Academic Upgrading Course Registration Instructions

Registration Steps

Step 1: Log in to MySait
To log into www.mysait.ca home page, enter:
- **User Name** (SAIT ID number). Your nine-digit number starting with 000
- **Password** (Date of birth: DDMMYY). If born January 21, 1987, your password is: 210187
  *You have the option to change this default password to a more secure one (strongly recommended).

**NOTE**: If this is your first-time logging into mysait.ca, you may be asked to agree to the terms of the website and to enter your PIN (your date of birth in DDMMYY format) and set up security questions. When you click OK, you will be redirected back to the mysait.ca home page and you will have to follow the above instructions again.
*This will only happen once.*

Step 2: Access the Course Registration Pages

1. Once you are logged into www.mysait.ca, select the **myStudent tab**
2. Click on the **Search and Register for Classes** link

Select **Term – e.g. Spring 2020**

**Select a Term**

Terms Open for Registration
- **Spring 2020**

[Continue]
Step 3: Select Classes and Submit Registration

Register for Classes

Find Classes Enter CRNs Schedule and Options

In the Course box enter the class you want to take

Keyword

Course

Available Seats

Search Clear Advanced Search

Click on the blue highlighted course and hit search. Once you find the class you want click

1. Click Add to Summary
2. After you click Add to Summary, your classes will be added to the Summary section. If the classes you’ve choose are correct, click Submit. After the selection is submitted, the screen should refresh and show the courses you are registered in.

NOTE: If you receive an error message when trying to register, email upgrading@sait.ca. Provide your SAIT ID number and the exact error message displayed and one of Academic Upgrading advisors will get back to you.
***Step 4: Check your Schedule***

Once your registration is processed, check your schedule to make sure you have selected the correct classes. Click on Schedule and Options.

Resize the panels by positioning your pointer over the edge of the panel and drag when the resizing cursor appears.

**NOTE:** It is recommended you check your schedule the weekend before your first day of classes in case there have been any last-minute changes to class times or rooms.

***Step 5: Dropping Classes***

If you registered in the wrong course or wish to drop one of the courses you previously registered in:

1. Click on the class and choose DROP form the drop down menu.
2. Click Submit
3. The screen will refresh and the class you dropped will no longer appear on the registration page.

**NOTE:** You are able to drop classes individually using the steps above, however, not your last class. If you need to drop all the classes you are registered in, you will have to process a “Program Withdrawal” form. Contact upgrading@sait.ca for instructions.

***Step 6: Pay Tuition***

- **New Students** - Tuition is due 30 days prior to the class start date
- **Returning Students** – Tuition is due end of the 2nd week of class (Add/Drop date)

To review your account and tuition amount owing:

1. Click on the myStudent tab
2. On the right side look for My Finances
3. Click on View Details

To pay your tuition:

1. To pay online via credit card, click on the link Make an Online Payment under Finance Information pay over the phone by credit card, SAIT Office of the Registrar at 403-284-7248
2. To pay by debit, cheque or cash, visit the SAIT Cashiers Office in MC 201, Stan Grad Building, 2nd floor