



Banner 9 Registration Registration Quick Guide

1. ENTER SECURE AREA on the SAS Website; enter your UWI- ID & Password.
2. Select STUDENT SERVICES then REGISTRATION then “Banner 9 Registration - Add/Drop Courses”
3. To Add or Drop Classes select “REGISTER FOR CLASSES” see below

[Student](#) > [Registration](#)

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- View Registration Information**
View your past schedules and your ungraded classes.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.

4. Select Term from drop-down menu,
CONTINUE

Terms Open for Registration

- 2021/2022 Summer Term
- 2021/2022 Semester II

5. Enter SUBJECT e.g. “SPAN” and COURSE NUMBER e.g. “0101” and CAMPUS e.g. “MONA” in the search fields then select SEARCH. N.B Typing Mona or simply clicking in the Campus search field will list all campuses. Click SEARCH

[Student](#) > [Registration](#) > [Select a Term](#) > [Register for Classes](#)

Register for Classes

[Find Classes](#) [Enter CRNs](#) [Schedule and Options](#)

Enter Your Search Criteria ⓘ

Term: 2021/2022 Semester II

Subject

Course Number

Campus

[Clear](#) [Advanced Search](#)

6. SEARCH results show all sections of SPAN 0101 scheduled at the specified Campus will be displayed.
Select all relevant schedule types and click ADD for each.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 9 Classes
Term: 2021/2022 Semester II Subject: SPAN - Spanish Course Number: 0101 Campus: Mona Search Again

Course	Section	Section Name	CRN	Days	Time	Instructor	View	Add	
SPAN 0101	Beginners' Spani... Lab	B01	25...	M...	0	Full... LINK...	M T W T F S S 13:00 - 13:59	MILLS_KAEZI...	Q View Linked ADD
SPAN 0101	Beginners' Spani... Lab	B02	27...	M...	0	Full... LINK...	M T W T F S S 18:00 - 18:59	MILLS_KAEZI...	Q View Linked ADD
SPAN 0101	Beginners' Spani... Lab	B03	28...	M...	0	1 of 30 se... LINK...	M T W T F S S 09:00 - 09:59	MILLS_KAEZI...	Q View Linked ADD
SPAN 0101	Beginners' Spani... Lab	B04	28...	M...	0	Full... LINK...	M T W T F S S 15:00 - 15:59	MILLS_KAEZI...	Q View Linked ADD
SPAN 0101	Beginners' Spani... Exam Only	MEX	28...	M...	3	100 of 10...	M T W T F S S - Type: Class Required No I...		ADD
SPAN 0101	Beginners' Spani... Seminar	S11	25...	M...	3	Full... LINK...	M T W T F S S 11:00 - 12:59 M T W T F S S 13:00 - 14:59	Sadeghi_Yas...	Q View Linked ADD
SPAN 0101	Beginners' Spani... Seminar	S12	26...	M...	3	Full... LINK...	M T W T F S S 17:00 - 18:59 M T W T F S S 17:00 - 18:59	MILLS_KAEZI...	Q View Linked ADD
SPAN 0101	Beginners' Spani... Seminar	S13	27...	M...	3	Full... LINK...	M T W T F S S 13:00 - 14:59 M T W T F S S 13:00 - 14:59	Henry_Anthon...	Q View Linked ADD
SPAN 0101	Beginners' Spani... Seminar	S14	28...	M...	3	1 of 28 se... LINK...	M T W T F S S 08:00 - 09:59 M T W T F S S 08:00 - 09:59	Henry_Anthon...	Q View Linked ADD

Page 1 of 1 | 10 Per Page Records: 9

Open and close bottom panels to display extra registration information.

7. The selected Courses will appear in a summary table at the bottom of the screen with a status of PENDING. Click SUBMIT.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 9 Classes
Term: 2021/2022 Semester II Subject: SPAN - Spanish Course Number: 0101 Campus: Mona Search Again

Course	Section	Section Name	CRN	Days	Time	Instructor	View	Add	
SPAN 0101	Beginners' Spani... Seminar	S11	25...	M...	3	Full... LINK...	M T W T F S S 11:00 - 12:59 M T W T F S S 13:00 - 14:59	Sadeghi_Yas...	Q View Linked ADD
SPAN 0101	Beginners' Spani... Seminar	S12	26...	M...	3	Full... LINK...	M T W T F S S 17:00 - 18:59 M T W T F S S 17:00 - 18:59	MILLS_KAEZI...	Q View Linked ADD
SPAN 0101	Beginners' Spani... Seminar	S13	27...	M...	3	Full... LINK...	M T W T F S S 13:00 - 14:59 M T W T F S S 13:00 - 14:59	Henry_Anthon...	Q View Linked ADD
SPAN 0101	Beginners' Spani... Seminar	S14	28...	M...	3	1 of 28 se... LINK...	M T W T F S S 08:00 - 09:59 M T W T F S S 08:00 - 09:59	Henry_Anthon...	Q View Linked ADD

Page 1 of 1 | 10 Per Page Records: 9

Schedule **Schedule Details**

Class Schedule for 2021/2022 Semester II

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06							
07							
08				Beginners' Spanish (I)	Beginners' Spanish (I)		
09	Beginners' Spanish (I)						

Open and close bottom panels to display extra registration information.

Summary

Status	Action	Details	Title	Schedule	CRN
Pending	**Web Registered**	SPAN 010...	Beginners' Spanish (I) Seminar		28064
Pending	**Web Registered**	SPAN 010...	Beginners' Spanish (I) Lab		28026

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

8. If there are no Registration Add Errors, the courses will appear on the summary table at the bottom right hand corner of the screen with the “REGISTERED” status and added to the class schedule to the left. If there are Registration Add Errors, you may be able to request an override.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 9 Classes
Term: 2021/2022 Semester II | Subject: SPAN - Spanish | Course Number: 0101 | Campus: Mona

SPAN	0101	Beginners' Spani... Seminar	S11	25...	M...	3	Full... LINK...	M T W T F S S M T W T F S S	11:00 - 12:59 13:00 - 14:59	Sadeghi, Yas...	Q View Linked	ADD
SPAN	0101	Beginners' Spani... Seminar	S12	26...	M...	3	Full... LINK...	M T W T F S S M T W T F S S	17:00 - 18:59 17:00 - 18:59	MILLS, KAEZI...	Q View Linked	ADD
SPAN	0101	Beginners' Spani... Seminar	S13	27...	M...	3	Full... LINK...	M T W T F S S M T W T F S S	13:00 - 14:59 13:00 - 14:59	Henry, Anthon...	Q View Linked	ADD
SPAN	0101	Beginners' Spani... Seminar	S14	28...	M...	3	1 of 28 se... LINK...	M T W T F S S M T W T F S S	08:00 - 09:59 08:00 - 09:59	Henry, Anthon...	Q View Linked	ADD

Page 1 of 1 | 10 Per Page | Records: 9

Schedule | Schedule Details

Class Schedule for 2021/2022 Semester II

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06							
07							
08				✓ Beginners' Spanish (I)	✓ Beginners' Spanish (I)		
09	✓ Beginners' Spanish (I)						

Open and close bottom panels to display extra registration information.

Summary

Status	Action	Details	Title	Schedule	CRN
Registered	None	SPAN 010...	Beginners' Spanish (I)	Seminar	28064
Registered	None	SPAN 010...	Beginners' Spanish (I)	Lab	28026

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 99

Submit

9. To view your complete registration, select the registration link at the top of the page, then select **VIEW REGISTRATION INFORMATION**

Registration

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- View Registration Information** (Selected)
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- Browse Classes**
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[Student](#) • [Registration](#) • [View Registration Information](#)

View Registration Information

Look up a Schedule | Active Registrations

Class Schedule

Term: 2021/2022 Semester II

Details	Title	Schedule Type	CRN	Hours	Date	Status	Message
SPAN 0101, B03	Beginners' Spanish (I)	Lab	28026	0	28/04/2022	Registered	**Web Registered**...
SPAN 0101, S14	Beginners' Spanish (I)	Seminar	28064	3	28/04/2022	Registered	**Web Registered**...

Records: 2

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 99

Schedule | Schedule Details

Class Schedule for 2021/2022 Semester II

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
03							
04							

Requesting an Override For Add Errors

1. To request an override after receiving a registration add error (e.g. prerequisite and test score error), open the registration tab at the top of the screen.

The screenshot shows the Ellucian Student Administration System interface. At the top, the 'Registration' tab is selected. Below the navigation bar, the 'Register for Classes' section is visible. A search results table lists several classes, including 'Intermediate Spanish' and 'Beginners' Spanish'. To the right of the table, a blue box highlights three error messages: 'SPAN 1000 CRN 23692: Linked course required (Seminar)', 'SPAN 1000 CRN 23689: Prerequisite and Test Score error', and 'SPAN 1000 CRN 23898: Linked course required (Seminar)'. Below the search results, a 'Class Schedule for 2021/2022 Semester II' is displayed as a grid. To the right of the schedule, a 'Summary' table shows the status of the registration, including 'Errors Prevented' and 'Registered' courses. The 'Submit' button is visible at the bottom right of the interface.

2. On this Registration page SELECT TERM. Select the term from the drop-down menu then SUBMIT

The screenshot shows the 'Student Administration System' interface. The 'Student' tab is selected. Below the navigation bar, the 'Select Term' dropdown menu is open, showing '2021/2022 Semester II' as the selected term. The 'Submit' button is circled in red. The footer indicates 'RELEASE: 8.7.1' and '© 2022 Ellucian Company L.P. and its affiliates.'

3. Select REQUEST FOR COURSE ERROR OVERRIDES.

The screenshot shows the 'Student Administration System' interface. The 'Registration' tab is selected. Below the navigation bar, the 'Requests for Course Error Overrides' link is highlighted with a red circle. The footer indicates 'RELEASE: 8.8.4.1' and '© 2022 Ellucian Company L.P. and its affiliates.'

- On the Course Overrides page select the course that you wish to request an override for from the drop-down menu. Add a reason for the request (Optional) then SUBMIT REQUEST.

When/if the request is approved it will appear on the VIEW REGISTRATION INFORMATION page.

THE UNIVERSITY OF THE WEST INDIES, MONA
Student Administration System

Personal Information | **Student** | Faculty Services

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Course Overrides

Use this interface to add or drop classes needing Lecturer approval/over-ride for the selected term. You will only be allowed to request an override for a class for which you tried to register but received an error. Include a note to the lecturer if you would like him/her to take your specific circumstance into consideration. You can delete a class you are no longer interested in taking. After you have selected a course to add or drop click Submit Changes.

You are not allowed to make multiple override requests for a course. You should delete one first.

Many courses run multiple streams or sections. If you do not get into a particular stream, try registering in another one.

CRN	Course	Stream	Action	Course Title	Status/Over-ride(s) Needed	Note to Lecturer
23689	SPAN1000	S11	<input type="button" value="v"/>	Intermediate Spanish	PREREQUISITE AND TEST SCORE ERROR	

Course Reason for Requesting the Over-ride

RELEASE: 7.3
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THE UNIVERSITY OF THE WEST INDIES, MONA
Student Administration System

Personal Information | **Student** | Faculty Services

Search Go

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Course Reason for Requesting the Over-ride