



**Southern Alberta Institute for Technology**

Office of the Registrar

1301 16 Ave. NW, Calgary, Alberta, Canada T2M 0L4

General Inquiries: 1.877.284.7248

**#HereAtSAIT**



OFFICE OF THE REGISTRAR

**HELLO.**  
**WE'RE**  
**HERE TO**  
**HELP**  
**YOU.**

CLICK HERE TO LEARN  
MORE ABOUT THE  
SERVICES AVAILABLE  
TO SAIT STUDENTS

**SAIT.ca**





## IN-PERSON SERVICES

The Office of the Registrar is available for in-person support in room AA211, Heritage Hall.

We are excited to help you with the following services both **online and in-person**:

- **Admissions advising** (prospective and newly accepted students)
- **Registration advising** (newly accepted and current credit and apprentice students)
- **Course and program withdrawals** (current credit and apprentice students)

**MAKE SURE TO CHECK-IN BEFORE YOU ARRIVE.**



Click here to download the QLess app or text the word 'SAIT' to 587.318.2823.

Simply join the virtual line, wait wherever you want and get notified when it's your turn!

## ONLINE ONLY SERVICES

In addition to the in-person services listed, you can receive assistance with the following **inquires online only**.

- Making a payment – through MySait or online banking
- Requesting/accessing your official transcripts – shared through MyCreds™
- Accessing your digital credential – MyCreds™
- Transfer options requests and applications
- Graduation and convocation inquiries
- Student Loan advising and form submission
- Confirmation of enrolment requests
- Letter of completion requests

**CLICK HERE TO LEARN MORE ABOUT THE ONLINE SERVICES AVAILABLE TO SAIT STUDENTS**

## GET SET UP ONLINE

We know you will use a number of online services during your time as a SAIT student.

Make sure you know how to access these important resources:

- mySAIT
- Student email
- Wifi
- Ellucian Go

**CLICK HERE TO LEARN MORE ABOUT YOUR ACCOUNTS**



## OFFICE OF THE REGISTRAR: FAQ



### WHERE IS THE OFFICE OF THE REGISTRAR LOCATED?

We're located on the second floor of Heritage Hall in room AA211. Look for the building that looks like a castle. It is the oldest building on campus and is just north of the athletic field.



### SHOULD I DO ANYTHING BEFORE I COME TO CAMPUS?

Check-in online by downloading the QLess app. You can also text the word 'SAIT' to 587.318.2823.



### WHAT IF I FORGET TO CHECK IN ONLINE OR I DON'T HAVE A MOBILE DEVICE?

When you arrive, speak with the representative at one of the check-in desks. They will help you determine if you need to speak with someone and check you in to the correct queue. They can also help you with any online only services or direct you to the correct department to ensure your question is answered appropriately.



### WHAT SERVICES CAN THE OFFICE OF THE REGISTRAR HELP ME WITH IN-PERSON?

We are excited to help with your questions about credit and apprentice registration, withdrawals and admissions advising for prospective students.



### CAN I GET ONLINE SUPPORT FOR THE IN-PERSON SERVICES?

You can receive support with any of our in-person services online as well. Save time and take advantage of the self-service capabilities of your MySait account. You can also find answers to almost any question you may have in our knowledge base found on [sait.ca](https://sait.ca).



### CAN I BOOK AN APPOINTMENT?

You can book an admission advising appointment through the QLess app. Download the app now to view appointments available for up to the next two business days.



### CAN I MAKE A PAYMENT IN-PERSON?

Payments can only be made through online methods. Review our payment options on [sait.ca](https://sait.ca).



### CAN I REQUEST A RECEIPT OR ACCOUNT SUMMARY IN-PERSON?

Receipts, account summaries and statements are now available electronically. Log in to mySAIT to access, save and print these online.



### WHERE CAN I FIND INFORMATION ABOUT NON-CREDIT COURSES AND PROGRAMS?

You can contact the Centre for Continuing Education and Professional Studies at [coned.sait.ca](https://coned.sait.ca).



### CAN I GET MY ID CARD FROM THE OFFICE OF THE REGISTRAR?

ID cards are issued through the eCard office. They are currently located within the Office of the Registrar until their permanent office is ready later this year.



### CAN I COME IN TO GET MY UPASS STICKER?

Starting in Fall 2021, all eligible students will need Calgary Transit's My Fare app to take advantage of the UPass program. For more information, contact the eCard office at [card.office@sait.ca](mailto:card.office@sait.ca). You must create your MyFare account using your SAIT student email. For more detailed information, check [sait.ca](https://sait.ca).

**CLICK HERE TO CHECK OUT OUR KNOWLEDGE BASE OR SUBMIT AN ONLINE INQUIRY**