COURSE AND EXAM SCHEDULING
- First line of contact is your Departmental Assistant (DA) or Manager.

- If you are a new faculty member, lecturer, instructor, or sessional, please inform your DA or Manager of your employee ID number so that you have access to retrieve your class roster and enter grades online.

- To view the course scheduling policy go to: www.sfu.ca/policies/teaching/t30-01. Generally speaking, classes start on the half hour (—:30) and end at 20 minutes past the hour (—:20). Classes with a total duration of 80 minutes should follow Table E.

- Let your DA or Manager know of your room preferences at the time of scheduling. For example, flexible or fixed seating, lecture recording, data projector. Since we have only 128 classrooms, we may not be able accommodate all of your preferences on the day and time that your course is offered. Larger classes have priority over smaller classes regardless of requests for permanent technical equipment.

- Our busiest period for room change requests occurs at the beginning of the term. Classes offered between 09:30 and 15:20 are particularly difficult to move because we will need to negotiate with others for room swaps. We will work with your DA or Manager to fulfill room change requests whenever possible. Priority will be given to fulfilling SFU’s mandated accommodation requirements.

- To view the exam schedule, visit the faculty centre under go.sfu.ca. Inform your DA or Manager if you want to cancel, add, or change exams before late October, otherwise you may have to follow the late add/change exam procedure. This process cannot begin until four weeks into the term, since your students will need to acknowledge the exam change in writing.

CLASS ROSTER
- Access your class lists at go.sfu.ca; log in using your computing ID and password, and navigate to Faculty Center; select the term and then click the class roster you want to view and download. Helpful instructions are available at www.sfu.ca/itservices/administrative/sims/sims_resources/faculty_resources.

STUDENT ENROLLMENT
- We encourage you, when setting up your classes, to use the available online waitlist functions to allow students equitable access to your courses.

- If a student is not on your class list but is attending your class the student should contact your DA or Manager to determine if he or she can be formally registered into the class. In many cases the size of the room you are using limits the size of the class and this must be followed for fire code reasons. You cannot manually add students to your grade roster at the end of the term.

ONLINE GRADE SUBMISSION DEADLINES
- Courses with NO SCHEDULED EXAMINATIONS: Due 96 hours after the last day of classes.

- Courses with SCHEDULED EXAMINATIONS: Due 96 hours after the final examination. Note: If the due date falls on a weekend, the deadline for grade receipt is 08:30 on the following Monday.

SEE REVERSE FOR UPLOADING GRADES ONLINE.
INSTRUCTIONS FOR USING THE GRADE ROSTER

- Instructors must upload grades online using the Faculty Service Centre.

- Instructions on how to submit your grades online (PDF documents) are at: www.sfu.ca/itservices/administrative/sims/sims_resources/faculty_resources. Video tutorials are also available.

- Note that “D+” and “D−” are not valid grades. “WE” and “WD” are notations, not grades, and cannot be assigned by the instructor. They are the result of the student’s interaction with Student Services.

- The GN (grade not reported) notation may be used when circumstances beyond the control of the University make it impossible for grades to be assigned for an entire course. The Dean of the Faculty should advise the Registrar, in writing, that the notation of GN is approved.

- All unchanged DE notations will automatically convert to N after the fifth day of classes of the term immediately following. Any request for a DE to be extended beyond the fifth day of classes must be submitted to Records in Student Services by the instructor and approved by the Chair using the Grade Change form in go.sfu.ca.

- Students who are not on your Grade Roster means the student is not enrolled in your class. Students are not allowed to sit in a class if they are not enrolled.

INSTRUCTIONS FOR CHANGING A GRADE

- Instructors can submit a grade change by using the Grade Change form in go.sfu.ca.

- Instructions on how to submit a grade change are at: https://www.sfu.ca/students/source/gradechange.html. Video tutorials are also available.

- For additional information about the university’s Grading and the Reconsideration of Grades policy, please visit http://www.sfu.ca/policies/gazette/teaching/t20-01.html.

- Students, who did not complete the course, must re-enroll in the course to achieve a different evaluation.