GUIDE TO REGISTRATION
2017-2018
This booklet, along with online resources at students.usask.ca, will introduce you to class registration at the University of Saskatchewan (uSask).

The classes you need to take and the steps you should follow differ slightly depending on your college. To make sure you’re on the right track, it is highly recommended you speak to an academic advisor in your college about the classes you need to take and to learn whether your college offers additional resources to assist with class selection.

If you have any questions about the registration process or the tools described in this guide, we would be happy to help.

Welcome to the University of Saskatchewan!

Questions about admission, sending your transcripts, or transfer credit?

Admissions and Transfer Credit

306-966-5788
1-877-650-1212 (toll free in Canada)
admissions@usask.ca

Other questions about student life at uSask?

Student Central

306-966-1212 (ext 4)
1-877-650-1212 (toll free in Canada)
askus@usask.ca

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Look for this symbol throughout the guide. It indicates important information or a useful tip.

Information presented in this guide is subject to revision or change by the University of Saskatchewan.
Admission

If you have received a conditional offer of admission or are still waiting to hear about your application, you should check your application status to make sure it is on track.

1. Log in to your PAWS account using your NSID (e.g. abc123) and password and open the Admissions channel, found under Academics in your PAWS menu or at: paws.usask.ca/go/admissions.

2. Select Check the status of a current application.

3. Open the application you submitted under Processed Applications.

If you have a question about your application or would like to request a change to your program or admission term, you can contact the Recruitment, Admissions and Transfer Credit Office at admissions@usask.ca or at 306-966-5788.

TIP: If you are not able to log in to PAWS or have forgotten your NSID or password, contact the ICT Service Desk at: 306-966-2222 1-800-966-4817 (toll free in Canada)

IMPORTANT: Unless you have indicated otherwise within your application for admission, only you (the applicant) can request information about your application. If you would like to grant us permission to discuss your application with a family member or other representative, please email us and we will provide a form you can fill out to grant this permission.
Reading your application summary

Application status

**DECISION MADE** – A decision regarding your application has been made and a letter has been sent to you by the Recruitment, Admissions and Transfer Credit Office.

**INCOMPLETE ITEMS OUTSTANDING** – Something needed to consider you for admission may not have been submitted or our staff has not yet had time to evaluate your application. Check the **Requirements** section of your application summary.

Requirements

**Application fee** – A non-refundable $90 CDN application fee is required before your application will be processed.

**Preliminary Statement (of Marks)** – If you are currently taking high school classes or are enrolled at another post-secondary institution, a preliminary statement of marks may be used to consider you for early (conditional) admission.

**High School Transcript** – High school transcript means your final, official transcript indicating that you have graduated from high school. You must arrange for your official transcript to be sent directly to the University of Saskatchewan by the approved authority in your province/region when you have completed Grade 12. If you are taking IB diploma courses or are enrolled in the IB diploma programme, please arrange for your final transcript to be sent to us directly by the IB organization. If you are taking AP courses, please arrange for your final transcript to be sent to us directly by the College Board.

**Post-Secondary Transcript** – If you have been enrolled in another post-secondary institution, you must request an official transcript to be sent directly to uSask by the issuing authority (e.g. Registrar’s Office) once your classes are completed. When it has arrived, your classes will be evaluated for transfer credit.

**IMPORTANT**: The deadline for final, official high school transcripts, as well as IB or AP transcripts, to be received is **August 1**. Carefully read through your offer of admission package to ensure you meet any conditions disclosed in your offer, such as sending your final transcript(s). Not submitting your final transcripts on time will result in a hold being placed on your account, preventing you from making class registration changes, viewing grades, receiving uSask scholarships, etc.
Accepting your offer

If your application for admission is successful, you must accept your offer of admission before the date indicated in your offer letter.

To accept your offer of admission:

1. Log in to your PAWS account using your NSID (e.g. abc123) and password and open the Admissions channel, found under Academics in your PAWS menu or at paws.usask.ca/go/admissions.

2. Select the Check the status of a current application.

3. Under Processed applications on the Application Menu page, open your application by clicking the hyperlinked Admission Term (e.g. 2017 Fall Term).

4. Scroll to the bottom of your Application Summary and you will see two buttons. Select Yes, I will attend the University of Saskatchewan to accept your offer of admission.
Registration
usask.ca/registration

Learn which courses you need

Course and Program Catalogue
usask.ca/programs

The Course and Program Catalogue contains official information about degree, diploma and certificate programs, including the required courses and number of credit units needed to complete your program, as well as the descriptions of classes offered at uSask.

FINDING YOUR COURSE REQUIREMENTS

To find the required courses for your program:

1. Select your college.

2. Select the program or major you are interested in.

3. Select the degree, diploma or certificate you plan to pursue.

For some programs, you will be required to complete a specific set of courses in your first year. Other programs may offer a suggested sequence of courses. Following these guidelines will help to ensure you will meet prerequisite requirements for future classes.
COURSE DESCRIPTIONS

You can learn more about the courses you need to take by reading the course descriptions. You can search for course descriptions from the Course and Program Catalogue homepage or you can click each course listed in your program requirements to view a description.

Reading a course description

The course description tells you some general information about the course, including the subject area (e.g. BIOL=Biology), the course number, the number of credit units earned for completing the course and more.

College resources

In addition to the resources produced by the university, some colleges at uSask produce resources that you may find helpful when learning which courses you need to plan for your program requirements.

- Arts and Science First Year Student Handbook:
  artsandscience.usask.ca/undergraduate/info/firstyear

- New to Education:
  usask.ca/education/students/undergraduate/new-to-education.php

- New to Edwards School of Business:
  students.edwards.usask.ca/programs/undergrad/new-students.aspx

- Engineering First Year Registration Guide:
  engineering.usask.ca/students/first-year-registration-guide.php

- Kinesiology Student Handbook:
  kinesiology.usask.ca/study-here/undergraduate/index.php
Speak with an academic advisor
usask.ca/advising

Connecting with an academic advisor early in your university experience can be a contributing factor to your educational success; and staying in contact can help you avoid academic difficulties later.

It is strongly recommended that you speak to an academic advisor from your department or college as early as possible. Get in touch with your college to set up an appointment and make sure to be prepared by having an idea of which program and courses you would like to take.

<table>
<thead>
<tr>
<th>COLLEGE/SCHOOL</th>
<th>ADVISORS</th>
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</thead>
<tbody>
<tr>
<td>AGRICULTURE AND BIORESOURCES</td>
<td>AgBio Student Services Email: <a href="mailto:agbio.studentservices@usask.ca">agbio.studentservices@usask.ca</a> Tel: 306-966-4056</td>
</tr>
<tr>
<td>ARTS AND SCIENCE</td>
<td>Undergraduate Office Email: <a href="mailto:student-advice@artsandscience.usask.ca">student-advice@artsandscience.usask.ca</a> Tel: 306-966-4231 (option 2)</td>
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<tr>
<td>EDUCATION</td>
<td>Undergraduate Programs Office Email: <a href="mailto:advising.education@usask.ca">advising.education@usask.ca</a> Tel: 306-966-7654</td>
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<tr>
<td>EDWARDS SCHOOL OF BUSINESS</td>
<td>Student and Faculty Services Office Email: <a href="mailto:undergrad@edwards.usask.ca">undergrad@edwards.usask.ca</a> Tel: 306-966-4785</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>Engineering Student Centre Email: <a href="mailto:esc@usask.ca">esc@usask.ca</a> Tel: 306-966-5274</td>
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<tr>
<td>KINESIOLOGY</td>
<td>Advisor: Keeran Wagner Email: <a href="mailto:kin_advisor@usask.ca">kin_advisor@usask.ca</a> Tel: 306-966-1101</td>
</tr>
<tr>
<td>ST. THOMAS MORE COLLEGE</td>
<td>Student Services: 306-966-8900 Advisors: Richard Medernach Email: <a href="mailto:rmedernach@stmcollege.ca">rmedernach@stmcollege.ca</a> Dean Schmidt Email: <a href="mailto:dschmidt@stmcollege.ca">dschmidt@stmcollege.ca</a></td>
</tr>
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</table>

For a list of all academic advising offices at uSask, visit usask.ca/advising.

**TIP:** If you are taking classes at an off-campus site, there will be a local advisor available to you in addition these college advisors.
Search for classes and build your class schedule

Once you have an idea of the courses you need, after reviewing the Course and Program Catalogue and speaking with an academic advisor, you can search the course offerings to find out when classes will be offered in each term.

Class Search

1. Access the Class Search at [usask.ca/registration](http://usask.ca/registration) or from the Registration channel in PAWS, found under Academics in your PAWS menu or at [paws.usask.ca/go/registration](http://paws.usask.ca/go/registration).

2. Select a term.
   - 2017 Spring Term
   - 2017 Summer Term
   - 2017 Fall Term
   - 2018 Winter Term

3. Select a subject and if you know the course number for a particular class you want to take, enter the course number. (e.g. Biology 121)

   ![Class Search Interface]

TIP: The “%” symbol can be used as a “wild card” in your search. For example, if you would like to search for all 100-level courses, type “1%” in the course number box.
Class Search results

The results that are displayed contain some key information you should notice.

CRN – The CRN (or course reference number) is a number unique to one section or offering of a particular class in a particular term. This is the number you will need to know to register for a particular class; when building your class schedule, make sure to write this number down.

TIP: Click the course reference number (CRN) to view more detailed information about the class, including the course description, prerequisite requirements, scheduled meeting times and more.

Subject (Subj) – This is the subject name, such as ENG for English or BIOL for Biology.

Course Number (Crse) – The course number denotes the level of a particular class. 100-level courses are junior-level, while senior-level classes will be 200+.

Section (Sec) – The section is one offering of a particular course in a term. Multiple sections of popular classes may be offered and you can choose one to suit your schedule. This number is important to keep in mind when you buy your textbooks.
Campus (Cmp) – Make sure to pay attention to the campus if you only want to take classes at the Saskatoon campus (SK) or if you plan to study at one of off-campus sites or regional college partners.

Credit units (Cred) – This number denotes the number of credit units you will earn for completing the class.

Title – The title or name of the class briefly describes what the class is about.

Type – Class types may include LEC for lecture, TUT for tutorial, LAB for laboratory, WEB for web-based, TEL for televised, IND for independent study, or SEM for seminar.

Days – The days that the class takes place are listed here. (M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday)

Time – The scheduled start and end time for the class is displayed. Classes on MWF tend to be 50 minutes in length. TR classes are generally one hour and 20 minutes. Night classes and labs are usually two hours and 50 minutes.

Capacity (Cap) – The capacity is the number of seats available in the class.

Available (Avail) – This number is the number of spaces still available.

Instructor – The name(s) of the instructor(s) are given.

Date (DD-MMM) – The beginning and end dates of the class are listed. These dates do not include the final exam period.

Location – The building and room location of classes on the main Saskatoon campus (e.g. ARTS 104) or the campus code where off-campus courses are offered (e.g. MUEN for Muenster) will be listed.

Attribute – Attributes include information about who the class is open to (or if there are restrictions), the types of fees and tuition associated with the class, which classes use a hands-on approach to learning (called experiential learning) and more.

Classes that take place over more than one term will have the attribute “1st Half of a Multi-term Class”. By registering for the first half of a multi-term class, you will automatically be registered for the second half in the following term.

TIP: For some classes, you will see the statement You must also register in additional classes at the same time directly beneath the lecture (LEC) section of the class. You will then see laboratory (LAB) or tutorial (TUT) sections listed below. This means that to register successfully for this class, you must register for both the lecture portion and the lab or tutorial portion at the same time.
Building your schedule

Class schedule worksheets are available at usask.ca/registration to help you build your class schedule. When building your schedule, be sure to write down the CRN (course reference number), the course name and number, and the section number for each class and lab you have selected.

When you are building your schedule to prepare for registration, remember the following tips:

- Most MWF (Monday/Wednesday/Friday) classes are 50 minutes long (allowing 10 minutes to get to your next class). (e.g. 8:30-9:20 am, 10:30-11:20 am, etc.)
- Most TR (Tuesday/Thursday) classes are one hour and 20 minutes long. (e.g. 8:30-9:50 am)
- Evening classes or classes offered only one day a week are two hours and 50 minutes long. (e.g. 7-9:50 pm)
- You can schedule classes back-to-back but remember you only have about 10 minutes to travel to the next one. Check the class locations to make sure you’ll have enough time.
- Don’t forget to schedule labs and tutorials when they are required.
- Some classes extend over both terms. Remember that when you register for the first half of a multi-term class, you will automatically be registered in the second half in the next term.
Find out when you can register

You can find the first day you can register for classes, also known as your registration access date, in the Registration channel in PAWS found under Academics in your PAWS menu or at paws.usask.ca/go/registration.

Registration for Spring and Summer Terms opens annually in February.

Registration for Fall and Winter Terms opens in June.

Your specific registration access date for Fall and Winter Terms will be posted in the Registration channel in PAWS after it has been set, usually by mid-May.

Check your registration status

To check your registration status:
In the Registration channel, select Check your registration status.

4. Select a term. (e.g. 2017 Fall Term)

The following must be checked off before you will be able to register:

- You have no holds which prevent registration
- Your academic standing permits registration
- Your student status permits registration

Your year in program for registration purposes is a college decision and is determined by the number of credit units you have completed. The day that you will be able to register, your registration access date, is determined by your year in program.
Register for classes

When your registration access date arrives, you will be able to register for classes. You may add, drop, or change your classes any time after your registration access date until the deadline for registration changes.

To register:

1. Make sure you have your class schedule ready, including the CRNs for each class.

2. Log in to PAWS and open the Registration channel, found in your PAWS menu under Academics or at paws.usask.ca/go/registration.

TIP: Registration for Fall Term (September to December), Winter Term (January to April) and multi-term classes (September to April) opens at the same time. You can only register in classes for one term at a time but we recommend that you register for both terms as early as possible.
3. Select *Add/Drop Classes*.

4. Select the correct **term**.
   - 2017 Spring Term
   - 2017 Summer Term
   - 2017 Fall Term
   - 2018 Winter Term

5. In the *Add Classes Worksheet*, enter the CRNs for the classes you want to add and click *Submit Changes*.

   - **TIP:** Remember that for some classes, you must enter the CRN for both the lecture and a lab or tutorial section at the same time in order to successfully register for the class.

6. Check the classes for which you have successfully registered and check for registration error messages. If you cannot register for one or more of your first-choice classes, use your back-up schedule to try other class options.

7. At the bottom of the page, select *Select Another Term* to register for additional terms.

8. If you want to drop a class, select *Drop from class* in the action menu next to the class and click *Submit Changes*. 
Common registration error messages

⚠️ C - THIS CLASS IS FILLED. This means that all of the seats in this class are taken. Register instead for one of your back-up options or check the availability of the class using the Class Search tool to see if any spaces open up between now and the deadline for registration changes.

⚠️ TIME CONFLICT WITH [CRN]: The meeting times for this class overlaps with a class you are already registered in. You will not be able to take this class.

⚠️ DUPLICATE COURSE WITH [CRN]: This means you have already registered for a different section of this course in that term. Check your Detailed Student Schedule or the Add/Drop page to see if this is the case.

⚠️ THIS COURSE IS AN EQUIVALENT TO [CRN]: You may see this error if you have already registered for a class that is equivalent to this one or if you try to register for equivalent classes at the same time. You cannot take two classes that are equivalent to each other.

⚠️ YOU MUST ALSO REGISTER IN A [SECTION] AT THE SAME TIME: Some classes require that you register for both a lecture section and a lab, tutorial, seminar or practicum section at the same time. If you register in the lecture without the lab, seminar, etc. or in the lab, seminar, etc. without the lecture, you will receive the above error, including the specific type of section you must register in.

The lab, seminar, tutorial or practicum sections that are associated with any lecture are listed below the lecture section in the class search results.

⚠️ COREQUISITE [SUBJ CNUM] REQUIRED: Corequisites are two courses that must be taken in the same term. This error message means that you have not selected all necessary corequisite courses. <SUBJ#> indicates the subject and <CNUM> indicates the course number of the missing course. To apply for a corequisite waiver, click the Prereq/Coreq waiver form link and follow the instructions.

Example of a corequisite: If GE 111 has GE 101 as a corequisite, and you attempted to register in GE 111 without also registering in GE 101 (at the same time) you would receive the following registration information message: Corequisite GE 101 required.

⚠️ THIS CLASS IS FILLED FOR STUDENTS IN YOUR PROGRAM: Some spots in this class are reserved for students in your college, program, etc. but those spots are filled. Contact the department to request approval to take the class.
**RESERVED SEATING**

You may receive an error message that a class is full even when you can see there are available seats. Certain classes have seats reserved for students in specific programs or Learning Communities. In the example below, the capacity in BIOL 120 is 500, with 36 seats available; however, those 36 seats are reserved.

To check the reservations, select ‘reserved for students in a specific program’ to find more details.

Unclaimed reserved seats in classes start being released in early July and throughout the summer. Seat release dates are announced in PAWS.

**THIS CLASS IS NOT OPEN TO STUDENTS IN YOUR [ ]**: A message like this will appear if the class has been restricted to students in certain colleges, degrees, departments, fields of study (majors, minors, or concentrations), levels, programs and/or year in program.

If you do not meet the restriction but wish to request approval to take the class, contact the department offering the class or, for non-departmentalized colleges, contact the dean's office of the college offering the class. If you have requested approval to take the class, you can check to see if you have been granted an override by using the **Check Your Registration Status** link in PAWS.

**MAXIMUM HOURS EXCEEDED**: This indicates that you have registered for the maximum number of credits that you are allowed to take in this term. Contact your college if you want to request approval to take more credits in this term.

**NR - NO REGISTRATION**: Students may see this error if:

- the last day to add classes for that term has passed
- the term is not yet open for registration

If you get this error message when registration for a term is ongoing, you may have selected the wrong term.

**SR - STUDENT RESTRICTIONS**: You may see this error if:

- your access time has not yet arrived
- you have a hold on your account
- your student status is inactive for the term
- your academic standing prevents registration (e.g. faculty action or disciplinary action)
To check for possible holds, click **Check Your Registration Status** within the Registration channel and select the term you are trying to register for.

⚠ **DEPARTMENTAL APPROVAL REQUIRED:** If a class requires departmental approval, it will be listed in italics under the class title on the Class Search Results page. Please consult with the department offering the course regarding getting permission. You can check to see if you have departmental approval for a class by using the Check your registration status link. Departmental approvals include:

- Instructors Signature Required
- Departmental Approval Required
- Dean’s Office Approval Required
- U of S Int’l Approval Required

⚠ **PREREQUISITE ERROR—CLICK CRN FOR DETAILS:** This indicates that you do not have the necessary prerequisite(s) for the course. Click the CRN to view the prerequisite requirements. To apply for a prerequisite waiver, click on the Prereq/Coreq Waiver form link and follow the instructions.

⚠ **YOU CANNOT TAKE THIS CLASS BECAUSE YOU HAVE ALREADY RECEIVED CREDIT FOR [SUBJ CNUM]:** This indicates that you may have already taken or received transfer credit for a course that is very similar to this one. Contact your college to request approval to take this course.

⚠ **YOU HAVE ALREADY RECEIVED CREDIT FOR THIS COURSE OR ITS EQUIVALENT:** You may have already taken this course or an equivalent course for credit or you may have received transfer credit for the course. Students who wish to repeat a class for which they already received credit should contact their college.

**Help! PAWS still won’t let me register!**

If you’re still having problems registering, you can contact Student Central for help. The registration access dates are the busiest days of the year at Student Central, so be prepared for longer-than-average wait times.

**Student Central**
Administration Building
105 Administration Place
306-966-1212 (ext. 4)
Toll free (in Canada): 1-877-650-1212 (ext. 4)

**Non-urgent inquiries:**
askus@usask.ca
Scholarships and bursaries

If you have been offered a scholarship or bursary by the University of Saskatchewan, you must enroll in a minimum of 18 credit units in the Fall and Winter Terms (Sept-Apr) to receive payment of your award. For details regarding your specific scholarship or bursary, consult your award notification letter.

Withdrawing from university

If you decide not to attend the university after registering for classes or decide to stop attending classes, you are responsible for making sure you officially drop all classes before the registration deadlines in order to avoid academic/financial penalties. Not attending your classes does not constitute an official withdrawal from the university.
Self-declare as a St. Thomas More College student

stmcollege.ca/selfdeclare

St. Thomas More College (STM) is a Catholic liberal arts college federated with the U of S and located on the main U of S campus. STM students belong to a smaller college community and can access additional scholarships and bursaries, services, facilities and individual academic advising.

If you are an Arts and Science student and you wish to identify as a St. Thomas More College student, you can do so through PAWS:

1. Log in to PAWS using your NSID (e.g. abc123) and password, select Browse channels and search for the St. Thomas More College channel or open the channel directly at paws.usask.ca/go/stm.

2. Select the Self-Declare button.

3. Select I want to self-declare as a St. Thomas More College student and click Update My Information.

Self-declare as Aboriginal

paws.usask.ca/go/declare

To help the university support and better understand the needs of Aboriginal students, we ask Aboriginal students to self-declare as First Nations, Métis or Inuit.

The university will use this information to develop and maintain effective programs and services that support Aboriginal student academic and personal success. This will include sending information about events, programs and services specifically for Aboriginal students.
Learning Communities

Learn how to adapt more quickly to university and benefit from the mentorship of successful upper-year students by registering in a Learning Community in your college. In a Learning Community, you will get to know a small group of other new students who will be taking some of the same courses as you – courses that you share an interest in, or courses that are part of your degree requirements.

Participating in a Learning Community is one of the best ways for you to take charge of your learning and develop skills to help you succeed in this new academic environment.

Signing up for a Learning Community

By signing up for a Learning Community in your college, part of your schedule for the year will already be set so keep this in mind when choosing your other classes.

Sign-up opens **May 8 at 12 pm (noon)** in SK for Learning Communities in:

- **Agriculture and Bioresources**  
  - Engineering  
  - Kinesiology  
  - usask.ca/lc

- **Arts and Science and St. Thomas More College**  
  - artsandscience.usask.ca/undergraduate/about/learningcommunities.php
    - First-year Learning Experience (FLEX)
    - University Transition Program (UTRAN)
    - Aboriginal Student Achievement Program (ASAP)

  Students who join ASAP and live in residence can also take part in an ASAP Living Learning Community. Contact an ASAP academic advisor at **tmc@artsandscience.usask.ca** for more information.

Education

**usask.ca/education/learning-communities**

For students admitted to the direct-entry Education program in 2017-2018, Learning Communities are part of the B.Ed. program requirements. When course registration opens in June, students register in 0-credit Education Learning Community (EDLC) classes in the fall and winter terms. EDLCs are designed specifically to support student transitions into the College of Education and the teaching profession.
# Registration deadlines

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<tr>
<th>Term</th>
<th>Deadline for registration changes with <strong>100% tuition credit</strong></th>
<th>Last day to withdraw with <strong>75% tuition credit</strong></th>
<th>Last day to withdraw with <strong>50% tuition credit</strong></th>
<th>Last day to withdraw (no tuition credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL TERM</strong> (Sept.–Dec.)</td>
<td><img src="image" alt="SEP 19" /></td>
<td><img src="image" alt="SEP 26" /></td>
<td><img src="image" alt="OCT 3" /></td>
<td><img src="image" alt="NOV 15" /></td>
</tr>
<tr>
<td><strong>WINTER TERM</strong> (Jan.–April)</td>
<td><img src="image" alt="JAN 16" /></td>
<td><img src="image" alt="JAN 23" /></td>
<td><img src="image" alt="JAN 30" /></td>
<td><img src="image" alt="MAR 15" /></td>
</tr>
<tr>
<td><strong>MULTI TERM</strong> (Sept.–April)</td>
<td><img src="image" alt="SEP 19" /></td>
<td><img src="image" alt="OCT 3" /></td>
<td><img src="image" alt="OCT 18" /></td>
<td><img src="image" alt="FEB 15" /></td>
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</tbody>
</table>

For registration deadlines for all terms, visit [usask.ca/registration](http://usask.ca/registration).
Common terms related to registration

**Adding classes** – Adding a class is another way to say registering for a class. You can add classes to your schedule up until the deadline for registration changes.

**Course vs. class** – A course is a unit of study in a subject area while a class is the offering of a course to a group of students in a particular term. (e.g. Biology 121 is a course, whereas Biology 121 (Section 02) offered MWF in 2018 Winter Term is a class.)

**Credit unit** – University courses are assigned a value to indicate the weight of the course as it applies to your degree. Generally, courses that are completed over a single term are worth three credit units, while six credit units are awarded for most multi-term classes. (e.g. English 111.3 is a single-term class worth three credit units while English 110.6 is a multi-term class worth six credit units.)

**CRN** – Each class that is offered in a particular term is assigned a unique five-digit course reference number (CRN) that you can use to register for that class.

**Deadline for registration changes** – This is the last day that you can add classes to your schedule without special permission and the last day that you can drop classes and receive a credit or refund for 100% of the tuition.

**Dropping classes** – You can drop classes, or remove them from your schedule, with no financial or academic penalty, up until the deadline for registration changes. After the deadline for registration changes, you can still withdraw from classes. See “withdrawing from classes” below.

**NSID** – Your network services identification (NSID) is what you use to log in to university systems, such as PAWS. Your NSID consists of three letters, usually your initials, and three numbers. (e.g. abc123)

**PAWS (paws.usask.ca)** – PAWS is a password-protected online portal where you can access university information, check your email, and more.

**Prerequisite** – A prerequisite is a class you must have completed before you can register for a related class. (e.g. Grade 12-level biology is a prerequisite for Biology 120 at the U of S.)

**Program** – The courses you need to complete your degree, diploma or certificate.

**Terms** – The academic year at the U of S is divided into terms, which usually occur over the following time periods:
- Spring Term - May-June
- Summer Term - July-August

Spring and Summer terms are further divided into Quarters, allowing the completion of classes in a condensed time frame.

**Withdrawing from classes** – After the deadline for registration changes but before the withdrawal deadline, you can still withdraw from classes. However, you will be responsible for paying a certain amount of the tuition (between 50-100%) for the class, depending on when you withdraw.

**Withdrawal deadline** – The last day to withdraw from classes. No withdrawals are permitted after this date and you will be graded based on the work you have done for the class.
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