

STEP 7

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

Request Override

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Title	Override
LEVEL RESTRICTION	17576	COCR	1025	FW1	Undergraduate	1.000	Standard Letter	Microsoft Office Word 2010	Yes

Add Classes Worksheet

CRNs

Click here

- Select the course that requires an override
- Enter a valid reason for the override

Override Request Course Selection

* Course * Why do you wish to add course?

Click here

STEP 8

Check your registration status

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](#)

Click here

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



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

CO-CURRICULAR COURSES



REGISTRATION QUICK REFERENCE

2013/2014

STEP 1

Consult the COCR Booklet

Consult with the COCR booklet using the following link and decide which COCR course (s) you would like to do .

<http://sta.uwi.edu/cocurricular/documents/NEWcocurricular2013-14Finalbooklet-WEB.pdf>

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	OO1	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

Personal Information Student and Financial Aid

Search Go



Registration

Check your registration status; Add or drop classes; Select

Student Records

View your holds; Display your grades and transcripts; Revi

Click Here

Registration

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Registration Road Map

Registration Road Map

Order of Events Activity Status

Order of Events	Activity	Status
1	[201310] Enter Semester 1 Courses	** Active **
	[201320] Enter Year Long Courses	** Registration Closed **
	[201330] Enter Semester 3 Courses	** Registration Closed **

Click Here

2 Print Fee Sheet ** Active **

3 Check Financial Clearance ** Active **

STEP 6

Enter CRN for your chosen course

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already entered a Reference Number (CRN) in the Add Class table, Classes may be dropped by using the Class Search button.
If you are unsure of which classes to add, click Class Search to view the Add Classes Worksheet.
Return to Registration Map

First enter required CRN

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Request Override

Then click here

Return to Registration Map