



FAQ for New Faculty

July 2014

What is the Registrar's Office responsible for?

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
- Grade appeals
- Student information system and staff training
- Transcripts
- Course Catalog
- Class Scheduling
- Confirmation of enrolment/graduation

How do I contact the Registrar's Office?

Faculty & Staff Help Line

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

Tel: 204 474 9577

Registrar's Office Staff and Faculty Resources Website

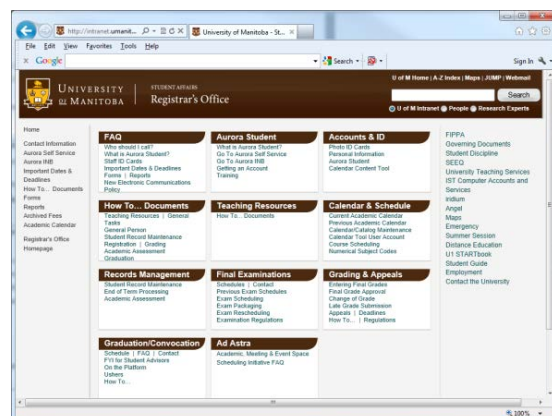
intranet.umanitoba.ca/registrar > click on Contact Information

Where do I find out more about the services and support offered by the Registrar's Office?

intranet.umanitoba.ca/registrar

Resources include:

- Information about the Aurora system
- General Task and Teaching Resource "How To... Documents" for Aurora:
 - View Class Schedule
 - Put Class Syllabus into Aurora
 - Generate Class list
 - Submitting Final Grades
 - Emailing your Class
 - Find Course/Schedule Info Online
 - Entering Office Hours for Display in Aurora
- Examination Scheduling and Packaging information
- Final Grade Entry and Grade Appeal information
- Graduation and Convocation ceremony information





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 Monday to Friday from 8:30 am to 4:15 pm.

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 is 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.

An alternate ID Centre location is located in Extended Education, 185 Extended Education Complex, and is open Monday to Friday from 8:30 am to 4:30 pm.

Bannatyne Campus:

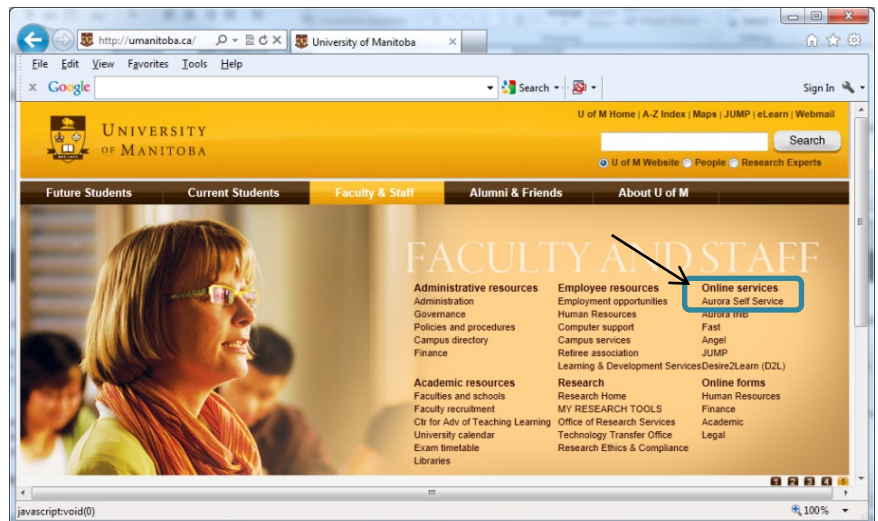
Photo IDs can also be obtained at the Neil John MacLean Health Sciences Library located in the Brodie Centre, their hours of operation are:

- Monday to Friday: 8:00 am to 10:00 pm
- Saturday: 9:00 am to 10:00 pm
- Sunday: 10:00 am to 8:00 pm

What is Aurora?

Aurora is a web based self-service 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, also known as Aurora Self-Service, is accessed from the U of M homepage, or at aurora.umanitoba.ca.





Available Functions Within Public Area:

Course Catalog: Allows you to search for any course in our Academic 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 are dependent on your role at the University. The type of security access you need for Aurora depends on the functions you will require.

Many of the functions required by U of M professors/instructors are available in Aurora. 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 and exam schedules and teaching assignments.

intranet.umanitoba.ca/registrar > What is Aurora?

How do I log in to Aurora?

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, letters are case sensitive).

Note: **If you are accessing Aurora 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.

intranet.umanitoba.ca/registrar > How To... Documents > General Tasks in Self Service > Logging In

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

As of July 2014, classroom assignments can be viewed in Aurora the following:

- Fort Garry campus classrooms for Fall 2014 and Winter 2015 terms.
- Bannatyne campus for Fall 2014 term only

Please note: Classroom assignments are subject to change and will be finalized at the beginning of classes.

To view your teaching schedule and room assignments:

- Log in to Aurora
- Select Faculty Services
- Select Term – remember to view both Fall and Winter Terms 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'.



To view details of the room and room features, including installed technology:

- Click on 'installed technology' at the top of the Faculty Detail Schedule page.
- Room types include:
 - 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)

Example:

Course Information: CRN Subject Course# Section Title	Building Name	Room	Room Type	Feature (Qty)
10142 ENGL 1310 T06 Literature and Technology	Tier	206	Lecture Hall	data projector (2) whiteboard (3) overhead projector (1) wheelchair accessible seating (1) smart board (1) computer - PC (1) screen (2) dvd/vcr (1)
14610 WOMN 2570 A01 Soap Operas, Harlequins, and Talk Shows	Tier	213	Classroom	data projector (1) whiteboard (3) overhead projector (1) screen (2)
13745 WOMN 1500 A01 Introduction to Women's and Gender Studies in the Humanities	St. Paul's College	329	Classroom	overhead projector (1) chalkboard (3) screen (1)

The 'Featured' column indicates:

- 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 are teaching spaces assigned?

Classroom space has been assigned based on information provided to the Registrar's Office by department offices, faculty offices and instructors. A "best fit" approach is used to assign space to classes. "Best fit" is based on:

- Capacity - A room that is large enough to accommodate the class enrolment, without underutilizing space.
- Room type- seminar, classroom, lab, etc.
- Location – Faculty building; geographic proximity to faculty building (faculty zone)
 - Geographic exclusions have been set up to eliminate long travel distance.
 - Back to back classes are assigned to rooms in the same building (where the instructor is known).
 - Instructors who are members of a College are assigned to a room in their College when possible, and when the instructor indicated a preference for a college room assignment.
- Room features – tables vs. tablets, whiteboard, technology, etc.
 - Labs and studios have been assigned according to past practice and teaching requirements.



Classroom Technology

There are more requests for rooms with permanent audio-visual technology than can be met with the rooms that are currently equipped with AV. Priority has been given to classes where the permanent equipment is essential. If, after viewing the room features of the space assigned, instructors see that required audio-visual equipment is not included, instructors can order suitable equipment to be brought to classes through Classroom Services.

<http://umanitoba.ca/computing/ist/teaching/classtech/>

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 software may assign this course two different rooms – one for each of those meeting patterns.

Making Changes to Classroom Assignments

Instructors should contact faculty schedulers if:

- They have a disability that has not been accommodated with the current room assignment.
- A room type different than that assigned is required. E.g., a seminar room is required and a classroom was assigned.

Instructors should not contact faculty schedulers if:

- A room outside the "home" faculty building has been assigned. Please note, if it were possible to schedule a suitable room in the "home" building, it would have been assigned.
- An instructor has a personal preference to teach in another room, even though the assigned room meets course needs.
- A room lacks required technology that can be ordered through Classroom Services as needed

[How do I get a copy of my Class List?](#)

Class List for each of your courses is found in Aurora, the system of record for course registration, and can be downloaded to a spreadsheet for grade tracking and calculation.

intranet.umanitoba.ca/registrar > How To... Documents > Teaching Resources > Generate Class List

Your Aurora Class List includes student U of M email addresses; the new *Electronic Communications with Students Policy* requires the use of U of M email addresses for communications with students. Find out more about this policy, and information about various methods for communicating with your class at

intranet.umanitoba.ca/registrar/email-policy.

Don't forget:

- Students may add courses up until the end of the Revision Period for the term – this is about two weeks after the start of classes.
 - Revision deadlines: Fall Term 2014 – September 17, Winter Term 2015 – January 19.
- Voluntary Withdrawals (VWs):
 - Students who withdraw prior to the end of the Revision Period (full refund) will not appear on your list after dropping the course.
 - After the end of the Revision Period, a student who has withdrawn will appear on your list with a VW notation.
 - VW Deadlines: Fall Term 2014 – November 12, Winter Term 2015 – March 19.



[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](#), 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 [Final Examination Regulations](#).

Note: *A new Final Examination and Final Grades Policy and accompanying procedures came into effect September 2013.*

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 Final Examinations Procedures document.

Requests for examination scheduling for December and April exams are due five working days prior to the end of the revision period for that term; mid-September and mid-January, respectively. Specific dates 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 Policy and Procedure documents. 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.

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.