

AUTOMATED STUDENT REQUEST SYSTEM

[ASRM Staff and Student Request]

Summary

User guide to aid student to submit request online via the ASRM module and staff to review and action any or all requests submitted to the module.

Registry Information Systems

ris@uwimona.edu.jm

Automated Student Request System/Module (Student View)

1. Login to the Student Administrative System (SAS)
2. Select link *Student Services*
3. Select the link *Automated Student Request System*
4. Select the request type

Student Details for Rhenay Williams

Permanent Address: **9 Caenwood Crescent**Washington GardensKingston 20Kingston Mailing Address: **9 Caenwood Crescent**Wa
Primary E-mail: **rhenay.williams@uwimona.edu.jm** Secondary E-mail: **rhenaywilliams@gmail.**
Mobile Contact: **(876) 822 - 1772**

[Click to update personal record](#)

Create Your Request only after updating your personal information (if necessary).

Select a Request Type

Select a request

- Registration**
 - Late Adjustments to Registration
 - Late Registration
- Course Adjustment**
 - Course not for credit
 - Course substitution(s)
 - Exemption(s) Only
 - Credit Exemptions
- Examinations**
 - Carry-over Course work
 - Deferral of Sitting Exams
 - Exams without attending lectures
- Student Status**
 - Leave of Absence
 - Late Leave of Absence
- Waiver of Penalties for Late Registration**
 - Waiver of Requirement to Withdraw
 - Voluntary Withdrawal
 - External Affairs

form generated.

5. The action buttons highlighted are available on all pages of the ASRS. They allow the user to:
 - i. Submit a new request
 - ii. View previously submitted request(s)
 - iii. Select scheduled courses, please note that this button is only applicable for the following requests:
 - Late Registration
 - Late Adjustment to registration
 - Exemptions

Current User: Williams, Rhenay

Student Details for Rhenay Williams

Permanent Address: 9 Caenwood Crescent Washington Gardens Kingston 20 Kingston
Primary E-mail: rhenay.williams@uwimona.edu.jm
Mobile Contact: (876) 822 - 1772

Mailing Address: 9 Caenwood Crescent Washington Gardens Kingston
Secondary E-mail: rhenaywilliams@gmail.com

[Click to update personal record](#)

Create Your Request only after updating your personal information (if necessary).

Select a Request Type

Select a request type from the drop-down list above and complete the form generated.


[Submit](#) | [View Request\(s\)](#) | [Class Search](#)

6. In selecting a request type the following data items must be included:
 - a. Applicable Term/Semester
 - b. Reason for request
 - c. Supporting documents (if applicable)

Leave of Absence



Leave of Absence

Leave of Absence is a period for which students may apply for time off from their programme. A previously requested waiver can be cancelled by clicking the cancel icon  beside the request. [\[more info\]](#)

Previously submitted request(s) for Leave of Absence

Semester	Request Date	Justification	Comment	Request Number	Supporting Documents	Status
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No Results Found

Add Request

Semester	Reason Category	Reason	Supporting Documents	Type
2015/2016 Semester II	Work		Select file: <input type="button" value="Browse..."/> No file selected.	Other
2015/2016 Semester II			Select file: <input type="button" value="Browse..."/> No file selected.	Other
2015/2016 Semester I				
2014/2015 Summer School				

(Maximum characters: 250)
250 characters left.

[Submit](#) | [View Request\(s\)](#) | [Class Search](#)

7. Students using the ASRS always have access to view the status of each request by selecting the View Request(s) action button
 - a. Selecting the request number allows the student to view details about the request such as the date it was approved, the individual who gave the approval and any comments made on the request.

Search by Request Number for GO

Sort by Request Number Order Ascending SORT

Page 1 of 1 1

[Cancel Request](#) [Create Request](#)

Viewing Request(s) 1 - 1 of 1

[Refresh](#)

Request Number	Request Type	Request Date	Request Reason	Status
SS13001041	Credit Exemptions	2013/09/02	I was recently admitted to the Faculty of Social Sciences, I have however completed all the required foundation courses in my previous Faculty(Faculty of Science and ... read more>>>	Approved

[Cancel Request](#) [Create Request](#)

Number of results per-page: [5](#) | [10](#) | [20](#) | [50](#)

[Refresh](#)

Automated Student Request System/Module (Staff View)

Notes:

- There are different levels of user access for the ASRM, these are:
 - **Graduate Studies Department Representative (Request Handler)**
 - Represents the basic level of access. Carries out the relevant checks based on the request and refers to the Dean
 - Is able to comment on records and request additional information from student
 - Can approve or deny requests at the faculty level
 - **Office of Graduate Studies & Research Representative (Dean's Level)**
 - Can approve or deny request(s)
 - Approved requests are sent to the Academic Board Chair for final approval
 - **Director – Office of Graduate Studies & Research (Academic Board Chair)**
 - The final authority on requests made via the ASRS

- The level of access to be assigned must be indicated by the department HOD/Dean making the request for access

Guidelines:

1. Login to the SAS
2. Select *Faculty Services*
3. Select *Automated Student Request Module (Staff)*
4. User is able to search for a record using the **Search by** field indicated
5. All fields displayed below carry a sort functionality

All ALL(Excl. Cancelled) Assigned Assigned(Excl. Cancelled)

Search by:
 Sort by: Order: SORT

You are viewing: requests.

ID	Name	Request Number	Request Type	Request Date	Request Reason	Status
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Number of results per-page: 5 | 10 | 20 | 50

6. Selecting the request number allows the user to view the details of a request
 - a. The student profile is always displayed, this includes id number, name, major, status and campus
 - b. The Final Decision Level indicates the final decision level for the request type
 - c. All comments are appended to the request

Student Information	
Student ID	620005318 <input type="button" value="Email"/>
Student Name	Knowles, Sam'Don
Programme of Study	Bachelor of Science(Psychology)
Current Status	FULL-TIME (Face to Face)
Location	Mona - Western Jamaica

Request Details	
Request Type	Late Registration <input type="button" value="Final Decision Level"/>
Request Date	26-NOV-11
Reason given	The course was not offered this semester however, it was brought to my attention when I viewed the examination timetable that the exam is being offered this semester.
Status	Approved (Request Handler on 24-FEB-15) Status Tracker Approved by Adjudah, Inderia (Request Handler on 24-FEB-15) ----- Printed on Report: N/A Date Printed: N/A

Supporting documents			
name	received	not received	not required
update add document			

Information					
[Student Enrollment] Link to SAS to view student registration record (will open a new window).					
Academic Term: 2011/2012 Semester I					
CRN	Course Code	Title	Action	Recommendation	
<input type="checkbox"/>	10533	NURS1015	(NE15A) Evol. & Revol. in Nursing Contemporary Roles & Responsibilities	ADD	NONE