

## 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*

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.

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. 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 courseOR
  - b. Request an Override

\* Courses will **NOT** be added to record \*



## 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.

Criteria	Description	Error Message
<b>Pre-requisite</b>	UWI Course(s) that the student must have already passed.	PREQ and TEST SCORE-ERROR
<b>Test Score</b>	Non-UWI Course(s) that the student must have already passed, e.g. CXC, A' Level, CAPE, etc.	PREQ and TEST SCORE-ERROR
<b>Co-requisite</b>	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
<b>Faculty Credit Limits</b>	Limit on the maximum number of credits a student can register for in a semester, without Faculty approval.	MAXIMUM HOURS EXCEEDED
<b>Quotas</b>	Limit on the number of students allowed to register in the stream/section of a course.	CLOSED SECTION
<b>Student Restrictions</b>	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. There could be one of seven (7) possible error messages.	LEVEL RESTRICTION COLLEGE RESTRICTION DEGREE RESTRICTION PROGRAMME RESTRICTION MAJOR RESTRICTION CAMPUS RESTRICTION CLASS RESTRICTION
<b>Repeat Course Already Passed</b>	Students cannot register for courses they have already passed in their current programme	RPT HRS EXCEED



## REGISTRATION ADD ERRORS (CONTINUED)

<b>Departmental Override</b> is required for the following errors:	
▪ PREQ and TEST SCORE-ERROR	▪ PROGRAMME RESTRICTION
▪ CORQ_{Course Code} (CRN) REQ	▪ MAJOR RESTRICTION
▪ LEVEL RESTRICTION	▪ CAMPUS RESTRICTION
▪ COLLEGE RESTRICTION	▪ CLASS RESTRICTION
▪ DEGREE RESTRICTION	
<b>Capacity Override</b> is required for the following error:	
CLOSED SECTION	
<b>Faculty Credit Override</b> is required for the following error:	
MAXIMUM HOURS EXCEEDED	
<b>See guidelines on how to request an override on page 6.</b>	
Note: Students cannot request an override for a 'RPT HRS EXCEED' error.	

## 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.**

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 ACCT1002, ACCT is the subject and 1002 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* – to obtain information on subject.

6. Identify courses you wish to select

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 pageOR
  - ii) Select the [Request for Course Error Overrides](#) 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 Overrides](#) 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

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
Capacity Override Approved	Request to override quota has been Approved by the Department
Capacity Override Declined	Request to override quota 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

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.**

- 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.**