1. Where do I find out my schedule (days, times, locations)?

You can find this information in one of two ways:

A. On https://www.uregina.ca/education/, click on the Search Classes & Build Schedule link. Select the term you are interested in (Note: the course offerings for student registration are now offered well in advance) and click on Submit. Next, at the very least select the subject for a particular course you are teaching. Also fill in any other information you might know, such as the course number, and then click on Class Search. Depending upon how many filtering pieces you enter, you will then get a list of one or more courses, one of which will be the course you are scheduled to teach. Under that course listing you will find information regarding the Scheduled Meeting Times. If the course has traditionally had a final exam, the Scheduled Meeting Times will also provide information regarding when and where that final exam will be held. Note: If your course has an associated lab time, it is quite likely that it will be listed immediately following the course listing.

B. On https://www.uregina.ca/student/registrar/faculty-staff/dome.html, click on the large yellow space labeled LOGIN TO DOME (WEB MARK ENTRY) and login. Your User ID on this site is your 9-digit Employee ID number. If you have any issues logging, contact Information Services (IT.Support@uregina.ca; or 306-585-4685). Next, select the year and term, then click on the Classes tab. Here you will see all of your courses for the term listed. To find out the specifics about the scheduling of each course, click on the View/Enter Grades button for the course. In the top frame on the page, you will see the bottom line gives the times, days, and location for the courses. You will also have information regarding your course’s final exam schedule, if it has one. Note: This course listing does NOT give lab times in the information.

2. What do I do about attendance issues?

When a student has missed the equivalent of one week’s worth of classes in a particular course, the office of the Associate Dean of Student Services and Undergraduate Programs issues the student a warning letter regarding attendance, provided they have been informed of the absences. Any additional absences will result in the student having to meet with the Associate Dean of Student Services and Undergraduate Programs, and can result in the student being asked to withdraw from the program. Instructors are responsible for notifying the office of the Associate Dean of Student Services and Undergraduate Programs when a student has missed the equivalent of one week’s work of classes. This notification, which can be done via an email to Wanneta Martin (wanneta.martin@uregina.ca), should include the student’s name, the course code, and the dates on which the class(es) was(were) missed. If the student provided a reason for not attending it is beneficial to include those as well.
Other issues related to attendance, such as being late or leaving class early, should also be brought to the attention of the office of the Associate Dean of Student Services and Undergraduate Programs. Similar documentation to that required for absences is recommended.

3. Who do I contact if I encounter issues with a student?

First, speak with the student about the issue. If it remains unresolved or escalates, contact the office of the Associate Dean of Student Services to arrange a meeting with the Associate Dean to discuss next steps.

4. How do I cancel or set up a final exam time?

If you wish to either cancel a scheduled final exam for your course, or if you want your course to have a final exam time scheduled, contact the office of the Associate Dean of Student Services. The earlier this is done, the easier it will be for you, administration, and your students.

5. How can I find out what textbooks and/or readings have been used before for the course I’m teaching?

You can contact Laurie Lindsay who will have copies of the outline (Laurie.Lindsay@uregina.ca)

6. How can I find out if any other course in Education is using a particular textbook or reading?

You can either contact Laurie Lindsay for this information or Lindsay Perez in Student Services who does all of the book ordering. (Lindsay.perez@uregina.ca)

7. Who do I contact about making purchases for my course?

Lindsay Perez (Lindsay.perez@uregina.ca) in Student Services who does all of the book ordering. Your area head if you have materials that you need to purchase to ensure that the budget allows for this. The area head will need to endorse this with Paddy Dishington. The purchase can then be made personal or through Lindsay Perez

8. What might I go to see the Dean about?

If you have questions around the Criteria Document or the Collective Agreement. If you have some doubts or need further information around your personal protocol or policy in regards to your teaching. Generally you would speak to the area head and then the Associate Dean of Undergraduate Programs and Student Services, Dr. Val Mulholland (Val.Mulholland@uregina.ca) and she will direct you further if need be.
9. When do marks need to be submitted by?

If your course has a final exam, the University of Regina regulations state that final marks need to be submitted to the Dean for final approval no later than five days (excluding Sundays and statutory holidays) after the exam has taken place. If your course does not have a final exam, the final marks need to be submitted to the Dean for final approval no later than ten days (excluding Sundays and statutory holidays) after the start of the final exam period. Please note that final marks are submitted electronically in Dynamic Online Mark Entry (DOME) and the Dean is able to access your submission: https://www.uregina.ca/student/registrar/faculty-staff/dome.html

10. When can I tell my students their final marks?

Final marks are “official” once they have been submitted in Dynamic Online Mark Entry (DOME) and approved by the Dean or Associate Dean. Sometimes instructors will relay information about final marks to students before approval (for instance, when sending back their final assignments or by making marks available in UR Courses). If you should choose to do so, it is important to convey to students that these marks are “unofficial” and still must be approved.

11. How can I find out who else teaches a particular student?

Sometimes an issue or concern arises with a student and you might want to gain a fuller understanding of what is happening for that student in their other courses. There are several ways you might connect with these other instructors. First, if you use UR Courses, you can click on “participants” in the left sidebar. If you then click on the name of a specific student, you will see an area called “course details”. This section lists all of the other courses that the student is enrolled in at the University of Regina (if the instructor is using UR Course) and the names of the instructors for these courses. You can then contact other instructors directly. However, if you have a concern about the student’s academic standing, attendance, or professionalism, it can be productive to involve the Associate Dean of Student Services as s/he can reach out to the other instructors and solicit feedback about how the student is doing in other courses. The Associate Dean of Student Services is also aware of attendance issues or any warnings or other disciplinary actions that have already been taken.

12. How do I arrange for field trips?

Field trips are a rich and experiential means of bringing together theory and practice. You may find it productive to take your students on a field trip to a local community, a school, or an organization. Should you choose to take your students on a field trip, some considerations that you may need to take into account include time, travel arrangements, and cost. It is helpful to consult with your students to understand their schedules and how best to arrange a field trip within your class time. Some students may take a number of back-to-back classes and have difficulty leaving campus even for a short field trip. Sometimes transportation is a concern if this is not part of your arrangements so time may need to be allocated for transit. As an instructor, you should fill out a travel request form for your class and attach a list of the names and ID numbers of the students who will be attending. You would then highlight the names of anyone...
who will be driving. This form can be found at: https://www.uregina.ca/fs/assets/docs/doc/travel-authorization-form.doc

Generally the cost for any field trips or honoraria for presenters on field trips is billed to your subject area. You should consult with your subject area chair to ensure that there are sufficient funds available to cover the cost. Finally, depending on the nature of your field trip, there may be additional considerations. For example, if you are planning more than one visit within a school district, these should be arranged in consultation with the Field Experience Office to ensure that our partner schools are not overburdened with visitors, pre-interns, and interns. For some field trips, you may need also to observe specific cultural protocols and prepare your students for approaching the visit in a respectful and culturally appropriate manner.