

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	17576	COCR	1025	FW1	Undergraduate	1,000	Standard	Microsoft Office	Yes
RESTRICTION							Letter	Word 2010	

Add Classes Worksheet

CRNs

Click here

Submit Changes Class Search Reset Request Override

- 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?
17576 - COCR1025 (FW1) I wish to learn Microsoft Word

Submit Request Reset

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



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

CO-CURRICULAR COURSES



REGISTRATION QUICK REFERENCE

2016/2017

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

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

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

Please take note of the course registration number (CRN), which will be needed for Step (6) ,by going to:

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

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 2013
COCR1026	OE1	Microsoft Office Excel 2013
COCR1027	OP1	Microsoft Office PowerPoint 2013
COCR1028	OO1	Microsoft Office Outlook 2013
COCR1029	OA1	Microsoft Office Access 2013

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

Student Services & Financial Aid

Registration Click Here

Check your registration status; Add or drop classes; Select

Student Records

View your holds; Display your grades and transcripts; Revi

Registration

- Check Your Registration Status
- Registration Map and Guide Click Here
- Select Term
- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Active Registration
- Registration History
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Special Requests

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Registration Road Map

Registration Road Map

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 **
2	Print Fee Sheet	** Active **
3	Check Financial Clearance	** Active **

Click Here

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 'Drop' button.

If you are unsure of which classes to add, click Class Search to search for classes. Return to Registration Map

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset Request Override

[Return to Registration Map](#)

First enter required CRN

Then click here