

The University of the West Indies  
Mona Campus  
**Office of Graduate Studies and Research**

**BRIEF GUIDE TO REGISTRATION – 2016/2017 ACADEMIC YEAR**

Log on to the UWI Website: [www.mona.uwi.edu](http://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 2016/2017 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 **2016/2017 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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## ***Brief Guide to Registration***

***2016/2017 Academic Year***

**Customer Service at Office of Graduate Studies & Research**  
**Telephone numbers:**

**935-8996, 935-8997, 935-8263, 935-8708**