Contents

Login to Banner SAS to Register for Your Courses ............................................................... 2
Add/Drop Classes ......................................................................................................................... 8
Class Section Guide .................................................................................................................... 11
Printing of Fee Sheet ................................................................................................................... 12
About the New Electronic Faculty Override System .............................................................. 13
Permitted Override Requests ..................................................................................................... 14
Permitted Pre-Requisite & Test Score Override Courses ....................................................... 15
Override Submission Process .................................................................................................... 16
Electronic Override Request Submission ..................................................................................... 17
Submitting a Capacity Override Request ................................................................................... 21
Deleting a Submitted Override Request ..................................................................................... 23
Checking the Status of a Submitted Override Request ............................................................ 24
Need Help? ................................................................................................................................ 26
Visit: myCampus Portal at

http://my.uwi.edu
Click the drop down arrow to select your Campus

Click your Campus to Log in
- Under **Login** enter your student **UWI ID Number**.
- Under **Password** enter your **date of birth** in the format **YYYYMMDD**. If you are a continuing student who has used myeLearning or mySTA email, please use that password.
- Click the blue button that says **LOGIN**.

![Login screen](image)
STEP 1

- 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**

![Image of student services and financial aid interface]

STEP 3

- Select **Registration**

![Image of registration interface]
STEP 4

- Select Registration Map and Guide

STEP 5

- Select appropriate Semester link, for e.g.
  Enter Semester 2 Courses
ADD/Drop Classes

The Current Schedule section displays all web registration for selected semester e.g. Semester 2.

STEP 6

- Search for Course - Select Class Search button to search for your course
- Select Subject (Course Code) from list (e.g. ECNG),
- Enter Course Number if known (e.g. 2009); OR
- Click Class Search to view all courses with selected course code.
STEP 7

- Click in Select box to choose course you wish to register for
- Click Register

NOTE: All Faculty of Engineering legacy students, i.e. continuing, returning from Leave of Absence (LOA), RTW students, have to register for the “ENC” sections. All new, first time students have to register for the “S01” sections. A detailed table of all the sections is provided on page 11.
If no *Registration Add Error* message displays, you have successfully registered for the course.

Repeat Steps 6 and 7 until you have registered for all your courses.
## CLASS Section Guide

<table>
<thead>
<tr>
<th>SECTION CODE</th>
<th>CAMPUS</th>
<th>LEVEL</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFB</td>
<td>Clarence Fitzroy Bryant</td>
<td>UG</td>
<td>CFB Campus students only</td>
</tr>
<tr>
<td>CLC</td>
<td>Cipriani College of Labour &amp; Cooperative Studies</td>
<td>UG</td>
<td>CLC Campus students only</td>
</tr>
<tr>
<td>DEN</td>
<td>St. Augustine</td>
<td>UG</td>
<td>Dentistry students registering for course MDSC 3280</td>
</tr>
<tr>
<td>ENC</td>
<td>St. Augustine</td>
<td>UG</td>
<td>All FEN Legacy students i.e. students who started prior or before Academic Year 2014/2015 who are continuing, returning from Leave of Absence or RTW</td>
</tr>
<tr>
<td>E01</td>
<td>St. Augustine</td>
<td>UG</td>
<td>Evening Students</td>
</tr>
<tr>
<td>E02</td>
<td>St. Augustine</td>
<td>UG</td>
<td>Evening Students - South</td>
</tr>
<tr>
<td>E0C</td>
<td>St. Augustine</td>
<td>UG</td>
<td>FOUN 1102 - FSA Evening Students only</td>
</tr>
<tr>
<td>EXC</td>
<td>Exchange</td>
<td>UG</td>
<td>Exchange and Inter-Campus Exchange students</td>
</tr>
<tr>
<td>FSA</td>
<td>St. Augustine</td>
<td>UG</td>
<td>FSA students registering for FEN &amp; FSS Courses</td>
</tr>
<tr>
<td>LAS</td>
<td>St. Augustine</td>
<td>UG</td>
<td>Liberal Arts Students registering for Education Courses</td>
</tr>
<tr>
<td>PED</td>
<td>St. Augustine</td>
<td>UG</td>
<td>Physical Education students registering for Summer courses</td>
</tr>
</tbody>
</table>
| S01          | St. Augustine                 | UG & PG | • Full-Time  
                  |                  | • Part-Time  
                  |                  | • Specially Admitted                                              |
| S02          | St. Augustine                 | PG    | a. Undergraduate students registering for Postgraduate courses        |
|              |                               |       | b. Graduate & Qualifying Graduate students registering for Undergraduate courses |
| S0A          | St. Augustine                 | UG    | FOUN 1102 – All FHE students except Education majors                  |
| S0B          | St. Augustine                 | UG    | FOUN 1102 - Students majoring in Education and Law                    |
| S0C          | St. Augustine                 | UG    | FOUN 1102 – FSA Full-time students                                    |
| SAL          | Sir Arthur Lewis (SALISES)    | UG    | Sir Arthur Lewis Campus students only                                 |
| SED          | St. Augustine                 | UG    | FOUN 1210 – FHE Bachelors of Education only                           |
| STA          | Exchange                      | UG    | Study Abroad                                                           |
| SVG          | St. Vincent & The Grenadines  | UG    | St. Vincent & The Grenadines Campus students only                      |
| UEX          | St. Augustine                 | UG    | UWI St. Augustine students on exchange with Cave Hill and Mona campuses and foreign universities |
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*

![Registration Map and Guide](image)

- **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 the Bursary and keep the other copy for your records.

**Note:**

The University is currently offering online payment. The online payment link is situated right under the Print Fee Sheet link.
ABOUT the New Electronic Faculty Override System

The Electronic Faculty Override (EFOS), a customized feature of the Banner Student Administration System that allows students to apply online to register for a course for which they have not met the course entry criterion. It provides an efficient and effective system for processing override applications and allows real-time decisions to be made by the faculties. EFOS facilitates the following:

- Students can only submit an online override requests on receipt of one or more of the following registration add errors: Capacity, Degree, Level, Major, Programme, Pre-requisite and Test Score (Faculty of Humanities and Education Foundation and Linguistics courses only), and Maximum Credit Hours Exceeded.
- Communication between the students and faculties.
- Override requests are automatically routed to the appropriate faculty staff member(s) based on the registration add error received.
- Students can view the status of their override request online.
- Students are automatically registered for the course once their request is approved.
- Automatic registration enables faculties to better manage enrollment capacities.
- Displays all registration add errors student received while attempting to register for course.
- Allows for the application of transparent and consistent rules that govern the override process.
- Provides faculties with easy access to students’ academic details to assist in assessment process.
- Prevents the resubmission of denied requests.
- Permits only one request submission per course (i.e. one per CRN/section of a course)
PERMITTED Override Requests

When a Course Criteria is NOT satisfied, a message is displayed when the student attempts to register for course. Course Criteria include the Departmental and Faculty criteria.

Students are permitted to submit an electronic override request for the following Registration Restriction

Add errors:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Error Message</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Requisite</td>
<td>UWI Course(s) that the student must have already passed</td>
<td>PREQ and TEST SCORE ERROR</td>
<td>Only permitted for specified Humanities &amp; Education FOUN, LING &amp; VART courses**</td>
</tr>
<tr>
<td>Test Score</td>
<td>Non-UWI Course(s) that the student must have already passed, e.g. CXC, A’ Level, CAPE, etc</td>
<td>PREQ and TEST SCORE ERROR</td>
<td>Only permitted for specified Humanities &amp; Education FOUN, LING &amp; VART courses**</td>
</tr>
<tr>
<td>Faculty Credit Limits</td>
<td>Limit on the maximum number of credits a student can register for in a semester, without Faculty approval</td>
<td>MAXIMUM HOURS EXCEEDED</td>
<td></td>
</tr>
<tr>
<td>Capacity</td>
<td>Limit on the number of students allowed to register in the stream/section of a course</td>
<td>CLOSED SECTION</td>
<td></td>
</tr>
<tr>
<td>Student Restrictions</td>
<td>Stream/Section of the course restricted to a specified group of students, e.g. History Majors, Faculty of Social Sciences students, Final Year students, etc.</td>
<td>DEGREE, LEVEL, MAJOR, &amp; PROGRAMME RESTRICTIONS</td>
<td></td>
</tr>
</tbody>
</table>

A student can receive one or more of these seven (7) error messages when registering for a class.

Any of the above-mentioned error messages received in conjunction with one or more of the following error messages will prevent the student from submitting an electronic override request: Campus, Class, College, Pre-Requisites & Test Score, and Special Approval. See table below for description of these error messages.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Error Message</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>An Evening student is attempting to register for a Full-Time section of a course</td>
<td>CAMPUS RESTRICTION</td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>A Year 1 student attempting to register for a course that is restricted to Year 3 students.</td>
<td>CLASS RESTRICTION</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>A student attempting to register for an out of faculty course</td>
<td>COLLEGE RESTRICTION</td>
<td></td>
</tr>
<tr>
<td>Pre-Requisite</td>
<td>UWI Course(s) that the student must have already passed</td>
<td>PREQ and TEST SCORE-ERROR</td>
<td>Requests are permitted for the specific Humanities &amp; Education FOUN, LING &amp; VART courses</td>
</tr>
<tr>
<td>Test Score</td>
<td>Non-UWI Course(s) that the student must have already passed, e.g. CXC, A’ Level, CAPE, etc</td>
<td>PREQ and TEST SCORE-ERROR</td>
<td>Requests are permitted for the specific Humanities &amp; Education FOUN, LING &amp; VART courses</td>
</tr>
<tr>
<td>Special Approval</td>
<td>A student attempting to register for a course that requires special approval (i.e. Dean, HOD etc)</td>
<td>SPECIAL APPROVAL RESTRICTION</td>
<td>Not in use at St. Augustine Campus</td>
</tr>
</tbody>
</table>

**PREMITTED Pre-Requisite & Test Score Override Courses**

Pre-Requisite and Test Score error overrides requests are only permitted for the following Faculty of Humanities & Education FOUNdation, LINGuistics and VART courses:

- FOUN 1001 – English for Academic Purposes
- FOUN 1101 – Caribbean Civilisation
- FOUN 1103 – Argument and Report Writing
- FOUN 1104 – Writing About Literature
- FOUN 1105 – Scientific and Technical Writing
- FOUN 1106 – Academic English for Research Purposes
- FOUN 1107 – Writing in the Visual, Performing and Carnival Arts
LING 2001 – Phonology  
LING 2002 – Syntax  
LING 2004 – Semantics  
LING 2006 – Speech and Hearing Science  
LING 2101 – Language Acquisition  
LING 2302 – Sociolinguistics  
LING 2305 – Introduction to Educational Linguistics  
LING 2306 – Approaches to Discourse Analysis  
LING 2402 – Structure of the English Language  
LING 2403 – Change and Development in the English Language  
LING 2803 – Change and Development in Selected European Languages  
LING 3201 – Caribbean Dialectology  
LING 3202 – Creole Linguistics

All VART courses with the exception of the Certificate courses which start with zero “0”.

**OVERRIDE Submission Process**

A registration add error must be generated and assessed by the system as an override being ‘permitted’ before an override request can be submitted by the student. The process entails the following:

1. Student attempts to register for a course and receives one or more of the following registration add errors: capacity, degree, level, major, programme, pre-requisite & test score, maximum credit hours exceeded, campus, class, college, co-requisite, duplicates, repeat hours, and repeat limits.
2. If override request is permitted, the student can complete and submit request online. If request is not permitted, student cannot submit override request.
3. If submitted request is approved, student is automatically registered for the course and request status is updated to “Approved”. If submitted request is denied, the request status is updated to “Denied” and resubmission of additional requests are prevented.

Some override requests may require multiple approvals. For example, a student attempted to register for FOUN 1001 and received a Capacity, a Pre-requisite & Test Score and a Maximum Credit Hours Exceeded registration add errors. In such a case, the system determines that three approvals are required and directs the various segments of the override request to the appropriate faculty. In order for the student to be registered for the course, **ALL** segments of the request must be approved. A denial of any of the segments will result in the student not being registered.
ELECTRONIC Override Request Submission

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**
Submitted requests it can be viewed in **Submitted Override Request** screen.

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 (see page 7). Only then will you be permitted to submit an override request.
After using the Add Classes Worksheet to register for course, you can then submit an override request for the section of the course.
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

5. Select a Term and click Submit
6. 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 HELP?

Undergraduate Students:

Check the REGISTRATION GUIDEBOOK for UNDERGRADUATE STUDENTS online at www.sta.uwi.edu/registration for more detailed registration information on:

- Registration dates
- Registration venues
- Rules to follow
- Definitions
- Changing your online information
- Academic Calendar
- ID Card Issue Schedule
- Faculty Orientation & Academic Advising Schedules
- Contact Information

Post Graduate Students:

Check the REGISTRATION GUIDE online at:
www.sta.uwi.edu/postgrad/registration.asp

ASSISTANCE with Web Registration:

Contact our Help Desk at 1 (868) 662-2002 Exts. 3969, 3970, 3971 and 3972 or email support@mysta.uwi.edu.