

University of Saskatchewan/St. Peter's College

Registering, Adding, and Dropping Classes

For full information, visit:

<http://students.usask.ca/academics/classes.php#Learnwhichcoursesyouneed>

If you need assistance with registering for classes due to a disability, please contact [Disability Services for Students](#) as early as possible.

Registering and Adding Classes

Adding and dropping classes

Have your completed class schedule worksheet(s) ready, including the course reference numbers (CRNs) for each class for which you plan to register.

1. Select Registration in the [Registration channel in PAWS](#)
2. Select Add/Drop Classes
3. Select the term for which you want to register
4. Enter the course reference numbers (CRNs) for the classes you want to add and click Submit Changes
5. The Add/Drop Classes page will be displayed again. Scroll to the bottom of the page to view all added classes and/or [registration error messages](#)

You can add or make changes up until the deadline for registration changes. Adding classes after this deadline is considered late registration.

Late registration for classes may be possible after the deadline for registration changes. You will need [permission](#) to take the class from the department and instructor and will be charged a \$35 fee for each class added.

Dropping Classes

Dropping classes and how it affects your tuition, student fees and grades

If you drop a class before the deadline for registration changes, all applicable tuition and student fees will be credited to your account or refunded and your grades will not be affected. If you drop *after* the deadline for registration changes, a portion of the tuition may be credited or refunded, depending on how late you withdraw from the class, and you will receive a grade of Withdrawal (W). Student fees are non-refundable for classes dropped after the deadline for registration changes. You *cannot* drop a class after the withdrawal deadline. Even if you have a Hold(s) you can still drop classes as long as it's before the **withdrawal deadline**.

To drop a class:

1.
 1. Select Registration in the [Registration channel in PAWS](#)
 2. Select Add/Drop Classes
 3. Select the term for the class you want to drop
 4. Select Drop from class/Withdraw from class in the action menu for the class you want to drop
 5. Select Submit Changes. Make sure your class was dropped successfully before logging out

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. Read more about [Student Responsibilities](#).

After you have registered

Letters to prove your registration

If you need to prove to an individual or organization that you are registered in classes at the University of Saskatchewan, you may request a Confirmation of Enrolment.

- <http://students.usask.ca/academics/registration/coe.php>

View your class information

You will be able to view your class schedule, related course material, calendars, and class locations in the the My courses channel in PAWS.

Learn more about university

If you are a new University of Saskatchewan student, you can learn more about preparing to come to university on our page for new students.

- <http://students.usask.ca/new-students.php>

Registration deadlines

- [Fall and Winter 2015-2016](#)

Term	Deadline for Registration Changes (100% tuition credit)*	Withdraw with 75% tuition credit	Withdraw with 50% tuition credit**	Withdraw with no tuition credit**	Withdrawal Deadline***
T1T2 classes (Sep 3-April 7)	Sep 17, 2015	Sep 18- Oct 1, 2015	Oct 2-16, 2015	After Oct 16, 2015	Feb 15, 2016
T1 classes (Sep 3-Dec 8)	Sep 17, 2015	Sep 18-24, 2015	Sep 25 - Oct 1, 2015	After Oct 1, 2015	Nov 15, 2015
T2 classes (Jan 5 - April 7)	Jan 18, 2016	Jan 19-25, 2016	Jan 26- Feb 1, 2016	After Feb. 1, 2016	Mar 15, 2016

- All registration changes must be completed by 11:59pm on the specified dates above.
- Archives of registration deadlines can be found in [previous catalogues](#).

* Last day to add/drop class to avoid financial penalty. Classes will not appear on a student's permanent record if dropped by this date and all tuition and fees will be refunded. You will be assigned a grade of withdrawal (W) if you drop after this date but before the end of the Withdrawal Deadline date

** Cancellation fees for audit classes are subject to the cancellation fee schedule, with the exception that the fee is non-refundable if a student switched to audit after the 50% cancellation period.

*** Last day to add/drop a class and to change from credit to audit or audit to credit.

Repeating Classes

Please note that you cannot repeat a class for which you already have credit. Some colleges may have different or additional regulations on repeating classes, such as being able to repeat a class for which you have a grade between 50% and 59%.

Please contact your [college](#) office for further information.

Taking a Break from Studying at St. Peter's College

Students sometimes take a short break from their studies because of illness or academic pressure. International students are normally permitted by Citizenship and Immigration Canada to remain in Canada and take one term off if they've already completed two consecutive terms.

Consult an academic advisor and contact an International Education Officer if you are considering taking a break from your studies. If you plan to leave the country during your break, request a letter from your college/department stating that you are eligible to return to your program of studies. If asked by a border officer, present this letter along with any documentation of your break (e.g., leave approval from University, doctor's note, etc.). If you hold an off-campus work permit and take a break from studies, you may have to return your work permit to CIC.

If you withdraw from or discontinue your studies at St. Peter's College in order to pursue studies at another designated post-secondary institution within Canada, you need to:

- Inform Citizenship and Immigration Canada of the change;
- Be aware of any implications for your study and work in Canada; and
- Ensure that you are meeting all of the conditions of their study permit.

In addition to this, students who withdraw from an institution and do not continue their studies at another designated institution are responsible to leave the country based on set guidelines.