



**FACULTY OF HUMANITIES AND EDUCATION**

**FACULTY SUMMER REGISTRATION PROCESS**  
**SUMMER PROGRAMME, 2007/2008**

**REGISTRATION GUIDE (ACTIVE/RETURNING UWI STUDENTS)**

**IMPORTANT DATES**

<b>REGISTRATION PERIOD:</b>	<b>01 MAY TO 20 MAY 2008</b>
<b>ADD / DROP PERIOD:</b>	<b>21 MAY TO 06 JUNE 2008</b>
<b>REVIEW PERIOD:</b> (Students are required to review their registration and report any discrepancies to the Faculty Summer Office)	<b>02 JUNE TO 06 JUNE 2008</b>
<b>SUBMISSION OF REQUESTS FOR FACULTY OVERRIDES</b>	<b>01 MAY 2008 TO 29 MAY 2008</b>
<b>LATE REGISTRATION PERIOD:</b> (Late Registration Fee of TT\$150.00 Plus Registration Fee of TT\$100.00 is applicable)	<b>29 MAY TO 06 JUNE 2008</b>

**NOTE: Requests for Registration / Adjustments to Registration after 06 JUNE 2008 are deemed LATE REQUESTS and must be submitted to Academic Board. Applications must be submitted through the Faculty Summer Programme Office. There is NO guarantee that late requests will be granted.**

<b>TEACHING PERIOD:</b>	<b>20 MAY TO 12 JULY 2008</b>
<b>EXAMINATION PERIOD:</b>	<b>17 JULY TO 31 JULY 2008</b>

**REGISTRATION PROCESS**

Registration will be conducted online using UWI, St. Augustine Website. Students are required to register using any PC with internet access (at home, at an internet café or elsewhere) OR at any on-campus computer laboratory.

The Computer Laboratories in the Faculty of Humanities and Education that are available for Registration are:

- i. Computer Laboratory, School of Education, ARCON II Building
- ii. Post Graduate Computer Laboratory, Third Floor, School of Humanities Building

## STEP 1:

Visit the UWI Website for information regarding the Summer Programme 2008 and for links to Registration, Summer Programme 2008

Note: A Detailed Instruction Guide for Registration is available at <http://stauwi.edu/registration/documents/BannerRegistrationManual0708.pdf>

## STEP 2:

### a. Access Online Registration:

During the Registration Period **01 May 2008 to 20 May 2008** access the online registration system by going to the secure area at <http://www.mysta.uwi.edu>

Your User ID is your 8 or 9 digit student registration number. Your Password is your date of birth in the format YYMMDD or the Password you have set.

### b. Sign up for Courses/Select Courses:

A List of the Courses expected to be Offered for Summer 2008 is available at the Faculty Summer Programme Office or online at [http://sta.uwi.edu/admissions/apply/summer\\_courses.asp](http://sta.uwi.edu/admissions/apply/summer_courses.asp)

Timetable Information will be posted on the Faculty Notice Boards and on the University Website at <http://www.mysta.uwi.edu> on 28 April 2008.

### c. Print Registration Fee Assessment/Invoice

Print completed Registration Fee Assessment/Invoice. This printout will indicate the fees payable based on your course load and must be used to complete financial clearance.

### d. Obtain Financial Clearance

- i. Complete Bank Deposit Slip obtained from the Faculty Summer Programme Office and proceed to pay fees at any Branch of Republic Bank Limited. Ensure that the Bank Teller returns 2 copies of the Deposit Slip to you.
- ii. Staple the following documents together: Official UWI Registration Fee Assessment/Invoice printout, Evidence of Payment of fees, Evidence of payment of any outstanding balance(s), Copies of evidence of funding e.g. scholarships and GATE forms (where applicable).
- iii. Deposit stapled documents (as mentioned directly above) in your Faculty's Box located on the Ground Floor, Student Administration Building (New).
- iv. Check online for Financial Clearance 3 days after submitting the documents in the Faculty Box at the Student Administration Building (New).

### e. Obtain UWI Student ID Card

Your ID Card will be automatically re-validated when financial clearance has been obtained. If you do not receive financial clearance within 3 days of submitting your documents, you are required to visit the Bursary Representative at the Ground Floor, Student Administration Building (New).

### STEP 3:

#### Requests for Faculty Overrides for Registration Restrictions:

- a. Download and print the Application for Faculty Override Form via the Internet. **Forms are not to be photocopied by Departments/Faculties and distributed to students.**
- b. Complete the Application for Faculty Override Form and submit the completed Form to the Faculty Office during the period **8:30 a.m. on 01 May 2008 to 4:00 p.m. on 29 May 2008.**

Ensure that you sign the Submission Log (Application for Faculty Overrides) at the Faculty Office.

- c. Two days after submitting your Application for Faculty Override to the Faculty Office, you are required to login to Banner SAS and go to the ***Registration Permits and Override*** section to check the status of your request for an Override. **Faculty is not responsible for notifying students whose Override Requests have been approved.**

**Students are required to check also their UWI email account for denial notifications. Approvals not granted by 1:00 p.m. on 04 June 2008 are deemed to have been denied.**

- d. Should your Application for Faculty Override be approved, it is your responsibility to register online for the relevant course. **Failure to register by 6:00 p.m. on 06 June 2008 for a course for which an override was granted will result in the rescinding of the approval to register for the course.**

#### **NOTE:**

**An Override cannot be carried forward to another Semester. Should a student be granted an Override and not register for the respective course by 06 June 2008, the student is required to request an Override (if so necessary) at the next attempt to register for the said course.**