

Student's Guide for Getting Started

Student's Guide for Getting Started

UNIVERSITY OF REGINA, FLEXIBLE LEARNING

GILBERT NIYOYITA

Contents

Welcome! Tawâw! Bienvenue!	vii
Welcome to the University of Regina, Flexible Learning Division! We are happy to have you!	vii
Flexible Learning Delivery Modes	ix
What do these different delivery modes mean?	xi
Part I. <u>ESSENTIALS</u>	
1. Contact Information & Resources	1
2. Key Dates and Final Exams	6
3. UR Self-Service and UR Courses	8
4. Registration	11
5. Students Responsibilities	14
6. Fees and Textbooks	18
Students' Frequent Q&A	21
Thank you! Merci! Miigwech!	22
You have reached the end of the Guide. Thank you for taking the time to read it!	22
We hope it was resourceful, and wish you happy studying!	22

Welcome! Tawâw! Bienvenue!

Welcome to the University of Regina, Flexible Learning Division! We are happy to have you!



In this guide, students can navigate between the chapters to find more information regarding their Online, LIVE, and Remote courses.

Tips to navigate the guide.

- On the top right corner of every page, there is an in-book search box to get to content you would like. E.g., search “exam” if you would like to see all content about exams.
- The top left corner has a table of contents that you can also use to get to the information you

need.

- There are 'Next' and 'Previous' buttons at the bottom left and right corners of every page to help you move through the guide.

Want to create or adapt books like this? [Learn more](#) about how Pressbooks supports open publishing practices. ©

CONTENTS ▼

INSTRUCTOR GUIDE

I. Flexible Learning

Flexible Learning Division

To contact us:

Centre for Continuing Education
College Building
University of Regina
2155 College Avenue
Regina, SK S4S 0A2

Email: flexible.learning@uregina.ca
Phone: 306-585-5804

← Previous: Contact Information

Next: Colleges Contact Information →

Please note the UofR Undergraduate Calendar is the official and authoritative document regardless of information that may appear in this or any other publications. The official version can be found [here](#).

In the case of a discrepancy between the printed version & the web version, the web calendar will be considered to be accurate.

Flexible Learning Delivery Modes

Anytime, Anywhere



FLEXIBLE 

ONLINE

LIVE

BLENDED

EVENING

SATURDAY

EARLY MORNING

SUMMER

REGIONAL COLLEGE

**C
O
U
R
S
E
S**



University
of Regina

Flexible Learning
Centre for Continuing Education

What do these different delivery modes mean?



An interactive H5P element has been excluded from this version of the text. You can view it online here:

<https://opentextbooks.uregina.ca/gettingstartedguide/?p=229#h5p-2>

I. Contact Information & Resources

Flexible Learning Division

To contact us:

Email: flexible.learning@uregina.ca

Phone: 306-585-5804

Contact Information

LIVE-Streamed Support	Kim Henkel	ur.live@uregina.ca	306-585-5804
Online Support	Ola Rock	ur.online@uregina.ca	306- 337-3364
University Bookstore		Bookstore@uregina.ca	1-888-478-2665
Financial Services		financial.services@uregina.ca	(306) 585-4123
IT Support Centre (U of R Help Desk)		service.desk@uregina.ca	(306) 585-4685
UREAD Librarian		uread@uregina.ca	1-800-667-6014

UREAD provides library materials and services for U of R distance learning students, faculty, and staff. For more information, please contact UREAD at the above toll-free number or email; you can also access their website [here](#).

As a student, it is recommended that you talk to your faculty, federated college, or academic unit for academic advising prior to registering. Advising is recommended for new students and telephone advising is available by appointment.

Faculty, Federated College, or Academic Unit	Phone	Email
Arts	306-585-4137	arts.studentservices@uregina.ca
Business Administration	306-585-4724	hill.undergrad@uregina.ca
Campion College	306-359-1226 Toll Free: 1-800-667-7282	campion.registrar@uregina.ca
Career and Professional Development, CCE	306-585-5807	cce.studentservices@uregina.ca
Education Bureau du Bac (Education)	306-585-4537 306-585-4507 Toll Free: 1-877-813-3111	education@uregina.ca le.bac@uregina.ca
Engineering & Applied Science	306-585-4706	engg@uregina.ca
First Nations University of Canada: Saskatoon Campus Regina Campus Northern Campus	306-931-1800 ext. 5475 306-790-5950 ext. 3127 306-765-3333 ext. 7501	info@firstnationsuniversity.ca

W
a
r
e
t
o
e
n
s
u
r
e
U
R
C
o
u
r
s
e
s
r
u
n
s
m
o
o
t
h
l
y
.
W
i
t
h
i
n
t
h
e
s
t
u
d

Faculty, Federated College, or Academic Unit	Phone	Email
Graduate Studies & Research (FGSR)	306-585-4161	grad.studies@uregina.ca
Johnson Shoyama Graduate School of Public Policy: Regina Campus Saskatoon Campus	306-585-5460 306-966-8525	grad.studies@uregina.ca
Kinesiology and Health Studies	306-585-4360	kinesiology@uregina.ca
La Cité universitaire francophone	306-337-3280	cite@uregina
Luther College	306-585-5444	Luther.Registration@uregina.ca
Media, Art, and Performance	306-585-5570	media.art.performance@uregina.ca
Nursing: Regina Campus Saskatoon Campus	Toll Free: 1-855-830-3300 306-337-3300 306-659-4770	nursing@uregina.ca

Faculty, Federated College, or Academic Unit	Phone	Email
Science	306-585-4199	science@uregina.ca
Social Work Regina	306-585-4554	sw.studentservices@uregina.ca
Social Work Saskatoon	306-664-7370	sw.studentservices@uregina.ca
Centre for Experiential and Service Learning	306-585-4600	experiential.learning@uregina.ca
Student Success Centre	306-585-4076	academic.advising@uregina.ca

ent guide, you will find the technical requirements and any downloads needed.

- If you are having **technical problems** with your course, please contact the IT Support Center at 306-585-4685 or service.desk@uregina.ca.
- For any **content-related questions**, please contact your course instructor.
- If you have **any other questions** about your course please contact Flexible Learning at [306-585-3364](tel:306-585-3364) or ur.online@uregina.ca.
- Click [here](#) if you have audio issues on the computer.
- Click [here](#) if you have problems on the phone.

Information Services has two locations on-campus:

- **ED 137—New main floor location**
- **Archer Library—Main floor commons, left of main entrance.**

To view opening hours, please click [here](#).

2. Key Dates and Final Exams

Term Information:	Spring/Summer 2024										Fall 2024	Winter 2025
Part of term (POT):	1	2	3	4	5	6	7	10			1	1
Held in:	May-Aug	May	June	May-June	July	August	July-Aug	May-Aug			Sep-Dec	Jan-Apr
Start of term	6-May-24	6-May-24	3-Jun-24	6-May-24	2-Jul-24	6-Aug-24	2-Jul-24	6-May-24			4-Sep-24	6-Jan-25
End of term	29-Aug-24	29-Aug-24	29-Aug-24	29-Aug-24	29-Aug-24	29-Aug-24	29-Aug-24	29-Aug-24			21-Dec-24	26-Apr-25
Class Dates												
Start of classes	6-May-24	6-May-24	3-Jun-24	6-May-24	2-Jul-24	6-Aug-24	2-Jul-24	6-May-24			4-Sep-24	6-Jan-25
End of classes	21-Aug-24	28-May-24	24-Jun-24	19-Jun-24	23-Jul-24	27-Aug-24	15-Aug-24	31-Jul-24			6-Dec-24	11-Apr-25
Examination Dates												
Start of examination period	24-Aug-24	30-May-24	27-Jun-24	22-Jun-24	25-Jul-24	29-Aug-24	19-Aug-24	2-Aug-24			9-Dec-24	14-Apr-25
End of examination period	27-Aug-24	30-May-24	27-Jun-24	26-Jun-24	25-Jul-24	29-Aug-24	22-Aug-24	8-Aug-24			21-Dec-24	26-Apr-25
Tuition and Fee Payment Dates												
Due date for tuition and fee payment	6-May-24	6-May-24	3-Jun-24	6-May-24	2-Jul-24	6-Aug-24	2-Jul-24	6-May-24			4-Sep-24	6-Jan-25
End of penalty-free payment period	10-Jun-24	31-May-24	28-Jun-24	31-May-24	31-Jul-24	30-Aug-24	31-Jul-24	31-May-24			1-Oct-24	31-Jan-25
Class Add/Drop Dates												
End course-add period	22-May-24	7-May-24	4-Jun-24	9-May-24	3-Jul-24	7-Aug-24	8-Jul-24	17-May-24			17-Sep-24	17-Jan-25
End of no-record drop period	22-May-24	7-May-24	4-Jun-24	9-May-24	3-Jul-24	7-Aug-24	8-Jul-24	17-May-24			17-Sep-24	17-Jan-25
End of grade-of-W drop period	18-Jul-24	21-May-24	17-Jun-24	5-Jun-24	16-Jul-24	20-Aug-24	31-Jul-24	5-Jul-24			15-Nov-24	17-Mar-25
Tuition and Fee Refund Dates												
End of 100% refund period	22-May-24	7-May-24	4-Jun-24	9-May-24	3-Jul-24	7-Aug-24	8-Jul-24	17-May-24			17-Sep-24	17-Jan-25
End of 50% refund period	10-Jun-24	9-May-24	6-Jun-24	16-May-24	8-Jul-24	12-Aug-24	15-Jul-24	31-May-24			2-Oct-24	31-Jan-25
Other Important Dates and Deadlines	Spring/Summer 2024										Fall 2024	Winter 2025
Victoria Day - No classes (Most university offices closed)	20-May-24											
Spring 2024 Convocation	June 12, 13, & 14, 2024											
Canada Day - No classes (Most university offices closed)	1-Jul-24											
Last day to apply to graduate for Fall 2023 Convocation	31-Jul-24											
Saskatchewan Day - No classes (Most university offices closed)	5-Aug-24											
Labour Day - No classes (Most university offices closed)											2-Sep-24	
Undergraduate Student Orientation											3-Sep-24	
National Day for Truth and Reconciliation - No classes (Most university offices closed)											30-Sep-24	
Thanksgiving Day - No classes (Most university offices closed)											14-Oct-24	
Fall Break Week starts (Monday)											14-Oct-24	
Fall Break Week ends (Sunday)											20-Oct-24	
Fall 2024 Convocation											17-Oct-24	
Remembrance Day - No classes (Most university offices closed)											11-Nov-24	
Faculty and Admin Offices close at 12 noon.											24-Dec-24	
Faculty and Admin Offices open at 8:15 a.m.												02-Jan-25
Undergraduate Student Orientation												03-Jan-25
Last day to apply to graduate for Spring 2024 Convocation												31-Jan-25
Family Day (Monday) - No classes (Most university offices closed)												17-Feb-25
Winter Break Week starts (Monday)												17-Feb-25
Winter Break Week ends (Sunday)												23-Feb-25
Good Friday - No classes (Most university offices closed)												18-Apr-25

For 2025-2026 academic calendar, click on the following link: [2024-25 Academic Calendar \(uregina.ca\)](https://www.uregina.ca/academic-calendar)

Check the University of Regina's [Academic Schedule](#) in case schedules have been revised.

Finals:

Please be aware of recent updates to the Final Exam Regulations outlined in [the University of Regina Undergraduate Calendar](#) for the 2024-2025 academic year.

- Final exams can either be on-site or remotely proctored for courses delivered remotely, online, off-campus (including live-streamed and blended courses)
- Information about exams (including take-home finals) will be included in the course outline. The course outline will include the type of exam (paper based or online) and how it will be invigilated (on-site or remotely proctored)

Note: Please check your course syllabus for Final Exam information.

3. UR Self-Service and UR Courses

UR Self-Service

is available for students to register in courses (as well as drop/add/change classes), view course catalog or class schedule, pay tuition or other fees, purchase textbooks, etc.

For more information or assistance, please contact the IT Support Centre (Help Desk) at (306) 585-4685.

Click on the banner below to go to UR Self-Service:



[Other Students Accounts](#)

UR Courses

UR Courses is the primary **Online Learning Environment (OLE)** used at the University of Regina and its Federated Colleges.

It is important to refer to the course syllabus in UR Courses for text information, due dates of assignments, examination dates, etc.

To learn more, visit the [UR Courses Page](#).

To Log into UR Courses:

1. Go to www.uregina.ca

2. Click on **'STUDENTS'** at the top banner.
 3. Scroll down the page to **'LOG IN TO YOUR ONLINE SERVICES'**
 4. Click the **'UR COURSES'** link
 5. On the right-hand side of the page click **'LOGIN TO UR COURSES'** (or follow [this link](#))
 - Your username is created using a combination of your last name and first name. It is not the student ID number.
 - If you are having trouble logging in or can't remember your username and password, click 'Yes, help me log in'. If this does not work, contact IT Support at 306-585-4685.
-

Student User Guide

The Student User Guide provides you with a brief introduction and orientation to UR Courses, so that you can equip and prepare yourself to succeed in your courses. Please navigate through the different sections to familiarize yourself with UR Courses.

Topics found in the [Guide](#):

- Notifications,
 - Calendar,
 - Zoom,
 - Course Email,
 - Turnitin,
 - Assignments,
 - Quizzes and Exams, etc.
-

Emails

Please note that your official [U of R email](#) (ending in @uregina.ca) is the email we will use to correspond with you during the semester, so please be sure to check your U of R email or forward your U of R email to your personal email. This email is where your course/instructor evaluation will be sent to at the end of the course as well.

- [Access U of R email \(Outlook\)](#)

- [Guide on how to log in to your U of R student email \(Outlook\)](#)

4. Registration

Registering in a Course

- Students who have been admitted to the University of Regina may register in a course (as well as add/drop/change classes) through **UR Self-Service**.
- Registration in a course is seen as acceptance of the final exam date. Please ensure that you register in the correct section at the location you wish to take your class(es).
- Students are not allowed to attend courses for which they are not registered. If they do not appear on the class list for the correct section, they are not officially registered and should contact their faculty/college.
- Students who are registered in class(es) and are unable or choose not to attend, must officially drop the course(s), in order to avoid financial and/or academic penalties. The University of Regina does not cancel registration on the basis of non-attendance. Students who do not formally withdraw are liable for assessed tuition fees and failing grades.
- for any inquiries, please contact (306) 585-4114 or email special.registration@uregina.ca

For Remote Courses

Remote section will have the following room information:

Regional College	Room
Southeast College	SOUTHEAST
Suncrest College	SUNCREST
Great Plains College	GRT PLAINS
Northwest College	NORTH WEST
Northlands College	NORTHLANDS

For LIVE-streamed Courses

- If you are not student registered with any of the **Regional Colleges** below, and taking the course from Regina, you must register in the (0A1) section or the Remote section (0R7).

Section	Location
0A1	REGINA
0A2	Suncrest College (OFFCMP SUNCREST)
0A3	Southeast College (OFFCMP SOUTHEAST)
0A4	Great Plains College (OFFCMP GRT PLAINS)
0A5	Northwest College (OFFCMP NORTH WEST)
0A6	Northlands College (OFFCMP NORTHLANDS)
0R7	REMOTE

5. Students Responsibilities

Tips for a successful online course

- All students are expected to prepare for the class presentations, discussions, assignments and examinations, as well as participate in the classes.
 - You will require a great deal of persistence and self-discipline and will save yourself much of the stress associated with exams, assignments, and course deadlines by keeping “on top” of your course work.
 - Check to make sure you have access to basic computer equipment and that you are familiar with it. For example, you will need regular access to a computer with an Internet connection. **Make sure you feel comfortable working on the computer and on the Internet (including email) before the class starts!!**
-

Accommodation Letters

- As a student, you are expected to discuss your Accommodation Letter and relevant needs with your instructors.
- you also must provide **at least 7 days’ notice** for any exam accommodations to be guaranteed.

The Centre for Student Accessibility and Counselling Services

Website

Location

Paskwaw Tower, room 119 (ground floor)

Student Wellness Centre

Phone

306-337-2200

Email

accessibility@uregina.ca

Mailing Address

Student Accessibility

University of Regina
3737 Wascana Parkway
Regina, SK S4S 0A2

Midterms & Final Exam Deferrals

Midterms

If a student is unable to write a midterm exam at the scheduled time, it is the responsibility of the student to contact their instructor immediately to request a deferral.

Acceptable Grounds

Normally, only extreme and legitimate circumstances beyond the student's control will be acceptable grounds for granting a deferred midterm exam (i.e., illness, accident, death in the family).

A Medical Certificate from an attending physician must accompany the request if the reason is medical. For other reasons, such evidence as is appropriate should be provided. Students who do not meet the above requirements may be required to pay for invigilation, should a deferral be granted.

If a deferral is granted, the student(s) must contact the Flexible Delivery Support Services Specialist and the instructor who will contact the Instructional Designer to arrange set up of a deferred online midterm.

Final Exam

Requests for deferrals of **final exams** must be made to the **Dean of the faculty** in which the student is enrolled. Students should notify their faculty or college and their instructor as quickly as possible if they are unable to write the final exam.

Some LIVE courses may have in-person final exams. Your course instructor will provide you information on the format of, and requirements for, your final exam on the first day of classes via your course syllabus. If your class is subject to an in-person final exam and you are unable to attend, you must make an official request for an **Alternate Exam Location** through the Registrar's office. Please visit [this page](#) for more information on the process.

Note: Requests for deferrals received more than two weeks after the final day of the exam period will be denied.

Grade Appeals

- Students are responsible for submitting their assignments on time. Students may submit their assignments online (via UR Courses, turnitin, email, or whatever the instructor chooses).
- If a student is not satisfied with their final grade for a specific course and wishes to submit a Grade Appeal request, the student must be able to submit the original (graded) copy of the term work, including any assignments, class work or quizzes. therefore, students are encouraged to keep all graded work until the end of a semester.
- To submit your Grade Appeal Request, please visit Registrar's Office Online Store by [clicking here](#).



If you are not satisfied with the outcome of the informal discussion with the course instructor regarding a grade you received, you may submit a formal grade appeal to the Registrar's Office.

All of following documentation must be submitted before the appeal will be processed:

1. Completion of this online form;
2. a letter specifying the grounds for the appeal and the date of the informal discussion with the instructor;
3. the original (graded) copy of the term work - you are responsible to retain original (graded) copies of your term work, including downloading copies of graded term work from UR courses; and
4. the required fee (\$40 for each grade being appealed).

The appeal of a grade must be initiated by the student within 20 business days of the grade being posted.

For more information refer to the [Student Code of Conduct and Right to Appeal – Appeal of Grade](#) section (pages 39-40) in the Academic Calendar.

A refund of the grade appeal fee will be granted if:

- the appeal is declined on the basis of insufficient grounds; or
- if the grade is increased by more than 5% from the original grade.

By submitting this request, you understand that you must submit all required documentation as listed above to disciplinary.proceedings@uregina.ca. You also understand that there are three possible grading outcomes for this appeal.

Enter the quantity of grades you are appealing in the box below.

Price:

CAD40.00

Student Code of Conduct and Right to Appeal

Please view this document which includes more information on Grade Appeal Requests and covers topics like:

- Appeal of Grade,
- Deadline for Making an Appeal of Grade,
- Potential Grade Appeal Outcomes,
- Procedural Grade Appeal,
- Substantive Grade Appeals,
- Informal Discussion,
- Formal Submission, etc.

Surveys and Final Course Evaluation

Usually, Flexible Learning prepares a short Mid-semester Survey midway through the term and sends it to LIVE students.

The Final Course Evaluation should be completed by students during the last two weeks of classes. A note will be posted in UR Courses with a link to the evaluation. Students can click on the link and complete their evaluation online.

All surveys and evaluations are completely anonymous and are to be completed only once for each course.

6. Fees and Textbooks

Tuition & Fees

Up-to-date information on tuition and related fees can be found [here](#).

Other Nonconforming Fees

Certain classes that have high material costs also charge material fees. The revenue generated from these fees accrues back to the applicable faculty or department to absorb the high material costs. Senior citizens (persons 65 years of age or older by the end of the term in which they enroll) who wish to register as an audit or credit student in credit courses may request to have their tuition waived. Students are responsible to pay any material fees, laboratory fees, student fees, and other course-related fees. The Seniors' Tuition Waiver Request form is available [here](#) or from the Registrar's Office.

Important Notes

- Application (Admission) Fee (For first time applicants – Non-Refundable) – \$100.00
- Spring/Summer & Fall 2024 Undergraduate Domestic Student Fee Schedule is not released yet.
- Textbooks, course materials, &/or other applicable fees are not included in the above fees.
- All fees including tuition fees are subject to change at any time without notice.

Payment of Fees

All fees are due and payable at the start of the semester **on the day lectures begin**. Invoices will not be sent out to students. The last day for full payment of fees without a penalty is **28 days after the first day of classes**.

Students may check UR Self-Service or contact Financial Services at (306) 585-4123 or financial.services@uregina.ca for information regarding their fees.

Textbooks




All required textbooks are available for purchase at the [University of Regina Bookstore](#). Registered students can access their text list and purchase textbooks online via UR Self-Service or the Bookstore.

Students are advised to order their textbook(s) as soon as possible, to ensure that they arrive on time.



Click on the website below to go to the Bookstore Page:



Free In-Store Pick Up

More +




CAMPUS STORE


 Search Keywords or ISBN 



Get Your Textbooks

Make your selections below to find your textbooks.

Program
University of Regina 

Select Term 

Note for Northland College Students

- Students registered through Northlands College for a University of Regina course at **La Ronge, Creighton and Buffalo Narrows** may be able to **purchase their textbooks** directly **from Northlands College** (306-425-4314).
- To order textbooks, instructors should contact the department/faculty offering the course they are teaching.

University of Regina Bookstore

Address

3737 Wascana Parkway
Regina, SK CA S4S 0A2

Email

uregina@bkstr.com

Phone

[306-585-4755](tel:306-585-4755)

Students' Frequent Q&A



An interactive H5P element has been excluded from this version of the text. You can view it online here:

<https://opentextbooks.uregina.ca/gettingstartedguide/?p=285#h5p-1>

Thank you! Merci! Miigwech!

You have reached the end of the Guide. Thank you for taking the time to read it!

We hope it was resourceful, and wish you happy studying!