Lakehead
UNIVERSITY

Lakehead UNIVERSITY | ENROLMENT SERVICES – ACADEMIC ADVISING, RECORDS & REGISTRATION

University Regulations & myInfo

Presented by:
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Cathie O'Connor, Associate Registrar

From Registration to Graduation

Providing services to the University community:

- Academic advice
- Academic Calendar
- Course registration
- Scheduling classes and examinations
- Interpretation of Academic Regulations
- Student record maintenance
- Final grade verification
- Official transcripts
- Graduation

Dates to Remember

Grades Due

Fall Term - December 23, 2016 (noon)
Winter Term - April 27, 2017

Registration & Withdrawal Dates

Fall Term (Final Date to Register/Add) – September 19, 2016
Fall Term (Final Date to Withdraw/Drop) – November 7, 2016
Year Long (Final Date to Register/Add) – September 19, 2016
Year Long (Final Date to Withdraw/Drop) – February 3, 2017
Winter Term (Final Date to Register/Add) – January 20, 2017
Winter Term (Final Date to Withdraw/Drop) – March 10, 2017

Examination Dates

December 2016 Exams – December 8-18, 2016 (December 19 Contingency)
April 2017 Exams – April 10-13, 15, 18-23 2017 (April 24 Contingency)

**New this year – Fall Study Break – October 10 – 14

Academic Regulations

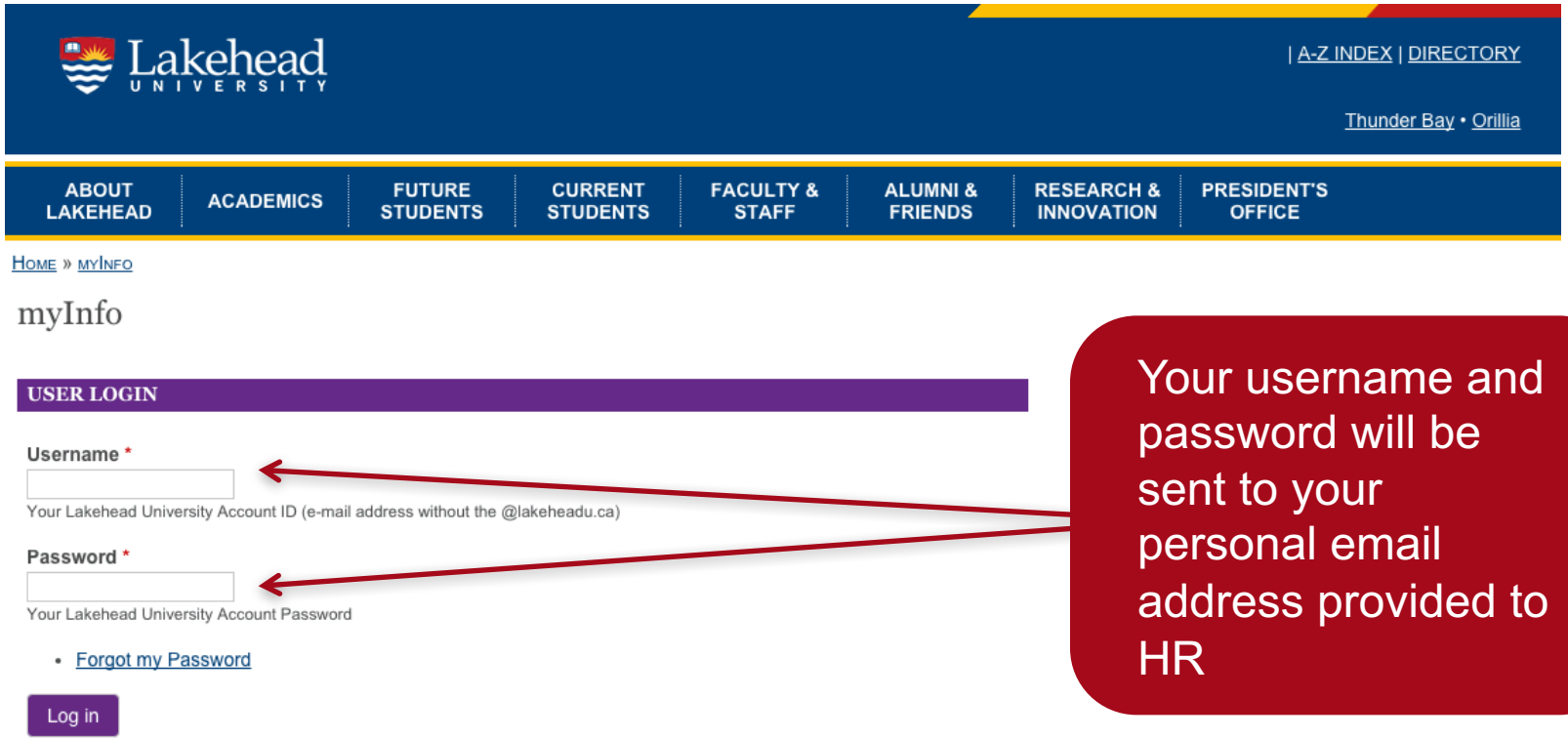
- General Regulations
- Registration
- Programs of Study
- Examinations
- Standing
- Reappraisal
- Special Examinations
- Deficiency
- Academic Misconduct
- Computer Users
- Timely Feedback

Please review University & Faculty Regulations

calendar.lakeheadu.ca

"University Regulations"

myInfo
the University Information Portal



Your username and password will be sent to your personal email address provided to HR

Home | Applicant | Student | Employee | Faculty

FORMS
- Reading Course/Special Topic Setup
- Change of Mark
- Examination Cover Page

ACADEMIC PROFILE
- Student Evaluation of Teaching Opt Out Form
- Student Evaluation of Teaching Results

BUDGET INFORMATION
- My Department Long Distance
- My Budget

COMMUNICATION
- AODA Accessibility Training
- My Documents

FACULTY INFORMATION
- My Class Schedule
- Balloting
- Advisees

GRADUATE STUDIES APPLICATION
- Grad Application Search

MY FINANCIAL PROFILE
- My Pay Stub
- My T4
- My T4 Consent to View
- My Position Summary
- My Stipends

PERSONAL PROFILE
- Address Change
- My Long Distance

STUDENT INFORMATION
- Student Transcripts
- Marks Management (Current)
- Student Schedule
- Class Roster (Previous)
- Exam Schedule
- Degree Audit
- Class Roster (Current)
- Enrolment Management
- Manage Student Waiver To Class Roster with Pictures
- Marks Management (Previous)
- Grant Faculty Access To Class Roster with Pictures
- Enrolment Reporting

TIMETABLES & EXAMS
- My Exam Schedule
- Search For Classes

WEB UTILITIES
- Recommended Anti-Virus Software
- Web UI

MYTIMECARD
- Log in to myTimecard (for employees)
- Log in to Time Approval (for supervisors)
- View My Time History (for employees)
- View Employee Time History (for supervisors)
- Instructions for Employees for myTimeCard
- Instructions for Supervisors for myTimeCard

Under the Faculty Tab

YOUR TOOLS

Marks Management

Class Roster

Class Roster

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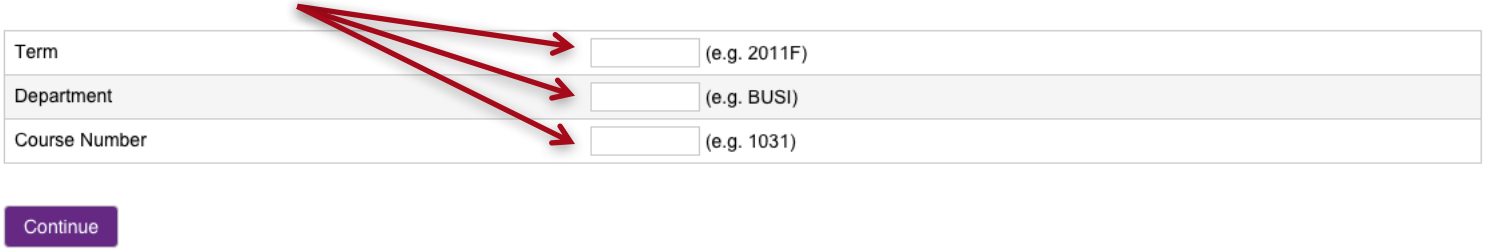
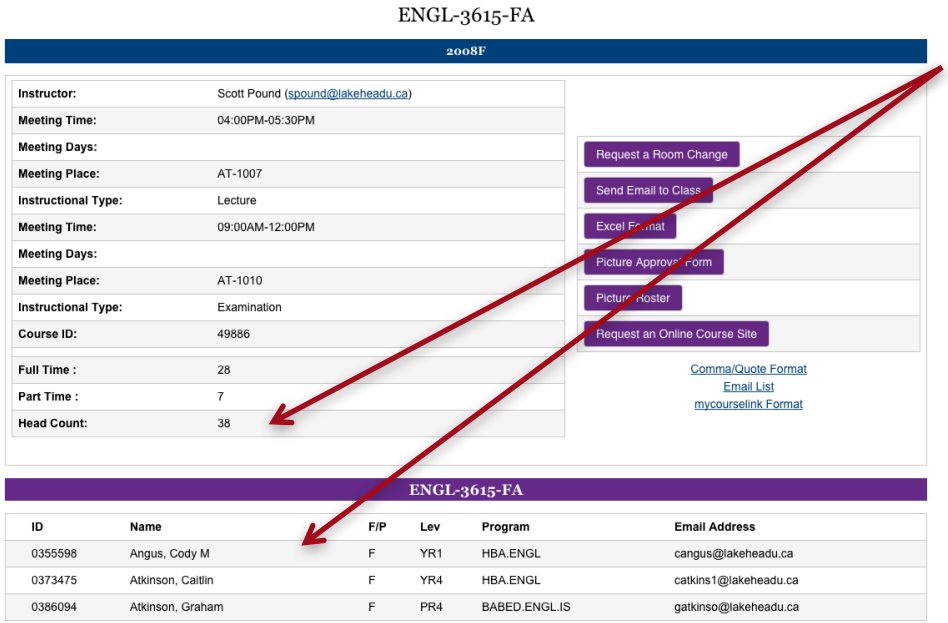
Step 1: Search using your course number along with the subject and term.





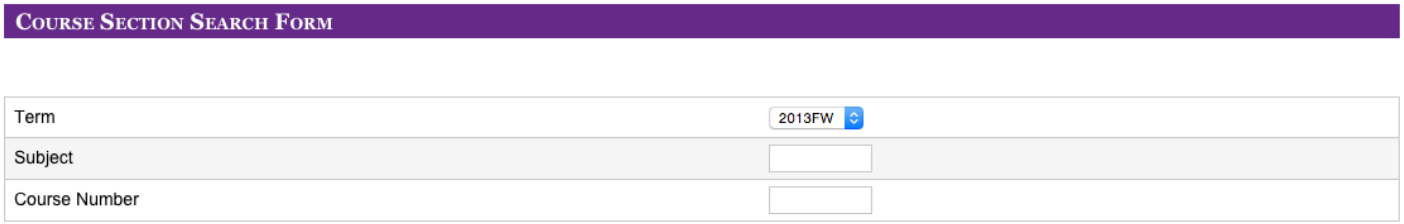
Step 2: Review your class roster to ensure all students attending are registered for your class

Other Useful Tools within the Class Roster:

- Communicate to your students through email

Marks Management

ENROLMENT SERVICES – ACADEMIC ADVISING, RECORDS & REGISTRATION



Within Marks Management:

1. Set up your course
2. Edit your Grade Scheme based on how you will be grading your students
3. Enter Marks
4. View Marks
5. Submit Final Marks to Enrolment Services – Academic Advising, Records & Registration

IMPORTANT DATES TO REMEMBER:

Final Marks Due:

Fall Term – Hard copy with signatures (instructor and Chair/Director) by December 23, 2016 at noon

Winter Term – Hard copy with signatures (instructor and Chair/Director) by April 27, 2017

Course Registration

Students register for their classes through myInfo using the Student tab

TIPS:

Students may consult you to advise them with regards to being successful in your course without having the calendared prerequisite course(s). If you would like to waive the prerequisite for an individual student please advise the student and refer the student to your Chair/Director. The signature/approval of the Chair/Director will be required to proceed with the course registration.

Any requests for changes to caps on your courses must be brought to your Chair/Director

Any room request changes should be brought to the attention of your Chair/Director or your timetable representative

Contact

Marks Management/ Registration/ Class Rosters, etc
Cathie O' Connor, Associate Registrar
coconnor@lakeheadu.ca
ext: 8846

Scheduling/Examinations/Classrooms
Lorrie Sabatini, Scheduler
schedule@lakeheadu.ca
ext: 8498

General Enrolment Services – Academic Advising, Records and Registration
records@lakeheadu.ca
ext: 8675