

## Important Dates

### Tuesday, September 3

First Year Orientation  
1:45 – 2:40 p.m. in the  
University Theatre (RC 170)

### Thursday, September 5

CRA Information Booth  
11:00 a.m. – 3:00 p.m.  
MNP Information Booth  
8:00 a.m. – 4:30 p.m.  
6<sup>th</sup> Floor Education Building

### Friday, September 6

Coffee Party  
9:30 – 10:00 a.m. in ED 562

### Friday, September 6

Hill Alumni Association Rams  
Rev' Up Alumni Social

### Monday, September 9

Deloitte Information Booth  
8:00 a.m. – 4:00 p.m.  
MNP Information Booth  
8:00 a.m. – 4:30 p.m.  
6<sup>th</sup> Floor Education Building

### Tuesday, September 10

CRA Information Booth  
11:00 a.m. – 3:00 p.m.  
Deloitte Information Booth  
8:00 a.m. – 4:00 p.m.  
MNP Information Booth  
8:00 a.m. – 12:00 p.m.  
6<sup>th</sup> Floor Education Building

## Coffee Party

Join us for the first Coffee Party  
of the semester on Friday,  
September 6 from 9:30 – 10:00  
a.m. in ED 562

## Welcome new Coop Student!

The new Student Consultant Manager in the CMD is **Olufunmilola Oluwaseye**. Olufunmilola is a second year graduate student in the MHRM program. She will be in the position from September 3, 2019 to April 30, 2020. She is excited about the challenges and opportunities that are ahead based on her new role. Please welcome her to the Faculty of Business Administration.

## First Year Orientation – Sept 3

First year orientation Faculty Session is scheduled as follows:

**Date:** Tuesday, September 3  
**Time:** 1:45 – 2:40 p.m. \*\* please note the time change \*\*  
**Location:** University Theatre (Riddell Center, Room 170)

The session is for both new domestic and international students. The full session will run from roughly 1:45 – 3:15 p.m., however, faculty and staff are only required for the first portion of the session to introduce yourselves to the new students.

## Reminder - Invigilator policy has changed

This is to remind faculty that, in keeping with the Registrar's policy regarding invigilator needs, our Faculty policy has changed. For mid-terms, you are still encouraged to make use of your TA, if you have one, to assist with invigilating. If you do not have a TA or your TA is unavailable please contact **Alix Apperley** (or **Edwin Narzoles** as back up) to make arrangements for an invigilator for students who require accommodation and all classes regardless of size. Unlike final exams, staff don't know when mid-terms are scheduled unless they are informed, and it is difficult to arrange for invigilators at the last minute. With sufficient notice (at least one week) we will make every attempt to provide an invigilator. For final exams, invigilators will be provided for accommodation needs and for all classes.

## Student Workers

Reminder - students have limited hours of work:

Please remember if you are hiring students that under the terms of the Collective Agreement between the University and CUPE 2419, students hired as TAs, who are paid from general operating funds, are limited to 120 hours per appointment per semester, to a maximum of two appointments. Students hired as Research Assistants who are paid from research funds are not limited to 120 hours per semester.

## Guest Speakers

The Faculty has Thank You cards and small gift items to offer guest speakers to thank them for speaking to classes. We can also arrange for complimentary parking passes for guest speakers if adequate lead time is provided. Please direct your requests for gifts, cards and parking passes to **Edwin Narzoles** (or **Georgina Ha** as back up).

Guest speakers can also be acknowledged in the weekly newsletter if you provide details to **Kelly-Ann McLeod**.

## Safety On Campus

The University has put together a list of tips to help reduce your risk on campus:

- When walking on campus, walk with someone you know or call the Walk Along Program at 585-4999.
- Walk in well-lit areas and avoid shortcuts.
- Be Prepared and be aware of your surroundings! Make sure you are aware of bus schedules, building closing times, etc.
- If you are working alone on campus, stay in touch with Campus Security by using the Lone Worker program. Let Campus Security know where you are working and for how long and they will check in with you to ensure everything is okay.
- If you see something or someone suspicious, call Campus Security to report. Help be their eyes and ears on campus!

If there is an urgent or emergency situation, always call 911 and then Campus Security at 306-585-4999. They will help and support Regina Police Service as needed.

## Printing

Professors are encouraged to send large print jobs to Print Services, allowing them at least 48 hours to get the job completed. The Faculty allocates a generous amount of funding to each professor each semester which is intended, for the most part, to cover smaller print jobs associated with courses being taught. If you need to print a large amount associated with your research, you can choose to charge printing to your Faculty Research Account or your APEA, neither of which has any restrictions on the amount.

## Accommodation Procedures

If you receive an email from the Centre for Student Accessibility regarding Special Needs Accommodations, please make sure you review the letter with the student and sign off on it. One copy of the letter should go to the student, one is for your file, one is for the Centre for Student Accessibility and one is for **Edwin Narzoles**.

Accommodations for midterm examinations:

- Course instructors are responsible for scheduling separate space for students with special needs. Contact **Edwin Narzoles** for space requests. Please make the request as soon as possible since rooms get booked in advance.
- Invigilators are not automatically provided for midterms unless the student requires a scribe or a reader. If you have a TA, he or she may be utilized to help invigilate. Otherwise, if an invigilator is needed please make the request to **Alix Apperley** as much in advance as possible, since it can be difficult to get an invigilator if it is left to the last minute.

Accommodations for final exams will be made by staff.

Any other questions regarding special needs accommodations can be directed to **Marjorie Murray**.

## Emergency Preparedness & Fire Safety

### Fire Safety

When You Hear a Fire Alarm:

- Immediately proceed to the nearest fire exit.
- Close the doors if you are the last person out.
- Do not use the elevators.
- In the event you are unable to utilize the stairs due to a disability, proceed to the nearest stairwell and take temporary shelter.
- Follow the instructions of the Emergency Wardens (orange vests), or Campus Security.
- Do not re-enter the building until the Chief Building Warden, or Campus Security advises you it is safe to do so.

### If You Discover a Fire:

- Alert others to the danger as you leave; close the door to the room or area involved.
- Pull the nearest fire alarm.
- Leave the building by the nearest fire exit.
- As soon as you can do so safely, Call 911.
- Tell Campus Security details of the Fire. Stay in case the Fire Department has additional questions.

### Emergency Notification

In the event of a life threatening emergency, students, faculty and staff will receive an emergency message providing basic information about the type of emergency and safety instructions. The message will be broadcast on computers, beacons, TV's, and via some building speaker systems across the U of R.

### Emergencies

The University of Regina, like any other large organization, is potentially subject to natural, technological, and man-made emergencies. Refer to the Emergency Preparedness Guide throughout the University for detailed information on specific emergencies.

The fire drill and ENS test schedule and further emergency preparedness information is available on: <http://bit.ly/Emergency-Prep>