

THE FACULTY OF HUMANITIES AND EDUCATION

# Registration Guidelines

Go to the SAS Web Site

## User Login - UWI Mona Student Administration System


[https://sas.mona.uwi.edu/banndata1-srv\\_mona/twbkwbis.P\\_WWWLogin](https://sas.mona.uwi.edu/banndata1-srv_mona/twbkwbis.P_WWWLogin) ▼

Please enter your user Identification Number (ID) and your Domain/OURVLE Password. When finished, click **Login**. When you have finished, please Exit and ...

You've visited this page many times. Last visit: 8/12/19

1

If your password does not work, feel free to utilise the live support

 **IMPORTANT:** Student users should note that your password is now date of birth, please use the format YYYYMMDD. e.g. John Brown i would enter: 89876543 in the slot for User ID and, 19890103 in the

If you do not remember your OURVLE/DOMAIN password or it has expired, please contact Support page (link below) to request a password reset.

 Live Support  
**ONLINE**

ID Number:

Password:

[Click Here for Help with Login?](#)

Next, input your I.D. number and Password into this slot

2

 **Personal Information**  
View or update your address(es), phone number(s), e-mail address(es), emergency

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

[Return to Homepage](#)

Click the student services

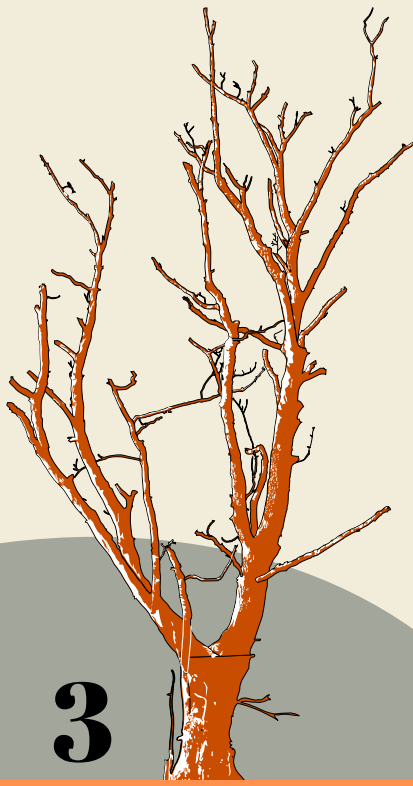
First, select your term and use the drop arrow to select the right semester.

Registration Guidelines

- Select Term..
- Look-up Classes to Add  
You MUST register for both Semester I and Semester II courses at the start
- Add/Drop Classes
- Requests for Course Error Overrides
- Request a Change of Major or Enrolment Status  
This link allows a student to request a change to his/her programme of stud
- Student Schedule by Day & Time
- Student Detail Schedule

Select a Term: 2019/2020 Semester II

Submit



3

Click here

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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 Reset Request Override

Click "Class Search"

4

Scroll here to choose

Look-Up Classes to Add:

Use the selection options below but you must select at least one S

Subject: ACCT - Accounting

AGBU - Agribusiness

AGCP - Agriculture/Crops

AGLS - Agriculture Livestock

AGRI - Agriculture

AGSL - Agriculture Soil

AHAC - Adolescent Health & Adv

ANAT - Anatomy

ANIM - Animation

ARCM-Archives & Records

Course Search Advanced Search

When searching for courses, reference your handbook for the course code and look for the letter combination. Eg. "FOUN" or "ACCT".



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Choose the course based on the number code. For example "FOUN1016" number code is "1016".

2019/2020 Semester I		
ACCT - Accounting		
1005	Financial Accounting	<a href="#">View Sections</a>
2014	Financial Accounting I	<a href="#">View Sections</a>
2017	Management Accounting I	<a href="#">View Sections</a>
3041	Advanced Financial Accounting	<a href="#">View Sections</a>
3043	Auditing I	<a href="#">View Sections</a>
6102	Advanced Financial Accounting	<a href="#">View Sections</a>
6103	Advanced Financial Reporting	<a href="#">View Sections</a>
6104	Auditing	<a href="#">View Sections</a>
6105	Advanced Management Accounting	<a href="#">View Sections</a>

Click "View Sections" to select specific classes

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Click here  
once your  
selection has  
been  
completed

08:59 pm															
<input type="checkbox"/>	17749	ACCT	1005	T39 - Tutorial/Discussions	M	0.000	Financial Accounting	F	02:00 pm-02:59 pm	40	19	21	Debbie Loren Falconer (P)	09/02-11/29	LFSS SS_SR12
<input type="checkbox"/>	17750	ACCT	1005	T40 - Tutorial/Discussions	M	0.000	Financial Accounting	W	07:00 pm-07:59 pm	40	9	31	Gregory-Paul Erick Campbell (P)	09/02-11/29	LFSS SS_101
<input type="checkbox"/>	13153	ACCT	1005	TA1 - Tutorial/Discussions	W	0.000	Financial Accounting	M	11:00 am-11:59 am	60	4	56	NEKESHIA COMALIA GRAY (P)	09/02-11/29	WJC11 WJC_SR22
<input type="checkbox"/>	13154	ACCT	1005	TA2 - Tutorial/Discussions	W	0.000	Financial Accounting	M	03:00 pm-03:59 pm	60	15	45	NEKESHIA COMALIA GRAY (P)	09/02-11/29	WJC11 WJC_SR25
<input type="checkbox"/>	17751	ACCT	1005	TA3 - Tutorial/Discussions	W	0.000	Financial Accounting	M	08:00 pm-08:59 pm	60	19	41	NEKESHIA COMALIA GRAY (P)	09/02-11/29	TBA
<input type="checkbox"/>	10845	ACCT	1005	W11 - Lecture	W	3.000	Financial Accounting	M	01:00 pm-02:59 pm	100	18	82	NEKESHIA COMALIA GRAY (P)	09/02-11/29	WJC11 WJC_SR22
<input type="checkbox"/>	11539	ACCT	1005	W12 - Lecture	W	3.000	Financial Accounting	M	06:00 pm-07:59 pm	100	20	80	NEKESHIA COMALIA GRAY (P)	09/02-11/29	WJC11 WJC_SR22
<div>Register</div> <div>Add to WorkSheet</div> <div>New Search</div>															
<div>Look-Up Classes to Add: <a href="#">Links</a></div> <div>RELEASE: 8/1/14</div> <div>{ <a href="#">Student Schedule by Day &amp; Time</a>   <a href="#">Student Detail Schedule</a> }</div>															

Note: Choose your classes based on the time you have available. Choose a lecture and a tutorial. If this course is a language, choose a lab as well.

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After this, one of two messages will be displayed:

- "Web Registered"
- "Override Needed"

If an override is needed, return to the home page and select " Request Course Overrides".

Select the  
course

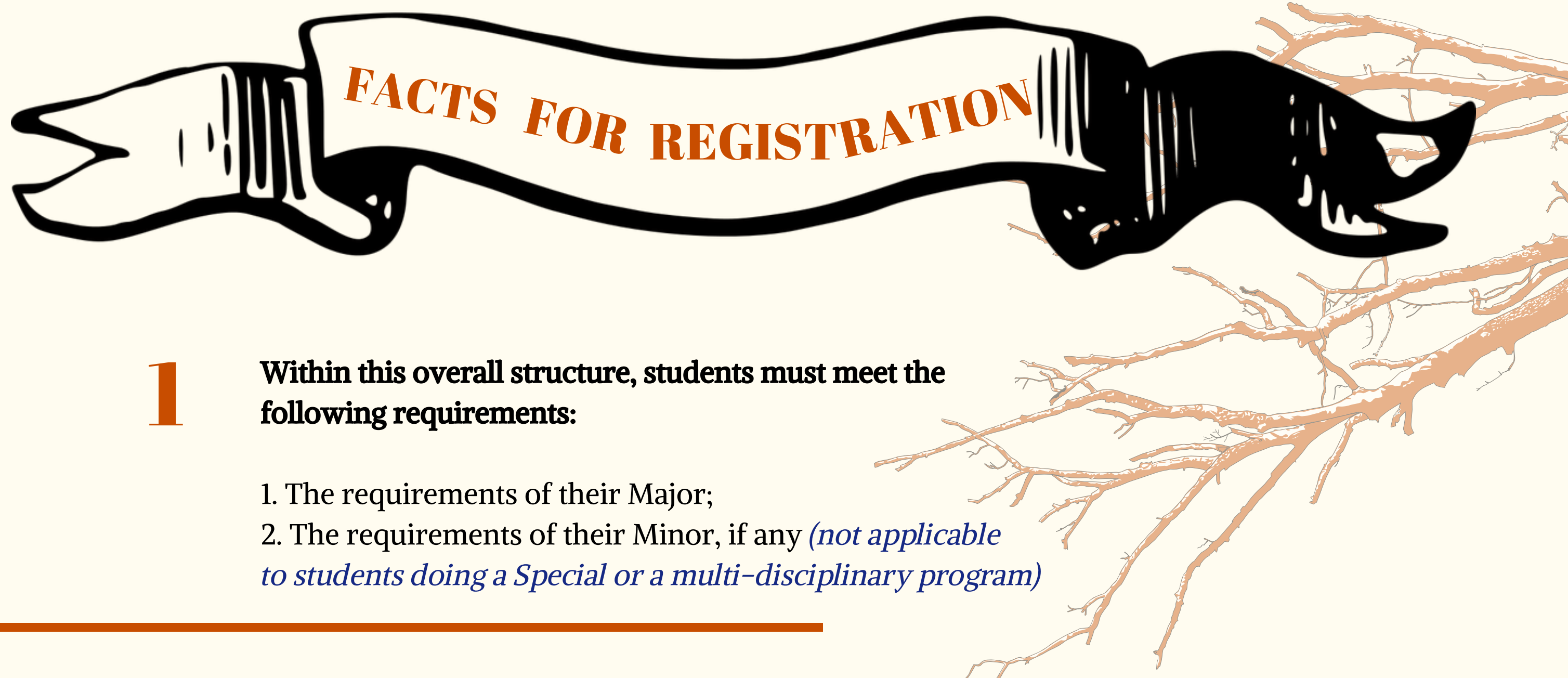
CRN	Course	Stream	Action	Course Title	Status/Over-ride(s) Needed.	Note to Lecturer
Course		Reason for Requesting the Over-ride				
Select Course ▾						
Submit Request		Reset				

Type in a  
reason

Click here after  
you're finished

Be sure to check the next page for more information regarding registration!





- 1** Within this overall structure, students must meet the following requirements:
1. The requirements of their Major;
  2. The requirements of their Minor, if any (*not applicable to students doing a Special or a multi-disciplinary program*)

**2** Students need a minimum 90 credits to be able to graduate from the faculty.

**3** Most courses are allotted 3 credits.

**4** All students in the Faculty of Humanities and Education are required to do a foreign language course, unless they received a passing grade in a foreign language at the CSEC/CAPE level.

**5** The faculty requires students to receive 9 credits outside of their department but within the faculty.

#### Year 1: 30 Credits

Have **6 or 9 credits** allotted for the English language foundation courses. (*3 credits for Foun1016 or 6 credits for FOUN1019 and 3 credits for FOUN1002. Please refer to the English Foundation Courses guide*)

The remainder of credits is required for your level 1 courses. (*Please refer to the handbook for the specific courses related to your major and minor*)

#### Year 2: 30 Credits

Register for the foundation courses **FOUN1201** and **FOUN1301**  
(*Please refer to the English Foundation Courses guide*)

The remaining **24 credits** must be allotted for level 2 courses.

#### Year 3: 30 Credits

It is a requirement that at level 3, **24 credits**, which includes a research linked course must be done.

The remaining **6 credits** must be allotted in courses at level 2 and/ or 3.

[Link to the 2018-2019 Handbook](https://www.mona.uwi.edu/humed/sites/default/files/humed/2018-2019_handbook_updated.pdf)

[https://www.mona.uwi.edu/humed/sites/default/files/humed/2018-2019\\_handbook\\_updated.pdf](https://www.mona.uwi.edu/humed/sites/default/files/humed/2018-2019_handbook_updated.pdf)

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