

Faculty of Social Work

COURSE REGISTRATION



Tips for SW Students!

1

REVIEW THE REGISTRATION VIDEO TUTORIALS!

- ✓ Review the [Registration Videos from the U of R](#) to refresh your knowledge on course registration.
- ✓ Review how to use [UR Self-Service](#)
- ✓ Review how to use [Visual Schedule Builder \(VSB\)](#)
- ✓ Review how to use [Degree Audit](#)

SEARCH FOR CLASSES: UR Self Service or Visual Schedule Builder
REGISTER FOR CLASSES: UR Self-Service
★ VSB is a planning tool, but you need to use UR Self Service to register!

2

CHECK YOUR TIME TICKET!

Your time ticket is available two weeks before the registration period opens!

Find your time ticket and holds under:

Student Menu

View the Course Catalogue; Course Schedule; your Academic record, and; charges & payments on your account.



Prepare for Registration

Check to see when you can register and if you are eligible.

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.



If you have holds, they must be dealt with first to be able to register.

Academic related holds require an advising appointment.

Financial holds require payment of funds; inquiries can be directed to Financial Services.

Full year registration is now available!
Registration for Spring/Summer, Fall, and
Winter terms will open in March.

Students outside of Regina and Saskatoon may email
special.registration@uregina.ca to request a distance
time-ticket.

3

SEARCH COURSE OFFERINGS!

Courses are viewable two weeks before the registration period opens!

Social Work Course Offerings: For a quick listing of Social Work classes offered, visit the [registration page](#) on the Faculty of Social Work website. Then, click to view the tentative course offerings mentioned on the website.

U OF R HOME > SOCIAL WORK > REGISTRATION

Registration

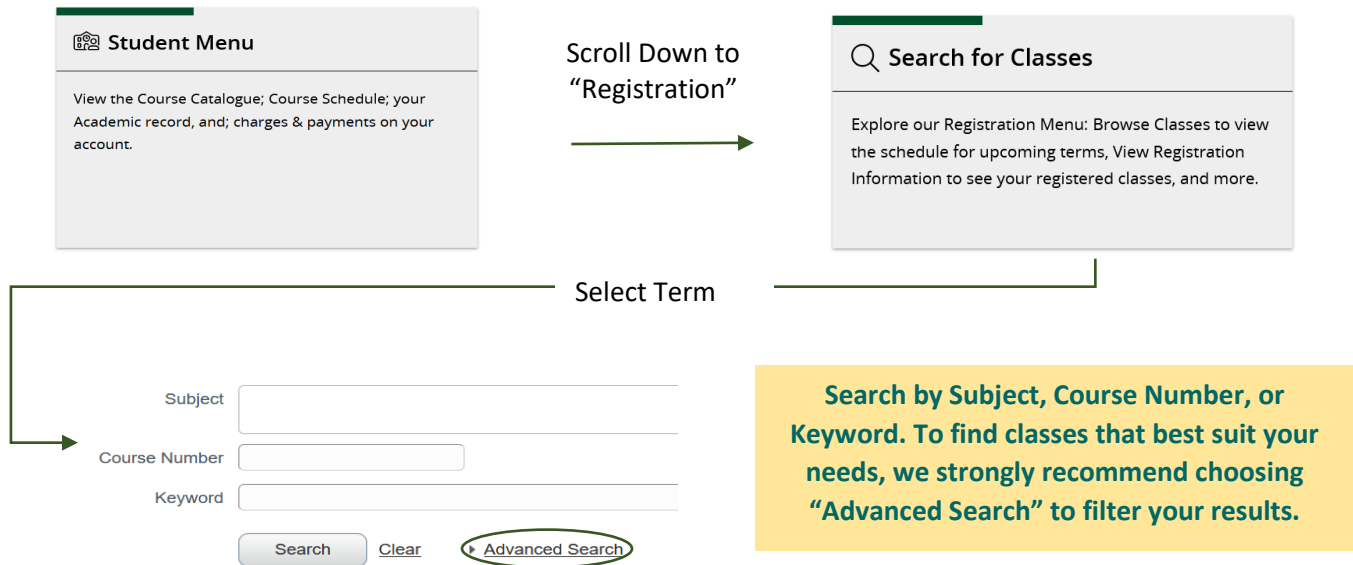
CLASS SCHEDULE & SCHEDULE BUILDER >>

Once students receive academic advising, they will be able to register themselves in courses through [UR Self-Service](#). Please see this [video tutorial](#) that shows how to register for classes. The [Visual Schedule Builder](#) tool and [course descriptions](#) are also helpful in aiding students plan their course schedule.

To view the tentative course offerings for the current and next academic year, click [here](#). Courses and delivery methods are subject to change without notice.

Visual Schedule Builder: For a quick listing of General University Studies and Social Work courses. This program will also allow you to see how your prospective courses fit together as a schedule. **UR Self Service still needs to be used to look at details about the course and to register for courses!**

UR Self-Service: This is the most thorough method of finding courses and helpful to find all the courses in a particular subject offered for a given semester.



4

LOOK AT COURSE TIMES AND LOCATIONS

★ **Make courses you select courses that match your location** ★
All students should double check that the course location is where they intend to take it.

Be sure to verify the course location using the Meeting Times and Location Column and the Class Details Menu (click on Course Title.) **Both places should be checked to confirm course location.**

UR Self Service > Registration > Search for Classes > Meeting Times and Location Column (If you are unsure of the location, you can check out the [Building Codes](#)).

Course times should also be confirmed. If two rows are listed for the day, time, and location, one indicates the class schedule whereas the other is the final exam. Identify which information relates to the class by looking at the start and end date listed. A date range will indicate that this information relates to class time whereas a singular date will communicate this information for the final exam.

Title	Subject	Course	Meeting Times and Locations
Foundations in Social Work	SW	100	S M T T F S 07:00 PM - 10:00 PM Building: Classroom Building Room: 420 Start Date: 12/18/2024 End Date: 12/18/2024
			S M T T F S 07:00 PM - 09:45 PM Type: Class Building: Classroom Building Room: 420 Start Date: 09/04/2024 End Date: 12/06/2024
Foundations in Social Work	SW	100	S M T W T S 08:30 AM - 11:15 AM Type: Class Building: Classroom Building Room: 420 Start Date: 09/04/2024 End Date: 12/06/2024
			S M T W T S 09:00 AM - 12:00 PM Building: Classroom Building Room: 420 Start Date: 12/20/2024 End Date: 12/20/2024
Foundations in Social Work	SW	100	S M T W F S 08:30 AM - 11:15 AM Type: Class Building: Off-Campus Locations Room: CONCOURSE
Foundations in Social Work	SW	100	S T W T F S 07:00 PM - 09:45 PM Type: Class Building: Off-Campus Locations Room: CONCOURSE
Foundations in Social Work	SW	100	S M W T F S 07:00 PM - 10:00 PM Building: None Room: None Start Date: 12/10/2024 End Date: 12/10/2024
			S M W T F S 07:00 PM - 09:45 PM Type: Class Building: None Room: None Start Date: 09/04/2024 End Date: 12/06/2024

Always click the Course Title to view the Class Detail Menu to confirm where the course is located.

Title	Subject	Course
Foundations in Social Work	SW	100

Class Details for Foundations in Social Work SW Social Work 100 001

Term: 202430 | CRN: 32508

- Class Details
- Bookstore Links
- Course Description
- Attributes
- Restrictions
- Instructor/Meeting Times
- Enrollment/Meeting

Instructor: [Redacted]

S M T T F S 07:00 PM - 09:45 PM

09/04/2024 - 12/06/2024 On Campus | Classroom

Type: Class

Building | Room 420

Instructor information:

For BSW students only: BSW students have been assigned an 'attribute' code, which is based on the study location you selected in your BSW application.

If you need to change your study location, please make a request by emailing SW.StudentServices@uregina.ca



CHECK COURSE MODALITY: Courses are delivered in a variety of methods, which can be:

- Synchronous
- Asynchronous
- Scheduled Day and Time
- No Scheduled Day and Time

The methods courses are delivered are listed below. Please be familiar with each:

Modality	In person OR Online/Zoom?	Synchronous OR Asynchronous	Location Code
Face to Face	In Person	Synchronous	Regina CL 110, ED 438, etc. BUILDING CODE
			Saskatoon OFFCMP CONCOURSE
			Outside Regina/Saskatoon OFFCMP COLLEGE Ex) Swift Current -> OFFCMP GRT PLAINS
			None
Online*	Online	Asynchronous	None
Remote*	Zoom	Synchronous	None
Blended*	In Person/Remote AND Online	Synchronous/Asynchronous	BUILDING CODE (ex. CL 110, ED 438) OFFCMP LOCATION OR REMOTE <u>AND</u> ONLINE
Hybrid*	In Person OR Zoom	Synchronous	BUILDING CODE (ex. CL 110, ED 438) OFFCMP CONCOURSE <u>OR</u> REMOTE

* Students are required to have a camera/webcam or any other required equipment and should read the Zoom Classroom Etiquette regarding remote classes

Meeting Times and Locations	Instructional Methods
S M W T F S 02:00 PM - 05:00 PM	
S M W T F S 02:30 PM - 05:00 PM	
S T W T F S 09:00 AM - 12:00 PM	Remote - synchronous
S T W T F S 11:30 AM - 02:00 PM	
S M T W T F S 09:00 AM - 12:00 PM	Online
S M T W T F S - Type: Class	

Modalities for each class can be found under the “Instructional Methods” column in the Search for Classes function on UR Self-Service. If no instructional method is listed, the class is taught face-to-face at the listed location.

⑥

CHECK SEATS: The **Remaining Seats** column indicates how many seats are remaining in the class.

Title	Subject	Course	Meeting Times and Locations	Remaining Seats
<u>Foundations in Social Work</u>	SW	100	S M T W T F S 07:00 PM - 10:00 PM	5 of 50 seats remain. 120 of 120 waitlist seats remain.
			S M T W T F S 07:00 PM - 09:00 PM	
<u>Foundations in Social Work</u>	SW	100	S M T W T F S 08:30 AM - 11:00 AM	1 of 50 seats remain. 120 of 120 waitlist seats remain.
			S M T W T F S 09:00 AM - 12:00 PM	
<u>Foundations in Social Work</u>	SW	100	S M T W T F S 08:30 AM - 11:00 AM	27 of 50 seats remain. 120 of 120 waitlist seats remain.

Full Classes & Waitlists: A class with 0 remaining seats may have a waitlist option. Look in the **Remaining Seats** column: if there are available seats, students can add themselves to the waitlist. Check the current waitlist count to see how many students are on the waitlist and determine the spot on the waitlist (UR Self-Service does NOT list the student's position on the waitlist.) If there are 0 seats remaining in the waitlist, another section of the course or another course will have to be selected. If no waitlist information is listed, no waitlist is available for this section of this course.

Introduction to So...	SOC	100	<table border="1"> <tr> <td>S</td><td>M</td><td>W</td><td>F</td><td>S</td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td> </tr> </table>	S	M	W	F	S	S	M	T	W	F	S	01:00 PM - 02:00 PM	On	<p>FULL: 0 of 124 seats remain.</p> <p>8 of 10 waitlist seats remain.</p>
S	M	W	F	S													
S	M	T	W	F	S												

A new waitlisted student would be 3rd on the waitlist

To join the waitlist:

- Record the 5-digit CRN
- Check waitlist information and note the spot on the waitlist
- Go into [Add or Drop classes](#)
- Click Enter CRNs in top menu, enter CRN, and click "Add to Summary"
- Find registration Summary, "Action" drop box and click [Add to Waitlist](#).
- Click [Submit](#)

★ **If a spot opens up for you on the waitlist, you will receive an e-mail to your preferred e-mail account.** ★

- Prior to classes starting, there will be [24 hours](#) to register.
- For Fall/Winter terms at 10:00am on the first day of classes until the waitlist deletion, there will be [12 hours](#) to register.

More details on waitlists can be found [here](#).

7

CHECK CLASS RESTRICTIONS: Check for course restrictions related to location, campus, and/or campus as well as any unique information that might need to be known before registering. Click the Course Title to bring up the **Class Details** menu. After clicking "Restrictions" on the left hand side of the menu, attribute restriction details are listed for Campuses, Cohorts, Student Groups, etc .

Restrictions on sections will be lifted approximately one month after the registration period starts for [Open Registration](#). You can check for this date under '[Open Registration](#)' in '[When to Register](#)' under [Registration Dates](#).

Introduction to Indigenous Studies	INDG	100
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Term: 202510 | CRN: 11828

Class Details	<p>i Not all restrictions are applicable.</p> <p>Must be enrolled in one of the following Levels: Graduate (GR) Undergraduate(UG)</p> <p>Must be enrolled in one of the following Campuses: FN Univ (F)</p> <p>Must be enrolled in one of the following Attributes: FN Univ Regina (FNRE)</p>
Bookstore Links	
Course Description	
Attributes	
Restrictions	
Instructor/Meeting Times	
Enrollment/Waitlist	

This section is for FNUniv Regina students only!
Another section should be selected if possible.

Course restrictions may also be listed in the “Course Description”.

8

CHECK CLASS PRE-REQUISITES: Click the **Course Title**, then **‘Course Description’** to review any course pre-requisites.

- ☛ If nothing is listed, the course does not have any pre-requisites.
- ☛ If a pre-requisite is listed, you **MUST** have the listed course to be eligible to register for the class.

You will not be permitted to register for the course without the pre-requisite.

Class Details for Reconciliation and Indigenous Resurgence in Canada INDG Indi...

Term: 202510 | CRN: 13341

Class Details	<p>This course explores different perspectives and policies towards renewing the relationship between Indigenous Peoples and Settler Canada. Students will consider how the implementation of the Truth and Reconciliation calls to action may guide reconciliation and Indigenous resurgence in Canada. ***Prerequisite: INDG 100 or permission of the Program Coordinator.*** Note: Students may receive credit for one of INDG 262 or INDG 290AB.*</p>
Bookstore Links	
Course Description	
Attributes	

9

REGISTER IN COURSES: Once all of information (available courses and available seats, locations, modalities, restrictions and pre-requisites) has been double-checked, course registration can begin!

1. Gather the 5-digit CRNs associated with the classes you are wanting to take
2. Go into **Add and Drop** classes
3. Click **‘Enter CRNs’** in top menu and enter CRNs
4. Click **Add to Summary**
5. Assure **‘Action’** for all courses is **‘Register’**
6. Click **Submit**

Having CRNs prepared and ready to enter using this process is more efficient!

OR

Summary						Tuition and Fees
Title	Subj/Crse/Se	Hou	CRN	Schedule Typ	Status	Action
Introduction to Indj...	INDG 100,...	3	11826	Lecture	Pending	Register
Foundations in Soc...	SW 100, 004	3	12763	Lecture	Pending	Add to the waitlist
Introductory Psycho...	PSYC 101,...	3	12516	Lecture	Pending	Register

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

1. Go into [Add and Drop](#) classes
2. Search for class you are wanting to take
3. Identify section of course you are wanting to register in
4. Click [Add](#) button on right hand side of timetable
5. Repeat with each course
6. Assure all classes are in the [Summary](#) panel and 'Action' for all courses is 'Register' (or Add to Waitlist)
7. Click [Submit](#)

UR Courses: It can take up to 24 hours from the time of registration for courses to appear in UR Courses. Courses may not show up until the first day of the semester.

Confirmation of Enrolment: An unofficial Confirmation of Enrolment for funding or other purposes, can be obtained through UR Self-Service account: [UR Self Service > Registration > Confirmation of Enrolment \(Unofficial\)](#). If you require an official Confirmation of Enrolment, you will need to request one from the [Registrar's Office](#).

10

REGISTRATION ERRORS: Error messages may occur when registering. Usually this happens because the student has missed checking information about the course, and the common course of action is to select another section. Please see below of a list of registration errors, what they mean and the corresponding best course of action:

Attribute Restriction	Course is restricted to students with a specific attribute (likely based on study location). <ul style="list-style-type: none"> Choose a different section that aligns with your study location attribute.
Campus Restriction	Course is restricted to students in a federated college. <ul style="list-style-type: none"> Choose a different section.
Closed Section	Course is full. <ul style="list-style-type: none"> You can add yourself to the wait list (if one exists and there is space) OR choose a different section. <p>Course overloading cannot be done until the wait lists are dropped; any requests will not be approved before this time.</p>
College Restriction	Course is not available to students outside of the faculty offering this course. <ul style="list-style-type: none"> Choose a different section.
Duplicate CRN	CRN has been entered twice, you are already registered in another section of that course, or are already registered on a waitlist for another section of that course
Link Error "X" Required	You have not selected the correct corresponding section. <ul style="list-style-type: none"> Make sure you have entered the CRNs for both the lecture <u>and</u> the necessary lab or seminar component.
Maximum Hours Exceeded	You have tried to register in more credit hours than your program allows in a term.
Permit req'd/see CRN details	Course has special requirements to register. See details under the course description (in UR Self-Service click 'view catalogue entry'), or in the course comments section (in UR Self-Service, click the CRN).

Pre-req. and Test Score Error	You have not completed a required pre-requisite course. ☛ Choose a different class, or if you think you have the prerequisite, please contact an Academic Advisor.
Program Restriction	Course is not available to students in your degree program. ☛ Choose a different section.
Time Conflict with CRN	Course times are overlapping; this could also include the final exam time.

★ The above registration error list should be reviewed before reaching out the Student Services or an Advisor★

If you need to contact Student Services or an Advisor for support,
please indicate the 'Registration Add Error' so they can better help you.