

STUDENT REGISTRATION INSTRUCTION GUIDE

BANNER STUDENT
ADMINISTRATION
SYSTEM

Updated April 2021

Contents

SIGN IN TO THE STUDENT PORTAL 2

REGISTRATION PROCESS 3

HOW TO DROP A COURSE 7

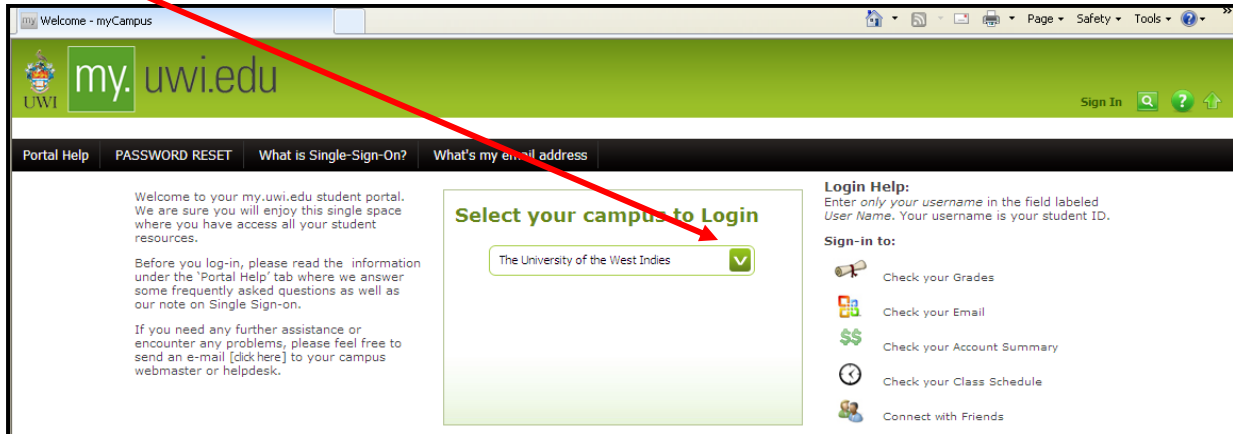
PRINTING OF FEE SHEET 8

PAYMENT OF FEES & FINANCIAL CLEARANCE 8

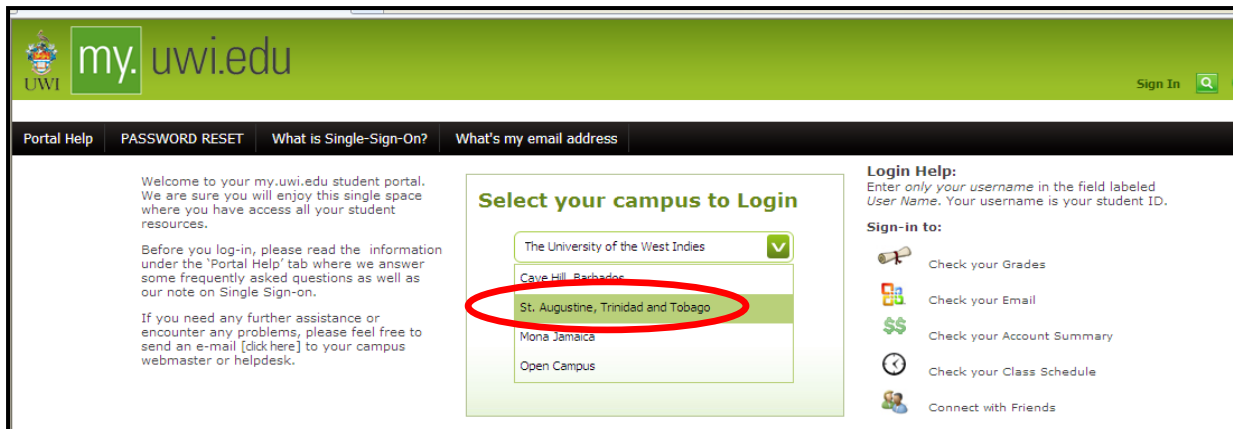
NEED ASSISTANCE WITH WEB REGISTRATION? 9

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**.



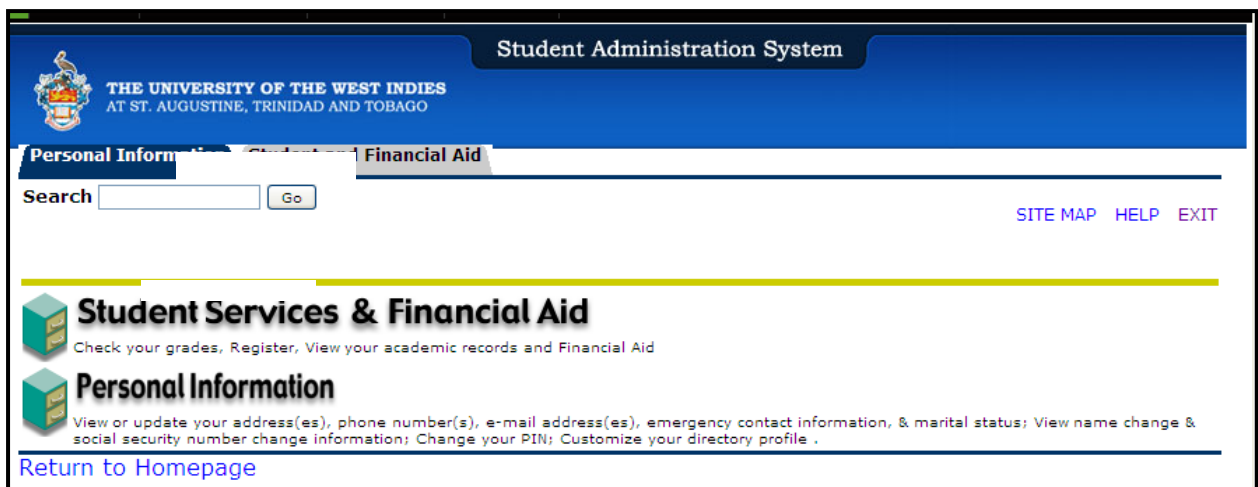
- Under **Password** enter your **date of birth** in the format **YYYYMMDD**. If you are a continuing student who has previously used mySecureArea, myLearning or mySTA email, please use that password.
- Click the blue button that says **LOGIN**.

REGISTRATION PROCESS

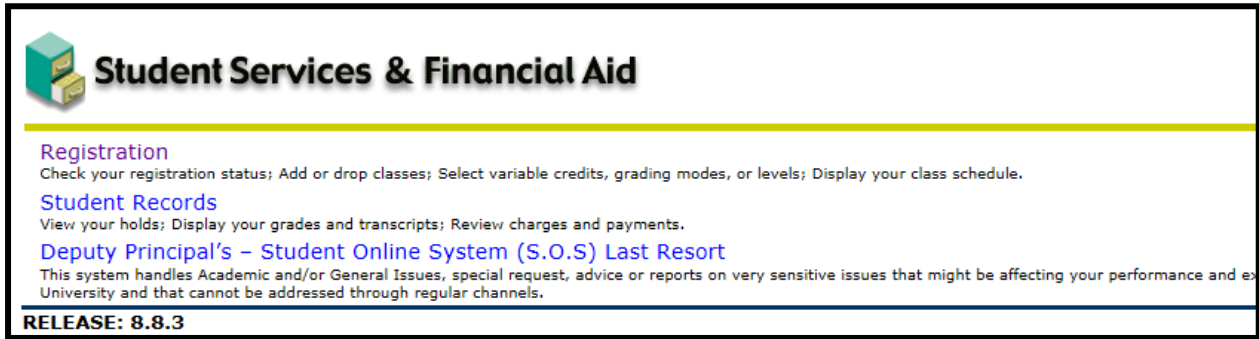
STEP 1: Once your login was successful, You will be taken to your portal home page. Under the heading **Quick Launch Navigation** on the left of the page, you can place your cursor over the icons to view their names. Select second icon from left to enter the **mySecureArea**, to register for your courses.



STEP 2 : Click on **Student Services & Financial Aid**



STEP 3: Select Registration



Student Services & Financial Aid

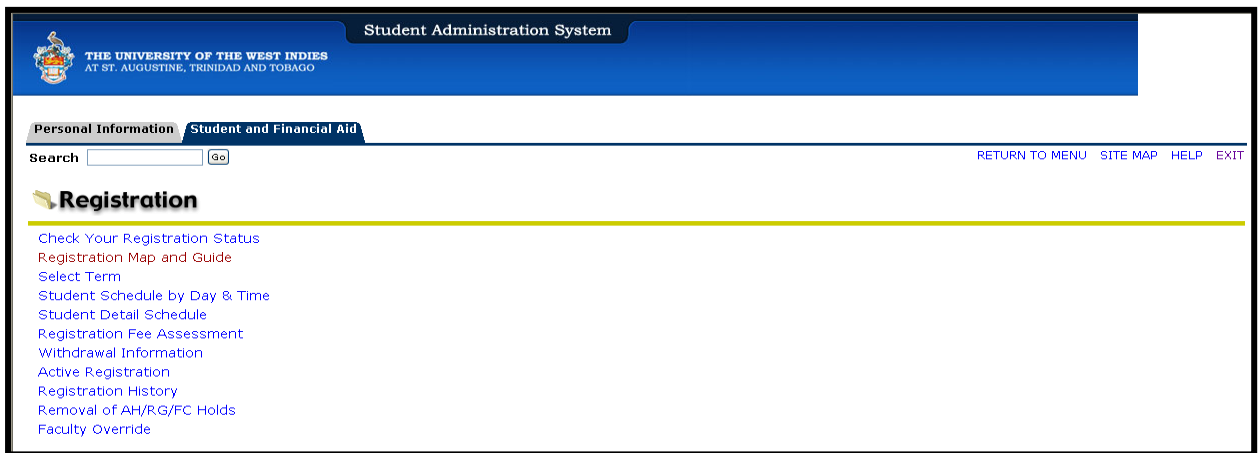
Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Student Records
View your holds; Display your grades and transcripts; Review charges and payments.

Deputy Principal's – Student Online System (S.O.S) Last Resort
This system handles Academic and/or General Issues, special request, advice or reports on very sensitive issues that might be affecting your performance and ex University and that cannot be addressed through regular channels.

RELEASE: 8.8.3

STEP 4: Select Registration Map and Guide



Student Administration System

THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

Personal Information Student and Financial Aid

Search

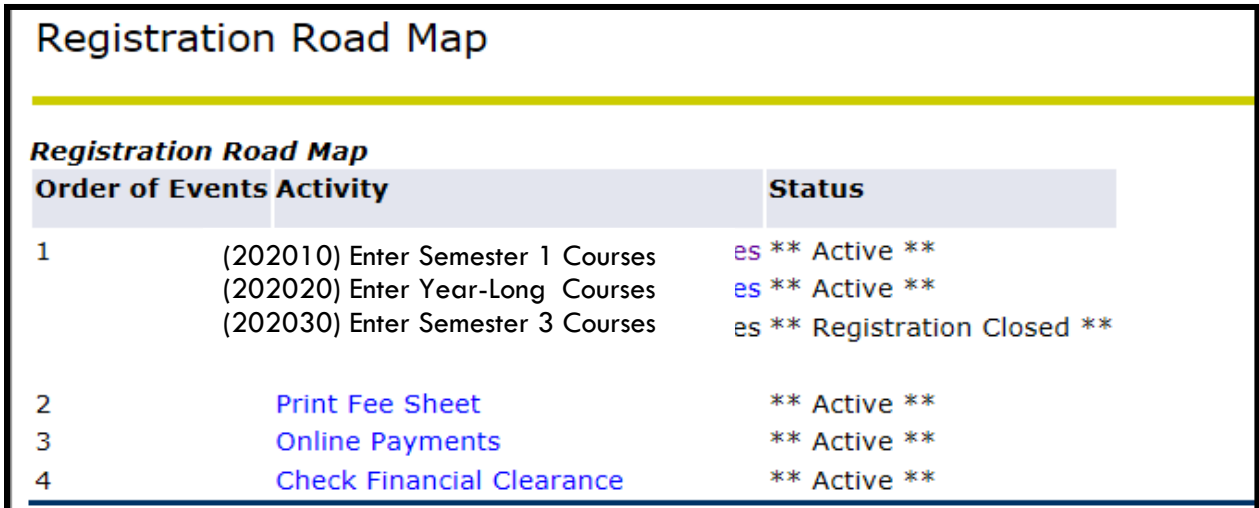
RETURN TO MENU SITE MAP HELP EXIT

Registration

- Check Your Registration Status
- Registration Map and Guide
- Select Term
- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Active Registration
- Registration History
- Removal of AH/RG/FC Holds
- Faculty Override

STEP 5: Select Enter Semester 1 courses.


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



Registration Road Map

Order of Events	Activity	Status
1	(202010) Enter Semester 1 Courses	es ** Active **
	(202020) Enter Year-Long Courses	es ** Active **
	(202030) Enter Semester 3 Courses	es ** Registration Closed **
2	Print Fee Sheet	** Active **
3	Online Payments	** Active **
4	Check Financial Clearance	** Active **

Look-Up Classes to Add:

 Use the selection options below to search the class schedule for the term displayed above. You may choose to narrow your search, but you must select at least one Subject. When your selection is complete, click Get search.

[Return to Registration Map](#)

Subject: ACCT-Accounting

- ACCT-Accounting
- ACTS-Actuarial Science
- AENG-Agricultural Engineering
- AGBU-Agribusiness
- AGCP-Agriculture/Crops
- AGEC-Agricultural Economics
- AGEX-Agricultural Extension
- AGLS-Agriculture Livestock
- AGRI-Agriculture
- AGSL-Agriculture Soil

STEP 7: Select the correct course, (e.g. ACCT 1002) then click **View Sections**.

Look-Up Classes to Add:

2020/2021 Semester I

ACCT-Accounting

1002	Intro to Financial Accounting	View Sections
1003	Intro to Cost and Mgmt Acctg	View Sections
2014	Financial Accounting I	View Sections
2015	Financial Accounting II	View Sections
3015	Acctg Information Systems	View Sections

STEP 8: Check the box next to the correct course section, and click **Register**.

Look-Up Classes to Add:

Sections Found
ACCT-Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
<input type="checkbox"/>	24806	ACCT	1002	E01	E	3.000	Introduction to Financial Accounting		01:00 am-10:00 am	50	0	50	0	0	0	0	0	0
<input type="checkbox"/>	24807	ACCT	1002	FSA	S	3.000	Introduction to Financial Accounting		01:00 am-10:00 am	105	0	105	0	0	0	0	0	0
<input type="checkbox"/>	25555	ACCT	1002	S01	S	3.000	Introduction to Financial Accounting		01:00 am-02:00 am	100	0	100	0	0	0	0	0	0
C	27624	ACCT	1002	S03	S	3.000	Introduction to Financial Accounting	TBA		0	0	0	0	0	0	0	0	0
C	29097	ACCT	1002	STA	S	3.000	Introduction to Financial Accounting		01:00 am-02:00 am	0	0	0	0	0	0	0	0	0

Register Add to WorkSheet New Search

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

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class is full.

If you are unsure of which classes to add, click [Class Search](#) to review the class schedule.
[Return to Registration Map](#)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered	None	17747	ACCT	1002	S01	Graduate	3.000	Standard	Letter	Introduction to Financial Accounting

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Minimum Hours: 0.000
 Maximum Hours: 999999.999
 Date: 24 Aug, 2020 01:43 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Request Override

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**.

The screenshot displays the 'Current Schedule' interface. At the top, it says 'Current Schedule'. Below this is a table with the following columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade Mode, and Title. The first row of data shows: Status: **Web Registered** on 28 Aug, 2020; Action: ++Web Drop++ (circled in red); CRN: 7747; Subj: ACCT; Crse: 1002; Sec: S01; Level: Graduate; Cred: 3.000; Grade Mode: Standard Letter; Title: Introduction to Financial Accounting. Below the table, there are statistics: Total Credit Hours: 3.000, Billing Hours: 3.000, Minimum Hours: 0.000, Maximum Hours: 999999.999, and Date: 24 Aug, 2020 01:43 pm. Underneath is the 'Add Classes Worksheet' section, which includes a header 'CRNs' and a row of ten empty input boxes. At the bottom of this section are four buttons: 'Submit Changes' (circled in red), 'Class Search', 'Reset', and 'Request Override'. Two red arrows point from the text above to the '++Web Drop++' dropdown and the 'Submit Changes' button.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on 28 Aug, 2020	++Web Drop++	7747	ACCT	1002	S01	Graduate	3.000	Standard Letter	Introduction to Financial Accounting

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: 24 Aug, 2020 01:43 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Request Override

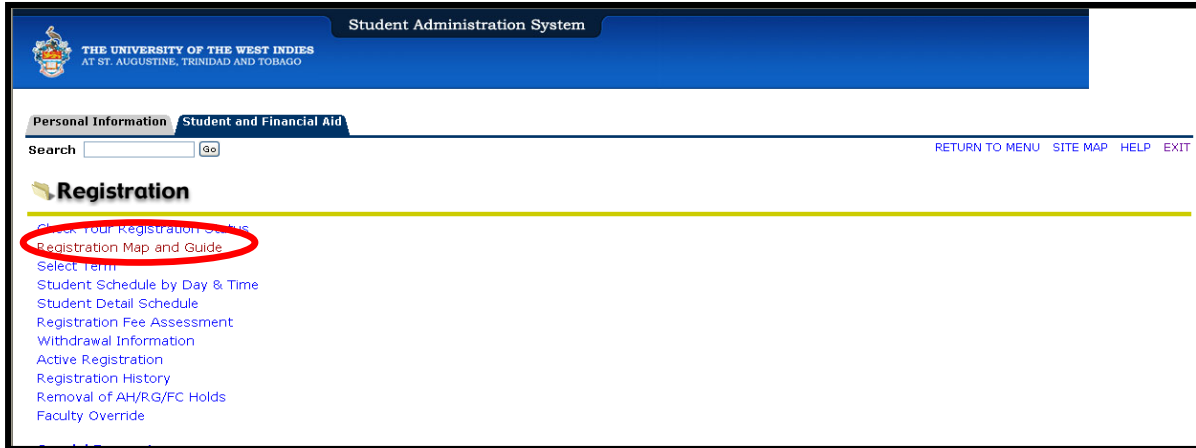
STEP 3: Click Submit Changes. If this is not done the course will **NOT** be dropped.

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*



The screenshot shows the Student Administration System interface for The University of the West Indies. The 'Registration' menu is expanded, and the 'Registration Map and Guide' link is highlighted with a red circle. Other links in the menu include 'Clear Your Registration Status', 'Select Term', 'Student Schedule by Day & Time', 'Student Detail Schedule', 'Registration Fee Assessment', 'Withdrawal Information', 'Active Registration', 'Registration History', 'Removal of AH/RG/FC Holds', and 'Faculty Override'.

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.**

Registration Road Map		
Order of Events	Activity	Status
1	[201910] Enter Semester 1 Courses	** Active **
	[201920] Enter Semester 2 Courses	** Active **
	[201930] Enter Semester 3 Courses	** Registration Closed **
2	Print Fee Sheet	** Active **

PAYMENT OF FEES & FINANCIAL CLEARANCE

Please visit this website for more information (See Step 3 & 4):

<https://sta.uwi.edu/registration/procedure.asp> (insert N1 registration guidelines here)

NEED ASSISTANCE WITH WEB REGISTRATION.

Contact the SAS Unit:

Telephone : (868) 662-2002 Exts: 83969, 83971, 83917 and 83972

Email: support@sta.uwi.edu.