

# Flexible Learning

## Fall 2020/Winter 2021 Getting Started Guide

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Key Dates

For more information, visit [www.urflexible.ca](http://www.urflexible.ca)



University  
of Regina

Flexible Learning Division  
Centre for  
Continuing Education

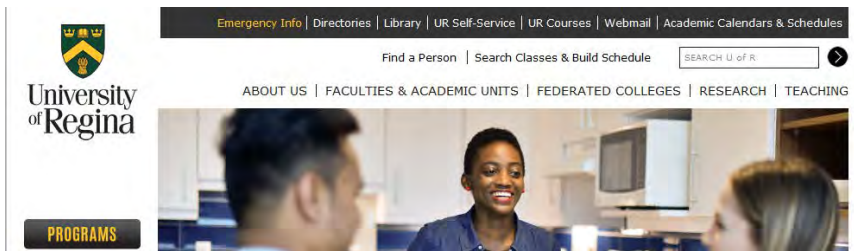
# Logins

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

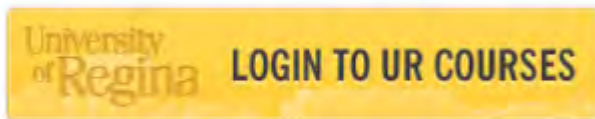


# Logging into UR Courses

1. Go to [www.uregina.ca](http://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 cannot remember your username and password, click **“Forgot your password?”** If this does not work, contact IT Support at 306-585-4685.

# Technical Support

Check to make sure your computer has all the **required software** to ensure UR Courses runs smoothly. Within the student guide you will find the technical requirements and any downloads needed.

- If you are having **technical problems** with your course, please con-tact the IT Support Center at 306-585-4685 or [it.support@uregina.ca](mailto:it.support@uregina.ca).

## **Information Services has two locations on-campus:**

### **- ED 137—New main floor location**

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

### **- Archer Library—Main floor commons, left of main**

**entrance** Monday to Friday (8:30 am-9:45 pm [closes 7:45 pm S/S]) Saturdays (11:00 am-5:00 pm)

Sunday (1:00 pm-5:00 pm)

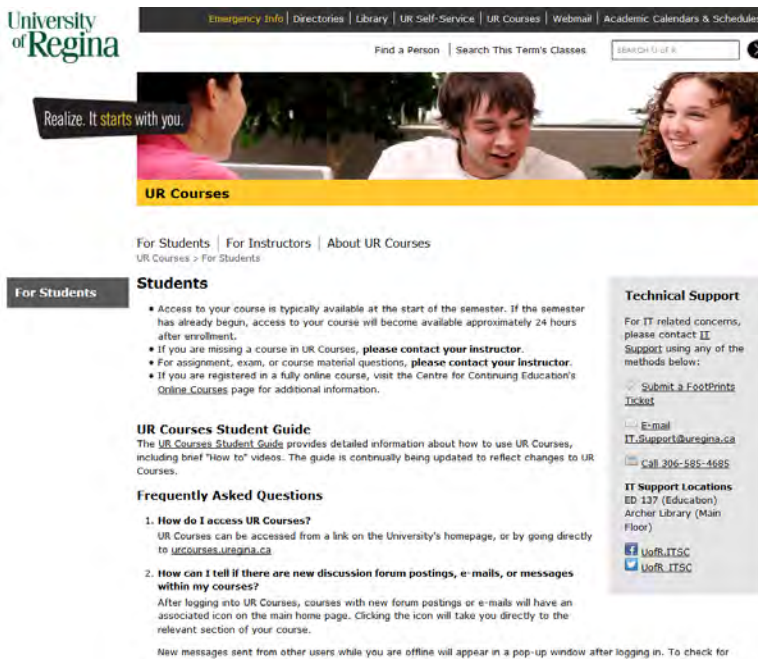
- For any **content related questions**, please contact your course instructor.
- If you have **any other questions** about your course please contact Flexible Learning at 306-585-5836 or [ur.online@uregina.ca](mailto:ur.online@uregina.ca).  
We are available Monday to Friday 8:30 – 4:30pm.

# 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](http://www.uregina.ca) and click the UR Courses link at the top of the page.
2. Choose For students, and click on UR Courses Student User Guide.



University of Regina

Emergency Info | Directories | Library | UR Self-Service | UR Courses | Webmail | Academic Calendars & Schedules

Find a Person | Search This Term's Classes | SEARCH U OF R

Realize. It starts with you.

UR Courses

For Students | For Instructors | About UR Courses

UR Courses > For Students

**For Students**

**Students**

- Access to your course is typically available at the start of the semester. If the semester has already begun, access to your course will become available approximately 24 hours after enrollment.
- If you are missing a course in UR Courses, **please contact your instructor**.
- For assignment, exam, or course material questions, **please contact your instructor**.
- If you are registered in a fully online course, visit the Centre for Continuing Education's [Online Courses](#) page for additional information.

**UR Courses Student Guide**

The [UR Courses Student Guide](#) provides detailed information about how to use UR Courses, including brief "how to" videos. The guide is continually being updated to reflect changes to UR Courses.

**Frequently Asked Questions**

- 1. How do I access UR Courses?**  
UR Courses can be accessed from a link on the University's homepage, or by going directly to [urcourses.uregina.ca](http://urcourses.uregina.ca)
- 2. How can I tell if there are new discussion forum postings, e-mails, or messages within my courses?**  
After logging into UR Courses, courses with new forum postings or e-mails will have an associated icon on the main home page. Clicking the icon will take you directly to the relevant section of your course.

New messages sent from other users while you are offline will appear in a pop-up window after logging in. To check for

**Technical Support**

For IT related concerns, please contact IT Support using any of the methods below:

- Submit a Feedback Ticket
- E-mail: [IT.Support@uregina.ca](mailto:IT.Support@uregina.ca)
- Call 306-585-4685

**IT Support Locations**

ED 137 (Education)  
Archer Library (Main Floor)

VoR.ITSC

VoR.ITSC



# Textbooks

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



University  
of Regina  
WebBookstore

## TEXTBOOK EXPRESS

Textbook Express enables you to do the following:

- View and purchase all your textbooks for the courses you are registered
- Print your textbook list

Logon Procedures:

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

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

### CANADA POST SHIPPING INFORMATION

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

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

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

### LOG IN HERE:

ID:	<input type="text"/>
PIN:	<input type="text"/>
TERM:	Select a Term <input type="button" value="v"/>
	<input type="button" value="Retrieve My Booklist"/>

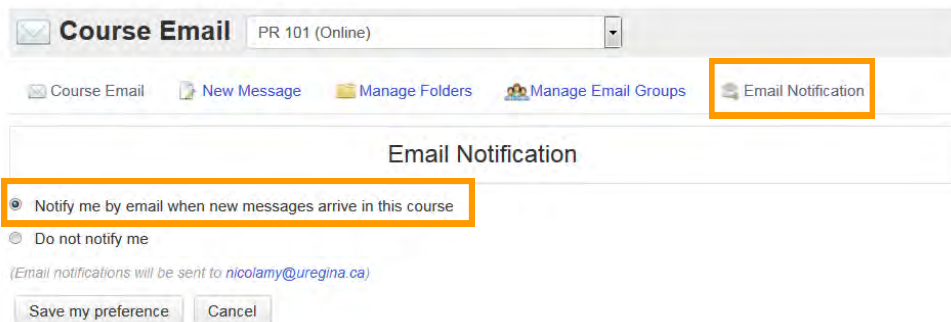
# Email

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

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

## To setup email notification:

1. Log into UR Courses and click on your course.
2. Look for the Activities block, then click on Course Email.
3. Then click on Email Notification.
4. Choose 'Notify me by email when new messages arrive'



The screenshot shows the 'Course Email' interface for the course 'PR 101 (Online)'. The 'Email Notification' link is highlighted with an orange box. Below it, the 'Email Notification' settings are displayed, with the option 'Notify me by email when new messages arrive in this course' selected and highlighted with an orange box. The 'Do not notify me' option is also visible. At the bottom, there are buttons for 'Save my preference' and 'Cancel'.

**Course Email** PR 101 (Online)

[Course Email](#) [New Message](#) [Manage Folders](#) [Manage Email Groups](#) **Email Notification**

**Email Notification**

Notify me by email when new messages arrive in this course

Do not notify me

(Email notifications will be sent to [nicolamy@uregina.ca](mailto:nicolamy@uregina.ca))

## Tips for a Successful Online Course

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



# 2020-2021 Key Dates and Deadlines

Term:	Spring/Summer 2020								Fall 2020	Winter 2021
	1	2	3	4	5	6	7	10	1	1
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
<b>Term Dates</b>										
Start of term	4-May-20	4-May-20	4-May-20	4-May-20	4-May-20	4-May-20	4-May-20	4-May-20	2-Sep-20	11-Jan-21
End of term	26-Aug-20	26-Aug-20	26-Aug-20	26-Aug-20	26-Aug-20	26-Aug-20	26-Aug-20	26-Aug-20	23-Dec-20	30-Apr-21
<b>Class Dates</b>										
Start of classes	4-May-20	4-May-20	1-Jun-20	4-May-20	6-Jul-20	4-Aug-20	6-Jul-20	4-May-20	2-Sep-20	11-Jan-21
End of classes	19-Aug-20	26-May-20	22-Jun-20	17-Jun-20	27-Jul-20	25-Aug-20	19-Aug-20	31-Jul-20	8-Dec-20	15-Apr-21
<b>Examination Dates</b>										
Start of examination period	22-Aug-20	28-May-20	24-Jun-20	20-Jun-20	29-Jul-20	27-Aug-20	22-Aug-20	4-Aug-20	9-Dec-20	16-Apr-21
End of examination period	22-Aug-20	28-May-20	24-Jun-20	24-Jun-20	29-Jul-20	27-Aug-20	26-Aug-20	8-Aug-20	23-Dec-20	30-Apr-21
<b>Class Add/Drop Dates</b>										
End course-add period	20-May-20	5-May-20	2-Jun-20	7-May-20	7-Jul-20	5-Aug-20	9-Jul-20	15-May-20	16-Sep-20	22-Jan-21
End of no-record drop period	20-May-20	5-May-20	2-Jun-20	7-May-20	7-Jul-20	5-Aug-20	9-Jul-20	15-May-20	16-Sep-20	22-Jan-21
End of grade-of-W drop period	16-Jul-20	19-May-20	15-Jun-20	3-Jun-20	20-Jul-20	18-Aug-20	5-Aug-20	6-Jul-20	16-Nov-20	15-Mar-21
<b>Tuition and Fee Payment Dates</b>										
Due date for tuition and fee payment	4-May-20	4-May-20	1-Jun-20	4-May-20	6-Jul-20	4-Aug-20	6-Jul-20	4-May-20	2-Sep-20	11-Jan-21
End of penalty-free payment period	8-Jun-20	29-May-20	30-Jun-20	29-May-20	31-Jul-20	31-Aug-20	31-Jul-20	29-May-20	30-Sep-20	5-Feb-21
<b>Tuition and Fee Refund Dates</b>										
End of 100% refund period	20-May-20	5-May-20	2-Jun-20	7-May-20	7-Jul-20	5-Aug-20	9-Jul-20	15-May-20	16-Sep-20	22-Jan-21
End of 50% refund period	8-Jun-20	7-May-20	4-Jun-20	14-May-20	9-Jul-20	10-Aug-20	16-Jul-20	29-May-20	30-Sep-20	5-Feb-21
<b>Other Important Dates and Deadlines</b>										
Victoria Day - No classes	18-May-20									
Spring Convocation	June 3, 4 & 5, 2020									
Canada Day - No classes	1-Jul-20									
Last day to apply to graduate for Fall 2020 Convocation	31-Jul-20									
Saskatchewan Day - No classes										
Student Orientation	3-Aug-20									
Labour Day - No classes									31-Aug-20	
Thanksgiving Day - No classes									7-Sep-20	
Fall Convocation									12-Oct-20	
Fall Reading Week start (Monday)									16-Oct-20	
Remembrance Day (Most university offices closed)									9-Nov-20	
Fall Reading Week end (Saturday)									11-Nov-20	
Faculty and Admin Offices close at 3:00 p.m.									14-Nov-20	
Faculty and Admin Offices open at 8:15 a.m.									24-Dec-20	
Student Orientation										04-Jan-21
Last day to apply to graduate for Spring 2021 Convocation										08-Jan-21
Family Day (Monday)										31-Jan-21
Winter Reading Week start (Tuesday)										15-Feb-21
Winter Reading Week end (Saturday)										16-Feb-21
Good Friday - No classes										20-Feb-21
										2-Apr-21

Check out the website below for all important dates:

<https://www.uregina.ca/student/registrar/events/2020/index.html>

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



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

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Flexible Learning Division  
Centre for  
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