



### COURSE AND EXAM SCHEDULING

First line of contact is your Departmental Assistant (DA) or Manager.

If you are known by faculty preferences, please state the instructor's name, course number, and room number in the scheduling form. If you are not known by faculty preferences, please state the instructor's name, course number, and room number in the scheduling form. Since we have only 128 classrooms, we may not be able to accommodate all of your preferences on the day and time that your course is offered. Larger changes to fulfill room change requests whenever possible. Priority will be given to accommodation requirements.

To view the exam schedule, visit the faculty centre under [go.sfu.ca](http://go.sfu.ca). Inform your DA or Manager.



#### **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](http://www.sfu.ca/itservices/administrative/sims/sims_resources/faculty_resources). Video tutorials are also available.

Note that "D+" and No