

## **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

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.
lect Term from drop-down menu,	Terms Open for Registration
NTINUE	

2021/2022 Semester II

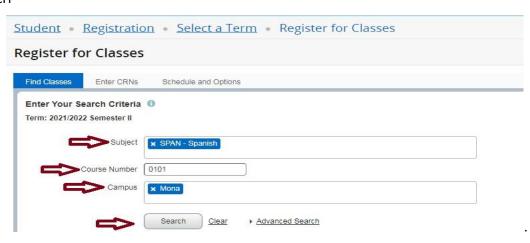
5. Enter SUBJECT e.g. "SPAN" and COURSE

4.

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



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.

nd Clas	sses	Enter CRNs S	chedule a	and Option	1S					
		s – 9 Classes Semester II Subject	t: SPAN	- Spanish	Cour	se Numl	per: 0101 Can	npus: Mona		Search Aga
SPAN	0101	<u>Beginners' Spani</u> Lab	B01	25	M	0	U Full: ∂ LINK	M T W T F S S 13:00 - 13:59	MILLS, KAEZI	Q View Linked ADD
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PAN	0101	Beginners' Spani Seminar	S14	28	M	3	1 of 28 se	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

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

ind Cl	lasses	Enter CRNs	Schedule a	ind Option	s									
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 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.

		— 9 Classes Semester II Su	bject: SPAN -	Spanish	Course	e Number	r: 0101 Camj	pus: Mona						(	Search	Again
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9. To view your complete registration, select the registration link at the top of the page, then select

VIEW REGIS	TRATION	Registration							
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		View registra	r Registration ation status, upd equirements.	ate student ter	rm data, and complete	ore-		Register for Classes Search and register for you schedule.	our classes. You can also view and manage your
		View Regi View your p	stration Inform ast schedules an	i <u>ation</u> d your ungrad	led classes.			Browse Classes Looking for classes? In thi interesting.	is section you can browse classes you find
Student • Regis	stration • View Regi	stration Information							
View Registrati	on Information								
Look up a Schedule	Active Registrations								
Class Schedule Term: 2021/2022 Sen	nester II	Ŧ						ä   ₿	
Details	Title	* Schedule Type	≎ CRN	C Hours	≎ Date	≎ Status	<	Message 🗘 🛠	N
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 II s	Schedule Details			•					
Class Schedule for 202	1/2022 Semester II								
Mon	nday Tuesd	ay Wednesday	Thur	sday	Friday	Sa	aturday	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.

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

THE UNIVERSITY OF THE WEST INDIES, MONA Student Administration System	THE UNIVERSITY OF THE WEST INDIES, MONA Student Administration System
Personal Information Student Faculty Services	
Search Go	Personal Information Student Faculty Services Search Go
Select Term Select a Term: 2021/2022 Semester II	Registration
Submit	First year students are invited to take a few minutes to complete the <u>UWI Mona Campus First</u> encourage you to respond to us as soon as possible as we intend to use the results to bette
RELEASE: 8.7.1 © 2022 Ellucian Company L.P. and its affiliates.	Registration Guidelines
	Select Term. Late Adjustment to Registration with Penalty
	Requests for Course Error Overrides Request a Change of Major or ErrorIment Status This initial assublated to request a change to hisher programme of study and/or errolemnt status.
Select REQUEST FOR COURSE ERROR OVERRIDES.	Student Schedule by Day & Time Student Detail Schedule
Select REQUEST FOR COURSE ERROR OVERRIDES.	Registration Status and Financial Clearance
	Teaching Timetable for Specific Courses
	View Timetable by Department
	Student GPA Calculator (Un-Official)

RELEASE: 8.8.4.1

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4. 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.

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