



# THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS

## ONLINE REGISTRATION GUIDELINES

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## LOGON TO SAS

<p>1. Go to the SAS Web Site</p> <ul style="list-style-type: none"><li>• The SAS Web site is accessed from the UWI Mona home page at <a href="http://www.mona.uwi.edu/">http://www.mona.uwi.edu/</a> Click on the <i>Student Administration System</i> link located under Current Students \ Online Systems</li></ul>
<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 <b>YYYYMMDD</b>.</p>
<p>5. Click on Login</p>
<p>6. The “<i>MAIN MENU</i>” will be displayed</p> <ul style="list-style-type: none"><li>• Personal Information</li><li>• Student Services</li></ul>

## 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 <a href="#">Add/Drop Classes</a> link</p>
<p>3. Click on the <a href="#">Class Search</a> 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> <ul style="list-style-type: none"><li>i) Write down the CRN, OR</li><li>ii) Click the box in the <i>Select</i> column next to the course(s)<ul style="list-style-type: none"><li>a) Click <i>Add to Worksheet</i> to place the CRN in the <i>Add/Drop</i> page</li><li>OR</li><li>b) Click the <i>Register</i> link to select the course(s)</li></ul></li></ul>

## 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.**

<p>1. Go to the Registration Menu Click on the Student Services link Click on Registration</p>	
<p>2. Click on the <i>Add/Drop Classes</i> link.</p>	
<p>3. Select the appropriate term (choose from the drop down menu) and click <i>Submit</i> 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</p>	
<p>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 <a href="#">Class Search</a> to look for courses and CRN</p> <table border="1" data-bbox="274 737 791 873"><tr><td>* CRN- “Course Reference Number” is a unique code assigned by the system to each stream/section of a course.</td></tr></table> <p><b>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.</b></p>	* CRN- “Course Reference Number” is a unique code assigned by the system to each stream/section of a course.
* CRN- “Course Reference Number” is a unique code assigned by the system to each stream/section of a course.	
<p>5. Click on <i>Submit Changes</i></p>	
<p>6. Review System Output</p> <ul style="list-style-type: none"><li>• <b>**Web Registered**</b> - Course Criteria Satisfied and the course selection is complete. (Courses added to record)</li><li>• <b>Registration Add Errors</b> - Course Criteria NOT Satisfied. Courses will <b>NOT</b> 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.<ul style="list-style-type: none"><li>• Student can :<ol style="list-style-type: none"><li>a. Choose another course</li></ol>OR<ol style="list-style-type: none"><li>b. Request an Override (where applicable)</li></ol></li></ul></li></ul>	

## 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
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	Can Request Override
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

<p>1. After receiving a Registration Add Error, click on the <a href="#">Request Override</a> link on the Add/Drop page.</p>										
<p>2. Select Course from the drop down list. Only courses that the student previously tried to select that day will appear in the list.</p>										
<p>3. Type message to Faculty (optional)</p>										
<p>4. Submit Request</p>										
<p>5. Check for Override Decision</p> <ul style="list-style-type: none"> <li>○ Select the <a href="#">Request for Course Error Overrides</a> link from the Registration Menu</li> <li>○ Select Semester/Term and Submit</li> <li>○ View decisions at the bottom of the page in the Permit/Override Column</li> </ul> <table border="1" data-bbox="212 844 946 1071"> <thead> <tr> <th>Permit/Override Message</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>Departmental Override Approval</td> <td>Override Request has been Approved by the Department</td> </tr> <tr> <td>Departmental Override Declined</td> <td>Override Request has NOT been Approved by the Department</td> </tr> <tr> <td>Faculty Credit Override</td> <td>Override Request has been Approved by the Faculty</td> </tr> <tr> <td>Faculty Credit Decline</td> <td>Override Request has NOT been Approved by the faculty</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>○ Pending override requests are listed at the top of the page</li> </ul>	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
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Faculty Credit Decline	Override Request has NOT been Approved by the faculty									
<p>6. Add Approved Courses to Record</p> <p><b>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.</b></p> <ul style="list-style-type: none"> <li>○ Once the approval has been granted, the course will be added to the students' record.</li> </ul>										

## DROP COURSES

<p>1. Go to the Registration Menu Click on the Student Services link Click on Registration</p>
<p>2. Click on the <i>Add/Drop Classes</i> link.</p>
<p>3. Select the appropriate term (choose from the drop down menu) and click <i>Submit</i></p>
<p>4. Select “<b>++Web Drop++</b>” in the Action column next to the course to be dropped.</p>
<p>5. Click on <i>Submit Changes</i></p>