



## Automatic Reminders and Messages

Ventus is programmed to automatically send out messages and reminders by email to professors. The complete list of automatically generated messages is as follows:

Message/Reminder	Contents	Sent
Request to finalize	<ul style="list-style-type: none"> <li>- Summary of exam details provided by the Notice of Examination (NOE) requestor</li> <li>- Link to confirm details and complete submission of NOE</li> </ul>	On completion of NOE
Notice of Examination confirmation	Confirmation that the NOE has been filed with Access Service and the academic unit	When NOE has been finalized (mid-terms) After Registrar confirms exam dates (finals)
Notice of registration at Access Service	<ul style="list-style-type: none"> <li>- Notification that a student in the course is registered at Access Service</li> <li>- Reminder to file NOE</li> </ul>	First week of session
Confirmation of Adaptive Measures (CAM)	<ul style="list-style-type: none"> <li>- Letter from learning specialist confirming students' specific accommodation needs</li> <li>- Reminder to file NOE</li> </ul>	After late registration period closes (returning students) Ongoing (new students)
Adapted Exam notice	<ul style="list-style-type: none"> <li>- Reminder to submit exam questionnaire</li> <li>- Reminder to complete Proctor Instruction form</li> </ul>	Ten days before the scheduled exam
Adapted Final Exam notice	<ul style="list-style-type: none"> <li>- Reminder to submit final exam questionnaire</li> <li>- Reminder to complete Proctor Instruction form</li> </ul>	Dec 1 (Fall session) April 1 (Winter session)

Ventus retrieves course information and professors' email addresses from the Registrar. Professors are asked to ensure that the Registrar has the correct email address on file, and to check their email accounts regularly so as not to miss important information sent on behalf of their students.

