



THE SEMESTER 1 TIMETABLE IS NOW AVAILABLE!

IT'S TIME TO PLAN AHEAD FOR REGISTRATION!

ARE YOU READY?

LOG IN TO CHOL AND LET'S GO....

<https://www.cavehill.uwi.edu/chol/home.aspx>



ARE YOU READY FOR REGISTRATION?

THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS

Student • Registration

Registration

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.
- [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
- [View Registration Information](#)
View your past schedules and your ungraded classes.
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS

Student • **Registration** • Select a Term • Prepare for Registration

Prepare for Registration

Registration Status | Update Student Term Data

Registration Status


Term: 2023/2024 Semester I

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ You have no holds which prevent registration.

Earned Hours

✓ You have Earned Hours for Level: Undergraduate, Institution Hours: 90, Transfer Hours: 0

TO FIND OUT IF YOU'RE READY:

- ✓ Select **“Registration & Planning”** from the left menu in your student profile
 - Select the **“Prepare for Registration”** link
 - If you are eligible to register, your registration status will have all green checkmarks as shown in the image below
 - If you have financial holds, or other reasons which would prevent you from registering, you will see this:

 - To return to the main screen click the Registration link in the menu bar



PLANNING AHEAD FOR REGISTRATION

THE CHOL REGISTRATION MENU PAGE

THE UNIVERSITY OF THE WEST INDIES
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Student > Registration

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CREATING A PLAN

- ✓ Students can create or edit registration plans in the “**Plan Ahead**” section of the Registration application.
- ✓ This planning feature allows you to plan your course selection for the upcoming semester before actually registering for the courses at the assigned time.
- ✓ *Remember that you will not be able to complete course registration unless you have paid your University Registration Fees for which you will be pre-billed!*



PLANNING AHEAD FOR REGISTRATION

1

Student • Registration • Select a Term

Select a Term

Terms Open for Planning ⓘ

2023/2024 Semester I
2022/2023 Summer
2022/2023 Semester II

2

Student • Registration • Select a Term • Select A Plan

Select A Plan

Plans you have created for this term: 0

Term: 2023/2024 Semester I

You are allowed a maximum of 10 plans for this term.

[+ Create a New Plan](#)

3

Find Classes

Enter Your Search Criteria

Term: 2023/2024 Semester I

Subject

Course Number

Keyword

[▶ Advanced Search](#)

CREATING A PLAN

1. Select the term open for Planning (**2023/2024 Semester I**) and select **“Continue”**
2. Select **“Create a New Plan”**
3. Search for courses to add to your plan



SEARCHING FOR COURSES

Find Classes

Enter Your Search Criteria
Term: 2023/2024 Semester I

Subject

Course Number

Keyword

[Clear](#) [▶ Advanced Search](#)

Enter Your Search Criteria
Term: 2023/2024 Semester I

Subject

Course Number

Keyword

[Clear](#) [▶ Advanced Search](#)

CREATING A PLAN

- ✓ Enter a Subject e.g. LAW, COMP, ACCT in the Subject box
and or
- ✓ Enter Course Number 1002, 1003 if you are looking for a specific course
- ✓ Click on “**Search**” button



SEARCHING FOR COURSES

THE PLAN AHEAD COURSE SEARCH

Plan Ahead

Find Classes

Search Results — 41 Courses
Term: 2023/2024 Semester I Subject: ACCT-Accounting Search Again

Title	Subject Description	Course Number	Hours	Description	
Introduction to Financial Accounting	ACCT-Accounting	1002	0 OR 3	An introductory course design...	View Sections Add Course
Introduction to Cost and Management Accounting	ACCT-Accounting	1003	0 OR 3	This is an introductory course f...	View Sections Add Course
Financial Accounting I	ACCT-Accounting	2014	0 OR 3	This course deals with the foll...	View Sections Add Course
Intermediate Financial Accounting II	ACCT-Accounting	2015	0 OR 3	This course deals with the foll...	View Sections Add Course
Management Accounting I	ACCT-Accounting	2017	0 OR 3	The topics covered in this cour...	View Sections Add Course
Government Accounting	ACCT-Accounting	2018	0 OR 3	This course deals with the acc...	View Sections Add Course
Introduction Accounting for Managers	ACCT-Accounting	2019	0 OR 3	(Students interested in followin...	View Sections Add Course
Fraud Examination	ACCT-Accounting	2025	0 OR 3	Virtually every entity suffers fro...	View Sections Add Course
Accounting Information Systems	ACCT-Accounting	3015	0 OR 3	This course is intended to ena...	View Sections Add Course

- ✓ Select “Add Course”
- ✓ If a course has multiple sections (eg lecture, tutorials, practicals) you can select “View Sections”
- ✓ Then “Save Plan”
- ✓ You will be asked to give the plan a name

Panels Save Plan



ADDING COURSES TO YOUR PLAN

Plan Ahead

Find Classes

Search Results — 41 Courses
Term: 2023/2024 Semester I Subject: ACCT-Accounting

[Search Again](#)

Title	Subject Description	Course Number	Hours	Description	
Introduction to Financial Accounting	ACCT-Accounting	1002	0 OR 3	An introductory course design...	View Sections Add Course
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Intermediate Financial Accounting II	ACCT-Accounting	2015	0 OR 3	This course deals with the foll...	View Sections Add Course

Schedule

Schedule Details

Class Schedule for 2023/2024 Semester I

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

2023/2024 Semester IUntitled Plan

Title	Details	Hour	CRN	Schedule Type	Note	Status	Action
Introduction to Finan...	ACCT 1002	0				Pending	Add

Total Planned Hours: 0

[Save Plan](#)

- ✓ Repeat Search, View Sections and add course sections until your plan is completed
- ✓ Save Plan



VIEW REGISTRATION INFORMATION

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Look up a Schedule | Active Registrations

Class Schedule

Term: 2023/2024 Semester I

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Date	Status	Message
Curriculum Foundations (ONLI...	EDCU 6003, L01	4	11956	Lecture	Standard Letter	Graduate	Graduate Full...	24/09/2023	Registered	**Web Regist...
Research Methods in Educatio...	EDRS 6001, L01	4	12018	Lecture	Standard Letter	Graduate	Graduate Full...	24/09/2023	Registered	**Web Regist...







Records: 2

- ✓ To register from a plan, registration must be open, that is, your **registration ticket time** must have come.
- ✓ Select “**View Registration Information**”
 - You will see the schedule for the current term
 - To **Print** a copy, click the printer icon on right side of the page
 - To **Email** a copy to yourself or others, click the email icon on right side of page as shown in the image below



COMPLETING COURSE REGISTRATION

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.
 Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 Browse Classes Looking for classes? In this section you can browse classes you find interesting.
 View Registration Information View your past schedules and your ungraded classes.	 Browse Course Catalog Look up basic course information like subject, course and description.

- ✓ Select **“Register for Classes”**
- ✓ Select a **“Term”** and click **“Continue”**
- ✓ The registration screen is split into three parts. If you would like to change the size of each part, please click on small arrows in centre of screen
- ✓ You can register by either searching for classes from the **“Find Classes”** tab, by entering CRN’s from the **“Enter CRN’s”** tab or by using a **“Plan”**
- ✓ *Remember that you must have paid your University Registration Fees in order to complete course registration*



SUBMITTING YOUR REGISTRATION PLAN

Register for Classes

Find Classes Enter CRNs Schedule and Options

Subject

Course Number

Keyword

[Advanced Search](#)

Schedule Schedule Details **Summary** [Tuition and Fees](#)

Class Schedule for 2023/2024 Semester I

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am		Introduction to Organic Chemistry					
11am					Introduction to Organic Chemistry		
12pm		Introduction to Organic Chemistry	Introduction to Organic Chemistry				
1pm							
2pm							

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to Orga...	CHEM 111...	0	10314	Class ...	Registered	None
Introduction to Orga...	CHEM 111...	3	10315	Lecture	Registered	None
Introduction to Orga...	CHEM 111...	0	10318	Tutori...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

To REGISTER FROM A PLAN

- ✓ Click “**Plans**” tab on the “**Register for Classes**” page
- ✓ Select the plan previously created from the “Plan Ahead” steps above and click “Add”
- ✓ When you are ready to register, click “**Submit**”. The courses from the plan will be added to your schedule.



PLEASE NOTE: Error checking will be done on submission of courses.



REGISTRATION RESTRICTIONS

Restrictions will prevent you from selecting certain courses. These restrictions may be based on:

- **Level** - selecting a graduate course as an undergraduate student or vice-versa
- **Programme** - selecting a course that is not a part of your programme
- **College** - selecting a course from a different faculty
- **Duplication** - registering for the same course with 2 different section numbers
- **Pre-requisite** - registering for a course that has a prerequisite that you have not yet completed
- **Repeat** - registering for a course which has an open registration from a previous semester
- **Course load** - registering for a full-time course load while a part-time student).

<https://www.cavehill.uwi.edu/chol/registration/terminology.aspx>