

Registering on PAWS


PAWS is your Personalized Access to Web Services. Use your University of Saskatchewan Network Services Identification (NSID: 3 letters followed by three numbers; e.g., abc123) and password to access this web portal. If you are logging in for the first time, use your NSID and the temporary password provided in your letter of (conditional) acceptance to activate your student account and create a new password.



[Forgot password?](#) [Help](#)

All students must use PAWS in order to register for their courses, check their email, access class notes, as well as access many other personalized student services. Additional PAWS resources can also be found by selecting [help](#) below the log in menu. Training manuals, FAQs, video tutorials, and contacts for IT support are available.

Log into PAWS as soon as possible to check your registration time. Your registration date depends on your year of study. Class registration for fall and winter terms for first year students begins on June 20th, 2015! To find your registration date select the Academics channel from the left hand menu and then click on Registration.

<ul style="list-style-type: none"> 🏠 Home ✉ Email and Calendar 📁 Course Tools 👤 Groups ▼ ACADEMICS Registration  Tuition and Fees My Textbooks Academic and Financial Appe... Admissions My Final Grades Transcripts and Degree Confi... 	<p>All messages Announcements Bulletins News</p> <hr/> <p>ESL Workshop: Business Writing Bulletin - Learning Opportunities - Posted Today, 1:36pm</p> <hr/> <p>Global Connections Newsletter Announcement - Citizenship and Immigration - Posted Apr 17, 9am</p> <hr/> <p>[News] Barnhart gives annual state of the university address, GS The Sheaf - Posted Apr 16, 6:10pm</p> <hr/> <p>Math & Stats Help During The Final Exam Period</p>
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We strongly encourage students to register close to their initial access time on PAWS. By registering early, you will have the greatest chance of getting the course times and sections that you want. Some courses, such as BIOL 120.3, will fill up shortly after registration opens. Keep in mind that seats often become available throughout the [registration period](#), so keep checking back to see if something has opened up. Once you are eligible to register click on the Registration link shown below.

Registration

Spring and Summer Registration is open. Please refer to specific [registration change deadlines](#) on the Registration website.

Current Winter Term [registration change deadlines](#)

Registration for next year's Fall and Winter terms will open for all students in June. Your exact registration date will be posted in late May.

Registration

Add/Drop classes, check your schedule, check your registration status, and more. Visit the Register for classes page for [help](#).

If you register for classes, but decide not to attend, you will be charged for those classes unless you withdraw from them by the [withdraw deadline](#). Please note that **you are responsible for any registration activity**.

[Apply for a class permission/override](#)

Confirmation of Enrolment

What is this letter used for?

 **For assistance**, contact Student Central at (306) 966-1212 or [send us an e-mail](#). Student Central is open Monday to Friday from 8:30 am to 4:30 pm (Central Standard Time).

Please note: The U of S submits registration data to Statistics Canada.

The next screen will give you a variety of options related to registration. Here you can add/drop classes, check your registration status, pay your student fees or view your current schedule. To add new courses to your schedule, there are two options.

Option 1: Adding Courses using Course Reference Numbers (CRNs)

If you already know the CRNs for the course lecture, lab, and tutorial sections, then you can click “Add/Drop Classes” (see below). This will take you to your Worksheet but first you will have to choose the term in which you wish to register. Choose Term 1 to register for 6 cu classes spanning both terms.

Registration



New look, same tasks!

The look of this page has changed, but the information on it has stayed the same. If you're having trouble finding something, email askus@usask.ca

[Look Up Classes to Add](#)

[Add/Drop Classes](#)

[Check Your Registration Status](#)

[Select Term](#)

[Weekly Schedule](#)

At the bottom of your Worksheet screen you will notice a number of blank boxes (see below). This is where you will type in the CRNs for your planned courses. Once you've entered all of the numbers, click “Submit Changes”. When registering, make sure you enter the CRNs for all instructional components, e.g., lecture, lab, seminar, tutorial, etc., as the system will not let you register in one



Students are responsible for their registration activity, including ensuring their registration attempts have been successful. Registration activity must conform to the University's [published procedures](#), including meeting pre-requisite and co-requisite requirements.

This page shows your registration record for the term selected, including the results of your latest registration attempt and registration-related error messages.

Please note: Classes are subject to change (e.g., added, canceled, rescheduled).

- To ADD a class: enter the CRN(s) (Course Reference Number) to the Add Classes Worksheet below. If you do not know the CRN(s) for the class(es) you wish to add, click on the “Class Search” button below.
- To DROP a class: select an option from the drop down box in the “Action” column for the applicable class. If there is no drop down box for a class, then the class may not be dropped (see the Registration website for applicable deadlines).



Please do not click the Submit Changes button more than once. During peak registration times, the system may be slower to respond. Clicking the button more than once could cause further delay in processing your request.

Add Classes Worksheet

CRNs

component of a course without the others.

Option 2: Adding Courses to Worksheet Individually From a Search

If you don't know the CRNs for the courses you wish to register for, you can select “Look Up Classes to Add”. This will allow you to see the available sections for the upcoming term and select which course offerings work best for you. Choose Term 1 to look up 6 cu classes spanning both terms.

Registration



New look, same tasks!

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[Look Up Classes to Add](#)

[Add/Drop Classes](#)

[Check Your Registration Status](#)

[Select Term](#)

[Weekly Schedule](#)

After selecting the term you are interested in registering for, you will get a screen similar to the Course

Offerings screen (see the section entitled “Course Offerings” on p. 26 for more detailed information on search functions). Select the subject that you are interested in and “U of S – Saskatoon Main Campus”

The screenshot shows a course search interface with the following fields and options:

- Buttons:** "Class Search" and "Reset" (top and bottom).
- Subject:** A dropdown menu with options: Academic Exchange, Accounting, Adult and Continuing Education, Agricultural Medicine, Agriculture, Anatomy and Cell Biology, Animal Bioscience, Animal Science.
- Course Number:** An empty text input field.
- Title:** An empty text input field.
- Schedule Type:** A dropdown menu with options: All, Clinical, Coop Class.
- Campus:** A dropdown menu with options: All, U of S -Saskatoon Main Campus, Carlton Trail Regional College.
- Instructor:** A dropdown menu with options: All, Aitken, Alec E., Akkerman, Abraham.
- Session:** A dropdown menu with options: All, Night Class.
- Attribute Type:** A dropdown menu with options: All, 1st Half of a Multi-term Class, Aborig Stdnt Achievement LC.
- Start Time:** Hour: 00, Minute: 00, am/pm: am.
- End Time:** Hour: 00, Minute: 00, am/pm: am.
- Days:** Radio buttons for Mon, Tue, Wed, Thur, Fri, Sat, Sun.

for courses on campus. Select “All” or “Off campus site” to include online offerings. Click Class Search.

This should generate a list of all offered course sections (lectures, labs, tutorials, etc.) in that subject for that term. These search results provide a wealth of information; however, it can look somewhat confusing, so here is an overview of what the different columns mean, going in the order in which they appear from left to right (see image below bulleted list).

- The **CRN** is the 5 digit number that is used to register a course on your Worksheet
- The **Subj** is the subject abbreviation (ex. BIOL is the abbreviation for Biology)
- The **Crse** is the course number
- **Sec** refers to the section number. Popular courses may be offered multiple times during the week on different days or at different times. The section number differentiates offerings of the same course.
- **Cmp** refers to the campus. SK means the Saskatoon Main Campus.
- **Cred** tells you the number of credit units the course is worth.
- **Title** is the title of the course

- **Type** refers to the type of section – the most common are LEC for lecture, TUT for tutorial, LAB for laboratory, WEB for online courses, and SEM for seminar.
- **Days** refers to the days of the week the course will meet on. MWF would mean class on Mondays, Wednesdays, and Fridays; TR would mean class on Tuesdays and Thursdays.
- **Time** is the time that section takes place at on the specified days
- **Cap** refers to the maximum number of students allowed to register in that section
- **Avail** is the number of spots still available
- **Instructor** is where the department will list the instructor teaching the course, if known
- **Date** refers to the start and end date of the course (not including exam period)
- **Location** is where the section will take place every week. Note that lecture and lab/tutorial locations will not necessarily be the same
- If you see a message at the bottom of the section box that says **“You must also register in additional classes at the same time”**, this means that there is a secondary component to the class, such as a lab or tutorial, which you must also register in when adding this course.

Classes Found

Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Type	Days	Time	Cap	Avail	Instructor	Date (DD-MMM)	Location	Attribute
NR	85674	BIOL	120	01	SK	3.0	The Nature of Life	LEC	MWF	12:30 pm-01:20 pm	466	466	TBA	03-SEP 05-DEC	TBA	<ul style="list-style-type: none"> • On Campus Student Fees • Science Program Type • Tuition - Category 8 • Learning Communities

You must also register in additional classes at the same time.

This section is only open to students in the following colleges: Agriculture and Bioresources, Arts and Science, Engineering, Kinesiology
Seats in this class section have been reserved for students in a specific program.

Laboratory sections for BIOL 120

	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Type	Days	Time	Cap	Avail	Instructor	Date (DD/MMM)	Location	Attribute
<input type="checkbox"/>	89455	BIOL	120	L0	SK	0.0	The Nature of Life	LAB	R	07:00 pm-09:50 pm	56	56	TBA	03-SEP 05-DEC	BIOL 202	<ul style="list-style-type: none"> • No Academic Credit • On Campus Student Fees • Science Program Type • No Tuition Assessed

Assuming there are no registration errors, you should see the selected course sections appear under your Current Schedule on your Worksheet.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered by student on May 06, 2014	None	41876	HIST	121	01	Undergraduate Level 3.000	Numeric / Percentage	Europe to Modern Age 1348 to 1789	

If you still have questions on how to use PAWS or are having difficulty registering, contact Student Central at (306) 966-1212.

Technical support requests for PAWS can be sent to the [ICT Service Desk](#).