Extended Education Flexible Programming - Student Quick Start Guide

2022-2023

University of Manitoba

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I: Extended Education Overview & Program Coordinator Info

EXTENDED EDUCATION

Part-time, full-time, and online, Flexible Programming at **The University of Manitoba (UM) - Extended Education** is a versatile and adaptable educational option designed to meet the schedules and needs of busy professionals. Many of these programs have been specifically created to provide professional development for partner organizations including the Government of Manitoba, Manitoba Hydro, Manitoba Liquor and Lotteries, and more.

YOUR PROGRAM COORDINATOR

Each program has a Program Coordinator who can help guide you from initial inquiries through to your graduation. Your Program Coordinator's contact information is available in your program admission letter or by contacting Extended Education at extended@umanitoba.ca. Please contact your Program Coordinator for:

- ✓ Program Requirements
- ✓ Course Planning/Advising
- ✓ Program Status
- ✓ Transfer Credit
- ✓ Educational Career Goals

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II: First Steps, Student Services, Course Registration, Student Email

REGISTER FOR A COURSE

Register Online, by Phone, Email, Fax, or in person. To register, visit the Extended Education course registration page and follow all directions. You will be required to set up a profile to register.

To view available course offerings, visit to - https://umanitoba.ca/extended-education/programs-and-courses/courses.

PAYMENT

Payment options include:

- ➢ Credit Card (Online or Terminal)
- ➢ Cheque
- ➢ EFT (Electronic Fund Transfer)

CONFIRMATION OF REGISTRATION

Once you have been registered in a course, you will receive an email confirming your registration. You can also find confirmation information and income tax receipts online at Aurora. You will need your student number to access Aurora.

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II: First Steps, Student Services, Course Registration, Student Email.

CLAIM YOUR UMNETID

All students registered for courses in Extended Education need to claim a UMNetID in signUM, the system used to create and manage all UM computer accounts. Claim your UMNetID 24 hours after you have registered for your first course. In order to claim your UMNetID, you will need to know your Aurora student ID. If you don't know your 7 digit Aurora student ID, contact us at eeprograms@umanitoba.ca

To claim your UMNetID, go to the signUM website and click on "Create UMNetID". Follow the on-screen instructions to set up your account. Be sure to use all lowercase characters.

The UMNetID provides you with your user ID and password to access UMLearn and activates your @myumanitoba.ca email account. It also provides access to other services on campus, such as WiFi and electronic library resources.

SignUM FAQs

Having difficulty claiming your UMNetID? Visit IST live-chat , or call 204-474-8600 (toll-free in N. America 1-888-216-7011, ext. 8600) between the hours of 8:30 to 4:30 CST Monday to Friday, or email servicedesk@umanitoba.ca.

UM STUDENT EMAIL

When you claim your UMnetID, a UM email account is activated: *"umnetid"@myumanitoba.ca*.

Our office and your instructor will **only** use this email account to contact you on any university business including final grades, changes to your course and/or program updates. Students are expected to check this email frequently to ensure all UM correspondence is received.

To access your UM student email account, go to the student webmail page.

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III: Accessing your Course in UMLearn, Textbooks, Course Documents, Virtual Classes

ACCESSING YOUR COURSE IN UMLEARN

All courses use UMLearn, the UM's learning management system.

To log into UMLearn and access your course page, use your UM email address and password that you received when you claimed your UMnetID.

Note: All emails sent through UMLearn will be accessible through your student webmail account. **There is no inbox in UMLearn.** To access your UM student email account, go to the student webmail page.

Firefox and Chrome are preferred browsers for UMLearn.

For UMLearn troubleshooting, please contact ee_techsupport@umanitoba.ca

TEXTBOOKS

To access your booklist go to *https://umanitoba.ca/extended-education/student-supports/domestic-students/textbooks* or go to Aurora and click on Enrolment & Academic Records > Student Records > View Booklist

Textbooks may be purchased through the UM Bookstore: http://www.umanitoba.ca/bookstore/

Please refer to the UM Bookstore website for return policies.

Some courses require Access Codes for e-texts or online lessons. For more information contact the UM Bookstore Access Code FAQ page. If your course requires an Access Code, it will be stated on the UM Bookstore webpage.

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III: Accessing your Course in UMLearn, Textbooks, Course Documents, Virtual Classes

COURSE DOCUMENTS

Course documents are available in UMLearn the week prior to the course start date. Students are responsible for reviewing the course documents for any pre-readings and other important information prior to course start.

VIRTUAL CLASSES

Some instructors may schedule web-streamed class meetings in their courses. Cisco Webex, UM Zoom, Microsoft Teams are common platforms used. Please check your course outline for the schedule and technical requirements. Cisco Webex and UM Zoom are accessed within the course shell in UMLearn under the "Integrations" tab.

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IV: Student Expectations, Extended Education Policies, Final Grades, Course Evaluations, Declaration of Graduation

COURSE REQUIREMENTS AND EXPECTATIONS

You are expected to read textbooks and/or other course materials, participate in class discussion forums, and submit assignments by the deadlines indicated in the course outline. Workshops that count as elective credit in programs may require an assignment be completed.

In general, expect to spend an equivalent amount of time studying and completing assignments per week as you would in attending a class. For example, in a 36-contact hour (3 credit hour) course, you can expect to spend at least three hours a week on coursework in addition to the three hours you would attend a class.

ACADEMIC INTEGRITY AND STUDENT ETIQUETTE

1) All work is to be completed independently unless otherwise specified.
2) Group projects are subject to the rules of academic dishonesty.
3) All individual group members are responsible for ensuring that a group project adheres to the principles of academic integrity.
4) Students will be given clear and specific instructions concerning group and individual assignments.
5) Students are responsible for understanding and adhering to the instructions and requirements for each assignment.
6) Students are responsible for completing and submitting assignments on time.

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COURSE CANCELLATION

Courses are subject to cancellation based on insufficient enrolment or instructor availability. If a course is cancelled, you will be notified via your UM student email account regarding your options.

REFUND AND VOLUNTARY WITHDRAWAL POLICY

Students can drop a course on or before the revision date to receive a 100% refund. Students can drop online before the course start date at the EE course registration page. Students can also drop a course on or before the voluntary withdrawal (VW) deadline without academic penalty, but no refund will be issued. Revision and VW deadlines can be found on the Extended Education website. If you have questions about withdrawing from your course, contact your Program Coordinator.

FINAL GRADES

Final grades can only be viewed in Aurora. You will require your student number and Aurora PIN. Final grades are not posted in UMLearn.

Please be aware of any minimum grade requirements for your program/courses.

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IV: Student Expectations, Extended Education Policies, Final Grades, Course Evaluations, Declaration of Graduation (Continued II)

HOW TO VIEW FINAL GRADES IN AURORA

1)   Go to *Aurora Student*

2)   Click on *Enter Secure Area*

3)   Follow the login instructions

4)   Click on the *Enrolment & Academic Records* tab

5)   Click on *View Final Grades*

6)   Select Term

7)   Your final grade(s) will appear. Please note that this is not an official transcript.

In most cases, your final grade will be posted in Aurora within two weeks of the final assessment due date.

FINAL GRADE APPEALS

If you have any concerns regarding your final grade, please contact your Program Coordinator.

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IV: Student Expectations, Extended Education Policies, Final Grades, Course Evaluations, Declaration of Graduation (Continued III)

COURSE EVALUATION SURVEY

Student course evaluation surveys provide valuable feedback to instructors and program staff who use these suggestions to continually improve courses and programs.

For online courses, evaluation surveys are available in UMLearn. Students will be prompted to complete the online course evaluation survey prior to course end.

In-class courses use the UM's Senate-approved teaching evaluation tool, SEEQ (Student Evaluation of Educational Quality). This evaluation survey is generally distributed in the second-last class.

DECLARATION OF GRADUATION

To be eligible to graduate, you must complete the program requirements, submit any required documentation (if applicable to your program), and declare your intent to graduate through Aurora. Contact your Program Coordinator with questions regarding graduation declaration.

For graduation information and declaration deadlines, visit https://umanitoba.ca/extended-education/student-supports/graduation-and-convocation

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V. University of Manitoba Policies & Resources, Student Services, Important Links

UNIVERSITY COPYRIGHT OFFICE

All students are required to respect copyright as per Canada's Copyright Act. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support.

YOUR RIGHTS AND RESPONSIBILITIES

As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

ACADEMIC CALENDAR

The Academic Calendar is an important source of information. View the sections University Policies and Procedures and General Academic Regulations. While all information contained in these two sections is important, the following information is highlighted:

If you have questions about your grades, talk to your instructor. There is a process for term work and final grade appeals. Note that you have the right to access your final examination scripts. Contact your Program Coordinator for additional information.

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V. University of Manitoba Policies & Resources, Student Services, Important Links (Continued)

STUDENT ADVOCACY

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

Student Advocacy
204-474-7423
student_advocacy@umanitoba.ca

STUDENT SERVICES

Contact Student Services at 204-474-8800, toll-free in North America 1-800-432-1960 ext 8800 or extended@umanitoba.ca with questions and requests related to:

➢ Course registration

➢ Payment options

➢ Employer invoicing

➢ Course drops and Voluntary Withdrawals (VW)

➢ Transcripts, other documents and applicable fees

Our program staff is here to help provide you with a positive learning experience. Please contact your Program Coordinator for information and advice on current and future programs and courses.
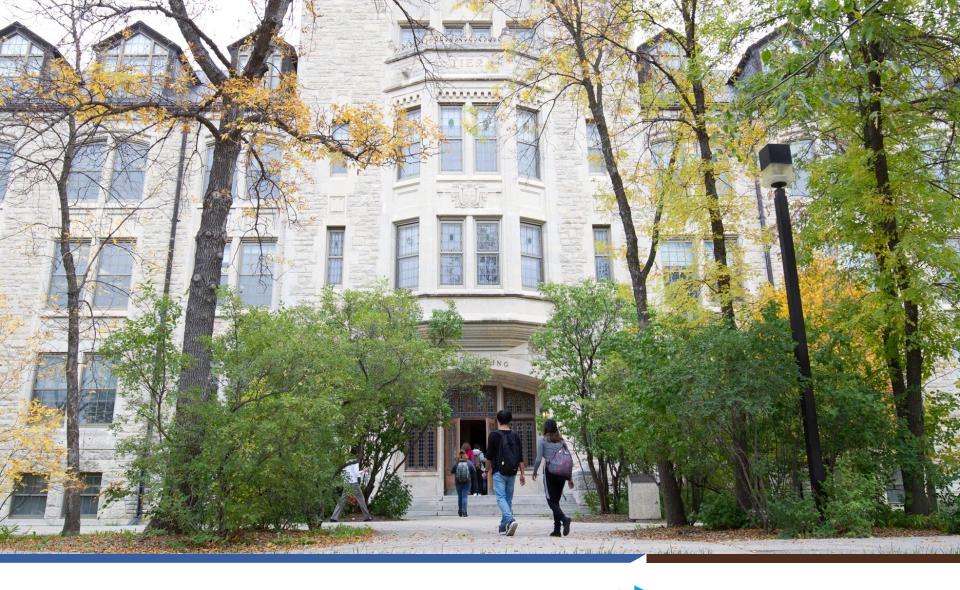
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QUICK REFERENCE FOR IMPORTANT LINKS

Extended Education Course Registration

Claim UMNetID

UMLearn

Aurora

UM Student Webmail

Drop/VW Deadlines

UM Libraries

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