FAQ’s for New Faculty

What is the Registrar’s Office responsible for?

Services and Programs Our services include coordination and administration of University functions, such as:

- Academic/biographical record keeping
- Graduation/Convocation
- Registration
- Campus ID cards
- Fee assessment
- Letters of Permission
- Fee appeals
- Academic administration policy and procedures
- T2202a tax receipts
- Development of web-based services
- Examination scheduling/administration
- Calendar & Registration Guide production/distribution
- Grade processing
- International Health Insurance
- Grade appeals
- Student information system and staff training
- Transcripts
- Course Catalog and Class Scheduling
- Confirmation of enrolment/graduation

How do I contact the Registrar’s Office?

Website: intranet.umanitoba.ca/registrar

Faculty & Staff Help Line

Faculty & Staff with general inquiries or requiring help performing tasks in Aurora Student may contact the Registrar’s Office Faculty & Staff Help Line for assistance.

Tel: 204 474 9577
Where do I find ‘How To’ information?
Faculty & Staff Resources intranet web hubpage
intranet.umanitoba.ca/registrar

How do I Obtain a UM Photo ID Card

You should carry your photo identification (Photo ID) card with you at all times. It is issued when you are first employed and is permanent throughout your time at the University of Manitoba. You may be asked to show identification to building security after office hours.

The Photo ID Card is your library card, it can also be used as a photocopy card at University libraries, as your identification/membership card at University athletic facilities, as a Meal Plan card, and can be programed to provide card access to secure areas.

ID Centre Location and Hours

Fort Garry Campus

For most of the year the ID Centre is located in the Registrar’s Office, 400 University Centre, and is open from 8:30 a.m. to 4:15 p.m.

In the fall of each year a temporary ID Centre will be set up on campus to accommodate the increase of IDs required to be made due to newly admitted students. Typically this temporary ID Centre is in operation during the fall orientation session and/or the first few days of classes, at this time the ID Centre in the Registrar’s Office will be closed. The hours and location of the temporary ID Centre are posted as soon as they are available on the ID Centre website.

Bannatyne Campus

Photo IDs can also be obtained at the Neil John MacLean Health Sciences Library located in the Brodie Centre, their hours of operation are:

Monday to Friday: 8:00 a.m. to 10:00 p.m.
Saturday: 9:00 a.m. to 10:00 p.m.
Sunday: 10:00 a.m. to 8:00 p.m.
What is Aurora Student?

Aurora Student is a web based self-serve interface to the university’s student information system. It allows students, faculty and advisors to conduct much of their administrative business in support of academic activity using a standard web browser. It is open 24 hours a day, 7 days a week, but may be shut down briefly for maintenance during off-peak hours.

Aurora Student, also known as Aurora Self Service, is accessed at aurora.umanitoba.ca.

Available Functions Within Public Area:

Course Catalog: Allows you to search for any course in our general calendar (will contain courses that may not be currently offered). If the course is offered in the specific term you are searching by, the course information will include links to its Class Schedule entry. This will indicate when and where the course is offered in that term.

Class Schedule: Allows you to search for all courses offered in a specific term, and provides links to course information in the Course Catalog.

Available Functions Within the Secure Area:

The functions available to you in Aurora Student are dependent on your role at the University. The type of security access you need for Aurora Student depends on the functions you will require.

Many of the functions required by U of M professors/instructors are available in Aurora Student Self Service. Faculty members assigned to courses, you will see links to Personal Information and Faculty Services. If you have other roles in addition to being a faculty member, you will see menu options available for those roles.

At this time, Faculty Services includes access to course section information, class lists, entering final grades, setup of Syllabus information, setup of Office Hours for courses, and viewing personal teaching schedules and assignments.

See How do I log in to Aurora Student?
How do I log in to Aurora Student?

http://intranet.umanitoba.ca/student/records/media/Logging_in_to_Self_Service.pdf

Enter your Employee ID (E#####) and your 6-10 digit alphanumeric PIN (your PIN is between 6 and 10 characters and contains at least one digit). Note: If you are accessing Aurora Student Self Service for the first time you will enter your date of birth as your PIN (YYMMDD). You will then be asked to select two security questions, to change your PIN to something other than your birth date, and to accept the terms of usage.

Where do I find more information on how to use Aurora Student?

http://intranet.umanitoba.ca/student/records/2322.html

Teaching Resources

- View Class Schedule
- Put Class Syllabus into Aurora Student
- Generate Class List
- Submitting Final Grades
- Email Your Class
- Find Course / Schedule Info Online
- Office Hours in Aurora
- Entering Final Grades in Self Service

How do I know what room I am teaching my course in and what equipment and room features are included?

Criteria used in scheduling – ‘Best Fit’ based on...

- Capacity - A room that is large enough to accommodate the class enrolment, but not too large.
  - Ratio of max enrolment to room capacity = Minimum 50%
- Room type- seminar, classroom, lab, etc.
- Location – Faculty building; geographic proximity to faculty building
  - Geographic exclusions to eliminate long travel distance.
  - Back to back instruction in the same building.
  - Membership of Instructor in a College.
- Room features – whiteboard, technology, etc.
  - All non-classroom activity assigned to labs, studios, etc. scheduled according to past practice and requirements.

Cont’d...
How do I know what room I am teaching my course in and what equipment and room features are included? Cont’d…

Classroom Technology
There are more requests for rooms with permanent audio visual technology than can be met with the rooms that are currently so-equipped. Priority has been given to classes for which the permanent equipment is essential. If, after viewing the room features of the space assigned to your class (see below), you see that audio visual equipment that you require is not included, please order suitable equipment to be brought in for your classes through Classroom Services.

Spanned Courses
Spanned courses are those that are taught over both Fall and Winter Terms. Note that you must check your schedule in Astra for both Fall and Winter Term as the location for each term will likely be different.

Irregular Meeting Times
Courses that do not follow the university’s regular meeting patterns may be assigned different rooms for each meeting pattern. Example: EDUA 1810 meets Wednesday and Fridays in September; and Mondays in October. Astra has assigned this course two different rooms – one for each of those meeting patterns.

DO contact your faculty scheduler if…
- You have a disability that has not been accommodated with your current room assignment.
- You required a room type different than that assigned. E.g. you required a seminar room and were assigned a classroom.

DO NOT contact your faculty scheduler if…
- You were assigned a room outside your building
- You were assigned a room that lacks required technology that can be ordered from Classroom Services as needed.

To view your teaching schedule and room assignments:
- Log in to Aurora Student
- Select Faculty Services
- Select Term – remember to view both Fall Term and Winter individually.
- Select ‘View Faculty Detail Schedule’
- Schedule information includes the course Syllabus, if loaded; Class Lists, once registration has commenced; Office Hours, if entered; Enrolment Counts; and Scheduled Meeting Times. The location is in the column titled ‘Where’.

Cont’d…
How do I know what room I am teaching my course in and what equipment and room features are included?    Cont’d….

To view details of the room and room features, including installed technology, click on the link at the top of the Faculty Detail Schedule page:

Please review room locations, and installed technology (click link to view) for all of your courses listed below.

Example:

Room Assignments with Features and Technology

Room Types:
- Lecture Theatre - Tiered seating with tablets
- Lecture Hall - Tiered seating with tables
- Classroom - Flat seating with tables or tablets (type of seating will be indicated as a feature)
- Seminar Room - Flat seating with tables configured for discussion (U-shape or square)

<table>
<thead>
<tr>
<th>Course Information:</th>
<th>Building Name</th>
<th>Room Type</th>
<th>Feature (Qty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN Subject Course# Section Title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10142 ENGL 1310 T06 Literature and Technology</td>
<td>Tier</td>
<td>Lecture Hall</td>
<td>data projector (2) whiteboard (3) overhead projector (1) wheelchair accessible seating (1) smart board (1) computer - PC (1) screen (2) dvd/vcr (1)</td>
</tr>
<tr>
<td>14610 WOMN 2570 A01 Soap Operas, Harlequins, and Talk Shows</td>
<td>Tier</td>
<td>Classroom</td>
<td>data projector (1) whiteboard (3) overhead projector (1) screen (2)</td>
</tr>
<tr>
<td>13745 WOMN 1500 A01 Introduction to Women's and Gender Studies in the Humanities</td>
<td>St. Paul's College</td>
<td>Classroom</td>
<td>overhead projector (1) chalkboard (3) screen (1)</td>
</tr>
</tbody>
</table>

Cont’d…
How do I know what room I am teaching my course in and what equipment and room features are included?  Cont’d…

Feature notes:

Rooms with raised teaching platforms have this feature included. If this feature is not listed on a room it does not have one.

Wheel chair seating - indicates that there is a dedicated desk for a wheelchair. The quantity does not indicate how many spaces in the room, only that the room is equipped with wheelchair seating.

Window coverings - only indicated where rooms have windows.

Wireless - Room was tested and a wireless connection was made.

How does the Registrar’s Office assist with Final Examinations?

For most faculties/schools, final examinations are conducted in December for Fall Term courses; in April/May for Winter Term and Fall/Winter Term courses and in June, July and August for Summer Session Term. The Academic Schedule of the University, should be consulted for the exact time periods.

A Preliminary Exam Timetable is posted approximately one month after the beginning of the term. The Final Examination Timetable, which contains the exact times and locations for each course and section, is posted by Registrar’s Office approximately six to eight weeks prior to each examination period.

Please familiarize yourself with the University of Manitoba’s Examination Regulations.

Exam Scheduling
Instructors may elect to have their final exam scheduled within the final exam period by the Registrar’s Office. Departments electing to use the services of the Registrar’s Office must adhere to the regulations contained in section 2.4 of the Examination Regulations.

Requests for examination scheduling for December an April exams are due mid-September and mid-January, respectively. Specific dates will be determined annually by the Registrar’s Office, and will be communicated along with the appropriate forms to Department offices each term.

Instructors who choose not to use the services of the Registrar’s Office must follow the regulations as outlined in the Examination Regulations. Any final exam being scheduled during the final exam period, but not by the Registrar’s Office, may not be scheduled until the Final Exam Schedule has been released and until all students in the course have been consulted regarding conflicts with any other exams that they are writing.

Cont’d…
How does the Registrar’s Office assist with Final Examinations?  Cont’d….

Exam Packaging
Instructors who have had an exam scheduled by the Registrar’s Office are welcome to also have that exam photocopied by the Registrar’s Office. The instructor must bring a copy of their exam to the Registrar’s Office, inside of an envelope or folder, at least 10 calendar days prior to the examination date. In addition to the requirements outlined in the Examination Regulations document, the exam being prepared by the Registrar’s Office must include the course code, number, and section; the date, time, and length of the final exam; and numbered pages. Alternatively these instructors may opt to have their exams photocopied by their department.