



BA Advising Centre, Faculty of Arts

Date: September 2024

This document is a resource for instructors and contains useful information for teaching and supporting students in the Bachelor of Arts program during the upcoming academic term (Fall 2024).

Waitlist registration is available for all undergraduate courses through the Self-Service Banner. Students seeking admission into a course that is full or closed (C) should register for the waitlist. Learn how to use the waitlist function here: <https://www.smu.ca/academics/registration-waitlist.html>.

Closed course overrides are for students seeking admission into a closed course and should meet the following criteria: the requested course is full or closed; and the course is a requirement for graduation or major progression/completion in the current academic year; and failing to register in the course will delay graduation in the term for which the override has been requested. Students seeking this override are advised to consult with an Academic Advisor and register for the course waitlist.

BA Students seeking admission into course(s) past the registration deadline (**Friday, September 13**) must contact the BA Advising Centre (BAadvising@smu.ca). Students in the Faculty of Commerce or Science should contact their home advising office for more information.



List of Holy Dates are available here: <https://www.smu.ca/registrar/resources-for-faculty.html#Holy%20Dates>

Students **cannot** be required to submit or have work due during the scheduled break or a study day. Faculty should reference the calendar of events to verify these dates.

If a final exam is planned for the course during the final exam period, it should be scheduled by the Office of the Registrar through the appropriate process.

No single test or examination given during the teaching period shall contribute more than 20% of the overall evaluation in a six-credit hour course or more than 35% of the overall evaluation in a three-credit hour course.

Please note the change to Academic Regulation 8: g. “No final examination or single assessment during the final exam period may exceed 40% of the final course grade in Fall and Winter Terms and 50% of the final course grade in Spring and Summer Terms.”

Tests and examinations individually or collectively contributing more than 10% of the overall evaluation of the course **are not permitted** to be held during the last fourteen calendar days preceding the end of classes in the fall and winter terms or last seven calendar days preceding the end of classes in the summer terms. Final tests and final examinations are to be held during the final exam period.

For more information, please review the complete **Academic Regulation #8**.

Students who miss classwork or a test during the teaching period (first day of class to the last day of class) can submit a **Declaration of Extenuating Circumstances** to their instructors through their home Academic Advising Office.

If required, students may request to have a final exam in the official exam period rescheduled due to one of the following reasons:

- (i) Serious illness, personal/family emergency, or unforeseeable adverse situation
- (ii) Religious grounds, as per Academic Regulation 8.n.
- (iii) Participation in regional, provincial, national, or international activity.
- (iv) Exam is scheduled prior to 8:30 am or after 10 pm according to the

• c a^ } o Á | & q Á Á ^ É e Á ^! Á B e a ^ { á Á ^ * ^ | a e } Á È È



Learning skills coaching, workshops, study hall registration, and handouts:
<https://www.smu.ca/newtosmu/student-success.html>

BA Breadth Requirements: <https://www.smu.ca/arts/arts-ba-breadth-requirements.html>

Program and degree information: <https://www.smu.ca/arts/arts-program-details.html>

BA Academic Advisors are experienced in helping students navigate their academic journey in the **Bachelor of Arts**



