

## **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.

<b>Term</b>	<b>Open Dates for Requests</b>	<b>Close Dates for Requests</b>
<b>Semester I</b>	Opens on the day that Semester II of the previous academic year closes.	Closes on the last day of the term
<b>Semester II</b>	Opens on the day that Semester I of the current academic year closes.	Closes on the last day of the term
<b>Summer</b>	Opens on June 1	Closes the day before the start of Semester I of the following academic year.

*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](http://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<sup>nd</sup> 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]*

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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
Undergraduate Students	Approved in the Department offering the Major	Approved by the Dean/Dean Nominee of your Faculty.
Graduate Students		Approved in the Department of the student's current Major.

## History of Requests and Request Status

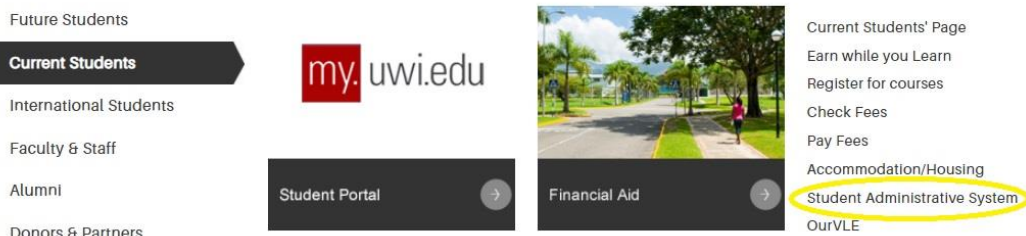
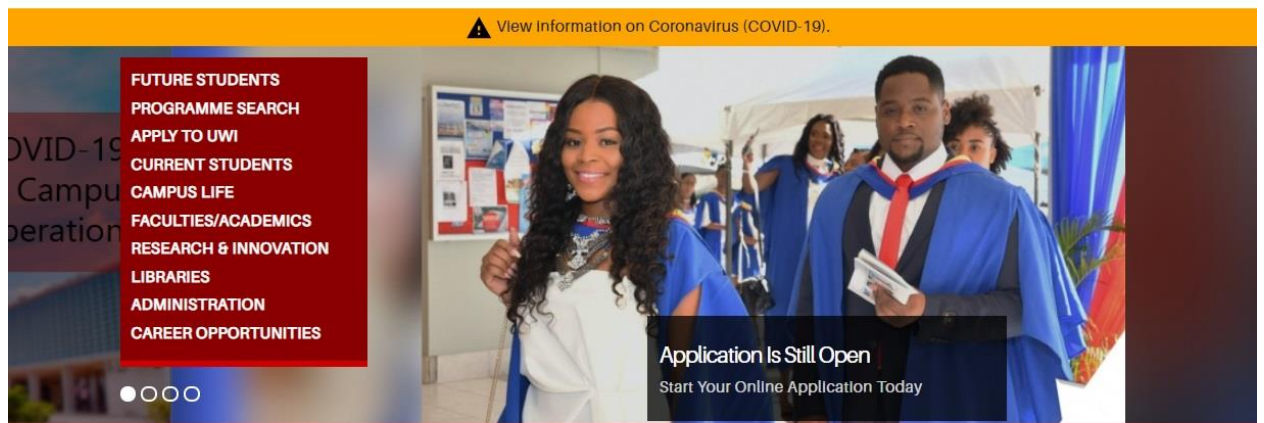
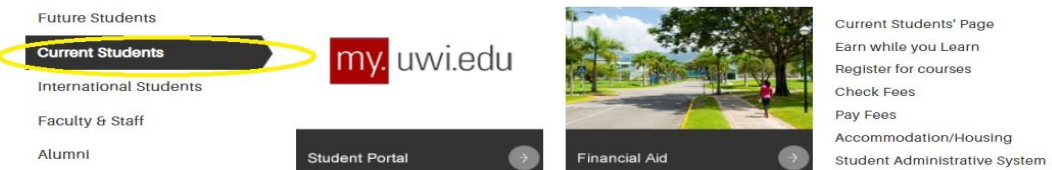
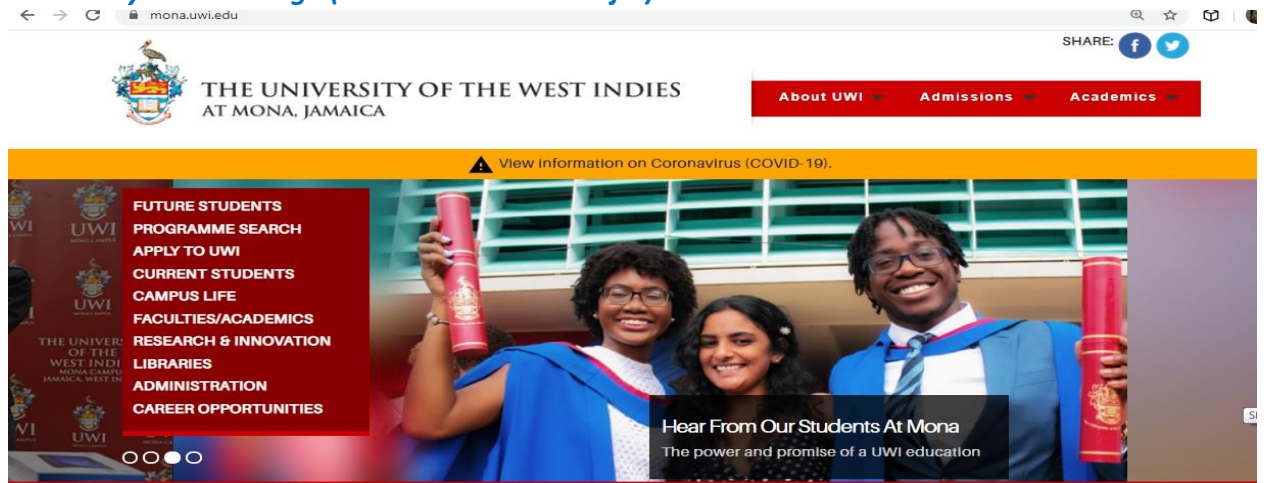
Students can view the complete history of all requests made and the status of each request using the ['Request a Change of Major or Enrolment Status'](#) link referred to above.

### Key to Action/Status

Action/Status	Description
	Pending Request. The request has been submitted by the student and is awaiting processing.
Approved	Request approved by the Faculty and the student record has been updated. For example: <a href="#">Approved on 05-MAY-2098 10:05:46AM</a> <i>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.</i>
Declined	Request was not approved by the Faculty. For example: <a href="#">Declined on 26-AUG-2019 12:08:56PM</a>
Deleted	Student deleted the request before it was processed. For example: <a href="#">Deleted on 31-MAR-2019 12:03:56PM</a>
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: <a href="#">Expired on 02-JUN-2019 12:08:56PM</a>

## Step By Step Guide With Screen Shots

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

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Administration System

Personal Information Faculty Services

Search  Go

SITE MAP HELP EXIT

UWI Mona Student Administration System

The UWI Mona Online Application has now been opened for UNDERGRADUATE & POSTGRADUATE programmes - see 'Apply for entry to The UWI.' link in menu below.

**Enter Secure Area**  
Login here to view your personal information.

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.

Undergraduate Tuition Fees  
2019/20 Undergraduate Tuition Fees [UPDATED: August 15, 2019]

Graduate Tuition Fees  
2019/20 GRADUATE Tuition Fees [UPDATED: June 27, 2019]

Miscellaneous and Residence Fees  
2019/20 Miscellaneous and Residence Fees [UPDATED: August 12, 2019]

Online Registration Guidelines  
Online Course Selection Guidelines for ALL students

Undergraduate Students Status Letter Request Form  
Undergraduate Students Status Letter Request Form

Faculty Orientation Schedule - Gender & Development Studies

3. Enter student ID number & Password and click Login

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Administration System

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. You may also email the helpdesk or visit the UWI Mona Live Support page (link below) to request a password reset.

Live Support ONLINE

ID Number:

Password:

Login Click Here for Help with Login?

RELEASE: 8.8.3

4. **Select the Student Services Menu**

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Administration System

Personal Information Student

Search  Go

SITE MAP HELP EXIT

**Personal Information**  
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital 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 Home page](#)

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5. **Select the Registration Menu**

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Administration System

Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

**Student Services**

**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.

**Pay your UWI 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.

**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**

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

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Administration System

Personal Information **Student**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Registration

First year students are invited to take a few minutes to complete the [UWI Mona Campus First Year Survey](#). 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 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, MONA**  
Student Administration System

Personal Information **Student**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)


Select Term

Select a Term:

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## 7. [Select the Request a Change of Major or Enrolment Status link](#)

### **Registration**

 First year students are invited to take a few minutes to complete the [UWI Mona Campus First Year Survey](#). 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** 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

This link allows a student to request a change to his/her programme of study and/or enrolment 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. **REQUEST A CHANGE OF MAJOR**

*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   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

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Campus: **Mona** Major1: **Accounting**  
Faculty/College: **Social Sciences** Major2:  
Program: **Accounting MSC M** Minor1:  
Degree: **Master of Science** Minor2:

Enrolment Status: **PT** Site: .

I hereby request a change of Status to the following  
Enrolment Status:  

I hereby request a change of Major to the following  
Major1:   
Major2:   
Minor1:   
Minor2:

Personal Information **Student**

Search   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: **Mona** Major1: **Accounting**  
Faculty/College: **Social Sciences** Major2:  
Program: **Accounting MSC M** Minor1:  
Degree: **Master of Science** Minor2:

Enrolment Status: **PT** Site: .

I hereby request a change of Status to the following  
Enrolment Status:

I hereby request a change of Major to the following  
Major1:    
Major2:   
Minor1:   
Minor2:

- Accounting-SS-ACCT-MSC-M-F
- Applied Psychology-SS-APS2-MSC-M-F
- Applied Psychology-SS-APSY-MSC-M-F
- Clinical Psychology-SS-CLSY-MSC-M-F
- Corporate Finance-SS-COFI-MSC-M-F
- Demography-SS-DMGR-MSC-M-F
- Development Studies-SS-DVST-MSC-M-F
- Economic Development Policy-SS-EDCP-MSC-M-F
- Economics-SS-ECON-MSC-M-F
- Enterprise Risk Management-SS-ERM-MSC-M-F
- Gender & Development Studies-SS-GNDS-MSC-M-F
- Governance-SS-GOVN-MSC-M-F
- Governance & Public Policy-SS-GOPP-MSC-M-F
- Government-SS-GOVT-MSC-M-F
- Human Resource Development-SS-HRD-MSC-M-F
- Int'l Public & Dev. Mgmt-SS-IPDM-MSC-M-F
- International Business-SS-INBU-MSC-M-F
- International Economics & Law-SS-IEIL-MSC-M-F
- Logistics & Supply Chain Mgmt-SS-LSCM-MSC-M-F
- Management Information Systems-SS-MIS-MSC-M-F
- Marketing and Data Analytics-SS-MKTA-MSC-M-F
- Natl. Secu. & Strat Studies-SS-NSSS-MSC-M-F



Search

Request for Change of Major and Enrolment Status

2019/2020 Semester II  
Jun 19, 2020 03:40 pm

Campus: **Mona**  
Faculty/College: **Social Sciences**  
Program: **Accounting MSC M**  
Degree: **Master of Science**

Major1: **Accounting**  
Major2:  
Minor1:  
Minor2:

Enrolment Status: **PT**

Site: .

I hereby request a change of Status to the following

Enrolment Status:



I hereby request a change of Major to the following

Major1:   
Major2:   
Minor1:   
Minor2:

**History of Changes requested**

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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

RETURN TO MENU SITE MAP HELP EXIT

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Request for Change of Major and Enrolment Status 620012185 Yanique T. Mcpherson  
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: .

I hereby request a change of Status to the following  
 Enrolment Status: **No Change**  
 Full-Time

I hereby request a change of Major to the following  
 Major1:   
 Major2:   
 Minor1:   
 Minor2:



Campus: **Mona** Major1: **Accounting**  
 Faculty/College: **Social Sciences** Major2:  
 Program: **Accounting MSC M** Minor1:  
 Degree: **Master of Science** Minor2:

Enrolment Status: **PT** Site: .

I hereby request a change of Status to the following  
 Enrolment Status: **No Change**

I hereby request a change of Major to the following  
 Major1:   
 Major2:   
 Minor1:   
 Minor2:

**History of Changes requested**

Term	Programme	Date	Change From	Change To	Action/Status
2019/2020 Semester I	Accounting MSC M	19-JUN-2020 05:06:46PM	PT	FT	<input type="text"/>

## 10. REQUEST HISTORY

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 Semester II  
Jun 19, 2020 04:23 pm

Campus: **Mona**  
Faculty/College: **Social Sciences**  
Program: **Accounting MSC M**  
Degree: **Master of Science**

Major1: **Accounting**  
Major2:  
Minor1:  
Minor2:

Enrolment Status: **PT**

Site: .

I hereby request a change of Status to the following

Enrolment Status:

I hereby request a change of Major to the following

Major1:

Major2:

Minor1:

Minor2:

### History of Changes requested

Term	Programme	Date	Change From	Change To	Action/Status
2019/2020 Semester II	Accounting MSC M	19-JUN-2020 04:06:22PM	Major1:Accounting	Major1:Applied Psychology ()	<input type="text" value=""/>

## 11. DELETE REQUEST

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.

Request for Change of Major and Enrolment Status

2019/2020 Semester II  
Jun 19, 2020 04:23 pm

Campus: **Mona**  
Faculty/College: **Social Sciences**  
Program: **Accounting MSC M**  
Degree: **Master of Science**

Major1: **Accounting**  
Major2:  
Minor1:  
Minor2:

Enrolment Status: **PT**

Site: .

I hereby request a change of Status to the following

Enrolment Status:

I hereby request a change of Major to the following

Major1:

Major2:

Minor1:

Minor2:

### History of Changes requested

Term	Programme	Date	Change From	Change To	Action/Status
2019/2020 Semester II	Accounting MSC M	19-JUN-2020 04:06:22PM	Major1:Accounting	Major1:Applied Psychology ()	<input type="text" value="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 screenshot shows the top of a web application. At the top left is the university's crest, followed by the text "THE UNIVERSITY OF THE WEST INDIES, MONA" and "Student Administration System". Below this is a navigation bar with two tabs: "Personal Information" (highlighted in yellow) and "Student" (highlighted in purple). To the right of the tabs is a search bar with a "Go" button and a "SITE MAP HELP" link. Below the search bar are two main menu items, each with a 3D folder icon: "Personal Information" with a description "View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change information; Customize your directory profile; Apply for Vehicle Access Sticker." and "Student Services" (circled in yellow) with a description "Apply for Admission, Register, View your academic records." and a "Student Services" button. At the bottom left is a "Return to Homepage" link, and at the bottom center is the text "RELEASE: 8.8.3" and "© 2020 Ellucian Company L.P. and its affiliates."



Personal Information **Student**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [E](#)



## Student Services



**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.



Pay your UWI 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.



Apply for Transfer to another Faculty

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Graduate Studies Thesis Tracker



## Registration



First year students are invited to take a few minutes to complete the [UWI Mona Campus First Year Survey](#). 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** 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

This link allows a student to request a change to his/her programme of study and/or enrolment 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

Info: Registration & Adjustments to Registration

Search

UWI Registration Status

Programme as at 2019/2020 Semester I:	Mona Campus, Social Sciences, MSC, PT - Face to Face / Admitted to Programme in 2018/2019 Semester I	Major (s):	Accounting, Minor (s):
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**NOTES FROM YOUR DEAN/HOD**

\*\* The University reserves the right to adjust your registration in accordance with University/Faculty requirements

**REQUESTS FOR APPROVAL OF CHANGE OF MAJOR OR ENROLMENT STATUS\***

Term	Programme	Date	Change From	Change To	Action
2019/2020 Semester II	Accounting MSC M	19-06-20 04:06:22PM	Major1:Accounting	Major1:Applied Psychology	Def

UWI Registration Status

Programme as at 2019/2020 Semester I:	Mona Campus, Social Sciences, MSC, PT - Face to Face / Admitted to Programme in 2018/2019 Semester I	Major (s):	Accounting, Minor (s):
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**NOTES FROM YOUR DEAN/HOD**

\*\* The University reserves the right to adjust your registration in accordance with University/Faculty requirements

**REQUESTS FOR APPROVAL OF CHANGE OF MAJOR OR ENROLMENT STATUS\***

Term	Programme	Date	Change From	Change To	Action
2019/2020 Semester I	Accounting MSC M	19-06-20 05:06:46PM	PT	FT	<input type="checkbox"/> <input checked="" type="checkbox"/> System
2019/2020 Semester II	Accounting MSC M	19-06-20 04:06:22PM	Major1:Accounting	Major1:Applied Psychology	Def

**Course(s) selected in 2019/2020 Semester I**

CRN	CRSE	Sec	Gradable?	Credit	Course Title	Status	Action	Date Added
10633	MGMT6116	M11	Y	4	Corporate Finance	Registered		16-08-19 10:35