

Instructor Guide

Instructor Guide

UNIVERSITY OF REGINA, FLEXIBLE LEARNING DIVISION

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THE UNIVERSITY OF REGINA, FLEXIBLE LEARNING DIVISION
REGINA



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Welcome to the Flexible Learning Instructor Guide!


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



The Flexible Learning Division prepared this guide to help instructors get access to all the necessary resources needed from one place.

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.

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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 email flexible.learning@uregina.ca or ur.live@uregina.ca if you have any questions.

PART I

CONTACT INFORMATION

In this Chapter, you will find Flexible Learning Division, Regional Colleges, and Academic Advising contact information.

Contact Information

- [Flexible Learning, Off-Campus & Regional Colleges](#)
- [Faculties and Departments](#)

I. Contact Information

Contact Information

3737 Wascana Parkway

Regina, SK S4S 0A2

Email: flexible.learning@uregina.ca

Phone: 306-585-5804

Flexible Learning Division Admin Staff Members

Division Head	Willadell Garreck	willadell.garreck@uregina.ca	306-585-5897
Program Manager	Terri Allard	terri.allard@uregina.ca	306-585-5781
Program Coordinator	Tanisha Khan	tanisha.khan@uregina.ca	306-585-5836
Program Analyst	Tehra Nagy	tehra.nagy@uregina.ca	306-585-5774
Support Services Specialist	Seba Abdulkareem	saba.abdulkareem@uregina.ca	306-585-5804
Support Services Specialist	Stacey Leader	stacey.leader@uregina.ca	306-585-5732

<p>Co-op Student</p>	<p>Patricia.Encarnacion@uregina.ca</p>
<p>Patricia Encarnacion</p>	

Off-campus & Regional Colleges Contact Information

CARLTON TRAIL COLLEGE	1-800-667-2623	information@carltontrailcollege.com	www.carltontrailcollege.com
CUMBERLAND COLLEGE	Sabrina Lebel (306) 752-8109	slebel@cumberlandcollege.sk.ca	laurat@greatplainscollege.ca
GREAT PLAINS COLLEGE	Laura Thibault (306) 778- 5495	laurat@greatplainscollege.ca	www.greatplainscollege.ca

NORTHWEST COLLEGE	Tracey Conrad (306) 234 5100	tracey.conrad@northwestcollege.ca	www.northwestcollege.ca
NORTHLANDS COLLEGE	Kory Morvik 306-425-4314	morvik.kory@northlandscollge.sk.ca	Northlands College - Find your North
PARKLAND COLLEGE	Shanley Allard 306-786-7338	s.allard@parklandcollege.sk.ca	www.parklandcollege.sk.ca

SOUTHEAST COLLEGE	<p>306-848-2518</p> <p>Jody Holzmilller</p>	<p>jholzmilller@southeastcollege.org</p> <p>www.southeastcollege.org</p>
UNIVERSITY OF REGINA-FACULTY OF SOCIAL WORK- SASKATOON CAMPUS	<p>306-664-7376 (306) 664-7370</p> <p>Carolyn D. Tran</p>	<p>carolyn.tran@uregina.ca</p> <p>www.uregina.ca/socialwork</p>

Other Contact Information

LIVE-Streamed Support	Seba Abdulkareem	ur.live@uregina.ca	306-585-5804
Online Support	Tanisha Khan	ur.online@uregina.ca	306-585-5836
Central Business Services: Reimbursement of Expenses	Main Office	cbs.cce@uregina.ca	306-585-5720

2. Faculties and Departments

Please contact your faculty or department for academic matters and concerns.

Faculty of Business Administration		
Offices/ Departments	Associate Dean & Department Heads	Contact Info
Associate Dean, Research & Graduate Programs	Dr. Eman Almehdawe	E-mail: Business.AD.Levine@uregina.ca Phone: 306-585-4728
Associate Dean, Undergraduate Programs	Dr. Morina Rennie	E-mail: Business.AD.Hill@uregina.ca Phone: 306-585-4715

Faculty of Arts		
Offices/ Departments	Associate Dean & Department Heads	Contact Info
Associate Dean, Undergraduate Programs	Dr. Tobias Sperlich	E-mail: Arts.AssocDean-UG@uregina.ca Phone: 306-585-4137
Anthropology	Dr. Susanne Kuehling	E-mail: susanne.kuehling@uregina.ca Phone: 306-585-4195
Economics	Dr. Monika Çule	Email: Monika.Cule@uregina.ca Phone: 306-585-4708
English	TBD	Email: Head.English@uregina.ca
Gender, Religion, and Critical Studies	Dr. Claire Carter	Phone: 306-585-5128
Geography and Environmental Studies	Dr. Julia Siemer	E-mail: Julia.Siemer@uregina.ca Phone: 306-585-4405

Faculty of Arts		
Offices/ Departments	Associate Dean & Department Heads	Contact Info
History	Dr. Philip Charrier	Email: Philip.Charrier@uregina.ca
International Languages	Dr. Ian Coulson	E-mail: Ian.Coulson@uregina.ca Phone: 306-585-4113
Justice Studies	Dr. Stuart Wilson	E-mail: js.head@uregina.ca Phone: (306) 585-4038
Philosophy and Classics	Dr. David Elliott	Email: David.Elliott@uregina.ca
Politics and International Studies	Dr. Eldon Soifer	E-mail: eldon.soifer@uregina.ca Phone: 306-585-4301
Psychology	Dr. Jeff Loucks	Email: Psyc.Head@uregina.ca Phone: 306-585-4033
Sociology and Social Studies	Dr. Rozzet Jurdi-Hage	E-mail: Rozzet.Jurdi@uregina.ca Phone: 306-585-4196

Faculty of Education		
Office	Associate Dean and Chairs	Contact Info
Associate Dean, Faculty Development and Human Resources	Dr. Alayne Armstrong	E-mail: Alayne.Armstrong@uregina.ca Phone: 306-585-5353
Education Core Studies	Dr. Audrey Aamodt	E-mail: Audrey.Aamodt@uregina.ca Phone: 306-585-4518
Elementary Education Program	Dr. Michael Cappello	E-mail: Michael.Cappello@uregina.ca Phone: 306-585-4606
Educational Technology	Dr. Cristyne Hébert	E-mail: Cristyne.Hebert@uregina.ca Phone: 306-585-4625
Arts Education Program	Denise Morstad	E-mail: Denise.Morstad@uregina.ca Phone: 306-585-4522
Secondary Education Program	Dr. Gale Russell	E-mail: Gale.Russell@uregina.ca Phone: 306-585-4510
Gabriel Dumont Research Chair in Métis/Michif Education	Dr. Melanie Griffith Brice	E-mail: Melanie.Brice@uregina.ca Phone: 306-585-5142

Faculty of Engineering and Applied Science

Offices	Associate Dean and Program Chairs	Contact Info
Associate Dean, Academic	Dr. David deMontigny	E-mail: engg.ada@uregina.ca Phone: 306-337-2277
Software Systems Engineering	Dr. Craig M. Gelowitz	E-mail: craig.gelowitz@uregina.ca Phone: 306-585-4733
Energy Systems Engineering	Dr. Na (Jenna) Jia	E-mail: Na.Jia@uregina.ca Phone: 306-337-3287
Industrial Systems Engineering	Dr. Golam Kabir	E-mail: golam.kabir@uregina.ca Phone: 306-585-5271
Electronic Systems Engineering	Dr. Paul Laforge	E-mail: paul.laforge@uregina.ca Phone: 306-585-5305
Environmental Systems Engineering	Dr. Peng Wu	E-mail: Peng.Wu@uregina.ca Phone: 306-585-4309

La Cite		
Office	Associate Dean	Contact Info
Associate Dean, Academic and Research	Dr. Sophie Gaudet	E-mail: sophie.gaudet@uregina.ca Phone: 3063373226

Faculty of Kinesiology	
Dean	Contact Info
	E-mail: khs.ug-assocdean@uregina.ca

Media, Art, and Performance (MAP)

Offices/ Departments	Dean & Department Heads	Contact Info
Dean	David Dick	E-mail: MAP.Dean@uregina.ca Phone: 306-585-5510
Visual Arts	David Garneau	E-mail: david.garneau@uregina.ca Phone: 306-585-5615
Music	Melissa Morgan	E-mail: melissa.morgan@uregina.ca Phone: 306-585-5538
Film	Michael Rollo	E-mail: mike.rollo@uregina.ca Phone: 306-585-4569/4948
Theatre	Kathryn Bracht	E-mail: kathryn.bracht@uregina.ca Phone: 306-585-5590

Faculty of Nursing		
Offices/ Departments	Associate Dean	Contact Info
Associate Dean, Undergraduate Programs	Dr. Karen Lehmann	E-mail: nursing.assocdean.ug@uregina.ca

Faculty of Science		
Office/Department	Associate Dean	Contact Info
Associate Dean, Academic	Dr. Richard Manzon	E-mail: science.ada@uregina.ca
Biology Department Head	Dr. John Stavriniades	Email: John.Stavriniades@uregina.ca
Chemistry and Biochemistry Head	Dr. Renata Raina-Fulton	Email: chembiochem.office@uregina.ca
Computer Science Head	Dr. Orland Hoeber	Email: CS.Head@uregina.ca
Geology Head	Dr. Renata Raina-Fulton	Email: geol.head@uregina.ca
Mathematics and Statistics Head	Dr. Remus Floricel	Email: mathstat.head@uregina.ca
Physics Head	Dr. Zisis Papandreou	Email: Physics.Head@uregina.ca

3. Information Services

Information Services provides computing, audio-visual, and printing services to the University of Regina. They are committed to providing sustainable and high-quality technology infrastructure and support service to the University, adhering to the agreed set of standards and expectations within the University community, and equitably balancing expectations to the resources made available by the University.

Finding IS important links

To contact IT support for technology related problems, please click [here](#).

Common Account Issues

[Activate/Re-Activate account](#)

[Change Password](#)

[Find Username & Password](#)

[Forgot Password for uregina.ca username](#)

[Forgot PIN for UR Self-Service](#)

[Diagnose Account Problems](#)

Other Resources

[Downloads](#)

[FILR Access](#)

[UR Courses](#)

[UR Self-Service](#)

[Webmail](#)

[Wireless Setup](#)

PART II
ESSENTIALS

4. Key Dates and Deadlines



2023-2024 Academic Schedule

08-Jun-22

Term Information:	Spring/Summer 2023								Fall 2023	Winter 2024
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	3-May-23	3-May-23	3-May-23	3-May-23	3-May-23	3-May-23	3-May-23	3-May-23	30-Aug-23	8-Jan-24
End of term	26-Aug-23	26-Aug-23	26-Aug-23	26-Aug-23	26-Aug-23	26-Aug-23	26-Aug-23	31-Jul-23	21-Dec-23	29-Apr-24
Class Dates										
Start of classes	3-May-23	3-May-23	5-Jun-23	3-May-23	4-Jul-23	1-Aug-23	4-Jul-23	3-May-23	30-Aug-23	8-Jan-24
End of classes	21-Aug-23	25-May-23	26-Jun-23	19-Jun-23	25-Jul-23	23-Aug-23	17-Aug-23	31-Jul-23	5-Dec-23	12-Apr-24
Examination Dates										
Start of examination period	24-Aug-23	29-May-23	29-Jun-23	22-Jun-23	28-Jul-23	26-Aug-23	21-Aug-23	2-Aug-23	8-Dec-23	16-Apr-24
End of examination period	26-Aug-23	29-May-23	29-Jun-23	26-Jun-23	28-Jul-23	26-Aug-23	24-Aug-23	9-Aug-23	21-Dec-23	29-Apr-24
Tuition and Fee Payment Dates										
Due date for tuition and fee payment	3-May-23	3-May-23	5-Jun-23	3-May-23	4-Jul-23	1-Aug-23	4-Jul-23	3-May-23	30-Aug-23	8-Jan-24
End of penalty-free payment period	7-Jun-23	31-May-23	30-Jun-23	31-May-23	31-Jul-23	31-Aug-23	31-Jul-23	31-May-23	27-Sep-23	2-Feb-24
Class Add/Drop Dates										
End course-add period	18-May-23	4-May-23	6-Jun-23	9-May-23	5-Jul-23	2-Aug-23	10-Jul-23	16-May-23	13-Sep-23	19-Jan-24
End of no-record drop period	18-May-23	4-May-23	6-Jun-23	9-May-23	5-Jul-23	2-Aug-23	10-Jul-23	16-May-23	13-Sep-23	19-Jan-24
End of grade-of-W drop period	18-Jul-23	17-May-23	19-Jun-23	5-Jun-23	18-Jul-23	16-Aug-23	2-Aug-23	4-Jul-23	15-Nov-23	15-Mar-24
Tuition and Fee Refund Dates										
End of 100% refund period	18-May-23	4-May-23	6-Jun-23	9-May-23	5-Jul-23	2-Aug-23	10-Jul-23	16-May-23	13-Sep-23	19-Jan-24
End of 50% refund period	7-Jun-23	9-May-23	8-Jun-23	16-May-23	10-Jul-23	8-Aug-23	17-Jul-23	30-May-23	27-Sep-23	2-Feb-24

Last Updated: Feb 15, 2023.

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>

5. Responsibilities of Instructors

The **instructor responsibilities** are found under 'Academic Regulations' on page 56 of the UofR [Academic Calendar](#).

All correspondence pertaining to student matters must be communicated through a University of Regina email address. All faculty and university related emails will be sent to your University of Regina email address. This email address is also used to notify you of course cancellations and other important information. If you choose not to use this email, you must have it forwarded to an email account you use.

By the first class, all instructors should be able to access the class lists through [DOME \(Dynamic Online Mark Entry\)](#), formerly known as Web Mark Entry.

You can also access class lists under participants on [UR Courses](#). If you are not able to access DOME, please contact your home faculty or department.

Remind your students that if they are not properly registered, they will not receive a grade for the course!

Important Note

CCE takes seriously its responsibility to provide students with the classes, seminars, and practice sessions for which tuition/fees is charged. It also seeks to minimize the inconvenience class cancellations impose on students who may travel from a distance to attend class or may have made childcare or eldercare arrangements in order to attend class. While occasional class cancellations certainly can occur because of an instructor's/contracted staff's illness or family emergency, teaching staff should do all they can to:

- Keep class cancellations to a minimum;
- Provide the earliest possible notice of any class cancellation;
- Arrange, whenever possible, for a substitute instructor so that classes are held as scheduled;
- Arrange make-up classes as necessary.

Please notify Flexible Learning at 306-585-5804 or Flexible.Learning@uregina.ca as soon as you cancel a class.

Students registered at the University of Regina are expected to behave responsibly and with propriety and are expected to abide by the policies and regulations of the University of Regina. When students fail to meet these expectations, the University reserves the right, under the University of Regina Act, to take whatever action it deems warranted by students' misconduct. The University will concern itself with misconduct including – but not limited to – the following examples:

Academic Misconduct

i) Cheating: This includes but is not limited to dishonest or attempted dishonest conduct at tests or examinations, in which use is made of books, notes, diagrams or other aids not authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.

ii) Plagiarism: This includes but is not limited to the presentation or submission of the work of another person, without citation or credits, as the student's own work. Plagiarism is that form of academic dishonesty in which one person submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others; however, whenever such thoughts or writings are used in students' work, the author and source must be clearly acknowledged through footnotes, endnotes, or other accepted practices. Substantial plagiarism exists when there is no recognition given to the author for phrases, sentences, thoughts, code, or arguments incorporated in written work or software.

Complete plagiarism exists when a whole essay or piece of software is copied from an author, or composed by another person and presented as original work. Unless prior approval has been obtained, a similar situation is created when the same essay or software is submitted for credit in more than one course. All forms of academic dishonesty, including misrepresentation in essay work, are considered serious offences within the University community.

Disruption of Instructional Activities

This includes student conduct which makes it difficult or impossible to proceed with scheduled lectures, seminars, laboratory sessions, discussion group meetings, and related activities, and with examinations, tests or use of library facilities.

Damage to Property and Assaults on Individuals

This includes student conduct which leads to damage to or theft of university property or the personal property of members of faculty and staff, or of fellow students. It also includes assaults on any member of the University community. For more information on Student Accountability, please refer to the University of Regina Undergraduate Calendar, available online at:

<https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/index.html>

The purpose of this policy is to support a respectful workplace and learning environment through the prevention and swift resolution of harassment and discriminatory incidents.

This policy focuses upon the rights and obligations set out in The Saskatchewan Human Rights Code. It also covers certain anti-harassment obligations set out in The Occupational Health and Safety Act, 1993. Managers, employees and students of the University of Regina are expected to take all complaints of harassment seriously.

The University will implement, maintain, promote and further develop this policy in order to promote a productive and respectful workplace and to prevent and stop harassment.

This Policy covers:

- Harassment
- Personal Harassment or Bullying
- Discrimination
- Systemic discrimination

This policy applies to members of the University, which includes:

1. employees (faculty, staff and student employees),
2. students,
3. all people who teach and conduct research at the University, and
4. all members of university committees (including the Senate and Board of Governors).

Third parties are expected to conduct themselves in a manner consistent with this policy. Compliance with this policy shall be deemed to be an implied term of all contracts and agreements with the University and is a condition of access to the University.

Key Takeaways

- This policy focuses upon the rights and obligations set out in The Saskatchewan Human Rights Code.
- It also covers certain anti-harassment obligations set out in The Occupational Health and Safety Act, 1993.
- For more information, please refer to the [Respectful Policy](#).

6. Textbooks

Please contact your faculty or department office as soon as possible to order your textbook(s) or to indicate a textbook does not need to be ordered. **A requisition must be entered whether or not you order a text(s).**

The University of Regina Bookstore is located in Room 138, College West Building.

Students can access their textbook list and purchase textbooks online [here](#).

Northland College

- 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)


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

7. UR Self-Service and UR Courses

Using UR Self-Service, instructors can:

- Access personal information
- Access pay information and tax forms
- Access offer letters



[HELP](#) [EXIT](#)


User Login

Enter your **User ID/staff/student NUMBER**, (consisting of nine digits) and **PIN** (minimum of eight digits) below, then select "Login". If this is the first time you will access UR Self-Service, click on the Help button near the top, right side of this page for more information.

** If a student has granted you access to their financial records, as an authorized user through the on-line payment system, please select the "Authorized User Login" link at the bottom of this page. **

**** After five failed attempts to login your account will be locked. ****

*** UR Self-Service will be unavailable Wednesday, February 15, 2023, from 9:00 p.m. to 11:00 p.m., due to Planned Maintenance ***

 When you are finished using **UR Self-Service**, please **Exit** (top, right corner) and close your browser to protect your privacy.

- If you have **forgotten your PIN** please enter your **User ID** and then click the "Forgot PIN?" button.
- If you would like to **reset your PIN** please [Click here](#)

User ID:

PIN:

[Authorized User Login](#)

RELEASE: 8.9.1.3

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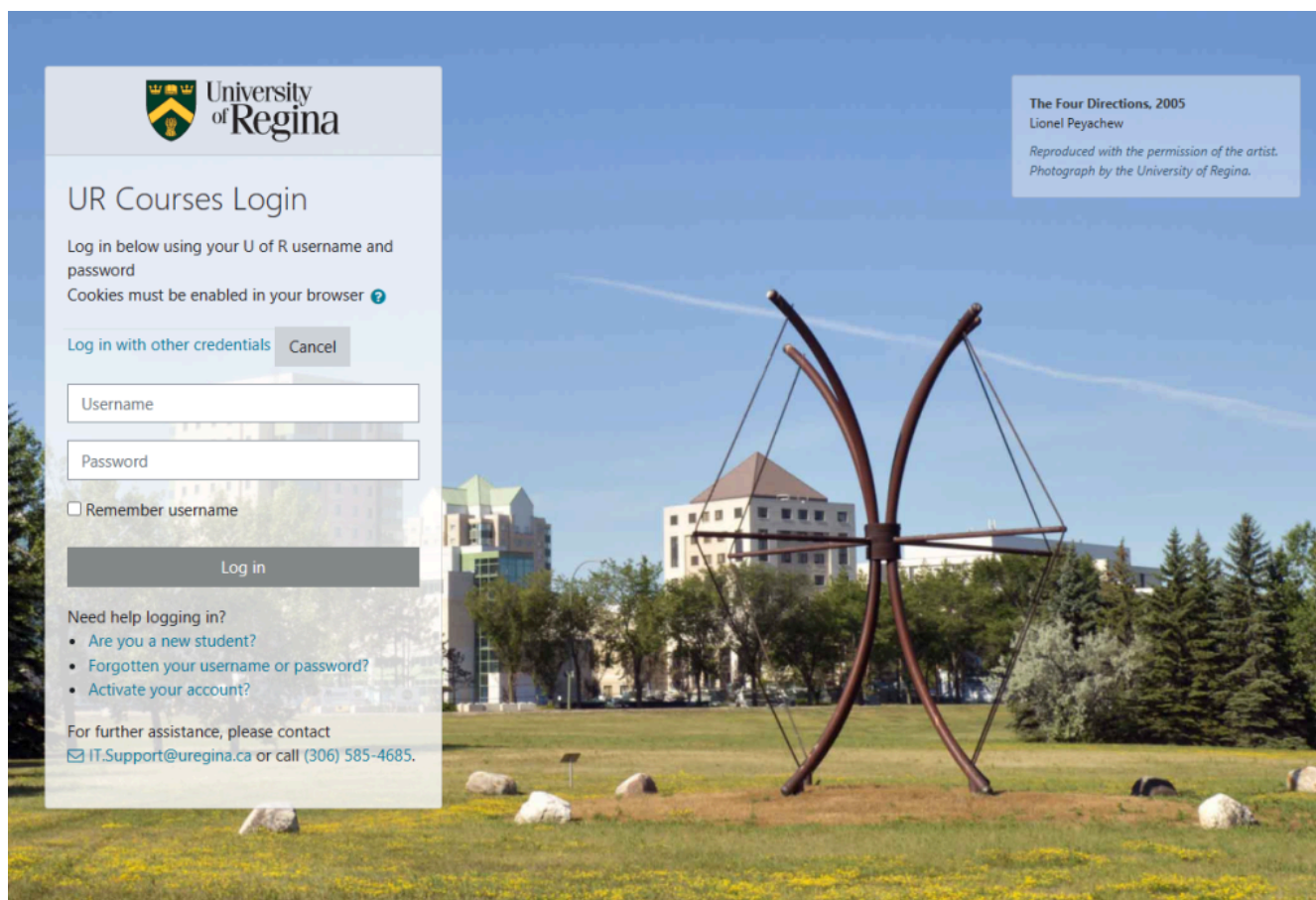
As an instructor you will be given a University of Regina email account. Instructors who wish to use UR Courses must complete the faculty request form on the UR Courses website to request access.

Directions on how to complete the request form can be found [here](#).

Information including the Course Request Form, Instructor Guides and Training can be found [here](#).

Manuals for UR Courses are available at [here](#).

Resources and support can be found [here](#)



8. Student Accessibility



University Administration and Faculty

At the beginning of each semester, instructors are expected to ask students with disabilities to contact them to discuss the relevant supports listed in their individual Accommodation Letters. All communication with students with disabilities should be private and confidential.

The following paragraphs should be included in the course syllabus:

“The Centre for Student Accessibility upholds the University’s commitment to a diverse and inclusive learning environment by providing services and supports for students based on disability, religion, family status, and gender identity. Students who require these services are encouraged to contact the Centre for Student Accessibility to discuss the possibility of academic accommodations and other supports as early as possible. For further information, please email accessibility@uregina.ca.”

Centre for Student Accessibility

Students who require special supports in class or for writing exams, are able to obtain accommodations through the Centre for Student Accessibility (CSA), using an online system, known as *Accommodate* – only the student and the instructor have access to this software.

This program allows both students and instructors to view and apply for additional accommodations, submit letter requests and alternate format requests all through an [online portal](#).

Please see the following links for both an [instructor](#) and [student](#) guide on how to use Accommodate. There is also a short [video](#) showing students how to navigate the system. These resources are also available in Accommodate under the “Resources” tab. Requests for Accommodations for Regina Students

Note: Instructors may receive a student Accommodation Letter from the CSA at any point throughout the term.

Requests for Accommodations for:

a) Regina Students

All arrangements for exam accommodations approved by the Centre for Student Accessibility will be arranged by the Test Centre.

The instructor at the Regina Campus does not need to contact the SW Student Services office or provide them with a copy of the student accommodation letter, unless they need help implementing a particular accommodation in the classroom (i.e., provide a padded chair, etc.) or there are special circumstances. Accommodations for exams will be discussed and agreed upon between the student and the instructor and subsequently, space can be booked within the Accommodations Test Centre by accessing the [Accommodate system](#).

b) Saskatoon Students

All arrangements for accommodations approved by the Centre for Student Accessibility will be arranged by the instructor, with assistance of Accessibility Advisor if required. **The Accessibility Advisor is Chrystal Herrem.**

Once the student and instructor have connected and the details confirmed, the instructor can determine if she/he can cover the accommodations or if Chrystal's support is required. To request Chrystal's support, please send an email to sw.studentservices@uregina.ca

c) Distance Students

All arrangements for accommodations approved by the Centre for Student Accessibility are arranged between the student and the instructor. The instructor can make arrangements directly with the location the class is being taught as each location may have different protocol in place.

Note: The Accommodations Test Centre is not available for students located outside of Regina.

Contact Information

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

PART III

REIMBURSEMENT OF EXPENSES

9. Travel Authorization & Reimbursement

Employees or other individuals may be required to travel on university business. The University has processes in place to accommodate University-related travel in the most cost-effective manner and to reimburse personally incurred travel expenses. Travel must be approved in advance by the budget authority for the account the travel will be charged to.

This policy outlines the University's position on University travel, including travel related to research grants, University contracts, prospective employees, and visiting speakers or lecturers, etc. This policy applies regardless of whether the travel is charged to an operating account, a research account or any other account administered by the University.

Note that researchers need to be aware of the particular restrictions of their grant or contract and need to follow the regulations pertaining to those agreements in addition to the University regulations.

For more information about travel policy click [here](#).

The travel authorization form must be submitted prior to travel. Only one form is required for the semester, and must be signed and submitted before your travelling begins. Completing and submitting this form provides an extra level of insurance.

The travel authorization request and Reimbursement related forms can be found [here](#).

Please visit [UR Source](#) for more information on these topics:

- Travel and Reimbursement Q&A
- Cash Advances
- Allowable Travel Expenses
- Travel Per Diem Schedule
- Executive Travel Transparency and Travel Account Codes
- Non-Travel Expenses Incurred Personally
- Reimbursement Claim Form and Instructions

Travel expense claims may be submitted monthly or altogether at the end of the semester to:

Central Business Services, CCE

CBS.CCE@uregina.ca

University of Regina

Regina, SK S4S 0A2

If you have questions regarding reimbursement claims, you can contact the Miscellaneous Disbursement Clerk at: reimbursement.claim@uregina.ca

Exceptions

The only exception is **out-of-scope** employees with a pay grade of 10 or higher, who do not have to complete the form since they **have 24 hour** insurance coverage.

10. Claiming Expenses

Claiming expenses

Expenditures must be charged to the University's fiscal year to which they pertain. The University's fiscal year end is **April 30**. All claims for reimbursement of expenditures incurred up to April 30 must be submitted to Financial Services by the third business day after April 30. There is no obligation for the University to reimburse claims received after the third business day in May for expenses incurred prior to April 30. In addition, certain federal granting agencies have March 31 fiscal year ends. For expenditures being claimed for reimbursement from those grant funds, claims for reimbursement of expenditures incurred up to March 31 must be submitted to Financial Services by the third business day after March 31.

Hotel

Indicate the actual hotel expenses paid including all taxes in the first column. Indicate amount of GST paid in the fourth column. The actual itemized paid hotel bill must be attached to the travel claim.

Meals

Travelers may claim the lesser of reasonable and actual meal costs. Actual meal costs must be supported by paid receipts and must be reasonable. The University has established per diem amounts for reimbursement of meals while traveling which are considered reasonable without presentation of paid receipts. The per-diems are the maximum allowed to a traveler if unsupported by receipts; if actual expenditures are less, the lesser amount must be claimed.

Mileage

If you fill in the reimbursement claim form online, the amounts will auto-fill once you've added the kilometers or manually enter kilometers in box and amount will be calculated at Central Business Services.

Bus and Taxi

Please include original receipts or ticket stubs.

If these expenditures are necessary, you will be reimbursed by including them on your reimbursement claim. Original itemized (not debit/credit card receipt totals) receipts must be attached for all hotel and meal expenses. Some hotels have reduced rates for university personnel. Please check with the hotel when you register and indicate that you work for the University of Regina. You will be required to pay GST on most travel expenses, including hotel, meals, mileage, and taxi, and then claim reimbursement from the university. Please ensure that the GST registration number appears on your receipt.

Other Expenses

If you find it necessary to incur other expenses, please notify Central Business Services, CBS.CCE@uregina.ca/306-585-5720.

PART IV
EXAMINATIONS

II. Exams Regulations

Please view '**Academic Regulations**' on page 56 of the UofR [Academic Calendar](#) to find information regarding:

- Exam Scheduling
- Exam Types
- On-site Exam regulation
- Online invigilated/supervised exam regulations
- Cancellation of Exam papers
- Invigilation of Final Exams for Remote, Online, and Off-campus Courses
- Deferral of Final Exams or Course Work


12. Faculty Exam Resources

The Registrar's Office has developed exam invigilator guides for faculty.

Exam Invigilation

[Exam Invigilation Workshop](#) 

If you are invigilating an exam in a classroom, please use this guide:

[Exam Invigilation Guide \(Classroom Exams\)](#) 

Exam Security Protocol

To learn more about our exam security protocol, refer to this document:

[Exam Security Protocol](#) 

Exam Incident Report

[Exam Incident Report](#) 

[Exam Incident Report](#) 

PART V
GRADES

13. DOME & Grades

During the first six hours of instruction of any course, the instructor is required to provide students with a written statement of the general basis of evaluation.

There is no Council regulation regarding the amount the final examination mark must count toward the final grade received; however, the final examination is normally a significant proportion of the final grade. **The instructor should discuss** this matter with the **Head of Department**.

DOME (Dynamic Online Mark Entry)

DOME is a new mark entry system that retains the same functionality as Web Mark Entry but greatly improves the underlying infrastructure and provides a more modern user interface. It enables faculty members to:

- view courses assigned,
- view class rosters,
- and enter/submit final grades for approval.

All historical information has been migrated to DOME so that you are able to view previous terms/years.

For more information about DOME visit [The Registrar's Office Page](#) to access login, the DOME instructor manual, grade information, submission due dates, and other information.

DOME manuals are located within the DOME – Help menu.

For assistance with UR Courses, either visit the UR Courses web page or contact IT Support at 306-585-4685.

To ensure that an instructor is correctly entered on the system, the following information is necessary:

- first and last name and middle initial,
- date of birth,
- and complete mailing address.

As an instructor, only assign grades listed below:

Percentage Values (00% – 100%)

AG – Aegrotat Standing

AU – Audit, no credit

IP – In Progress (first semester of two-semester class) C – Credit

N – No Credit

P – Pass Standing

F – Failure

NP – No Paper (Failing Grade – follow rules)

Grades NOT to be assigned by instructors:

- IN-Incomplete
- DE-Deferred
- NP-No Paper
- W-Withdrew from Course

If you find it necessary to assign a grade **different** from that which was **originally** assigned and approved on DOME,

you must then use an official [Grade Change Form](#) (contact your department or faculty office). The Grade Form must be signed by the Department Head and Dean of the faculty. It will then be forwarded to the Registrar's Office to be officially changed. If you are unsure about what grade to assign, please read the section on 'Grading System' and consult with your department head or dean.

Note that only the current official Grade Change Form will be accepted.

Courses not listed on the final examination timetable must have grades submitted by the dean/designate of the faculty, federated college, or academic unit offering the course to the Registrar's Office no later than 10 calendar days (not including Sunday and statutory holidays) after the start of the final examination period.

For more information on Grade Entry and Dome, please visit this link: [Grade Entry & DOME | Registrar's Office, University of Regina \(uregina.ca\)](#)

DOME inquiries

Registrar's Office

Phone: (306) 585-4173

E-mail address UofR.Grades@uregina.ca

[Registrar's Office Page](#)

14. Informal and Formal Reassessment of Grades

Students have the right to request the reassessment of any grade, including a grade in a practicum course.

While the course is in progress

A student who disagrees substantively with the grading of a piece of term work may ask the instructor to regrade it. If the grade is lowered or remains the same, the student may appeal to the head of the department offering the course (or, in non-departmentalized faculties, to the dean or designate).

When the course is finished

- **Informal Reassessment**

A disagreement over a final grade should first be discussed with the instructor. The instructor will review the grading records and, if an error is found, the grade will be changed accordingly. A student who is unable to contact the instructor should contact the department head.

- **Formal Reassessment**

If informal discussion fails to resolve the disagreement, the student may formally appeal for reassessment by submitting the following to the Registrar's Office:

1. a completed Reassessment of Final Grade form which may include a letter requesting reassessment;
2. the fee for reassessment (the fee will be refunded if the grade is raised by at least 5% as a result of the reassessment);
3. the original (graded) copy of all term work.

The Registrar's Office sends the materials to the head of the department offering the course (or, in non-departmentalized faculties, to the dean or designate). The reassessment is first made by the original instructor, if available. If this does not result in a higher grade, a reassessment is made by one or, if possible, two other instructors in the same discipline. The department head, dean, or designate advises the Registrar's Office of the result of the reassessment, and the Registrar's Office notifies the student. A student who is unsatisfied with the result of the reassessment may discuss the matter with the Associate Vice-President (Student Affairs), Dr. William Riddell Centre Room 251, telephone (306) 585-4743, who will advise the student if there are any avenues for further appeal.

Deadline for Requesting a Reassessment

Formal requests for reassessment must be initiated by the student **within 6 weeks** of the date that the grade is posted to his or her web record.

PART VI

UNIVERSITY LIBRARY

Important Copyright Information

The use of copyright protected works is a regular part of research, teaching, and learning. The University of Regina and its federated colleges encourage all members of the university community to ensure that in the exercise of their user rights, the rights of creators are also respected in accordance with the Copyright Act. It is the responsibility of each individual to ensure compliance with the Copyright Act as well as university policies, guidelines, and licensing agreements.

Please visit the [University of Regina's Copyright website](#)

General Copyright Questions:

E-mail: copyright@uregina.ca

Phone: [306-585-4642](tel:306-585-4642)

15. Off-Campus and Electronic Library Services

Electronic Library Services

When you access electronic library resources off campus, you will reach [this authentication page](#). Login with your [University of Regina username and password](#).

Existing faculty, staff, and sessionals who are having difficulty accessing online library materials are encouraged to confirm their login credentials using the IS account diagnostic portal before contacting library staff. The portal is available [here](#).

For **New sessional, staff, or faculty member**, the faculty or unit will need to request that IS set up your uregina.ca username/password and credentials.

[Off Campus Access FAQs](#)

Archer Library Administration Office

Dr. John Archer Library and Archives
University of Regina
3737 Wascana Parkway, LY 610

Regina, SK S4S 0A2

Phone: [+1.306.585.4295](tel:+13065854295)

Email: archer.admin@uregina.ca

Off-Campus Library Services

A UofR Library service that delivers library materials to your home- free for eligible students and faculty.

You can find all information about Off-Campus Library Service by clicking [here](#).

For information about requesting items, or materials being mailed to you:

Email: library.help@uregina.ca

Archer Library, University of Regina

3737 Wascana Parkway,

Regina, SK S4S 0A2

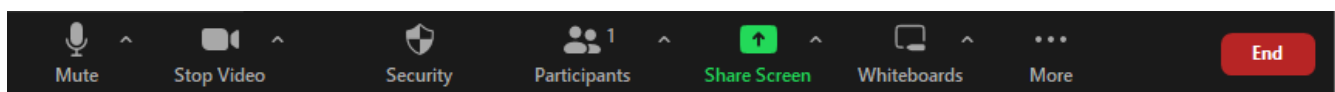
PART VII

REMOTE TEACHING RESOURCES

16. Zoom and ProctorTrack

Tips before starting class:

- Join with your camera off and your audio muted. If you unmute yourself at any time, please remember to re-mute after speaking.
- Avoid the echo! If you have the option, please use headphones or a headset. If you are on the phone, please turn your computer speakers all the way down. We can get an echo when the phone picks up your computer audio.
- You can view the control panel by hovering your mouse at the bottom of the screen. On the control panel, you can view Participants, Polls, Chat, Share Screen, Record, Captions, Breakout Rooms, etc.



Tips on dealing with background noise from unmuted phone:

- Identify the phone that is the possible culprit.
- Universally mute people if you have that control.
- You might have to stop the speaker and mute everyone and then unmute the speaker with this option.
- Ask everyone to mute their phones or devices.

Suggestions on using PowerPoints:

- Leave visuals on the screen for a longer time than you would in a face-to-face class. It may take more time for students to view and read the material on the screen.
- Use high contrasting colors for slide backgrounds and text – Light print color text on a dark background. (i.e. white with black text or blue background with white text).
- Purposely leave some words out the slides so students need to attend class and take notes.
- Post a PowerPoint recording with audio and/or PowerPoint file without audio to UR Courses for student review.

Remote Proctoring:

The University of Regina has recently purchased a license to the ProctorTrack remote proctoring platform, which provides a system for verifying identity, and monitoring timed remotely delivered exams administered via UR Courses. This remote proctoring option allows University of Regina students to continue with remote learning in the current environment. This remote proctoring tool will be only used for invigilating exams and investigating suspected academic misconduct cases.

General Questions and Answers:

Click [here](#)

17. Resources and Support

- [Resources](#)
- For instructors that are teaching LIVE-STREAMED courses, you can access a **LIVE-Streamed instructor guide** by clicking [here](#).
- [Support](#)
 - Zoom drop in sessions
 - URCOURSES ticket form
- [Regional College Instructor Orientation](#)

Regional College instructors will be given access to this course where they can access the remote teaching resources above, see sample activities like assignments, quizzes and forums and post questions to a forum

- [Zoom Virtual Backgrounds](#)
If using a virtual background on Zoom, objects will not appear beside or behind you.
- [Instructor and Student User Guides](#)

