

Faculty of Social Work

COURSE REGISTRATION



Tips for SW Students!

1

REVIEW THE REGISTRATION VIDEO TUTORIALS!

- ✓ Review the [Registration Videos from the U of R](#) to refresh your knowledge on course registration.
- ✓ Review how to use [UR Self-Service](#)
- ✓ Review how to use [Visual Schedule Builder \(VSB\)](#)
- ✓ Review how to use [Degree Audit](#)

SEARCH FOR CLASSES: UR Self Service or Visual Schedule Builder
REGISTER FOR CLASSES: UR Self-Service
★ VSB is a planning tool, but you need to use UR Self Service to register!

2

CHECK YOUR TIME TICKET!

Your time ticket is available two weeks before the registration period opens!

Find your time ticket and holds under:

Student Services

Click Student Services then Registration

Check your Registration Status to find your Time Ticket

Select Term

Check Time Ticket Day/Time

Check Holds

Student Records
** View your student record; holds; final grades and academic history; charges and payments; request your U of R Photo ID card; apply to graduate. **

Academic Advising and Program Planning
** Plan your program with Advisor; contact your faculty advisor; and plan your schedule. **

Registration
** Search for, register and/or drop, classes; check your registration status; display your class schedule; and much more. **

Registration

Select Term

Check Your Registration Status
** Time-ticket(s), holds, academic standing, and registration permit-override details. **

Select a Term: 2023 Fall

✓ You have no Registration Time-Ticket:

- If you are a Graduate or Non-Credit student you may register at any time (after registration opens for the term).
- If you are an Undergraduate student with a discontinuance/disciplinary hold on your record you will NOT receive a registration time-ticket and therefore will NOT be able to register.

⚠ You have Holds which will prevent registration.

- ✓ Your Academic Standing permits registration.
- ✓ Your Student Status permits registration.

If you have holds, they must be dealt with first to be able to register.
Academic related holds require an advising appointment.
Financial holds require payment of funds; inquiries can be directed to Financial Services.

Students outside of Regina and Saskatoon may email special.registration@uregina.ca to get their time ticket.

The University of Regina is moving towards year long registration. Registration for Winter 2024 will open in October 2023. March 2024 registration will open for Spring/Summer 2024, Fall 2024, and Winter 2025

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SEARCH COURSE OFFERINGS!

Courses are viewable two weeks before the registration period opens!

Social Work Course Offerings: For a quick listing of Social Work classes offered, click 'Bachelor of Social Work' then '[Course Timetable](#)' on our [website](#). This lists face to face, online and off campus courses.

Student Information

Social Work Academic Hub
Information about advising, registration, forms and more.

Academic and Professional Performance
Students are required to adhere to academic and professional guidelines.

Course Timetable
Look at our current and future offerings for Social Work courses.

Flexible Learning Course Offerings:

For a quick listing of General University Studies and Social Work classes offered online, remotely and at the regional colleges throughout Saskatchewan, check the Centre for Continuing Education's '[Flexible Learning](#)' page.

Flexible Learning
Centre for Continuing Education

Online courses | LIVE-streamed courses | Regional Colleges | Flexible Class Times | Student Services

Online Courses

Click on the appropriate course type, then click on the correct semester.

2023 Fall		2024 Winter		2023 Summer	
CRN	Course	Sec	Title	Instructor	Dates
30005	ACAD 100	397	Academic Discourse: Writing, Research, and Learning Strategies	Lori Walker	Aug 30 Dec 5
30006	ACAD 100	398	Academic Discourse: Writing, Research, and Learning Strategies	Lori Walker	Aug 30 Dec 5
30007	ACAD 100	399	Academic Discourse: Writing, Research, and Learning Strategies	Lori Walker	Aug 30 Dec 5

Visual Schedule Builder: For a quick listing of General University Studies and Social Work courses. This program will also allow you to see how your prospective courses fit together as a schedule. **UR Self Service still needs to be used to look at details about the course and to register for courses!**

UR Self-Service: This is the most thorough method of finding courses and helpful to find all the courses in a particular subject offered for a given semester.

Click Student Services then Registration

Student Services

- [Student Records](#)
** View your student record; holds; final grades and academic history; charges and payments; request your U of R Photo ID card; apply to graduate. **
- [Academic Advising and Program Planning](#)
** Plan your program with Advisor; contact your faculty advisor; and plan your schedule. **
- [Registration](#)
** Search for, register and/or drop, classes; check your registration status; display your class schedule; and much more. **

Search for Classes

Registration

- [Select Term](#)
- [Check Your Registration Status](#)
** Time-ticket(s), holds, academic standing, and registration permit-override details. **
- [Search for Classes](#)
** Before registration begins, search for classes here. **

Select Term

Select a Term:

Search for Classes to Add and Select the Subject

Subject:

- Academic Foundations
- Actuarial Science
- Administration
- Aging Studies
- Anihšīnāpēmowin
- Anthropology
- Art
- Art History
- Arts
- Arts Work Exp. Internship

★Filtering Search Results★

To find the classes that best suit your needs and preferences, we strongly recommend choosing 'Advanced Search.'

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LOOK AT COURSE LOCATIONS

★ Make courses you select courses that match your location★

All students should double check that the course location is where they intend to take it.

For BSW students only: BSW students have been assigned an 'attribute' code, which is based on the study location you selected in your BSW application.

If you need to change your study location, please make a request by emailing SW.StudentServices@uregina.ca.

Be sure to verify the course location using the Location Column in Search for Classes and the Course Registration Number (CRN.) **Both places should be checked to confirm course location.**

UR Self Service > Registration > Search for Classes > Location Column (If you are unsure of the location, you can click on [Building Codes](#) above the course listings.

Sections Found Social Work

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location
C	32708	SW	100	001	1	3.000	Foundations in Social Work	W	02:30 pm-05:15	50	50	0	120	3	117	Fritz Pino (P.)	08/30-12/05	CL 420
SR	32710	SW	100	005	2	3.000	Foundations in Social Work	R	08:30 am-11:15 am	50	35	15	120	0	120	Margie Brown (P.)	08/30-12/05	OFFCMP CONCOURSE
C	33273	SW	100	0A1	2	3.000	Foundations in Social Work	T	07:00 pm-09:45	25	25	0	0	0	0	Takhmina Shokirova (P.)	08/30-12/05	REMOTE REMOTE

Always click the 5-digit Course Registration Number (CRN) to confirm where the course is located.

Click on the CRN, then look at "Location" and "Where"

Sections Found Social Work

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
C	32708	SW	100	001	1	3.000	Foundations in Social Work	W	02:30 pm-05:15

Foundations in Social Work - 32708 - SW 100 - 001

Location: Regina
 Associated Term: 2023 Fall
 Registration Dates: Mar 07, 2023 to Sep 13, 2023
 Levels: Undergraduate

On Campus
 Lecture Schedule Type
 3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where
Class	2:30 pm - 5:15 pm	W	Classroom Building 420

Foundations in Social Work - 32710 - SW 100 - 005

Location: Saskatoon Street Address: 116 Research Drive,
 Associated Term: 2023 Fall
 Registration Dates: Mar 07, 2023 to Sep 13, 2023
 Levels: Undergraduate

Off Campus
 Lecture Schedule Type
 3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where
Class	8:30 am - 11:15 am	R	Off-Campus Location: CONCOURSE



C 33273 SW 100 OA1 2 3.000 Foundations in Social Work T 07:00 pm-09:45

Sections Found

Foundations in Social Work - 33273 - SW 100 - OA1

This course will take place via ZOOM. The class must

Click [here](#) for **Getting Started Information** regarding t

Associated Term: 2023 Fall

Registration Dates: Mar 07, 2023 to Sep 13, 2023

Levels: Undergraduate

Off Campus

Lecture Schedule Type

LIVE-streamed class Instructional Method

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where
Class	7:00 pm - 9:45 pm	T	Remote REMOTE

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CHECK COURSE MODALITY: Courses are delivered in a variety of methods, which can be:

- Synchronous** Scheduled Day and Time
- Asynchronous** No Scheduled Day and Time

The methods courses are delivered are listed below. Please be familiar with each:

Modality	In person OR Online/Zoom?	Synchronous OR Asynchronous	Location Code
Face to Face	In Person	Synchronous	Regina CL 110, ED 438, etc. BUILDING CODE
			Saskatoon OFFCMP CONCOURSE
			Outside Regina/Saskatoon OFFCMP COLLEGE Ex) Swift Current -> OFFCMP GRT PLAINS
			ONLINE (Students outside of Regina/Saskatoon will have a section(s) reserved)
Online*	Online	Asynchronous	ONLINE (Students outside of Regina/Saskatoon will have a section(s) reserved)
Remote*	Zoom	Synchronous	REMOTE, YOURHOME
Blended*	In Person/Remote AND Online	Synchronous/Asynchronous	BUILDING CODE (ex. CL 110, ED 438) OFFCMP LOCATION OR REMOTE AND ONLINE
Hybrid*	In Person OR Zoom	Synchronous	BUILDING CODE (ex. CL 110, ED 438) OFFCMP CONCOURSE OR REMOTE

* Students are required to have a camera/webcam or any other required equipment and should read the [Zoom Classroom Etiquette](#) regarding remote classes

★ Always click the 5-digit CRN to check how the course is being delivered and where it is located. ★

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CHECK SEATS: The **ACT** column indicates how many seats are taken in the class. The **REM** column indicates how many seats are remaining and available in the class.

Social Work																		
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date	Location
													Cap	Act	Rem		(MM/DD)	
C	32708	SW	100	001	1	3.000	Foundations in Social Work	W	02:30 pm-05:15	50	50	0	120	3	117	Fritz Pino (P)	08/30-12/05	CL 420

Full Classes & Waitlists: A class with 0 remaining seats ('0' in **REM** column) may have a waitlist option. Look in the **WL REM** column: if there are available seats, students can add themselves to the waitlist. Check the **WL ACT** column to see how many students are on the waitlist to determine the spot on the waitlist (UR Self-Service does NOT list the student's position on the waitlist.) If there are 0 seats in the **WL REM** column, another section of the course or another course will have to be selected.

Social Work																		
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date (MM/DD)	Location
C	32708	SW	100	001	1	3.000	Foundations in Social Work	W	02:30 pm-05:15	50	50	0	120	3	117	Fritz Pino (P)	08/30-12/05	CL 420

A new waitlisted student would be 4th on the waitlist

To join the waitlist:

- ➡ Record the 5-digit CRN
- ➡ Check WL ACT and note the number
- ➡ Go into [Add/Drop/Search](#) for classes
- ➡ Enter the CRN into the [Add Classes Worksheet](#)
- ➡ Click Submit. Go to the drop box and click [Action – Waitlist](#).
- ➡ Click Submit

★ If a spot opens up for you on the waitlist, you will receive an e-mail to your preferred e-mail account. ★

- Prior to classes starting, there will be 24 hours to register.
- For Fall/Winter terms at 10:00am on the first day of classes until the waitlist deletion, there will be 12 hours to register.

More details on waitlists can be found [here](#).

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CHECK CLASS RESTRICTIONS: Check for course restrictions related to location, campus, and/or campus as well as any unique information that might need to be known before registering. [Click the 5-digit CRN](#) in UR Self-Service and then Search for Classes. After clicking the 5-digit CRN, attribute restriction details are listed in **RED**.

Restrictions on sections will be lifted approximately one month after the registration period starts for [Open Registration](#). You can check for this date under [‘Open Registration’](#) in [‘When to Register’](#) under [Registration Dates](#). For FNUC courses, open registration for these courses may be closer to when the semester starts.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date (MM/DD)	Location	Attribute
C	31903	INDG	260	S90	2	3.000	History of Residential Schools in Canada	TBA		20	20	0	20	9	11	Sandra Gay Bellegarde (P)	08/30-12/05	ONLINE	
								M	02:00 pm-05:00 pm							Sandra Gay Bellegarde (P)	12/18-12/18	TBA	

History of Residential Schools in Canada - 31903 - INDG 260 - S90

Restricted to FNUiv students. Online delivered course.

This section is for FNUiv students only! Another section should be selected if possible.

Associated Term: 2023 Fall
Registration Dates: Mar 07, 2023 to Sep 13, 2023
Levels: Undergraduate

Clicking on the course title also reveals attribute restriction details:

Restrictions:
 Must be enrolled in one of the following Levels:
 Graduate
 Undergraduate
 Must be enrolled in one of the following Campuses:
 FN Univ

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CHECK CLASS PRE-REQUISITES: Click the 5-digit CRN, then 'View Catalog Entry' to review any course pre-requisites.

- ☛ If nothing is listed, the course does not have any pre-requisites.
- ☛ If a pre-requisite is listed, you MUST have the listed course to be eligible to register for the class.

You will not be permitted to register for the course without the pre-requisite.

Select CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
C	31903	INDG	260	S90	2	3.000 History of Residential Schools in Canada	TBA		20	20	0	20	9	11	Sandra Gay Bellegarde (P)	08/30-12/05	ONLINE	
							M	02:00 pm-05:00 pm							Sandra Gay Bellegarde (P)	12/18-12/18	TBA	

INDG 260 - History of Residential Schools in Canada

This course will provide a historical look at the rationale, ideology, operations and deficiencies of the Indian Residential School system of Canada including underfunding, physical and spiritual abuse, and student mortality. ***Prerequisite: INDG 100, or permission of the Program Coordinator.*** Note: Students may receive credit for one of INDG 260 or INDG 290AA.*
 3.000 Credit hours
 3.000 Lecture hours

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REGISTER IN COURSES: Once all of information (available courses and available seats, locations, modalities, restrictions and pre-requisites) has been double-checked, course registration can begin!

- ☛ Gather all of your 5-digit CRNs
- ☛ Go into [Add/Drop/Search](#) for classes
- ☛ Enter the CRNs into the [Add Classes Worksheet](#)
- ☛ Click [Submit](#)

UR Courses: It can take up to 24 hours from the time of registration for courses to appear in UR Courses. Courses may not show up until the first day of the semester.

Confirmation of Enrolment: An unofficial Confirmation of Enrolment for funding or other purposes, can be obtained through UR Self-Service account: [UR Self Service > Registration > Confirmation of Enrolment \(Unofficial\)](#). If you require an official Confirmation of Enrolment, you will need to request one from the [Registrar's Office](#).

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REGISTRATION ERRORS: Error messages may occur when registering. Usually this happens because the student has missed checking information about the course, and the common course of action is to select another section. Please see below of a list of registration errors, what they mean and the corresponding best course of action:

Attribute Restriction	Course is restricted to students with a specific attribute (likely based on study location). ☛ Choose a different section that aligns with your study location attribute.
Campus Restriction	Course is restricted to students in a federated college. ☛ Choose a different section.
Closed Section	Course is full. ☛ You can add yourself to the wait list (if one exists and there is space) using the drop-down button OR choose a different section. Course overloading cannot be done until the wait lists are dropped; any requests will not be approved before this time.
College Restriction	Course is not available to students outside of the faculty offering this course. ☛ Choose a different section.
Duplicate CRN	CRN has been entered twice.

Link Error "X" Required	You have not selected the correct corresponding section. <ul style="list-style-type: none"> Make sure you have entered the CRNs for both the lecture <u>and</u> the necessary lab or seminar component.
Maximum Hours Exceeded	You have tried to register in more credit hours than your program allows in a term.
Permit req'd/see CRN details	Course has special requirements to register. See details under the course description (in UR Self-Service click 'view catalogue entry'), or in the course comments section (in UR Self-Service, click the CRN).
Pre-req. and Test Score Error	You have not completed a required course. <ul style="list-style-type: none"> Choose a different class, or if you think you have the prerequisite, please contact an Academic Advisor.
Program Restriction	Course is not available to students in your degree program. <ul style="list-style-type: none"> Choose a different section.
Time Conflict with CRN	Course times are overlapping; this could also include the final exam time.

★ The above registration error list should be reviewed before reaching out the Student Services or an Advisor ★

If you need to contact Student Services or an Advisor for support,
please indicate the 'Registration Add Error Status' so they can better help you.