



The University of the West Indies
Mona Campus

FACULTY OF SCIENCE AND TECHNOLOGY
(Formerly Faculty of Pure & Applied Sciences)

Registration
Guide
2012/2013

WELCOME

Congratulations on your admission to the University of the West Indies (UWI), and specifically into the Faculty of Science and Technology (FST). You are about to begin one of the most exciting and challenging times in your life as a new student in the Faculty.

The Faculty of Science and Technology has organized a **Pre-orientation Programme** just for you. Through this forum, we want to formally welcome and introduce you to academic life here in the Faculty. We also want to use this occasion to inform you of the regulations that govern the UWI and more so the Faculty's expectations of you. Our Dean, Associate Deans, Heads of Departments and some of our distinguished academics and staff will make themselves available for consultation during your enrollment. The Presentations will formally introduce you to the Degree's Majors and Minors offered by each department. This will be a great opportunity to build long-lasting relationships, become familiar with the registration process and the layout of the Faculty.

As you continue on another milestone in your journey of success remember that, "heights by great men reached and kept were not attained by sudden flight, but they, while their companions slept, were upward toiling through the night." Henry Wadsworth

REGISTRATION

Guidelines

- **WHEN DO CLASSES BEGIN?**

To find out when classes begin each semester, consult the **Academic Diary**. For Semester 1, academic year 2012/2013, teaching begins Monday, September 3, 2012.

- **HOW DO I REGISTER?**

Before you register for classes, you must be admitted to the University of the West Indies, Mona Campus. Students can only register for their courses using the UWI Mona Student Administration System (SAS). It is advisable that you talk with your Department's Undergraduate Coordinator and seek academic advice.

- **WHAT ARE PRELIMINARY COURSES?**

Preliminary Courses are equivalent to the Caribbean Advanced Proficiency Examinations (CAPE) and 'A' Levels. However, the credits that are accumulated from these examinations will not be counted as part of your general degree requirements. These credits can be used to advance students to Level I.

- **WHAT IS A LOWER LEVEL MATRICULATION?**

Lower Level Matriculation (Preliminary Offer) is given to an applicant who does NOT have the two pairs of CAPE Science subjects or the requisite ‘A’ Levels passes. This degree takes four years. This offer is normally made to applicants with CSEC (CXC) passes ***only or one ‘A’ Level or one pair of CAPE Science subject.*** Such persons are qualified to do eighteen Preliminary Credits per semester.

Note: Preliminary Credits do not count towards your degree credits.

- **WHAT IS UPPER LEVEL MATRICULATION?**

This is referred to as Normal Matriculation. The applicant would have satisfied the University and the Faculty’s requirements for matriculation. Upper Level Matriculation is offered to students who are qualified to do their degrees over three years. Such persons are qualified to do eighteen Level I credits per semester.

Note: This offer is given to an applicant who has two pairs of CAPE/ ‘A’ Levels Science passes.



- **HOW MANY CREDITS CAN I REGISTER FOR EACH SEMESTER?**

Full-time Student Registration: A Full-time student can register for a **minimum of 33 credits and a maximum of 39** credits per year. That is, **18 credits per semester** (a combination of 3 and/or 6 credits courses) **AND** one (1) Foundation Course (3 credits) per year = **39 Credits (Max.)**

Part-time Student Registration: A Part-time student can register for a **minimum of 18 credits and a maximum of 27** credits per year. That is **12 credits per semester** (a combination of 3, 5 and/or 6 credits courses) **AND** one (1) Foundation Course (3 credits) per year = **27 Credits (Max.)**

*Note: FST students MUST complete 3 Foundations Courses; **EXCLUDING** (FOUN1201/FD12A).*

It is also highly recommended that students complete their Foundation Courses in Semester 2 of each academic year.

PRELIMINARY AND LEVEL 1 COURSE LISTING

| Subject | Semester 1 Course Code | Semester 2 Course code |
|--------------|---|---|
| Biochemistry | MICR 1010 & MICR 1011(L1) | BIOC 1020 & BIOC 1021 (L1) |
| Computing | COMP1126 & COMP1127 (L1) | COMP1110 & COMP1120 , COMP 1161 (L1) |
| Geography | GEOG1131 & GEOG1132 (L1) | GEOG1231 & GEOG1232 (L1) |
| Geology | GEOL1101 & GEOL1102 (L1) | GEOL1103 & GEOL1104 (L1) |
| Chemistry | CHEM0901 (C06J) (P) CHEM1901 (C10J) (L1) | CHEM0902 (C06K) (P) CHEM1902 (C10K) (L1) |
| Biology | BIOL0011 (BL05A) (P) BIOL1017 & BIOL1018 (L1) | BIOL0012 (BL05B) (P) BIOL1262 & BIOL1263 (L1) |
| Mathematics | MATH0100 (M08B) (P) MATH1141 & MATH1142 (L1) | MATH0110 (M08C) (P) MATH1151 & MATH1152 (L1) |
| Physics | PHYS0411 & PHYS0412 (P) PHYS1411 & PHYS1412 (L1) | PHYS0421 & PHYS0422 (P) PHYS1421 & PHYS1422 (L1) |

P = Preliminary

L1 = Level 1

- **HOW DO I SELECT MY COURSES?**

BIOLOGY

If you have
CSEC passes
only



BIOL0011 & BIOL0012

BUT

If you have
CAPE Unit 1 & 2
Or 'A' Level passes



**BIOL1017 & BIOL1018
BIOL1262 & BIOL1263**



CHEMISTRY

If you have CSEC
passes only



CHEM0901 & CHEM0901

BUT

If you have
CAPE Unit 1 & 2
Or 'A' Level passes



CHEM1901 & CHEM1902



Note: Students that are pursuing a major in Chemistry must register for MATH 1185 and either MATH 1141 or STAT1001 and PHYS0410 and PHYS0420 (or its equivalent) if pursuing a Major in SPECIAL Chemistry.

MATHEMATICS

If you have CSEC passes only → MATH0100 & MATH0110

BUT

If you have CAPE Unit 1 & 2 Or 'A' Level passes → MATH1141 & MATH1142
MATH1151 & MATH1152

Note: Students that have passed either CAPE or 'A' Level Mathematics along with CXC Physics can register for Level 1 Physics.

PHYSICS

If you have CSEC passes only → PHYS0411 & PHYS0412
PHYS0421 & PHYS0422



BUT

If you have CAPE Unit 1 & 2 Or 'A' Level passes → PHYS1411 & PHYS1412
PHYS1421 & PHYS1422

CAPE/ 'A' LEVEL
Mathematics
With CSEC Physics

Note: Students pursuing Medical Physics or Electronics major will need to register for ELET1400, ELET1405 and MATH1185.



BIOCHEMISTRY


CAPE/‘A’ LEVEL  MICR1010 & MICR1011
Chemistry & Biology  BIOC1020 & BIOC1021

Note: Major in Biochemistry requires Level 1 Chemistry (Semesters 1 & 2) as well as the four courses mentioned above.


GEOGRAPHY and GEOLOGY

Geography

If you have
CSEC Geography and any 2  GEOG1131 & GEO1132
pairs science CAPE/ ‘A’  GEOG1231 & GEO1232
Level

CAPE / ‘A’ Level
Geography 

Geology

If you have any 2 pairs science
CAPE / ‘A’ Level passes  GEOL1101 & GEOL1102
GEOL1103 & GEOL1104

COMPUTER SCIENCE/INFORMATION TECHNOLOGY

If you have CAPE/‘A’
LEVEL

Computer Science
With CSEC MATH.

COMP1110 & COMP1120
COMP1126 & COMP1127

If you have CAPE/‘A’
LEVEL
Mathematics

Note: Students pursuing a major in Computer Science or Information Technology will also need to register for COMP1161.

- **HOW MANY CREDITS DO I NEED TO ADVANCE TO LEVEL 1 FROM THE PRELIMINARY LEVEL?**

In order to advance to Level I students must PASS both semesters of Preliminary Courses in at least two disciplines.

- **HOW MANY CREDITS DO I NEED TO ADVANCE TO LEVEL II (SECOND YEAR)?**

The minimum requirement for entry to Level II is **24 credits**. At least **18** of these credits must be done within this Faculty. It is important that you consult with the Dean’s Office or your Department’s Undergraduate Coordinator concerning approval for Out-of-Faculty credits as these may contribute towards the requirements of your degree.

Guidelines

STEP A

LOGGING ON TO THE STUDENT AUTOMATED SYSTEM (SAS)

1. Go to the SAS Website
 - The SAS Website is accessed from the UWI Mona home page at <http://www.mona.uwi.edu/>
 - Click on the **SAS link** in the **Online Systems** menu (in the left panel).
2. Click on **Enter Secure Area**
3. Type your **ID number** in the space provided e.g. **620000001**
4. Enter your **Password**: The default is your **Date of Birth** in the format **YYYY/MM/DD**
eg. January 15, 1991: 19910115
5. Click on **Login**
6. The **'MAIN MENU'** will be displayed:
 - Personal Information
 - Student Services

STEP B

ADDING COURSES TO YOUR REGISTRATION RECORD

1. Click on the **Student Services link**
2. Click on **Registration**
3. Click on the **Add/Drop Classes link**
4. Select the appropriate term (choose down menu) and click **Submit**.

5. In the **Add Classes Worksheet** area, enter the **Course Registration Number** (CRN*) for each course **NOT** the course code.
6. Type in the CRN for each course or click on [Class Search](#) to select courses and their CRN.

**CRN-a unique code assigned by the system to each stream/section of a course.*

7. Click on **Submit Changes**
8. Review System Output

- **** 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 your record. A message will appear listing all the courses where the course criteria were not satisfied. Before such courses can be added to your record, the student must receive permission from the Faculty by requesting a course override. Student can **choose another course or request an Override**.

Note: *Students are required to select courses for both semesters I and II at the start of the academic year.*

REGISTRATION FOR MULTIPLE SCHEDULE TYPES

Students are required to register for lecture, tutorial, laboratory and any other schedule type(s) where applicable.

Examples:

- **BIOL1262 & BIOL1263** have lecture, tutorial and laboratory components. Students registering for these courses must therefore register for three streams/sections of the course.

| | |
|------------|---------------------------------|
| Lecture | BIOL1262 & BIOL1263 (Lectures) |
| Tutorial | BIOL1262 & BIOL1263 (Tutorials) |
| Laboratory | BIOL1262 & BIOL1263 (Lab) |

- **MATH1141 & MATH1142** have lecture and tutorial components. Students registering for these courses must register for two streams/sections of the course:

| | |
|----------|---------------------------------|
| Lecture | MATH1141 & MATH1142 (Lectures) |
| Tutorial | MATH1141 & MATH1142 (Tutorials) |

IDENTIFYING LECTURES, TUTORIALS AND LABORATORY

| | |
|--------------|---|
| Course Title | This is the name of the courses e.g. Cell Biology |
| Course Code | This is a special code assigned to each course e.g. Cell Biology , BIOL1017 Each component of a course will have the same course code. <ul style="list-style-type: none">• Lecture sections: Courses Title ‘<i>Course Code</i>’ Cell Biology, BIOL1017 Section: M11 or M12• Tutorial sections: Tutorial ‘<i>Course Code</i>’ Tutorial BIOL1017 Section T01,T02 etc.• Laboratory sections: Laboratory ‘<i>Course Code</i>’ Lab BIOL1017Section B01, B02 etc. |
| CRN | All streams/sections, i.e. each lecture, lab or tutorial will have a unique CRN. <ul style="list-style-type: none">• Cell Biology: BIOL1017:12646• Lab BIOL1017:12646• Tutorial BIOL1017:12661 |

HOW TO SELECT A CLOSED COURSE

1. Go to the **Registration Add/Drop** page
2. Go to **Class Search** to find the course and the CRN Number.
Note: Make sure you have select the correct semester
3. Write down the **CRN number for the course** you wish to select
4. Go back to **Registration Add/Drop** page
5. Type the **CRN number** into one of the boxes titled **Add Classes to Worksheet**
6. You will get a **Registration Error**
7. Select **Request Override** and leave the course for approval
8. Click **Submit**

HOW TO DROP COURSES

This is the removal of course from your registration record

| |
|--|
| <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. Select the appropriate term (choose from the drop down menu) and click Submit.</p> |
| <p>4. Select ++Web Drop++ in the Action column next to the course to be dropped.</p> |
| <p>5. Click on Submit Changes.</p> |

*Note: Once the record is updated, the course remains on the screen with status of **++Web Drop++***

REGISTRATION ADD ERRORS

If a Course Criteria are **NOT** satisfied, a message will appear when you attempt to add the course to your record. Course criteria include the Departmental and Faculty criteria identified below:

| Criteria | Description | Error Message |
|------------------------------|--|---|
| Pre-requisite | UWI Course(s) that the student must have already passed. | PREQ and TEST SCORE-ERROR |
| 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 |
| 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 |
| Faculty Credit Limits | Limit on the maximum number of credits a student can register for in a semester without Faculty approval. | MAXIMUM HOURS EXCEEDED |
| Quotas | Limit on the number of students allowed to register in the stream/section of a course. | CLOSED SECTION |
| Student Restrictions | 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 RESTRICTION MAJOR RESTRICTION CLASS RESTRICTION CAMPUS RESTRICTION |
| Repeat Course Already Passed | Students cannot register for courses they have already passed in their current programme | RPT HRS EXCEED |

| | | |
|-----------------|---|---|
| Linked Sections | <p>Students are required to register for all applicable 'schedule types' associated with a course. Schedule types include the following:</p> <ul style="list-style-type: none"> • Lectures • Tutorials • Labs • Seminar • Clinical • Field Work • Internship • Workshop | <p>Please register for Lecture section simultaneously Please register for Tutorial section simultaneously Please register for Lab section simultaneously Please register for Seminar section simultaneously Please register for Clinical section simultaneously Please register for Field Work section simultaneously, etc.</p> <p>Note: The message 'LINK ERROR' may also occur</p> |
|-----------------|---|---|

Departmental Override is required for the following errors:

- **PREQ and TEST SCORE-ERROR**
- **CORQ {Course Code} (CRN) REQ**
- **LEVEL RESTRICTION**
- **COLLEGE RESTRICTION**
- **DEGREE RESTRICTION**
- **PROGRAMME RESTRICTION**
- **MAJOR RESTRICTION**
- **CLASS RESTRICTION**

Capacity Override is required for the following error:
CLOSED SECTION (C)

Faculty Credit Override is required for the following error:
MAXIMUM HOURS EXCEEDED

Note: Students cannot obtain an override for the following registration errors: CAMPUS RESTRICTION, RPT HRS EXCEED, LINK ERROR

For further guide as to how to register visit Office of the Campus Registrar website:

<http://www.mona.uwi.edu/registry/pdf/add.drop.pdf>

For Step by Step Registration visit:

http://sas.uwimona.edu.jm:9010/Web_for_Student_v1.pdf

To reset your *UWI password* contact:

- Mona Information Technology Services (*MITS*)
- The Student Records Unit (*SRU*)

NOTES



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