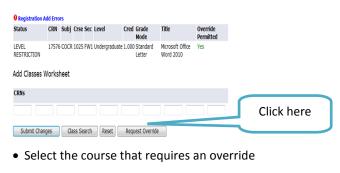
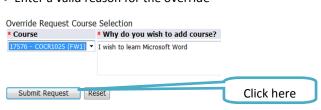


At this point you should have been registered. However, if you exceed your credit limit you may continue as follows:

### Request Override



• Enter a valid reason for the override





## Check your registration status



Once your override is approved, you'll be registered automatically, so be sure to check back regularly to verify your registration!

Created: 1st July 2013



## STEP 1

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### Consult the COCR Booklet

Consult with the COCR booklet using the following link and decide which COCR course (s) you would like to do . <a href="http://sta.uwi.edu/cocurricular/documents/">http://sta.uwi.edu/cocurricular/documents/</a> <a href="https://sta.uwi.edu/cocurricular/documents/">NEWcocurricular2013-14Finalbooklet-WEB.pdf</a>

# STEP 2



Determine course section/ CRN for your chosen course(s)

## a) For Timetabled Courses

Please take note of the course registration number (CRN), by going to

http://www2.sta.uwi.edu/timetable

Some courses are repeated throughout the week. You need to choose the CRN that is most appropriate to you.

## b) None Timetabled Courses

If you wish to pursue Minding SPEC or any of the Microsoft Office courses fully online, take note of the course sections below:

Course Code	Section	Course Title
COCR 1001	MS1	Minding SPEC
COCR1025	OW1	Microsoft Office Word 2010
COCR1026	OE1	Microsoft Office Excel 2010
COCR1027	OP1	Microsoft Office PowerPoint
		2010
COCR1028	001	Microsoft Office Outlook 2010
COCR1029	OA1	Microsoft Office Access 2010



# STEP 3

### Login to the student Portal

- 1. Go to http://my.uwi.edu
- 2. Select St. Augustine, Trinidad and Tobago
- 3. Enter Student ID & Password
- 4. Click Login



# STEP 4

## Go to mySecureArea

Select the **mySecureArea** icon from the Launch Pad



## STEP 5



## **Select Registration**



# Student Services & Financ

Registration
Check your registration status; Add or drop classes; Select
Student Records
View your holds; Display your grades and transcripts; Revii

Click Here

## 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 Special Requests

Application for Leave of Absence Application for Change of Status

## Registration Road Map



## STEP 6



### Enter CRN for your chosen course

