Student Policy & Procedures Handbook

To view the Handbook online, go to:
http://www.uregina.ca/socialwork/Campuses/saskatoon/index.html

WE HOPE THIS HANDBOOK WILL BE A USEFUL TOOL TO ALL!

Campus Policies:

- **Saskatoon Campus is a Scent-free Zone**: Please be respectful of those with scent allergies.

- **Student Performance of Professional Responsibilities**: Social Work is a professional degree. Therefore all Social Work students are expected to demonstrate professional attitude and behaviours, both inside and outside the classroom. This expectation adheres to standards set out in the Canadian Association of Social Work Education’s *Code of Ethics*, which undergirds 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. For access to the full policy, as well as our *Ethical Use of Social Media Policy*, go to: [http://www.uregina.ca/socialwork/programs/presw-bsw/Professional%20Ethics.html](http://www.uregina.ca/socialwork/programs/presw-bsw/Professional%20Ethics.html).

- **Distributing Personal Information**: 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.

- **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.

- **Changes to Business/Mailing Address, Telephone, Name and/or Email Address**: Students may make changes to their contact information (business/mailing address or telephone), via UR Self-Service. Email changes must be submitted to the Registrar’s Office. Go to: [https://www.uregina.ca/student/registrar/contact-us/index.html](https://www.uregina.ca/student/registrar/contact-us/index.html).

  - **Name changes** must adhere to the University of Regina’s Legal Name and Name Change Policy, at:

- **Parking**: Two options are available, namely: 1) Purchase a monthly, UofR student parking pass from the Innovation Place Administration Office (see Access Card information, above, for address). **Requirements**: Your UofR Confirmation of Enrollment, plus a minimal deposit. These cards will be active for the length of the term, and all student cards will **deactivate automatically at the end of each term**. Students may bring proof of enrollment to the Innovation Place Administration Office in the new term and have their cards reactivated at no charge.

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Innovation Place Services:

- **Access Cards**: All Social Work students enrolled in Saturday or evening classes between 5 and 10 p.m. throughout the week require an access card to gain entry into the Concourse Building. Access cards are available at: Innovation Place Administration Office, Suite 102, 15 Innovation Boulevard (The Galleria). **Requirements**: Your UofR Confirmation of Enrollment, plus a minimal deposit. These cards will be active for the length of the term, and all student cards will **deactivate automatically at the end of each term**. Students may bring proof of enrollment to the Innovation Place Administration Office in the new term and have their cards reactivated at no charge.

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Enrollment, plus a voided, personal cheque for direct withdrawal purposes; or 2) Use of 8-hour, metered parking stalls, throughout the park, for a nominal, hourly fee. NB: Special Needs parking is available at appropriately marked parking stalls.

- **Security at the Concourse:** In the event of an emergency during regular office hours throughout the week, call: 306-933-8176 (cell: 306-221-7268). After hours emergency, call: 306-933-8115 or 306-933-5774.

- **Emergency Preparedness:** Emergency procedures are provided via the Innovation Place Emergency Response Guidelines, copies of which are available at the Reception Desk and in the Student Lounge. **Muster Point Maps** have been posted on each exit door, towards the Concourse Solarium.

- **Use of the Concourse Building:** The Faculty of Social Work’s space and relationships with Innovation Place are very important to the University of Regina. Thank you to everyone for respecting Innovation Place property and for being good neighbours.

  The Concourse is open from 7:30a.m. to 5:30p.m. throughout the week. SW students have access to the Faculty of Social Work offices, classrooms and public space only.

  Other areas are available, on a one-time, rental basis. For more information, please contact the Saskatoon Campus main office at: 306-664-7370.

- **Access Transit:** Provides services, upon individual request.

- **City of Saskatoon Transit Semester Bus Passes:** UofR Social Work students, who are not paying UofS student union fees, are ineligible to purchase a U-Pass bus pass. However, students are eligible to purchase a City of Saskatoon transit semester bus pass, at a student discount, from the UofS Information Kiosk. **Requirements:** Your UofR Confirmation of Enrollment. **NB:** One City of Saskatoon bus currently makes regular trips to Innovation Place, namely Route #13.

- **UofS Library Access Requirements:** Your UofR Confirmation of Enrollment, photo identification PLUS attendance at library orientation, if a first-time user of UofS Library, will allow you to access UofS Library holdings. **Contact:** UofS Main Library Reference Desk for orientation dates and times.

- **UofS Recreational Facilities Requirements:** Your UofR Confirmation of Enrollment and photo identification will allow you to purchase a reduced, monthly membership.

- **UR Self-Service:** The University of Regina’s secure, web-based program, enables students to: 1) obtain and/or change confidential information; and 2) register in, or drop from, UofR Social Work and
Advocacy, Understanding and Empowerment

Sharing of Knowledge

general university courses.

Recommended Resources: 1) The PDF-formatted ‘UR Self-Service Guide to Registration’ at: https://www.uregina.ca/student/registrar/assets/docs/pdf/ur_selfservice_guide.pdf; and 2) The step-by-step video guide at: https://www.uregina.ca/engineering/students/student-resources/self-service.html. Course offerings are viewable via UR Self-Service each semester. NB: If you encounter problems, please contact the UofR Information Services Help Desk at: 306-585-4685. For their hours and contact information, see: http://www.uregina.ca/is/contact/index.html.

- Your UofR Confirmation of Enrollment: This important document is obtained via UR Self-Service. You may obtain your confirmation of enrolment online in UR Self-Service by logging in and going to the Student Services menu. Click on Registration, then Confirmation of Enrolment.

- Waitlists and Enrollment from Waitlists: All Saskatoon Campus courses, with the exception of Practicum I and Practicum II, are scheduled with waitlists. Therefore, if a class is full by the time a student is eligible to register, the student is advised to add their name to the waitlist. For step-by-step instructions, go to: https://www.uregina.ca/student/registrar/registration-withdrawal/waitlists/index.html.

- Exceeding Class Limits/Late Registration: 1) Written permission, via the Registration Permit/Overload form is required in order to overload a class registration limit and/or register late in a class; 2) Permission to overload/register late in a class is not guaranteed. Go to: http://www.uregina.ca/socialwork/programs/presw-bsw/student-Forms.html to access the Registration Permit/Override Form; and 3) The student is responsible for: a) completing the top portion of the form, including all specific details about the course; b) reading, signing and dating the bottom portion of the form; c) taking the completed form to the instructor on the first day of lectures for approval; and d) if the instructor signs the form, the student is responsible to return the signed form to the Student Services Office, Suite 111, Concourse, immediately. Instructors will not grant permission verbally, or prior to the first day of lectures.

- Tuition Fees: Tuition fees are due on the first day of lectures. Use UR Self-Service to: 1) Obtain amounts owing; and 2) Pay your bills via credit card. Questions? Go to: http://www.uregina.ca/fs/students/index.html.

- Text Books: Saskatoon Campus students obtain textbooks from: 1) UofR Bookstore; or 2) Turning the Tide Bookstore, at Saskatoon Campus on the first day of class, or at the store, located at 615 Main Street, Saskatoon. To view a listing of textbooks go to either: https://www.uregina.ca/student/booksore/index.html for the UofR Bookstore, or https://turning.ca/?q=p.u_of_r_social_w for Turning the Tide.
• **Student Loan Inquiries:** Questions? Go to: [http://www.uregina.ca/safa/studentassistance/faq.html](http://www.uregina.ca/safa/studentassistance/faq.html). Additional student loan questions are directed to:

Enrolment Services (AH 108)
University of Regina
3737 Wascana Parkway
Regina, Saskatchewan S4S 0A2
Toll-free: 1-800-644-4756
Email: student.loans@uregina.ca

• **Other Course Options:** Flexible Learning Opportunities are available in various formats ranging from online, live-streamed or face-to-face through the regional colleges and Sask Polytechnic campuses. For more info, go to: [http://www.uregina.ca/cce/flexible-learning/index.html](http://www.uregina.ca/cce/flexible-learning/index.html).

➢ **Other Universities – Letter of Permission Required.** A number of universities offer courses that, once completed, can be transferred to the UofR. In addition to the UofS, general University studies courses can be taken through Athabasca University and the University of Waterloo. In addition, some universities also offer courses that transfer specifically as Social Work courses. It is required for students to have a Letter of Permission prior to registering in a course at another University. Go to: [http://www.uregina.ca/socialwork/programs/presw-bsw/Student-Forms.html](http://www.uregina.ca/socialwork/programs/presw-bsw/Student-Forms.html).

• **Completed Course Work at Another University?** One official transcript is required, following the completion of course work from another university. **NB:** 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

**NB:** **ABSOLUTELY NO** official transcripts are to be sent to Saskatoon Campus.

• **Academic Schedule:** For start and end dates of classes, go to: [http://www.uregina.ca/student/registrar/calendars-schedule.html](http://www.uregina.ca/student/registrar/calendars-schedule.html).

• **UofR Photocopying:** The Faculty of Social Work copier **is not available for student use.** Other options include: 1) **Student printer:** Located in Student Lounge, Suite 119, Concourse. **Requirements for use:** The Student Society owns and operates this printer. A nominal fee is expected to defray operational costs, and placed in the small, wooden box near the window; or 2) **Printing, from hard copy original only,** is available at Imprimis Secretarial Services, Suite 105, Atrium Building (111 Research Drive). **NB:** All printing requests from flash drives and/or scanning will be denied.

• **Student Advising:** Students are responsible for ensuring they register in courses which meet the requirements of their program. Please review the UofR Undergraduate Calendar at: [http://www.uregina.ca/student/registrar/calendars-schedule.html](http://www.uregina.ca/student/registrar/calendars-schedule.html) for more information. In addition, Saskatoon Campus has Academic Program Advisors who are available to provide advice for student success. For more information, go to: [http://www.uregina.ca/socialwork/programs/presw-bsw/Academic-Advising.html](http://www.uregina.ca/socialwork/programs/presw-bsw/Academic-Advising.html).

• **Student Medical & Dental Coverage:** Saskatoon Campus students are provided medical and dental coverage, via Student Care. Students are automatically enrolled in the coverage. Students who do not wish to receive this service must **OPT OUT** prior to the applicable deadline dates. Go to: [http://studentcare.ca/rte/en/UniversityofReginaFirstNationsUniversityURSU_Home](http://studentcare.ca/rte/en/UniversityofReginaFirstNationsUniversityURSU_Home).

• **Students Requiring Accommodation:** Students who require accommodations in order to complete their course work with minimal difficulty must register with the Centre for Student Accessibility Office **EACH SEMESTER at:**

Centre for Student Accessibility
Room 251, Dr. William Riddell Centre
Telephone: 306-585-4631

• **Student Success Centre Supports:**
The UofR Student Success Centre provides numerous services to students at Saskatoon Campus, such as: 1) Online writing tutoring; Email: writing@uregina.ca; and 2) Online workshops; Go to: [http://www.uregina.ca/student/ssc/workshops-learning%20skills/online-workshops.html](http://www.uregina.ca/student/ssc/workshops-learning%20skills/online-workshops.html). Topics include: academic writing, time management, and reading.

• **Student Photo Identification:** UofR Student Photo ID Cards supplement the Confirmation of Enrollment for exam writing purposes, as well as allowing students access to many services, such as accessing student discounts at the UoS and throughout Saskatoon. Please contact Carole at Carole.Li@uregina.ca to arrange for your photo ID.

• **University of Regina Library:** The University of Regina Library contains a wealth of current and relevant social work-related abstracts, journals, and databases. This material is available to all off-campus students via U-READ. For more information about the University of Regina Library, please go to: [http://www.uregina.ca/library/services/uread/](http://www.uregina.ca/library/services/uread/).

• **Student Email Accounts in UR Self-Service:** Upon admission to the University of Regina, each student is assigned a UR email address. Students are expected to access their UR email address on a regular basis, as that is the primary student contact from the UofR. Please go to: [http://www.uregina.ca/is/student/index.html](http://www.uregina.ca/is/student/index.html).

• **UofR Scholarships and Awards:** The UofR offers a number of scholarships and awards to Social Work students. For more information, go to: [http://www.uregina.ca/socialwork/scholarships/index.html](http://www.uregina.ca/socialwork/scholarships/index.html); or send an email to: scholarships@uregina.ca. To access online tutorials on completing scholarship and award applications, go to: [https://www.youtube.com/user/UniversityofRegina](https://www.youtube.com/user/UniversityofRegina).

• **Phone Access:** A phone is available for local calls at the east end of the Concourse.

• **Social Work Upcoming Events:** For a listing of all Faculty of Social Work events, please go to: [http://www.uregina.ca/socialwork/events/index.html](http://www.uregina.ca/socialwork/events/index.html).

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**SOCIAL WORK STUDENT SOCIETY (SWSS)**

• **Saskatoon Campus Social Work Student Society (SWSS):** Saskatoon Campus SWSS meets regularly to arrange upcoming events, community activism, job postings and other relevant information for students. To receive weekly SWSS announcements, please contact them at: swss.saskatoon@gmail.com and request to be added to their email distribution list. More information is available at: [http://www.uregina.ca/socialwork/involved/student-soc/index.html](http://www.uregina.ca/socialwork/involved/student-soc/index.html).

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**2018 Executive**

Heather Crooks (President)
Cassidy Puetz & Katie Besharah (Vice Presidents)
Sophia Thomas (Director of Finance)
Shae-Lynn Lafond (Director of Communications)
Roberta Frank-Boschman (Fundraising Chair)
Joy Hiatt (Social Justice Chair)
Megan Wilson (Grad/Events Chair)

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Join “SWSS – Social Work Student Society – Saskatoon 2.0” & “U of R Faculty of Social Work” on Facebook!
Saskatoon Campus Address & Hours of Operation:

- **Our Current Mailing Address:**
  University of Regina, Saskatoon Campus
  Suite 111, 116 Research Drive
  Concourse Building, Innovation Place
  Saskatoon, SK S7N 3R3

- **Office Hours:** 8:30a.m. to 12:00p.m. and 1:00p.m. to 4:30p.m. Monday to Friday – exceptions to the above schedule are made for all statutory and university holidays.

- **Office Closures:** Office closures outside of the above schedule will be posted on the door of Suite 111, Concourse.

- **Faculty and Staff Directory:** Go to: [http://www.uregina.ca/socialwork/faculty-staff/index.html](http://www.uregina.ca/socialwork/faculty-staff/index.html).

Computer User Credential Information

**NOVELL**

- Used to login to UR Courses, UR Webmail, Library accounts, and online tools for Career Centre.
- Username is eight (8) characters with no spaces (usually comprised of a portion of the student’s last name).
- Password is six (6) digits; first time users will have the password set as birth date in daymonthyear format (eg. 020694).
- Students are reminded to regularly change the password.

**UR SELF-SERVICE**

- Used to login to U of R Self-Service (individual student’s secure site).
- User ID is U of R student number, which is nine (9) digits with no spaces.
- PIN is six (6) digits; first time users will have the PIN set as birth date in daymonthyear format (eg. 020694).
- Students are reminded to regularly change the PIN.
- Please update personal information as changes occur. To change email address, please email the.registrar@uregina.ca.

*PLEASE NOTE: CHANGING THE PASSWORD/PIN IN ONE OF THESE LOGINS DOES NOT AUTOMATICALLY CHANGE THE OTHER.*

**WIRELESS ACCESS**

- The wireless network at the U of R, including the Saskatoon Campus, is called “Eduroam.”
- To login to Eduroam:
  - Select Eduroam from the list of Wifi networks.
  - Username and password is the same as for Novell.
  - For more information, go to: [http://www.uregina.ca/is/infrastructure/network/wireless](http://www.uregina.ca/is/infrastructure/network/wireless).