



Student Administration System

**2012/13 Registration –
Systems & Processes**

July 4, 2012

Agenda

1. Who are we?
2. Registration Policy
3. Registration Steps
4. Points to Note

Registration Policy

A registered student is one who has:

- Completed the Academic process
 - Online Selection & Approval of Courses
- Obtained Financial Clearance

Registration Policy (cont'd)

- Semester Based System
- Academic Year Policy

Registration Steps

1. Obtain Information
2. Go to Academic Counselling
3. Select Courses (Access to system through MITS)
4. Obtain Academic Approval
 - Request Overrides (if necessary)

Registration Steps

5. Pay Fees

6. Obtain Financial Clearance

Points to note

- Email address
 - John.Brown@mymona.edu.jm
- Contact Numbers

Summary

1. Maintain student data through SAS
2. Resolve registration & student records-related issues for students (in conjunction with faculty)

Contact Numbers

Direct: 927-2779

Digicel: 431-8309; 431-9150

Email:

Student Records Unit

sru@uwimona.edu.jm

MITs:

Email: helpdesk@uwimona.edu.jm

Tel: 977-4537; 977-6973; 927-2148

- Live online support

