

## 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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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](mailto:flexible.learning@uregina.ca)  
Phone: 306-585-5804

← Previous: Contact Information

Next: Colleges Contact Information →

Please email [flexible.learning@uregina.ca](mailto:flexible.learning@uregina.ca) or [ur.live@uregina.ca](mailto: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](mailto:flexible.learning@uregina.ca)

Phone: 306-585-5774

## Flexible Learning Division Admin Staff Members

|  |              |                             |              |
|--|--------------|-----------------------------|--------------|
| <b>Division Head</b>   | Terri Allard | Terri.allard@uregina.ca     | 306-585-5781 |
| <b>Program Manager (Acting)</b>  | Tehra Nagy   | Tehra.nagy@uregina.ca       | 306-585-5774 |
| <b>Communications and Liaison<br/>Coordinator &amp; Online Support</b> | Ola Rock     | ola.rock@uregina.ca         | 306-585-5836 |
| <b>Program Analyst</b>   | Tehra Nagy   | tehra.nagy@uregina.ca       | 306-585-5774 |
| <b>Support Services Specialist &amp;<br/>LIVE-Streamed Support</b>     | Kim Henkel   | kimberley.henkel@uregina.ca | 306-585-5804 |

|                             |               |                          |              |
|-----------------------------|---------------|--------------------------|--------------|
| Support Services Specialist | Stacey Leader | stacey.leader@uregina.ca | 306-585-5732 |
|-----------------------------|---------------|--------------------------|--------------|

## Regional Colleges & off-Campus Contact Information

| Regional College/<br>off Campus       | Coordinator                    | Phone                             | Email  | Notes  |
|---------------------------------------|--------------------------------|-----------------------------------|--|--|
| Great Plains                          | Keri-Lynn Hudec/Laura Thibault | 306-778-5484                      | kerilynnh@greatplains.ca or laurat@greatplainscollege.ca | Keri-Lynn will be taking over for Laura soon (date, sept 4, 2024)    |
| North West College                    | Olugbenga Adebawale            | 306-234-5108                      | Olugbenga.Adebawale@northwestcollege.ca                  |  |
| Northlands                            | Laura Nagy                     | 306-425-4314                      | nagy.laura@northlandscollege.sk.ca                       |  |
| Northlands                            | Azeem Syed                     |                                   | syed.azeem@northlandscollege.sk.ca                       |  |
| Southeast                             | Dean Loberg                    |                                   | DLoberg@southeastcollege.org                             |  |
| Southeast                             | Abbey Forseth                  |                                   | Aforesth@southeastcollege.org                            |  |
| Suncrest (Melfort)                    | Sabrina McNevin                | 306-873-3844                      | s.mcnevin@suncrestcollege.ca                             | Lmoskal@suncrestcollege.ca – From Dec 8, 2023 (Sabrina on Mat leave) |
| Suncrest (Yorkton)                    | Shanley Allard                 | 306-786-7334                      | s.allard@suncrestcollege.ca                              |  |
| UofR Social Work-<br>Saskatoon Campus | Carolyn D. Tran                | 306-664-7376<br>(306)<br>664-7370 | carolyn.tran@uregina.ca                                  |  |

## 2. Faculties and Departments

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

| Faculty/College                                  | Faculty Administrators                           | Email                                 |
|--|--|---------------------------------------|
| Arts   | Joni Borne                                       | Arts.Faculty.Administrator@uregina.ca |
| Business Administration                          | Anne Lauf  | Business.Administrator@uregina.ca     |
| Centre for Continuing Education (CCE)            | Leanne Wall                                      | Leanne.wall@uregina.ca                |
| Education  | Rochelle Fenwick                                 | Rochelle.Fenwick@uregina.ca           |
| Engineering                                      | Meigen Schmidt                                   | Meigen.Schmidt@uregina.ca             |
| Faculty of Media, Art, and Performance           | Lee Aument                                       | map.faculty.administrator@uregina.ca  |
| Johnson-Shoyama Graduate School of Public Policy | Sadia McInnes                                    | sadia.mcInnes@uregina.ca              |
| Kinesiology and Health Studies                   | Echo Ward  | echo.ward@uregina.ca                  |
| Nursing  | Sarina Wowchuk                                   | Sarina.Wowchuk@uregina.ca             |
| Science  | Vincent Ignatiuk                                 | science.fa@uregina.ca                 |
| Social Work                                      | Johnathan Calfat                                 | sw.faculty.administrator@uregina.ca   |
| Campion College                                  | Donna Soder – EA to Dean                         | campion.dean@uregina.ca               |
| Luther College                                   | Samia Nawreen – EA to Dean                       | Samia.Nawreen@uregina.ca              |
| La Cité universitaire francophone                | Marie-France Girardin – Administrative Assistant | marie-france.girardin@uregina.ca      |

| Faculty                  | Department                            | Department Head            | Contact                        |
|--------------------------|---------------------------------------|----------------------------|--------------------------------|
| ARTS                     | History                               | Dr. Philip Charrier        | Philip.Charrier@uregina.ca     |
| ARTS                     | Politics & International Studies      | Dr. Simon Granovsky-Larsen | PAIS.Head@uregina.ca           |
| ARTS                     | Psychology                            | Dr. Gordon J.G. Asmundson  | psyc.head@uregina.ca           |
| ARTS                     | Gender, Religion and Critical Studies | Dr. Kevin Bond             | Kevin.Bond@uregina.ca          |
| ARTS                     | Anthropology                          | Dr. Susanne Kuehling       | Susanne.Kuehling@uregina.ca    |
| ARTS                     | Economics                             | Dr. Monika Çule            | Monika.Cule@uregina.ca         |
| ARTS                     | English                               | Dr. Jason Demers           | Head.English@uregina.ca        |
| ARTS                     | Geography & Environmental Studies     | Dr. Emily Eaton            | GES.Head@uregina.ca            |
| ARTS                     | international Languages               | Dr. Ian Coulson            | Ian.Coulson@uregina.ca         |
| ARTS                     | Journalism                            | Dr. Gennadiy Chernov       | Gennadiy.chernov@uregina.ca    |
| ARTS                     | Justice Studies                       | Dr. Stuart Wilson          | js.head@uregina.ca             |
| ARTS                     | Philosophy and Classics               | Dr. Philip Charrier        | Philip.Charrier@uregina.ca     |
| ARTS                     | Sociology and Social Studies          | Dr. Henry Chow             | Henry.Chow@uregina.ca          |
| MEDIA, ART & PERFORMANCE | Creative Technologies                 | Dr. Charity Marsh          | charity.marsh@uregina.ca       |
| MEDIA, ART & PERFORMANCE | Film                                  | Micheal Rollo              | mapfh@uregina.ca               |
| MEDIA, ART & PERFORMANCE | Theatre                               | Kathryn Bracht             | MAP.Theatre.DH@uregina.ca      |
| MEDIA, ART & PERFORMANCE | Visual Arts                           | Robert Truszkowski         | MAP.VisualArts.Head@uregina.ca |
| MEDIA, ART & PERFORMANCE | Music                                 | Melissa Morgan             | melissa.morgan@uregina.ca      |
| SCIENCE                  | Biology                               | Dr. John Stavrinides       | biology.head@uregina.ca        |
| SCIENCE                  | Computer Science                      | Dr. Orland Hoeber          | CS.Head@uregina.ca             |
| SCIENCE                  | Mathematics and Statistics            | Dr. Remus Floricel         | mathstat.head@uregina.ca       |
| SCIENCE                  | Chemistry and Biochemistry            |                            |                                |
| SCIENCE                  | Earth Sciences                        | Leslie Robbins             | Leslie.Robbins@uregina.ca      |
| SCIENCE                  | Physics                               | Zisis Papandreou           | zisis.papandreou@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](#)

[UR Courses](#)

[UR Self-Service](#)

[Outlook \(email\)](#)

[Wireless Setup](#)



PART II  
ESSENTIALS



## 4. Key Dates and Deadlines

All important dates and deadlines are found on this U of R page.

## 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 (Outlook). 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.

For more information about Outlook, please visit: M365 Hub | University of Regina ([uregina.ca](http://uregina.ca))

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!**

### Class Cancellations

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](mailto: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>

## Respectful Policy

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.

### Textbooks 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


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

The screenshot shows the UR Self-Service portal. At the top is a green header with the University of Regina logo and the text "Welcome to UR Self-Service". Below the header are three tabs: "HOME", "STUDENT", and "EMPLOYEE". The "STUDENT" tab is selected. The main content area is divided into two columns. The left column has a "Student Menu" section with a description: "View the Course Catalogue; Course Schedule; your Academic record, and; charges & payments on your account." The right column has an "Employee Menu" section with a description: "Enter hours on time sheets; Request time off; View or change your benefits information; View your leave history or balances, job information, pay stubs, W-2 or T4 forms; Change your W-4 or TD1/TP-1015.3-V information; Query budget & encumbrance data, and more." Below these menus is a "Personal Information" section with six tiles: "Personal Information" (View and update your addresses, telephone numbers, email addresses, emergency contact, and marital status.), "Change Password" (Change your uregina.ca password.), "Add/Remove Email Forwarding" (Forward the messages you receive in your uregina email account to a different email address.), "Update Canadian Indigenous Status" (Update your Canadian Indigenous status.), "Update Name and/or Gender" (Update your name and/or gender.), and "# Social Insurance Number Change Information" (Check your Social Insurance Number status and update SIN.). At the bottom left of the screenshot is a URL: [https://www.uregina.ca/is/m365/outlook.html#fact\\_7\\_4](https://www.uregina.ca/is/m365/outlook.html#fact_7_4).

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](mailto: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](mailto:sw.studentservices@uregina.ca)

The process requires **at least 7 business days** advance notice to be able to adequately arrange for exam accommodations.

### 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](mailto: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.

Please refer to the expense claim process map [here](#).

### 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](mailto: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 (PDF)

Exam Incident Report (Word)

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](mailto: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 a student is not satisfied with the outcome of the informal discussion with the course instructor they may submit a formal grade appeal to the Registrar's Office.

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

- a completed Appeal of Final Grade form;
- a letter specifying the grounds for the appeal and the date of the informal discussion with the instructor;
- the original (graded) copy of the term work; and
- the required fee.

An appeal of a final grade has three potential outcomes:

1. the grade remains the same;
2. the grade is raised; or
3. the grade is lowered.

## Deadline for Requesting a Reassessment

The appeal of a final grade must be initiated by the student **within 20 business days** of the final grade being posted to the student's UR Self-Service account. For more information refer to the Student Code of Conduct and Right to Appeal – Appeal of Grade section in the Academic Calendar.

Appeal of Grade Form.

## 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](mailto:copyright@uregina.ca)

Phone: 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

Email: [archer.admin@uregina.ca](mailto: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](mailto: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.
  - 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

