



**THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS**

**2016/2017
UNDERGRADUATE
REGISTRATION GUIDELINES**

The information contained in this booklet is accurate at the time of printing. The University reserves the right to make changes, without prior notice, to the information contained in this publication.

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Student Records Unit*

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**The University of the West Indies
Mona Campus**

2016/2017 REGISTRATION GUIDELINES

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2016/2017 REGISTRATION GUIDELINES

Students should note carefully the registration procedures and rules, and pay particular attention to the registration schedules for their respective faculties. The dates and times for counselling and registration should be carefully observed.

RULES GOVERNING REGISTRATION

REGISTRATION INVOLVES THE FOLLOWING TWO COMPONENTS, ALL OF WHICH MUST BE DONE FOR REGISTRATION TO BE COMPLETE.

- Online Selection & Approval of Courses
- Financial Clearance & Registrar's Approval

Registration Dates:

	Semester I	Semester II †
Registration & Add/Drop	August 28 to September 4, 2016	August 28, 2016 to January 14, 2017
Late Registration & Add/Drop (without penalty)	September 5 to 10, 2016	January 15, 2017 to January 21, 2017
Late Registration & Add/Drop (with penalty)	September 11 to October 8, 2016	January 22, 2017 to February 19, 2017

† Students who have obtained financial clearance for semester I only must complete registration for semester II.

Course Selection

All students are required to select courses online. Students may complete the selection process from the on-campus sites indicated in the Faculty schedules or from any computer of their choice. Students can access the Student Administration System (SAS) Web site from the UWI Mona home page at <http://www.mona.uwi.edu/>. Go to the *Student Administration System* link located under Current Students \ Online Systems.

Where a course is delivered using multiple schedule types (e.g. Lectures, Tutorials and Labs, or Seminars and Tutorials) all schedule types are recorded on the Banner Student System. Students must register for all applicable schedule types. Failure to do so will impact your access to Examinations and results.

See Online course selection guidelines in Appendix 2.

Academic Course Approval

The Student Administration System (SAS) will check the courses selected for the pre/co-requisites as defined by the relevant Departments. In addition to checking for pre/co-requisites, the SAS will impose:

- *Student Restrictions* as determined by the relevant Departments which limits a course to a specified category of students, e.g. students in a particular Faculty.
- *Quota limits* as determined by the relevant Departments.
- *Credit limits* set by the Faculty. Students will only be able to select the number of courses/credits allowed by their enrolment status (full-time/part-time).
- *Linked sections requirements* – students must register for multiple sections of a course where applicable
- *Campus Restrictions* – Students must register for courses taught at the campus to which they were offered.

Once a student has satisfied all the course criteria, the SAS will approve the course, however, where at least one criteria is not met the course will not be added. Students can, depending on the criteria issue, obtain permission from the Faculty to register for such courses by requesting an ‘Override’. See Requesting Course Override Guidelines in Appendix 2.

Criteria	Criteria Description	Banner Error Message	Course Override
Pre-requisite	UWI Course(s) that the student must have already passed.	PREQ and TEST SCORE-ERROR	Can Request Override
Test Score	Non-UWI Course(s) that the student must have already passed, e.g. CXC, A' Level, CAPE, etc.	PREQ and TEST SCORE-ERROR	Can Request Override
Co-requisite	UWI Course(s) that the student must be registered for in the same semester.	CORQ_{Course Code} {CRN} REQ e.g. COREQ_MATH3130 11236 REQ	Can Request Override
Student Restrictions	Stream/Section of the course restricted to a specified group of students, e.g. Law Majors, Faculty of Social Sciences students, Graduate students, etc. There could be one of seven (7) possible error messages.	LEVEL RESTRICTION COLLEGE RESTRICTION DEGREE RESTRICTION PROGRAMME RESTRICTION MAJOR RESTRICTION CLASS RESTRICTION	Can Request Override
Faculty Credit Limits	Limit on the maximum number of credits a student can register for in a semester, without Faculty approval.	MAXIMUM HOURS EXCEEDED	Can Request Override
Quotas	Limit on the number of students allowed to register in the stream/section of a course.	CLOSED SECTION	Override Request not allowed
Repeat Course Already Passed	Students cannot register for courses they have already passed in their current programme	RPT HRS EXCEED	Override Request not allowed
Linked Sections	Students are required to register for all applicable 'schedule types' associated with a course, e.g. Lecture, Lab & tutorial.	Please register for Lecture section simultaneously Please register for Tutorial section simultaneously Etc Note: The message "LINK ERROR" may also occur	Override Request not allowed
Campus†	Stream/Section of the course restricted to students at a specified campus, e.g. Mona, Western Jamaica, etc.	CAMPUS RESTRICTION	Override Request not allowed

† In exceptional cases the Faculty may facilitate registration for courses at other campuses by granting a Campus Preapproval. In such cases the student must receive a preapproval from the Dean of Faculty offering the course prior to completing course selection.

If an override request is granted, the Department will give online approval (for the course) and the course (with all applicable schedule types) will be added by the system to their record. Students can obtain information on the status of their request at the Requests for Course Overrides link in SAS.

Financial Clearance and Registrar's Approval

Financial Clearance and Registrar's Approval will be given electronically, based on course selections or academic status (i.e. faculty, programme, and enrolment status), payments made and approved installment plans with the Bursary. Should a student change his/her course selections or academic status and by so doing be required to pay additional fees, then the clearance previously issued will be revoked and the student will no longer be registered. Clearance will not be re-issued until the outstanding fees have been paid and the student is again in Good Financial Standing.

Note: A student is only considered fully registered if, in addition to selecting courses, (s)he is in Good Financial Standing. Good Financial Standing means that either:

- a. Tuition and Miscellaneous Fees are paid in full, or
- b. An approved payment plan is in place for which payments are up to date.

REMINDER:
**YOU CAN VIEW YOUR RECORDS ONLINE FROM ANYWHERE IN THE
WORLD VIA THE INTERNET.
CHECK YOUR RECORDS REGULARLY TO ENSURE THAT THEY ARE
ACCURATE AND UP TO DATE**

REGISTRATION STEPS

STEP 1 OBTAIN REGISTRATION INFORMATION

Information can be obtained as follows:

- Online at the SAS Website which can be accessed at <http://www.mona.uwi.edu/>. Go to the *Student Administration System* link located under Current Students \ Online Systems
- 2016/2017 Undergraduate Registration Guidelines

STEP 2 ACADEMIC COUNSELLING

- Go to the Counselling area(s) indicated in the Faculty registration schedule.
- Obtain counselling

STEP 3 SELECTION OF COURSES

- Proceed to the selection site indicated in the Faculty registration schedule. Alternatively, any computer, on or off campus, may be used for the selection of courses via the Internet.
- Use the counselling advice received, consult the information in the Faculty Handbook (Regulations & Syllabuses), time-table and online information to assist in making course selections or adjustments to selections.
- Log on to the Student Administration System and select the courses as directed in the Online Guidelines.
- Request course overrides (if necessary) as directed in the Online Guidelines.

Note: Students are required to register for lectures, tutorials, laboratories and other schedule types where applicable.

STEP 4 CHECK FOR APPROVAL (if applicable)

- Students who have requested course overrides must check to determine if permission was granted.
- Check request status at the [Requests for Course Overrides](#) link

STEP 5 ADJUSTMENTS TO ACADEMIC PROGRAMME

Adjustment to Course Selection (Add/Drop)

- Log on to the Student Administration System and Add or Drop course(s) as directed in the Online Guidelines.

STEP 6 PAYMENT OF FEES

Payments can be made online with a credit card using the UWI Mona E-Commerce facility at <https://eservices.mona.uwi.edu/finserv/>

Fees can also be paid at the following **locations without a UWI generated payment voucher.

- All Paymaster Locations
- All Western Union And Bill Express Locations, Locally And Overseas
- UWI Bursary Cashier
- EDUCOM Credit Union
- Jamaica National Building Society
- National Commercial Bank (NCB) Island-Wide

STEP 7 FINANCIAL CLEARANCE

Process to Obtain Financial Clearance

- Payments made will be reflected within 24 hours of the payment. Please check your account online to verify that the payment is on your account.
- Submit evidence of loan approval, scholarship letters, etc. if applicable to Student Administrative Services Section (SASS).
- Go to the “[Registration Status and Financial Clearance](#)” link to check for Financial Clearance and Registrar’s Approval. Financial Clearance is normally granted within two working days after the payment of fees.
- Print the Registration Status page as an unofficial copy of the record, if desired, when registration has been completed.

YOUR FINAL CHECKLIST

- Academic counselling received
- All courses selected/ adjusted
- Financial Clearance and Registrar’s Approval granted

NOTE:

A STUDENT IS NOT REGISTERED UNTIL HE/SHE HAS RECEIVED REGISTRAR’S APPROVAL. Registrar’s Approval will be given electronically based on your academic profile and financial clearance.

COMPUTERS FOR COURSE SELECTION

In addition to the sites identified in the Faculty Schedules, computers will be available to students for Course Selection in the following locations at the dates and times identified below.

Location	Date	Time
Assembly Hall	Monday, August 29 to Tuesday, September 6, 2016	9:00 am to 6:00 pm
	Wednesday, September 7 , 2016	9:00 am to 11:30 am
	Friday, September 9 to Friday, September 16, 2016	9:00am to 4:30pm

Note: Computers in the Assembly Hall are not available on weekends.

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APPENDIX 1

SEMESTER CALENDAR 2016/2017

SEMESTER I (2016)

Semester I Begins	August 28, 2016
Registration (Normal)	August 28 - September 4, 2016
Registration (Late - no penalty)	September 5 to 10, 2016
Registration (Late - with Penalty)	September 11 to October 8, 2016
Teaching Begins	September 5, 2016
Teaching Ends	December 2, 2016
Examinations Begin	December 5, 2016
Examinations End	December 21, 2016
Semester I Ends	December 21, 2016

SEMESTER II (2017)

Semester II Begins	January 15, 2017
Registration*	August 28, 2016 to January 14, 2017
Registration (Late - no penalty)	January 15, 2017 to January 21, 2017
Registration (Late - with Penalty)	January 22, 2017 to February 19, 2017
Teaching Begins	January 16, 2017
Teaching Ends	April 13, 2017
Semester Break	April 18 - 23, 2017
Examinations Begin	April 28, 2017
Examinations End	May 19, 2017
Semester II Ends	May 19, 2017

* Students who obtained Financial Clearance and Registrar's Approval for Semester I only must complete registration for Semester II.

APPENDIX 4 ONLINE REGISTRATION GUIDELINES

LOGON TO SAS

<p>1. Go to the SAS Web Site</p> <ul style="list-style-type: none">• The SAS Web site is accessed from the UWI Mona home page at http://www.mona.uwi.edu/ Click on the <i>Student Administration System</i> link located under Current Students \ Online Systems
<p>2. Click on <i>Enter Secure Area</i></p>
<p>3. Type your <i>ID number</i> in the space provided e.g. 620000001</p>
<p>4. Enter your <i>Password</i>: The default is your date of birth in the format YYYYMMDD.</p>
<p>5. Click on Login</p>
<p>6. The “<i>MAIN MENU</i>” will be displayed</p> <ul style="list-style-type: none">• Personal Information• Student Services

SEARCH FOR COURSES

Note: When selecting a course, you must use the CRN (Course Registration Number) instead of the course code to add the course to the Add/Drop worksheet.

<p>1. Go to the Registration Menu Click on the Student Services link Click on Registration</p>
<p>2. Click on the Add/Drop Classes link</p>
<p>3. Click on the Class Search link</p>
<p>4. Select the Subject Area for the course, then Click Course Search All courses with that subject area will be listed.</p>
<p>5. Click on View Sections for the course you are looking for All sections of that course will be displayed.</p>
<p>5. Click on <i>Class Search – to obtain information</i></p>
<p>6. Identify courses you wish to select</p> <ol style="list-style-type: none">i) Write down the CRN, ORii) Click the box in the <i>Select</i> column next to the course(s)<ol style="list-style-type: none">a) Click <i>Add to Worksheet</i> to place the CRN in the <i>Add/Drop</i> page ORb) Click the <i>Register</i> link to select the course(s)

REGISTRATION FOR MULTIPLE SCHEDULE TYPES

[Lectures, Tutorials, Labs, Seminars, etc]

Students are required to register for lectures, tutorials, labs and any other schedule type(s) where applicable

Examples

BIOL1261 has lecture, tutorial and laboratory components. Students registering for this course must therefore register for three streams/sections of the course:

1. Lecture: BIOL1261 (BL12B) Diversity of Organisms
2. Tutorial: BIOL1261 Tutorial BIOL1261
3. Lab: BIOL1261 Lab BIOL1261

GOVT1008 has lecture and tutorial components. Students registering for this course must register for two streams/sections of the course:

1. Lecture: GOVT1008 (GT12A) Intro to International Relations
2. Tutorial: GOVT1008 Tutorial GOVT1008

Identifying lectures, tutorials and labs

CRN	All streams/sections, i.e. each lecture, lab or tutorial will have a unique CRN.
Course Code	Each section of the same course will have the same course code, i.e. the lecture, lab and tutorial sections all have the same course code.
Course Title	Lecture sections: Title of the course, e.g. (BL12B) Diversity of Organisms Tutorial sections: Tutorial ' <i>Course Code</i> ', e.g. Tutorial BIOL1261 Lab sections: Lab ' <i>Course Code</i> ', e.g. Lab BIOL1261

Finding lectures, tutorials and labs

Use the Class Search feature, see guidelines on how to "Search for Courses".

You can view all the streams/sections for a course, which will include all the types, or you can search for one type only.

ADD COURSES

Note: Students are required to select courses for both Semesters I and II at the start of the Academic year, Course Selection for each Semester will have to be done 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*

Note: If you wish to change the term already selected, click on RETURN TO MENU at the top of the page and then click on the Select Term link

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- “Course Reference Number” is a unique code assigned by the system to each stream/section of a course.

Note: Students are required to register for all applicable ‘schedule types’ associated with a course, i.e. lectures, tutorials, laboratories, etc. See ‘Registration for Multiple Schedule Types’ for further details.

5. Click on *Submit Changes*

6. Review System Output

• ****Web Registered**** - Course Criteria Satisfied and the course selection is complete. (Courses added to record)

• **Registration Add Errors** - Course Criteria NOT Satisfied. Courses will **NOT** be added to record

A message will appear listing all the courses where the course criteria were 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 (where applicable)

REGISTRATION ADD ERRORS

When a Course Criteria is NOT Satisfied, a **Registration Add Errors** will appear when the student attempts to add the course to their record.

Students can request an override for some types of errors.

Criteria	Criteria Description	Registration Add Errors	Course Override
Pre-requisite	UWI Course(s) that the student must have already passed.	PREQ and TEST SCORE-ERROR	Can Request Override
Test Score	Non-UWI Course(s) that the student must have already passed, e.g. CXC, A' Level, CAPE, etc.	PREQ and TEST SCORE-ERROR	Can Request Override
Co-requisite	UWI Course(s) that the student must be registered for in the same semester.	CORQ_{Course Code} (CRN) REQ e.g. COREQ_MATH3130 11236 REQ	Can Request Override
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Faculty Credit Limits	Limit on the maximum number of credits a student can register for in a semester, without Faculty approval.	MAXIMUM HOURS EXCEEDED	Can Request Override
Quotas	Limit on the number of students allowed to register in the stream/section of a course.	CLOSED SECTION	Override Request not allowed
Repeat Course Already Passed	Students cannot register for courses they have already passed in their current programme	RPT HRS EXCEED	Override Request not allowed
Linked Sections	Students are required to register for all applicable 'schedule types' associated with a course, e.g. Lecture, Lab & tutorial.	Please register for Lecture section simultaneously Please register for Tutorial section simultaneously Etc Note: The message "LINK ERROR" may also occur	Override Request not allowed

Campus†	Stream/Section of the course restricted to students at a specified campus, e.g. Mona, Western Jamaica, etc.	CAMPUS RESTRICTION	Override Request not allowed
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† In exceptional cases the Faculty may facilitate registration for courses at other campuses by granting a Campus Preapproval. In such cases the student must receive a preapproval from the Dean of Faculty offering the course prior to completing course selection.

REQUEST AN OVERRIDE

1. After receiving a Registration Add Error, click on the [Request Override](#) link on the Add/Drop page.
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
 - Select the [Request for Course Error Overrides](#) link from the Registration Menu
 - Select Semester/Term and Submit
 - View decisions at the bottom of the page in the Permit/Override Column

Permit/Override Message	Meaning
Departmental Override Approval	Override Request has been Approved by the Department
Departmental Override Declined	Override Request has NOT been Approved by the Department
Faculty Credit Override	Override Request has been Approved by the Faculty
Faculty Credit Decline	Override Request has NOT been Approved by the faculty

 - 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 are not satisfied. Faculty Override must be granted before the course can be added to the record.

 - Once the approval has been granted, the course will be added to the students' record.

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*

APPENDIX 3

Guidelines for Late Course Adjustments Using the Late Registration Automated Penalty

The steps to make adjustments to course registration are as follows:

Note:

- Only students in good financial and academic standing will be permitted to make adjustments to their registration.
- ***Students will not be allowed to drop courses once mid-semester examinations have started.

1. Pay Late Registration Penalty Fee

- How Much to Pay?
 - Students must pay the amount stipulated in the Schedule of Late Registration Penalties, set out in table below.
- Where to Pay?
 - Payment must be made at the UWI Bursary cashier.

2. Add/Drop Course(s) in SAS

- How will the Course(s) be added?
 - Payment of the late registration penalty fee will grant a student access to the SAS to add courses until 11:59PM on the day of payment.

Points to Note

- The penalty fee is valid only for the period specified in the **Schedule of Late Registration Penalties** which is outlined below. The correct penalty fee paid anytime during a penalty period, will allow you access to add /drop*** courses only during the limits of that period. For example, \$2,000 paid anytime on February 15, 2016 will allow access to add/drop courses up to 11:59 pm on Feb 15 only.
- The penalty fee is non-refundable.
- The penalty fee is non-transferable - once paid it cannot be applied to any other payment item such as tuition fees, hall fees, etc.
- Only students in good financial and academic standing will be able to add/drop ***course(s)
- Students will have access to add/drop*** courses approximately 10 to 15 minutes after the penalty fee payment is made

- Students are advised to make every effort to amend their registration within the specified period as the penalty fee paid and access granted, is specific to this period.
- Normal registration rules apply (i.e. request for overrides for pre-requisite and other course restrictions)
 - Access to the system does not guarantee that a student will be able to add a course if the course criteria are not met
 - Students can request an override if course criteria are not met
- Where the course(s) added results in additional tuition charges, the student is required to pay the additional fees.

Schedule of Late Registration Penalties

Semester I 2016/17

Start Date	End Date	Penalty Amount	Conditions
11-Sept-2016	24-Sept-2016	J\$1,000	Access to Add and/or Drop courses from time of payment to 11:59pm on the day of payment.
25-Sept-2016	9-Oct-2016	J\$2,000	
10-Oct-2016	3-Dec-2016	J\$4,000	Access to Add courses from time of payment to 11:59pm on the day of payment. Cannot Drop courses.
4-Dec-2016	21-Dec-2016	J\$8,000	

Semester II 2016/17

Start Date	End Date	Penalty Amount	Conditions
22-Jan-2017	28-Jan-2017	J\$1,000	Access to Add and/or Drop courses from time of payment to 11:59pm on the day of payment.
29-Jan-2017	19-Feb-2017	J\$2,000	
20-Feb-2017	30-Apr-2017	J\$4,000	Access to Add courses from time of payment to 11:59pm on the day of payment. Cannot Drop courses.
1-May-2017	19-May-2017	J\$8,000	