FLEXIBLE LEARNING DIVISION, GETTING STARTED GUIDE

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UNIVERSITY OF REGINA, FLEXIBLE LEARNING

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Contents

Navigating the guide: On the top right of every page, there is in book search box to get to content you would like. Example, search "exam" if you would like to see all content about exams.

Bottom left and right of every page has a next and previous chapter.

A video element has been excluded from this version of the text. You can watch it online here: https://opentextbooks.uregina.ca/gettingstartedguide/?p=4

1. Technical Support

Check to make sure your computer has all the **required software** to ensure UR Courses runs smoothly. Within the student 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 it.support@uregina.ca.

Information Services has two locations on-campus:

- **ED 137—New main floor location**

Mondays to Fridays (7:30 am-4:30 pm)

- – **Archer Library—Main floor commons, left of main entrance** Monday to Friday (8:30 am-9:45 pm [closes 7:45 pm S/S]) Saturdays (11:00 am-5:00 pm) Sunday (1:00 pm-5:00 pm)

- For any **content related questions**, please contact your course instructor.
- If you have **any other questions** about your course please contact Flexible Learning at 306-585-5836 or ur.online@uregina.ca.

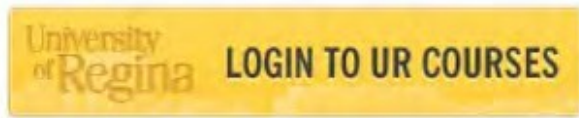We are available Monday to Friday 8:30 – 4:30pm.

2. Logins

All online courses at the University of Regina use UR Courses. **You will be able to access your class in UR Courses by the end of the first day of classes of the semester. If you register after the first day of classes, you will be able to access your class 24 hours after you enroll.**

Logging into UR Courses

1. Go to www.uregina.ca and click the UR Courses link at the top of the page.

2.Click   the   'Login   to   UR   Courses'   button   and   enter   your   username   and   password

3.If you are having trouble logging in or cannot remember your username and password, click **"Forgot your password?"** If this does not work, contact IT Support at 306-585-4685/it.support@uregina.ca.
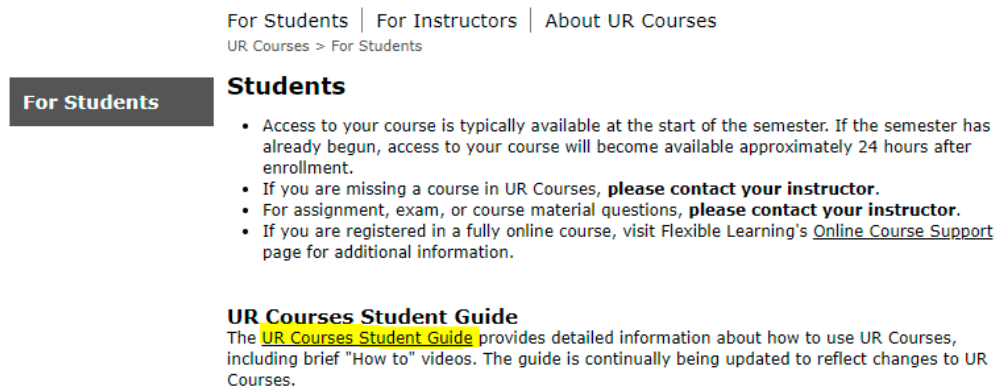
3. Student Guide for UR Courses

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. **To find the Student User Guide:**

1.   Go to www.uregina.ca and click the UR Courses link at the top of the page.

2. Choose For students, and click on UR Courses Student User Guide.

3. Click on the UR Courses Student Guide.

4. TEXTBOOKS

Students can access their textbook list and purchase textbooks online at www.uregina.ca/student/bookstore. If you need your text delivered, it will be sent by mail, bus or courier. Contact the University of Regina Bookstore toll free at 1-888-478-2665 or 306-585-5377 or email bookstore@uregina.ca.

TEXTBOOK EXPRESS

Textbook Express enables you to do the following:
- View and purchase all your textbooks for the courses you are registered
- Print your textbook list

Logon Procedures:
Enter your **User ID** (*your student number*, consisting of nine digits) and **PIN** (if you have not yet changed your PIN, enter your birth date in the following format: **DDMMYY**), select the term you are searching for books in and then select "Retrieve My Booklist".

If you have not yet changed your PIN, enter your birth date in the following format: **DDMMYY**

CANADA POST SHIPPING INFORMATION

All orders to be delivered to an address within Regina, SK will NOT be sent via Canada Post at this time. These orders will be delivered via courier service, after you place an order we will contact you to make arrangements. If your order is to an address outside of Regina, it will be sent via Purolator as usual.

Alternatively, you may choose the IN-STORE PICKUP method instead.

IF USING SAFARI ON iOS SELECT THE *"STANDARD VERSION"* OPTION THE MOBILE VERSION DOES NOT WORK WITH iOS.

LOG IN HERE:

ID:

PIN:

TERM: Select a Term ▾

Retrieve My Booklist

5. Email

Please check your official U of R email (ending in @uregina.ca) **regularly**. Any correspondence from faculties and departments at the university will be sent to that email address. This includes your course evaluation which will be sent to your U of R email address near the end of the semester.

There is also email in UR Courses and your instructor will likely send you correspondence through it. You can set up the UR Courses email to send a notification to an outside mail account. You will have to use the UR Courses email to reply to any UR Courses email, you will be notified of any new emails to the UR Courses account via your *@uregina.ca* email or the alternate email address you provide

To setup email notification:
1. Log into UR Courses and click on your course.
2. Look for the Activities block, then click on Course Email.
3. Then click on Email Notification.
4. A notification will be sent to **XXXXg@uregina.ca email** when you get a new course email. Use the switches below to toggle email notifications.

Course Email Notifications

A notification will be sent to **niyoyitg@uregina.ca** when you get a new course email. Use the switches below to toggle email notifications.

All

BUS 354: Managing Occupational Health & Safety
You have 19 unread messages.

Email Notifications
On

BUS 288-001 (4:00) (Fall 2020): Welcome to Introduction to Managerial Accounting
You have 12 unread messages.

Email Notifications
On

6. Tips for a Successful Online Course

- 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!!***

Click HERE to visit remote Learning guide.

- Start your course on the first day of classes, ***especially because a number of assignments are due in the first two weeks of classes!!*** If you are going to be late starting the course, let your instructors know as soon as you can – i.e., before you fall too far behind, miss an assignment, etc.
- Check-in on your course on a regular basis because course information and updates will be posted on the home page and in the discussion area throughout the semester. Make sure you know what is happening!
- Keep up with your weekly readings in the textbooks and online.
- Complete your assignments and group work on time.
- While the course is running, discuss in your group and/or let your instructor know ***right away*** if you have questions about your lectures, readings, assignments, discussions, etc. so that you can get help right away!!
- Contact technical support (it.support@uregina.ca) as soon as possible if you have trouble with the UR Courses site while the course is running. If you do not tell anyone you are having problems, no one can help.

7. Key Dates and Deadlines

Term:	Fall 2021	Winter 2022
Part of term (POT):	1	1
Held in:	Sep-Dec	Jan – Apr
Term Dates		
Start of term	30-Aug-21	5-Jan-22
End of term	22-Dec-21	29-Apr-22
Class Dates		
Start of classes	30-Aug-21	5-Jan-22
End of classes	6-Dec-21	11-Apr-22
Tuition and Fee Payment Dates		
Due date for tuition and fee payment	30-Aug-21	5-Jan-22
End of penalty-free payment period	27-Sep-21	1-Feb-22
Class Add/Drop Dates		
End course-add period	13-Sep-21	18-Jan-22
End of no-record drop period	13-Sep-21	18-Jan-22
End of grade-of-W drop period	15-Nov-21	15-Mar-22
Tuition and Fee Refund Dates		
End of 100% refund period	13-Sep-21	18-Jan-22
End of 50% refund period	27-Sep-21	1-Feb-22
Examination Dates		
Start of the examination period	9-Dec-21	14-Apr-22
End of examination period	22-Dec-21	29-Apr-22

Last Updated: September 9, 2021.

NOTE: Check the University of Regina website in case schedules have been revised. https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/academic-schedule.html

8. Academic Advising

THE UNIVERSITY OF REGINA AND FLEXIBLE LEARNING DIVISION

As a student, you 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 Toll Free: 1-800-667-7282	306-359-1226	campion.registrar@uregina.ca
Career and Professional Development, CCE	306-585-5807	CCE.StudentServices@uregina.ca
Education Toll Free: 1-877-813-3111	306-585-4537	education@uregina.ca
Engineering & Applied Science	306-585-4734	engg@uregina.ca

First Nations University of Canada
 	
Regina Students
   Northern Students
	306-790-5950 ext. 3127
	
	306-931-1800 ext. 5475
	   306-765-3333 ext. 7501
		info@firstnationsuniversity.ca

Graduate Studies & Research	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	etudiants@uregina.ca
Luther College	306-585-5444	Luther.Registration@uregina.ca
Media, Art, and Performance	306-585-5570	media.art.performance@uregina.ca
Nursing Regina Nursing Saskatoon Toll Free: 1-855-830-3300	306-337-3300 306-659-4770	nursing@uregina.ca
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
Advising and Career Education	306-585-4899	academic.advising@uregina.ca

Online, LIVE, Blended.......

Remember that you can study *anytime*, *anywhere*! Happy Studying!

Online, LIVE, Blended, Nights, Saturdays, Early Mornings,

Brought to you by:

University of Regina

Flexible Learning Division
Centre for
Continuing Education

9. My Audio is Not Working on computer/iOS/ Android

Click the link below if you have audio issues on the computer

https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio

Click on the below link if you have problems on the phone
  https://support.zoom.us/hc/en-us/articles/204484835-My-Audio-is-Not-Working-on-iOS-or-Android