

STUDENT REGISTRATION INSTRUCTION GUIDE

BANNER STUDENT
ADMINISTRATION
SYSTEM

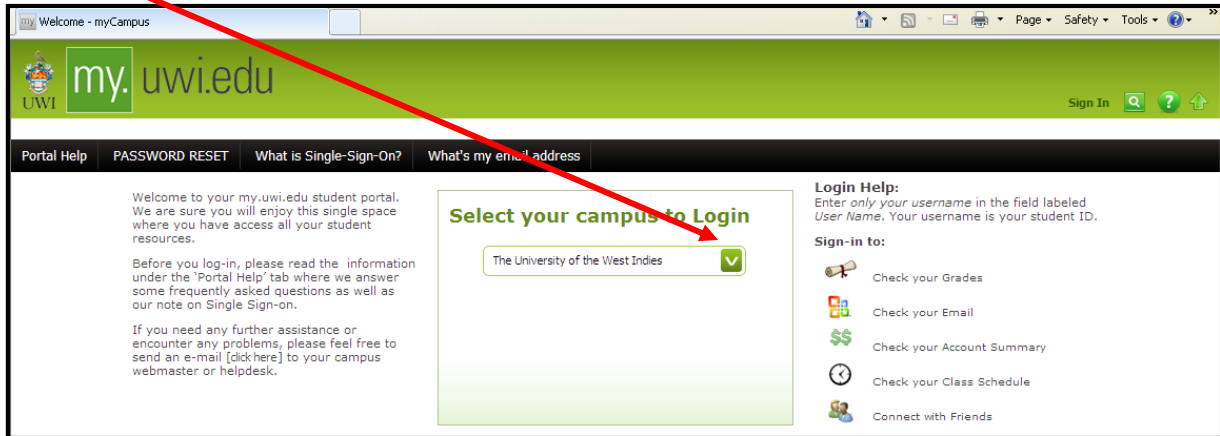
Updated August 2020

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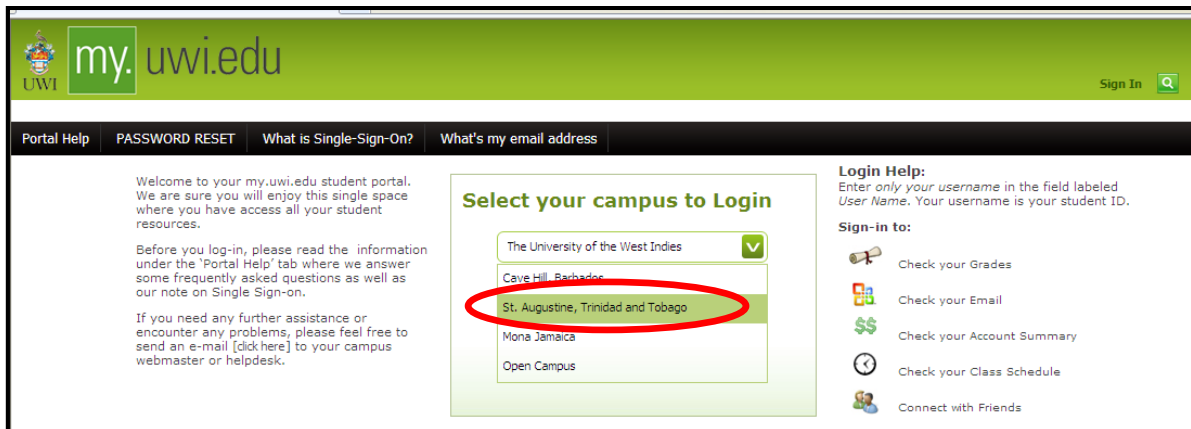
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SIGN IN TO THE STUDENT PORTAL

- Visit the **my.uwi.edu** student portal at <http://my.uwi.edu/web/mycampus/home>
- **Click** the drop down arrow to select your Campus



- **Select your Campus to Log in**



- Under **Login** enter you student **UWI ID Number**.



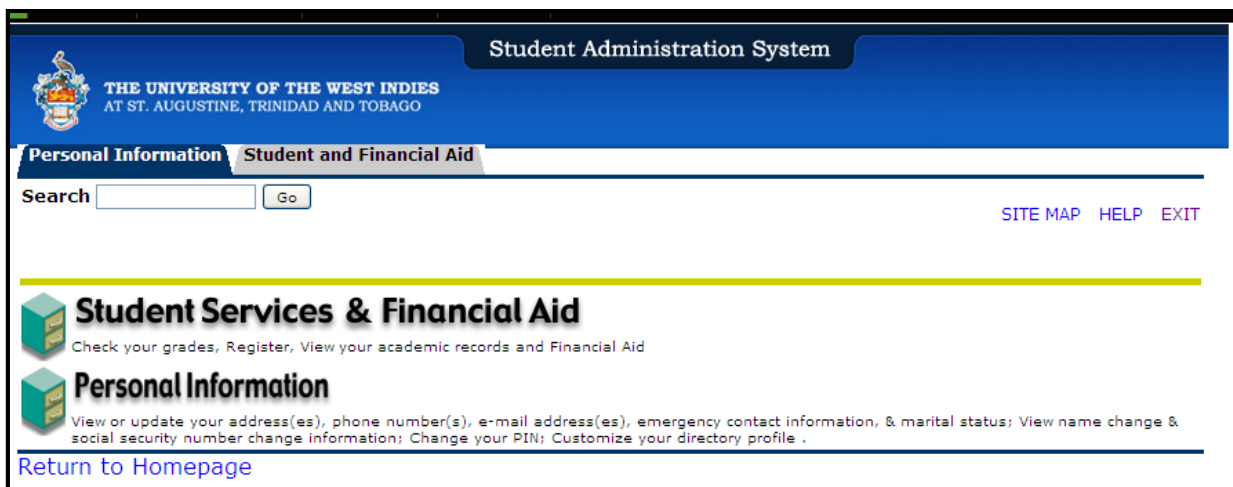
- Under **Password** enter your **date of birth** in the format **YYYYMMDD**. If you are a continuing student who has previously used mySecureArea, myLearning or mySTA email, please use that password.
- Click the blue button that says **LOGIN**.

REGISTRATION PROCESS

STEP 1: Once your login was successful, You will be taken to your portal home page. Under the heading **Quick Launch Navigation** on the left of the page, you can place your cursor over the icons to view their names. Select second icon from left to enter the **mySecureArea**, to register for your courses.



STEP 2 : Click on **Student Services & Financial Aid**



STEP 3: Select Registration

Student Services & Financial Aid

Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Student Records
View your holds; Display your grades and transcripts; Review charges and payments.

Deputy Principal's - Student Online System (S.O.S) Last Resort
This system handles Academic and/or General Issues, special request, advice or reports on very sensitive issues that might be affecting your performance and ex University and that cannot be addressed through regular channels.

RELEASE: 8.8.3

STEP 4: Select Registration Map and Guide

Student Administration System

THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

Personal Information Student and Financial Aid

Search

RETURN TO MENU SITE MAP HELP EXIT

Registration

- Check Your Registration Status
- Registration Map and Guide
- Select Term
- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Active Registration
- Registration History
- Removal of AH/RG/FC Holds
- Faculty Override


STEP 5: Select Enter Semester 1 courses. *Note you MUST register for your Semester one courses first, if you attempt to register for your yearlong courses first you will receive a readmission error*** If you need to register for ONLY Yearlong courses this semester, see STEP 9.**

Registration Road Map

Order of Events	Activity	Status
1	(202010) Enter Semester 1 Courses	** Active **
	(202020) Enter Year-Long Courses	** Active **
	(202030) Enter Semester 3 Courses	** Registration Closed **
2	Print Fee Sheet	** Active **
3	Online Payments	** Active **
4	Check Financial Clearance	** Active **

STEP 6: Click Class Search. Select the correct course code, then click course search.

Look-Up Classes to Add:

 Use the selection options below to search the class schedule for the term displayed above. You may choose to narrow your search, but you must select at least one Subject. When your selection is complete, click Get search.

[Return to Registration Map](#)

Subject: ACCT-Accounting

ACTS-Actuarial Science
 AENG-Agricultural Engineering
 AGBU-Agribusiness
 AGCP-Agriculture/Crops
 AGECE-Agricultural Economics
 AGEX-Agricultural Extension
 AGLS-Agriculture Livestock
 AGRI-Agriculture
 AGSL-Agriculture Soil

STEP 7: Select the correct course, (e.g. ACCT 1002) then click **View Sections**.

Look-Up Classes to Add:

2020/2021 Semester I

ACCT-Accounting

1002	Intro to Financial Accounting	<input type="button" value="View Sections"/>
1003	Intro to Cost and Mgmt Acctg	<input type="button" value="View Sections"/>
2014	Financial Accounting I	<input type="button" value="View Sections"/>
2015	Financial Accounting II	<input type="button" value="View Sections"/>
3015	Acctg Information Systems	<input type="button" value="View Sections"/>

STEP 8: Check the box next to the correct course section, and click **Register**.

Look-Up Classes to Add:

Sections Found
ACCT-Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
<input type="checkbox"/>	24806	ACCT	1002	E01	E	3.000	Introduction to Financial Accounting		01:00 am-10:00 am	50	0	50	0	0	0	0	0	0
<input type="checkbox"/>	24807	ACCT	1002	FSA	S	3.000	Introduction to Financial Accounting		01:00 am-10:00 am	105	0	105	0	0	0	0	0	0
<input type="checkbox"/>	25555	ACCT	1002	S01	S	3.000	Introduction to Financial Accounting		01:00 am-02:00 am	100	0	100	0	0	0	0	0	0
C	27624	ACCT	1002	S03	S	3.000	Introduction to Financial Accounting	TBA		0	0	0	0	0	0	0	0	0
C	29097	ACCT	1002	STA	S	3.000	Introduction to Financial Accounting		01:00 am-02:00 am	0	0	0	0	0	0	0	0	0

Once the ****Web Registered**** message displays, you have successfully registered for the course.

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class is full.

If you are unsure of which classes to add, click [Class Search](#) to review the class schedule.
[Return to Registration Map](#)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered	on 28 Nov, 2019 None	17747	ACCT	1002	S01	Graduate	3.000	Standard	Letter	Introduction to Financial Accounting

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: 28 Nov, 2019 01:43 pm

Add Classes Worksheet

CRNs

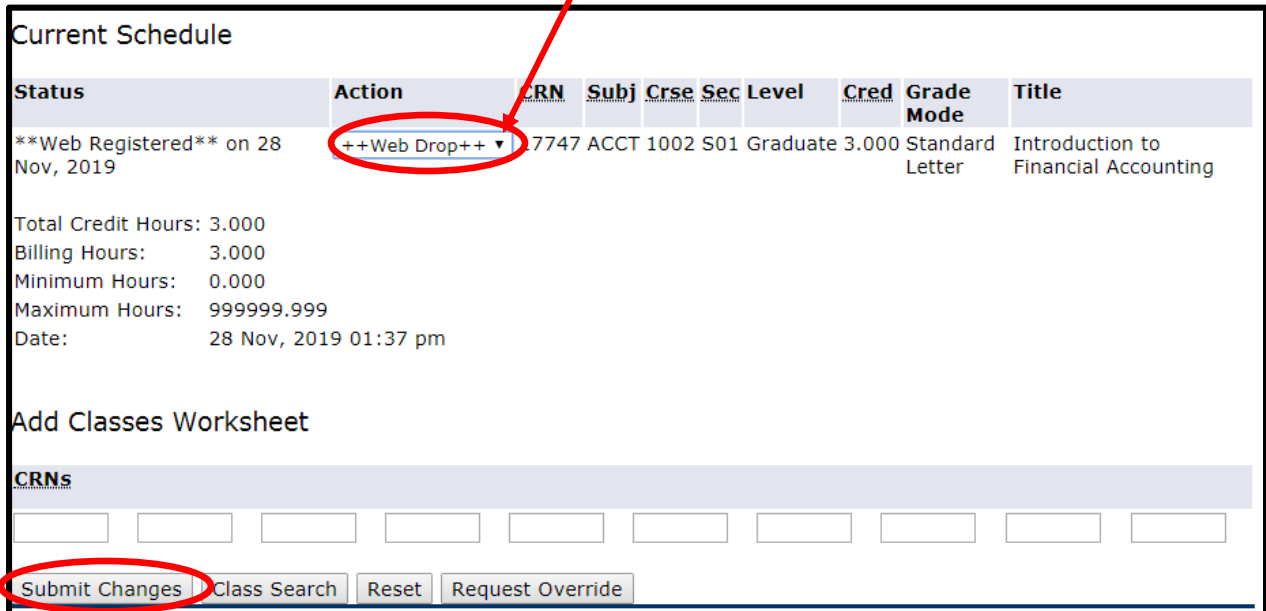
STEP 9: If you **ONLY** have to register for yearlong courses this semester, you must have registration in Semester One first before clicking the ‘Enter Yearlong Courses’ link. In this case students are advised to register for REGS 1000 in Semester One; this registration will give the student access to register in the yearlong courses link.

Registration for COCR – Co Curricula courses are the same steps 6-8 above.

HOW TO DROP A COURSE

STEP 1: Under your current Registration Schedule, Select the course you wish to web drop.

STEP 2: In the Action Drop box, select **Web Drop**.



The screenshot displays the 'Current Schedule' interface. At the top, it shows the status: '**Web Registered** on 28 Nov, 2019'. Below this is a table with the following columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade Mode, and Title. A single row is visible with the following data: Action: ++Web Drop++, CRN: 17747, Subj: ACCT, Crse: 1002, Sec: S01, Level: Graduate, Cred: 3.000, Grade Mode: Standard Letter, Title: Introduction to Financial Accounting. A red circle highlights the '++Web Drop++' dropdown menu, and a red arrow points from this circle to the 'Submit Changes' button at the bottom of the page. Below the table, there are summary statistics: Total Credit Hours: 3.000, Billing Hours: 3.000, Minimum Hours: 0.000, Maximum Hours: 999999.999, and Date: 28 Nov, 2019 01:37 pm. Below these statistics is the 'Add Classes Worksheet' section, which includes a header for 'CRNs' and a row of ten empty input boxes. At the bottom of the worksheet, there are four buttons: 'Submit Changes', 'Class Search', 'Reset', and 'Request Override'. The 'Submit Changes' button is circled in red, and a red arrow points from it to the 'Submit Changes' text in the instructions below.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on 28 Nov, 2019	++Web Drop++	17747	ACCT	1002	S01	Graduate	3.000	Standard Letter	Introduction to Financial Accounting

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: 28 Nov, 2019 01:37 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Request Override

STEP 3: Click Submit Changes. If this is not done the course will **NOT** be dropped.

COURSE SECTION GUIDE

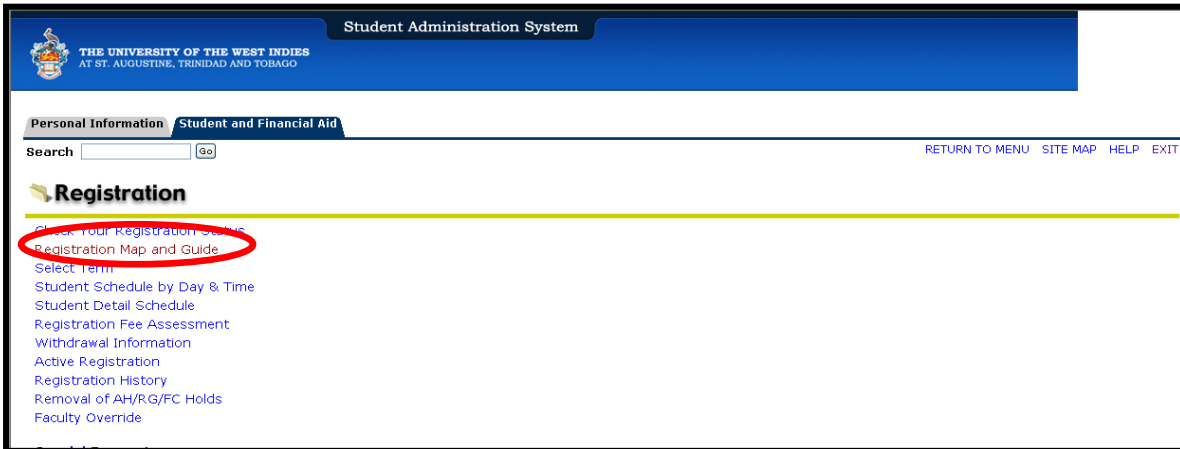
SECTION CODE	CAMPUS	LEVEL	STATUS
CFB	Clarence Fitzroy Bryant	UG	· Clarence Fitzroy Bryant
DDS	St Augustine	UG	· Dentistry Students Only
E01	St. Augustine	UG	· Evening Students
ENC	St Augustine	UG	· Legacy FEN Students admitted prior to 2014/2015
FSA	St. Augustine	UG	· FST & FFA Students registering for FEN & FSS Courses
LAS	St. Augustine	UG	· Non Education Students registering for Education Courses
MBB	St. Augustine	UG	· MBBS Students admitted prior to 2018/2019
MBS	St. Augustine	UG	· MBBS Students admitted in 2018/2019 and 2019/2020
MED	St. Augustine	UG	· MBBS Students admitted in 2020/2021
S01	St. Augustine	UG & PG	· Full-Time or Part-Time Students
S02	St. Augustine	PG	· Undergraduate Students registering for Postgraduate courses · b. Graduate & Qualifying Graduate Students registering for Undergraduate courses
S03	St. Augustine	UG	· Credits & Exemptions section (Administrative registration only)
SAL	Sir Arthur Lewis (SALISES)	UG	· Sir Arthur Lewis Campus Students only
VET	St. Augustine	VM	· Vet Med Students Only
EXC STA UEX	St. Augustine	UG	· Exchange Students Only · Study Abroad Students Only · Inter-Campus Exchange students Only

PRINTING OF FEE SHEET

When you have completed registering for your courses, proceed to print your fee sheet.

STEP 1

- Click link *Registration Map and Guide*



STEP 2

- Select *Print Fee Sheet*
- **Ensure that your course registrations are listed on your Fee Sheet**
- From the File Menu, select *Print*
- **Print two (2) copies of Fee Sheet**
- **Submit one copy along with all other relevant documents to Student Accounts or via the appropriate email address and keep the other copy for your records.**

Registration Road Map		
<i>Registration Road Map</i>		
Order of Events	Activity	Status
1	(202010) Enter Semester 1 Courses	** Active **
	(202020) Enter Year-Long Courses	** Active **
	(202030) Enter Semester 3 Courses	** Registration Closed **
2	Print Fee Sheet	** Active **
3	Online Payments	** Active **

PAYMENT OF FEES & FINANCIAL CLEARANCE

Please visit this website for more information (See Step 5 & 6):

<https://sta.uwi.edu/registration/procedure.asp>

HOW CAN I REQUEST AN OVERRIDE FOR A COURSE?

STEP 1

- Register for section of course
- Registration Add Error message is displayed

Personal Information Student and Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Classes: 2009/2010 Semester II
13 Jan, 2010 12:05 pm

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.
[Return to Registration Map](#)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on 02 Sep, 2009		20857	ECNG	3020	S01 Undergraduate	6.000	Standard Letter	Special Electrical Engineering Project
Web Registered on 13 Jan, 2010	None	20623	ECNG	2009	S01 Undergraduate	3.000	Standard Letter	Control Systems

Total Credit Hours: 9.000
Billing Hours: 9.000
Maximum Hours: 22.000
Date: 13 Jan, 2010 12:05 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title	Override Permitted
MAJOR RESTRICTION	21301	MGMT	1022	E01 Undergraduate	3.000	Standard Letter	Introduction to Banking	No
CAMPUS RESTRICTION								
LEVEL RESTRICTION	24588	ECNG	6603	S01 Graduate	3.000	Pre-GPA	Modern Control Strategies	Yes

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Request Override

Screen below shows a student's attempt to register for courses MGMT 3022 and ECNG 6603 and receives three registration add errors:

MAJOR RESTRICTION and CAMPUS RESTRICTION; and
LEVEL RESTRICTION

No override is permitted for the CAMPUS RESTRICTION for MGMT 1022. If the student had received **only** a MAJOR RESTRICTION error for MGMT 1022 then the override permitted would be **Yes**

Override is permitted (**Yes**) for ECNG 6603 for the LEVEL RESTRICTION error.

STEP 2

- Click on **Request Override** to submit override request

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered		on 18 Aug, 2009	20748	IENG	3012 S01	Undergraduate	6.000	Standard Letter Industrial Engr Project

Total Credit Hours: 6.000
Billing Hours: 6.000
Maximum Hours: 22.000
Date: 06 Oct, 2009 11:35 am

✖ **Registration Add Errors**

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title	Override Permitted
MAJOR RESTRICTION	20444	CHNG	2008 S01	Undergraduate	2.000	Standard Letter	Chemical Engineering Practice	Yes

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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STEP 3

- Select the **Course** from the drop down menu
- **Enter a valid reason** as to why you wish to enroll in the course
- Click **Submit Request**

i Use this interface to submit or cancel an override request to the Faculty to add a class. You can only request an override for a class you tried to add but received a registration add error. You must state why you wish to add the class. To submit an override request, select the course from list displayed in the "Select Course" box. To cancel an override request, click on "Delete" in the "Action" box of the request. After you have completed your selections, click Submit Changes.

Multiple override requests for a single course are not allowed.

Once this request is deleted you will be unable to re-submit.

[Click here for more on Faculty Overrides.](#)

Submitted Override Requests

CRN	Course	Stream	Action	Course	Title	Status/Over-ride(s) Needed.	Note to Lecturer

Override Request Course Selection

* Course	* Why do you wish to add course?
24588 - ECNG6603 (S01)	It is an area that I interested in pursuing at the Post Graduate level.

i *** -required field.

- Requests can be viewed in the **Submitted Override Requests** section.


Submitted Override Requests

CRN	Course	Stream	Action	Course Title	Status/Over-ride(s) Needed	Note to Lecturer
24588	ECNG6603	S01	Delete	Modern Control Strategies	LEVEL RESTRICTION	It is an area that I interested in pursuing at the Post Graduate level.

Override Request Course Selection

* **Course** * **Why do you wish to add course?**

Select Course

 *** -required field.

Once an override request is approved by the faculty, the Electronic Override System automatically registers you for the course.

SUBMITTING A CAPACITY OVERRIDE REQUEST

The screen below shows all available sections for course MGMT 2003 have reached maximum enrollment capacity and are listed as “C”, closed.

IMPORTANT!

For courses with “closed” sections, to generate the Capacity Registration Add Error, you **MUST** register for the course by entering the **Course Reference Number (CRN)** on the Add Classes Worksheet .Only then will you be permitted to submit an override request.

Look-Up Classes to Add: 13 Jan, 2010 12:50 pm

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.
[Return to Registration Map](#)

Sections Found
 MGMT-Management

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	21301	MGMT	1022	E01	E	3.000	Introduction to Banking	TBA		30	0	30	0	0	0	0	0	0	Jerome Singh (P), Chandra Bhatnagar	01/24-05/12	TBA	
<input type="checkbox"/>	23991	MGMT	2003	PSA	S	3.000	Principles of Marketing	09:00 am-10:00 am		200	0	200	0	0	0	0	0	0	Andrew Inniss (P), Barney G. Pacheco	01/24-05/12	TBA	
<input checked="" type="checkbox"/>	21483	MGMT	2003	S01	S	3.000	Principles of Marketing	TBA		0	1	-1	0	0	0	0	0	0	Andrew Inniss (P), Barney G. Pacheco	01/24-05/12	TBA	
<input type="checkbox"/>	22781	MGMT	2003	SAL	S	3.000	Principles of Marketing	TBA		100	0	100	0	0	0	0	0	0	Andrew Inniss (P), Barney G. Pacheco	01/24-05/12	TBA	

After using the Add Classes Worksheet to register for course, the override permitted “Yes” message is triggered. At this point you can then submit an override request for the section of the course.

Refer to section above on how to submit an override.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Override Permitted
CLOSED SECTION	21483	MGMT	2003	S01	Undergraduate	3.000	Standard Letter		Principles of Marketing	Yes

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Request Override

DELETING A SUBMITTED OVERRIDE REQUEST

An override request can be deleted if it has not been processed by the faculty.

Note: Remember you are only permitted one override submission per section of a course. Once a request submission is deleted you will not be allowed to re-submit a new request for the course. A message will be displayed to the user stating that a request was previously submitted and deleted.

STEP 1

- Select **Delete** from the Action drop down menu
- Click **Submit Request**

Submitted Override Requests

CRN	Course	Stream Action	Course Title	Status/Over-ride(s) Needed, Note to Lecturer
24588	ECNG6603 S01	Delete	Modern Control Strategies LEVEL RESTRICTION	It is an area that I interested in pursuing a

Override Request Course Selection

* Course * Why do you wish to add course?

Select Course Enter a reason for requesting an Override.

*** -required field.

Submit Request Reset

CHECKING THE STATUS OF A SUBMITTED OVERRIDE REQUEST

PLEASE REMEMBER to view your web registration daily to ensure that your override requests are processed. This can be done by doing the following:

- Login to Banner SAS
- Click **Students Services & Financial Aid**
- Click **Registration**
- Click **Check Your Registration Status**
- Select a **Term** and click **Submit**

Approved overrides are listed under the **Registration Permits and Override** section.

If your override request was approved your web registration will show that you are now registered for the course.

NEED ASSISTANCE WITH WEB REGISTRATION?

Contact the SAS Unit:

Telephone : (868) 662-2002 Exts: 83969, 83971, 83917 and 83972

Email: **support@sta.uwi.edu.**