



UWI

CAVE HILL CAMPUS
BARBADOS, WEST INDIES



STUDENT GUIDE TO REGISTRATION

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REGISTRATION OVERVIEW

- ✓ The Cave Hill campus allows students to register based on Level and Faculty. Each group has a different time slot i.e. day and time to commence registering. This is also known as a ticket in which to register. Once your ticket is open you will be able to select your courses.
 - If you get the error "You do not have a time ticket to register", this means that it is not yet your time to register or there is no schedule for your group in such an instance you will be required to contact the **Admissions Office**.
- ✓ Registration involves the selection of the courses that a student will pursue for a particular semester; each course is uniquely identified by a CRN (Course Reference Number)
- ✓ To be eligible to register, a student must be in good financial standing (not owing fees) with the university and their student status must be active. His/her academic standing must also permit registration.

LOGIN PROCESS

- ✓ You will be redirected to the login screen to sign into your account as seen below. You will login using the following information.
 - Username - enter your Student ID. E.g. 400001010
 - Password – enter your **network password**. I.e. your *eLearning password*.

Note you will NO LONGER be required to use a PIN to log in.



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Sign in to your account

<input type="text" value="Username"/>	<input type="text" value="Password"/>	<input type="button" value="Sign In"/>
---------------------------------------	---------------------------------------	--

Remember me on this computer

UNSUCCESSFUL LOGIN

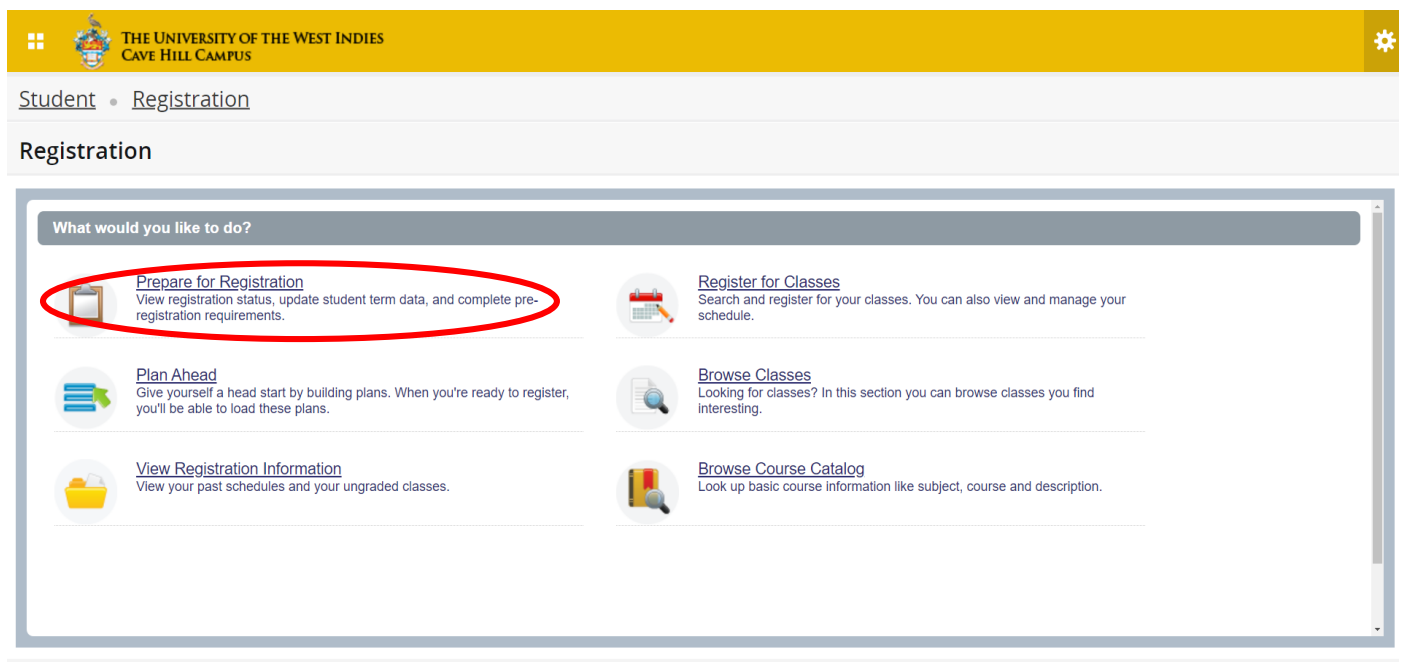
If you are unable to sign in:


- ✓ Visit <https://reset.cavehill.uwi.edu/> to reset your password
- ✓ Follow the instructions to create a new password
- ✓ If you are still unable to sign in, contact the IT Service Desk:
 - Telephone: (246) 417-4595
 - Email: itservicedesk@cavehill.uwi.edu

PREPARE FOR REGISTRATION

REGISTRATION STATUS - CHECK YOUR ELIGIBILITY TO REGISTER

- ✓ Navigate to the registration link
- ✓ You will be presented with a list of menu items as seen in the image below:



- ✓ 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 holds, or other reasons which would prevent you from registering, the information will appear as follows with reasons for hold:  You have holds which prevent registration.
- ✓ On completion click on the registration link to return to the main screen of the registration page

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

Prepare for Registration

Registration Status | Update Student Term Data

Registration Status
Term: 2020/2021 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

Primary Curriculum
Level: Graduate
Faculty: Humanities & Education
Degree: Master of Education
Programme: Education MED C
Major: Education
Department: School of Education
Major Concentration: Curriculum Studies
Campus: Cave Hill
Catalogue Term: 2020/2021 Semester I
Admit Term: 2020/2021 Semester I
Admit Type: Normal

PLAN AHEAD

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 them.

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CAVE HILL CAMPUS

Student • Registration

Registration

What would you like to do?

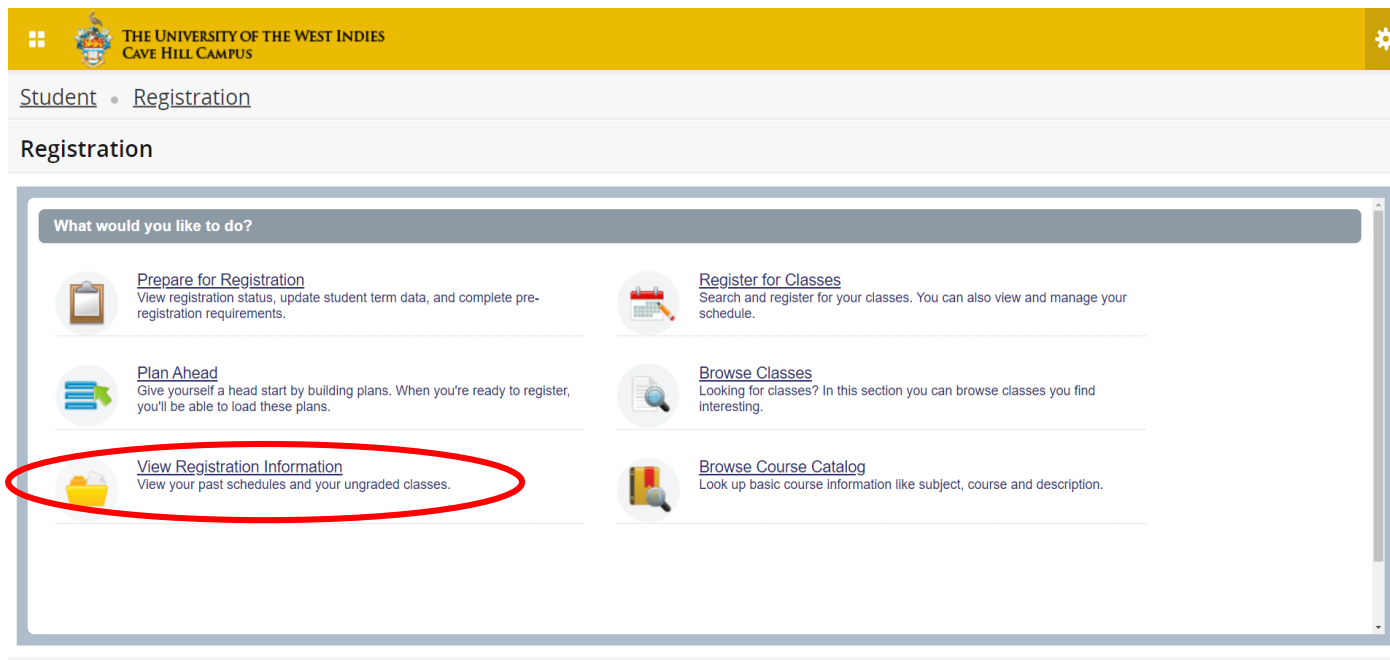
- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**
Give yourself a head start by building plans. When you're 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.

- ✓ Select a “*Create a new plan*”
- ✓ Enter a **Subject e.g. LAW, COMP, ACCT** in the Subject box
- ✓ Enter **Course Number 1002, 1003** if you are looking for a specific course
- ✓ Click on **Search** below Keyword box
- ✓ Selects a section from the “**View Section**” button (if available) and add to the plan
- ✓ Click “**Save**” and enter a name for your plan
- ✓ Your planned courses will display in the schedule section of the page with status ‘**Planned**’

PLEASE NOTE: No restriction checking occurs at this point i.e. no prerequisite or level checks.

Restriction checking occurs **ONLY** when you register for classes and the classes are added to the registration summary from the plan. To register from a plan, registration must be open. Follow the register for classes steps below under the “***Register for Classes***”

VIEW REGISTRATION INFORMATION



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Student • Registration

Registration

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View your past schedules and your ungraded classes.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

- ✓ Select “***View Registration Information***”
- ✓ Your schedule for current term should appear on the screen
- ✓ If you would like to print a copy of your schedule, click the printer icon on right side of page
- ✓ If you would like to email a copy of your schedule to yourself or others, click the email icon on right side of page as shown in the image below

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Student • Registration • View Registration Information

View Registration Information

Look up a Schedule | Active Registrations

Class Schedule

Term: 2020/2021 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...	24/09/2020	Registered	**Web Regist...
Research Methods in Educatio...	EDRS 6001, L01	4	12018	Lecture	Standard Letter	Graduate	Graduate Full...	03/09/2020	Registered	**Web Regist...

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 40

Records: 2

Class Schedule for 2020/2021 Semester I

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01							
02							
03							


REGISTER FOR CLASSES


THE UNIVERSITY OF THE WEST INDIES
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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.

- ✓ Click “**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 center 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 using a “**Plan**”

USING FIND CLASSES

- ✓ Click the **“Find Classes”** tab as shown in the image below
- ✓ Enter a **Subject e.g. LAW, COMP, ACCT** in the Subject box
- ✓ Enter **Course Number 1002, 1003** if you are looking for a specific course
- ✓ Click on the **Search** button below the Keyword search box
- ✓ When you find a course to register, click the **“Add”** button on the right side of the page
- ✓ The course will then appear in your **“Summary”** on the bottom right side of the page with the Action **“Pending”**
- ✓ When you are ready to register, click **“Submit”**. The course will be added to your schedule.
- ✓ If you would like to remove a course from your **“Summary”**, click the down arrow under **“Action”** and click **“Remove”**
- ✓ If there is a restriction preventing you from registering for a course, you will see a warning message at top right side of screen.
- ✓ If you would still like to register for this course, you must ask the instructor if he/she will permit you to register for this course with a Permit/Override

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Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Subject

Course Number

Keyword

Search Clear Advanced Search

Schedule | Schedule Details

Class Schedule for 2020/2021 Semester I

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

Panels

Summary | Tuition and Fees

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

Submit

USING ENTER CRN'S

- ✓ Click "**Enter CRN's**" tab as shown in the image below
- ✓ Begin to enter CRN's for courses you wish to register.
- ✓ To add additional CRN's click "**Add another CRN**"
- ✓ Once you are finished entering CRN's, click "**Add to Summary**".
- ✓ The course will then appear in your "**Summary**" on the bottom right side of page with the Action "**Pending**"
- ✓ When you are ready to register, click "**Submit**". The course will be added to your schedule.
- ✓ If you would like to remove a course from your "**Summary**", click the down arrow under "**Action**" and click "**Remove**"
- ✓ If there is a restriction preventing you from registering for a course, you will see a warning message at top right side of screen.

The screenshot shows the registration interface for The University of the West Indies, Cave Hill Campus. The user is logged in as Testing, Ellucian. The navigation path is Student > Registration > Select a Term > Register for Classes. The main heading is 'Register for Classes'. There are three tabs: 'Find Classes', 'Enter CRNs' (highlighted with a red circle), and 'Schedule and Options'. Below the tabs is a search form with fields for 'Subject', 'Course Number', and 'Keyword', along with 'Search', 'Clear', and 'Advanced Search' buttons. Below the search form is a 'Class Schedule for 2020/2021 Semester I' calendar view showing courses like 'Introduction to Organic Chemistry' on various days and times. To the right is a 'Summary' table with columns for Title, Details, Hour, CRN, Schedule, Status, and Action. The table lists three registered courses. At the bottom right, there is a 'Submit' button (highlighted with a red circle) and a status bar showing 'Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15'.

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

USING PLANS

- ✓ 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.

BROWSE CLASSES

Browse Classes provides you with the available courses for registration by term. See instructions below to browse the classes

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Student • Registration

Registration

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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.

- ✓ Click “**Browse Classes**”
- ✓ Select a “**Term**” and click “**Continue**”
- ✓ There are two ways to search for currently offered courses: “**Course Search**” or “**Advanced Search**”

Browse Classes

Enter Your Search Criteria

Term: 2019/2020 Semester II

Subject

Course Number

Keyword

Search

Clear

▶ [Advanced Search](#)

COURSE SEARCH

- ✓ Enter a “**Subject**” e.g. **LAW, COMP, ACCT** in the Subject box
- ✓ Enter “**Course Number**” **1002, 1003** if you are looking for a specific course
- ✓ Click on “**Search**” below Keyword box
- ✓ You will be redirected to a list displaying all of the CRN’s being offered for the selected subject and term

- ✓ To view additional information on the subject click on course title to get more detailed information, including a course description

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Student • Registration • Select a Term • Browse Courses

Browse Courses

Search Results — 2530 Courses
Term: 2020/2021 Semester I

Course Title	Subject	Course Number	Status	Description	Action
Introduction to Financial Accounting	ACCT-Accounting	1002	0 OR 3	An introductory course designed...	View Sections
Introduction to Cost and Management Accounting	ACCT-Accounting	1003	0 OR 3	This is an introductory course fo...	View Sections
Financial Accounting I	ACCT-Accounting	2014	0 OR 3	This course deals with the follow...	View Sections
Intermediate Financial Accounting II	ACCT-Accounting	2015	0 OR 3	This course deals with the follow...	View Sections
Management Accounting I	ACCT-Accounting	2017	0 OR 3	The topics covered in this cours...	View Sections
Government Accounting	ACCT-Accounting	2018	0 OR 3	This course deals with the acco...	View Sections
Introduction Accounting for Managers	ACCT-Accounting	2019	0 OR 3	(Students interested in following ...	View Sections
Fraud Examination	ACCT-Accounting	2025	0 OR 3	Virtually every entity suffers from...	View Sections
Accounting Information Systems	ACCT-Accounting	3015	0 OR 3	This course is intended to enabl...	View Sections
Management Accounting II	ACCT-Accounting	3039	0 OR 3	Topics covered in this course wil...	View Sections

Class Details for Introduction to Financial Accounting ACCT-Accounting 1002 1

Term: 201920 | CRN: 20005

Class Details

Course Description

Syllabus

Attributes

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

Corequisites

Prerequisites

Mutual Exclusion

Cross Listed Courses

Linked Sections

Catalog

Associated Term: 2019/2020 Semester II
CRN: 20005
Campus: Cave Hill
Schedule Type: Lecture
Instructional Method:
Section Number: 1
Subject: ACCT-Accounting
Course Number: 1002
Title: Introduction to Financial Accounting
Credit Hours: 3
Grade Mode: S

Close

- ✓ The “**CRN**” identifies the specific course section for that semester
- ✓ The “**Status**” column indicated the maximum number of seats available and number of seats remaining from the maximum
- ✓ If the section is closed it will be indicated in red as shown

ADVANCED SEARCH

- ✓ Click “**Advanced Search**” as shown in the image below
- ✓ A window will pop-up with search options
- ✓ Enter the relevant fields to search for a course in the catalog

Browse Classes

Enter Your Search Criteria

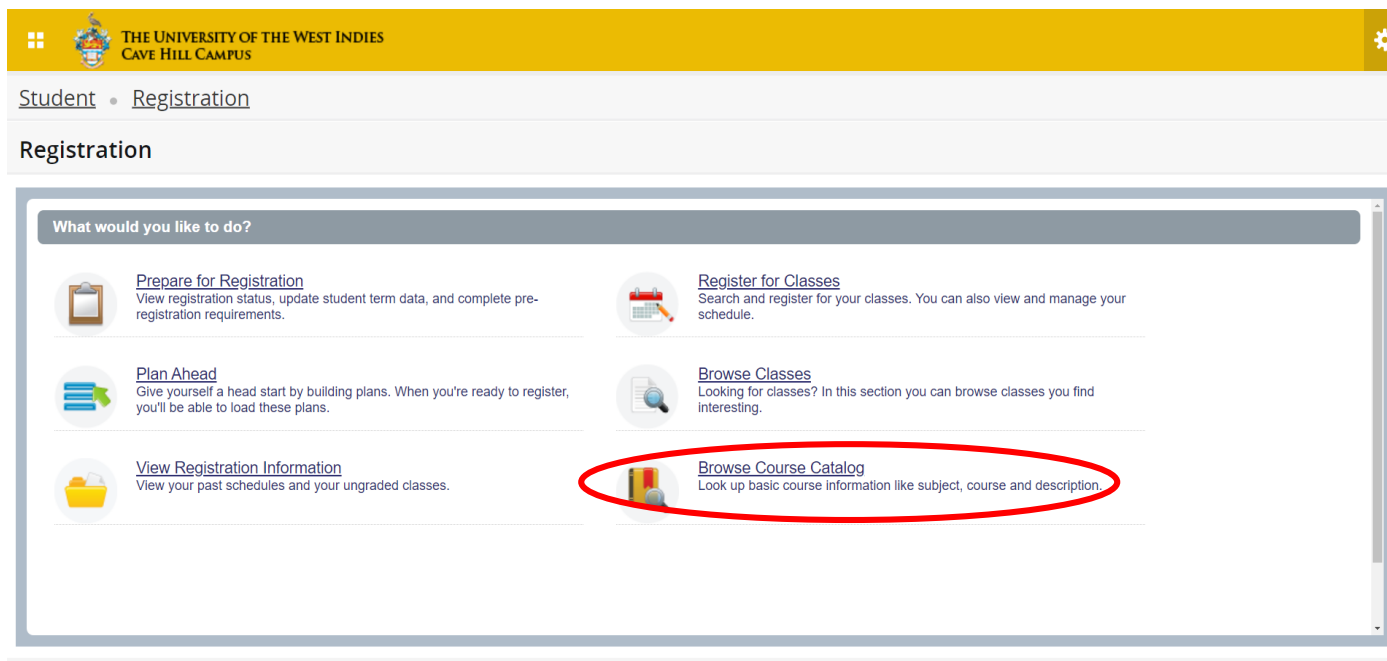
Term: 2019/2020 Semester II

Subject	<input type="text"/>
Course Number	<input type="text"/>
Keyword	<input type="text"/>
Instructor	<input type="text"/>
Subject and Course Number	<input type="text"/>
Keyword (With All Words)	<input type="text"/>
Keyword (With Any Words)	<input type="text"/>
Keyword (Exact Phrase)	<input type="text"/>
Keyword (Without The Word)	<input type="text"/>
Attribute	<input type="text"/>
Campus	<input type="text"/>
Level	<input type="text"/>
Buildings	<input type="text"/>
College	<input type="text"/>

[▼ Advanced Search](#)

BROWSE COURSE CATALOG

The browse course catalog option provides you with detailed information on the courses offered by the university. See instructions below to browse the course catalog



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Student • Registration

Registration

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Look up basic course information like subject, course and description.

- ✓ Click “**Browse Course Catalog**”
- ✓ Select a “**Term**” and click “**Continue**”
- ✓ There are two ways to search for currently offered courses: “**Course Search**” or “**Advanced Search**”

Browse Classes

Enter Your Search Criteria

Term: 2019/2020 Semester II

Subject

Course Number

Keyword

Search

Clear

▶ [Advanced Search](#)

CATALOG SEARCH

- ✓ Enter a “**Subject**” e.g. **LAW, COMP, ACCT** in the Subject box
- ✓ Click on “**Search**” below Keyword box
- ✓ You will be redirected to a list displaying all of the active subjects for the term selected
- ✓ To view additional information on the subject, click on the course title to get more detailed information, including a course description, prerequisites, restrictions etc.

Browse Courses

Search Results — 2530 Courses
Term: 2020/2021 Semester I [Search Again](#)

Introduction to Financial Accounting	ACCT-Accounting	1002	0 OR 3	An introductory course designed...	View Sections
Introduction to Cost and Management Accounting	ACCT-Accounting	1003	0 OR 3	This is an introductory course fo...	View Sections
Financial Accounting I	ACCT-Accounting	2014	0 OR 3	This course deals with the follow...	View Sections
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Management Accounting II	ACCT-Accounting	3039	0 OR 3	Topics covered in this course wil...	View Sections

Class Details for Introduction to Financial Accounting ACCT-Accounting 1002 1 ✕

Term: 201920 | **CRN:** 20005

<p>Class Details</p> <p>Course Description</p> <p>Syllabus</p> <p>Attributes</p> <p>Restrictions</p> <p>Instructor/Meeting Times</p> <p>Enrollment/Waitlist</p> <p>Corequisites</p> <p>Prerequisites</p> <p>Mutual Exclusion</p> <p>Cross Listed Courses</p> <p>Linked Sections</p> <p>Catalog</p>	<p>Associated Term: 2019/2020 Semester II</p> <p>CRN: 20005</p> <p>Campus: Cave Hill</p> <p>Schedule Type: Lecture</p> <p>Instructional Method:</p> <p>Section Number: 1</p> <p>Subject: ACCT-Accounting</p> <p>Course Number: 1002</p> <p>Title: Introduction to Financial Accounting</p> <p>Credit Hours: 3</p> <p>Grade Mode: S</p>
---	---

[Close](#)

ADVANCED SEARCH

- ✓ Click “**Advanced Search**” as shown in the image below
- ✓ A window will pop-up with search options
- ✓ Enter the relevant fields to search for a course in the catalog

Browse Classes

Enter Your Search Criteria

Term: 2019/2020 Semester II

Subject

Course Number

Keyword

Search

[Clear](#)

[Advanced Search](#)

Browse Classes

Enter Your Search Criteria

Term: 2019/2020 Semester II

Subject

Course Number

Keyword

Instructor

Subject and Course Number

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus

Level

Buildings

College

Search

[Clear](#)

[Advanced Search](#)

LOGGING OUT

- ✓ To exit the registration system, click on the avatar icon (second icon in the top right-hand corner) click ***“Sign Out”***

THE UNIVERSITY OF THE WEST INDIES
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Student • Registration

Registration

Student
Sign Out

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