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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

![Student Services & Financial Aid](image)

**Registration**
- Check your registration status: Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

**Student Records**
- View your history; Display your grades and transcript; Review changes and payments.

**Deputy Principal's – Student Online System (S.O.S) Last Resort**
- This system handles academic and/or general issues; special requests, advice or reports on very sensitive issues that might be affecting your performance and do not have a University and that cannot be addressed through regular channels.

RELEASE: 8.8.3

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STEP 4: Select Registration Map and Guide

![Student Administration System](image)

STEP 5: Select Enter Semester 2 courses

![Registration Road Map](image)

<table>
<thead>
<tr>
<th>Order of Events Activity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>[201910] Enter Semester 1 Courses ** Active **</td>
<td></td>
</tr>
<tr>
<td>[201920] Enter Semester 2 Courses ** Active **</td>
<td></td>
</tr>
<tr>
<td>[201930] Enter Semester 3 Courses ** Registration Closed **</td>
<td></td>
</tr>
</tbody>
</table>

2  Print Fee Sheet ** Active **
3  Online Payments ** Active **
4  Check Financial Clearance ** Active **

RELEASE: 0.2
STEP 6: Click Class Search. Select the correct course code, then click course search.

STEP 7: Select the correct course, (e.g. ACCT 1002) then click View Sections.
STEP 8: Check the box next to the correct course section, and click Register.

Look-Up Classes to Add:

Once the **Web Registered** message displays, you have successfully registered for the course.

Add/Drop Classes:

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**.

STEP 3: Click Submit Changes. If this is not done the course will **NOT** be dropped.
## COURSE 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>Clarence Fitzroy Bryant</td>
</tr>
<tr>
<td>DDS</td>
<td>St Augustine</td>
<td>UG</td>
<td>Dental Students Only</td>
</tr>
<tr>
<td>E01</td>
<td>St. Augustine</td>
<td>UG</td>
<td>Evening Students</td>
</tr>
<tr>
<td>ENC</td>
<td>St Augustine</td>
<td>UG</td>
<td>Legacy FEN Students admitted prior to 2014/2015</td>
</tr>
<tr>
<td>FSA</td>
<td>St. Augustine</td>
<td>UG</td>
<td>FST &amp; FFA Students registering for FEN &amp; FSS Courses</td>
</tr>
<tr>
<td>MBB</td>
<td>St. Augustine</td>
<td>UG</td>
<td>MBBS Students admitted prior to 2018/2019</td>
</tr>
<tr>
<td>MBS</td>
<td>St. Augustine</td>
<td></td>
<td>MBBS Students admitted from 2018/2019</td>
</tr>
<tr>
<td>S01</td>
<td>St. Augustine</td>
<td>UG &amp; PG</td>
<td>Full-Time Students&lt;br&gt;Part-Time Students&lt;br&gt;Specially Admitted Students</td>
</tr>
<tr>
<td>S02</td>
<td>St. Augustine</td>
<td>PG</td>
<td>a. Undergraduate Students registering for Postgraduate courses&lt;br&gt;b. Graduate &amp; Qualifying Graduate Students registering for Undergraduate courses</td>
</tr>
<tr>
<td>S03</td>
<td>St. Augustine</td>
<td>UG</td>
<td>Credits &amp; Exemptions section (Administrative registration only)</td>
</tr>
<tr>
<td>SAL</td>
<td>Sir Arthur Lewis (SALISES)</td>
<td>UG</td>
<td>Sir Arthur Lewis Campus Students only</td>
</tr>
<tr>
<td>VET</td>
<td></td>
<td>VM</td>
<td>Vet Med Students Only</td>
</tr>
<tr>
<td>EXC</td>
<td>St. Augustine</td>
<td>UG</td>
<td>Exchange Students Only</td>
</tr>
<tr>
<td>STA</td>
<td></td>
<td></td>
<td>Study Abroad Students Only</td>
</tr>
<tr>
<td>UEX</td>
<td></td>
<td></td>
<td>Inter-Campus Exchange students Only</td>
</tr>
</tbody>
</table>
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.

Look-Up Classes to Add:

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.