

Key Contacts for Instructors

Course Development Support	Contact
Instructional design	Your course developer.
Course Edits/ web design	Not sure who that is? Contact jeff.miller@ubc.ca
Course management/ scheduling/ texts & materials	

Learner Support	Contact
Registration	Enrolment Services: Brock Hall
Withdrawal/Extension (standing deferred)	distance.education@ubc.ca
Advising/ Referral to Faculty	Paul Poole (manager): 604 822 9435 Bunny Armour 604 822 1428

Exams	Contact
exam bank	Enrolment Services: Brock Hall
exam scheduling (invigilated exams)	student.exams@ubc.ca
exam conflicts (students)	Sheila Williamson (exams coordinator): 604 822 8116

Technical Support	Contact
Vista (WebCT) support	olthelpdesk@exchange.ubc.ca
General technical support/ referral	
1:1 assistance / Course technologies	emily.renoe@ubc.ca 604 822 0836

Policy/ Resource Development	Contact
courses	Office of Learning Technology
learners	jeff.miller@ubc.ca 604 822 0735
faculty	cindy.underhill@ubc.ca 604 822 1340