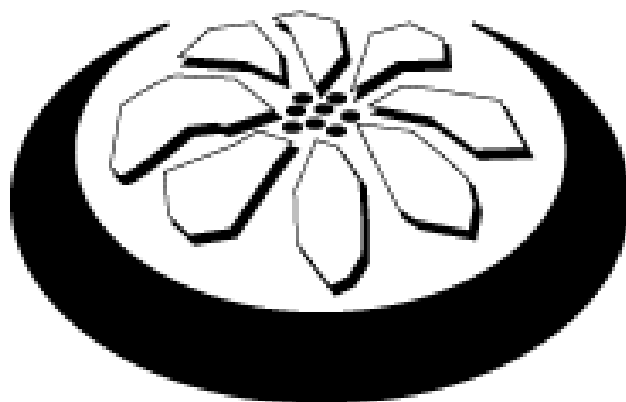


International Academic Office

Guide for BCS Site Coordinators



International Academic Office, University of the Arctic
P.O. Box 509, La Ronge, SK S0J 1L0 Canada
Phone: +1-306-425-4694
Fax: +1-306-425-2696
Email: iao@uarctic.org



BCS Site Coordinator Checklist

When your Students are Enrolled in Online UArctic Courses

BCS Course Prerequisites

- BCS 100 is the prerequisite for **all** other BCS courses.
- BCS 100 is the **only** prerequisite to take BCS 311, 321, 331, and 332.
- BCS 100 and BCS 311 are the prerequisites for BCS 312.
- BCS 100 and BCS 321 are the prerequisites for BCS 322.

Registration

- Receive **signed** Registration and Declaration Form from student
- Ensure all areas are filled in and legible (clear to read)
- Ensure all prerequisites are met (if student completed the prerequisite(s) through their home institution, please write this on their registration form)
- Fill out “Home Institution Permission” section on registration form to grant permission to the student to take their chosen course(s).
- Fax or email scanned copy of registration form to IAO
- IAO emails you to let you know that the student should now have access to the course website on Moodle

Course Participation

- First week of class: Check with student to make sure they have logged onto course website
- First week of class: Check with student to make sure they have received or have access to all course reading materials
- Ongoing: Maintain communication with student to ensure they are participating in course
- If student decides to withdraw from the course, email IAO immediately to inform Karla about the withdrawal

Course Completion

- IAO will email you all student transcripts at the end of each semester
- If any transcripts are missing, email IAO to let Karla know about it
- Check in with the students to make sure they have completed their online student survey. Make sure they understand the questions and how to use ZEF



BCS Site Coordinator Checklist

When your Institution Offers Online BCS Courses

Local/Onsite Students

- Follow the same procedure as when your students take online BCS courses.

Communicating with Instructor

- Before class starts: Contact instructor to make sure they know when the course will start and provide them with email addresses for BCS: bcs@uarctic.org and IAO: iao@uarctic.org
- Before class starts: Email BCS and IAO with the instructor's name and contact information
- Once course begins: check in with the instructor to see if the class is going well and if their class on schedule
- Email BCS or IAO if the instructor has major problems with the course or the website
- End of the semester: Check with instructor to see if they emailed unofficial grades for all students to the IAO

International/Visiting Students

Registration:

- IAO sends you information necessary to register the international students at your institution
- Forward this information to the person at your institution that registers students in classes
- Email or fax the class list to IAO

Course Participation:

- IAO emails you to inform you when a student withdraws from the course
- Forward this information to the person at your institution who withdraws students from classes

Course Completion:

- One month from the end of semester: Inform the person at your institution who issues transcripts that official English transcripts will need to be mailed to IAO immediately at the end of the semester
- The week final grades are issued: Check to ensure transcripts are mailed to IAO immediately