

Office of the Registrar: New Faculty Info Sheet

WEBSITES TO NOTE

The Office of the Registrar's website, www.uwindsor.ca/registrar, contains important information for students, faculty and staff. Some key resources on this site include:

- [Important Academic Dates](#)
- [Academic Calendars](#)
- [Timetable Information](#)
- [UWinsite Student](#)
- [Convocation](#)

[Ask.UWindsor.ca](#) is another resource where current and future students as well as alumni can search a knowledge base to find answers to their questions and submit a service request if needed. Faculty are encouraged to use ask.UWindsor when assisting students – either as a resource for themselves or as a place to direct questions.

SCHEDULING

Course Scheduling – The course scheduling process is initiated once course proofs have been sent out by the Office of the Registrar. Someone in the academic department (usually a departmental secretary) coordinates the scheduling process for the department. The list is sent to the Dean's office for approval then forwarded to the Office of the Registrar. The Office of the Registrar attempts to satisfy as many of the requests as possible but due to the need to ensure a safe learning environment, room availability and meeting time conflicts (of required courses) not all requests can be satisfied. The Office of the Registrar will be working closely with the Dean's office to resolve any conflicts. All requests for changes to the timetable must be done through the departmental secretary so that the activities are coordinated, and the proper approvals are received. [Timetables](#), subject to change, are posted on the Office of the Registrar website prior to each term's registration period.

Class Schedule – Faculty members can find their class schedules in UWinsite Student. How-to steps are available in this [reference sheet](#) (UWin ID and Password required).

COURSE REGISTRATION

Enrolling in Courses – Students can add or drop courses using UWinsite Student. Registration resources to assist students are available at future.uwindsor.ca/plan-your-program#register.

Waitlisted Courses – In UWinsite Student, a student is automatically enrolled from a waitlisted class, but [how they set themselves up depends on their course load](#).

Class Permissions – Class permissions are authorizations in UWinsite Student that can be used within a specific class section to allow students to enroll where they may otherwise not be able to do so. They can override conditions such as closed classes, requisites and limits, but not course conflicts. Policies governing who may add a class permission vary by Faculty and Department, so please reach out to your department head to find out about the policy in your area. How-to steps for assigning a class permission in UWinsite Student can be found in this [reference sheet](#) (UWin ID and Password required).

Course Add Form: Special Circumstances Request – Students (excluding Business) must use [this form](#) to gather the authorizations required to add a course:

- in an overload situation
- in a time-conflict situation
- in a late situation (after the 2-week Academic Add/Drop period at the start of each term)
- as an audit

Voluntary Withdrawal (VW) – Students who drop a course within the first 2 weeks of classes will be removed from the class list. After that time a grade of VW (voluntary withdrawal) will be assigned and the student will continue to show up on class lists. Students may drop a course during the first 9 weeks of classes.

Course Loads – As per the [Senate Policy on Undergraduate Course Overload](#), overload courses are deemed to be courses taken in addition to the prescribed term load for a given program. Unless otherwise stated in the calendar description for the program, a normal course load is five 3.0 credit courses (or equivalent) per twelve-week semester (Fall Semester, Winter Semester, Summer Semester). A normal course load in the two six-week Sessions (Intersession, Summer Session) is three 3.0 credit courses (or equivalent) per session, but not more than five 3.0 credit courses (or equivalent) in total over a twelve-week period. In exceptional circumstances, and with the approval of the Dean of the Faculty (or designate), Semester 1 students will be permitted to take an overload course. In all other Semesters, students who have major and cumulative averages of 85% or higher may take one overload course per term.

Auditing a Course – An audit student is one who attends course(s) but does not receive any grade(s) or credit for the course(s) towards a degree. Such a student will not be allowed to write examinations and may not be graded in any way but will be required to pay the regular fees for the course(s). Students will not be allowed to register as an audit student until the first 10 days of classes, and then only if there are available seats left in the course. This is to allow students taking the course for credit to be given priority over students taking the course for non-credit.

Class Rosters – Faculty members can view, download and print their class rosters in UWinsite Student. How-to steps can be found in this [reference sheet](#) (UWin ID and Password required).

EXAMINATIONS

Exam Schedules – The University of Windsor releases its final exam schedule after the term is underway. This timeline is consistent with exam scheduling practices at other Canadian universities and is designed to reduce the number of conflicts in the exam schedule. Appendix A of Senate Bylaws [54](#) and [55](#) detail when final exam schedules will be posted in UWinsite Student each term. How-to steps to find your exam schedule in UWinsite Student once it is posted can be found in this [reference sheet](#) (UWin ID and Password required).

Exam Rosters – Exam rosters are sent to academic departments one to two weeks before the end of classes for distribution to instructors.

Examination Procedures – The University of Windsor Senate has approved [Examination Procedures](#) to be followed by all instructors.

Alternate Examinations – Senate has approved policies that allow students to request alternate final examinations if a student is scheduled to write three or more final examinations in consecutive time slots over a 24-hour period or three or more final examinations in one calendar day. The student must [complete and submit this form](#) by the deadlines noted on the form to have one of their examinations rescheduled on a supplemental examination day. The determination of which examination shall be rescheduled and the date of the supplemental examination (normally the last possible day of the examination period) shall be made by the Associate Vice-President, Student Experience, (undergraduate students) or the Dean, Faculty of Graduate Studies (graduate students) by the deadlines posted in Appendix A of Senate Bylaw [54](#) & [55](#). Where permission has been granted, instructors shall provide an alternate examination. Where other arrangements cannot be made, invigilation and administration of final examinations held on the supplemental examination day will be managed by the Office of the Registrar. Students may also request an alternate final exam due to a conflict with a religious observance by [completing and submitting this form](#).

Grade Submission Deadlines – After examinations, professors/instructors are required to log into and submit all grades for approval through UWinsite Student. As described in Senate Bylaws [54.2.12](#) and [55.1.7](#), unofficial grades for a course shall be posted and submitted to the Dean no later than seven calendar days after the final examination of the course has been written, except in the Faculty of Law. In cases where there is no examination slot, unofficial final grades must be posted and submitted to the Dean no later than seven calendar days after the close of the examination period. In the instance of December final examinations scheduled within the last seven calendar days before the University closes for December recess, unofficial grades must be posted and submitted no later than the second working day following the December recess.