UNIVERSITY OF THE WEST INDIES

THE
FACULTY OF PURE
&
APPLIED SCIENCES (FPAS)

WELCOME TO POTENTIAL STUDENTS
(2012/13 ACADEMIC YEAR)

Who Am I??

DR. ERIC HYSLOP ASSOCIATE DEAN (UNDERGRADUATE MATTERS)

Where can I be found?

- Located in the Faculty of Pure and Applied Sciences Office (downstairs at the back)

- Other persons in the office:

- Mrs. Nadine McEwan

- Ms. Terry–Ann Collins

- Student Assistants

Introduction to FPAS

- Sources of information

- Range of disciplines

- Access to departments/ courses

- Regulations and guidelines

- Registration

Sources of Information

- University / Faculty website http://www.mona.uwi.edu/fpas
- Guidelines for registration- new students.
- FPAS Handbook "Yellow book". No longer a hard copy. There is a link from the Faculty Website. Two handbooks: 'A' with regulations and 'B' with course syllabi
- Departmental information- Brochures
- NOTICE BOARDS

General Sources of Information

- 1. Academic advisors
- 2. Undergraduate coordinators
- 3. Staff-Student Liaison committee
- 4. Faculty Office
- 5. Health centre- counselling unit
- 6. Office of student financing
- 7. Student administrative services
- 8. Placement and career services
- 9. Office of Student Services & Development: Lodgings, sports, etc
- 10. Other- Registry:

  Students Records and Admissions, Student Exchange Office, Examinations Section

Departmental Resource Persons

- Heads of Department
- Academic Advisor/ Lecturers

- Undergraduate Coordinators:

  - Biology (Life Sci.)   Drs. Garraway & Tennant
  - Chemistry   Dr. Coley
  - Com. Sci.   Dr. Mansingh
  - Geog/Geol.   Mrs. Lyew Ayee
  - Mathematics   Dr. McDaniel
  - Physics   Dr. Stephenson
  - Biochemistry   Dr. Golden

What can I do in the FPAS?
Disciplines

- Biology
  (Trop. Horticulture)

- Computer Science

- Chemistry

- Biochemistry

- Geology

- Geography

- Mathematics

- Physics
  (Elec. Engineering)

(Basic Medical Sciences- Faculty of medicine)

Degree Programme- BSc.

Must have at least one major in the FPAS

In-Faculty Majors, Minors:

- Single major (previously 32 credits now variable)

- Single major with one minor / Single major with two minors

Options & Out-of-Faculty courses

- **Options with other faculties:**

  Actuarial Sciences; Chemistry & Management; Computer Studies Option; Science, Media & Communication; ----with Education

- **Options within the FPAS:**

  Microbiology; Materials Science; Environ. Biology; Special Chemistry;. Electronics Engineering; Tropical Horticulture; Information Technology.

- **Out-of-Faculty majors and minors: (30 & 15)**

  Handbook /Website for respective faculty.

- **Out-of-faculty courses: 3 credits**

  History, Philosophy, Psychology, Economics, French, Sociology, Gender Studies.

How many courses can I do?

CSEC (CXC) passes – 36 Preliminary credits
(lower level matriculation- 4 year degree)

One CAPE or A'Level pass –
12 Level One credits + 24 Preliminary credits)

Two or more CAPE or A/Level passes –
36 Level 1 credits OR
12 Preliminary + 24 Level 1 credits

Repeating a course which you have already passed.

Number of credits?

- Up to 18 credits per semester
+1 FD course / year = 39 credits

Minimum- 15 credit/semester + 1 FD = 33

- Up to 12 credits / semester
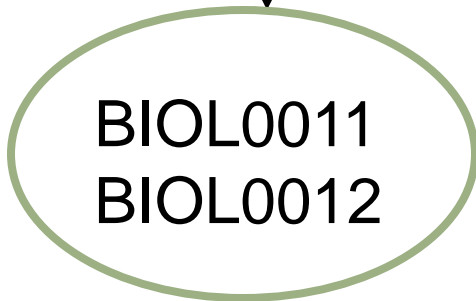+ 1 FD / year = 27 credits

Student Registration

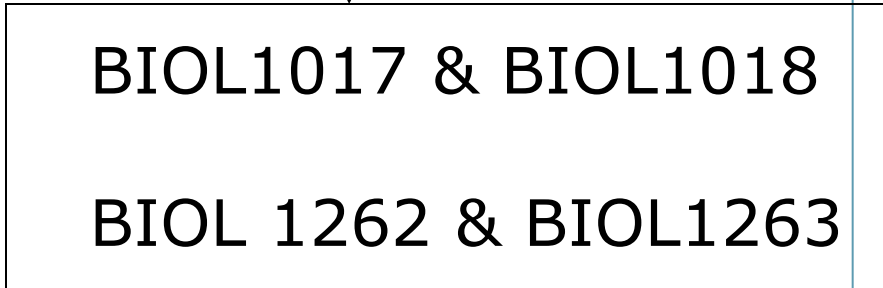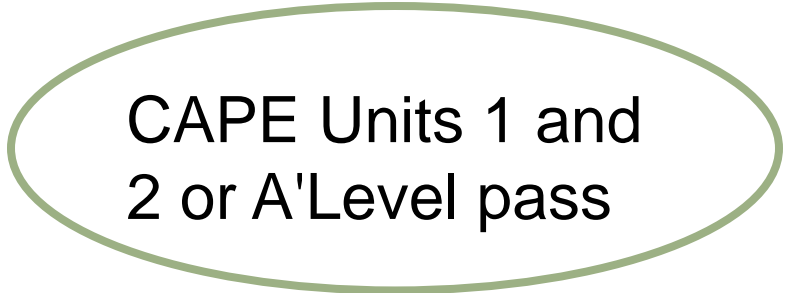| SUBJECT	Semester 1	Semester 2
Biochemistry	MICR1010&1011 (Level 1)	BIOC1020 & 1021 (Level 1)
Biology	BIOL0011 (Prelim) BIOL1017 (Level 1) BIOL1018 "	BIOL0012 (Prelim) BIOL1262 (Level 1) BIOL1263 "
Chemistry	CHEM0901 (Prelim) CHEM1901(Level 1)	CHEM0902 (Prelim) CHEM1902(Level 1)
Com. Sci.	COMP1126(Level 1) COMP1127(Level 1)	COMP1110(Level 1) COMP1120(Level 1) COMP1161(Level 1)
Geography	GEOG1131(Level 1) GEOG1132(Level 1)	GEOL1131(Level 1) GEOG1231(Level 1)
Geology	GEOL1101(Level 1) GEOL1102(Level 1)	GEOL1103(Level 1) GEOL1104(Level 1)

Student Registration Continues

SUBJECT	Semester 1	Semester 2
Mathematics	MATH0100 (Prelim) **MATH1141(Level 1)** **MATH1142(Level 1)**	MATH0110 (Prelim) **MATH1151(Level 1)** **MATH1151(Level 1)**
Physics	PHYS0411 (Prelim) PHYS0412 '' **PHYS1411(Level 1)** **PHYS1412(Level 1)**	PHYS0421 (Prelim) PHYS0422 '' **PHYS1421(Level 1)** **PHYS1412(Level 1)** ELET1400 **(Level 1)** ELET1405**(Level 1)**

BIOLOGY

CSEC pass only

CAPE Units 1 and 2 or A'Level pass

BIOL0011
BIOL0012

both

BIOL1017 & BIOL1018

BIOL 1262 & BIOL1263

Level I courses.

These are required for Level II courses in Biology.

CHEMISTRY

CSEC pass only

CAPE Units 1 and 2
or A'Level pass

CHEM0901
CHEM0902

both →

CHEM1901
CHEM1902

Level I courses.

These are required for Level II
courses in Chemistry along
with 6 credits of level 1 Maths

MATHEMATICS

CSEC pass only

CAPE Units 1 and 2
or A'Level pass

MATH0100
MATH0110

both →

MATH1141/1142
MATH1151/1152

Level I courses.

These are required for Level
II courses in Maths.

PHYSICS

CSEC pass only

CAPE Units 1 and 2
or A'Level pass

PHYS0411/0412
PHYS0421/0422

All 4

PHYS1411/1412
PHYS1421/1422

ELET1400
ELET1405
}Sem. 2

Level I courses

These are required for Level II
courses in Physics.

Electronic Engineering

CSEC pass only

CAPE Units 1 and 2
or A'Level Math &
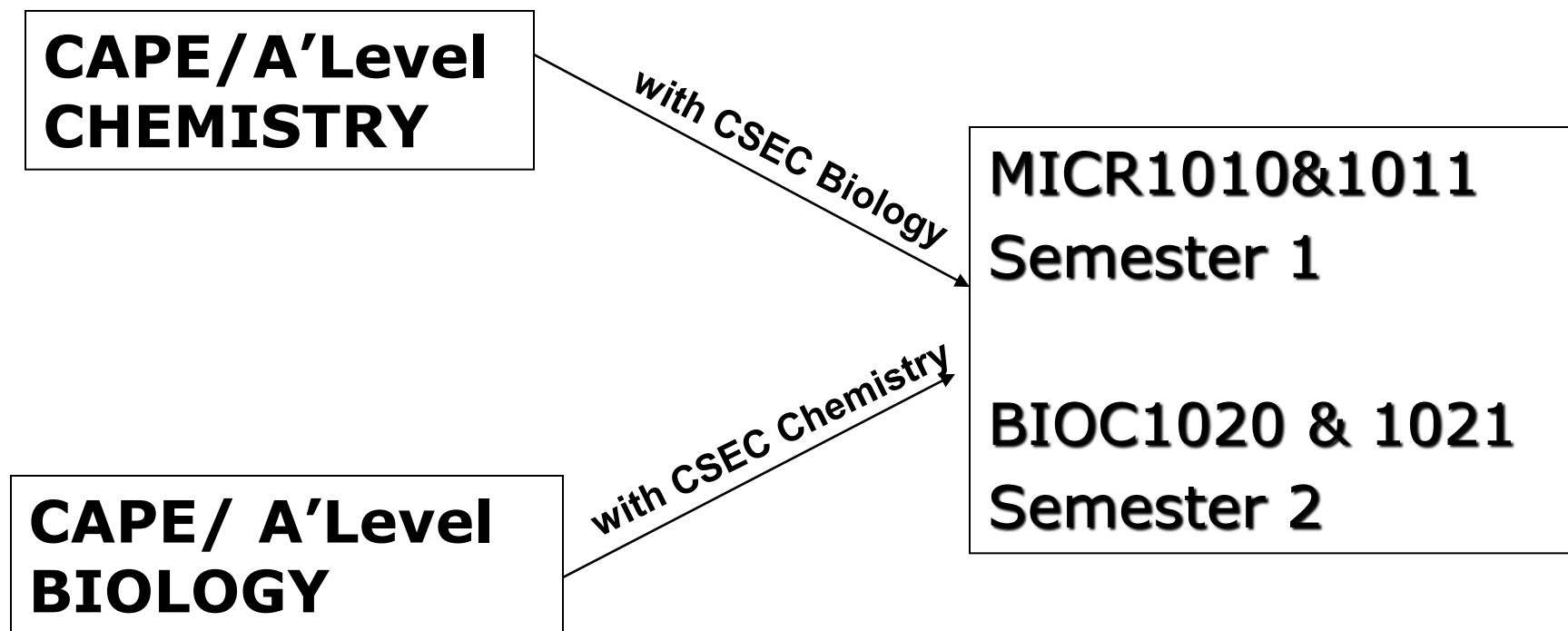Physics (Grade ≥ 3 or C)

Preliminary
Math & Physics
(Grade ≥ C)

both ⟶ Level 1
Engineering courses

Approval must be obtained
from the Physics Department

BIOCHEMISTRY/BIOTECHNOLGY or MOLECULAR BIOLOGY

CAPE/A'Level CHEMISTRY

with CSEC Biology

CAPE/ A'Level BIOLOGY

with CSEC Chemistry

MICR1010&1011 Semester 1

BIOC1020 & 1021 Semester 2

**Note:
To do a major in BC/BT/MB you MUST have Level 1 CHEM**
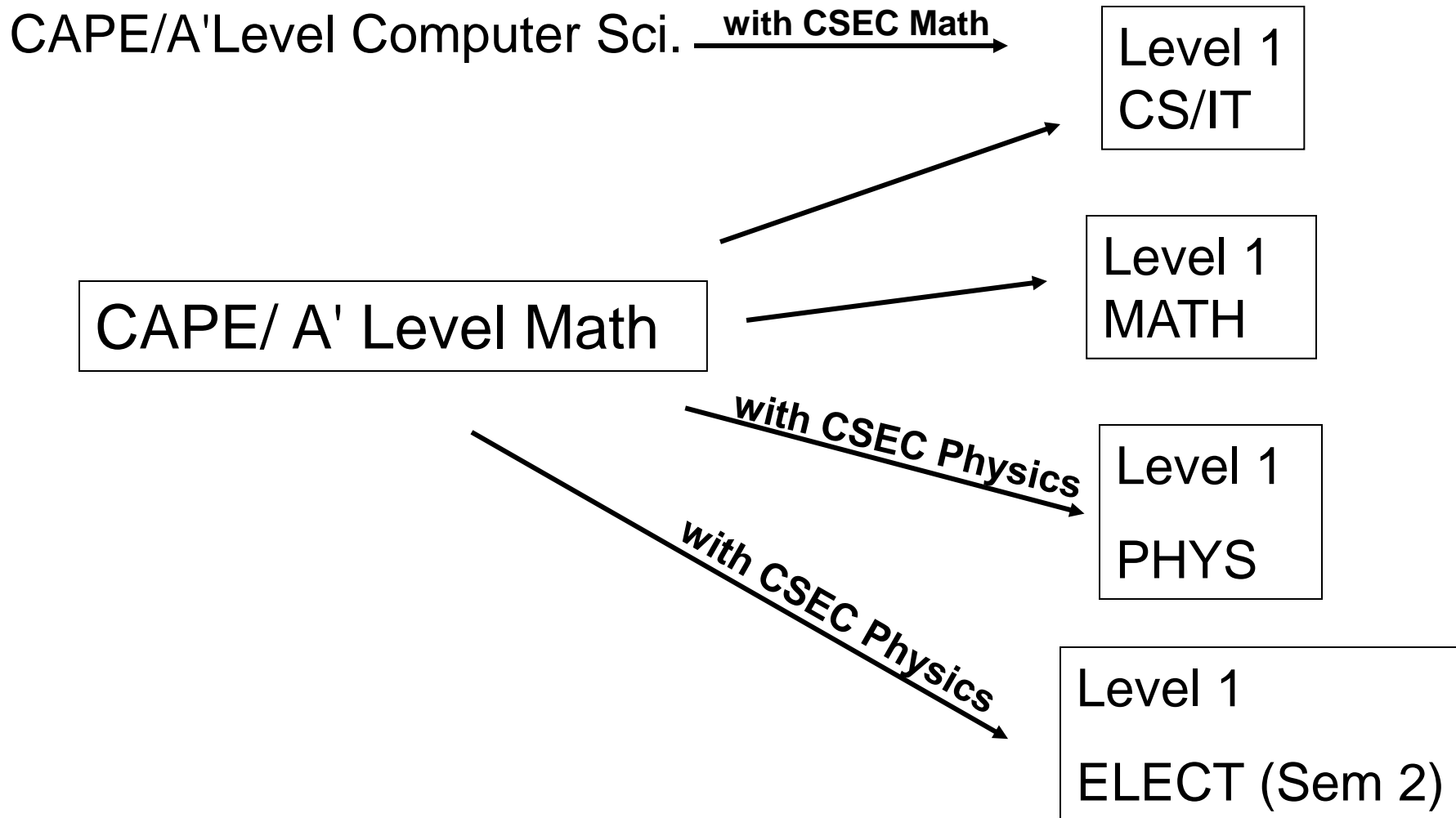
GEOGRAPHY, GEOLOGY

| 2 CAPE/A'Level pass | → | GEOL1101/1102 GEOL1103/1104 |

| CSEC Geography & 2 CAPE /A-Level | → | GEOG1131/1132 GEOG1231/1232 |

COM. SCI., MATH., PHYSICS

CAPE/A'Level Computer Sci. — **with CSEC Math** → Level 1 CS/IT

CAPE/ A' Level Math

→ Level 1 MATH

with CSEC Physics → Level 1 PHYS

with CSEC Physics → Level 1 ELECT (Sem 2)

1CAPE or A'Level pass – 1 Level One course per semester

FOUNDATION COURSES
(3 credits each)

UC010   FOUN1001   FOUN1401   (1st year)

(FD10A)   (FD14A)

**If you have a Grade I pass in CSEC English Lang.
or
have you passed the English Proficiency Test?**

Yes - register for FOUN1001 (Sem. 2)   No - do UC010 (Sem. 1)

If you qualify for FOUN1001 and/or have passed CAPE Communication Studies with grades 1 or 2 ….

register for FOUN1401 (Sem. 2).

Number of Credits

- How many credits do I need to graduate?
- For incoming students

- Level 1   24 (min)
- Level 2/3   60 (min)
- FD Courses   9
- TOTAL =   93
- Students may register for more credits than this, but this would be the minimum. In addition the student would have to satisfy the requirements for at least one major in the Faculty

Caution, Warning & Withdrawal!

Students will be required to withdraw from the Faculty if:

-in any two successive semesters they fail to gain sufficient passes in Faculty courses:

-Semester GPA of ≤ **1.00** – Warning letter

- Semester GPA score of ≤ **1.00** <u>in two successive semesters</u>- Letter of Withdrawal.

STUDY SKILLS WORKSHOPS

Regulation 7c- Cannot graduate with Programme GPA< 1

REGISTRATION PROCESS

Must have an ID number + password (DOB) Format- YYYYMMDD

To ADD COURSES- Select courses by first selecting the CORRECT SEMESTER then find the CRN number matching each course.

Online Registration process

User Login

THE UNIVERSITY OF THE WEST INDIES, MONA
Student Administration System

User Login

Please enter your user Identification Number (ID) and your Password. When finished, click Login.

When you are finished, please Exit and close your browser to prevent other users from accessing your records.

User ID:		You must be authenticated by the server before you are allowed to access your records. For **students**, your **Student Identification Number is your USER ID (Username)**. **The default password is your birthdate**, which must be typed in the following format: **DDMMYY**. e.g. John Brown is a student with id number 89876543. John was born on January 3, 1989. In this case John would enter : **89876543** - in the slot for User Id and, **030189** - in the slot for Password. For **staff**, your **Employee Number is your USER ID (Username)**. **Your password is the same as your UWI_MONA domain password**
Password:		

Login   Forgot PIN?

Students, you can change your password at any time by clicking the link 'Change Your Password.' which can be found under the 'Personal Information' sub-menu after you login.

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USER LOGIN

-
- [HELP](#) | [EXIT](#) User Login
- Please enter your user Identification Number (ID) and your Domain/OURVLE Password. When finished, click Login. **When you have finished, please Exit and close your browser to prevent other users from accessing your records.** IMPORTANT: Student users should note that your password is now the same as your OURVLE/DOMAIN password. If your OURVLE/DOMAIN password is your date of birth, please use the format YYYYMMDD. e.g. John Brown is a student with id number 89876543. John was born on January 3, 1989. In this case John would enter: 89876543 in the slot for User ID and, 19890103 in the slot for Password. If you do not remember your OURVLE/DOMAIN password or it has expired, please contact the MITS Helpdesk at extension 2992 or (876) 927-2148 FREE (876) 927-2148 . You may also [email](#) the helpdesk or visit the UWI Mona Live Support page (link below) to request a password reset.

  Need assistance? Click "Chat Now" to chat with a live agent.

  Chat Now No Thanks!
- **ID Number: Password:** [Click Here for Help with Login?](#)
- **RELEASE: 8.4**
- You'll need Skype Credit

Personal Information | **Student Services**

Search [ ] Go

Current User: **RACQUEL J. WRIGHT**

Welcome, Racquel J. Wright, to the Student Administration System (SAS). Last web access on Jun 11, 2009 at 01:30 pm

Personal Information

View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change information; Change your PIN; Customize your directory profile; Apply for Vehicle Access Sticker.

Student Services

Apply for Admission, Register, View your academic records.

Return to Homepage

RELEASE: 7.3

- **Personal Information Student** **Search** RETURN TO MENU | SITE MAP | HELP | EXIT

- Registration
  Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

- Student Records
  View your holds; Display your grades and transcripts; Review charges and payments.

- Automated Student Request System (Student)
  Now you can make requests regarding all matters relating to your registration and programme of study online.

- Apply for a Programme Transfer
  Apply for and query status of Programme Transfer

Personal Information **Student Services**

Search [_____] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

📁 Registration

Current User: **RACQUEL J. WRIGHT**

📄 Registration Guidelines

📄 Select Term..

📄 Look-up Classes to Add
You **MUST** register for both Semester I and II courses at the stat of the academic year.

📄 Add/Drop Classes

📄 Requests for Course Error Overrides

📄 Request a Change of Major or Enrolment Status
This link allows a student to request a change to his/her programme of study and/or enrollemnt status.

📄 Student Schedule by Day & Time

📄 Student Detail Schedule

📄 Registration Fee Assessment

📄 Registration Status and Financial Clearance

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🖳 Local intranet | Protected Mode: On   🔍 100% ▼

THE UNIVERSITY OF THE WEST INDIES, MONA
Student Administration System

Personal Information **Student Services**

Search [_____] Go

Select Term

Current User: **RACQUEL J. WRIGHT**

Search by Term:

2009/2010 Semester I ▼

None
2009/2010 Summer (View only)
2009/2010 Semester II
2009/2010 Semester I
2008/2009 Summer School (View only)
2008/2009 Summer
2008/2009 Semester II (View only)
2008/2009 Semester I (View only)
2007/2008 Summer School (View only)
2007/2008 Summer (View only)
2007/2008 Semester II (View only)
2007/2008 Semester I (View only)
2006/2007 Summer School (View only)
2006/2007 Summer (View only)
2006/2007 Semester II (View only)
2006/2007 Semester I (View only)
2005/2006 Semester II (View only)
2005/2006 Semester I (View only)
2004/2005 Summer (View only)
2004/2005 Semester II (View only)
2004/2005 Semester I (View only)

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Done   Local intranet | Protected Mode: On   100%

THE UNIVERSITY OF THE WEST INDIES, MONA
Student Administration System

Search [_____] Go

Look-Up Classes to Add:

05015623 Racquel J. Wright
2009/2010 Semester I
Jun 17, 2009 04:33 pm

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click **Class Search** to perform the search.

Subject:

- ACCT - Accounting
- ANAT - Anatomy
- BAMS - Basic Medical Sciences
- BIOC - Biochemistry
- BIOL - Biology
- BIOT - Biotechnology
- BOTN - Botany
- CHEM - Chemistry
- CHIN - Chinese
- CLTR - Cultural Studies
- COMM - Media & Communication
- COMP - Computer Science
- ECON - Economics
- EDAE - Education

Course Number: [____]

Schedule Type:
- All
- Lab
- Lecture

Campus:
- All
- Mona
- Mona - Western Jamaica

[Class Search]   [Reset]

Done   Local intranet | Protected Mode: On   100%

THE UNIVERSITY OF THE WEST INDIES, MONA
Student Administration System

Search [_____] [Go]

Look-Up Classes to Add:

05015623 Racquel J. Wright
2009/2010 Semester I
Jun 17, 2009 04:34 pm

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Note: The information in the Student Administration System is deemed accurate at time of viewing. The University reserves the right to make changes, without prior notice, to the information contained on the system.

Sections Found

BIOL - Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	19419	BIOL	0011	B01	M	0.000	Lab BIOL0011	Mon	02:00 pm - 04:59 pm	60	1	59	TBA	08/30-12/22	Preliminary Biology Lab	
								Wed	02:00 pm - 04:59 pm				TBA	08/30-12/22	Preliminary Biology Lab	
☐	19420	BIOL	0011	B02	M	0.000	Lab BIOL0011	Tue	02:00 pm - 04:59 pm	60	0	60	TBA	08/30-12/22	Preliminary Biology Lab	
								Fri	02:00 pm - 04:59 pm				TBA	08/30-12/22	Preliminary Biology Lab	
☐	10202	BIOL	0011	M11	M	6.000	(BL05A) Preliminary Biology I	Tue	09:00 am - 09:59 am	120	1	119	TBA	08/30-12/22	C5 - Chemistry Lecture Theatre	
								Thu	08:00 am - 08:59 am				TBA	08/30-12/22	C5 - Chemistry Lecture Theatre	
								Fri	09:00 am - 09:59 am				TBA	08/30-12/22	C5 - Chemistry Lecture Theatre	
☐	10254	BIOL	0011	T01	M	0.000	Tutorial BIOL0011	Mon	08:00 am - 08:59 am	40	0	40	TBA	08/30-12/22	Seminar Room 4	

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http://sas.uwimona.edu.jm:9010/pls/data_mona/bwskfcls.P_GetCrse

Live Search

Look-Up Classes to Add:

Page | Tools

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	19419	BIOL	0011	B01	M	0.000	Lab BIOL0011	Mon	02:00 pm - 04:59 pm	60	1	59	TBA	08/30-12/22	Preliminary Biology Lab	
								Wed	02:00 pm - 04:59 pm				TBA	08/30-12/22	Preliminary Biology Lab	
☑	19420	BIOL	0011	B02	M	0.000	Lab BIOL0011	Tue	02:00 pm - 04:59 pm	60	0	60	TBA	08/30-12/22	Preliminary Biology Lab	
								Fri	02:00 pm - 04:59 pm				TBA	08/30-12/22	Preliminary Biology Lab	
☑	10202	BIOL	0011	M11	M	6.000	(BL05A) Preliminary Biology I	Tue	09:00 am - 09:59 am	120	1	119	TBA	08/30-12/22	C5 - Chemistry Lecture Theatre	
								Thu	08:00 am - 08:59 am				TBA	08/30-12/22	C5 - Chemistry Lecture Theatre	
								Fri	09:00 am - 09:59 am				TBA	08/30-12/22	C5 - Chemistry Lecture Theatre	
☑	10254	BIOL	0011	T01	M	0.000	Tutorial BIOL0011	Mon	08:00 am - 08:59 am	40	0	40	TBA	08/30-12/22	Seminar Room 4	
☐	10257	BIOL	0011	T02	M	0.000	Tutorial BIOL0011	Wed	08:00 am - 08:59 am	40	0	40	TBA	08/30-12/22	Seminar Room 4	
☐	10258	BIOL	0011	T03	M	0.000	Tutorial BIOL0011	Thu	09:00 am - 09:59 am	40	1	39	TBA	08/30-12/22	Seminar Room 4	
☐	19433	BIOL	1016	B01	M	0.000	Lab BIOL1016	Mon	10:00 am - 12:59 pm	100	0	100	DWIGHT ROBINSON , PAULA TENNANT , KISAN VAIDYA	08/30-12/22	Introductory Biology Lab	
								Wed	10:00 am - 12:59 pm				DWIGHT ROBINSON , PAULA TENNANT , KISAN VAIDYA	08/30-12/22	Introductory Biology Lab	
☐	19434	BIOL	1016	B02	M	0.000	Lab BIOL1016	Mon	02:00 pm - 03:59 pm	100	0	100	DWIGHT ROBINSON , PAULA TENNANT , KISAN VAIDYA	08/30-12/22	Introductory Biology Lab	
								Wed	02:00 pm - 03:59 pm				DWIGHT ROBINSON , PAULA TENNANT , KISAN VAIDYA	08/30-12/22	Introductory Biology Lab	
☐	19435	BIOL	1016	B03	M	0.000	Lab BIOL1016	Tue	10:00 am - 11:59 am	100	2	98	DWIGHT ROBINSON , PAULA TENNANT , KISAN VAIDYA	08/30-12/22	Introductory Biology Lab	
								Fri	10:00 am - 11:59 am				DWIGHT ROBINSON , PAULA TENNANT , KISAN VAIDYA	08/30-12/22	Introductory Biology Lab	

Windows Live ... | Watch Twilight... | Twilight (2008)... | Look-Up Class... | Zshare Player - ... | Document1 - ... | Document2 - ...   4:20 PM

	CRN	Subj	Crse	Sec		Cred	Title	Day	Time	Cap	Act	Rem	Instructor	Date	Location
☐	10215	BIOL	3015	M11	M	4.000	(BL31F) Marine Benthic Communities	Tue	10:00 am - 10:59 am	40	0	40	MONA K. WEBBER (P)	10/19-12/04	Seminar Room 5
								Tue	11:00 am - 11:59 am				MONA K. WEBBER (P)	10/19-12/04	Seminar Room 5
								Wed	10:00 am - 10:59 am				MONA K. WEBBER (P)	10/19-12/04	Seminar Room 5
								Wed	11:00 am - 11:59 am				MONA K. WEBBER (P)	10/19-12/04	Seminar Room 5
☐	10303	BIOL	3015	T01	M	0.000	Tutorial BIOL3015	Wed	02:00 pm - 02:59 pm	40	0	40	MONA K. WEBBER (P)	10/19-12/04	Seminar Room 5
☐	10218	BIOL	3018	M11	M	4.000	(BL39C) Research Project		TBA	1500	0	1500	KARL AIKEN (P)	08/30-12/22	TBA
☐	19497	BIOL	3023	B01	M	0.000	Lab BIOL3023	Fri	10:00 am - 12:59 pm	40	0	40	JUDITH MENDES (P)	09/07-10/16	PAS Aquat Sci Lab
								Fri	02:00 pm - 04:59 pm				JUDITH MENDES (P)	09/07-10/16	PAS Aquat Sci Lab
☐	19496	BIOL	3023	M11	M	4.000	(BL31G) Coral Reef Biology	Tue	08:00 am - 08:59 am	40	0	40	JUDITH MENDES (P)	09/07-10/16	Seminar Room 6
								Tue	12:00 pm - 12:59 pm				JUDITH MENDES (P)	09/07-10/16	Seminar Room 6
								Wed	09:00 am - 09:59 am				JUDITH MENDES (P)	09/07-10/16	TBA
								Thu	08:00 am - 08:59 am				JUDITH MENDES (P)	09/07-10/16	Seminar Room 6
☐	19498	BIOL	3023	T01	M	0.000	Tutorial BIOL3023	Thu	09:00 am - 09:59 am	40	0	40	JUDITH MENDES (P)	09/07-10/16	PAS Aquat Sci Lab
☐	19464	BIOL	3312	B01	M	0.000	Lab BIOL3312	Tue	02:00 pm - 04:59 pm	90	1	89	TBA	08/30-12/22	TBA
☐	10193	BIOL	3312	M11	M	4.000	(BC34C) Molecular Biology II	Mon	08:00 am - 08:59 am	90	1	89	WAYNE A. MCLAUGHLIN (P)	08/30-12/22	TBA
								Tue	10:00 am - 10:59 am				WAYNE A. MCLAUGHLIN (P)	08/30-12/22	TBA
☐	10331	BIOL	3312	T01	M	0.000	Tutorial BIOL3312	TBA		90	1	89	TBA	08/30-12/22	TBA

Register   Add to WorkSheet   Class Search

[Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment]

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/pls/data_mona/bwskfreg.P_AltPin1

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Courses are linked

- In other words you have to register for all components of a course.

- For example: lectures, lab and tutorial

- In some cases eg Chemistry there is a workshop also

- Maths has only lectures and tutorials.

- Very often there are two lecture streams M11 and M12.These meet at different times, morning and evening but the lectures are the same.

- You must select one and go to it!

- There may be 20 tutorial times-you must select one that fits best with your timetable.

Laboratory Classes

- Similarly there are multiple laboratory groups.You will be expected to select one that does not clash with your other subjects.

- You will require a lab coat and goggles at least for chemistry labs.

- Laboratory reports count towards your assessment. You should try to attend all laboratory classes as they aid in your understanding of the material

- Students who attend less than 75% of the scheduled labs may be prevented from taking the final examination

REGISTRATION PROCESS

If you require COURSE OVERRIDE you will need to request it of the Department – Lecturer(s) will give course override.

If you require CREDIT OVERRIDE- you will need to go to the Faculty of Pure & Applied Sciences office, Associate Dean........ME!!

Registration Tips

- **If you can not find a course or its CRN check that you are in the correct semester.**

- **If you do not satisfy the course criteria (pre-requisites) you must SEEK anOVERRIDE**

- **If a COURSE IS CLOSED and you wish to be considered:**

  Type the CRN number into the box on your registration page and then request override.

How to select a closed course:

Registration Tips

- **You must review the system output-unless you see**

     "web registered"

In which case your registration is not complete.

Questions??

- Do you have any?

- You can also email me on eric.hyslop@uwimona.edu.jm

- Guaranteed a reply!!!