Saskatoon Campus
Faculty of Social Work

2021-2022
STUDENT HANDBOOK

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https://www.uregina.ca/socialwork/

Office Hours:
8:30 am - 12:00 pm & 1:00 pm - 4:30 pm
Monday to Friday

Exceptions to the above schedule are made for all statutory and university holidays. Office closures outside of the above schedule will be posted on the door of Suite 111, Concourse.
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INTRODUCTION

The Faculty of Social Work boasts an exceptional team of more than 35 knowledgeable and approachable faculty, staff and sessional lecturers, all dedicated to the educational and professional success of our students. The Faculty of Social Work is situated on Treaty 4 lands with a presence in Treaty 6. These are the territories of the nêhiyawak, Anihšināpēk, Dakota, Lakota, and Nakoda, and the homeland of the Métis/Michif Nation.

This guide intended to support Saskatoon and Distance Social Work students with common questions and concerns. There are clickable links within this document, which will take you directly to the appropriate website location.

FACULTY OF SOCIAL WORK POLICIES & PROCEDURES

STATEMENT ON STUDENT PERFORMANCE OF PROFESSIONAL RESPONSIBILITIES

Social Work is a specialized profession and the Bachelor of Social Work is a professional degree. Therefore, all Social Work students – Pre-Social Work and Bachelor of Social Work - are expected to demonstrate a professional attitude, behaviours and interactions, both inside and outside the classroom. This expectation adheres to the Canadian Association of Social Work’s (CASW) Code of Ethics and Canadian Association of Social Work Educator’s practice standards and is reflected in the Faculty of Social Work’s policy and procedures regarding Student Professional Suitability.

Failure to conduct oneself in a professional manner may result in discontinuation from the Social Work program. Click here for access to the full policy, as well as our Ethical Use of Social Media Policy.

ACADEMIC REGULATIONS

Please refer to the Faculty of Social Work’s Academic Policies. Faculty of Social Work students must maintain a 70% GPA on their social work courses to remain in the program.

The Faculty follows all other U of R Academic Regulations of the U of R.
GETTING STARTED

Students will need to regularly access specific programs to register for classes, take courses, and communicate with instructors as well as other student matters during their time at the U of R. Please ensure you become familiar with how to use these programs.

UR SELF-SERVICE

UR Self-Service Login is a secure, web-based program, which enables students to:
- Obtain and/or change confidential information;
- Register in or drop courses; and,
- Address other student matters

The User ID is your U of R student number, which is 9 digits with no spaces. Your PIN is 6 digits. First-time users will have the pin set as birth date in daymonthyear (e.g. 020694). Students are reminded to regularly change their pin.

If you encounter problems, with logging into UR Self-Service, please contact the U of R Information Services Help Desk at: 306-585-4685 or 1-844-585-4685.

CONFIRMATION OF ENROLMENT

This can be obtained through UR Self-Service using MyCreds™: go to Student, Student Records and then Document Requests. Choose Confirmation of Enrolment and select the appropriate term. Please note that there is a $10 fee for requesting this record.

TUITION

Tuition fees are due on the first day of lectures. Use UR Self-Service to obtain amounts owing and pay your tuition using one of the payment options.

Cost of tuition can be found here and approximate costs of attending undergraduate studies can be found here. Refund information can be found in UR Self-Service in “My Refund Schedule.”

Please note: The Saskatoon Campus general office does not accept tuition payments.

STUDENT PHOTO IDENTIFICATION

U of R Student Photo ID Cards supplement the Confirmation of Enrolment for exam writing purposes and to access many services, including student discounts. You can request your new Student ID card online through UR Self-Service: go to Student Services, Student Records and U of R Photo ID Card Request. A digital photo and a copy of valid government issued photo ID are needed for uploading. Please allow 3-5 days for processing.

TEXTBOOKS

Saskatoon Campus textbooks are ordered either from:
1) U of R Bookstore; or
2) Turning the Tide Bookstore

To obtain a textbook list, 2 weeks prior to semester start, log in to UR Self-Service. All textbooks will be listed; however, some textbooks may have been ordered from Turning the Tide Bookstore. Textbooks ordered through Turning the Tide will have an “alternate location” component in the textbook link. If you login to UR Self-Service and purchase your textbooks from the U of R EBookstore, the textbook(s) will be couriered to you.
REGISTRATION

Students are responsible for registering themselves in classes independently. Advising may be used to discuss students’ course sequencing and planning; however, advisors do not select or register classes on behalf of students. You may find information about course sequencing for the BSW [here](#). Please use the following links to familiarize yourself with registration: [Registration Tips](#) and/or [Registration Video](#).

Registration periods for U of R classes are:
- Spring/Summer and Fall courses – begins in early March
- Winter courses – begins in early October

Your time ticket is your registration date and time, which is based on the total credit hours completed. You can find your time ticket in UR Self-Service. Note: Distance students (outside of Regina and Saskatoon students) are eligible for an early time-ticket and can contact [distance.registration@uregina.ca](mailto:distance.registration@uregina.ca) to request it.

Course offerings and registration eligibility will be available for viewing approximately 2 weeks prior to the registration periods. Students are encouraged to register as soon as possible to secure a spot.

COURSE OFFERINGS

Students have a few course options and can take classes face to face (remote delivery learning during COVID-19), web delivered or through live stream (via Regional Colleges) methods. Please note that certain sections of web delivered classes are reserved for Distance students. Yukon sections are reserved for students registered in the BSW Yukon Program. The Faculty of Social Work website lists course offerings, the home page and you may click on the below links to view:
- [Face to Face Options](#)
- [Web Delivered and Live Stream](#)

Below are additional tools to support students with registering and selecting classes:

- **Visual Schedule Builder**
  This program allows you to search and select classes to visually pre-plan a course schedule. Please note: the program does not register students in classes. Students still need to add classes through UR Self-Service.
  - [Visual Schedule Builder Tips](#)
  - [Visual Schedule Builder Video](#)

- **Degree Audit**
  This program tracks which classes have been completed, which classes are remaining and how much of the program has been completed. Faculty of Social Work students are strongly encouraged to use this program as the program outlines are being phased out. Degree Audit will help with program planning and registration as it will identify courses you have taken which have met the BSW requirements and courses you still have to take.

WAITLISTS

If a class is full, students are advised to add their name to the waitlist. All Saskatoon Campus courses, except Practicum I and II, are scheduled with waitlists. Click [here](#) for step-by-step waitlist instructions. Waitlists do not confirm a seat in the class nor can advisors or faculty confirm a seat will open for a student. Students cannot request overloading a course if there is a waitlist.

If the waitlist notification email is sent prior to the first day of classes, the student will have 24 hours to register for the class. For the Fall and Winter terms, from 10:00 am on the first day of classes until the waitlists are deleted, the student will have 12 hours to register for the class. If the

OVERLOADING A CLASS

If the waitlist has been dropped and you did not get a spot, only then can a request to overload a class be made. Please be aware that it is first come first serve basis and requesting an overload/late registration does not guarantee a seat in the class. Additionally, instructors or advisors will not grant permission to overload prior to the waitlist drop date.

To overload a class, a student must:
1) Complete a [Registration Permit/Overload form](#)
   a) Complete the form, including all specific details about the course (top portion) and read, sign and date (bottom portion) the form;
student has not registered in that time, the spot will go to the next student on the waitlist. Waitlists are deleted at 11:59 p.m. on the seventh calendar day after classes begin. Once the waitlist has been deleted, students can then request overloading a class.

b) Email the completed form to the instructor for signature approval; and
c) Scan the instructor signed form and email to SW.StudentServices@uregina.ca immediately.

2) Provide written confirmation by the instructor that they have permitted you into their class. An instructor can do this by email to Sw.StudentServices@uregina.ca.

COURSES AT OTHER INSTITUTIONS

Many of Saskatoon and Distance Social Work students have taken or are taking courses through other institutions, such as University of Saskatchewan. We have many students who are dual students at the University of Saskatchewan and the University of Regina. There are other students who may plan to take a course through another institution because it is not offered at U of R in a given semester.

Upon completing of a class, students must send transcripts with final marks to the University of Regina to receive transfer credit (see below for transfer credit). This should be done after each semester has been completed. Students can check for U of R equivalents using the Transfer Credit Database.

LETTER OF PERMISSION

Students may request a Letter of Permission to have the class verified for transfer equivalency and be listed in progress on their academic record in advance. This should be submitted prior to the start of the semester. However, students who are submitting a Letter of Permission must be in good academic standing and the class requested should not be available at the U of R in that semester. This is not required for University of Saskatchewan classes but can be used as an option. Completed forms should be submitted to Sw.StudentServices@uregina.ca.

COMMON VISITING STUDENT

Distance students at Regional Colleges may submit a Common Visiting Student Form. This form also allows students to have the class verified for transfer equivalency and be listed in progress on their academic record in advance. This should be submitted prior to the start of the semester. Regional College Advisors can help with this process. Completed forms should be submitted to Student Services at Sw.StudentServices@uregina.ca.

TRANSFER CREDIT

Upon completion of course work, students must submit their transcripts with final marks to Enrolment Services at the University of Regina to potentially receive transfer credit. Official transcripts of marks must be sent directly from that learning institution to:

Enrolment Services (AH 108)
University of Regina
3737 Wascana Parkway
Regina SK S4S 0A2

Any other inquiries regarding transcripts can be sent to enrolment.services@uregina.ca or 306-585-4591.

FINAL EXAMS AND FINAL PAPERS

Final exams are not returned to students. However, students may view their final exams, once the grades show up in UR Self-Service, for a period not exceeding six months. Final papers/projects will be retained at the Social Work Student Services Office for a period not exceeding two months.

STUDENT SUPPORT
ACADEMIC ADVISING

Students are responsible for ensuring they register in courses which meet the requirements of their program. Please review the U of R Undergraduate Calendar.

Saskatoon Campus has Academic Program Advisors who are available to advise Pre-Social Work and BSW students north of Davidson. To reserve an appointment with an advisor, go to Academic Advising on the Faculty of Social Work webpage.

LIBRARY

JOHN ARCHER LIBRARY

Students have access to all U of R library services, including online resources. The Faculty of Social Work Librarian is Charles Phelps. You can reach him by email at Charles.Phelps@uregina.ca or by phone at 306-337-2581.

UREAD

Distance students also have access to UREAD (U of R Education at a Distance) where library resources, including borrowing books, can be requested and couriered directly to the student. For the Request Materials Form, click here.

FIRST NATIONS UNIVERSITY OF CANADA - SASKATOON

Saskatoon Students have access to the FNUC library in Saskatoon. They can be reached at 306-931-1800 ext. 5430 or Hongru Liu hliu@firstnationsuniversity.ca at the following hours:
- September to December, January to April: Mon – Fri; 8:30am to 4:30pm
- May to August: Mon – Fri; 8:30am to 4:30pm
- Library closes daily from 12:00pm to 1:00pm

UNIVERSITY OF SASKATCHEWAN

Students also have limited access to U of S library services. To access the U of S library, students are required to bring a U of R Confirmation of Enrolment, photo identification and where mandatory attendance at library orientation is required.

STUDENT AWARDS AND FINANCIAL AID

U OF R SCHOLARSHIPS AND AWARDS

The U of R offers a number of scholarships and awards to Social Work students. Click here to access online tutorials on completing scholarship and award applications. Any additional emails can be sent to scholarships@uregina.ca

STUDENT LOANS

Common questions concerning student loans can be found here. Any other student loans questions can be directed to: student.loans@uregina.ca or 1-800-644-4756 (toll free).

STUDENT SUCCESS CENTRE

The U of R Student Success Centre provides numerous services to all U of R students including:

1) Online Workshops including four Writing Workshops on YouTube. Topics include: effective note taking, time management, and study skills.
2) Writing Help
3) Learning Skills Consultation
4) Tutor Registry

CENTRE FOR STUDENT ACCESSIBILITY

Students who require support with academic accommodations in order to complete their course work must register with the Centre for Student Accessibility Office EACH SEMESTER. Please review the U of R Accommodation Policy here.

They can be contacted at accessibility@uregina.ca or 306-585-4631.

MENTAL HEALTH & COUNSELLING

The U of R has created a Mental Wellness Hub to support the mental well-being of students, faculty and staff. There are numerous supports and services in the hub, such as The Online Therapy Unit (free) and mywellness (free), which students are encouraged to access and utilize.

Students may also access U of R Counselling Services. However, the contact form must be filled prior to receiving services. Hours are from Monday to Friday - 8:30 a.m. to 4:30 p.m. For more information, please watch their video here.
COMMON QUESTIONS

Is there parking?**
There is parking near the Galleria building and nearby buildings at Innovation Place, but it is paid parking. You may use the metered parking spots or request a monthly parking pass via email to saskatoon@innovationplace.com. You may also go in person to Galleria 114 when it is safe to do so. They will require proof of enrolment or a valid student ID.

How can I access the building after hours?**
To access the building after hours, you must obtain an access card. Access cards can be requested by contacting saskatoon@innovationplace.com via email. You may also go in person to Galleria 114 when it is safe to do so. They will require proof of enrolment or a valid student ID.

Do I get a bus pass?***
City of Saskatoon Transit Semester Bus Passes: U of R students are eligible to purchase a City of Saskatoon student bus pass
NB: Route #13 makes regular trips to Innovation Place.
Access Transit: Provides services, upon individual request.

As a U of R student in Saskatoon, will there be recreational facilities for me to use?**
Your U of R Confirmation of Enrolment and photo identification will allow you to purchase a reduced, monthly membership at the Physical Activity Centre, U of S.

Do I have medical and dental coverage?
Saskatoon Campus students are provided URSU Health and Dental Plan through mystudentplan.ca and new insurance carrier, Canada Life (policy number 177841.) Policies are effective on September 1st or January 1st (depending on opt in date) and ends on August 31st for both periods. Your student ID number is your plan ID number.

Policies are effective on September 1st or January 1st (depending on opt in date) and ends on August 31st for both periods. Your student ID number is your plan ID number.

Students who do not wish to receive this service must opt out prior to September 30th for Fall and February 5 for Winter by completing and submitting the Opt Out Form.

Is there somewhere to print assignments?
Student printer is located in Student Lounge, Suite 119, Concourse. Printing fees will be charged to your U of R account and can be paid, along with tuition, through U of R Self-Service.

Printing is not permitted at the front desk.

Will the General Office give me contact information for one of my instructors?
The Social Work Student Services Office (Suite 111, Concourse) does not distribute contact information for instructors or students. Instructors may be contacted via information provided to students in course syllabi only. Student contact information can only be provided with consent from the individual student.
STAY CONNECTED

SASKATOON SOCIAL WORK STUDENT SOCIETY (SWSS)

Saskatoon Campus SWSS meets regularly to arrange upcoming events, community activism, job postings and other relevant information for students. More information is available at: http://www.uregina.ca/socialwork/involved/student-soc/index.html

You can also find the student society on:

Facebook: University of Regina - Saskatoon Social Work Student Society (SWSS)
Instagram: swss.saskatoon
Email: swss.saskatoon@gmail.com

2021 Executive
- Erin Bentley (President)
- Hailey Johnson (Vice President)
- Kali Kitzul (Event Coordinator & Grad Chair)
- Cassia Oddo (Communications Director)
- Lisa Dyer (Fundraising Director)
- Bailey Knot (Director of Finance)
- Jennifer Noble (Student Affairs)
- Chas Bear (Member at Large)

FACULTY OF SOCIAL WORK

UNIVERSITY OF REGINA STUDENTS UNION (URSU)

SASKATCHEWAN ASSOCIATION OF SOCIAL WORKERS (SASW)