GR STUDENT REGISTRATION INSTRUCTION GUIDE

BANNER STUDENT ADMINISTRATION SYSTEM
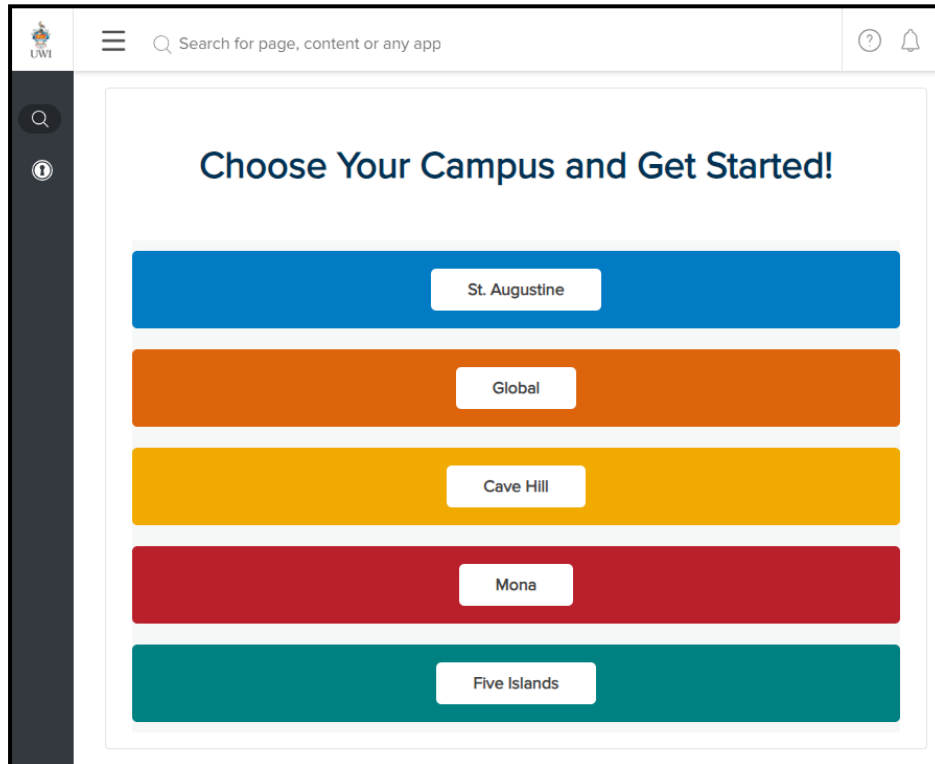
Updated May 2024
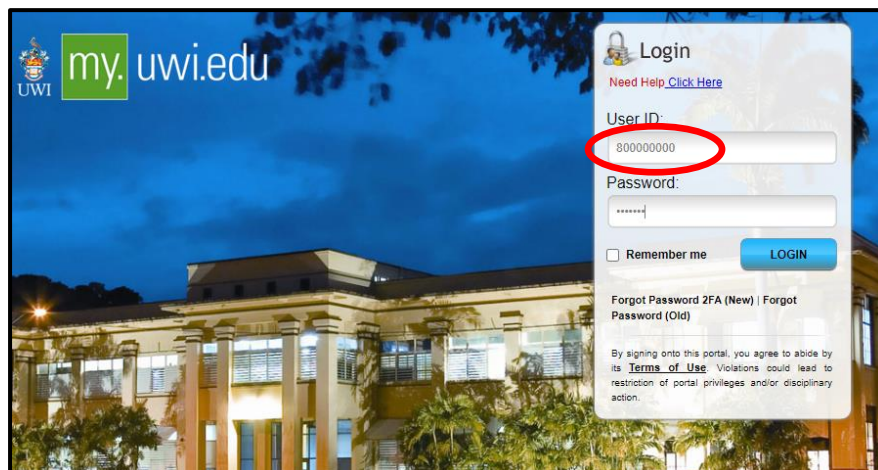
Contents

SIGN IN TO THE STUDENT PORTAL

▪ To access the student portal (my.uwi.edu) use the following link: UWI St. Augustine

▪ Select your Campus (St. Augustine)
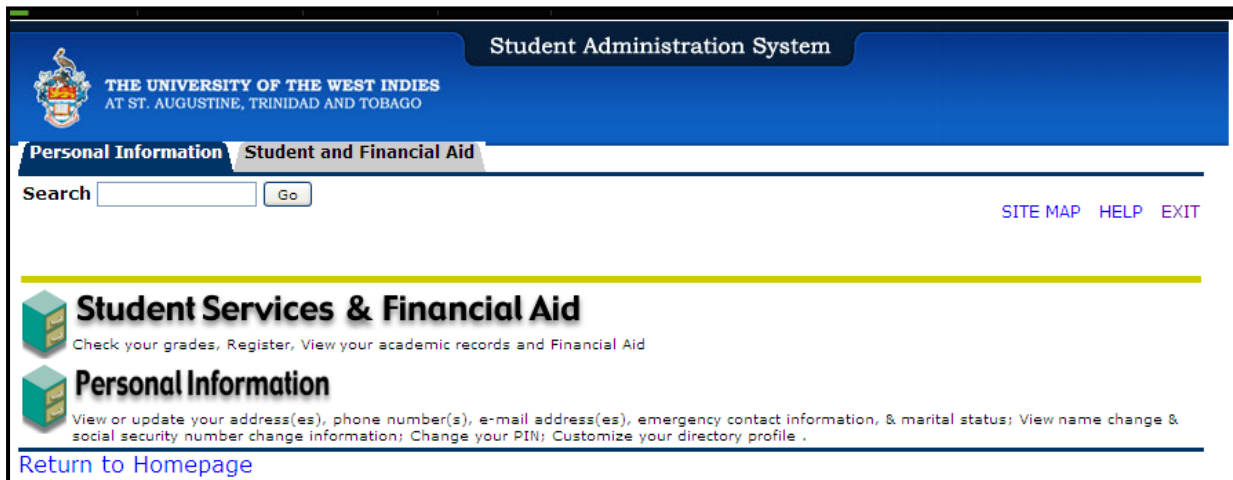

▪ Under **Login** enter you student **UWI ID Number.**

▪ 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.
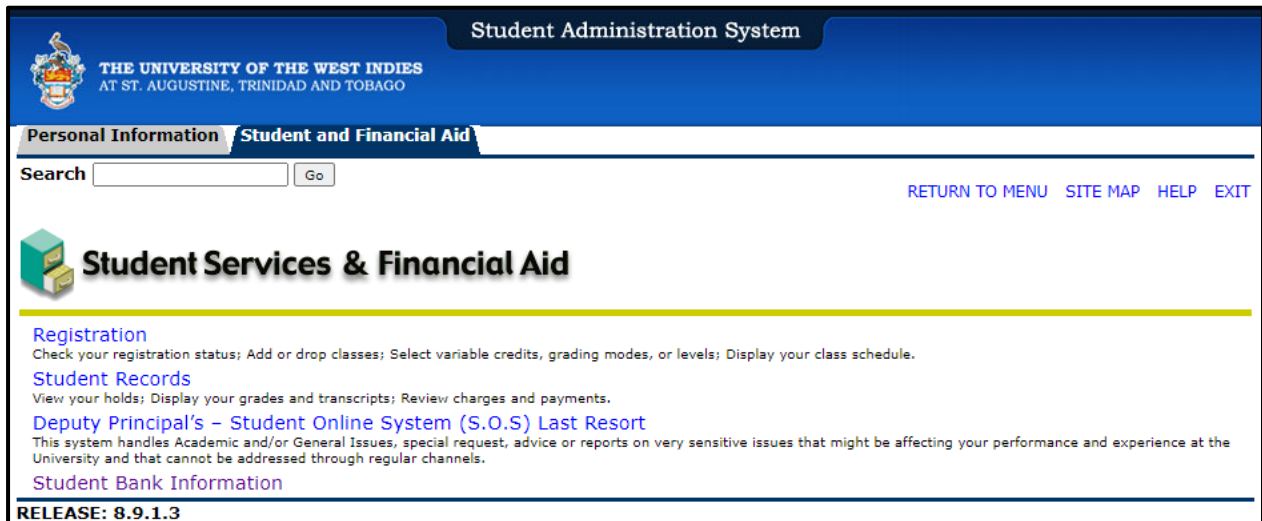
▪ Click the blue button that says **LOGIN.**

REGISTRATION PROCESS

STEP 1: Once your login was successful**,** You will be taken to your portal home page. Under the heading **My Apps** on the right of the page, select third icon from left to enter the **mySecureArea**, to register for your courses.
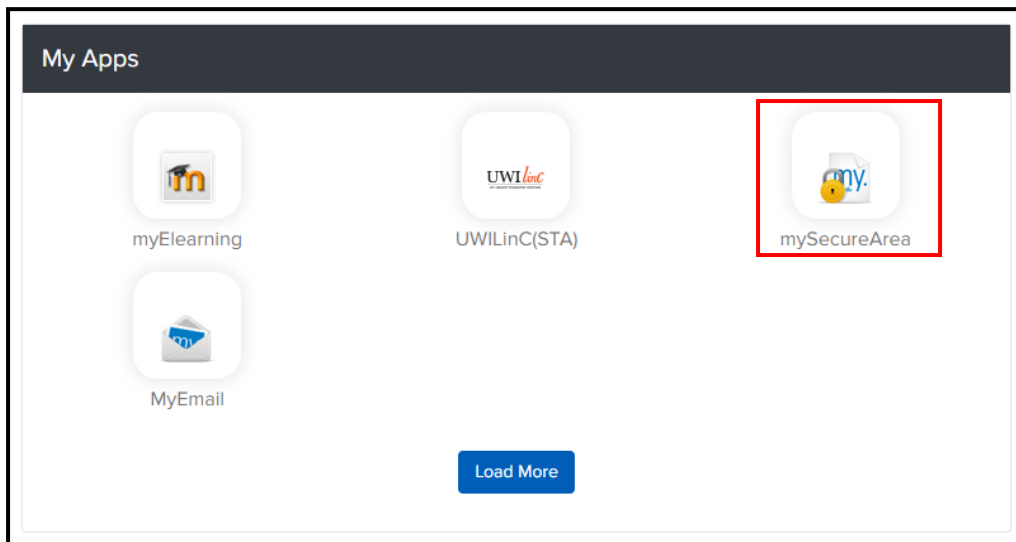
STEP 2: Click on **Student Services & Financial Aid**
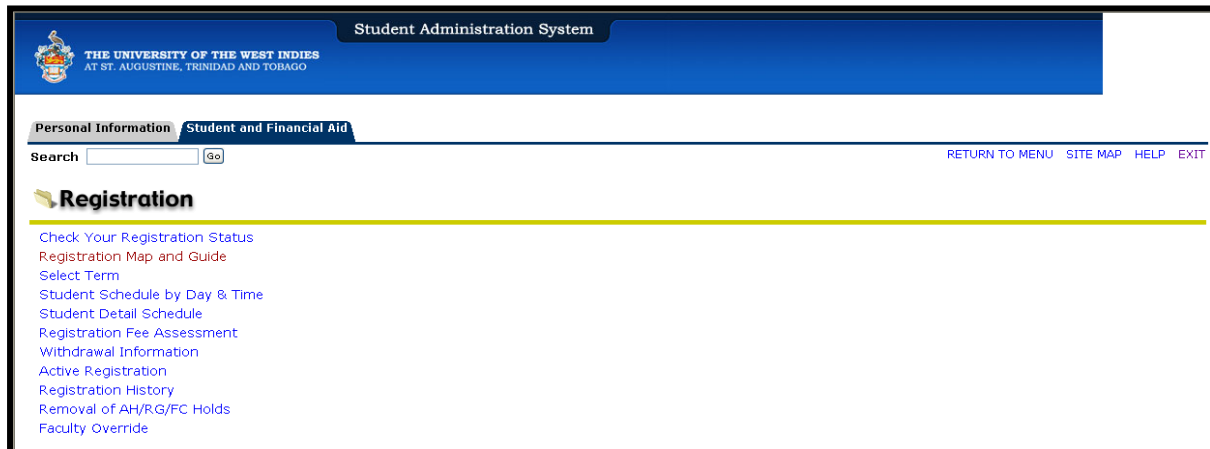
STEP 3: Select **Registration**

STEP 4: Select **Registration Map and Guide**

STEP 5: Registration Road Map

- For Semester 1 courses – select the link **Enter Semester 1 Courses**
- For Yearlong courses – Select the link **Yearlong Courses**
- For Semester 2 courses- Select the link **Enter Semester 2 Courses**
- For Semester 3 courses- Select the link **Enter Semester 3 courses**

Registration Road Map

Registration Road Map

Order of Events	Activity	Status
1	[202410] Enter Semester 1 Courses	** Active **
	[202420] Enter Semester 2 Courses	** Active **
	[202430] Enter Semester 3 Courses	** Registration Closed **
2	Print Fee Sheet	** Active **
3	Enroll in FEE Pay / Online Payments	** Active **
4	Check Financial Clearance	** Active **

RELEASE: 6.2

STEP 6: Click Class Search. Select the correct course code (e.g. GOVT), then click course search.

Look-Up Classes to Add:

Use the selection options below to search the class schedule for the
You may choose any combination of fields to narrow your search, bu
least one Subject. When your selection is complete, click Get Classes
Return to Registration Map

Subject:
GOVN-Governance
GOVT-Government
GRSM-Graduate Seminar
HEPR-Health Promotion
HIST-History
HORT-Horticulture
HOTL-Hotel Restaurant Mgmt
HRNM-Human Resource Management
HUAN-Human Anatomy
HUEC-Human Ecology

[Course Search] [Advanced Search]

STEP 7: Select the correct course, (e.g. GOVT 6002) then click **View Sections**.

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

Once the **_Web Registered_** message displays, you have successfully registered for the course.

STEP 9: Download Fee Sheet using the 'Print Fee Sheet' link

STEP 10: Enroll in FEE Pay/Online Payments

For further information on Payment of Fees and Automated Financial Clearance, refer to Step 5 in the following link: https://sta.uwi.edu/registration/procedure.asp

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.**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on 28 Nov, 2019	++Web Drop++ ▼	27747	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: 28 Nov, 2019 01:37 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.

GR COURSE SECTION GUIDE

Note: Students admitted under GPA programmes from the 2021/2022 Academic Year, are advised to register for the 'NEW GPA SECTION CODES' as identified in the table below:

NON GPA SECTION CODE	NEW GPA SECTION CODE	STUDENT LEVEL	DEFINITION
S01	**SG1**	GR	· Full-Time or Part-Time Students
BEL	**BGL**	GR	· EDULINK Courses taught by University of Belize
G01	**GG1**	GR	· Graduate courses done by students under Guyana Campus (FEN)
GUY	**GGL**	GR	· EDULINK Courses taught by University of Guyana
LCH	**LCG**	GR	· LLM Courses hosted by Cave Hill Campus
LMN	**LMG**	GR	· LLM Courses hosted by Mona Campus
LSA	**LSG**	GR	- LLM Courses hosted at St. Augustine Campus
SAL	**SAG**	GR	· Sir Arthur Lewis (SALISES)
SUR	**SGR**	GR	· EDULINK Courses taught by Anton De Kom, University of Suriname
TTR	**TGR**	GR	- EDULINK Courses taught by The University of the West Indies, St. Augustine

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 <u>automatically registers you</u> 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.

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.

WEB REGISTRATION ASSISTANCE:

Contact the SAS Unit:

Email: bannerstusupport@sta.uwi.edu

Phone: 662-2002 exts: 83969, 83970, 83971, 82365, 83916