



**Prairie Horticulture Certificate (PHC) Program  
Registration Guide**  
For University of Saskatchewan registered students only.

If you have been admitted through one of the other consortium partners, you must register for classes through that institution.

If you have not yet applied to the program, please visit our website [phc.usask.ca](http://phc.usask.ca)

To contact the PHC office go to [phc.usask.ca/contact.php](http://phc.usask.ca/contact.php)

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### **Step 1: Set Up Your PAWS Account**

Congratulations on having been admitted to the Prairie Horticulture Certificate (PHC) program. You will receive a welcome letter, electronically, from the PHC office outlining registration particulars. You will also receive an admission letter from the University of Saskatchewan (U of S) Admissions office that includes your U of S Student number, your NSID (Network Services ID), and temporary password, which will allow you to access PAWS. PAWS is your **P**ersonalized **A**ccess to **W**eb **S**ervices at the U of S.

1. Log into PAWS at <http://www.paws.usask.ca>
2. Click your name in the right hand corner and select 'Help' to learn about PAWS.
3. In the menu on the left hand side of the page, you should see Email & Calendar and Course Tools.
4. Select '+Browse channels' in the left hand menu to add other important channels.
5. Recommended channels to add are:
  - Academics
    - Registration
    - My Textbooks
    - Tuition and Fees
    - My Final Grades
    - Transcripts

Please note that you will only receive your admission letter once. Once you have set up your PAWS account it will remain available from term to term.

### **Getting Help with PAWS**

The Help icon is a good place to start. If you need technical assistance, [contact](#) the ICT Service Desk. [PAWS FAQs](#) and [online manuals](#) are also available. If you have questions about using PAWS—or about anything at the U of S—Student Central and the Current Students website are both great resources.

### **About Student Central**

As a student enrolled in the PHC program, you have access to a wide range of support and services available at the University of Saskatchewan, including Student Central. Please contact them at:

Tel: 306-966-1212

Toll Free: 1-877-650-1212 (within Canada)

Website: <https://students.usask.ca/student-central.php>

Got a question? Email: [askus@usask.ca](mailto:askus@usask.ca)



At Student Central you can:

- troubleshoot registration problems
- process late registrations, audit registrations and section changes
- help students navigate PAWS
- provide information on scholarships, bursaries and other financial information
- provide confirmation of enrolment for federal and provincial student loans
- provide assistance and information about crisis financial aid and financial appeals
- provide information about exams, transcripts and convocation

## Step 2: Register for Your Classes

Once you have set up your PAWS account, you are ready to register for your classes online. Online registration instructions can be found at [Registration Help](#). Please note that the registration deadlines for the PHC classes are different than the dates for the University terms. Check [Important Dates](#) within the PHC website for deadlines.

Go to the Course Descriptions page on the PHC website at [phc.usask.ca/courses.php](http://phc.usask.ca/courses.php) for the schedules, descriptions and the Course Reference Number (CRN) for each PHC class. **It is your responsibility to ensure you have the required prerequisites and other class-specific requirements.** Also, please ensure that classes you select are appropriate to your stream, including the number of classes needed to complete requirements for graduation.

You must register online by the deadline dates listed on our website at [Important Dates](#) or you will be charged a late registration fee. Registration automatically results in a financial obligation.

**To register for a class:**

- Log into PAWS at <http://paws.usask.ca>
- Select **Academics**
- Select **Registration**

## Late Registration Fees

A late registration fee of \$35.00 per course will be charged when you register after the deadline dates, whether or not permission to register late has been obtained. Late registration fees are non-refundable.

## Audit Provisions

You may take courses on an audit basis. When auditing a class, you are not required to write the final exam and you will not receive credit for the course. Audit students pay the same fees, as credit students as you will have instructor access, are able to write term tests and complete assignments.



### Step 3: Fee Payment

Once you have registered, you must pay your fees. Fees are due upon assessment. A statement of tuition, fees and other balances owing will be sent on a regular basis. However, depending on when you register and/or add classes (i.e. after deadlines), you may not receive a statement. Please note that payment is due regardless of whether or not your statement has been received. You can view your fees through your PAWS account:

- Log into PAWS at <http://paws.usask.ca>
- Select **Academics**
- Select **Tuition & Fees**
- Select **Account Summary by term**

**This is particularly important if any class changes have been made.**

#### Fees with Late Registration

If you register after the payment due dates, you are responsible for making payment prior to the last working date of September for Term 1 and January for Term 2. Term 3 payments are due the same day you register.

If payment is not received on or before these due dates, a Late-Payment Fee equal to 1.5% will be charged (19.6% yearly) on any past due balance. Amounts that remain past due will be charged the Late Payment Fee at the end of each month until the balance is paid in full. Students who add a class after a payment deadline must pay their fees immediately for that class or risk incurring a Late-Payment Fee.

#### Withdrawal of Service Due to Overdue Accounts

Withdrawal of services means future services will be withheld. Students will not receive transcripts or their parchments upon graduation and are not eligible for re-registration until all overdue accounts have been cleared with the University of Saskatchewan. **Non-payment of tuition and fees does not constitute an official withdrawal from the university.**

University services may also be withheld for overdue amounts owing to other university departments or affiliated units. Students whose accounts remain unpaid will be reported to the Credit Bureau and referred to a collection agency for recovery.

### Things You Need to Know

#### Canada Student Loans

**For information:**

Website: <http://www.saskatchewan.ca/residents/education-and-learning/student-loans>

Email: [studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca)

Phone: 1.800.597.8278





## Income Tax Information

You may claim the following as tax credits on your Income Tax Returns:

Fees exceeding \$100.00

- An education credit for each month (excluding paid work placements) during which you were in full-time or part time registration. Consult the current taxation guide for further details at <http://www.cra-arc.gc.ca>
- Some ancillary fees. Consult the current taxation guide for further details.

Tax receipts will be available in late February for the preceding tax year. To access your tax receipts:

- Log into PAWS at <http://paws.usask.ca>
- Select **Academics**
- Select **Tuition and Fees**
- Select **Get Your Tax Receipt**

## Cancellations and Refunds

Registration automatically results in a financial obligation. Non-payment of fees, non-attendance or non-submission of assignments does not constitute withdrawal from a course. **If you wish to drop a course, you must do so officially through your PAWS account.** Failure to do so will result in liability for all associated fees. If you want to make any changes to your course registration, you must do it online through PAWS and not through your instructor. You may tell your instructor that you have withdrawn, but the only official way to withdraw from a course is by logging on to PAWS and dropping the class.

Please refer to our website at [Important Dates](#) for specific withdrawal deadlines.

## Tuition Reimbursements

After withdrawal, tuition reimbursements for individual courses cancelled are on the following basis:

**Term 1: September 18, 2017 to November 24, 2017 (68-day duration)**

Date	Amount of Reimbursement
Before Sept 28	100%
Sept 29 – Oct 03	75 %
Oct 04 – Oct 09	50%
After Oct 09	0%





**Term 2: January 15, 2018 to March 23, 2018 (68-day duration)**

Date	Amount of Reimbursement
Before Jan 25	100%
Jan 26 – Jan 30	75 %
Jan 31 – Feb 05	50%
After Feb 05	0%

**Term 3: March 26, 2018 to June 1, 2018 (68-day duration)**

Date	Amount of Reimbursement
Before April 05	100%
April 06 – April 10	75 %
April 11 – April 16	50%
After April 16	0%

Please note that withdrawn courses may still be listed on official transcripts depending on the date of withdrawal. The notation W will indicate withdrawal from the course.

For exams and other important dates, please visit our website at [Important Dates](#)

### Information for International Students

Individuals who are not Canadian Citizens or Landed Immigrants within Canada are subject to paying international student fees. These fees are subject to review and revision annually by the Board of Governors of the University of Saskatchewan and currently are as follow:

- Application fee.....\$75.00\*
  - Tuition fee.....1.5 times tuition fee
  - Audit fee per course.....1.5 times tuition fee
  - Materials Fee.....same as national fee\*
- \*Fees are non-refundable

To view course descriptions and domestic tuition fees, please go to our website at [phc.usask.ca/courses.php](http://phc.usask.ca/courses.php)

All fees are payable in Canadian dollars. For those living outside Canada, please send a money order in Canadian dollars.

### Contact Information

Should you have any questions or concerns, please contact us. For contact information go to [phc.usask.ca/contact.php](http://phc.usask.ca/contact.php)

