STEP 7
At this point you should have been registered. However, if you exceed your credit limit you may continue as follows:

Request Override

- Select the course that requires an override
- Enter a valid reason for the override

STEP 8
Check your registration status

Once your override is approved, you’ll be registered automatically, so be sure to check back regularly to verify your registration!
**STEP 1**
Consult the COCR Booklet
Consult with the COCR booklet using the following link and decide which COCR course(s) you would like to do. [http://sta.uwi.edu/cocurricular/documents/NEWcocurricular2013-14Finalbooklet-WEB.pdf](http://sta.uwi.edu/cocurricular/documents/NEWcocurricular2013-14Finalbooklet-WEB.pdf)

**STEP 2**
Determine course section/ CRN for your chosen course(s)

a) For Timetabled Courses
Please take note of the course registration number (CRN), by going to
[http://www2.sta.uwi.edu/timetable](http://www2.sta.uwi.edu/timetable)
Some courses are repeated throughout the week. You need to choose the CRN that is most appropriate to you.

b) None Timetabled Courses
If you wish to pursue Minding SPEC or any of the Microsoft Office courses fully online, take note of the course sections below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COCR 1001</td>
<td>MS1</td>
<td>Minding SPEC</td>
</tr>
<tr>
<td>COCR1025</td>
<td>OW1</td>
<td>Microsoft Office Word 2010</td>
</tr>
<tr>
<td>COCR1026</td>
<td>OE1</td>
<td>Microsoft Office Excel 2010</td>
</tr>
<tr>
<td>COCR1027</td>
<td>OP1</td>
<td>Microsoft Office PowerPoint 2010</td>
</tr>
<tr>
<td>COCR1028</td>
<td>OO1</td>
<td>Microsoft Office Outlook 2010</td>
</tr>
<tr>
<td>COCR1029</td>
<td>OA1</td>
<td>Microsoft Office Access 2010</td>
</tr>
</tbody>
</table>

**STEP 3**
Login to the student Portal
1. Go to [http://my.uwi.edu](http://my.uwi.edu)
2. Select St. Augustine, Trinidad and Tobago
3. Enter Student ID & Password
4. Click Login

**STEP 4**
Go to mySecureArea
Select the mySecureArea icon from the Launch Pad

**STEP 5**
Select Registration

**STEP 6**
Enter CRN for your chosen course

First enter required CRN
Then click here