Student Handbook
2023

FACULTY OF ARTS

University of Regina | FACULTY of ARTS

Updated: April 2023

INTRODUCTION

This student handbook is designed to help new students navigate their first term in the Faculty of Arts at the University of Regina. This handbook includes important dates, general academic information, registration tips, and much more. By reading this handbook we hope you will find useful resources and supports to help you be a successful Arts student!

However, this handbook is just the tip of the iceberg and so we encourage all new Arts students to attend our new student **Group Advising Sessions**, and/or contact **Arts Student Services** if you have questions!

Please see our webpage with new student resources by clicking HERE.

INSIDE THIS HANDBOOK

ARTS ASSOCIATE DEAN

Welcome new University of Regina students! Congratulations on your acceptance to the Faculty of Arts at the University of Regina. We are excited you are joining our faculty!

The Faculty of Arts is a stimulating and supportive environment that is ready to help and encourage you on your voyage towards reaching your goals at our University. Our faculty acts as your home base, a place where you can get advice, support and guidance as you immerse yourself in your undergraduate studies and experience life as a university student.

The Arts Student Services Office is a hub of important information which is accessible to you online, over the phone or in person. While it is your responsibility as a student to be aware of the rules and regulations of the faculty, we are available to assist and support you and provide guidance throughout your academic career.

When you see me around campus, please feel free to say hello! I look forward to getting to know many of you and seeing you bring life to our campus.

Dr. Tobias Sperlich
Associate Dean (Undergraduate)

ACADEMIC ADVISORS

What is my role in the academic advising process?

♦ Get to know your academic advisors;

♦ Clarify personal values, abilities, interests, and goals for academics;

♦ Be an active participant, listen and ask questions, especially when you do not understand something or have specific concerns;

♦ Utilize the undergraduate academic calendar to understand your program and to familiarize yourself with the important deadlines for each semester; and

♦ Accept responsibility for your success at university.

What does an academic advisor do?

♦ Helps you plan a program that matches your abilities and interests;

♦ Explains academic rules, regulations and requirements;

♦ Is knowledgeable about your academic record;

♦ Helps you develop realistic educational goals; and

♦ Provides you with an atmosphere of trust so you can freely talk about anything in complete confidentiality.

When do I contact my academic advisor?

♦ If you're not doing as well as expected or if you have any ideas, questions or concerns about your studies, contact your academic advisor.

THE VALUE OF AN ARTS DEGREE

Obtaining a university degree is one of the most important milestones of your life. As an Arts student, you will be able to spend your time studying the subjects that are interesting and meaningful to you while gaining valuable skills that will serve you throughout your personal and professional life. While a specific career may not be your end goal, you do want to find meaningful employment. If you find your passion within Arts, you can rest assured that a Bachelor of Arts Degree will set you on a path for success! Here's why:

You'll develop a number of skills that employers love, including:
- **Reading, writing & communication;**
- **Critical thinking & analysis;**
- **Open mindedness & relationship building;**
- **Data analysis, research and much more!**

You will be prepared for an uncertain and constantly changing job market. Our lives and careers are being transformed at a record pace in today's society and choosing a degree that prepares you for that uncertainty, with key professional competencies that will contribute to your success in any field you choose, is a smart investment in your future.

* Did you know?

Each year, almost 60,000 Canadians receive an undergraduate degree in social sciences and humanities and are equipped with a wide range of skills that allow them to pursue a variety of career paths.

- The Conference Board of Canada

ACADEMIC INFORMATION

Bachelor of Arts Degree Structure

A Bachelor's degree from the Faculty of Arts consists of 120 credit hours, generally attained through 40 courses, each worth 3 credit hours. In all of our programs there are common core requirements, courses in your major area of study and electives which are chosen by you. Please see next page for the core requirements for a Bachelor of Arts Degree.

*Did you know?

1 in 3 students switch majors during their university career.

- Inside Higher Ed

Course Format

Lectures: (three hours each week) Most University of Regina courses consist of lectures given by the instructors. The size of first year lecture classes varies between 35 and 400 students.

Seminars: (one hour each week) Sometimes, large classes will break into smaller groups to allow for further discussion of course material. First year psychology and sociology courses often have seminars.

Labs: (one to three hours each week) A course that requires practical work may have a lab portion. Some courses in geography, languages, math, computer science,

Semester System:

Fall: September to December   **Winter:** January to April

Spring/Summer: May to August. Most courses are offered in 6 week sessions during May and June or July and August, or 3 week sessions in each of May, June, July or August.

Credit Hours and Course Load

Credit hours are a way to quantify your work at the University of Regina. Most courses are worth three credit hours, thus if you are taking four courses, you are registered in 12 credit hours. A full course load is 15 credit hours per semester.

GRADES & ACADEMIC STANDARDS

Your grades should not be a shock at the end of term. It is important to make it a habit to keep track of your grades throughout the semester. Make sure you are prepared for assignments and exams.

A 60.00% overall average is the minimum needed to continue your studies in Arts. However, many programs and majors require that you have a higher average than 60.00%.

At the end of each term, after grades are finalized, your academic standing is evaluated. Should your undergraduate average drop to under 60%, you will be placed on Academic Probation. You will then be given 24 credit hours (or 8 classes) to raise your average to at least 60%. Should you end up in this situation, don't wait — make sure to meet with your academic advisor to discuss how to improve your grades.

Dean's Honours List

The Dean's Honours List recognizes students of outstanding academic achievement. To be eligible, you must achieve an overall average of 85.00% in one term. If you are on the Dean's Honours List, it will be noted on your transcript and you will receive a letter from the Dean.
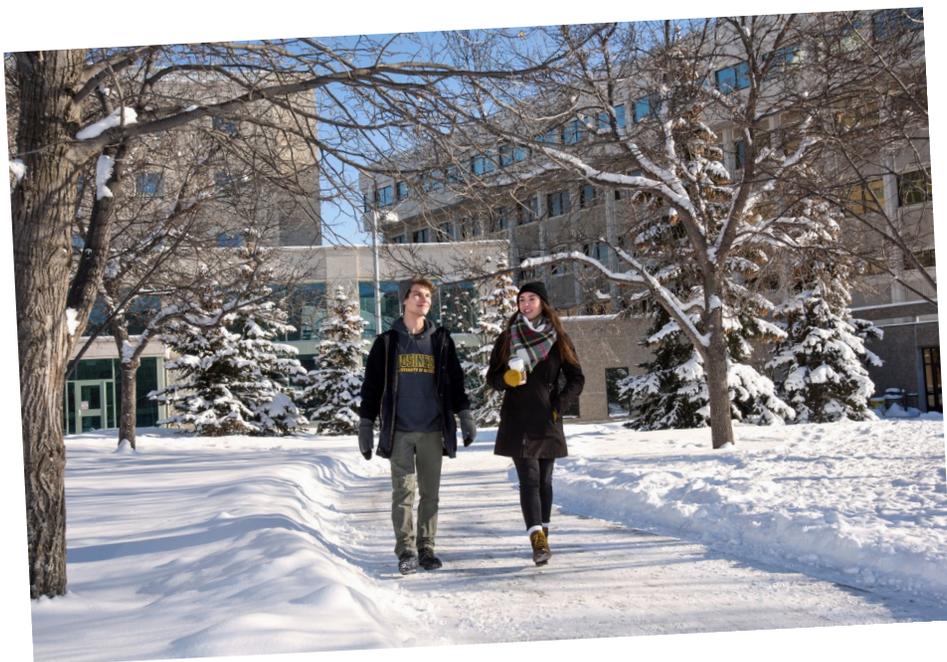
Keys To Academic Success!

- Attend and participate in each course;

- Keep up with your assigned readings and assignments;

- Meet with your professor during office hours;

- Ask questions; and

- Manage your time wisely.

UNDERGRADUATE CALENDAR & COURSE

Students are responsible for understanding the information contained in the **University of Regina Undergraduate Calendar**. As a student, you should familiarize yourself with the following sections: the Faculty of Arts regulations, Academic Regulations, the Academic Schedule and deadlines, as well as any pages relevant to your program or specific majors.

The **Course Catalogue** provides a list of all the courses, their descriptions and any prerequisites that are available at the university. This is not a list of scheduled courses, and the courses listed in the catalog are not guaranteed to be offered every semester.

Find specific **sections** of the
Undergraduate Calendar

Read the
Full Undergraduate Calendar
online by clicking HERE

View, search or download the
Course Catalogue by clicking HERE

REGISTRATION TIPS

UR Self-Service is where you will register for courses and withdraw from courses. You will also be able to access your textbook list, pay your tuition, view your unofficial transcript and find other important information. Once you have accepted your offer of admission you will be able to access your UR Self-Service account. To log-in you will:

♦ Go to www.uregina.ca and find the **UR Self-Service** link on the black navigation bar at the top of the page.

♦ Log in by entering your User ID and PIN number. Your User ID is your student ID number and your PIN will be defaulted to your date of birth (DDMMYY) until you are prompted to change it.

♦ Enter your Social Insurance Number (SIN) when prompted.

Please note: if you are unable to log in or get an error message, contact the U of R IT Support Centre (306-585-4685).

On our website, go to: Student Services > Registration > Checking your Registration Status

Here you will find a variety of information which is useful before you register for an upcoming semester.

♦ If you have any holds preventing registration, they will be listed and will have to be dealt with prior to registration.

♦ Your **Time-Ticket** date is the first day you may register for an upcoming semester. It is generated based on the number of credit hours you have completed to date. Although you cannot register before your Time-Ticket, you can still plan which courses you hope to register for. This planning can help make registration go much smoother when you are eligible to register.

♦ **Curriculum Information** will list what program(s) you are currently enrolled in. Please contact us at arts.studentservices@uregina.ca if this does not accurately reflect your plans.

As a Faculty of Arts Student you are required to complete the Arts Core Requirements. The arts core is a list of base courses that are designed to assist you in developing good critical thinking and communication skills.

Are you currently undecided on a program within the Faculty of Arts and don't know where to start? Choosing courses from the arts core requirements would be a great place for you to start. To see the list of art core requirements and the popular choices associated with each requirement visit the next page.

*Did you know?

We enroll all new students to the Faculty of Arts in ARTS 099 which is a mandatory non-credit course with a pass/fail grading scheme that teaches you about academic integrity in a university setting.

CLASS MODALITIES

Recently, the University of Regina has been conducting semesters through partial **remote teaching and learning formats.** This means that a number of 100-level and 200-level courses may be offered through synchronous or asynchronous formats.

What does **SYNCHRONOUS** mean?
Synchronous means the course will require you and your classmates to meet at the same time as scheduled, just like you would for an in-person course. Since courses are being offered remotely, this could mean logging into Zoom or other software at the same time each week.

What does **ASYNCHRONOUS** mean?
Asynchronous means that the course will not require you to meet during a regularly scheduled class time or will require this infrequently. You will be responsible for reviewing the course content on your own. Note that if a course is asynchronous it does not mean you will never have a timeline to follow as many of these courses will still require scheduled participation in discussion boards as well as submission of assignments by certain deadlines.

Course Types

IN-PERSON/ON-SITE classes will have the building, room number and day/time of class.

REMOTE refers to a class section that will adopt a **synchronous** format for delivery. This could include scheduled Zoom lectures (or other technology).

ONLINE refers to a class section that will adopt an **asynchronous** format for delivery. This is often what most students would typically consider to be an "online course". NOTE: You might also see this type of course listed in Visual Schedule Builder with its location as "WEB"

HYBRID/HYFLEX refers to a class section that will adopt a flexible approach to delivery. This could include a combination of remote and in-class deemed necessary by the instructor or within the students' right to choose. Reach out to the professor to seek clarification on the options for accessing the course.

IMPORTANT POST-COVID 19 UNIVERSITY STATEMENT:

The U of R is committed to a safe return to in-person on campus learning. As such, you will find more and more courses are being offered in-person again. For more information on returning to campus, visit the University's Covid-19 Resource Page HERE

*Remote Learning Resources

University of Regina Remote Learning for Students

University of Regina Updates and Info for Academic Terms

REMOTE LEARNING TIPS

Create a Learning Environment

- Sit at a desk or table.

- Make sure you have a stable internet connection.

- Make sure you have access to a desktop or laptop computer! It can be difficult to work off just a smart phone.

- Get dressed for class! Changing your clothes can help put you in the right mindset.

- Put the phone away! Reduce your amount of distractions.

- Find your focus: use a stress ball or fidget spinner while reading or listening.

Make It Familiar

- Take notes! You're still attending a lecture, even if it is at home.

- Keep a schedule: block off your "class time" in your calendar.

Take Active Breaks

-Make sure to get away from your "learning space" physically.

- Go outside, play with a pet, listen to music

- Set a time for your breaks and make sure you take them!

Stay in Touch

- Just because you aren't physically in class doesn't mean you can't communicate with your professor, classmates, or TAs! Use UR Courses to send messages.

- Don't be afraid to ask questions,
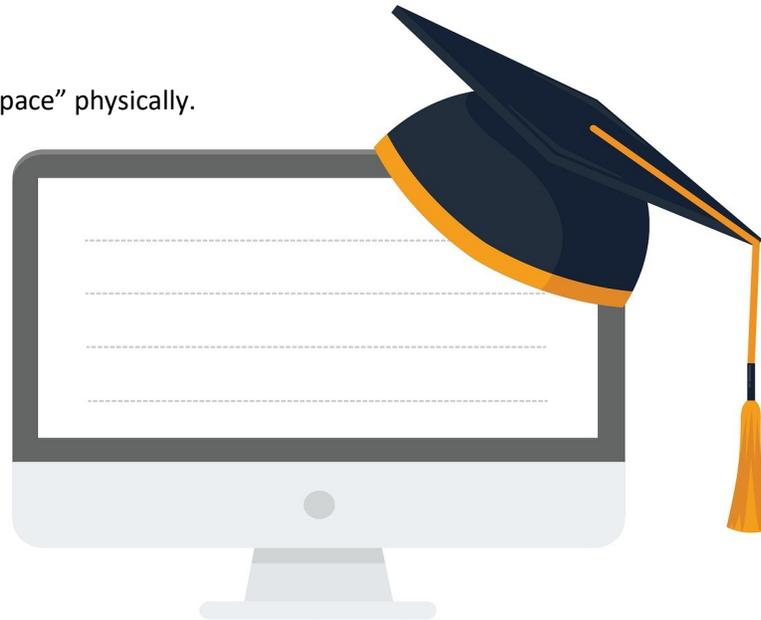
Centre for Student Accessibility
uregina.ca/student/accessibility

Counselling Services
uregina.ca/student/counselling

Enrolment Services
urconnected.uregina.ca

Financial Services
uregina.ca/fs/students

Housing Services
uregina.ca/housing

Student Awards and Financial Aid
uregina.ca/safa

Student Success Centre
uregina.ca/student/ssc

ARTS CORE REQUIREMENTS

No matter what your program of study, as a Faculty of Arts student you will also need to complete the Faculty's 'core requirements'. The core requirements have two main purposes: First, it is intended to encourage students to take a fairly wide range of courses early on in their time at the University. This increases the chances that you will discover the subject areas that really interest you and that would therefore make a good major! Second, it is designed to ensure that all Arts graduates will have had exposure to several broad areas of learning. These are areas of learning that members of the Faculty of Arts have identified as being important for any liberally-educated student.

Credit hours	Category	Core Requirement Courses
0.0	Academic Integrity	ARTS 099
3.0	Communication and Literary	ENGL 100
3.0	Indigenous Knowledge	INDG 100
3.0	Logical and Numerical Reasoning	One of: PHIL 150, ECON 224, any 100- or 200-level MATH course, SOST 201, or any 100- or 200-level STAT course
3.0	Humanities	Any 100- or 200-level Humanities course from the following: ARTS, CATH, CLAS, EAS, ENGL, HIST, HUM, INDL, IDS, LING, PAST, PHIL, RLST, WGST
3.0	Social Sciences	Any 100- or 200-level Social Sciences course from the following: ANTH, ECON, GES (except GES 121, 203, 207, and 297AA-ZZ), HS, ILP, IS, JRN, JS, NSLI, PPE, PSCI, PSYC, SOC, SOST
3.0	Indigenous Knowledge	Any 100- or 200-level Indigenous Knowledge course from the following: INCA, INHS, INDG (except INDG 100 and 104)
3.0	Media, Arts, and Performance	Any 100- or 200-level Media, Arts, and Performance course from the following: ART, ARTH, CTCH, FILM, INA, INAH, MAP, MU, MUCO, MUEN, MUHI, MUTH, THAC, THDS, THEA, THST, THTR
3.0	Science	Any 100- or 200-level Science course from the following: ASTR, BIOC, BIOL, CHEM (except CHEM 100), CS, GEOL, GES 121, 203, 207, or 297AA-ZZ, PHYS
6.0	Additional Language	Any two courses from the *same* Additional Language from the following: ARBC, CHIN, CREE, DAK, DENE, FRN, GER, JAPN, LANG, NAK, NISH, SPAN, CLAS 150 and 151, CLAS 160 and 161, RLST 184 and 284, RLST 188 and 288 *see note below.

*Note: BA and BA Honours degrees in International Studies require four language courses in the same language.
Students who, as part of their admission to the Faculty of Arts, had to complete an English Language Proficiency test or who completed ESL 050 at the University of Regina or those who already write another language are exempt from this requirement. Previous knowledge in a language other than English requires a pre-registration assessment. Contact the Arts Student Services Office or the Department of International Languages for further information.

READY TO REGISTER FOR CLAS-

Visual Schedule Builder (VSB) is a great tool you can use to see what courses are available and how they can work in your schedule. You will find VSB in UR Self-Service (click Student > Registration > Visual Schedule Builder).

Step 1: Assuming you are planning to study in Regina, we recommend that you click on "Select..." next to "Include Locations" on the top left of your screen. Here you can select only "On Campus" courses. This will ensure you are not having to scroll through courses offered outside of Regina.

Step 2: Create a list of courses that you are interested in taking by using the "Select Course" box on the left side of the page. Remember that you are simply exploring at this point. You will not be registering in the courses until you are happy with your schedule. If you begin typing the subject of the course, it will show you all available courses in that subject area.

Step 3: Read the description for each course by clicking "...Show More" under each course you have selected. The course description will give you a brief overview of what you can expect to learn, the prerequisites (if any) that must be done prior to registration, and any special notes or restrictions that are important for you to know. If you want to replace a course with something new, click the "X" on the course you hope to remove, and replace it with something new by using the "Select Course" box explained in Step 2.

Step 4: VSB will automatically generate a weekly schedule of courses for you using the courses you have selected. The number of possible schedules will appear under "Generated Results". Assuming you have more than one result, you can scroll through each to find a weekly schedule that works best for you.

Step 5: Once you have selected your optimal schedule, VSB will list all of the CRNs (Course Reference Numbers) in the shopping cart at the bottom of the page. Take note of all of these 5-digit numbers in your cart as you will need them to enter them into UR Self-Service to get registered.

Please remember that VSB is not able to register you for courses! It is meant to be a tool to help you visualize what your schedule might look like. UR Self-Service is our registration system.

Step 6: In a new tab in your browser, log in to UR Self-Service and navigate to the "Add/Drop/Search for Classes" page (UR Self-Service > Student > Registration > Add/Drop/Search for Classes). Enter the CRNs that you've selected into the "Add Classes Worksheet" boxes. Click "Submit Changes" to register.

COMMON REGISTRATION ERRORS

Some courses have restrictions on them that could prevent you from registering. A brief explanation of the error will be displayed after you attempt to register for the course. Common registration errors include:

Error Message ...	What it means ...
Campus/College/Program Restriction	Course is restricted to students in a federated college or is not available to students outside of the faculty or program offering the course.
Closed Section	Course is full.
Link Error "X" Required	You have not selected the correct corresponding section. (Certain courses require that you register in both a specified class and lab/seminar).
Permit req'd/see CRN details	Course has special requirements to register. See details in Class Search.
Preq and Test Score Error	You have not completed a required course.
Time Conflict with CRN	Course times overlap.

If you receive an error for a course which you believe you should be eligible to take, please contact the Arts Student Services Office for assistance. Please be sure to note the CRN of the course giving you trouble.

Waitlist Registration: For most undergraduate courses, you will have the option of placing yourself on a waitlist when a course has no available seats for you.

1.   Note the CRN of the course of interest.
2.   Navigate to the Add/Drop/Search for Classes section in UR Self-Service (UR Self-Service > Student > Registration > Add/Drop/Search for Classes). Input the CRN of the class you want to waitlist for in the Add Classes Worksheet and click Submit Changes.
3.   In the Registration Add Errors section, select Waitlist on the Action dropdown menu.
4.   Click Submit Changes.

An email notification will be sent to your Preferred Email Address if a seat becomes available. You will than have 24 hours to log in to UR Self-Service and register for the course. Please remember to check your emails regularly!

   Please come up with an alternate plan if a spot does not be come available for you.

I'M REGISTERED...NOW WHAT?

1. Confirm Your Registration

UR Self–Service > Student > Registration > Detailed Class Schedule (Includes Exams) will show you all courses you have successfully registered for and when their final exams (if any) will take place. **Please review carefully.** If an exam is scheduled for a date/time that does not work for you, please drop the course and replace it with something else.

2. Get Your Textbooks

Your textbook list will be made available typically one month before the beginning of the semester. You can access it on UR Self-Service > Student > Access/ Purchase your Textbooks.

3. Find Where Your Classes Are

Your classes will vary in location across campus, make sure you know where you're going! We recommend scouting out your classrooms on campus in-person before classes start (if possible) - please see the campus map attached to the end of this handbook!

Dropping Courses

You must remember that **you are responsible to drop courses** that you later decide you no longer want to take. You can do this easily by logging onto UR Self-Service > Student > Registration > Add/Drop/Search for Classes. Find the course you hope to drop in your "Current Schedule" and click on the drop-down menu next to it. Select the "drop" option listed and click "Submit Changes." Assuming the semester hasn't yet started, you will receive no financial or grade penalties for dropping courses at this time.

The University of Regina gives you time throughout the semester to determine if you want to drop courses with various grade/ financial penalties. Please review the Academic Schedule and note the important dates for your upcoming semester.

Important: non-attendance does NOT constitute course withdrawal. If you do not write the final exam, or fail to complete a mandatory component of the course, you will receive a failing grade of NP (No Paper). Please contact Arts Student Services ASAP if you need assistance with dropping courses!

NEW STUDENT CHECKLIST

☑ Attend New Student Group Advising — Let us tell you what the Faculty of Arts is all about! An Arts Academic Advisor will explain the programs offered through Arts, majors, what to expect, and we will walk you through the course registration process online for the Fall semester. Contact our office to schedule a time.

☑ Sign Into Your UR Self-Service Account — Get acquainted with UR Self-Service where you will have access to the following:

Update Personal Information

Review your personal information and update it as necessary. You will want to make sure that you

update your Email Address(es) to your preferred email address.

Course Registration

Register for all your classes through UR Self-Service! Use Visual Schedule Builder (VSB) to build your schedule for the

semester and UR Self-Service to add or drop courses.

☑ Set Up Your Student Webmail Account — Once you have registered in courses, you can set up your URegina webmail account. All official correspondence from the University will be delivered to your URegina account. novapp.cc.uregina.ca/perl/studentlookup.cgi

☑ Get Your Photo Student ID Card — Once you have registered in courses, you can request your student ID card through UR Self-Service. You will need to provide a **digital photo** and a piece of **government issued ID**.

☑ Contact the office of Student Accessibility if you need accommodations — The University of Regina is committed to supporting all students in achieving academic success. If you have a learning disability, physical disability, or chronic illness that may prevent you from giving your all in courses and/or exams, speak with the Centre for Student Accessibility (CSA) to have yourself set up as a registered student. uregina.ca/student/accessibility/students/

Campus Map

AH > Administration Humanities Building
CM > Campion College
CK > Centre for Kinesiology, Health and Sport
CL > Classroom Building
CT > La Cite
CW > College West
EA > Education Auditorium
ED > Education Building

FN > First Nations University of Canada
KI > Kisik Towers
LB > Laboratory Building
LC > Luther College
LY > Dr. John Archer Library
PA > Paskwaw Tower
RC > Dr. William Riddell Centre
RI > Research and Innovation Centre
WA > Wakpa Tower

University of Regina

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uregina.ca/arts/

FACULTY of ARTS