Flexible Learning
Student & Site Attendant Guide for LIVE Courses
Winter 2018

Learn more at
www.uregina.ca/cce
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This guide is also available online at
https://www.uregina.ca/cce/flexible-learning/live-online-support/index.html

Please note the U of R Undergraduate Calendar is the official and authoritative document
regardless of information that may appear in this or any other publication, and the official
version can be found at www.uregina.ca/gencal/ugcal. In the case of a discrepancy between
the printed version & the web version, the web calendar will be considered to be accurate.
Welcome! Our LIVE-streamed courses (formerly called televised courses) provide learners with the opportunity to complete degree-credit courses throughout Saskatchewan. Our LIVE-streamed courses are accessed over the Internet. Students may watch the on-campus classes via the L.I.V.E. eCast Network at any regional college site, Saskatchewan Polytechnic campus, or at home through live-streams of lectures available on any computer monitor, smart board, or data projector that is connected to the Internet. If students are not close to a college site, they can take LIVE-streamed courses from home. High speed internet is required to access our LIVE-streamed courses. We recommend a download speed of no less than 756 KBPS. The class is intended to be viewed live, during the scheduled class time. Register in the @YOURHOME location in UR Self-Service (section 0R7).

For more information visit [http://www.uregina.ca/cce/flexible-learning/distance-online/LIVE-courses.html](http://www.uregina.ca/cce/flexible-learning/distance-online/LIVE-courses.html)

Site Attendants - we ask that you take the responsibility of helping to secure an effective learning environment for each student at your site. Please ensure that:

1) doors are open for the students at an appropriate time;
2) equipment is turned on and running before the class begins;
3) exams are collected & returned as quickly as possible; and
4) exams are distributed back to the students in a timely manner.

Students - are expected to prepare for the class presentations, discussions, assignments and examinations, as well as participate in the classes. You will require a great deal of persistence and self-discipline, and will save yourself much of the stress associated with exams, assignments, and course deadlines by keeping “on top” of your course work. Please use the resources that have been set up to help you; if in doubt, please call the LIVE-streamed Programs Office at the University of Regina at (306) 585-4474 or email ur.live@uregina.ca for assistance. Students registered in the YOURHOME location (section 0R7) will be contacted via email before courses begin, with important information relating to LIVE-streamed access and procedures.
WINTER 2018 LIVE-streamed & Blended Courses: Jan 8 – April 13
Final Exam dates: April 17 – April 30

Please note the following information is subject to change at any time; for updated information please go to http://www.uregina.ca/cce/flexible-learning/distance-online/LIVE-courses.html

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY Jan 8-April 9</th>
<th>TUESDAY Jan 9-April 10</th>
<th>WEDNESDAY Jan 10-April 11</th>
<th>THURSDAY Jan 11-April 12</th>
<th>FRIDAY Jan 12-April 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00-3:45</td>
<td>*SOC 214 The Sociology of Indigenous People in Canada Instructor: Rob Nestor BLENDED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00-6:45</td>
<td>*SW 415 Poverty Instructor: Karen Wasylenka BLENDED</td>
<td>PSYC 102 Introductory Psychology B Instructor: Jill Price</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00-9:45</td>
<td>*HS 200 Understanding Health and Illness Instructor: Tom Martin BLENDED</td>
<td>*SW 202 Critical Issues/Critical Thought Instructor: Nicole Bachinsky BLENDED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*HS 200 is a LIVE-streamed course blended with online components.
- Lecture dates: The live sessions will be Jan 10, 17, 31, Feb 14, Mar 7, 21, 28 and Apr 11.

*SOC 214 is a LIVE-streamed course blended with online components.
- Lecture dates: The live sessions will be Jan 9, 23, Feb 6, 27, Mar 13, 27.

*SW 202 will be LIVE-streamed from 4:00-5:30 weekly, blended with online components.

*SW 415 is a LIVE-streamed course blended with online components.
- The dates for live are Jan 9, March 6, March 20, April 3 and April 10.

No classes on February 19-25, March 30

Final Exam Schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 200</td>
<td>N/A</td>
<td>No Invigilated Final</td>
</tr>
<tr>
<td>PSYC 102</td>
<td>2:00-5:00PM</td>
<td>April 18, 2018</td>
</tr>
<tr>
<td>SOC 214</td>
<td>2:00-5:00PM</td>
<td>April 17, 2018</td>
</tr>
<tr>
<td>SW 202</td>
<td>2:00-5:00PM</td>
<td>April 19, 2018</td>
</tr>
<tr>
<td>SW 415</td>
<td>7:00-10:00PM</td>
<td>April 24, 2018</td>
</tr>
</tbody>
</table>
HS 200 - Understanding Health and Illness
Instructor: Tom Martin
Final Exam: No Invigilated Final

PSYC 102 - Introductory Psychology B
Instructor: Jill Price
Final Exam: Wednesday, April 18, 2018

SOC 214 - The Sociology of Indigenous People of Canada
Instructor: Rob Nestor
Final Exam: Tuesday, April 17, 2018

SW 202 – Critical Issues/Critical Thought
Instructor: Nicole Bachinsky
Final Exam: Thursday, April 19, 2018

SW 415 - Poverty
Instructor: Karen Wasylenka
Final Exam: Tuesday, April 24, 2018

REGISTRATION

Students who have been admitted may register for a LIVE-streamed course (as well as add/drop/change classes) at www.uregina.ca (UR Self-Service), or by contacting (306) 585-4114 or emailing distance.registration@regina.ca. Students are advised to register well before classes start. Registration in a course is seen as acceptance of the final exam date.

Note:
Students are not allowed to attend courses for which they are not registered - if they do not appear on the class list for the correct section, they are not officially registered and should contact their faculty/college or distance.registration@uregina.ca (306) 585-4114 immediately.

Students who are registered and are unable or choose not to attend classes must officially drop the course(s), in order to avoid financial and/or academic penalties. The University of Regina does not cancel registration on the basis of non-attendance. Students who do not formally withdraw are liable for assessed tuition fees and failing grades.

STUDENTS: PLEASE ENSURE THAT YOU REGISTER IN THE CORRECT SECTION AT THE LOCATION YOU WISH TO TAKE YOUR CLASS(ES).
IMPORTANT: If you are not attending on campus, and are taking the course from home, you must register in the YOURHOME section (NOT the section of the site nearest you).
Following is the list of approved LIVE-streamed sites and their section numbers. Please note that not all courses will be available at all sites; please contact the Flexible Learning Division at (306) 585-5804 for more information.

**LIVE-STREAMED RECEIVING SITES**

<table>
<thead>
<tr>
<th>Site</th>
<th>Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arcola (0R2)</td>
<td></td>
</tr>
<tr>
<td>Broadview (0A8)</td>
<td></td>
</tr>
<tr>
<td>Buffalo Narrows (0E4)</td>
<td></td>
</tr>
<tr>
<td>Creighton (0F7)</td>
<td></td>
</tr>
<tr>
<td>Estevan (0A2)</td>
<td></td>
</tr>
<tr>
<td>Humboldt (0G8)</td>
<td></td>
</tr>
<tr>
<td>Ile-a-la-Crosse (0G9)</td>
<td></td>
</tr>
<tr>
<td>Kahkewistahaw (0N9)</td>
<td></td>
</tr>
<tr>
<td>LaRonge (0A3)</td>
<td></td>
</tr>
<tr>
<td>Meadow Lake (0J6)</td>
<td></td>
</tr>
<tr>
<td>Melfort (0B6)</td>
<td></td>
</tr>
<tr>
<td>Moose Jaw (0A4)</td>
<td></td>
</tr>
<tr>
<td>Nipawin (0K5)</td>
<td></td>
</tr>
<tr>
<td>North Battleford (0B8)</td>
<td></td>
</tr>
<tr>
<td>Prince Albert (0A5)</td>
<td></td>
</tr>
<tr>
<td>Regina (0A1)</td>
<td></td>
</tr>
<tr>
<td>Saskatoon (0B9)</td>
<td></td>
</tr>
<tr>
<td>Swift Current (0A6)</td>
<td></td>
</tr>
<tr>
<td>Tisdale (0C2)</td>
<td></td>
</tr>
<tr>
<td>Weyburn (0A7)</td>
<td></td>
</tr>
<tr>
<td>YOURHOME (0R7)</td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT DATES**

**Winter 2018**

- **Class Dates**: January 8 - April 13
- **End of course-add period**: January 19
- **End of no-record drop period**: January 19
- **End of 100% refund period**: January 19
- **End of 50% refund**: February 2
- **End of grade-of-W drop period**: March 15

**Final Exam Period**: April 17 - 30

**Final Examination Dates**:

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 102</td>
<td>April 18, 2018</td>
<td>2:00-5:00PM</td>
</tr>
<tr>
<td>SOC 214</td>
<td>April 17, 2018</td>
<td>2:00-5:00PM</td>
</tr>
<tr>
<td>SW 202</td>
<td>April 19, 2018</td>
<td>2:00-5:00PM</td>
</tr>
<tr>
<td>SW 415</td>
<td>April 24, 2018</td>
<td>7:00-10:00PM</td>
</tr>
</tbody>
</table>

**HS 200** - No Invigilated Final

University Closed: January 1, February 19, March 30

No Classes February 19-25 (Winter Break)
IMPORTANT CONTACT INFORMATION

Flexible Delivery Support Specialist: Dylan Istace
E-mail: ur.live@uregina.ca
Phone: 306-585-4474
Room 169, Education Building, University of Regina
Regina, SK S4S 0A2
Office Hours: Monday-Friday, 8:15 am-4:30 pm (closed over lunch hour)

Flexible Learning Division, Centre for Continuing Education
http://www.uregina.ca/cce/flexible-learning/
E-mail: flexible.learning@uregina.ca
Phone: (306) 585-5804
Room 211, College Building, University of Regina, Regina, SK S4S 0A2
Office Hours: Monday-Friday, 8:15 am-4:30 pm (closed over lunch hour)
Head: Willadell Garreck, (306) 585-5897
Program Manager: Terri Allard, (306) 585-5781
Program Support Coordinator: Myla Nicolas, (306) 585-5836

Distance Learning Registration: Marlie Comrie
E-mail: Distance.Registration@uregina.ca
Phone: (306) 585-4114 Fax: (306) 585-5203
Office of the Registrar, University of Regina, Regina, SK S4S 0A2

Classroom/Studio - Instructor Phone: (306) 585-5394 (When phoning in during class, try covering your open ear to help you ignore the delayed television audio)

Trouble with Picture or Sound/Technical Assistance:
Call 1-877-808-4726 or email live.satnet@sasktel.sk.ca

University Bookstore: 1-888-478-2665; email Bookstore@uregina.ca
Financial Services (Fee Payments): (306) 585-4123; email financial.services@uregina.ca
IT Support Centre (U of R Help Desk) (306) 585-4685 or it.support@uregina.ca
UREAD Librarian: 1-800-667-6014; email uread@uregina.ca
UREAD provides library materials and services for U of R distance learning students, faculty, and staff. For more information, please contact UREAD at the above toll-free number or email; you can also access their website at www.uregina.ca/library/services/uread/.
**ACADEMIC ADVISING**

Contact your faculty for academic advising prior to registering. Faculties offer telephone advising by appointment. Note: Academic advising is recommended for new students.

| Faculty of Arts (including Justice Studies) | arts.studentservices@uregina.ca 585-4137 |
| Faculty of Business Administration | urbusiness.undergrad@uregina.ca 585-4724 |
| Faculty of Education | educ.studentprogctr@uregina.ca 585-4537 |
| Faculty of Engineering & Applied Science | engg@uregina.ca 585-4734 |
| Faculty of Media, Art, and Performance | media.art.performance@uregina.ca 585-5570 |
| Faculty of Kinesiology & Health Studies | kinesiology@uregina.ca 585-4360 |
| Faculty of Nursing | nursing@uregina.ca 585-6251 |
| Faculty of Science | science@uregina.ca 585-4199 |
| Faculty of Social Work | socwork@uregina.ca Regina 585-4554, Saskatoon 664-7373 |
| Student Success Centre | student.success@uregina.ca 585-4076 |
| Campion College | Campion.College@uregina.ca 359-1226 |
| Luther College | lutherreg@uregina.ca 585-5444 |
| First Nations University of Canada | info@firstnationsuniversity.ca 790-5950 (X2625) (Student Success Office) or 1-800-267-6303 (Toll-Free) |

**UR SELF-SERVICE**

UR Self-Service is available for students to register in courses (as well as drop/add/change classes), view course catalog or class schedule, pay tuition or other fees, purchase textbooks, etc. Go to [www.uregina.ca](http://www.uregina.ca) and click the UR Self-Service link at the top of the page. For more information or assistance, please contact the IT Support Centre (Help Desk) at (306) 585-4685.

**FEES (Subject to Change)**

Application (Admission) Fee (For first time applicants - Non-Refundable) $100.00

Tuition & Fees (per 3 credit hour course):
- Faculty of Arts $865.65
- Faculty of Business Administration $993.15
- Faculties of Education, Social Work $884.40
- Faculty of Engineering $936.15
- Faculties of Media, Art, and Performance, Science $903.90
- Faculty of Kinesiology & Health Studies $905.90
- Faculty of Nursing $976.40

Distance Education Fee $67.75

Textbooks, course materials, &/or other applicable fees are not included in above fees.

**NOTE**: All fees including tuition fees are subject to change at any time without notice. Up-to-date information on tuition and related fees can be found at: [http://www.uregina.ca/fs/students/fee-schedule.html](http://www.uregina.ca/fs/students/fee-schedule.html)
PAYMENT OF FEES

All fees are due and payable at the start of the semester on the day lectures begin. Invoices will not be sent out to students. **The last day for full payment of fees without a penalty is 28 days after the first day of classes (February 5).** Students may check UR Self-Service, or contact Financial Services at (306) 585-4123 or financial.services@uregina.ca for information regarding their fees.

TEXTBOOKS

All required textbooks are available for purchase at the University of Regina Bookstore. Registered students can access their text list and purchase textbooks online via UR Self-Service or www.uregina.ca/student/bookstore/

Students are advised to order their textbook(s) as soon as possible, to ensure that they arrive on time. For more information please contact Bookstore@uregina.ca or call 1-888-478-2665.

COURSE SYLLABUS/“GETTING STARTED” INFORMATION

Please note that all LIVE-streamed course syllabi will be available on UR Courses (see below)

Getting started information for LIVE-streamed courses located:

www.uregina.ca/cce/flexible-learning/distance-online/LIVE-courses.html

UR COURSES

Many courses at the U of R utilize UR Courses, which is a computer-mediated system that provides supplemental course information and/or materials (posted online). It is important to refer to the course syllabus in UR Courses for text information, due dates of assignments, examination dates, etc.

To learn more, visit www.uregina.ca/urcourses/ (see information below).

To Log into UR Courses

1. Go to www.uregina.ca and click the UR Courses link at the top of the page.
2. Click the ‘Login to UR Courses’ button and enter your username and password.

Your username is a combination of your last and first name, it is not your student ID number.
3. If you are having trouble logging in or can’t remember your username and password, click ‘Yes, help me log in’. If this does not work, contact IT Support at 585-4685.

If you have any other questions about your course please contact Flexible Learning at (306) 585-5836 or ur.online@uregina.ca. We are available Monday - Friday 8:15 – 4:30pm. You may also contact the Flexible Delivery Support Services Specialist Monday - Friday at (306) 585-4474 or ur.live@uregina.ca. For any content related questions, please contact your instructor.

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

To find the Student User Guide:
1. Go to www.uregina.ca and click the UR Courses link at the top of the page.
2. Then click on For Students to access the Student Guide for UR Courses
SUBMITTING ASSIGNMENTS

Students are responsible for submitting their assignments on time. Students may submit their assignments online (via UR Courses, Turnitin, email, or whatever the instructor chooses).

CLASS LISTS - Site Attendants/Coordinators - FYI

Preliminary class lists will be emailed or faxed to all Site Attendants approximately two weeks prior to the start of the semester. As enrolments tend to fluctuate at the start of the semester, updated class lists will be forwarded to your site as changes occur. If you do not receive an updated class list for a particular class, this means that the preliminary class list has not changed. Please note if a student does not appear on the class list, s/he is not officially registered, and should be advised to register immediately in order to receive a grade for the course. Students must also ensure that they are registered in the correct section/location (see page 3).

COURSE FACILITATORS - Site Attendants/Coordinators – FYI

The Flexible Learning Division will hire course facilitators, at the request of the instructor(s), for sites with 8 or more students enrolled in a course. Facilitators are responsible for providing learning support, leading class discussions, encouraging student participation and interaction with the instructor as well as with other sites, occasionally collecting assignments to be returned to the instructor(s), distributing marked assignments and exams to students, and invigilating exams for that course.

INVIGILATION OF EXAMINATIONS – Site Attendants/Coordinators - FYI

Site Attendants/Coordinators will receive a memo at the start of each semester outlining the exam schedule for each LIVE-streamed course, as well as invigilator payment information. Please ensure that invigilators are scheduled for all final examinations at your site. It is not necessary to hire an invigilator for courses that have a Course Facilitator, as it is the Facilitator’s responsibility to invigilate all exams for that course.

FINAL EXAMINATIONS - Site Attendant/Coordinators - FYI

Invigilated paper midterm exams will be mailed via XpressPost. All final exams will be sent by XpressPost. It is imperative that the Flexible Delivery Support Services Specialist know when the exam has been received at your site. To facilitate this communication, site attendants should complete the bottom portion of the cover memo confirming receipt of the exam, and fax back immediately to (306) 586-4633 or email ur.live@uregina.ca.

Completed invigilated exams must be returned to the Flexible Delivery Support Services Specialist immediately following the exam via the prepaid XpressPost envelope that will be provided to you with the exams.
**SPECIAL ACCOMMODATIONS**

Students that require special accommodations must have documentation from the Centre for Student Accessibility forwarded to their course instructor as early in the term as possible. Instructors then need to pass on the request to UR Live at UR.Live@uregina.ca for the appropriate arrangements to be made. Requests for special accommodations that are off campus will be arranged to the best of our ability.

Students must visit: https://www.uregina.ca/student/accessibility/students/student-login.html and fill out the online request form: https://www.uregina.ca/student/accessibility/students/accommodation-request.html

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**DEFERRED EXAMINATIONS**

If a student is unable to write a midterm exam at the scheduled time, it is the responsibility of the student to contact their instructor immediately to request a deferral, as well as to notify the site attendant. Normally, only extreme and legitimate circumstances beyond the student’s control will be acceptable grounds for granting a deferred midterm exam (i.e., illness, accident, death in the family). A medical certificate from an attending physician must accompany the request if the reason is medical. For other reasons, such evidence as is appropriate should be provided. Students who do not meet the above requirements may be required to pay for invigilation, should a deferral be granted.

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

Requests for deferrals of FINAL EXAMS must be made to the Dean of the faculty in which the student is enrolled. Students should notify their faculty or college and their instructor as quickly as possible if they are unable to write the final exam. Requests for deferrals received more than two weeks after the final day of the exam period will be denied.

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**COURSE EVALUATIONS - FINAL**

The Final Evaluation should be completed by students during the last two weeks of classes. A note will be posted in UR Courses with a link to the evaluation. Students can click on the link and complete their evaluation online in Qualtrics. All evaluations are completely anonymous, and are to be completed only once for each course. Information collected from the final evaluation provides important feedback for the planning of future LIVE-streamed course offerings, and results will be shared with the instructor after final marks have been issued.
XpressPost - Site Attendants and Coordinators - FYI

Pre-paid return envelopes will be supplied to site attendants when they receive something that must be returned by XpressPost (i.e. exams).

NOTE: Tracking information/delivery confirmation for XpressPost can be accessed at www.canadapost.ca, or by calling Canada Post at 1-866-607-6301.

LIVE-STREAMED PASSWORDS

In the case of technical/transmission difficulties, student illness, etc., contact us at ur.live@uregina.ca if you need access to the password to view a missed class or if you have any questions about accessing a missed class.

Access to recordings of LIVE-streamed classes is a privilege which is not to be abused. University of Regina LIVE-streamed courses are not presently designed as independent study courses, and therefore should not be utilized as such. Regular and punctual attendance is expected of all students (as per the U of R Undergraduate Calendar, Article 5.3).

Please report all technical/transmission difficulties (trouble with picture and/or sound) immediately to the LIVE SatNet Help Desk at live.satnet@sasktel.sk.ca or by calling 1-877-808-4726.
**EMAIL – Students FYI**

Please check your official U of R email (ending in @uregina.ca) regularly. Any correspondence from faculties and departments at the university will be sent to that email address.

There is also email in UR Courses and your instructor will most likely send you correspondence through it. You can setup the UR Courses email to send a notification to an outside mail account; however, you will have to use your UR Courses email to reply to any email you receive through the UR Courses platform.

**To setup email notification:**
1. Log into UR Courses and click on your course.
2. Look for the Activities Block, and click on the Course Email.
3. Then click on Email Notification.
4. Then choose ‘Notify me by email when new messages arrive in this course’ and Click on the button ‘Save my preference’.