Pre-Science (N1) Programme

Registration Guidelines 2024/2025

REGISTER FOR COURSES ONLINE

1. **Steps to Online Registration:**

   - To access the online registration, log in to the Student Portal at **https://my.uwi.edu**.

   - Your user ID is your student registration number.

   - On first login, your password is your date of birth in the **format YYYYMMDD**.

   - Click on MySecureArea and register for your courses.

   - You can register online wherever there is a stable and secure internet connection.

   - Read the Online Registration Instruction Guide

   - Follow the instructions to select courses online.

2. **Register for Courses:**

NOTE: You are required to register ONLY for the courses you were offered on your Offer Letter.

The following are the course codes and courses for each Pre-Science (N1) course:

SEMESTER I		SEMESTER II	
COURSE CODE	**COURSE NAME**	**COURSE CODE**	**COURSE NAME**
BIOL 0100	N1 BIOLOGY I	BIOL 0200	N1 BIOLOGY II
CHEM 0100	N1 CHEMISTRY I	CHEM 0200	N1 CHEMISTRY II
MATH 0100	N1 MATHEMATICS I	MATH 0200	N1 MATHEMATICS II
PHYS 0100	N1 PHYSICS I	PHYS 0200	N1 PHYSICS II
COMP 0100	N1 COMPUTER SCIENCE I	COMP 0200	N1 COMPUTER SCIENCE II

3. **Course Registration Fee Assessment Invoice**

Print your Course Registration Fee Assessment Invoice. This is required to complete the financial clearance process.

- Check CAREFULLY to ensure that the courses for which you registered online are listed on your course Registration Fee Assessment Invoice.

- Ensure that the fees payable (tuition and compulsory) correspond with the financial information booklet.
  If not, contact the Student Accounts and Receivable Section(Bursary), The Lloyd Braithwaite Student   Administration Building:
  Telephone: 662-2002 Extensions: 82356 or 84181

GET YOUR STUDENT IDENTIFICATION / SMART CARD

Tip: ALL Students must obtain financial clearance in order to obtain a student identification/smart card.

NEW STUDENTS:

The UWI ID picture Upload Application allows new students to submit their photo online which will be printed on the student identification/smart card. To submit a photo online the student would be required to complete the following steps:

- **Have someone take your picture.**

  For more details and instructions on the criteria for acceptable photos, please visit https://idcard.sta.uwi.edu/Guide

- **Complete your online course selection to receive an e-mail with login credentials.**

  When you have completed your online course selection, you will receive an e-mail via your **personal e-mail address** with the information and login credentials to the UWI ID picture Upload Application.

- **Upload your photo.**

  Login to the UWI ID picture Upload Application with the credentials received and upload your photo via the application.

- **Your photo will be validated.**

  Your photo will be reviewed to determine whether it is appropriate to be printed on the student identification/smart card. If your photo has been approved, you will be notified of the location, date and time to collect your student identification/smart card.

  If your photo has been rejected, you will be required to submit a _new_ photo. Please check your e-mail regularly to ensure that your photo has been accepted or that you receive notification to submit a new photo in a timely manner.

- **Collect your student identification/smart card.**

  Having obtained financial clearance, students are to visit the following link to receive further instructions on how to access The UWI Student ID/Smart Card: http://idcard.sta.uwi.edu/.

CONTINUING STUDENTS:

1. If you received financial clearance your student identification/smart card is automatically revalidated.
2. If your previous student identification card has not been replaced with the new student identification/smart card, you must obtain a new student identification/smart card.

For further information:

Contact **IDCard.Help@sta.uwi.edu**
Telephone: 662-2002 Ext. 83120
Visit **http://idcard.sta.uwi.edu/**