2007/2008 Registration
ONLINE REGISTRATION GUIDELINES

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LOGON TO SAS
1. Go to the SAS Web Site
   • The SAS Web site is accessed from the UWI Mona home page at http://www.mona.uwi.edu/
     Click on Online Systems (in the left panel)
     Then select ‘Registration system: Students’
   OR
   • Click on the SAS Icon located on the UWI Mona home page
   OR
   • Direct access using the Web address http://sas.uwimona.edu.jm:9010
2. Click on Enter Secure Area
3. Type your ID number in the space provided e.g. 05132654
4. Enter your Password: The default is your date of birth in the format DDMMYY.
   Note that the format of the default password has changed and it is case sensitive
5. Click on Login
6. The “MAIN MENU” will be displayed
   • Personal Information
   • Student Services
ADD COURSES

Note: Students must register for both Semester I and II Courses at the start of the Academic year, however, they will be required to select for each semester separately.

1. Go to the Registration Menu
   Click on the Student Services link
   Click on Registration

2. Click on the Add/Drop Classes link.

3. Select the appropriate term (choose from the drop down menu) and click Submit

4. In the Add Classes Worksheet area, enter the CRN for each course (NOT the course code).
   i) Type in the CRN* for each course if you know it
      OR
   ii) Click on Class Search to look for courses and CRN

* CRN stands for Course Reference Number. It is a unique code assigned by the system to each stream/section of a course.

5. Click on Submit Changes

6. Review System Output
   - **Web Registered** - Course Criteria Satisfied and the course selection is complete.
   - Registration Add Errors - Course Criteria NOT Satisfied. A message will appear listing all the courses where the course criteria was not satisfied. Before such courses can be added to the record, the student must receive permission from the Faculty by requesting a course override.
     - Student can:
       a. Choose another course
       OR
       b. Request an Override
REGISTRATION ADD ERRORS
When a Course Criteria is NOT Satisfied, a message will appear when the student attempts to add the course to their record. Course Criteria include the Departmental and Faculty criteria identified below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite</td>
<td>UWI Course(s) that the student must have already passed.</td>
<td>PREQ and TEST SCORE-ERROR</td>
</tr>
<tr>
<td>Co-requisite</td>
<td>UWI Course(s) that the student must be registered for in the same semester.</td>
<td>CORQ_ZZ 001 10000 REQ</td>
</tr>
<tr>
<td>Test Score</td>
<td>Non-UWI Course(s) that the student must have already passed, e.g. CXC, A’Level, CAPE, etc.</td>
<td>PREQ and TEST SCORE-ERROR</td>
</tr>
<tr>
<td>Credit limits</td>
<td>Limit on the maximum number of credits a student can register for in a semester, without Faculty approval.</td>
<td>MAXIMUM HOURS EXCEEDED</td>
</tr>
<tr>
<td>Quotas</td>
<td>Limit on the number of students allowed to register in the stream/section of a course.</td>
<td>CLOSED SECTION</td>
</tr>
<tr>
<td>Student Restrictions</td>
<td>Stream/Section of the course restricted to a specified group of students, e.g. History Majors, Faculty of Social Sciences students, Final Year students, etc.</td>
<td>PROGRAM RESTRICTION</td>
</tr>
<tr>
<td>Repeat Course Already Passed</td>
<td>Students cannot register for courses they have already passed in their current programme</td>
<td>RPT HRS EXCEED</td>
</tr>
<tr>
<td>Faculty Regulations</td>
<td>Exceeded 12 credit limit for number of Out of Faculty Level I courses allowed for BA students.</td>
<td>Faculty Regulation (1)</td>
</tr>
<tr>
<td></td>
<td>Exceeded 12 credit limit for number of Out of Faculty Level II courses allowed for BA students.</td>
<td>Faculty Regulation (2)</td>
</tr>
<tr>
<td></td>
<td>Exceeded 12 credit limit for number of Out of Faculty Level III courses allowed for BA students.</td>
<td>Faculty Regulation (3)</td>
</tr>
<tr>
<td></td>
<td>More than 30 out of faculty Credits (Levels I, II &amp; III combined) for BA students</td>
<td>Faculty Regulation (4)</td>
</tr>
<tr>
<td></td>
<td>Need at least 24 Level I credits before can do a level II course for BA students</td>
<td>Faculty Regulation (5)</td>
</tr>
<tr>
<td></td>
<td>Need at least 24 Level II credits before can do a level III course BA students</td>
<td>Faculty Regulation (6)</td>
</tr>
<tr>
<td></td>
<td>PAS BSc students need at least 18 Level I credits before registering for a level II course</td>
<td>Faculty Regulation (7)</td>
</tr>
</tbody>
</table>

Note: Error Messages may be updated and a complete list of updated messages and their meanings will be available online.
SEARCH FOR COURSES

Note: When selecting a course, you must type the CRN (Course Registration Number) instead of the course code in the Add/Drop screen.

1. Go to the Registration Menu
   Click on the Student Services link
   Click on Registration

2. Click on the Look-up Classes to Add link

3. Select the appropriate term (choose from the drop down menu) and click Submit

4. Enter the course or subject area(s)
   i) Look for a specific Course
      - Click on the subject area and enter the course code. e.g. for MS15B, MS is the subject and 15B is the course number
   ii) Look for all courses in specified subject area(s)
      - Click on a single subject area, or
      - Select multiple subject areas by simultaneously pressing the Ctrl key and clicking on the areas

5. Click on Class Search

6. Choose the course sections you are interested in
   i) Write down the CRN
      OR
   ii) Click the box in the Select column next to the course(s)
      a) Click Add to Worksheet to place the CRN in the Add/Drop page
      OR
      b) Click Register to select the course(s)

Note: A student can also use the Class Search link on the Add/Drop page and repeat steps 4-6.

DROP COURSES

1. Go to the Registration Menu
   Click on the Student Services link
   Click on Registration

2. Click on the Add/Drop Classes link.

3. Select the appropriate term (choose from the drop down menu) and click Submit

4. Select “++Web Drop++” in the Action column next to the course to be dropped.

5. Click on Submit Changes

Note: Once the record is updated, the course remains on the screen with a status of ++Web Drop++. 
REQUEST AN OVERRIDE

1. Go to the Request Course Override Page
   i.) Click on Request Override button on the Add/Drop page
   OR
   ii) Select the Request for Course Error Over-rides link in the Registration Menu

2. Select Course from the drop down list. Only courses that the student previously tried to select that day will appear in the list.

3. Type message to Faculty (optional)

4. Submit Request

5. Check for Override Decision
   o Select the Request for Course Error Over-rides link from the Registration Menu
   o Select Semester/Term and Submit
   o View decisions at the bottom of the page in the Permit/Override Column

<table>
<thead>
<tr>
<th>Permit/Override Message</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Override</td>
<td>Override Request has been Approved by the Department</td>
</tr>
<tr>
<td>Departmental Decline</td>
<td>Override Request has NOT been Approved by the Department</td>
</tr>
<tr>
<td>Faculty Override</td>
<td>Override Request has been Approved by the Faculty</td>
</tr>
<tr>
<td>Faculty Decline</td>
<td>Override Request has NOT been Approved by the faculty</td>
</tr>
</tbody>
</table>

   o Pending override requests are listed at the top of the page

6. Add Approved Courses to Record
   
   **Note:** A course CANNOT be added to a record if the course criteria is not satisfied. Only after the override permission is granted can the course be added to the record.
   
   o If approval is granted after the registration is closed, the students must go to their Faculty office to have courses added to their record.

**Note:** It is the student's responsibility to add the approved course to his/her record.

REQUEST DEAN'S APPROVAL

Students MUST submit their records electronically for Dean's approval once all courses have been selected for the academic year (Semester I & II).

1. Go to the Registration Menu
   Click on the Student Services link
   Click on Registration

2. Click on the Add/Drop Classes link.

3. Click “YES” for Submit to Dean for Approval

4. Click Submit

5. Go to the Registration Status AND Financial Clearance Screen link to check for approval of your academic programme. See Faculty schedule(s) for details on approval dates.

6. Print the Registration Status page as an unofficial copy of the approved academic programme, if desired.
CHANGE OF MAJOR AND/OR ENROLMENT STATUS
1. Go to the Registration Menu
   Click on the Student Services link
   Click on Registration

2. Click on the Request a Change of Major or Enrolment Status link.

3. Select new major(s)/minor(s)/option/special being requested (if applicable).

4. Select new enrolment status (full-time/part-time) being requested (if applicable).

5. Submit request(s) electronically to the faculty for approval.

6. Check for approval.
   Return periodically to the Request a Change of Major or Enrolment Status link. A complete history of all requests made and decisions taken by the faculty will be stored on this page.

VIEW RESULTS
1. Go to the Registration Menu
   Click on the Student Services link
   Click on Student Records

2. Click on View Un-Official Transcript (Examination Results) link.
   A complete academic history at UWI for the student will appear.