

UG STUDENT REGISTRATION INSTRUCTION GUIDE

BANNER STUDENT
ADMINISTRATION
SYSTEM

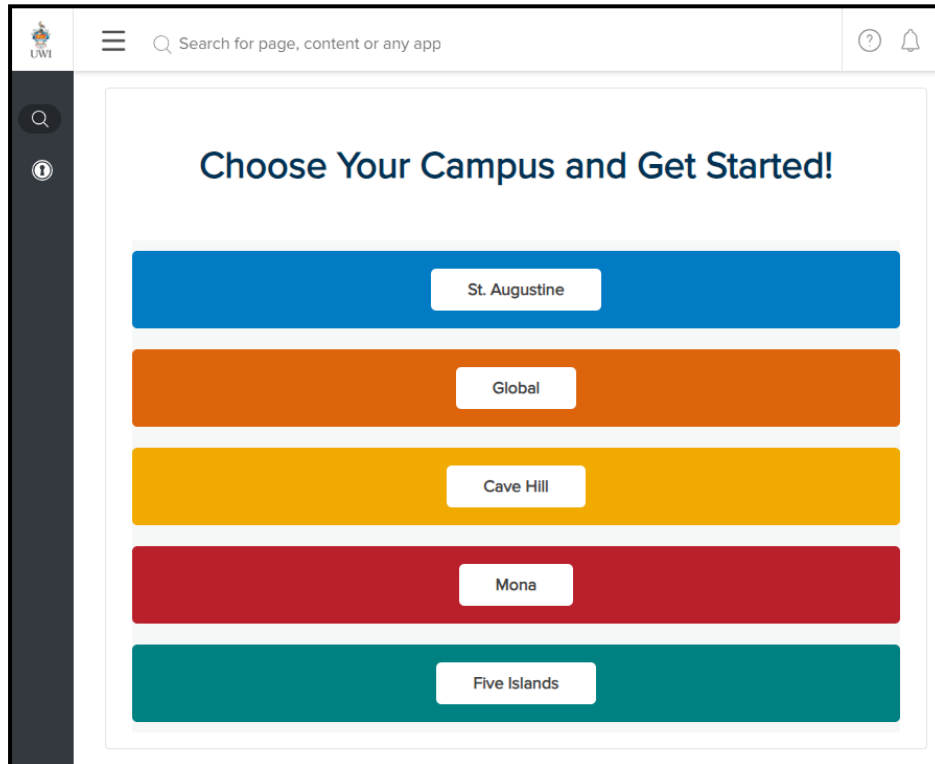
Updated May 2024

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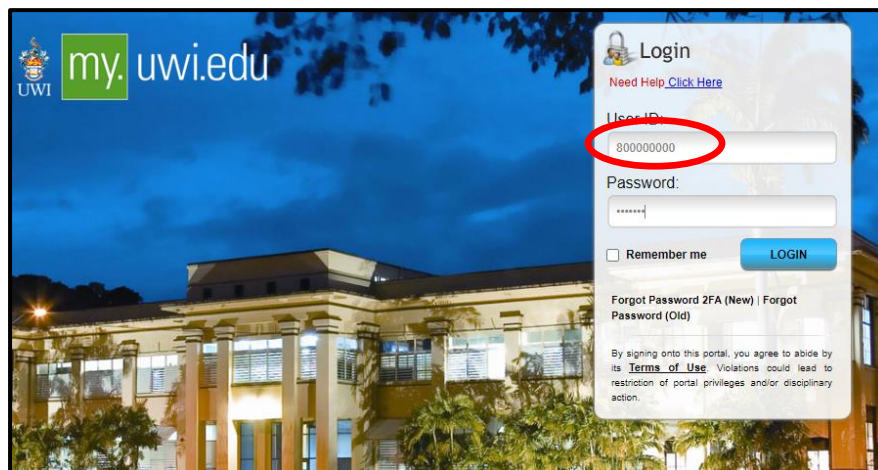
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SIGN IN TO THE STUDENT PORTAL

- To access the student portal (my.uwi.edu) use the following link: [UWI St. Augustine](#)
- Select your Campus (St. Augustine)



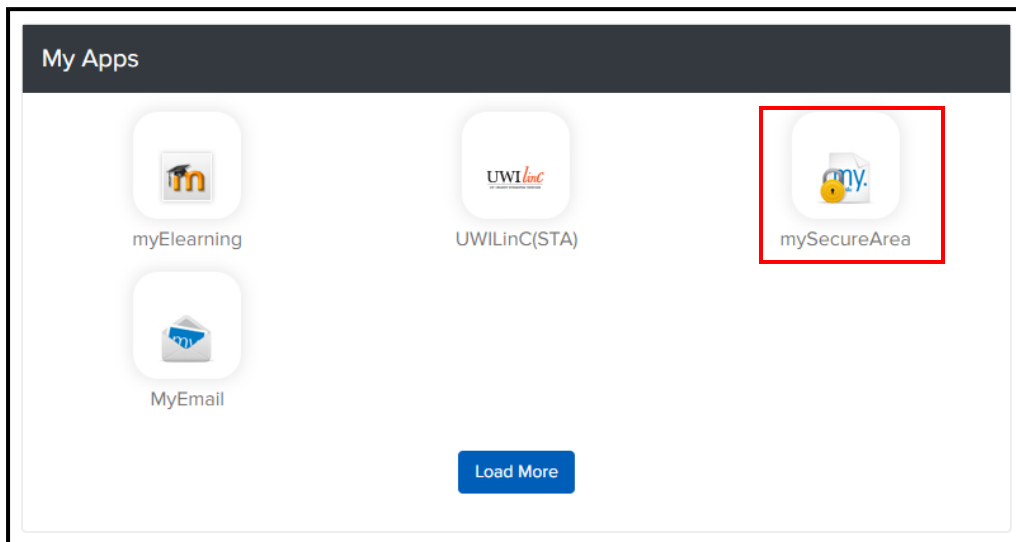
- Under **Login** enter you student **UWI ID Number**.



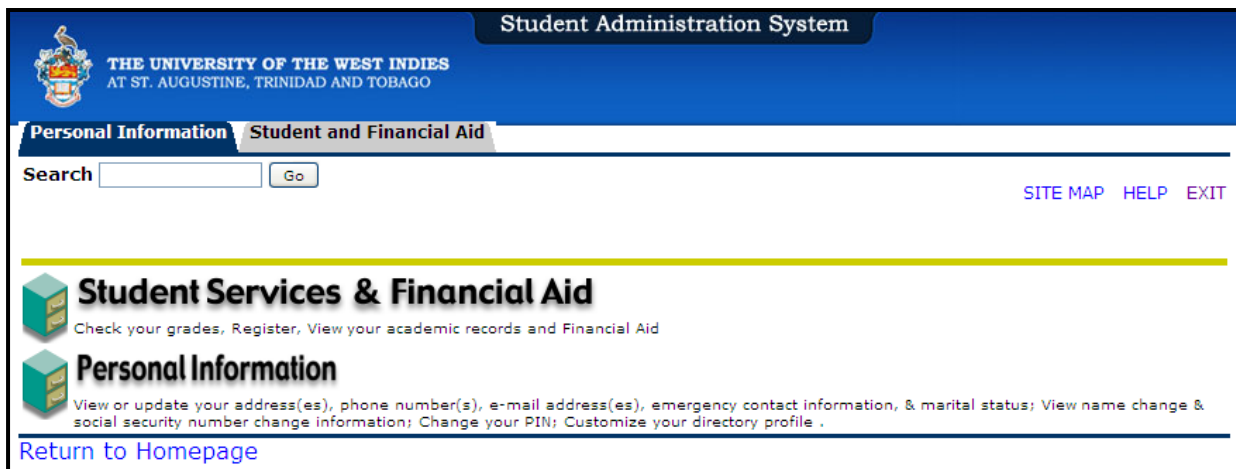
- Under **Password** enter your **date of birth** in the format **YYYYMMDD**. If you are a continuing student who has previously used mySecureArea, myLearning or mySTA email, please use that password.
- Click the blue button that says **LOGIN**.

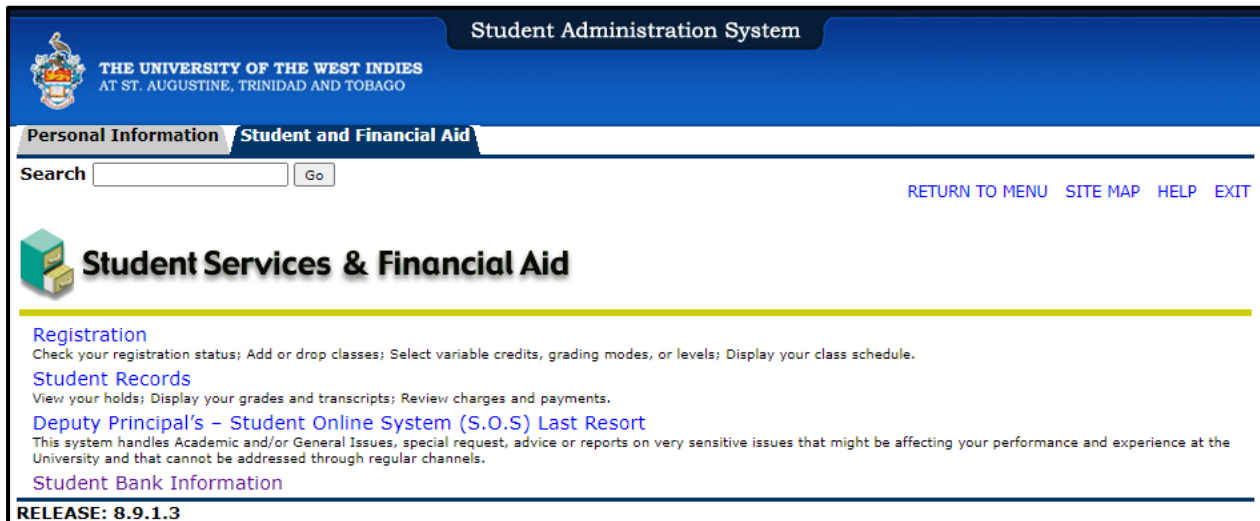
REGISTRATION PROCESS

STEP 1: Once your login was successful, You will be taken to your portal home page. Under the heading **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


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](#)

Student Services & Financial Aid

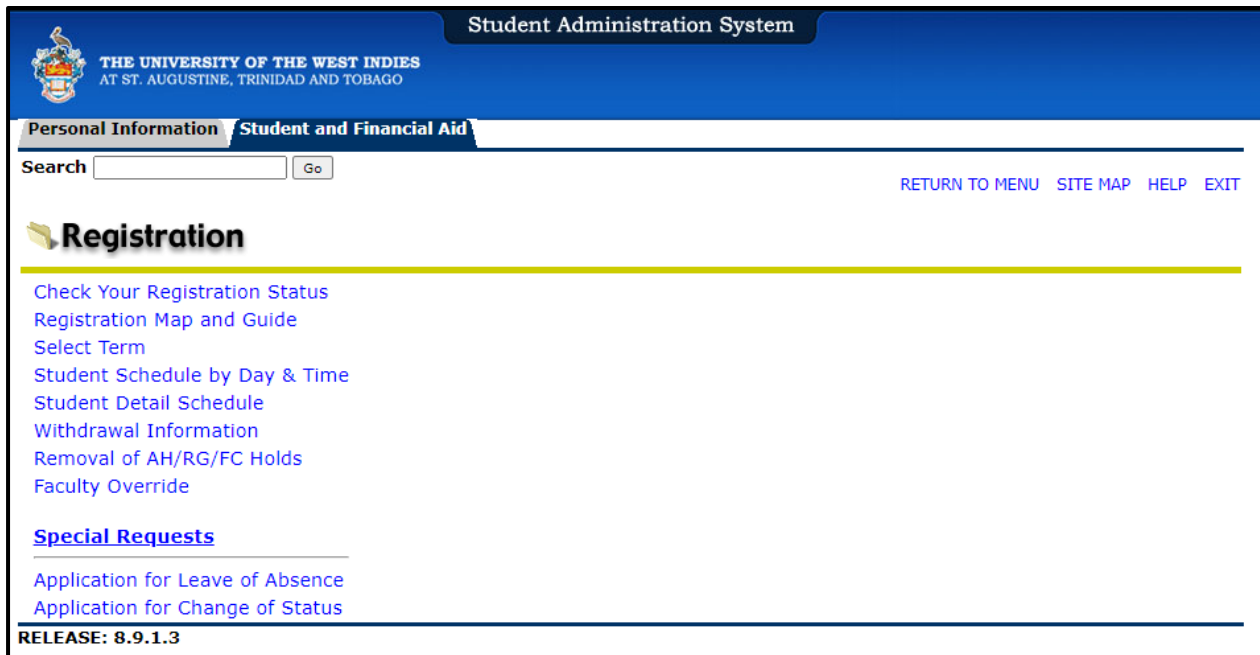
Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

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 experience at the University and that cannot be addressed through regular channels.

Student Bank Information

RELEASE: 8.9.1.3

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](#)

[Withdrawal Information](#)

[Removal of AH/RG/FC Holds](#)

[Faculty Override](#)

Special Requests

[Application for Leave of Absence](#)

[Application for Change of Status](#)

RELEASE: 8.9.1.3

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		
<i>Registration Road Map</i>		
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, then click course search.

Look-Up Classes to Add:

 Use the selection options below to search the class schedule for the term displayed above. You may narrow your search, but you must select at least one Subject. When your selection is complete, click [Return to Registration Map](#)

Subject:

- ACCT-Accounting
- ACTS-Actuarial Science
- ADRR- Agri-Env Disaster Risk
- AENG-Agricultural Engineering
- AGBU-Agribusiness
- AGCP-Agriculture/Crops
- AGEC-Agricultural Economics
- AGEX-Agricultural Extension
- AGLS-Agriculture Livestock
- AGRI-Agriculture

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

Look-Up Classes to Add:

2024/2025 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
2017	Management Accounting I	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	WL	WL	XL	XL	XL	Instructor
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem	
<input type="checkbox"/>	14936	ACCT	1002	CFB	K	3.000	Introduction to Financial Accounting		11:00 am-01:00 pm	5	0	5	0	0	0	0	0	0	Imran Hosein (P), Phillip Maharaj
<input type="checkbox"/>	19715	ACCT	1002	EXC	S	3.000	Introduction to Financial Accounting		11:00 am-01:00 pm	10	0	10	0	0	0	0	0	0	Imran Hosein (P), Phillip Maharaj
<input type="checkbox"/>	14515	ACCT	1002	FSA	S	3.000	Introduction to Financial Accounting		11:00 am-01:00 pm	75	0	75	0	0	0	0	0	0	Imran Hosein (P), Phillip Maharaj
<input type="checkbox"/>	10051	ACCT	1002	S01	S	3.000	Introduction to Financial Accounting		11:00 am-01:00 pm	300	0	300	0	0	0	0	0	0	Imran Hosein (P), Phillip Maharaj
<input checked="" type="checkbox"/>	17747	ACCT	1002	S03	S	3.000	Introduction to Financial Accounting	TBA		0	0	0	0	0	0	0	0	0	TBA
<input checked="" type="checkbox"/>	14795	ACCT	1002	SAL	L	3.000	Introduction to Financial Accounting		11:00 am-01:00 pm	0	0	0	0	0	0	0	0	0	Imran Hosein (P), Phillip Maharaj
<input type="checkbox"/>	14645	ACCT	1002	SVG	V	3.000	Introduction to Financial Accounting		11:00 am-01:00 pm	5	0	5	0	0	0	0	0	0	Imran Hosein (P), Phillip Maharaj

[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 on 28 Nov, 2019	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: 28 Nov, 2019 01:43 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Registration for COCR – Co Curricula courses are the same steps 6-8 above.

STEP 9: Download Fee Sheet using the ‘Print Fee Sheet’ link

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 10: Enroll in FEE Pay/Online Payments

Registration Road Map		
<i>Registration Road Map</i>		
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 **

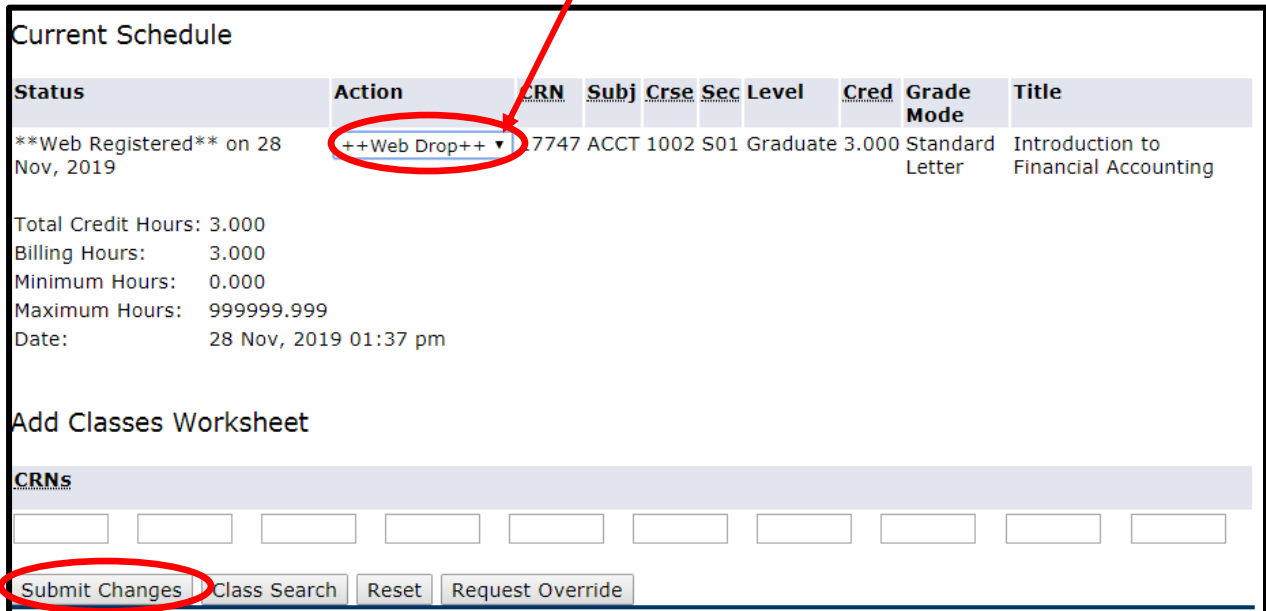
RELEASE: 6.2

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**.



The screenshot displays the 'Current Schedule' interface. At the top, it shows the status: '**Web Registered** on 28 Nov, 2019'. Below this is a table with the following columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade Mode, and Title. The table contains one row for a course with CRN 17747, Subject ACCT, Course 1002, Section S01, Level Graduate, Credit 3.000, Grade Mode Standard Letter, and Title Introduction to Financial Accounting. The 'Action' cell for this row contains a dropdown menu with the option '++Web Drop++' selected and circled in red. A red arrow points from this dropdown to the 'Web Drop' text in the step instructions above. Below the table, there are summary statistics: Total Credit Hours: 3.000, Billing Hours: 3.000, Minimum Hours: 0.000, Maximum Hours: 999999.999, and Date: 28 Nov, 2019 01:37 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 the worksheet, there are four buttons: 'Submit Changes', 'Class Search', 'Reset', and 'Request Override'. The 'Submit Changes' button is circled in red, and a red arrow points from it to the 'Submit Changes' text in the step instructions below.

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

Add Classes Worksheet

CRNs

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

COURSE SECTION GUIDE

SECTION CODE	CAMPUS	LEVEL	STATUS
DDS	St Augustine	UG	Dental Students Only
E01	St. Augustine	UG	Evening Students
ENC	St Augustine	UG	Legacy FEN Students admitted prior to 2014/2015
FSA	St. Augustine	UG	FST & FFA Students registering for FEN & FSS Courses
MBB	St. Augustine	UG	MBBS Students admitted prior to 2018/2019
MBS	St. Augustine	UG	MBBS Students admitted from 2018/2019.
MBS	St. Augustine	UG	MBBS Students admitted from 2018/2019 and 2020/2021 doing PECH courses
MED	St. Augustine	UG	MBBS Students admitted from 2020/2021
S01	St. Augustine	UG & PG	Full-Time Students Part-Time Students Specially Admitted Students
S02	St. Augustine	PG	a. Undergraduate Students registering for Postgraduate courses b. Graduate & Qualifying Graduate Students registering for Undergraduate courses
S03	St. Augustine	UG	Credits & Exemptions section (Administrative registration only)
SAL	Sir Arthur Lewis	UG	Sir Arthur Lewis Campus Students only
SUM	St. Augustine	UG	a. A student who may want to pursue an extra course in the Summer and is paying for the course. b. Students not covered by Gate c. Non-UWI Students
VET	St. Augustine	VM	Vet Med Students Only
EXC	St. Augustine	UG	Exchange Students Only
STA			Study Abroad Students Only
UEX			Inter-Campus Exchange students Only

HOW CAN I REQUEST AN OVERRIDE FOR A COURSE?**STEP 1**

- Register for section of course
- Registration Add Error message is displayed

Personal Information Student and Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Classes: 2009/2010 Semester II
13 Jan, 2010 12:05 pm

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 section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference 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 may not be dropped. When add/drops are complete click Submit Changes.

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 on 02 Sep, 2009		20857	ECNG	3020	S01 Undergraduate	6.000	Standard Letter	Special Electrical Engineering Project
Web Registered on 13 Jan, 2010	None	20623	ECNG	2009	S01 Undergraduate	3.000	Standard Letter	Control Systems

Total Credit Hours: 9.000
Billing Hours: 9.000
Maximum Hours: 22.000
Date: 13 Jan, 2010 12:05 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title	Override Permitted
MAJOR RESTRICTION	21301	MGMT	1022	E01 Undergraduate	3.000	Standard Letter	Introduction to Banking	No
CAMPUS RESTRICTION								
LEVEL RESTRICTION	24588	ECNG	6603	S01 Graduate	3.000	Pre-GPA	Modern Control Strategies	Yes

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Request Override

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

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered		on 18 Aug, 2009	20748	IENG	3012 S01	Undergraduate	6.000	Standard Letter Industrial Engr Project

Total Credit Hours: 6.000
 Billing Hours: 6.000
 Maximum Hours: 22.000
 Date: 06 Oct, 2009 11:35 am

Registration Add Errors

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title	Override Permitted
MAJOR RESTRICTION	20444	CHNG	2008 S01	Undergraduate	2.000	Standard Letter	Chemical Engineering Practice	Yes

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

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**

Use this interface to submit or cancel an override request to the Faculty to add a class. You can only request an override for a class you tried to add but received a registration add error. You must state why you wish to add the class. To submit an override request, select the course from list displayed in the "Select Course" box. To cancel an override request, click on "Delete" in the "Action" box of the request. After you have completed your selections, click Submit Changes.

Multiple override requests for a single course are not allowed.

Once this request is deleted you will be unable to re-submit.

[Click here for more on Faculty Overrides.](#)

Submitted Override Requests

CRN	Course	Stream	Action	Course	Title	Status/Over-ride(s)	Needed	Note to Lecturer

Override Request Course Selection

* Course	* Why do you wish to add course?
24588 - ECNG6603 (S01)	It is an area that I interested in pursuing at the Post Graduate level.

***** -required field.**

- Requests can be viewed in the **Submitted Override Requests** section.

Submitted Override Requests

CRN	Course	Stream	Action	Course Title	Status/Over-ride(s) Needed	Note to Lecturer
24588	ECNG6603	S01	Delete	Modern Control Strategies	LEVEL RESTRICTION	It is an area that I interested in pursuing at the Post Graduate level.

Override Request Course Selection

* **Course** * **Why do you wish to add course?**

Select Course

*** -required field.

Once an override request is approved by the faculty, the Electronic Override System automatically registers the student 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:

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.
[Return to Registration Map](#)

Sections Found
MGMT-Management

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem				
<input type="checkbox"/>	21301	MGMT	1022	E01	E	3.000	Introduction to Banking	TBA		30	0	30	0	0	0	0	0	0	Jerome Singh (P), Chandra Bhatnagar	01/24-05/12	TBA	
<input type="checkbox"/>	23991	MGMT	2003	P5A	S	3.000	Principles of Marketing	09:00 am-10:00 am		200	0	200	0	0	0	0	0	0	Andrew Inniss (P), Barney G. Pacheco	01/24-05/12	TBA	
<input checked="" type="checkbox"/>	21483	MGMT	2003	S01	S	3.000	Principles of Marketing	TBA		0	1	-1	0	0	0	0	0	0	Andrew Inniss (P), Barney G. Pacheco	01/24-05/12	TBA	
<input type="checkbox"/>	22781	MGMT	2003	SAL	S	3.000	Principles of Marketing	TBA		100	0	100	0	0	0	0	0	0	Andrew Inniss (P), Barney G. Pacheco	01/24-05/12	TBA	

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.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Override Permitted
CLOSED SECTION	21483	MGMT	2003	S01	Undergraduate	3.000	Standard Letter		Principles of Marketing	Yes

Add Classes Worksheet

CRNs

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*

The screenshot displays the 'Submitted Override Requests' section of the SAS system. It features a table with the following data:

CRN	Course	Stream Action	Course Title	Status/Over-ride(s) Needed, Note to Lecturer
24588	ECNG6603 S01	Delete	Modern Control Strategies	LEVEL RESTRICTION It is an area that I interested in pursuing a

Below the table is the 'Override Request Course Selection' form. It includes a dropdown menu for 'Course' and a text area for 'Why do you wish to add course?'. A message below the form states: '*** -required field.' At the bottom of the form are two buttons: 'Submit Request' and 'Reset'.

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