

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 7, 1987, your password is: 030187
*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 happens the first time you log in to mysait.ca.*

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 a Term

Terms Open for Registration
(Please read the [important notice to students regarding Covid-19](#).)

Fall 2021

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

[Advanced Search](#)

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

Keyword

Course

Available Seats

[Advanced Search](#)

MATH182 Mathematics

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.

The screenshot shows a registration interface with a class schedule on the left and a summary table on the right. The summary table contains one entry: Mathematics Foundations (MATH 100, A) with 3 hours and CRN 21949. The status is 'Pending'. A yellow arrow points to the 'Submit' button at the bottom right.

Title	Details	Hours	CRN	Schedule Typ	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

Conditional Add and Drop

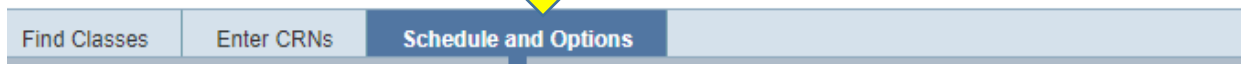
NOTE: If you receive an error message when trying to register, email upgrading@sait.ca. Provide your SAIT ID number and the exact error message displayed and one of Academic Upgrading advisors will contact you.

The screenshot shows the summary table with the entry from the previous screenshot. The status is now 'Errors Preventing...' and the action button is 'Remove'.

Title	Details	Hours	CRN	Schedule Typ	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**.



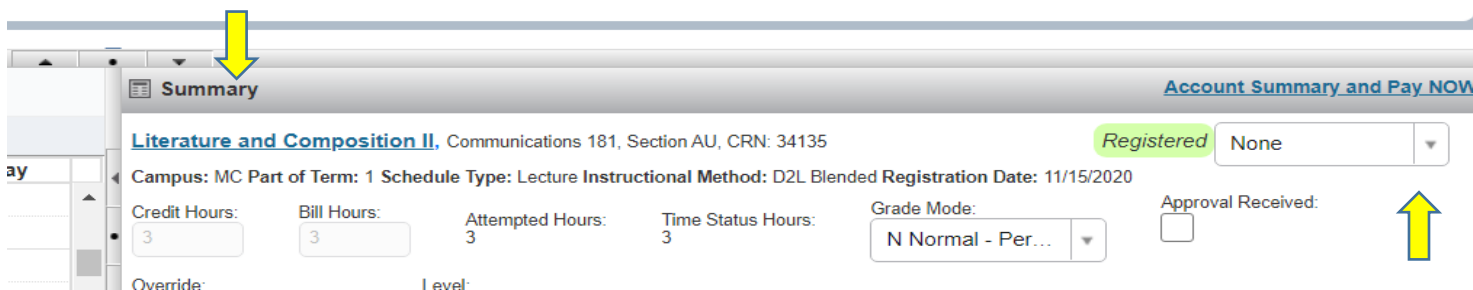
Resize the panels by positioning your pointer over the edge of the panel and drag when the resizing cursor appears.



Step 5: Dropping Classes

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

1. On the Register for Courses go to the Summary section, choose **DROP** from 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 can 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 “**Course Withdrawal**” form. Contact upgrading@sait.ca for instructions.

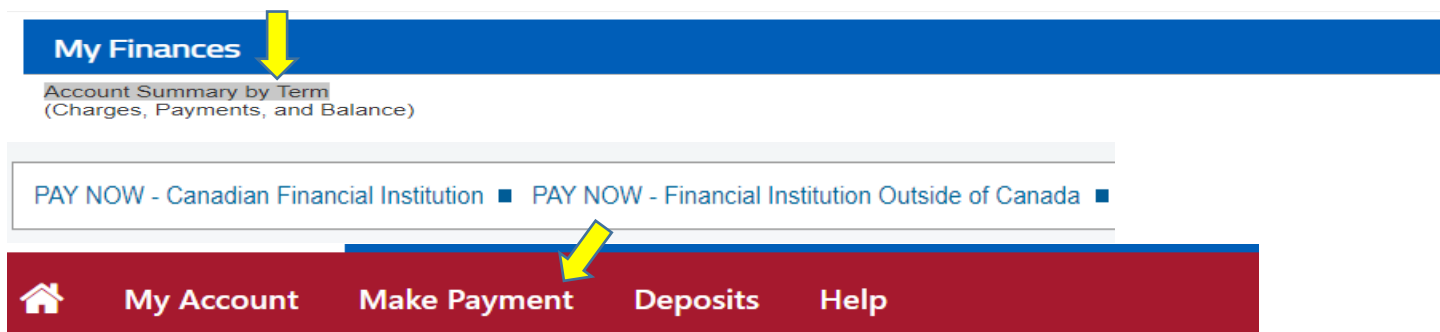
***Step 6: Pay Tuition

New Students-Tuition deadline for new students is one month before your classes begin (there is no tuition owing if you are *not enrolled* in classes). After that, when you enroll in classes, tuition is due within 48 hours after registration.

Continuing Students-tuition is typically due on the first day of term. Please check sait.ca “**Tuition and Fees**” for actual dates.

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 [Account Summary by Term](#)



For more info, including online banking options, go to: <https://www.sait.ca/admissions/tuition-and-financial-aid/payment-options>.

