# Student Handbook

**Saskatoon Campus**  
Faculty of Social Work  
111 - 116 Research Drive  
(Concourse Building)  
Saskatoon, SK   S7N 3R3

Phone: 306-664-7370  
Fax: 306-664-7131

[www.uregina.ca/socialwork](http://www.uregina.ca/socialwork)

**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)

**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)

**To view the Handbook online**, go to:  

SASKATOON CAMPUS IS A SCENT-FREE ZONE:  
Please be respectful of those with scent allergies.
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 courses.

Recommended Resources:
The PDF-formatted ‘UR Self-Service Guide to Registration’ at:
The step-by-step video guide at:
https://www.uregina.ca/engineering/students/student-resources/self-service.html.

NB: If you encounter problems with logging into UR Self-Service, please contact the U of R Information Services Help Desk at: 306-585-4685. For hours and contact information, see: http://www.uregina.ca/is/contact/index.html

U OF R CONFIRMATION OF ENROLMENT

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, and then, Confirmation of Enrolment.

OTHER IMPORTANT FEATURES IN UR SELF-SERVICE

- **LOGIN TO UR SELF-SERVICE** - 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)

- **STUDENT WEBMAIL ACCOUNTS** - Upon admission to the University of Regina, each student is assigned a UR email address. Students are expected to check their UR webmail on a regular basis, as that is the primary student contact from the U or R. Please go to: http://www.uregina.ca and click on Webmail from the top menu bar as seen below.

- **UPDATE PERSONAL INFORMATION AS CHANGES OCCUR** - Make changes to your 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 at: the.registrar@uregina.ca

- **PAY 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 available at: http://uregina.ca/fs/students/payment-methods.html. Please note: The Saskatoon Campus general office does not accept tuition payments.
**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.

- **Registration**: Registration periods, for all U of R classes, are as follows:
  - Spring/Summer and Fall courses – begins in early March.
  - Winter courses – begins in early November.

Course offerings and registration eligibility (time ticket date) will be available for viewing approximately 2 weeks prior to the start of a registration period. Students are encouraged to register as soon as they are eligible. Distance students (non Regina and Saskatoon students) are eligible for an early time-ticket and can contact distance.registration@uregina.ca to request it.

- **Overload a Class**: 1) Written permission, via the Registration Permit/Override 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 start of lectures.

- **Waitlists and Enrolment 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, including waitlist deletion deadlines, go to: https://www.uregina.ca/student/registrar/registration-withdrawal/waitlists/index.html.

- **Other Universities – Letter of Permission Required**: A number of universities offer courses that, once completed, can be transferred to the U of R. In addition to the U of S, general university studies courses can be taken through Athabasca University and the University of Waterloo. In addition, some universities also offer courses that transfer in 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

- **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

- **Other Course Options**: UR Courses are available in various formats ranging from face-to-face, online, or live-streamed through the regional colleges and Sask Polytechnic campuses. For more info, go to: http://www.uregina.ca/cee/flexible-learning/index.html.

- **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

Please review the U of R Accommodation Policy at: http://www.uregina.ca/student/assistance/disability/index.shtml

- **Student Loan Inquiries**: Questions? Go to: 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, SK S4S 0A2
  - Toll-free: 1-800-644-4756
  - Email: student.loans@uregina.ca

- **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.

- **Text Books**: Saskatoon Campus textbooks are ordered either from: 1) U of R Bookstore; or 2) Turning the Tide Bookstore. To obtain a textbook list, 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 a “alternate location” component in the textbook link.

  If you login to UR Self Service and purchase your textbook from the U of R Bookstore, the textbook(s) will be couriered to you. For more information, go to: https://www.uregina.ca/student/bookstore/index.htm.

If you purchase your textbook from Turning the Tide, you have two options. 1) Pick up at 615 Main Street, 2) pick up during first day of each class.
The Faculty of Social Work, Saskatoon Campus is located in the Concourse Building at Innovation Place, 116 Research Drive, Saskatoon, SK (see Google map below)

The Faculty of Social Work General Office can be found at 111 - 116 Research Drive. As well, two classrooms are located down the hall from the General Office, Suite 121 and 123.

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 7:30 am to 5:30 pm 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 at 306-664-7370.

- **Parking:** Metered parking is available by using cash, pay-by-phone or smart cards. More information is available online at: [http://www.innovationplace.com/saskatoon/meters.php](http://www.innovationplace.com/saskatoon/meters.php)

  Student parking is also available in a lot located near the Concourse building. More information is available online at: [www.innovationplace.com/saskatoon/student.php](http://www.innovationplace.com/saskatoon/student.php)

- **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 U of R Confirmation of Enrolment, 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 enrolment to the Innovation Place Administration Office in the new term and have their cards reactivated at no charge.

- **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.
Where do I get a U or R Student Card?  
**Student Photo Identification:**
- U of R Student Photo ID Cards supplement the Confirmation of Enrolment for exam writing purposes, as well as allowing students access to many services, such as accessing student discounts at the U of S and throughout Saskatoon. Please contact Carole at Carole.Li@uregina.ca to arrange for your photo ID.

Do I get a bus pass?**
- **City of Saskatoon Transit Semester Bus Passes:** U of R Social Work students, who are not paying U of S 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 U of S Information Kiosk. **Requirements:** Your U of R Confirmation of Enrolment. **NB:** One City of Saskatoon bus currently makes regular trips to Innovation Place, namely Route #13. **Access Transit:** Provides services, upon individual request.

Where can I find information on Scholarships?**
- **U of R Scholarships and Awards:** The U of R offers a number of scholarships and awards to Social Work students. For more information, go to: 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.

Does the U of R Saskatoon Campus have a library?**
- **U of S Library Access Requirements:** Your U of R Confirmation of Enrolment, photo identification PLUS attendance at library orientation, if a first-time user of U of S Library, will allow you to access U of S Library holdings. Contact: U of S Main Library Reference Desk for orientation dates and times.

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

Do I have medical and dental coverage?**
- **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 applicable deadline dates, go to: http://studentcare.ca/rte/en/UniversityofReginaFirstNationsUniversityURSU_Home.

Can I access tutors and get help with my academic writing?**
- **Student Success Centre Supports:** The U of R Student Success Centre provides numerous services to all U of R students. at Saskatoon Campus, such as: 1) Online writing tutoring; Email: writing@uregina.ca; and 2) Online workshops; Go to: www.uregina.ca/student/ssc. Topics include: academic writing, time management, and reading.

Is there somewhere to print assignments?**
- **U of R 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. Printing fees will be charged to your U of R account and can be paid through U of R Self-Service.

Does the Saskatoon Campus have advisors available for U of R students?**
- **Student 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 at: 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.

Will the General Office give me contact information for one of my instructors?**
- **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.

**NB:** If students encounter difficulties in accessing these services at the U of S, please contact Sally Machibroda (306- 664-7373) Immediately.
SOCIAL WORK STUDENT SOCIETY (SWSS)

Saskatoon Campus SWSS meets regularly to arrange upcoming events, community activism, job postings and other relevant information for students.


2019 Executive

Dolapo Onidare (President)
Allison Morgan (Vice President)
Lauren Stevenson (Director of Finance)
Bridget Morrison (Director of Communications)
Jaci Hutton (Social Justice/Events Chair)
Diana Rodas (Pre-SW Reps)

Join “SWSS – Social Work Student Society – Saskatoon 2.0” & “U of R Faculty of Social Work” on Facebook!