

MEMORANDUM

TO: Year 1 Students – Class of 2029

FROM: Sherry Pederson, Program Manager, Undergraduate Medical Education & Annie Either
Assistant Manager (UGME)

DATE: 2025-2026

RE: ***REGISTRATION – COLLEGE OF MEDICINE***

Welcome to the College of Medicine!

The information outlined below will help you get started with the required documentation. You will receive additional information as it becomes available. The details provided apply to students on both campuses.

Note: All first-year forms will be collected in CANVAS, except for proof of immunization.

1. University Registration

Students will receive timely emails with information advising them on what courses for which to register. All students must be registered prior to the start of orientation. If you run into difficulty, contact Vanessa Hindmarsh in the UGME Office at vanessa.hindmarsh@usask.ca or Student Central in the Administration Building at (306) 966-1212. Please note that unlike other colleges, courses will not be filled; there is a seat for all students that have been admitted to the College of Medicine in each course.

2. Important Dates

Please arrive at 8:00 am July 30, 2025, and July 31- Aug. 1@ 8:30am. This mandatory orientation will continue with additional learning activities until Friday, Aug. 1, 2025. All classes commence Aug. 5, 2025.

3. CPSS License Agreement

Please begin the process of applying for your learner's license immediately. Information you require to do so is found [here](#).

4. Release of Information Consent Form

Periodically, a department, physician or preceptor will need to contact you for scheduling changes, etc. To ensure timely and effective communication, personal information will be required to build your profile in the

various University/College systems (i.e. SIRIUS, One45). As such, we will need your permission to release this information. *This is for internal purposes only and is not widely distributed.*

5. **Student Loans**

University of Saskatchewan policies regarding the handling of Government Student Loans are as follows: If you are taking out a new loan and are registered as a full-time student, we will automatically confirm your enrolment to your government student loan provider. Please ensure you are registered full-time for the period of study for your loan. The total tuition and fees assessed for the loan period will be deducted from your student loan if available. It is your responsibility to check your account balance in PAWS to ensure that there is no outstanding balance. For student loan purposes, the number of credit units for the first year is 66. If you have questions about student loans, please contact Student Central at (306) 966-1212 or email: askus@usask.ca.

6. **White Coat Ceremony and Fall Welcome**

The **White Coat Ceremony** is scheduled for **Saturday, Sept. 27, 2025, in Regina, SK**. The White Coat Ceremony is a ritual that marks one's transition into the medical profession, and you will want to invite loved ones to attend this event. The **Fall Formal** is scheduled for **Saturday, Oct. 4, 2025**, and will be in **Saskatoon, SK**. The **Fall Formal** provides an opportunity to present undergraduate awards to continuing students based on the 2024/2025 academic year. There are a few awards set aside for first year students; you will be emailed directly about those in early Aug. 2025.

7. **Student Services; Office of Student Affairs**

The Office of Student Affairs (OSA) provides a safe place for current MD undergraduate students to seek support when they have academic or personal issues. The OSA provides resources and support around mental and physical health, mistreatment and discrimination, disabilities, financial concerns, career advising and mentorship. The Student Services includes Office of Student Affairs (OSA), and the Office of Career Advising and Mentorship (OCAM), and Indigenous Health. The Senior Lead, Indigenous Initiatives and Programming provides personal and cultural supports for students and others as requested, and referrals to the OSA and other health related services as required. For further information, please visit the [website](#).

8. **Immunization Requirements**

Completion of the immunization requirements is the responsibility of the student. This includes **locating childhood and adult immunization records**, booking appointments for your immunization review with Student Wellness (*have your schedule ready when you are booking*), and any costs associated with the

immunization program (*Student Wellness Centre only accept exact cash or debit card*). You must take a copy of the Immunization Record to your College once it has been completed. The UGME does recommend you start this process when you are admitted. More information about the immunization requirements and process can be found on this [website](#).

If you are a Regina based student, Student Wellness will visit the Regina campus in Aug.-Sept. You can also meet with Student Wellness in Saskatoon any time prior to the start of term to begin the process.

9. University Policies

As a student in the College of Medicine you will agree to adhere to all [University of Saskatchewan policies](#) and procedures, including [safety policies](#) and protocols.

Undergraduate student records are governed in the College of Medicine by the [Student Record Policy](#). It is important that you know where your application for admission, award letters, student communication with the UGME staff and faculty, grades, and professionalism documents are stored and for how long. Please visit the policy for more information.

10. USSU Health & Dental Benefits

Regina Students: Learners here are now classified as an off-campus student by the University of Saskatchewan. You are not automatically covered by the USSU Health & Dental Plan but may be eligible to enroll yourself and your spouse and/or dependent children during the appropriate [Change-of-Coverage Period](#).

Saskatoon Students: If you are already covered by an equivalent health and/or dental plan (such as a parent's or spouse's employee benefit plan, or a plan provided by your band council or through Health Canada), you can opt out and receive a credit to your student account. Information on the [Change-of-Coverage Period](#) is important to note.

More information can be found [here](#).

11. Student Travel Fund

UGME has set aside \$500 for every student to assist with travel to a conference where they are presenting research. More information on how to access these one-time funds can be found [here](#).

12. Student Locker, Study & Lounge Spaces

- **Lockers** – every UG student will be assigned a locker at both campus's – RGH in Regina and the Health Sciences Building in Saskatoon

Due to physical location of programs there is a difference in study and lounge spaces.

- **Study Space** –
 - Saskatoon campus - The Health Science library has recently been reconfigured and offers individual study carrels and bookable group study spaces. The E and D wings host many group seating areas appropriate for viewing courses via zoom with headphones. The UGME books additional study spaces 4:30 – 11 pm daily from Monday to Friday, and all day on weekends for medical students and the schedule is found on One-45. The UGME also offers a directory of spaces available in adjacent buildings [here](#).
 - Regina campus - The Regina Learning Centre has 24-hour open study space and a student lounge, as well as bookable meeting and clinical exam rooms. The RGH library is also available to students 24 hours/day and has one bookable study room. Both spaces are accessible by prox card.
- **Lounge Spaces** –
 - Saskatoon campus - is situated on the University of Saskatchewan campus that is governed by a Living Our Values policy that states all shared space on campus are open to all students, irrespective of home college. As such, the interdisciplinary Health Science lounge does have dedicated storage space for the health science programs but is open to all learners. It tends to be a social space. Again, the E and D wings host many group seating areas appropriate for socializing quietly in groups. The University of Saskatchewan campus has innumerable spaces to spend time together.
 - Regina campus - The Regina Learning Centre has 24-hour open study space and a student lounge accessible by prox card.

13. Important forms & information

UGME has several important forms that are part of the MEDC 111 course and located in Canvas. Those forms were due prior to today. If you were unable to complete these forms for any reason please contact Kim Basque.

If you have questions, please reach out to Kim Basque at ugme.preclerkship@usask.ca.

All other necessary information, including locker assignments, will be distributed and discussed at orientation.

If you have any questions, please email Sherry Pederson, Program Manager, UGME, at sherry.pederson@usask.ca.

cc: Dr. H. Chang, Dr. J. Verrall, S. MacDonald, C. Eskra, A. Cannon, K. Basque, C. Pfeifer