Employer Verification by Official/Security Officer and a photo ID, such as a driver's license

UAH Professional and Continuing Studies reserves the right to deny admittance to anyone where satisfactory citizenship verification and personal identity have not been obtained.

Identity Verification

In addition to verifying citizenship, participants will also need to verify their identity by providing a photo ID on the start day of the course or submitting a copy of a photo ID prior to receiving log-in access for online courses. Online participants are provided user names and passwords to access the university's website portal. Login information is secured using standard encryption technology and unique passwords.

Abuse of Online Course Access

Enrollment in a UAH PCS online course entitles one participant access to the course lessons and tests. Participants enrolled in an online course are prohibited from sharing access to the course with other individuals. This prohibition includes, but is not limited to:
- Sharing personal user name and password with other individuals
- Displaying course lessons in an environment where multiple people may view the course
- Capturing, duplicating, or redistributing copyright-protected course-related materials to other individuals

Violation of these prohibitions is grounds for immediate termination of the participant's enrollment and all site user privileges. Participants that violate these prohibitions may also be subject to criminal charges and/or civil liability.

Copyright of Course-Related Materials

All forms of unauthorized download, distribution, capture, or reproduction of course lesson modules and digital videos is strictly prohibited. Access to these media is provided strictly for viewing online by participants actively enrolled in UAH PCS Online courses.

Access to presentation materials is provided as a reference for participants enrolled in UAH PCS Online courses. Participants enrolled in UAH PCS Online courses are permitted to download, save, and print these documents for the purposes of note taking and future reference. Any other form of duplication, redistribution, or modification of these documents for any other purpose than academic study is strictly prohibited.

Violation of copyright is theft of intellectual property. Individuals who violate copyright prohibitions will be prosecuted to the fullest extent of the law and may be subject to additional civil penalties.

Verification of U.S. Citizenship Form

Session ID: _____ Program/Course Title _____

As a requirement to attend the certificate program or short course listed above, participants must provide valid proof of U.S. Citizenship. Eligibility is based on verification of U.S. citizenship.

Participant must fax or email the following completed form and verification documentation (with a photo ID) at least 5 business days prior to the course start date. Participants are required to present a photo ID on the start day of the course and submit a copy of a photo ID prior to receiving log-in access for online courses.

Dr. __   Mr. __   Ms. __

Full Legal Name: _____
                              First   Middle   Last

Home Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Phone: Daytime (_____)_____   Alternate/Cell: (_____)_____

Email: _____

Company Name: _____

Method of Verification: Check method of verification. Include a copy of verification document(s).

( ) U.S. Passport

( ) Birth Certificate and photo ID, such as driver's license

( ) Certificate of Citizenship or Naturalization from USCIS and photo ID, such as a driver's license

( ) **Employer Verifying Official/Security Officer:** I verify that the participant listed above meets one or more of the above criteria.

Employer Verifying Official/Security Officer: _____
                                                                              Signature

Title: _____ Date: _____

Email: _____ Phone: _____

(If your employer is verifying your citizenship, you will also need to submit a photocopy of a photo ID, such as driver's license.)

For Participant: I verify that I am a U.S. Citizen and have provided the above required criteria. I have also read and agree to the *UAHuntsville PCS Course Restrictions and Verification Policy*.

Signature: _____ Date: _____

Submit completed form, verification documents, and photo ID by fax to 256.824.6760 or by email to PCSRegistration@uah.edu
at least 5 business days prior to the course start date. If you have questions, please phone 256.824.6010