

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

Brief Guide to Registration – 2013/2014 Academic Year

Log on to the UWI Website: www.mona.uwi.edu

On the home 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 2013/2014 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 **Class Search**
9. Once the course listings page appears, **click in the boxes provided under the select column beside each of the courses you wish to add**

(Please note that you will be required to select the tutorial and lab if applicable for each course)

10. **Click Register** to add the courses 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 **2013/2014 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

Designed by:

Office of Graduate Studies & Research

April 10, 2013



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

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