STUDENT REGISTRATION INSTRUCTION GUIDE

BANNER STUDENT ADMINISTRATION SYSTEM

Updated April 2021

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
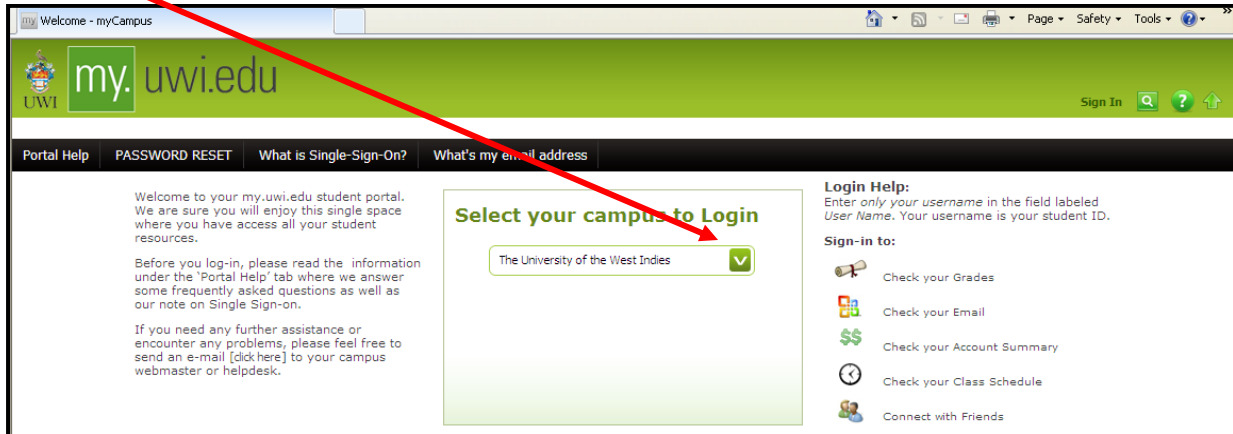
▪ **Select** your Campus to Log in
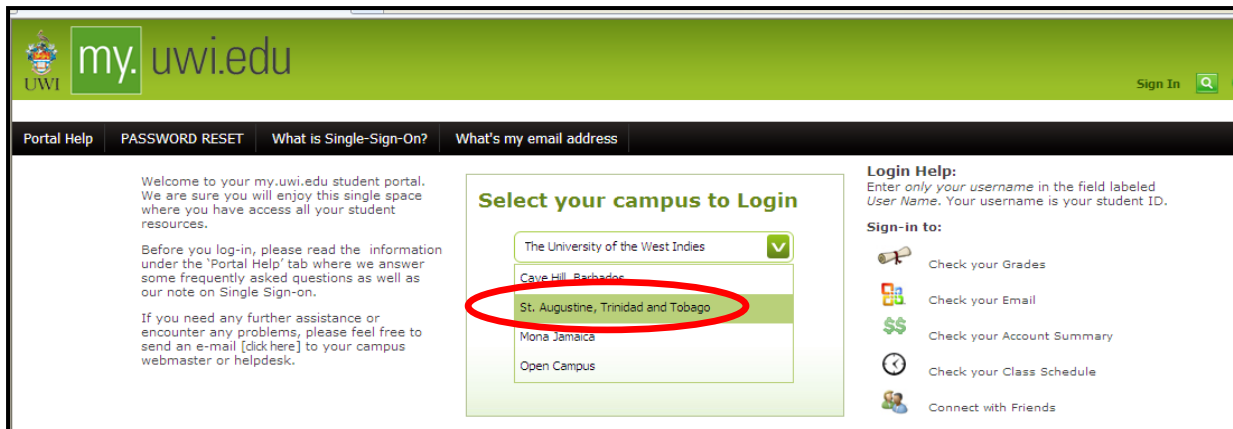
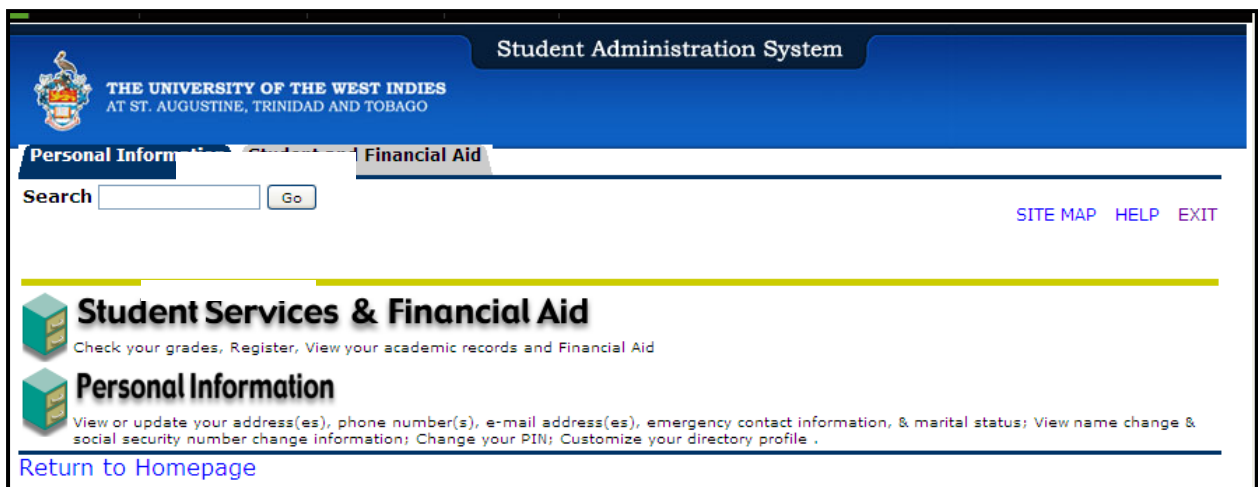▪ Under **Login** enter you student **UWI ID Number.**

- 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.

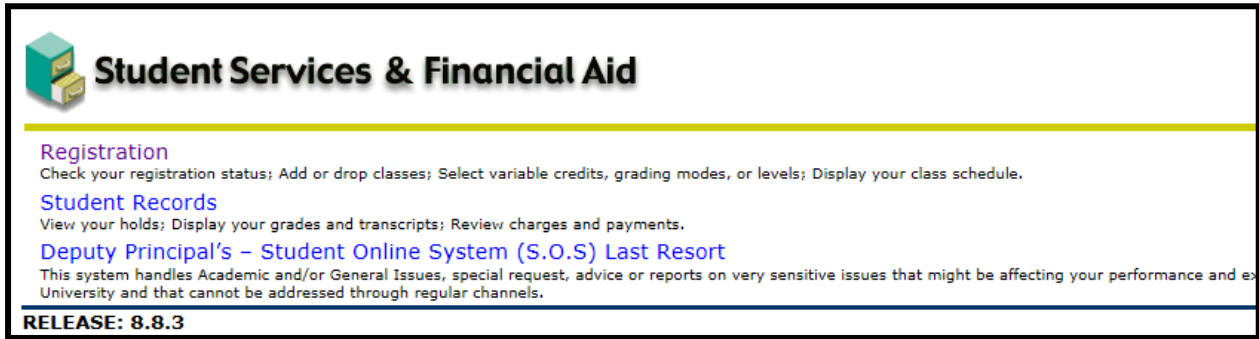- Click the blue button that says **LOGIN.**

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**
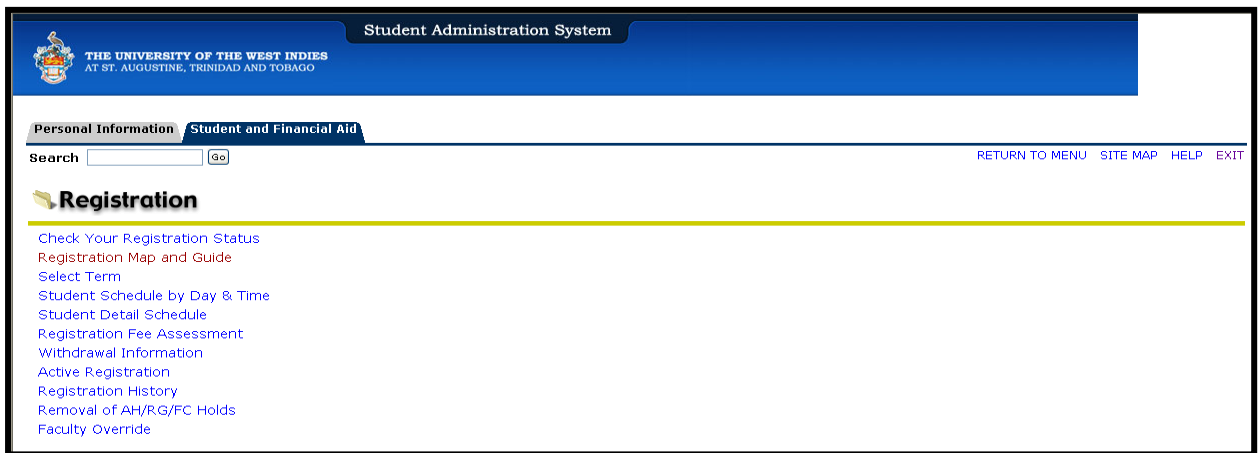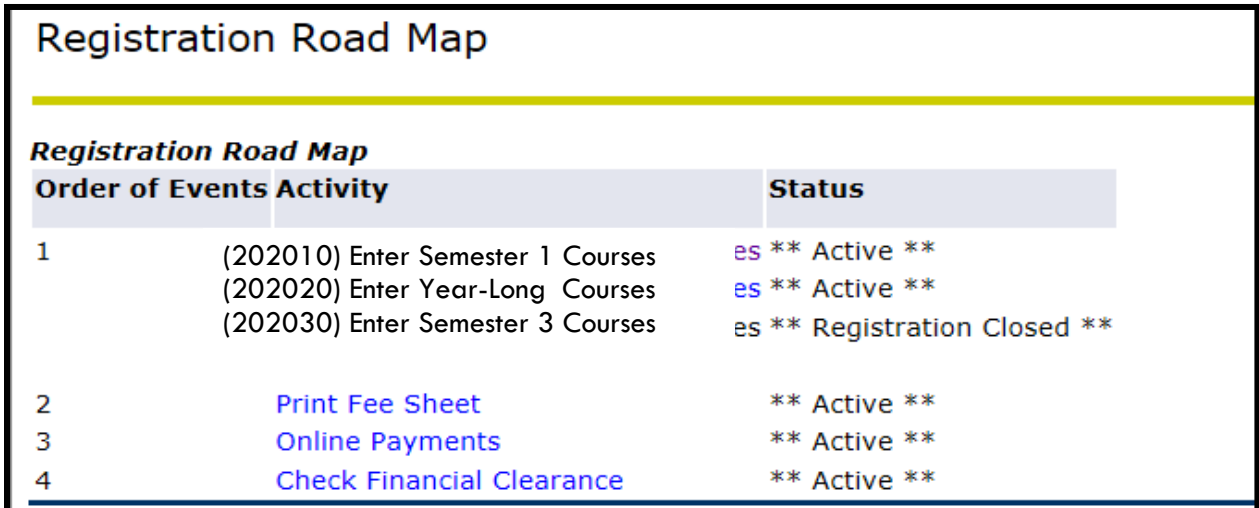
STEP 3: Select **Registration**

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

STEP 5: Select **Enter Semester 1 courses.**

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

Look-Up Classes to Add:

ℹ️ 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: 24 Aug, 2020 01:43 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ]

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

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 Aug, 2020	++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: 24 Aug, 2020 01:43 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.

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 3 & 4):
https://sta.uwi.edu/fst/sites/default/files/fst/documents/Registration%20Guidelines%2022-23%20-%20UPDATED.pdf

NEED ASSISTANCE WITH WEB REGISTRATION ﹕

Contact the SAS Unit:

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

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