Guidelines for Students Making a Request for Change of Major or Enrolment Status

Students who wish to change their major(s)/minor(s)/option/special and/or Enrolment Status should go to the Request a Change of Major or Enrolment Status link in the SAS Registration Menu. See step by step guides below.

Students can only make a request for the term that is currently open.

<table>
<thead>
<tr>
<th>Term</th>
<th>Open Dates for Requests</th>
<th>Close Dates for Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>Opens on the day that Semester II of the previous academic year closes.</td>
<td>Closes on the last day of the term</td>
</tr>
<tr>
<td>Semester II</td>
<td>Opens on the day that Semester I of the current academic year closes.</td>
<td>Closes on the last day of the term</td>
</tr>
<tr>
<td>Summer</td>
<td>Opens on June 1</td>
<td>Closes the day before the start of Semester I of the following academic year.</td>
</tr>
</tbody>
</table>

*Note: Students in the first year of their programme cannot make online requests for change of major or status.*

**Steps to Request for a Change of Major**

[See Step by Step Guide with Screen shots on Page 3]

1. Access the ‘Student Administrative System’ link via the ‘Current Students’ tab on the University’s Home Page (www.uwimona.edu.jm).
2. Log on to SAS Web by selecting the ‘Enter Secure Area’ link and entering ID & Password.
3. Select the ‘Student Services’ tab.
4. Select the ‘Registration’ tab.
5. Select term from the drop down menu and click ‘submit’.
6. Select the ‘Request a Change of Major and Enrolment Status’ link.
7. From the drop down menu under ‘major 1’, select the programme you wish to change to then select ‘submit’.
   If requesting a double major or adding a minor, select desired programme from the drop down menu under ‘major 2’ or ‘minor 1’ along with programme selected under ‘major 1’ then select ‘submit’.
   *Note: Access to select a 2nd Major or a Minor will not be available to:*
   i. Graduate students
   ii. Undergraduate students selecting an Option or Special

**Steps to Request for a Change of Enrolment Status**

[See Step by Step Guide with Screen shots on Page 3]

1. Access the ‘Student Administrative System’ link via the ‘Current Students’ tab on the University’s Home Page (www.uwimona.edu.jm).
2. Log on to SAS Web by selecting the ‘Enter Secure Area’ link and entering ID & Password.
3. Select the ‘Student Services’ tab.
4. Select the ‘Registration’ tab.
5. Select term from the drop down menu and click ‘submit’.
6. Select the ‘Request a Change of Major and Enrolment Status’ link.
7. Select ‘FT’ or ‘PT’ from the Enrolment Status drop down menu and click ‘submit’.
How to Delete A Request

Anytime before a request is processed, a student has the option to remove/delete the request.

1. Go to the History of Changes requested
2. Select Delete Request from the available drop down box. If the request has already been processed the option is not available.
3. Click Submit Changes

Processing of Requests

All requests are processed in your Faculty as indicated below.

<table>
<thead>
<tr>
<th>Undergraduate Students</th>
<th>Change of Major</th>
<th>Change of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved in the Department offering the Major</td>
<td>Approved by the Dean/Dean Nominee of your Faculty.</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>Approved in the Department of the student’s current Major.</td>
<td></td>
</tr>
</tbody>
</table>

History of Requests and Request Status

Students can view the complete history of all requests made and the status of each request using the ‘Request a Change of Major or Enrolment Status’ link referred to above.

Key to Action/Status

<table>
<thead>
<tr>
<th>Action/Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Request. The request has been submitted by the student and is awaiting processing.</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>Request approved by the Faculty and the student record has been updated. For example: Approved on 05-MAY-2098 10:05:46AM. Note: where a request for a double major or a major and a minor has been made, both majors/minors must be approved before the student’s record is updated.</td>
</tr>
<tr>
<td>Declined</td>
<td>Request was not approved by the Faculty. For example: Declined on 26-AUG-2019 12:08:56PM</td>
</tr>
<tr>
<td>Deleted</td>
<td>Student deleted the request before it was processed. For example: Deleted on 31-MAR-2019 12:03:56PM</td>
</tr>
<tr>
<td>Expired</td>
<td>Any request not completely processed within 14 days after the close of the term will be expired and the student will have to make the request for the next available term. For example: Expired on 02-JUN-2019 12:08:56PM</td>
</tr>
</tbody>
</table>
1. **Access the Student Administrative System link via the ‘current students’ tab on the University’s Home Page (www.uwimona.edu.jm).**
2. **Log on to SAS Web via “Enter Secure Area” link**

3. **Enter student ID number & Password and click Login**

   **IMPORTANT:** Student users should note that your password is now the same as your OURVLE/DOMAIN password. If your OURVLE/DOMAIN password is your date of birth, please use the format YYYYMMDD. e.g. John Brown is a student with id number 89876543. John was born on January 3, 1989. In this case John would enter: 89876543 in the slot for User ID and, 19890103 in the slot for Password.

   If you do not remember your OURVLE/DOMAIN password or it has expired, please contact the MITS Helpdesk at extension 2992 or (876) 927-2148. You may also email the helpdesk or visit the UWI Mona Live Support page (link below) to request a password reset.
4. **Select the Student Services Menu**

5. **Select the Registration Menu**
6. Select term from the drop down menu and click submit
7. Select the Request a Change of Major or Enrolment Status link
8. **REQUEST A CHANGE OF MAJOR**

If requesting a change of major, follow steps 1 through 7 then from the drop down menu under ‘major 1’, select the programme you wish to change to then select ‘submit’, if requesting a double major select desired programme from the drop down menu under ‘major 2’ along with programme selected under ‘major 1’ then select ‘submit’.
Campus: Mona
Faculty/College: Social Sciences
Program: Accounting MSC M
Degree: Master of Science

Enrolment Status: PT

I hereby request a change of Status to the following
Enrolment Status: No Change

Major1: Accounting
Minor1: 
Minor2: 

Site: 

I hereby request a change of Major to the following
Major1: Applied Psychology-SS-APSY-MSC-M-F
Minor1: 
Minor2: 

Submit Changes

History of Changes requested
9. **REQUEST A CHANGE OF STATUS**

Select Full-Time or Part-Time from the Enrolment Status drop down menu and click submit changes. The request will appear at the bottom of the page under ‘History of Changes requested’. The time and date of the request, along with the enrolment status you are changing from and the one you are changing to are displayed.

### History of Changes requested

<table>
<thead>
<tr>
<th>Term</th>
<th>Programme</th>
<th>Date</th>
<th>Change From</th>
<th>Change To</th>
<th>Action/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/2020 Semester I</td>
<td>Accounting MSC M</td>
<td>19-JUN-2020 05:06:46PM</td>
<td>PT</td>
<td>FT</td>
<td></td>
</tr>
</tbody>
</table>
10. **REQUEST HISTORY**

The request made will appear at the bottom of the page under ‘History of Changes requested’. The time and date of the request, along with details of the request are displayed, e.g. the major you are changing from and the one you are changing to.

**Request for Change of Major and Enrolment Status**

- **Term**: 2019/2020 Semester II
- **Date**: Jun 19, 2020 04:23 pm
- **Campus**: Mona
- **Faculty/College**: Social Sciences
- **Program**: Accounting MSC M
- **Degree**: Master of Science
- **Major**: Accounting
- **Minor**: 
- **Enrolment Status**: PT

**History of Changes requested**

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<th>Change To</th>
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11. **DELETE REQUEST**

There is also an ‘action/status’ bar where the request can be deleted. Using the drop down menu, select ‘delete request’ then ‘submit changes’. The request can only be deleted if it has a ‘p.ending’ status i.e. before a decision is made. Both change of major and change of enrolment requests are deleted in this way.
12. VIEW REQUEST & DECISION

To view the decision regarding the requests for a change of major or change of enrolment status

i. Click on ‘Student Services’

ii. Click on ‘Registration’

iii. Click on ‘Registration Status and Financial Clearance’.

iv. The request and decision/status is displayed under ‘Requests for Approval of Change of Major or Enrolment Status’.
First year students are invited to take a few minutes to complete the UWI Mona Campus First Year Survey. You can save and return to complete the survey at your convenience but we encourage you to respond to us as soon as possible as we intend to use the results to better serve YOU!

Registration Guidelines

Select Term.

Look-up Classes to Add
You MUST register for both Semester I and Semester II courses at the start of the academic year.

Add/Drop Classes

Requests for Course Error Overrides

Request a Change of Major or Enrollment Status
This link allows a student to request a change to their programme of study and/or enrollment status.

Student Schedule by Day & Time

Student Detail Schedule

Registration Status and Financial Clearance

Teaching Timetable for Specific Course

View Timetable by Department

Late Registration & Adjustments to Registration
**NOTES FROM YOUR DEAN/HOD**

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

**REQUESTS FOR APPROVAL OF CHANGE OF MAJOR OR ENROLMENT STATUS**

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<td>19-06-20 05:06:46PM</td>
<td>PT</td>
<td>FT</td>
<td></td>
</tr>
</tbody>
</table>

**Course(s) selected in 2019/2020 Semester I**

<table>
<thead>
<tr>
<th>CRN</th>
<th>CRSE</th>
<th>Sec</th>
<th>Gradable?</th>
<th>Credit</th>
<th>Course Title</th>
<th>Status</th>
<th>Action</th>
<th>Date Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>10533</td>
<td>MGMTB8116</td>
<td>M11</td>
<td>Y</td>
<td>4</td>
<td>Corporate Finance</td>
<td>Registered</td>
<td></td>
<td>18-08-19 10:35</td>
</tr>
</tbody>
</table>