



The Registration Process

A final note on Incomplete Registration:

If you've failed to complete any of the mandatory registration steps, please note that sanctions may be imposed through the system resulting in your inability to:

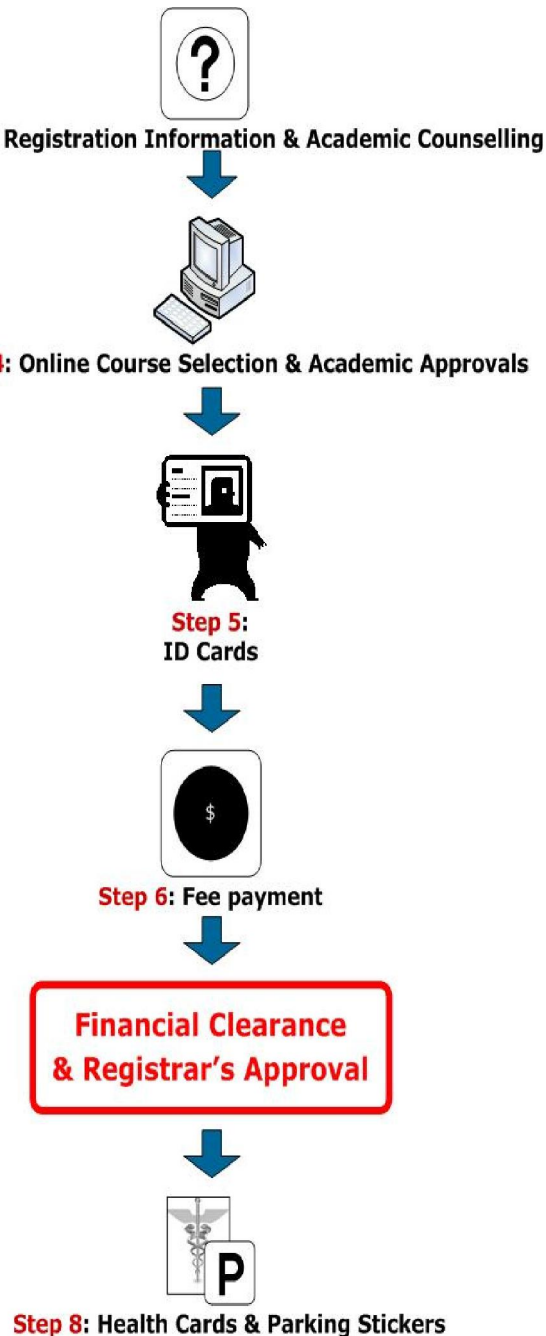
- § Borrow books from the Library
- § Represent clubs/societies/UWI in co-curricular activities
- § Use the Health Centre
- § Obtain an examination card to sit examinations

If you fail to complete registration before the stipulated deadline, you may be de-registered and placed on a Compulsory Leave of Absence for the duration of the semester. To avoid this happening to you, make sure you've completed all the following tasks:

- Received Academic Counseling
- Selected courses online
- Requested Course Overrides, Change of Enrolment Status (if required)
- Checked for approvals and, in the case of course overrides, added approved course (s) to your record (if applicable)
- Paid Fees or made appropriate arrangements for payment
- Collected your ID cards, Health cards and Parking stickers.

Student Administration System

Registration Overview 2008/2009



Powered by:



Questions? Contact us:

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by e-mail: SASProj@uwimona.edu.jm

Registration at UWI Mona

This publication supplements the 2008/09 Financial Information & Registration Guidelines Handbook. It provides an overview of the registration process at UWI Mona, which is considered complete once a student has been through each of the following steps. Of the total 8 steps, 7 of these are mandatory, the other 1 (Step 4) is only required based on the specific need of students.

Steps 1-3: Counseling & Course Selection

These steps include Obtaining Registration Information & Academic Counseling, and then proceeding to Online Course Selection. At this point you are encouraged to obtain as much information as possible to enable you to select appropriate courses online based on your programme of study.



Online registration in Banner v7

Having been duly informed, you can then proceed to access the site from the UWI Mona homepage (<http://www.mona.uwi.edu/>) by clicking on the 'SAS' Icon. This can be done from either the on-campus sites indicated in the Faculty schedules, or alternately, from any computer with internet access.

Once logged in to SAS, remember that you'll be required to select courses for *both* Semesters I & II. Proceed to make your choices carefully, being mindful of considerations such as course quotas, pre- and co-requisite requirements and prior academic history, all of which impact your ability to qualify to do the courses selected. Having selected courses, you can always go back and make changes to your course selection until the system is officially closed for registration.

If you have been unable to add a course due to quota or other restrictions, and need to request a course override OR if you would like to change your major or enrolment status (i.e. full-, or part-time) then proceed to the next step. Otherwise, jump to Step 5.

Step 4: Academic Approvals*

As stated in the preceding section, this step is only applicable to 2 scenarios where students wish to request (i) Course Overrides &/or (ii) Change of Major or Enrolment Status.

If you have tried to select a course for which the relevant pre/co-requisite has not been fulfilled, or the course quota or credit limits have been exceeded, you may request Faculty approval for that course using the online Course Override option. Once a request has been made, you'll then have to log-in and check the override page intermittently to monitor the status of your request(s). Having received the approval(s), your final step would be to add the course(s) to your record using the same steps as you did for initial course selection.

Similarly, if you would like to change your major (or minor), or your enrolment status (i.e. full-time, part-time), submit your request online through the Change of Major or Enrolment Status page, and then make sure to follow-up intermittently to ensure that approval has been granted.

Step 5: ID Cards

Within an hour of making your first course selection, a record will be created for you on our ID system. As soon as you've paid the fee for the ID card, take your voucher to the ID Centre to have one created for you. ID Cards will allow you greater freedom to move about the Campus with ease and to avail yourself of our student facilities.

Step 6: Fee Payment

Fees are calculated on the basis of your course selections and enrolment status. If you fail to pay the requisite fees as per this calculation, you may be prevented from accessing certain services (e.g. Library), as well as from sitting exams.

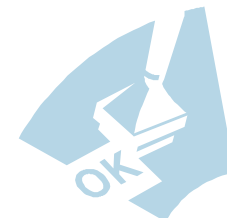
Several options are available to facilitate your fee payment: (i) the Bursary Cashier on Campus, (ii) online using the Mona E-Commerce facility, or (iii) at any of the designated payment locations, e.g. NCB Branches island-wide, Paymaster, Bill Express, UWI Co-operative Credit Union. Once payment has been received, Financial Clearance should be



granted within 2 working days.

Step 7: Financial Clearance & Registrar's Approval

Obtaining Financial Clearance & Registrar's Approval are the penultimate steps in the Registration process, and is automatically assigned based on fulfillment of the previous steps. If, however, you choose to change your academic status (e.g. transfer from one Faculty to another or change from part-time to full-time) and are required to pay additional fees, then the Financial Clearance previously issued will be revoked and you will no longer be considered officially registered. Clearance will not be re-issued until all outstanding fees have been settled and the student is again in good financial standing. However, where the change of status does not require the payment of additional fees, your record will be electronically adjusted and Financial Clearance and Registrar's Approval will remain based on the new academic status.



Step 8: Health Cards & Parking Stickers

Eligible financially cleared students are included on the University's health scheme with Blue Cross. To begin accessing your benefits, health cards may be obtained from the ID Centre.

Motor vehicle parking stickers are also available to you once Registrar's Approval and Financial Clearance has been granted. These facilitate access on and off campus through the designated entrances and exits. If you would like to obtain a parking sticker for your vehicle, submit an application online via the relevant link on the Personal Information Menu of the SAS website.