

### CLASS LISTS AND WAITLISTS

- Faculty can print their class lists and waitlists from the Faculty Services tab in [myUFV](#). We recommend printing the lists just before the first class so they are as up-to-date as possible.
- Students can waitlist until midnight, January 21<sup>st</sup>. OReg has left access to waitlists online open since we want students to show on Faculty Web course waitlists. This makes it easier for faculty to enter an override through their Faculty Web account and ensures you are not giving overrides to students who do not have the course prerequisites. If a student requests an override to register but does not show up on your waitlist, please have them waitlist themselves online first.
- Students can register online the first week of classes in sections with a seat available and no waitlist until midnight, January 12<sup>th</sup>.
- Emails will be sent to instructors when students add or drop classes, starting three days before the start of classes for the semester.
- Faculty can access up-to-the-minute class lists and email Excel lists through [myUFV](#).
- **Please note:** It is not uncommon to have a student on your class list identified with no last name. Students whose legal documents do not specify a legal last name will have a “.” in the last name field. **This is not an error.** Our Student Information System (Banner) requires the last name field to be utilized therefore, UFV uses the “.” symbol in the last name field.

### EXAM SCHEDULING

- The Winter 2021 final exam period is **April 15-26**.
- The majority of final exams will take place online. Courses approved for face-to-face instruction during the regular term may request an on-campus exam, if this was included in their proposal for on-campus instruction. If you require assistance in preparing your exams and assignments for remote learning, please contact [askTLC@ufv.ca](mailto:askTLC@ufv.ca).
- Scheduling will send an email to all faculty at the beginning of the semester, providing the option to complete the **Final Exam Request form**. Faculty requiring completion of a **synchronous** final exam must complete the request form no later than **Friday, January 15<sup>th</sup>**.
- The exam period times are 09:00 – 12:00, 14:00 – 17:00 and 19:00 – 22:00 Monday through Friday and 09:00 – 12:00 and 14:00 – 17:00 on Saturday. There will be no time adjustments.
- The exam schedule is published **4 weeks** after classes start.
- Please be aware that if you do not complete the form, an exam will NOT be scheduled.
- Faculty who wish to assign a “take home” exam or final assignment due during the exam period, must take into consideration students other final exam commitments. Such final assignments will need to be listed on the syllabus.

**Note:** Senate has adopted [guidelines](#) that stipulates “For all semesters, students and academic staff are expected to be available for the full set of sessional dates until the final exam schedule is published.”

### PREREQUISITE CHECKING

- Fatal prerequisite checking is in progress during the online registration period. Students should not be registered in or waitlisted in courses for which they do not have prerequisites.
- OReg checks as many prerequisites as possible. If we are not able to check some aspect of the prerequisite (e.g. completion of the first two years of a program) we can do a partial prerequisite check for the specific courses and/or number of credits required. If you are not sure what is checked for your course, email [grades@ufv.ca](mailto:grades@ufv.ca) from your UFV email address.

- Students with prerequisites in progress, who ultimately do not achieve a high enough grade in the previous term, are automatically withdrawn from classes if the grade is received prior to the start of classes.
- The **STATUS column** on the class list indicates each student's registration status:
  - **RE/RW** — prerequisites that OReg checks are met or waived (there will be a notation if a prerequisite waiver was given by the instructor or department)

### COURSE AUDIT POLICY #108

- To review the full audit policy go to: [course audit](#).
- Audit status eligibility: January 12<sup>th</sup> to February 5<sup>th</sup>.
- Students taking a course for credit will be given priority to register for seats in courses. Audit permission may be issued after the first week of classes but no later than when the class is 30% complete. "Permission to Audit" must be submitted through the Faculty Web and the student must change their registration status to Audit.

### WITHDRAWING "NO SHOWS": ATTENDANCE POLICY #62

- To review the full attendance policy go to: [attendance](#).
- Notice to Withdrawal requests **must** be received within the first two weeks of classes, and not processed after fee payment deadline.
- Students are required to attend the first class of the term, or notify the instructor in advance if they are unable to attend.
- Any student who does not attend the first class, or log into an online class by the posted deadline, should be withdrawn by the instructor under the Attendance policy. At the end of the first class, the instructor completes a [Notice of Withdrawal — Failure to Attend](#) form, and submits it to OReg or email [reginfo@ufv.ca](mailto:reginfo@ufv.ca) from your UFV email address.
- The attendance policy does not apply to students who drop out after the first class — these students must withdraw themselves.
- Please remember that students who are not withdrawn will require a grade at the end of the term.

### FILLING VACANT SEATS

#### During the first week of the term:

- If there is a seat open in a section with **no waitlist**, students can register for the course through their [myUFV](#) account, in person or by phone. Online registration closes January 12<sup>th</sup> at midnight.
- If there are vacant seats in a class which **does have a waitlist**, seats can be given to students in attendance in the order they appear on the waitlist.
  - Please ensure that you are only giving overrides to students who are already on your waitlist. Enter the "Late reg instructor perm" override on the student's account through your Faculty Services tab on [myUFV](#), then students can register through their online [myUFV](#) account during the first week of classes.
- **NOTE: After the first week of classes students will need to phone 604.854.4501, email [reginfo@ufv.ca](mailto:reginfo@ufv.ca) or come to OReg to waitlist and/or register.**
- A student who is in attendance and on the waitlist should be given priority to any vacant seats in the order they appear on the waitlist.

### PERMISSION TO REGISTER AFTER THE START OF CLASSES

- As stated above, during the FIRST week students can register in open section seats (those without waitlists, or those in which vacant seats exceed the number of waitlisted students). Beginning the SECOND week, students may register only with the instructor's permission. The department head's permission is also required several weeks after classes start — check for these dates at [Important Registration Dates](#).
- For routine registrations, use the "Grant Students Permission to Register" feature in [myUFV's](#) Faculty Services.

- **Please note:**
  - “Late reg instructor perm” overrides **do not cover prerequisite issues. If a student is granted a late permission, but does not have the prerequisites, they will not be able to register unless a “waive prerequisites” override is entered as well.**
  - OReg does not monitor class size limits. “Late reg instructor perm” will override class maximum.
  - If a corequisite course or a lab section is required students will require late registration permission for both sections.
- Any student registering after the fee payment deadline, January 21<sup>st</sup>, needs to pay fees in full at the time of registration.
- **Note:** Students registering in classes after the last day to pay fees are NOT included in the FTE count.

## GRADE MODE

- The grade mode controls which grades can be assigned for a section, and is identified on the official course outline.
- Please contact [grades@ufv.ca](mailto:grades@ufv.ca) if the grade mode assigned to your section is incorrect.

## ROOM BOOKINGS

- Information about room bookings is available at “[Rooms & Scheduling.](#)”

## GRADING AND END OF TERM

- For midterm and end of term grade entry, use the *Post Midterm/Assignment Grades* and *Final Grades* features on [myUFV's](#) Faculty Services tab. (Please note that OReg only requires final grades.)
- For End of Term Practices, see *Faculty Information & Forms* on [myUFV's](#) Faculty Services tab.

## UFV EMAIL

- Please use your assigned UFV email address for **all** university business. Your cooperation is greatly appreciated.