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. In addition, Faculty of Social Work students must obtain a 70% GPA on their program requirements to be eligible for graduation.

The Faculty follows all other U of R Academic Regulations and Information of the U of R as well as Important Deadlines and Dates.
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 from U of R Campus Bookstore. To obtain a textbook list, 2 weeks prior to semester start, log in to UR Self-Service. Most textbooks are ordered through the U of R Campus Bookstore; however, some textbooks may have been ordered from Turning the Tide Bookstore (Main Street, Saskatoon). If the textbook isn’t listed in the Campus Bookstore, please see your course outline for more information.

If you login to UR Self-Service and purchase your textbooks from the U of R Campus Bookstore, the textbook(s) will be shipped by Purolator to you for a nominal fee for each purchase.

UR WEBMAIL

Upon admission to the University of Regina, each student is assigned a UR email address using UR Webmail. Students are expected to check their UR webmail on a regular basis as it is the primary method of communication to students from the U or R. Students are also responsible for ensuring that they are receiving emails.

UR COURSES

UR Courses is the primary Online Learning Environment (OLE) used at the University of Regina and its Federated Colleges.

Access to your course is typically available at the start of the semester. If the semester has already begun, access to your course will become available approximately 24 hours after enrollment.

If you are missing a course in UR Courses or have questions regarding assignments, exams, or course materials, please contact your instructor. If you are registered in a fully online course, visit Flexible Learning’s Online Course Support page for additional information.

PERSONAL INFORMATION

You can update your personal contact information. This includes changes to your name, mailing address, and telephone number. Changes to email addresses must be submitted to the Registrar’s Office.
REGISTRATION

Students are responsible for independently registering themselves in classes. Advising may be used to discuss students’ course sequencing and planning; however, advisors do not select or register classes on behalf of students. It is recommended students review Recommended Course Sequencing on a regular basis and familiarize yourself with the following registration information: U of R Registration Videos, Registration Tips and Registration Tips Video.

Registration periods for U of R classes are:
- Early March for Spring/Summer AND Fall courses
- Early October for Winter courses

Note: Course offerings and registration eligibility will be available for viewing approximately 2 weeks prior to the registration periods opening.

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 Special.Registration@uregina.ca to request it. Students are encouraged to register as soon as possible to secure a spot.

COURSE OFFERINGS

Students have various course options which can be taken face to face, remotely, web delivered or through live stream (via Regional Colleges) methods. Please note that certain sections of web delivered classes are reserved for Distance students, and Yukon sections are reserved for BSW Yukon Program students only. The Faculty of Social Work website lists course offerings, including face to face courses, on the home page and through Flexible Learning for options for Web Delivered and Live Stream options.

These are tools which help 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 and you will still have to search for course details, such as location and modality, in UR Self Service. Students will also still need to add classes through UR Self-Service.

  Please review the Visual Schedule Builder Video and Visual Schedule Builder Tips prior to using the program.

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 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; waitlist deletion deadlines can be found here. Once the waitlist has been deleted, students can then request overloading a class.

OVERLOADING A CLASS

Only when the waitlist has been dropped and you did not get a spot, a request to overload a class can 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 and any requests prior to the drop date will not be reviewed or approved.

To overload a class, a student must:
1. Ask the instructor for permission
2. If the instructor is willing to take you in their course, complete the Faculty of Social Work Registration Permit/Overload Form, including all specific details about the course (top portion) and read, sign and date (bottom portion) the form. Ensure either an instructor signature is included OR an email from the instructor providing permission is attached;
3. Email the completed form to SW.StudentServices@uregina.ca immediately.
COURSES AT OTHER INSTITUTIONS
Many Saskatoon and Distance Social Work students have taken or are taking courses through other institutions, such as University of Saskatchewan. This includes dual students at the University of Saskatchewan and the University of Regina who are taking the Blended Approach to the BSW and students who would like 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
A Letter of Permission is when students seek to request to take a course at another institution they are not enrolled in as a “Visiting Student.” If a student feels they need to take a course at another institution, they:
1. Must ensure that they are in good academic standing and the class requested should not be available at the U of R in that semester;
2. Meet with an advisor first to discuss this option;
3. Check that the course has a transfer equivalency using the Transfer Credit Database, if it is determined a letter of permission is appropriate;
4. Ensure the form is completed correctly;
5. Send the completed form to Student Services at Sw.StudentServices@uregina.ca

Forms should be submitted prior to the start of the semester. Once the form has been completed, the class(s) have been verified for transfer equivalency, and the form approved, the course will be listed in progress on their academic record in advance. This is not required for University of Saskatchewan classes but can be used as an option.

TRANSFER CREDIT
Upon completion of course work, students must submit their transcripts with final marks to the University of Regina Enrolment Services to potentially receive transfer credit. Official transcripts of marks must be sent directly from the 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. Please note that transcripts should not be mailed or dropped off at the Saskatoon Campus.

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 borrowing services, including online resources. The Faculty of Social Work Interim Librarian is Robert Thomas. You can reach him by email at Robert.Thomas@uregina.ca or by phone at 306-585-4398.

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 may require services and support with academic accommodations must register with the Centre for Student Accessibility Office EACH SEMESTER. The U of R Accommodation Policy can be viewed here. For further information, 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. 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.

CENTRE FOR EXPERIENTIAL AND SERVICE LEARNING
The Centre for Experiential and Service Learning supports students in gaining skills specific to your goals and educational path while obtaining transferable skills, knowledge, and experience to ensure you are career-ready. They offer workshops, training, goal setting and self-assessments, as well as career guidance and training in résumé writing and job interview skills. You can contact them at experiential.learning@uregina.ca or student.employment@uregina.ca.
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 using the PayByPhone App. You can also request a day pass for $6 or monthly parking pass for by emailing saskatoon@innovationplace.com, then picking up pass at Galleria 114. 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.

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.

Students who do not wish to receive this service must opt out prior to a deadline date (approx. one month into start of semester) by completing and submitting the Opt Out Form.

How can I access the building after hours?**
To access the building after 5:30 p.m., you must obtain an access card. Access cards can be requested by emailing saskatoon@innovationplace.com and then picking up the card at Galleria 114. They will require proof of enrolment or a valid student ID.

The cost of purchasing an access card will be $20.00 plus GST.

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.

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

2022 Executive
President: Chantal Hooey
Vice President: Zach Nelson
Director of Administration: Emily Genik
Director of Communication: Delainey Guigon
Director of Student Affairs and Engagement: Dillon Emigh
Director of Events: Nicole Baker
Director of Finance: Zach Nelson

FACULTY OF SOCIAL WORK
Website
Facebook
Events

UNIVERSITY OF REGINA STUDENTS UNION (URSU)
Website

SASKATCHEWAN ASSOCIATION OF SOCIAL WORKERS (SASW)
Website
Facebook