

## 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

### Academic Records & Schedules

- [Student Profile](#)  
Final Grades, Grade Detail, Transcripts, Check Graduation Status
- [View Registration Information](#)  
View your past schedules and your ungraded classes
- [Search and Register for Classes](#)   
Search and register for your classes. You can also view and manage your schedule.

### Registration

Select **Term** – e.g. **Spring 2020**

### Select a Term

### Step 3: Select Classes and Submit Registration

## Register for Classes

Find Classes
Enter CRNs
Schedule and Options

**Enter Your Search Criteria**

Term: Fall 2019

Keyword

Course

Available Seats

Search Clear [Advanced Search](#)

In the **Course** box enter the class you want to take

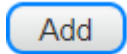
Keyword

Course

Available Seats MATH182 Mathematics

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.

**Schedule**

Class Schedule for Fall 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am			Mathematics Foundations	Mathematics Foundations		Mathematics Foundations	

Open and close bottom panels to display extra registration information.

**Summary**

Title	Details	Hours	CRN	Schedule Tyt	Status	Action
Mathematics Foundations	MATH 100, A	3	21949	Lecture	Pending	Register

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit

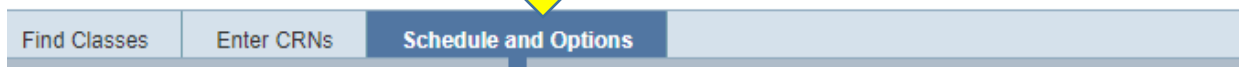
**NOTE: If you receive an error message when trying to register, email [upgrading@sait.ca](mailto:upgrading@sait.ca). Provide your SAIT ID number and the exact error message displayed and one of Academic Upgrading advisors will get back to you.**

**Summary**

Title	Details	Hours	CRN	Schedule Tyt	Status	Action
Mathematics Foundatio...	MATH 100, A	3	21949	Lecture	Errors Preventing...	Remove

### \*\*\*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** from the drop down menu.

Title	Details	Hours	CRN	Schedule Typ	Status	Action
<a href="#">Science Preparation</a>	APSC 180, A	3	20534	Lecture	Registered	DROP

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](mailto: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 2<sup>nd</sup> 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**

My Finances	
<i>You have not made a payment in 30 days.</i>	
<b>Current Outstanding Balance</b>	\$0.00
<a href="#">View Details</a>	

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