Guidelines for Students Making a Request for Change of Major or Enrolment Status

Students who wish to change their major(s)/minor(s)/option/special and/or Enrolment Status should go to the Request a Change of Major or Enrolment Status link in the SAS Registration Menu. See step by step guides below.

Students can only make a request for the term that is currently open.

Term	Open Dates for Requests	Close Dates for Requests			
Semester I	Opens on the day that Semester II of	Closes on the last day of the term			
	the previous academic year closes.				
Semester II	Opens on the day that Semester I of	Closes on the last day of the term			
	the current academic year closes.				
Summer	Not Applicable – No online req	uests permitted in the Summer period			

Note: Students in the first year of their programme cannot make online requests for change of major or status.

Steps to Request for a Change of Major

[See Step by Step Guide with Screen shots on Page 3]

- 1. Access the 'Student Administrative System' link via the 'Current Students' tab on the University's Home Page (www.uwimona.edu.jm).
- 2. Log on to SAS Web by selecting the 'Enter Secure Area' link and entering ID & Password.
- 3. Select the 'Student Services' tab.
- 4. Select the 'Registration' tab.
- 5. Select term from the drop down menu and click 'submit'.
- 6. Select the 'Request a Change of Major and Enrolment Status' link.
- 7. From the drop down menu under 'major 1', select the programme you wish to change to then select 'submit'.

If requesting a double major or adding a minor, select desired programme from the drop down menu under 'major 2' or 'minor 1' along with programme selected under 'major 1' then select 'submit'.

Note: Access to select a 2^{nd} Major or a Minor will not be available to:

- i. Graduate students
- *ii.* Undergraduate students selecting an Option or Special

Steps to Request for a Change of Enrolment Status

[See Step by Step Guide with Screen shots on Page 3]

- 1. Access the 'Student Administrative System' link via the 'Current Students' tab on the University's Home Page (www.uwimona.edu.jm).
- 2. Log on to SAS Web by selecting the 'Enter Secure Area' link and entering ID & Password.
- 3. Select the 'Student Services' tab.
- 4. Select the 'Registration' tab.
- 5. Select term from the drop down menu and click 'submit'.
- 6. Select the 'Request a Change of Major and Enrolment Status' link.
- 7. Select 'FT' or 'PT' from the Enrolment Status drop down menu and click 'submit'.

How to Delete A Request

Anytime before a request is processed, a student has the option to remove/delete the request.

- 1. Go to the History of Changes requested
- 2. Select *Delete Request* from the available drop down box. If the request has already been processed the option is not available.
- 3. Click *Submit Changes*

Processing of Requests

All requests are processed in your Faculty as indicated below.

	Change of Major	Change of Status
Lindorgraduato Studonto		Approved by the Dean/Dean
Ondergraduate Students	Approved in the Department	Nominee of your Faculty.
Craduata Studanta	offering the Major	Approved in the Department of
Graduate Students		the student's current Major.

History of Requests and Request Status

Students can view the complete history of all requests made and the status of each request using the 'Request a Change of Major or Enrolment Status' link referred to above.

Key to Action/Status

Action/Status	Description
Action/Status	Pending Request. The request has been submitted by the student and
V	is awaiting processing.
Approved	Request approved by the Faculty and the student record has been updated.
	For example: Approved on 05-MAY-2021 10:05:46AM
	Note: where a request for a double major or a major and a minor has been
	made, both majors/minors must be approved before the student's record is
	updated.
Declined	Request was not approved by the Faculty.
	For example: Declined on 26-AUG-2022 12:08:56PM
Deleted	Student deleted the request before it was processed.
	For example: Deleted on 31-MAR-2022 12:03:56PM
Expired	Any request not completely processed within 14 days after the close
	of the term will be expired and the student will have to make the
	request for the next available term.
	For example: Expired on 02-JUN-2022 12:08:56PM

1. Access the Student Administrative System link via the 'current students' tab on the University's Home Page (www.uwimona.edu.jm).



2. Log on to SAS Web via "Enter Secure Area" link

Pers	sonal Information Faculty Services	
Sear	rch Go	SITE MAP HELF
UWIN	Mona Student Administration System	
T S	The UWI Mona Online Application has now been opened for UNDERGRADUATE & POstee 'Apply for entry to The UWI.' link in menu below.	STGRADUATE programm
	Enter Secure Area	
202	Pay your UWI Fees Online Now	
-	Admissions Portal Submit and review applications to undergraduate/postgraduate programmes offered by the UWI. Also click here to respond to offers of admission.	
maker.	Undergraduate Tuition Fees 2019/20 Undergraduate Tuition Fees [UPDATED: August 15, 2019]	
when	Graduate Tuition Fees 2019/20 GRADUATE Tuition Fees [UPDATED: June 27, 2019]	
yte	Miscellaneous and Residence Fees 2019/20 Miscellaneous and Residence Fees [UPDATED: August 12, 2019]	
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RELEASE: 8.8.3

4. Select the Student Services Menu

Personal Information	SITE MAP HELP EX
Personal Information	
厂 View or update your address(es) phone number(s) e-mail address(es) ememency contact information. & marital status: View name change information: Customize your	rdirectory omfile: Apply for Vehicle Access Sicker
Student Services	
Apply for Admission, Register, View your academic records.	
um to Homepage	
THE UNIVERSITY OF THE WEST INDIES, MONA Student Administration System rsonal Information Student	
arch Go	RETURN TO MENU SITE MAP HELP EX
Registration Check your registration status; Add or drop classes: Select variable credits, grading modes, or levels. Display your class schedule.	
T Student Records	
View your holds; Display your grades and transcripts; Review charges and payments.	
Play your Owi Fees Online Now	
Automated Student Request System (Student) Now you can make requests regarding all matters relating to your registration and programme of study online.	

6. Select term from the drop down menu and click submit

THE UNIVERSITY OF THE WEST INDIES, MOR Student Administration System	NA
Personal Information Student	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Registration	
First year students are invited to take a few minutes to complete the <u>UWI M</u> complete the survey at your convenience but we encourage you to respon to better serve YOU!	ona Campus First Year Survey. You can save and return to nd to us as soon as possible as we intend to use the results
Select Term.	
You MUST register for both Semester I and Semester II courses at the start of the academic year.	
Add/Drop Classes Requests for Course Error Overrides	
Request a Change of Major or Enrolment Status	
THE UNIVERSITY OF THE WEST INDIES, MO Student Administration System	NA
Personal Information Student	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Select Term Jun 19, 2020 03:29 pm	
Select a Term: 2020/2021 Semester I	
Submit	
RELEASE: 8.7.1 © 2020 Ellucian Company L.P. and its affiliates.	

7. Select the Request a Change of Major or Enrolment Status link

S Registration
First year students are invited to take a few minutes to complete the <u>UWI Mona Campus First Year Survey</u> . You can save and return to complete the survey at your convenience but we encourage you to respond to us as soon as possible as we intend to use the results to better serve YOU!
Registration Guidelines
Select Term.
Look-up Classes to Add
You MUST registerfor both Semester I and Semester II courses at the start 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 Status and Financial Clearance
Teaching Timetable for Specific Courses
View Timetable by Department
Late Registration & Adjustments to Registration

8. <u>REQUEST A CHANGE OF MAJOR</u>

If requesting a change of major, follow steps 1 through 7 then from the drop down menu under 'major 1', select the programme you wish to change to then select 'submit', if requesting a double major select desired programme from the drop down menu under 'major 2' along with programme selected under 'major 1' then select 'submit'.

Personal Information Student		
Search Go		RETURN TO MENU SITE MAP HELP EXIT
Request for Change of Major and Enrolment Status		2019/2020 Semester II Jun 19, 2020 03:40 pm
Campus: Mon Faculty/College: Soci Program: Acc Degree: Mas	na Majo sial Sciences Majo sounting MSC M Mino ster of Science Mino	1: Accounting 2: 1: 2:
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Personal Information Student Search Go Request for Change of Major and Enrolment Status		RETURN TO MENU SITE MAP HELP E
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Personal Information Student							
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Request for Change of Major and Enrolment SI	atus		2019/2020 Semester II Jun 19, 2020 03:40 pm				
Campus:	Mona	Major1:	Accounting				
Faculty/College:	Social Sciences	Major2:					
Program:	Accounting MSC M	Minor1:					
Degree:	Master of Science	Minor2:					
Enrolment Status:	PT	Site:					
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		Major2:					
		•Minor1					
		Minor 1.					
		WINOr2:					
Submit Changes							
History of Changes reque	ested						

9. REQUEST A CHANGE OF STATUS

Select Full-Time or Part-Time from the Enrolment Status drop down menu and click submit changes. The request will appear at the bottom of the page under 'History of Changes requested'. The time and date of the request, along with the enrolment status you are changing from and the one you are changing to are displayed.

Personal Information	Student								
Search	Go					RETURN TO MENU	SITE MAP	HELP	EXI
Request for Change of Major and	l Enrolment Status	3		620012185 Ya 2019/2020 Se Jun 19, 2020	anique T. Mcph emester II 03:40 pm	erson			
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Submit Changes									
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Faculty/	College: s	ocial Sciences	Major	2:					
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	Degree: M	laster of Scienc	e Minor	2:					
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I hereby request a chang	je of Status to	the following	I hereby re	quest a change	of Major to the	following			
Enrolmen	t Status:	No Change 🔽	Major	1:			\checkmark		
			Major	2: 🔽					
			Minor	1: 🔽					
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Submit Changes									
nistory of Change	es request	ed							
Term	Programme	Date	c	hange From	Change To		Action/	Status	
2019/2020 Semester I	Accounting MS	SC M 19-JUN	I-2020 05:06:46PM	Т	FT				-

10. <u>REQUEST HISTORY</u>

The request made will appear at the bottom of the page under 'History of Changes requested'. The time and date of the request, along with details of the request are displayed, e.g. the major you are changing from and the one you are changing to

Request for Change of Major	and Enrolment Status		(2019/2020 Ser Jun 19, 2020 (2019/2020 Semester II Jun 19, 2020 04:23 pm			
Facult	Campus: Mona y/College: Social Program: Accou Degree: Maste	Ma Sciences Ma nting MSC M Ma r of Science Ma	ajor1: Accounting ajor2: nor1: nor2:				
Enrolme	ent Status: PT		Site: ·				
I hereby request a cha Enrolme	nge of Status to the ent Status: No Ch	following I here ange V M M M M	by request a change of ajor1: ajor2: inor1: inor1:	of Major to the following	V		
Submit Changes	ges requested	>					
Term 2019/2020 Semester II	Programme Accounting MSC M	Date 19-JUN-2020 04:06:22PM	Change From Major1:Accounting	Change To Maior1:Applied Psychology ()	Action/Status		
				()			

11. <u>DELETE REQUEST</u>

There is also an 'action/status' bar where the request can be deleted. Using the drop down menu, select 'delete request' then 'submit changes'. The request can only be deleted if it has a 'p.ending' status i.e. before a decision is made. Both change of major and change of enrolment requests are deleted in this way.

					2019/2020 Sen Jun 19, 2020 0	nester II 4:23 pm	
	Campus:	Mona	r	Major1:	Accounting		
Facult	y/College:	Social Sci	ences	Major2:			
	Program:	Accountin	g MSC M	Minor1:			
	Degree:	Master of	Science	Minor2:			
Enrolme	ent Status:	PT		Site:	v. .		
I hereby request a cha	nge of Status	to the follo	owing I he	rebyrequ	est a change o	f Major to the following	
Enrolme	ent Status:	No Change		Major1:			\sim
			1	Major2:			
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Submit Changes							_
History of Chan	ges reque	sted					Ŷ
Term	Programm	е	Date	Cha	nge From	Change To	Action/Status
2019/2020 Semester II	Accounting N	MSC M	19-JUN-2020 04:06:22PM	Maj	or1:Accounting	Major1:Applied Psychology ()	
							Delete Request

12. VIEW REQUEST & DECISION

To view the decision regarding the requests for a change of major or change of enrolment status

- i. Click on 'Student Services'
- *ii.* Click on 'Registration'
- *iii.* Click on 'Registration Status and Financial Clearance'.
- *iv.* The request and decision/status is displayed under 'Requests for Approval of Change of Major or Enrolment Status'.

THE UNIVERSITY OF THE WEST INDI	ES, MONA
Personal Information Student	
Search Go	SITE MAP HELP
View or update your address (es) inhone number(s), e-mail address (es), emergency contact information, & mail	tal status; View name change information; Customize your directory profile; Apply for Vehicle Access Sticker.
Student Services	
Apply for Admission, Register, View your academic records. Return to Hom epage	Sudent Services
RELEAS E: 8.8.3 © 2020 Ellucian Company L.P. and its affiliates.	

THE UNIVERSITY OF THE W Student Administration System	EST INDIES, MONA
Personal Information Student	
Search Go	RETURN TO MENU SITE MAP HELP E
Student Services	
C Registration	
Check your registration status; Add or drop classes; Select variable credits, grading	modes, or levels; Display your class schedule.
C Student Records	
View your holds; Display your grades and transcripts; Review charges and paymen	ts
🧭 Pay your UWI Fees Online Now	
Automated Student Request System (Student)	
Now you can make requests regarding all matters relating to your registration and pr	ogramme of study online.
Apply for Transfer to another Faculty	
Use this link only if you are applying or have applied for a transfer to another faculty	. For a change of major use the link under the "Registration" menu above.
Graduate Studies Thesis Tracker	
 Registration First year students are invited to take a few minu complete the survey at your convenience but we to better serve YOU! 	tes to complete the <u>UWI Mona Campus First Year Survey</u> . You can save and return to encourage you to respond to us as soon as possible as we intend to use the results
📌 Registration Guidelines	
Select Term	
Look-up Classes to Add	
You MUST register for both Semester I and Semester II courses at the start of the acad	emic 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 en	rollemnt status.

- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Status and Financial Clearance
- Teaching Timetable for Specific Courses
- View Timetable by Department
- Late Registration & Adjustments to Registration
 - I ata Danistration & Adjustments to Danistration

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VI Registration Status							
rogramme as at 2019/202 emester I:	20 Mona Campus, So 2018/2019 Semeste	ocial Sciences, MSC, PT - Fa r	ce to Face / Admitted to P	rogramme in	Major (s):	Accountin	ng, Minor (s):
		NOTES FROM YOUR	DEAN/HOD				
The University rea	serves the right to adj	just your registration in	accordance with U	niversity/F	aculty re	equireme	nts
QUESTS FOR APPRO	VAL OF CHANGE OF MAJ	OR OR ENROLMENT STATUS		Channe	т.	A .41.	_
rm 10/2020 C and a star II	Programme	Date	C nange From	Change	10	ACLIO	n
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Registration Status	Accounting MSC M	19-06-20 04:06:22PM	Major1:Accounting	Major1:A	Applied Psy	rchology	Def
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Il Registration Status Il Registration Status rogramme as at 2019/202 emester I: The University res	Accounting MSC M 20 Mona Campus, S 2018/2019 Semester serves the right to ad	19-06-20 04:06:22PM ocial Sciences, MSC, PT - Fa er I NOTES FROM YOUF	Major1:Accounting ace to Face / Admitted to P R DEAN/HOD	Major1:A Programme in Iniversity/F	Major (s): Faculty re	Account	ing, Minor (s):
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