

GR STUDENT REGISTRATION INSTRUCTION GUIDE

BANNER STUDENT
ADMINISTRATION
SYSTEM

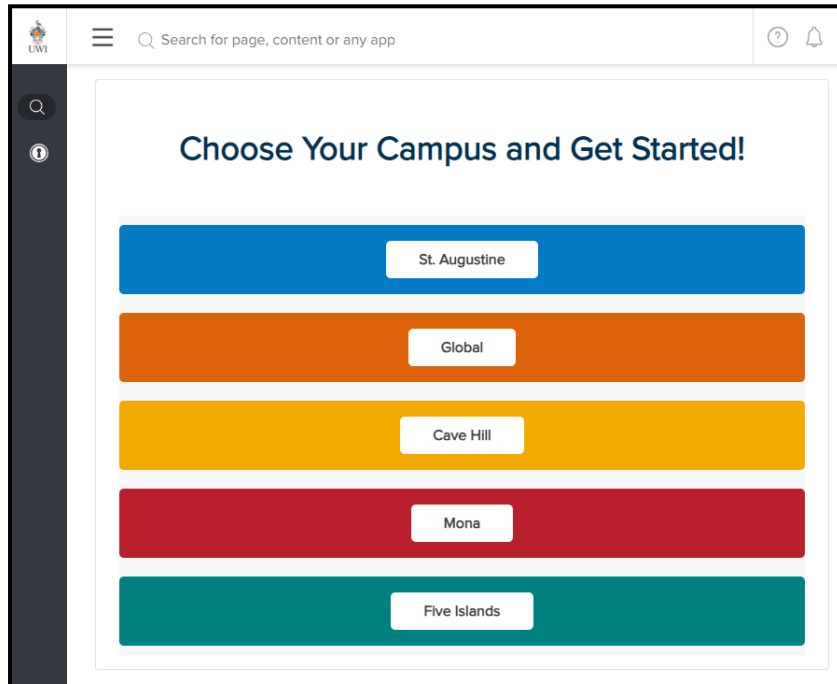
Updated June 2025

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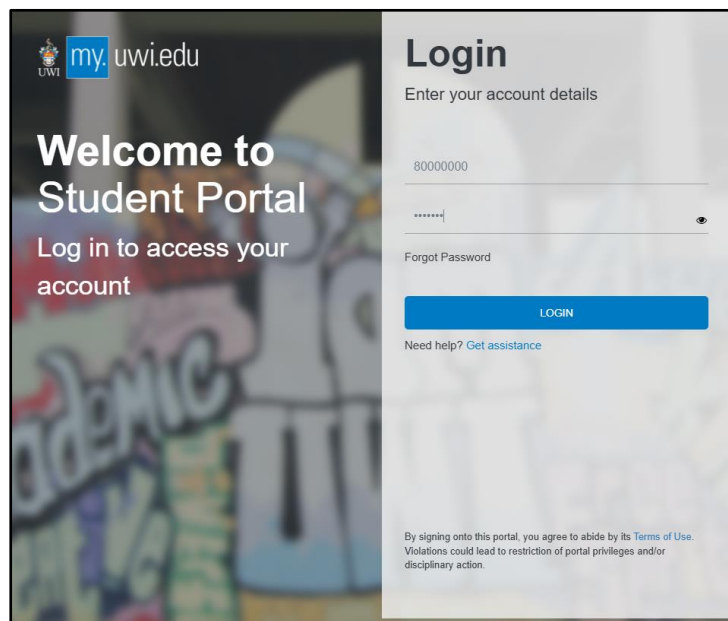
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SIGN IN TO THE STUDENT PORTAL

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



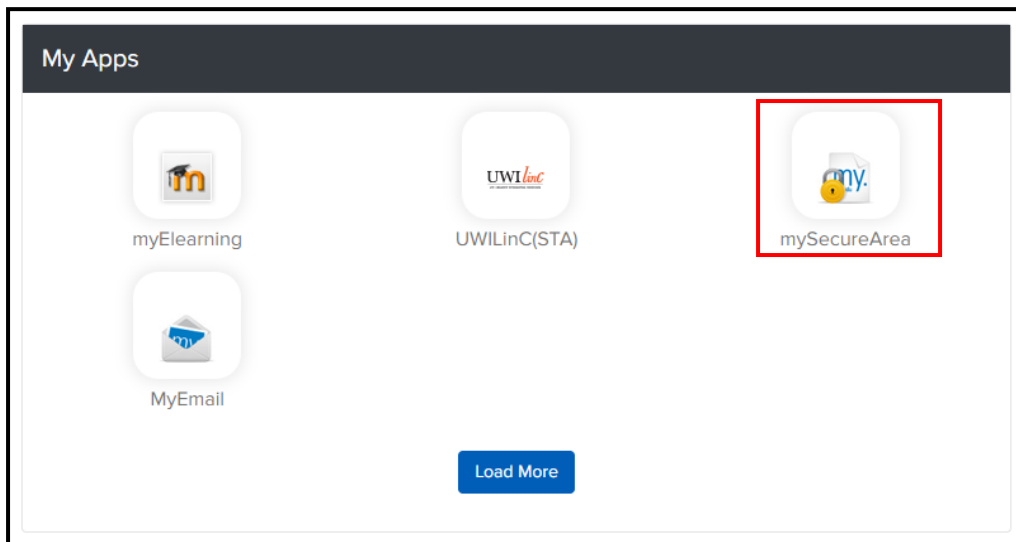
- Under **Login** enter you student **UWI ID Number**.



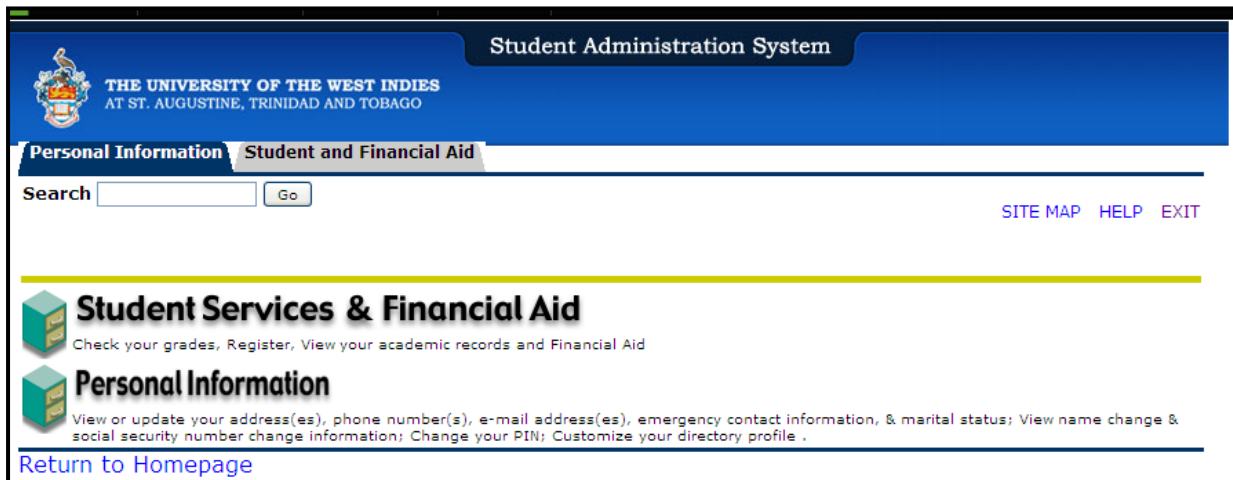
- Under **Password** enter your **date of birth** in the format **YYYYMMDD**. If you are a continuing student who has previously used mySecureArea, myLearning or mySTA email, please use that password.
- Click the blue button that says **LOGIN**.

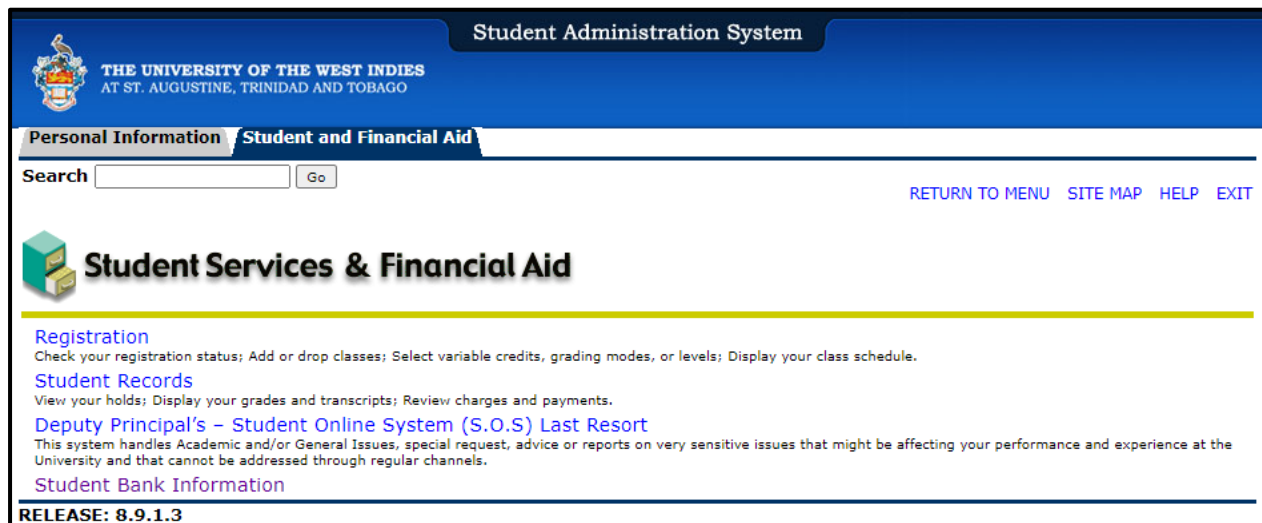
REGISTRATION PROCESS

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.

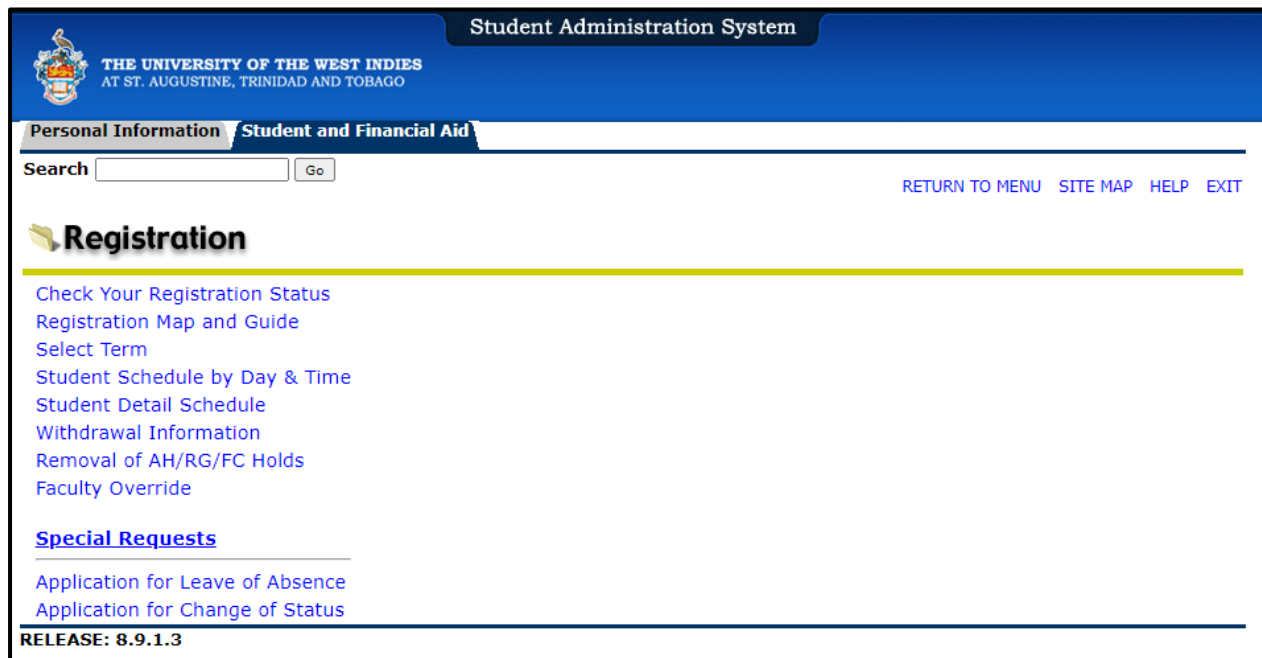


STEP 2: Click on **Student Services & Financial Aid**



STEP 3: Select Registration

The screenshot displays the 'Student Administration System' interface for The University of the West Indies. The header includes the university's name and logo. Below the header, there are tabs for 'Personal Information' and 'Student and Financial Aid'. A search bar is present with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Student Services & Financial Aid' and lists several options: 'Registration' (with a description: 'Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.'), 'Student Records' (with a description: 'View your holds; Display your grades and transcripts; Review charges and payments.'), 'Deputy Principal's – Student Online System (S.O.S) Last Resort' (with a description: '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.'), and 'Student Bank Information'. At the bottom, it says 'RELEASE: 8.9.1.3'.

STEP 4: Select Registration Map and Guide

The screenshot displays the 'Student Administration System' interface for The University of the West Indies. The header includes the university's name and logo. Below the header, there are tabs for 'Personal Information' and 'Student and Financial Aid'. A search bar is present with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Registration' and lists several options: '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', and 'Faculty Override'. Below these, there is a section for 'Special Requests' with links for 'Application for Leave of Absence' and 'Application for Change of Status'. At the bottom, it says '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		
Order of Events	Activity	Status
1	[202510] Enter Semester 1 Courses	** Active **
	[202520] Enter Semester 2 Courses	** Active **
	[202530] 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 t
 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

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

6002	Methods of Political Research	View Sections
6003	Political Sociology I	View Sections
6005	Political Theory	View Sections
6010	MSc Govt Research Project	View Sections

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

Sections Found												
GOVT-Government												
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem
☐	10103	GOVT	6002	S01	S	4.000	Methods of Political Research		TBA	40	0	40
☐	20567	GOVT	6002	S03	S	4.000	Methods of Political Research	TBA		0	0	0
☒	22924	GOVT	6002	SG1	S	4.000	Methods of Political Research	TBA		10	0	10
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 section. 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 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
Registered on 18 Aug, 2021		10469	PRMG	6001	S01	Graduate	3.000	GR	GPA	Project Leadership and Organisational Behaviour
Web Registered on 18 Aug, 2021	[None]	22924	GOVT	6002	SG1	Graduate	4.000	GR	GPA	Methods of Political Research

Total Credit Hours: 7.000
 Billing Hours: 7.000
 Minimum Hours: 0.000
 Maximum Hours: 75.000
 Date: 18 Aug, 2021 01:53 pm

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

Registration Road Map		
<i>Registration Road Map</i>		
Order of Events	Activity	Status
1	[202510] Enter Semester 1 Courses	** Active **
	[202520] Enter Semester 2 Courses	** Active **
	[202530] 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	[202510] Enter Semester 1 Courses	** Active **
	[202520] Enter Semester 2 Courses	** Active **
	[202530] 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**.

Current Schedule

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

Add Classes Worksheet

CRNs

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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

The screenshot shows the 'Add/Drop Classes' interface. At the top, there are tabs for 'Personal Information' and 'Student and Financial Aid'. A search bar is present with a 'Go' button. The page title is 'Add/Drop Classes:' and the date/time is '2009/2010 Semester II 13 Jan, 2010 12:05 pm'.

Below the title, there is an information icon and a paragraph explaining the interface. A link 'Return to Registration Map' is provided. The 'Current Schedule' section shows a table with columns: Status, Action, CRN, Subj, Crse, Sec Level, Cred, Grade Mode, Title. Two rows are listed:

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

Below the table, summary statistics are shown: Total Credit Hours: 9.000, Billing Hours: 9.000, Maximum Hours: 22.000, Date: 13 Jan, 2010 12:05 pm.

A red 'X' icon and the text 'Registration Add Errors' are displayed. Below this is a table with columns: Status, CRN, Subj, Crse, Sec Level, Cred, Grade Mode, Title, and Override Permitted. Three rows of errors are listed:

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

Below the errors, there is an 'Add Classes Worksheet' section with a row of input boxes for CRNs. At the bottom, there are four buttons: 'Submit Changes', 'Class Search', 'Reset', and '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

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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 you 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				
☐	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	
☐	23991	MGMT	2003	PSA	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	
☒	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	
☐	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

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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**

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 a

Override Request Course Selection

* Course * Why do you wish to add course?

Select Course Enter a reason for requesting an Override.

*** -required field.

Submit Request 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.

FOR WEB REGISTRATION AND BANNER RELATED ASSISTANCE:

Contact the SAS Unit:

Email: STA-bannerstusupport@sta.uwi.edu

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