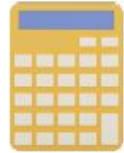


University of Guelph-Humber
Faculty Orientation

Academic Advising & Registration



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Meet The Team



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Meet The **Team** Continued...



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(on leave)



What **we** do

Located virtually and in GH108, we support all students at the University of Guelph-Humber by:

- Assisting with course planning and selection
- Translating policies and procedures
- Resolving academic issues
- Directing students to services on and off campus



Course Sections & Registration

When sections are full, students cannot switch (although they might ask you).

Send them to **Us**

We can problem solve registration and course issues

- We will explain the policies around course selection and course capacities
- Students must self-register into an open section
- Students have about 7 class days into the semester to register/switch
- Attending a different section will lead to grading issues

Faculty Communication Sheet



ONLINE FORM THAT FLAGS AT-RISK STUDENTS

Academic Advisors will reach out to these students and offer support, resources, and guidance.



DECISIONS

This gives us the opportunity to talk to students about their decisions involving their current and upcoming courses.



MY.GUELPHHUMBER.CA

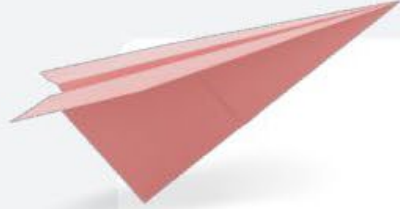
Keep us informed about students at-risk by completing the form online.

Grade Submission & Grade Changes

- Final grades must be submitted within 7 days of your exam
- If you need to change a grade after the final submission, you will complete a Grade Change Form by using my.guelphhumber.ca

Instructor Recommendation Form

- If a student misses a major component of a course, such as a final exam or final assignment, faculty will be asked to input an INC as a final grade and submit an Instructor Recommendation form
- Instructor Recommendation Forms are online at my.guelphhumber.ca



Deadlines and Extensions

Students now have until the last day of classes to drop
courses

We recommend they speak with their Academic
Advisor so they understand how this affects their
sequencing and time with us



Missed test & Assignments

During the semester, students may ask for extensions. As faculty, this is up to you.

Your FSO or Program Head can assist if you have questions.

Final Exams

Instructors cannot grant deferred exams.

Students must apply for Academic Consideration with their Academic Advisor if they need a deferral.



Not sure where to
send students?

**Send them to
an Academic
Advisor!**

advisors@guelphhumber.ca



**We look forward to
working with you to
help our students
succeed**

guelphhumber.ca/advising/advisors
advisors@guelphhumber.ca

