STUDENT REGISTRATION INSTRUCTION GUIDE

BANNER STUDENT ADMINISTRATION SYSTEM
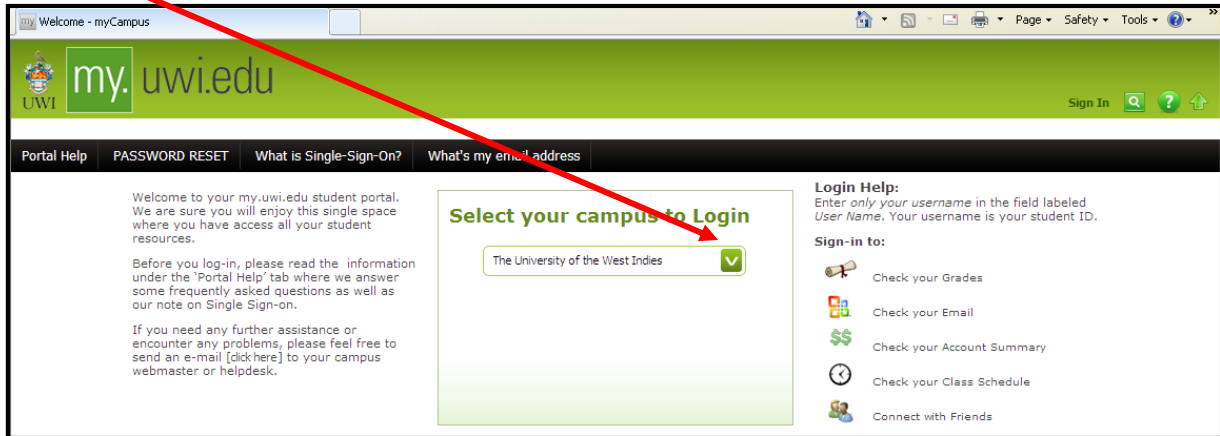
Updated August 2020

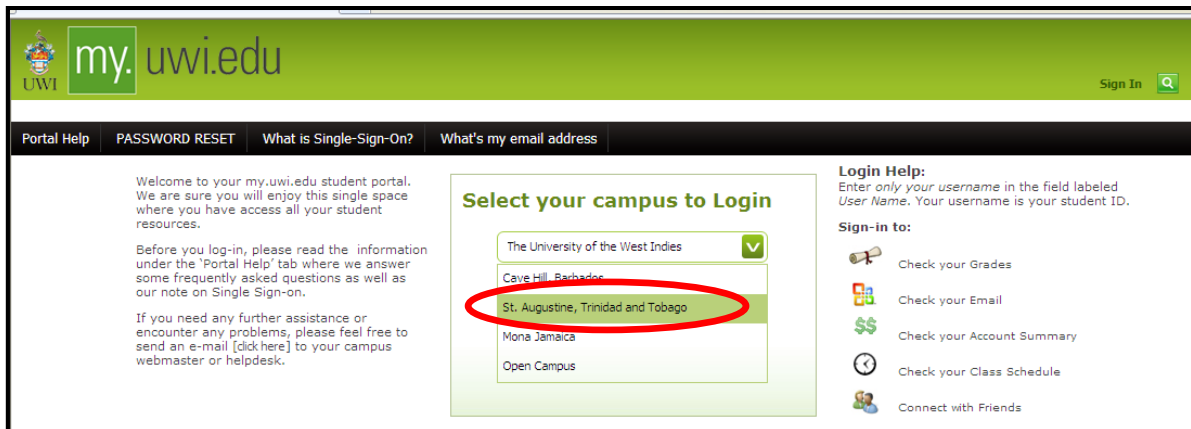# Contents

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
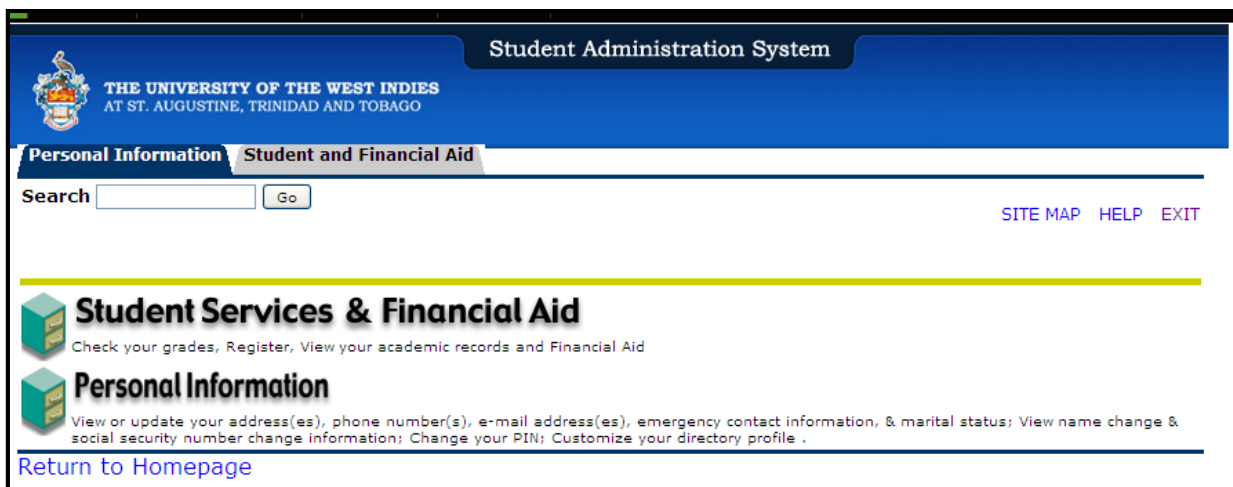

- Under **Login** enter you student **UWI ID Number.**

▪ Under **Password** enter your **date of birth** in the format **YYYYMMDD**. If you are a continuing student who has previously used mySecureArea, myeLearning 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**

STEP 4: Select **Registration Map and Guide**

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.**

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
- AGEC-Agricultural Economics
- AGEX-Agricultural Extension
- AGLS-Agriculture Livestock
- AGRI-Agriculture
- AGSL-Agriculture Soil

[Course Search] [Advanced Search]

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	View Sections
1003	Intro to Cost and Mgmt Acctg	View Sections
2014	Financial Accounting I	View Sections
2015	Financial Accounting II	View Sections
3015	Acctg Information Systems	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
☐	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
☐	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
☐	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

[Register] [Add to WorkSheet] [New Search]

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

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

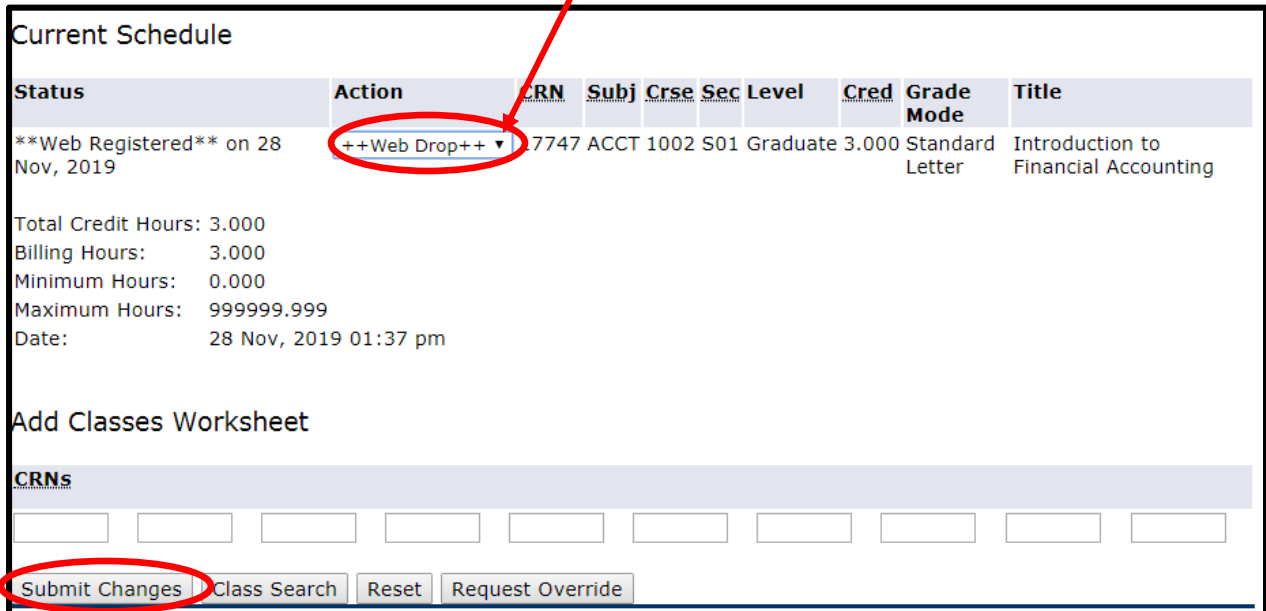[Submit Changes] [Class Search] [Reset] [Request Override]

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.**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on 28 Nov, 2019	++Web Drop++ ▼	7747	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*
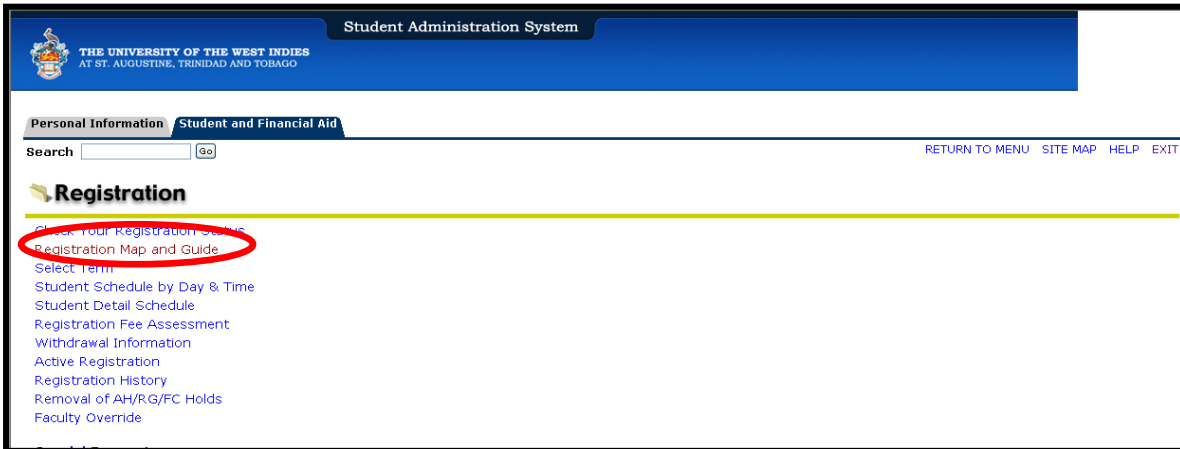
STEP 2

- 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.

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

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

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***

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

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.

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.

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**

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.**