Banner – Web for Student

To Log onto the Web for Student

THE UNIVERSITY OF THE WEST INDIES, MONA
Student Information System

User Login

Access To Home Page

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to prevent other users from accessing your records.

Enter ID#

ID Number: [Area]

Password: [Area]

Login

Click Here for Help with Login?

Enter password. If using the default password, note date format for students.

You must be authenticated by the server before you are allowed to access your records. For students, your Student Identification Number is your USER ID (Username). The default password is your birthdate, which must be typed in the following format: MMDDYY.

e.g. John Brown is a student with ID number 200807543. John was born on January 3, 1989. In this case John would enter 010389 in the slot for User Id and 0807543 in the slot for Password.
To Register – Click on Student Services

Student Information System

Personal Information
Search

Student Services & Financial Aid

Welcome, Paul Ping, to the WWW Information System! Last web access on Jun 18, 2007 at 03:45 pm

Personal Information
- View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status.
- View name change & social security number change information. Change your PIN. Customize your directory profile.

Student Services
- Apply for Admission, Register, View your academic records and Financial Aid.

Return to Homepage

Click link to continue

RELEASE: 7.2

Registration link

Student Information System

Personal Information
Search

Student Services & Financial Aid

Registration
- Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Student Records
- View your holds; Display your grades and transcripts; Review charges and payments.

Click on registration link to start registration process
Registration Menu

You must register for both Semester I and II Courses at the start of the Academic Year. Use Look-up Classes to Add Link.

- Select Term
- Look-up Classes to Add
- Add/Drop Classes
- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status AND Financial Clearance Screen
- Request for Course Error Over-rides
- Request a Change of Major or Enrolment Status

Select a Term

Select a Term: 2006/2007 Semester I
2006/2007 Semester II
2005/2006 Semester I
2005/2006 Semester II

Select Term
Search for Courses

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. Additional classes may be added in the 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 no options are listed in the Action field 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.

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Request Override

[ View Holds ]

To look for all courses in a subject area

Select subject area, eg. Management Studies

Then click on Class Search
Make a note of the CRN for each course

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Make a note of the CRN, then return to Add/Drop page

Omitting CRN

Make a note of the CRN, then return to Add/Drop page (Main Menu)

Entering CRN

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. Additional classes may be added in the 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 no options are listed in the Action field 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.

Enter CRN for the course(s) you are registering for

Then click the Submit Changes button
Note: After clicking on Submit Changes, the system evaluates the selection and the course(s) will appear as shown below, this shows whether the course selection is 'OK'.

**Course selection – Criteria Satisfied**

Use this interface to add or drop classes for the selected semester. To add a class, enter the Course Reference Number (CRN), Subject Code, and Section Number using the options available in the Action field and click Submit Changes. If the course selection is valid, those classes will appear in the Class Registration Successful table. To add a class, enter the Course Reference Number (CRN) and Subject Code using the options available in the Action field. When add/drops are complete, return to the Add/Drop Classes menu.

If you are unsure of which classes to add, click Class Search to review the class schedule. Click on the Request Override link to request the override.

Installation of request override link to request the override OR Return to registration menu and Select the Request for Course Error Over-rides link.

**Criteria NOT satisfied**

Note: In this instance there is an error and a course override is required.

Click on request override link to request the override OR Return to registration menu and Select the Request for Course Error Over-rides link.

Add/Drop Classes:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Level</th>
<th>Credit Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>000110044</td>
<td>Paul Ping</td>
<td>2006/2007 Summer School</td>
<td>Add/Drop Classes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Classes Worksheet**

<table>
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<tr>
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**Registration**

You must register for both Academic Year. Use Look-

1. Select Term
2. Look-up Classes to Add
3. Add/Drop Classes
4. Student Schedule by Day & Time
5. Student Detail Schedule
6. Registration Fee Assessment
7. Registration Status AND Financial Clearance Screen
8. Request for Course Error Over-rides
9. Request a Change of Major or Placement Status
Select course for override

Select course from drop down list

Then click on the Submit Request button

View status of override request

This shows pending Override Request

Students are required to view their records to see whether approval was given or not. If override is granted, the student must go back to main menu and click on the add/drop link.
Requesting Dean’s Approval

After making course selections check the ‘yes’ box to submit registration for approval.

Registration Status

After successfully registering for courses, the registration status screen shows completed registration, i.e., courses approved & those courses that overrides were requested for.
Questions?

Contact (August 8 to 23, 2007):
Location: Project Room, 2B Aqueduct Flats
Telephone: Ext.: 3040/3041
Straight Line: 927-2515

Contact (August 24 to September 14, 2007):
Location: Student Records Unit

Email:
sasproj@uwimona.edu.jm

Note: During the registration period the project team will be relocated to the offices of the Student Records Unit.