

BRIEF GUIDE TO REGISTRATION – 2018/2019 ACADEMIC YEAR

Log on to the UWI Website: www.mona.uwi.edu

On the home page click on CURRENT STUDENTS

On the Current Students page locate the heading ONLINE SYSTEMS

Click the sub-heading SAS (Student Administration System)

1. Click **Enter Secure Area**.
2. Log in with User name and password.

User name: (ID#/REGISTRATION#)

Default password: (Date of Birth- Format YYYYMMDD)

3. Click on the **Student Services** Link
4. Click on the **Registration** Link
5. Choose the selection which says: **Look Up Classes to Add**
6. Choose the option: **Search by term and select 2018/2019 Semester I**

Please note that you will have to register for each Semester separately

On the “look up classes to add page”

7. **Choose Subject Area** in the subject field
8. Click **Course Search**
9. Once the course listings page appears, click the “view sections” button beside the course you wish to select.

Click in the check box provided beside the appropriate course section

(PLEASE NOTE THAT YOU WILL BE REQUIRED TO SELECT THE TUTORIAL AND LAB IF APPLICABLE FOR EACH COURSE)

10. Click **Register** to add the course to your registration

OR

10b. Once the course listing page appears, write down the CRN for each course you wish to add. **Click add to worksheet and place the CRN in the add/drop page then go to step 10**

11. **Repeat** the procedure for **2018/2019 Semester II** by following steps **3-10**

The course selection page will list all the courses selected, and show that you are **Web Registered for those courses where the criteria has been satisfied.*

Web Registration Errors

- You will see **error** messages for those courses where the criteria were not satisfied and an **override** is required to select the course.
- At the bottom of the page, you will be able to request the necessary override(s), by clicking on the **Request Override Button**.
- Once the override is requested the system will submit the results to the faculty for their appropriate response.
- After this is done, keep checking back to make sure that approval is granted, at which point you may then add the course to your selections.
- **Schedule Type Error** – If the course that you are trying to add to your registration has a tutorial and or Lab, a **Schedule Type Error Message** will appear. In addition to the course you will be required to select a tutorial and or lab.

TROUBLESHOOTING ISSUES

Help, I can't log-in!!

- *Make sure that you've entered the correct default password, that is, your birthdate using the format YYYYMMDD. New Graduate students should ensure that they have accepted their offer online*
- *Returning students who have forgotten their password may call the MITS help Desk (927-2148, 935-8739) to request that their password be reset.*

I'm having problems requesting a course override

- *The Request overrides page is linked to your add/drop courses page, so, unless you've attempted to add the course to your record using the add/drop page (and had received an error), that course will not be available to you in the drop-down listing on the request overrides page.*

Reminder

Please check your records regularly to ensure that they are accurate and up to date.

Prepared by:

Office of Graduate Studies & Research

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**The University of the West Indies
Mona Campus**

OFFICE OF THE CAMPUS REGISTRAR

Graduate Studies and Research

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2018/2019 Academic Year**

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