Faculty of Science Student Services - Contacts, Resources and Procedures

Who do I contact for advice or help?
Department: Your Associate Chair, Undergraduate; your mentor
Faculty: Dr. Gerda de Vries, Associate Dean, Undergraduate (sciadu@ualberta.ca)
Centre for Teaching and Learning: a variety of services are available – for more information please check https://www.ualberta.ca/centre-for-teaching-and-learning/

What are the important deadlines I should know?
Course Add/Delete:
Fall, Sept. 15/16; Winter, Jan. 20/17
Course Withdrawal:
Fall, Nov. 30/16; Winter, April 5/17
Please see online Calendar for all important deadlines.

Who makes decisions about deferred exams?
Midterm exams: you do
Final exams: the student’s Faculty
Refer to Calendar and the Faculty of Science Syllabus Template for more information.

What services can I recommend to students who are struggling?
Advisors: Honors and Specialization students should be directed to Departmental Advisors and General program students should be directed to the Faculty of Science On-line Appointment Booking System (http://ualberta.mywconline.com/) and to our e-Advising service (advisor.science@ualberta.ca).
Student Success Centre: http://www.studentsuccess.ualberta.ca/
Peer Support Centre: http://www.su.ualberta.ca/services/psc/
University Wellness Services (Counselling and Clinical Services): http://www.mentalhealth.ualberta.ca/
Student Accessibility Services: http://www.ssds.ualberta.ca/
Math&Stats Support Centre: https://www.ualberta.ca/mathematical-and-statistical-sciences/undergraduate-studies/decima-support-centre

Are there things I need to know about grading?
According to the Assessment and Grading Policy (UAPPOL), your course syllabus must contain a clear statement about how marks will be translated into grades. You still have discretion in how to do this, but should consult your Associate Chair before making a final decision.
Grade Appeals: for specific information please consult the Faculty of Science Academic Appeals Policy available on the Science webpage https://www.ualberta.ca/science/research-and-teaching/teaching/resources-for-teaching/teaching-administration

How do I deal with academic misconduct?
Refer to:
The most important thing we can do is to talk to students about why we value academic integrity. We also need to try to prevent misconduct. Since most cases involve plagiarism, inappropriate collaboration, or cheating on exams, it is important to provide (repeatedly) students with clear instructions and to be vigilant during exams. For answers to questions or for information about how to avoid cheating in crowded classrooms please consult the OSJA website, your Associate Chair or the Associate Dean.

How do I create a course syllabus?
Use the course Syllabus Template available on the Science webpage https://www.ualberta.ca/science/research-and-teaching/teaching/resources-for-teaching/teaching-administration
If you wish to create your own syllabus, please refer to Calendar to ensure all information required by GFC policy is included.