

## To Log onto the Web for Student

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Information System

HELP EXIT

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to prevent other users from accessing your records.

You must be authenticated to access your records. For students, your **Student Identification Number is your USER ID (Username)**. The default password is your **birthdate**, which must be typed in the following format: **YYMMDD**.  
e.g. John Brown is a student with id number 89076543. John was born on January 3, 1989. In this case John would enter: 89076543 - in the slot for User Id and, 890103 - in the slot for Password.

Enter ID#

Enter password. If using the default password, note date format for students

Login Click Here for Help with Login?

Students, you can change your password at any time by clicking the "Change Your Password," which can be found under the "Personal Information" sub-menu after you login.

## To Register – Click on Student Services

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Information System

Personal Information Student Services & Financial Aid

Search Go SITE MAP HELP EXIT

Main Menu Current User: PAUL PING

Welcome, Paul Ping, to the WWW Information System! Last web access on Jun 18, 2007 at 03:45 pm

**Personal Information**  
View or update your address(es), phone number(s), e-mail address, change & social security number change information, Change your PIN, Customize your directory profile. /view name

**Student Services**  
Apply for Admission, Register, View your academic records and Financial Aid.

Return to Homepage

RELEASE: 7.2

Click link to continue

## Registration Link

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Information System

Personal Information Student Services & Financial Aid

Search Go

**Student Services**

**Registration**  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

**Student Records**  
View your holds; Display your grades and transcripts; Review charges and payments.

Click on Registration Link to continue start the registration process

## Registration Menu

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
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Personal Information Student Services & Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

**Registration** Current User: PAUL PING

You must register for both Semester I and II Courses at the start of the Academic Year. Use Look-up Classes to Add Link.

Select Term..  
Look-up Classes to Add  
Add/Drop Classes  
Student Schedule by Day & Time  
Student Detail Schedule  
Registration Fee Assessment  
Registration Status AND Financial Clearance Screen  
Request for Course Error Over-rides  
Request a Change of Major or Enrolment Status

Click link to continue

## Select a Term

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
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Personal Information Student Services & Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Select Term 000010044 Paul Ping Jun 20, 2007 09:07 am

Select a Term: 2006/2007 Summer School  
2006/2007 Summer School  
2006/2007 Semester II  
2006/2007 Semester I  
2005/2006 Semester I  
2004/2005 Semester I

Submit

RELEASE: 6.0

Select Term

## Search for Courses

Add/Drop Classes: 000010044 Paul Ping 2006/2007 Summer School Jun 19, 2007 03:25 pm

Use this interface to add or drop classes for the selected term. The classes will appear in the Class Registered Successfully selected table. To add a class enter the Course Reference Number (CRN) using the options available in the Action field. If no options are dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Request Override

[ View Holds ]

Click on Class Search courses offering and the CRN (Course Reference Number) for each course

## To look for all courses in a Subject Area

Personal Information Student Services & Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Look-Up Classes to Add: 000010044 Paul Ping 2006/2007 Summer School Jun 19, 2007 03:27 pm

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select a subject area. When the search is complete, click Get Classes to perform the search.

Select subject area, eg. Management Studies

Subject: Language and Linguistics (L)  
Management Studies (MS)  
Mathematics (M)

Course Number:

Class Search Reset

Then click on Class Search

[ Student Schedule by Day & Time | Student Detail Schedule | View Holds ]

## Make a note of the CRN for each Course

Personal Information Student Services & Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Look-Up Classes to Add: 000010044 Paul Ping 2006/2007 Summer School Jun 19, 2007 03:29 pm

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

**Sections Found**  
Management Studies

Select	CRN	MS	Subj	C	3.000	Introduction To Financial Accounting	TBA	1500	0	1500	0	0	0	Cap Act R	Instructor	Date	Location
<input type="checkbox"/>	40196	MS	15A	MU1	M	3.000	Introduction To Financial Accounting	TBA	1500	0	1500	0	0	0			
<input type="checkbox"/>	40083	MS	15B	M11	M	3.000	Introduction To Cost And Managerial Accounting	TBA	1500	0	1500	0	0	0			
<input type="checkbox"/>	40197	MS	15B	MU1	M	3.000	Introduction To	TBA	1500	0	1500	0	0	0			

Click Link to return to Add/Drop Page (Main Menu)

Mark a note of the CRN then return to Add/Drop page

## Entering CRN

Add/Drop Classes: 000010044 Paul Ping 2006/2007 Summer School Jun 19, 2007 03:34 pm

Use this interface to add or drop classes for the selected term. The classes will appear in the Class Registered Successfully selected table. To add a class enter the Course Reference Number (CRN) using the options available in the Action field. If no options are dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

**Add Classes Worksheet**

CRNs

40196

Submit Changes Class Search Reset Request Override

Then click the Submit Changes button

Course selection – Criteria Satisfied

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Note: After clicking on Submit Changes the system evaluates the selection and the courses(s) will appear as shown below, this shows whether the course selection is “OK”

Registration Add Errors (To request an override, go to the 'Request for Course Error Over-rides' link on the Registration Menu)

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
PROGRAM RESTRICTION	40196	MS	15A	MU1	Undergraduate	3.000	Standard	Labor	Introduction To Financial Accounting

Add Classes Worksheet

CRNs
<input type="text"/>

Submit Changes Class Search Reset Request Override

Criteria Not Satisfied

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

In this instance there is an error and a course override is required

Click on request override link to request the override OR Return to registration menu and Select the **Request for Course Error Over-rides** link

Registration Add Errors (To request an override, go to the 'Request for Course Error Over-rides' link on the Registration Menu)

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
PREQ and TEST SCORE-ERROR	40176	CS	11B	M11	Undergraduate	6.000	Standard	Labor	Introduction To Computer Science

Add Classes Worksheet

CRNs
<input type="text"/>

Submit Changes Class Search Reset Request Override

Select course for Override

Request Course Over-rides

Use this interface to add or drop classes needing Lecturer approval to request an override for a class for which you tried to register but were not allowed to. You must enter the Course Reference Number (CRN) in the Add Class table. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

You should check this page regularly to see when the approval is given. After approval is given you are REQUIRED to go to the add/drop page and add the course to your registration record!

Select course from drop down list

Then click on the **Submit Request** button

Over-ride Request Note to Lecturer/HOD/Dean

Select Course

Select Course

40176 - CS11B (M11)

40196 - MS15A (MU1)

Submit Request Reset

View status of override request

This shows pending Override Request

CRN Course Stream Action Course Title Status/Over-ride(s) Needed. Note to Lecturer

40118	CS35B	M11	<input type="checkbox"/> Spanish Language IIIB	PREQ and TEST SCORE-ERROR	Required for major
40121	M10B	M11	<input type="checkbox"/> Functions Of Real Variables	PREQ and TEST SCORE-ERROR	

Over-ride Request Note to Lecturer/HOD/Dean

Select Course

Submit Request Reset

Registration Permits and Overrides

Permit/Override	CRN	Subject	Course
Departmental Override	40007	BL	20N Ecology

Students are required to view their records to see whether approval was given or not. If override is granted the student must go back to main menu and click on the add/drop link

Requesting Dean’s Approval

THE UNIVERSITY OF THE WEST INDIES, MONA

Student Administration & Information System

Personal Information Student and Financial Aid

Search

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

After making course selections check the “yes” box to submit registration for approval

Add Classes Worksheet

CRNs
<input type="text"/>

Do you want to submit your record to the Dean for Approval at this point? Yes No

Submit Changes Class Search Reset Request Override

Registration Status

THE UNIVERSITY OF THE WEST INDIES, MONA

Student Administration & Information System

Personal Information Student and Financial Aid

Search

UWI Registration Status

Current User: ETHEL

01000777 Chen, Ethel

Programme: Pure and Applied Sciences, BSC, FT 16p(s) Electronics, New(s) 1

NOTES FROM YOUR SEARCHES

The University reserves the right to adjust your registration in accordance with University/Faculty requirements.

After successfully registering for courses, the registration status screen shows completed registration i.e. courses approved & those courses that overrides were requested for

Courses(s) selected in 2007/2008 Semester I

CRN	CRSE	Sec	Creds	Course Title	Status	Action	Date Added
10165	ARQA	M11	3	Gender in Caribbean Culture I	Registered		09-08-07 14:36
10167	ARQA	M11	3	Introduction to Caribbean Folk Philosophy	Registered		09-08-07 14:36
10168	ARQA	M11	3	Introduction to Women's Studies I	Registered		09-08-07 14:36
10169	ARQA	M11	3	Literatures and Ideas in the Caribbean I	Registered		09-08-07 14:36
10170	ARQA	M11	3	Introduction to Caribbean Cultural Studies	Registered		09-08-07 14:36
11573	P2SE	M11	4	Modern Physics I	Registered		09-08-07 14:36

REPEAT COUNT EXCEEDED 0  
PREQ AND TEST SCORE-ERROR  
MAXIMUM HOURS EXCEEDED  
MAXIMUM HOURS EXCEEDED (no note)

Courses(s) selected in 2007/2008 Semester II

CRN	CRSE	Sec	Creds	Course Title	Status	Action	Date Added
21551	P2SE	M11	4	Digital Electronics	Registered		09-08-07 14:36
21554	P2SE	M11	4	Malware Science I	Registered		09-08-07 14:36
21552	P2AL	M11	4	State State Electronic Devices	PREQ and TEST SCORE-ERROR (no note)		09-08-07 14:41
21597	P3SE	M11	4	Modern Physics II	PREQ and TEST SCORE-ERROR MAXIMUM HOURS EXCEEDED MAXIMUM HOURS EXCEEDED (no note)		09-08-07 14:41

Dean or Higher Authority Approval of Student's Registration  
Not Approved  
Financial Clearance Is Not Yet Accessed

The University of the West Indies  
Mona Campus, Jamaica

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

Step by Step Guide  
to  
Registration

[downloaded from the worldwide web from:  
[http://sas.uwimona.edu.jm:9010/Web\\_for\\_Student\\_v1.pdf](http://sas.uwimona.edu.jm:9010/Web_for_Student_v1.pdf)]

