



## Important WebReg Links, Menu & Errors

### Links & Menu Items

#### Select Term

Since the system is semester based, students need to select the term/semester they wish to register for at the beginning of the course selection process.

#### Look-up Classes to Add

This allows students to search for the CRN (Course Registration Number, see below), which must be used to add courses, instead of the course code. The course code can, however, be used to search for the CRN.

#### Add/Drop Classes

Used to both register for courses and Add/Drop courses which were previously added.

#### Registration Fee Assessment

Enables the user to view their charges for the term/semester.

#### Registration Status AND Financial Clearance Screen

Allows you to view a summary of your course registration, including academic approval and financial clearance for the academic year.

#### Request for Course Over-rides

Use this to request permission to add a course when you have not satisfied the stated course criteria.

#### Request a Change of Major or Enrolment Status

Submit requests for changes to your major and/or status to your Faculty.



## Adjusting Academic Programmes

### Course Selection (Add/Drop)

To adjust Course Selection, the process is much the same as for initial course selection, i.e. following these steps:

Site Log-in > Student Services > Registration > Add/Drop Classes

Then to **Add**:

- § Select appropriate term from drop-down menu. Click Submit.
- § Type in CRN (if known) or click Class Search to find the CRN
- § Click Submit Changes
- § Review system output to ensure the student is **\*\*Web Registered\*\***. If the criteria have not been satisfied, however, the message **\*\*Registration Add Errors\*\*** will appear, in which case the student may choose to either add another course or proceed in requesting a course override.

to **Drop**:

- § Select appropriate term from drop-down menu. Click Submit.
- § Select **++Web Drop++** from the drop-down menu, under the Action column beside the course to be dropped.
- § Submit changes.
- § Review system output to ensure the course now reads **++Web Drop++**

### Course Overrides

If a student has received an error in trying to Add/Drop Classes due to non-fulfillment of pre- or co-requisites, course quota or credit limit restrictions, the student may choose to proceed by requesting an override for that course by



## Payment & Privileges

### Fee Payment & Financial Clearance

Financial clearance is given to students once payment has been received.

Payments may either be done online with a credit card using the Mona E-Commerce facility (<http://www.mona.uwi.edu/studinfo/fees>) or using cash, debit or credit cards at any of these designated locations:

- § [PayMaster or Bill Express outlets](#)
- § [UWI Bursary cashier](#)
- § [UWI \(Mona\) & Community Co-op. Credit Union](#)
- § [National Commercial Bank branches island-wide.](#)

All payments made using these options are reflected on the system within 48 hours after it has been received.

Alternately, students may receive financial assistance through scholarships & student loans (from the Student Loan Bureau). In this case the student is requested to refer to the Student Administration Services Section (SASS) with any queries related to their payments.

Please allow 2–3 days, once payment has been received, for Financial Clearance & Registrar's Approval to be given. This is an automatic process which is done by the Student Administration System once Course Selection and fee payment is complete.

### ID Cards

Whereas previously ID Cards could only be obtained once Financial Clearance and Registrar's Approval were received, students may now procure their IDs after they've made course selections and paid the ID card fee. To do so, proceed to the ID Centre to have your pictures taken and provide an electronic signature that will be used on the card.

### Health Cards

Eligible registered students, i.e. those who have received Financial Clearance and Registrar's

## Payment & Privileges (cont'd)

Approval are entitled to health care services through the campus Health Centre, and are also enrolled in the Campus' Blue Cross policy. The Blue Cross health card can be collected, during the official Registration period, from the ID Centre.

## Parking Stickers

Stickers are available for vehicles to facilitate ease of access and egress by motorists within the Campus community. These stickers are only issued to qualified students with valid UWI ID Cards. To learn about the process and conditions for being granted stickers, visit the Personal Information Menu of the SAS site.

	What it is	What you'll need
ID Card	Allows access to Campus Facilities, including Libraries, and confers benefits, such as discounts, etc.	<ul style="list-style-type: none"> <li>§ Online course selection</li> <li>§ ID fee</li> </ul>
Health Card	Allows access to benefits under the University's Blue Cross Health Scheme, covering medical and dental services.	<ul style="list-style-type: none"> <li>§ Financial Clearance &amp; Registrar's Approval</li> <li>§ Valid ID</li> </ul>
Parking	Allows access to Campus through designated entrances, and facilitates parking in dedicated sites.	<ul style="list-style-type: none"> <li>§ Financial Clearance &amp; Registrar's Approval</li> <li>§ Valid ID</li> </ul>

Questions? Contact us:

Telephone: 512.3766 | 512.3769  
E-mail: SASProj@uwimona.edu.jm



## Adjusting Academic Programmes (cont'd)

clicking on the Request Override link. Alternatively, the student may go directly to request an override from the main menu using the following:

Site Log-in > Student Services > Registration > [Request for Course Overrides](#)

Then:

- § Select the relevant course(s) from the drop-down listing
- § Type a message to the Faculty explaining reasons for requesting the override (optional)
- § Click on Submit Request
- § Revisit the Request for Course Overrides site to monitor Faculty decisions.
- § Courses which have received Faculty or Departmental Override should then be added to your record.

NB Unless you previously attempted to add the course to your record using the Add/Drop page (and received an ERROR), that course will not be available to you in the drop-down listing on the Request Overrides page.

## Change of Major &/or Enrolment Status

To carry out this function, the student follows these steps from the homepage:

Site Log-in > Student Services > Registration > [Request a Change of Major or Enrolment Status](#)

- § Select new major(s)/minor(s)/option/special or status (full-time or part-time), as appropriate.
- § Submit changes
- § Periodically revisit site to review approvals.

Questions? Contact us:

Telephone: 512.3766 | 512.3769  
E-mail: SASProj@uwimona.edu.jm



## Important Links, Menus & Error Messages (cont'd)

### Error Messages

Below is a list of the most common error messages that a student may encounter in trying to register. For a more complete listing, please check online.

Error Message	Description
PREQ and TEST SCORE-ERROR	Student does not fulfill the course pre-requisite based on either previous courses taken or external grades received previously (e.g. CAPE, CXC)
CORO_{ Course Code} {CRN} REQ (e.g. CORO_Maths3130 11236 REQ)	Student must register for a co-requisite in the same semester
CLOSED SECTION	Quota limit on the selected course stream/section has been filled
RPT HRS EXCEEDED	Student has selected a course they have already passed
MAXIMUM HOURS EXCEEDED	Student has exceeded the maximum number of credit hours allowed according to their registration status
CAMPUS RESTRICTION CLASS RESTRICTION COLLEGE RESTRICTION DEGREE RESTRICTION LEVEL RESTRICTION MAJOR RESTRICTION PROGRAMME RESTRICTION	Departmental restrictions signifying that a particular course stream/section is limited to a specific group of students, e.g. students of a particular major or Faculty; final year students, etc.

Questions? Contact us:

Telephone: 512.3766 | 512.3769  
E-mail: SASProj@uwimona.edu.jm

