

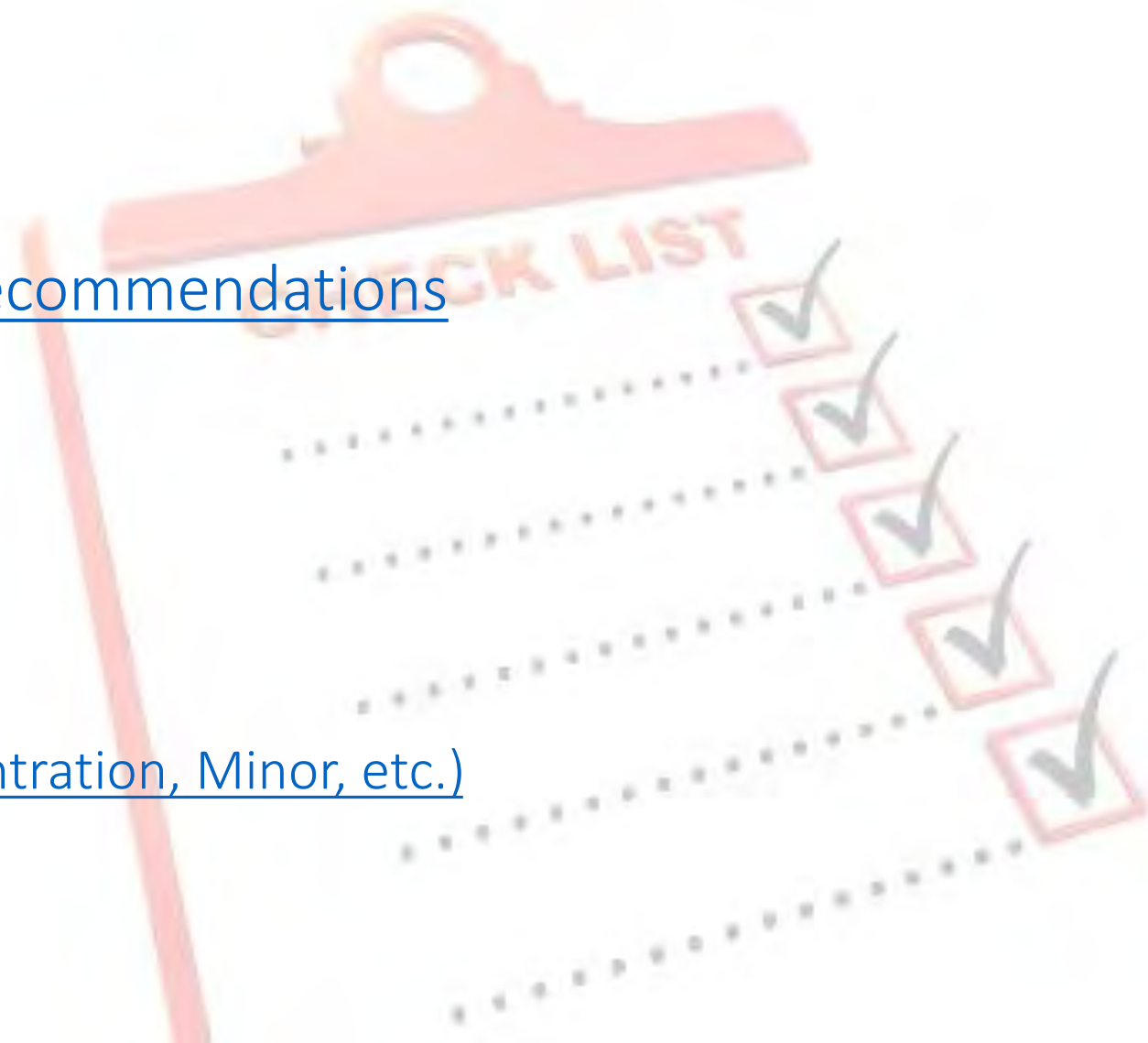


Preparing for Spring 2021 Registration

Advising guide: preparing for online
registration

Advising & Registration Preparation

- [University Advising Center](#)
- [Finding your Advisor](#)
- [Preparing to Meet Your Advisor](#)
- [Advising Appointment Expectations & Recommendations](#)
 - [Web/Phone/E-mail Etiquette](#)
 - [Zoom/Virtual Etiquette](#)
- [Review your Degree Program](#)
 - [Degree Works](#)
 - [Additional Resources](#)
 - [Making Changes to Program \(Major, Concentration, Minor, etc.\)](#)
- [Dropping a Class](#)
- [Studying at Another Institution](#)




Advising & Registration Preparation

- [Looking Up Classes](#)
 - [Off-Limit & Special Sections](#)
- [Schedule Planner](#)
- [Check for Registration Holds](#)
- [Registration Schedule](#)
- [How to Register for Classes](#)
- [Registration Error Messages](#)
- [System Errors](#)
- [Waitlist Information](#)
- [Additional Resources](#)





Advisor Overview



In support of the efforts to stop the spread of COVID-19, the University Advising Center is operating remotely at this time.

Advisors are available via email, phone and Zoom appointments during office hours.

University Advising Center

Office Hours

Monday - Friday | 8 a.m. to 5 p.m.

Contact Us

Third Floor, Student Engagement Center (SEC) Room 3120

[\(210\) 805-5814](tel:2108055814) | advising@uiwtx.edu | my.uiw.edu/advising/



University Advising Center

[Zoomdays](#) are designated days when you can meet with an Academic Advisor virtually through Zoom.

Zoom sessions will be held each week:

- Tuesday, Wednesday, and Thursday from 10 a.m. - 12 p.m. and 2 - 4 p.m.
- Friday from 10 a.m. - 4 p.m.

University Advising Center

Meet the Advisors



Kedra Grant-Brinkley
Director
Arts & Humanities



Dora Garner
Math, Science &
Engineering



Health Professions



Kristen Bates
Senior Athletic
Advisor



Garrett Hotchkiss
Athletic Advisor



Stephanie Hamilton
Athletic Advisor



Haley Ayres
Business
Administration



Gloria Ramos-Cortes
Business
Administration



Charles Puente
Education
International/ Exchange



**Candace
Gengenbach**
Pharmacy



David Kincaid
Optometry



Karina Johnson
Biology



Dr. Rochelle Ramirez
CIS
Cyber Security



Megan York
Social Sciences



Dr. Roxanna Nelson
Nursing




Janie Rios
Administrative
Assistant

Profiles and contact information can be found on the University Advising Center [website](#).

Advising Period: October 26th – November 6th

Advising Period is the designated time period for students to meet with their faculty advisor or professional advisor to discuss registration and upcoming semester(s).

Andrew, Schedule An Advising Appointment



Please Schedule Your Advising Appointment.

Hello Andrew:

Your advisor requests that you schedule an appointment. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

[Schedule an Appointment](#)

You can also copy and paste this address into your web browser.
<https://uiw.gradesfirst.com/a/123456>

Thank you!

*Inform your advisor of your appointment preference (ex. Zoom, phone, etc.) in the Comments box.

Note: Be sure to include a valid phone number, if necessary

Choose A Day

July 2014

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Today						

Choose A Time

Wed, Jul 09

3:50pm
4:00pm
4:10pm
4:20pm
4:30pm
4:40pm

Comments

Is there anything specific you would like to discuss?

Comments:

You will be sent an email reminder to the morning of your appointment.

[Review Appointment Details](#)

➤ Tip: Put advising dates in your calendar!

How to Find Your Advisor

- Log onto [Cardinal Apps](#)
- Click the Cardinal Apps - Banner tab
- Then click the **Banner 8 Self Service** icon
- Select **Student Services** tab
- Select **Student Records**.
- Select **View Student Information**.
- Select the current term (*Fall 2020*) and click **Submit**.
- Your advisor's name can be found next to the **Primary Advisor** field
- To find your advisor's contact information, use the **UIW Directory** link at the top of the page

BANNER | 8
Self-Service

BannerWeb Self Service



A calendar with a red header and a grid of dates, overlaid with a dark grey semi-transparent rectangle. The text "Advising Appointments" is written in white on the rectangle.

Advising Appointments

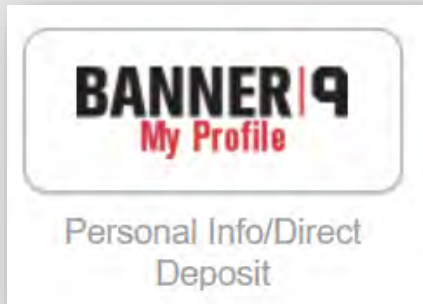
Preparing to meet with your advisor

- Check your cardinal e-mail for any important messages.
- Schedule an appointment with your advisor
 - Some advisors will contact their advisees.
 - Some may expect you to reach out first.
 - Always best to be **proactive**!
- Be prepared. Your appointment will be by email, phone or Zoom
- Review your degree requirements in Degree Works
- Prepare a list of potential courses you plan to enroll in the upcoming semester/semesters
 - Look up classes in Banner9
- Make a list of questions/concerns



Confirm Your Contact Information

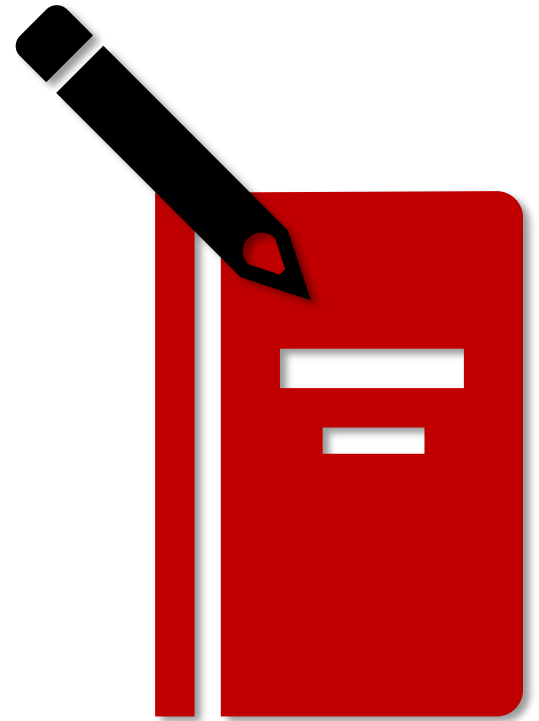
- Make sure your current contact information (telephone and address) is up to date.
- Great opportunity to also ensure your information is up-to-date for UIW Emergency Alerts (RAVE)



[Update your contact information \(PDF\)](#)

What to do During Your Appointment

- Start a conversation with your advisor
 - Discuss current semester, professional goals, graduation timeline
- Review courses/plan for the upcoming semester(s)
- Ask about pre-requisites, course sequencing, and any other program-specific questions
- Get your alternate PIN number
 - DO NOT lose your alternate PIN number.
 - You will use your PIN to register and make changes to your schedule, if necessary.



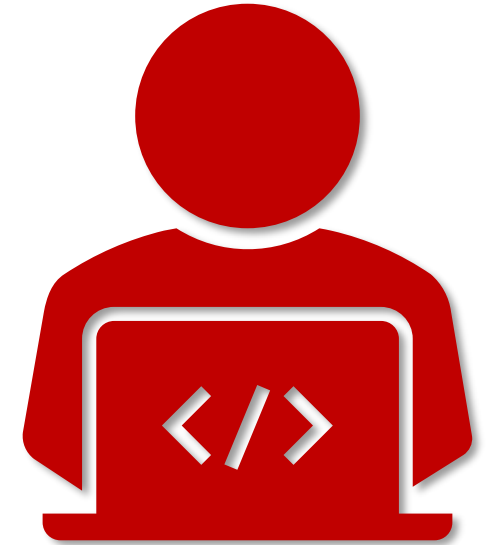
Web/Phone/Email Etiquette

- Have documents, notes, and questions prepared.
- Ensure you have a stable Internet/Phone connection.
 - Visit UIW IT website for available resources
 - <https://my.uiw.edu/ird/students/index.html>
- Have your University ID# available
 - May be asked to provide this number in meeting with advisor for privacy/security purposes.
- Conduct all communication in a professional manner.
- Introduce yourself, speak clearly, practice active listening, and take notes.
- Check your emails daily for communication from faculty and administrators.
 - This is recommended all year-round but is especially important during Advising Period!



Zoom/Virtual Etiquette

- ZOOM advising appointments should be treated with the same professionalism as an in-person advising appointment.
- Dress as if you are meeting your advisor in-person. Full clothing is required!
- During your appointment, do not leave the camera window or walk around.
 - You should remain engaged throughout the online advising session.
- Do not speak with individuals around you who are not participating in the advising appointment. Outside conversations distract from the appointment and violate FERPA guidelines.
 - [FERPA guidelines](#) require written permission for additional parties to participate in an advising appointment.
 - If you would like to grant another individual access to the appointment, please complete and submit a [Student Proxy Access Form](#).



Failure to adhere to the ZOOM guidelines listed above may result in termination of the advising session.

Contact helpdesk@uiwtx.edu with questions or concerns or by phone: [\(210\) 829.2721](tel:2108292721)

Information about ZOOM can be found here: <https://my.uiw.edu/ird/training-and-instructional-resources/for-faculty-and-staff/web-conferencing.html>

The "6 Parts" of Your Degree

- ☐ 120 College Level Hours
- ☐ 43 Core Curriculum Hours*
- ☐ 36 Upper Division Hours
- ☐ Content Specific Courses
- ☐ 45 Hours of Residency
- ☐ 45 Hours of Community Service

University of the Incarnate Word			
Degree Checklist – Accounting			
Degree: Bachelor of Business Administration Concentration: Accounting			
Name: _____	Student ID: _____	Catalog: 2013-2015	
Advisor: _____	Evaluator: _____	Date: _____	
Bachelors Degree Institutional Requirements: A minimum of 120 hours required for graduation to include: 45 hours of residency, 36 advanced hours (junior/community college courses will not satisfy), 36 of the last 45 hours from UIW, and 45 clock hours of community service.			
University Core Curriculum			
Academic Literacy (If Required)			
MATH 0519			
Rhetoric (6)			
ENGL 1311 or 1311L Composition I			
ENGL 1312 Composition II			
Wellness Development (3)			
DWHP 1200 (3200 Transfer)			
PE Activity Course			
Philosophy and Religion (9)			
3 Hrs from: RELS 1305, 1315, 1325, 1335 or 1327H			
PHIL 1381 Introduction to Philosophy			
3 Hrs RELS/PHIL			
Literature and the Arts (6)			
ENGL 2310 World Literature Studies			
Fine Arts: 3 Hrs			
Mathematics and the Natural Sciences (7)			
MATH 1304			
Science			
History and the Behavioral Sciences (6)			
3 Hours from: HIST 1311, 1312, 1321, 1322			
Social Science			
Second Language (6)			
Community Service (45 Non-Credit Clock Hours)			
Community Service Requirement		45	
*Courses completed at junior/community colleges will not satisfy the advanced hour requirement for the degree.			
Grade of C or better required in MATH 1304 and all courses for Major/Minor/Concentration/Specialization.			
Note: A total of 150 semester hours including 30 hours of approved upper division accounting courses, 21 hours upper division business courses, and a three hour course in ethics are required to sit for the CPA Examination in Texas.			

45 Hours BBA Core			
	Earned	Req.	Comments
ACCT 2311: Principles of Accounting I			
ACCT 2312: Principles of Accounting II			
MIS 2321: Intro to Information Systems			
MIS 2325: Personal Productivity Applications			
ECON 2301: Principles of Macroeconomics			
ECON 2302: Principles of Microeconomics			
BMGT 3370: Business Statistics			
BMGT 3371: Management Science			
BINT 3331: International Business Mgmt.			
BLAW 3317: Business Law I			
BMKT 3331: Principles of Marketing			
BMGT 3340: Mgmt Theory & Practice			
BFIN 3321: Principles of Financial Mgmt.			
BMGT 4380: Integrative Business Analysis/Decision Making I			
BMGT 4381: Integrative Business Analysis/Decision Making II			

Accounting Concentration			
15 hrs. of the following required courses:			
ACCT 3311: Intermediate ACCT I			
ACCT 3312: Intermediate ACCT II			
ACCT 3313: Cost Accounting			
ACCT 3315: Federal Income Tax I			
ACCT 4314: Auditing			
9 hrs. upper division ACCT electives:			

General Electives			
(As many as needed to reach 120 earned hours)			
TOTAL CORE & BADM HRS:			

*average number of hours

DegreeWorks
is an easy-to-use,
web-based
degree audit.

Utilize DW as a guide to
help in creating your
educational plan.

TIP: Check DW at least
once a semester

**DEGREE
WORKS**

Degree Audit

The screenshot displays the DegreeWorks web application interface. At the top, there are browser tabs for "UIW - My Applications" and "Ellucian Degree Works - Academic". The address bar shows the URL "https://dwprod.uiwtx.edu/Dashboard50/dashboard". The UIW logo is prominently displayed on the left. A navigation bar includes links for "Back to BannerWeb", "Portal", "FAQ", "Help", "Template Management", "Print", and "Log Out". Below this is a search bar with fields for "Student ID", "Name", "Degree", "Major", "Level", "Student Class Level", "Last Audit", and "Last Refresh". A table of tabs includes "Worksheets", "Plans", "Notes", and "GPA Calc". The "Worksheets" tab is active, showing a "Format:" dropdown set to "Student View" and buttons for "View", "Save as PDF", and "Process New". A "Class History" link is also present. The main content area is titled "Degree in Bachelor of Science" and shows a summary of credit requirements: "Credits Required: 120" and "Credits Applied: 45". A list of requirements follows, each with a checkbox and a status indicator: "Minimum 120 Total Credit Hours Required" (Still Needed), "Minimum 36 upper-division credit hours required" (Still Needed), "Minimum credits taken at the University of the Incarnate Word" (Still Needed), "36 of the last 45 credit hours must be taken at UIW." (Still Needed), "You meet the minimum cumulative 2.0 GPA requirement." (checked), and "Main Campus Core Curriculum Requirements" (Still Needed). The "Still Needed" status is highlighted in red text.

Requirement	Status	Details
Minimum 120 Total Credit Hours Required	Still Needed	120 credit hours are required. You currently have 45, you still need a minimum of 75 more credit hours and successful completion of all graduation requirements.
Minimum 36 upper-division credit hours required	Still Needed	36 upper-division credit hours are required. You currently have 0, you still need a minimum of 36 more.
Minimum credits taken at the University of the Incarnate Word	Still Needed	Minimum credits taken at the University of the Incarnate Word: You have 31 but still need a minimum of 14 credits.
36 of the last 45 credit hours must be taken at UIW.	Still Needed	Last credits at the University of the Incarnate Word: You have 31 but still need a minimum of 5 credits.
You meet the minimum cumulative 2.0 GPA requirement.	Met	
Main Campus Core Curriculum Requirements	Still Needed	See Core Curriculum section

Additional Resources

Use the Checklist, Degree Sequence, or Planning Guide for your program to ensure you are taking your courses at the right time.

University of the Incarnate Word

Degree Checklist – Accounting

Degree: Bachelor of Business Administration Concentration: Accounting

Name: _____ Student ID: _____ Catalog: 2013-2015

Advisor: _____ Evaluator: _____ Date: _____

Bachelors Degree Institutional Requirements: A minimum of 120 hours required for graduation to include: 45 hours of residency, 36 advanced hours (junior/community college courses will not satisfy), 36 of the last 45 hours from UIW, and 45 clock hours of community service.

University Core Curriculum

Academic Literacy (If Required)

MATH 0319

Rhetoric (6)

ENGL 1311 or 1311L
Composition I

ENGL 1312 Composition II

Wellness Development (3)

DWHP 1200 (3200 Transfer)

PE Activity Course

Philosophy and Religion (9)

3 Hrs from: RELS 1305, 1315,
1325, 1335 or 1327H

PHIL 1381 Introduction to
Philosophy

3 Hrs RELS/PHIL

Literature and the Arts (6)

ENGL 2310 World Literature
Studies

Fine Arts: 3 Hrs

Mathematics and the Natural Sciences (7)

MATH 1304

Science

History and the Behavioral Sciences (6)

3 Hours from:
HIST 1311, 1312, 1321, 1322

Social Science

Second Language (6)

Community Service (45 Non-Credit Clock Hours)

Community Service
Requirement

45

45 Hours BBA Core

ACCT 2311: Principles of Accounting I

ACCT 2312: Principles of Accounting II

MIS 2321: Intro to Information Systems

MIS 2325: Personal Productivity
Applications

ECON 2301: Principles of
Macroeconomics

ECON 2302: Principles of Microeconomics

BMGT 3370: Business Statistics

BMGT 3371: Management Science

BMGT 3372: International Business Mgmt.

BLAW 3317: Business Law I

BMKT 3331: Principles of Marketing

BMGT 3340: Mgmt Theory & Practice

BFIN 3321: Principles of Financial Mgmt.

BMGT 4380: Integrative Business
Analysis/Decision Making I

BMGT 4381: Integrative Business
Analysis/Decision Making II

Accounting Concentration

15 hrs. of the following required courses:

ACCT 3311: Intermediate ACCT I

ACCT 3312: Intermediate ACCT II

ACCT 3313: Cost Accounting

ACCT 3315: Federal Income Tax I

ACCT 4314: Auditing

9 hrs. upper division ACCT electives:

General Electives


(As many as needed to reach 120 earned hours)

TOTAL CORE & BADM HRS:

UIW Core - Total Hour 43

Major - Total Hours 58

Note: A total of 150 semester hours including 30 hours of approved upper division accounting courses, 21 hours upper division business courses, and a three hour course in ethics are required to sit for the CPA Examination in Texas.



Bachelor of Science: Chemistry
School of Mathematics, Science and Engineering

2015-2017 Catalog

Freshman Year: Fall

CHEM 1301: Chemical Principles I

CHEM 1101: Chemical Principles I Lab

BIOL 1402: Unity of Life and Lab

DWHP 1200: Dimension of Wellness

ENGL 1311: Composition I

HIST 13XX

Total hours

Sophomore Year: Fall

CHEM 2311: Organic Chemistry I

CHEM 2111: Organic Chemistry I Lab

MATH 2312: Calculus I

ENGL 2310: World Literature Studies

PHIL 1381: Introduction to Philosophy

Modern Language I

Total hours

Junior Year: Fall

CHEM 3321: Quantitative Analysis

CHEM 3221: Quantitative Analysis Lab

CHEM 3341: Inorganic Chemistry

CHEM 3160: Introduction to Chemistry Research & Careers

PHYS 2305: Physics I

PHYS 2105: Physics I Lab

RELS/PHIL 33XX

Total hours

Senior Year: Fall

CHEM 4431: Physical Chemistry: Thermodynamics

CHEM 4231 Physical Chemistry: Thermodynamics Lab

CHEM 4351: Biochemistry I

CHEM 4251: Biochemistry I Lab

Elective (upper division)

Total hours

Freshman Year: Spring

CHEM 1302: Chemical Principles II

CHEM 1102: Chemical Principles II Lab

ENGL 1312: Composition II

MATH 1311: Pre-Calculus

PEHP 11XX

Elective

Total hours

Sophomore Year: Spring

CHEM 2312: Organic Chemistry II

CHEM 2112: Organic Chemistry II Lab

MATH 2313: Calculus II

RELS 13XX

Modern Language II

Fine Arts

Total hours

Junior Year: Spring

CHEM 3342: Coordination and Solid State Chemistry

CHEM 3142 Experimental Methods of Inorganic Chemistry

Elective

Social Science

CHEM 4260: Advanced Chemistry Research

PHYS 2306: Physics II

PHYS 2106: Physics II Lab

Total hours

Senior Year: Spring

Chemistry Elective (upper division) (3 or 4 hours)

CHEM 4322 Instrumental Analysis

CHEM 4222 Instrumental Analysis Lab

CHEM 4332 Physical Chemistry: Quantum Mechanics

CHEM 4132 Physical Chemistry: Quantum Mechanics Lab

Total Hours

UIW Core - Total Hour 43

Major - Total Hours 58

Cardinal, Red

July 19, 2017

PLANNING GUIDE

Undergraduate IDS Majors Seeking Certification (EC-6)

Course Sequence

FALL

SPRING

SUMMER

Transferred Coursework:

Fall 2017 (15)

ENGL 1311: Comp I

EDUC 2305: Foundations of Educ.

GOVU 1315: Amer. Pol

HIST 1321: US to 1865 (F)

PHIL 1381: Intro to Phil

Spring 2018 (16)

ENGL 1312: Comp II

MATH 0320

HIST 1322: US History Since 1865 (S)

BIOL 1401: Diversity of Life & Lab

DWHP 1200: Dimensions of Wellness

PEHP 11XX

(THEA)

Summer 2018 (6)

MATH 1304: College Algebra

RELS 13XX

Fall 2018 (15)

ENGL 2310: World Literature

MATH 2374: Math for Elem Tchrs(F)

EDSL 2374: Sci for Elem Tchrs (F)

EDUC 3307: Essentials of Lit. Instruct*

Second Language I

Spring 2019 (18)

EDUC 2315: Survey of Children

EDUC 3327: Dev the Finest Rdr*

MATH 2375: Math for Elem TchrsII(S)

EDSL 2375: Earth & Space Science

PEHP 3305: Motor Dev (S)

Second Language II

Summer 2019

Fall 2019 (15-18)

EDUC 3337: Dev the Strategic Rdr*

EDUC 3330: Soc Studies Instr

ENGL 3385: Integ. LA

HIST 2322: Texas History

THAR 4301: Creativity in the Arts

EDUC 3335: Adv. for Excep Learners

OPTIONAL

Apply to TEP (Sept)

Spring 2020 (18)

EDUC 3375: Teachers of Children in Primary Grades

EDUC 3373: Learning Theories

EDUC 3367: Tchg Children in K/EC

EDUC 3325: Child Dev & Play

EDUC 3347: Differentiating Lit Instr*

EDUC 3346: Tchg Students w/ EBD

Summer 2020

Fall 2020 (18)

EDUC 3377: Teachers of Children in Intermediate Grades

EDUC 3385: Culturally Responsive Tchg

EDUC 3379: Instruction & Assessment

EDUC 3340: Instructional Tech

EDUC 3343: Tchg Students w/ LD

RELS/PHIL 33XX

Apply to Clinical Teaching (Sept)

Spring 2021 (12)

EDUC 4905: Clinical Teaching

EDUC 4305: Clinical Teaching Seminar

GRADUATION: May 2021

Pending Substitutions:

Submitted

Approved

Teacher Education Program Acceptance: _____

Clinical Teaching Cohort Acceptance: _____

Date Passed:

Content Practice Test

TEXES Content Test

PPR Practice Test

TEXES PPR Test

TEA ID: _____

Checklist

Degree Sequence

Planning Guide

Making Changes to your Degree Program

- Are you doing well in your current major?
- Have your interests changed?
- Have you taken a career assessment to determine some options?
- Did you discuss your academic performance with your advisor?

Academic
Change Form

Submit completed Academic Change Form to
advising@uwtx.edu

Career Services

For career exploration, make your appointment via- Handshake or by calling Career Services.

- Phone: [\(210\) 829-3931](tel:(210)829-3931)
- Email: careers@uiwtx.edu



If you are considering dropping a class...

- Discuss with your advisor and receive approval by email or electronic signature.
 - Drop form found on Registrar's Office website [here](#).
- You must contact the Office of Financial Assistance to learn how dropping a course or courses may affect your financial aid.
- If you are an athlete, you must get approval from your Athletic Advisor.
- If you are a Veteran using VA benefits, you must contact the Office of Veteran Affairs for approval.
- Completed drop form should be submitted electronically to the Registrar's Office (registrar@uiwtx.edu)
- Keep all your documents in a safe place, including any written correspondence or approval.

Planning on taking classes at another institution?

- First, discuss the classes you are looking to take with your advisor.
- Complete the [Request to Study](#) at another institution form.
- Apply to the institution where you wish to study.
- Send required documents to transfer institution.
- When classes are completed at transfer institution, send official transcripts back to UIW.

Note: Not all course credit will be applicable to your degree plan. Contact your advisor or the University Advising Center for additional information.

Make sure your courses are approved by your advisor and the Registrar's Office before you register for classes.

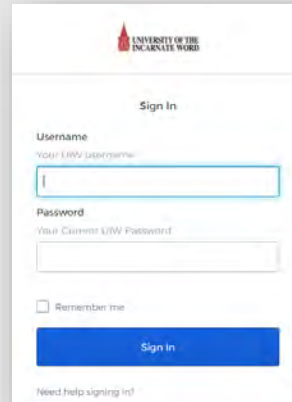
[Alamo Colleges Transfer Guides](#)

A calendar with a red header and a grid of dates. The dates are arranged in a 4x7 grid. The first column contains dates 4, 11, 18, and 25, which are highlighted in red. The other columns contain dates 1-3, 5-7, 8-10, 12-14, 15-17, 19-21, 22-24, and 26-28. The word 'Registration' is overlaid on the right side of the calendar in a large, white, sans-serif font.

Registration

Looking Up Classes

- Log into [Cardinal Apps](#)
- Select Cardinal Apps-Banner tab
- Click on **Banner 9 Registration**
- Choose **Browse Classes**
- Select term
- Enter course info (ex. ENGL, 1311L, etc.)
- Select **Main Campus** as Campus



UNIVERSITY OF THE
INCARNATE WORD

Sign In

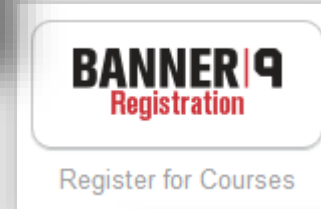
Username
Your UMW username

Password
Your Current UMW Password

☐ Remember me

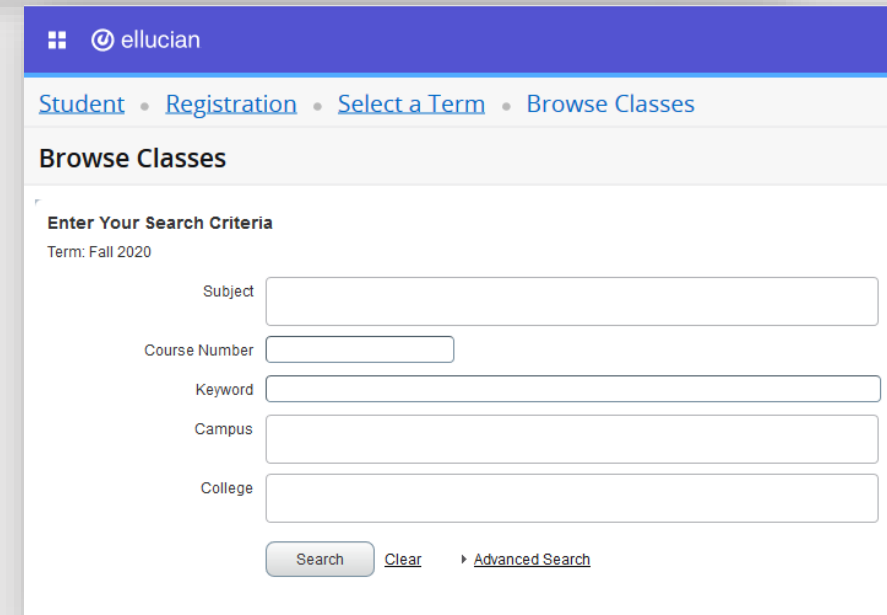
Sign In

Need help signing in?



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



ellucian

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Enter Your Search Criteria

Term: Fall 2020

Subject

Course Number

Keyword

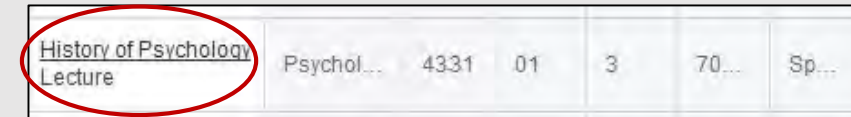
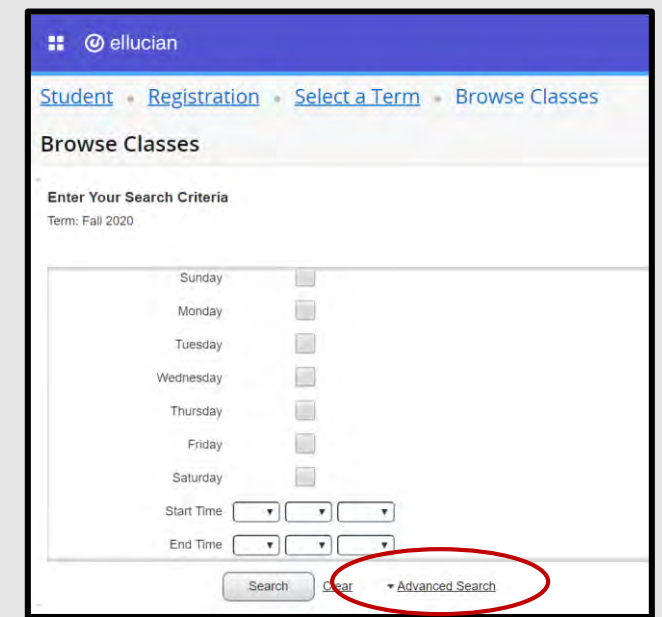
Campus

College

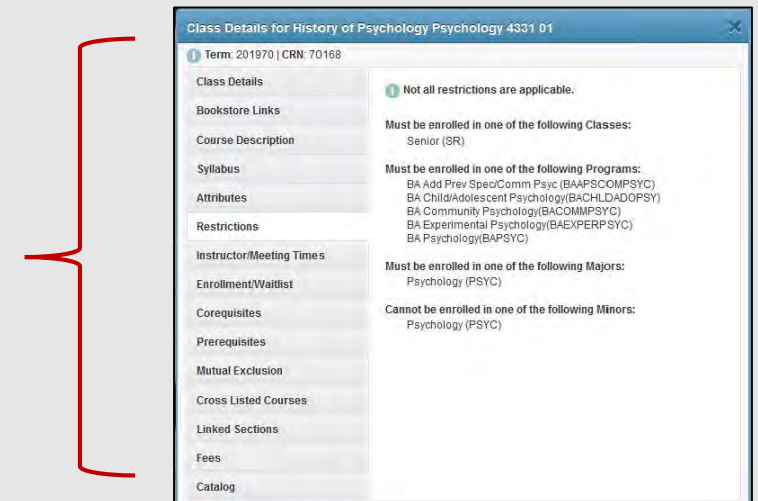
[Advanced Search](#)

Looking Up Classes

- Use **Advanced Search** to narrow your search results
 - Day and Time
 - Instructor
 - Location
- Click on the course title to get additional information about the course such as restrictions, pre-requisites, co-requisites, and other important information.



History of Psychology Lecture	Psychol...	4331	01	3	70...	Sp...
-------------------------------	------------	------	----	---	-------	-------



Class Details for History of Psychology Psychology 4331 01

Term: 201970 | CRN: 70168

Class Details

Bookstore Links

Course Description

Syllabus

Attributes

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

Corequisites

Prerequisites

Mutual Exclusion

Cross Listed Courses

Linked Sections

Fees

Catalog

Not all restrictions are applicable.

Must be enrolled in one of the following Classes:
Senior (SR)

Must be enrolled in one of the following Programs:
BA Add Prev SpecComm Psyc (BAAPSCOMPSYC)
BA Child/Adolescent Psychology (BACHLDADOPSY)
BA Community Psychology (BACOMMPSYC)
BA Experimental Psychology (BAEXPERPSYC)
BA Psychology (BAPSYC)

Must be enrolled in one of the following Majors:
Psychology (PSYC)

Cannot be enrolled in one of the following Minors:
Psychology (PSYC)

Looking Up Classes

Be mindful of “off-limit” or special sections...

- **X** indicates a Learning Community course
 - Learning Communities are sections of classes that are linked
 - You cannot take one without the other
- **ONL** indicates an Online course
- **BL** indicates a Blended/Hybrid course
- **H** indicates an Honors course

→ **SPS** courses are indicated with a **V**, **AH**, **NW**, **NE**, or **CC** in the section.

Intro to Theology and Ethics - 48569 - RELS 1305 - X01

Composition I - 51074 - ENGL 1311L - X01

Principles of Macroeconomics - 53326 - ECON 2301 - ONL

Integrated Marketing Comm - 40442 - BMKT 3333 - BL1

Composition II Honors - 53513 - ENGL 1312H - H1

Class Details for Introduction to Philosophy Philosophy 138 V6

Term: 202140 | **CRN:** 57356

Class Details	Associated Term: Fall 2020
Bookstore Links	CRN: 57356
Course Description	Campus: SPS Online ←
Syllabus	Schedule Type: Lecture
	Instructional Method: Fully Dist Ed Crse, Async
	Section Number: V6

Instructional Method

Synchronous (Sync)

- Interactive online learning through course management systems and streaming services (i.e.: Blackboard, Zoom)
- Class will be fully online & live streaming
- Designated class meeting time, as listed on course schedule
- *Schedule note:* “Fully Dist. Ed. Crse., Sync”

Asynchronous (Async)

- Interactive online learning through course management systems (i.e.: Blackboard)
- Communicating with email, discussion boards and class forums, etc.
- Class will be fully online
- No designated class meeting time



Looking Up Classes

Hybrid/Blend

- Partial in-person and partial online course delivery
- Some Hybrid/Blended courses may meet online synchronously or asynchronously (See schedule for details.)
- *Schedule Note:* “Hybrid/Blended Course; Async” or “Hybrid/Blended Crse.; Sync”



Face-to-Face

- Traditional in class learning
- Attend class, in-person, during designated class meeting times
- *Schedule Note:* “Face-to-Face Same Location”



Use Schedule Planner

Found on the
UAC website [here!](#)

Be mindful of day

Confirm time

UIW Schedule Planner

Note: When using this schedule planner, be sure to write down the following as you are selecting classes: the course number, the course subject, the course number and the course section number.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 8:45 am					
9:00 – 10:15 am	MATH 1304-02 CRN: 75470		MATH 1304-02 CRN: 75470		
10:30 – 11:45 am		PHIL 1381-01 CRN: 771189			
12:00 – 1:15 pm				PHIL 1381-01 CRN: 771189	
1:30 – 2:45 pm					

Course number &
Section

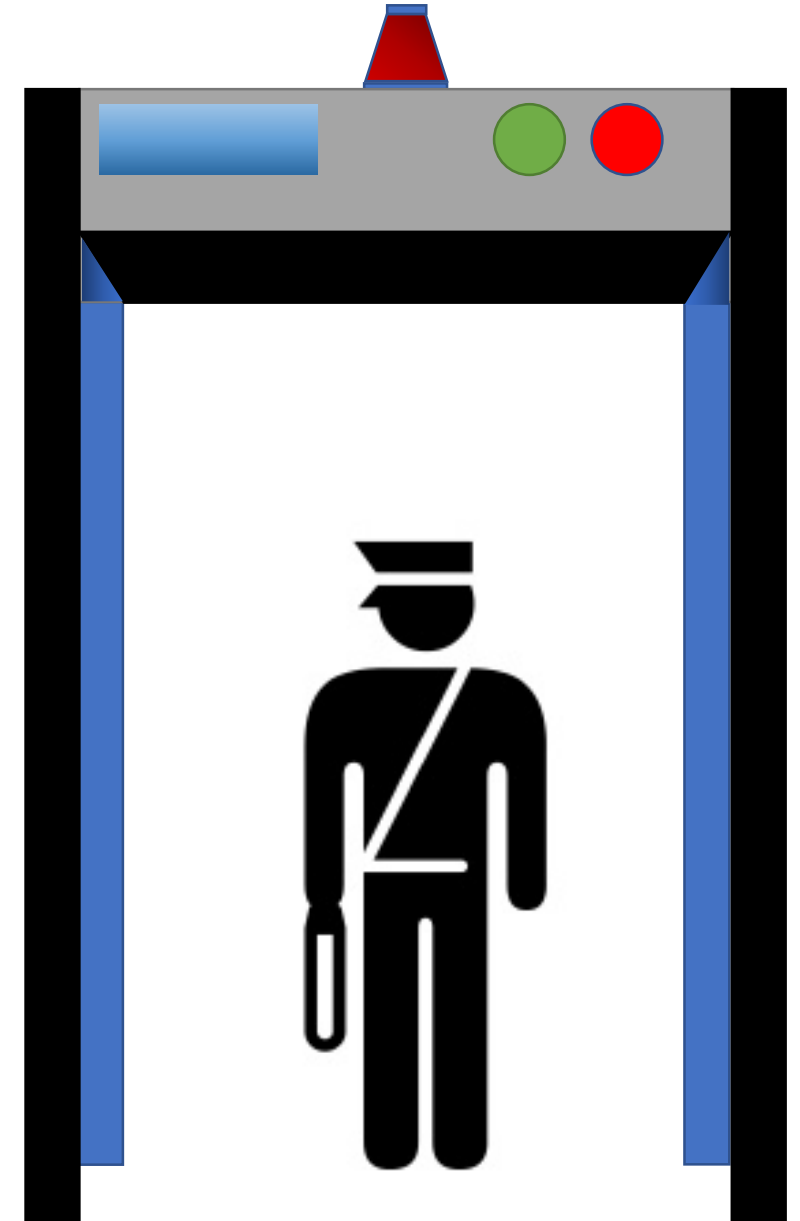
CRN is used for
Registration

Tip #1 Have a couple of schedule planners filled out. Classes fill up fast! Always a good idea to have a back-up plan.

Tip #2 Plan around work schedule, practice/work-outs, family obligations, study breaks. Be realistic about time commitments!

Check for Registration Holds

- Found on [BannerWeb Self Service](#)
 - Select “Student Services”
 - Select “Student Records”
 - Click “View Holds”
 - Look for “Registration” indicated in the “Process Affected” block
- Holds that will prevent you from registering:
 - Transcripts
 - Outstanding Balance
 - Perkins Loan – Exiting paperwork
- Recommend checking now as it can sometimes take awhile to resolve a hold.



Registration Schedule



Class	Day	Time
Student Athletes	November 6 th	8:30am
Seniors (90 + Hours)	November 10 th	8:30am
Juniors (60 – 89 Hours)	November 10 th	1:30pm
Sophomores (30 – 59 Hours)	November 11 th	8:30am
Freshmen (0 – 29 Hours)	November 11 th	1:30pm

****Reminder: Registration is based upon earned hours. Does not include hours in which you are currently registered.****

Online Registration

- Log into Cardinal Apps
- Click on **Cardinal Apps-Banner** tab
- Select **Banner 9 Registration** icon
- Choose **Register for Classes**
- Select **term**
- Enter your **ALT PIN**



UNIVERSITY OF THE INCARNATE WORD

Sign In

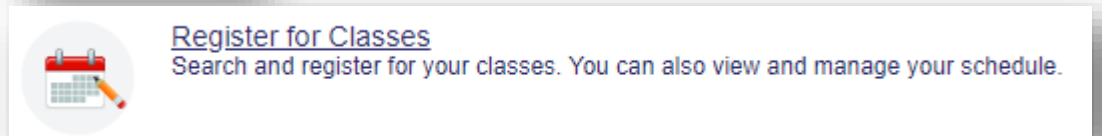
Username
Your UIW username

Password
Your Current UIW Password

☐ Remember me

Sign In

[Need help signing in?](#)



Select a Term

Terms Open for Registration

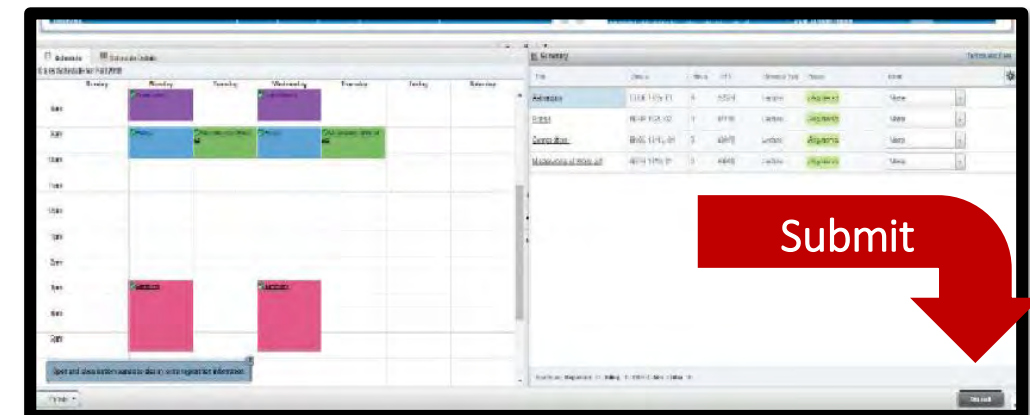
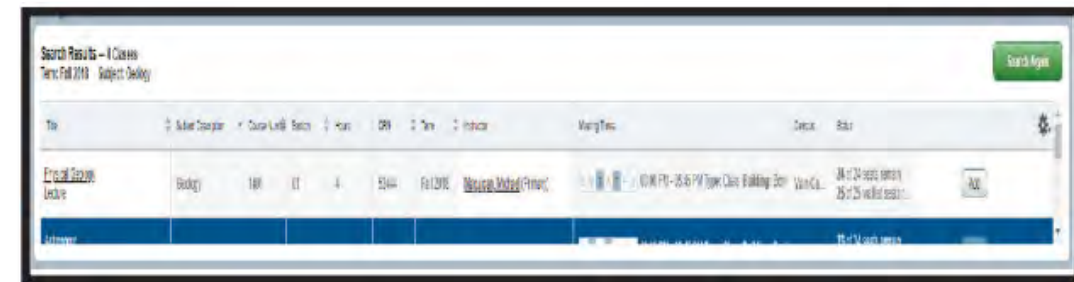
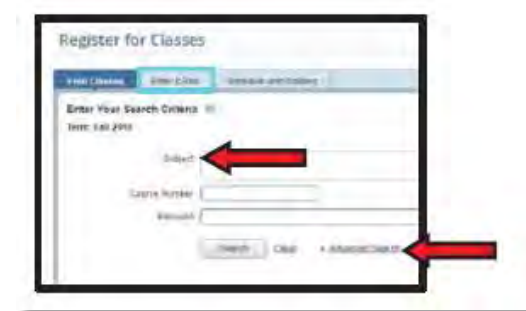
Fall 2018

Alternate PIN*

Continue

Online Registration

- When looking up classes, use the **Advanced Search** filter.
- Click in the subject box to choose a subject and select **Main Campus** in the **Campus** box. Then, Click Search
 - If you already know your CRNs, simply enter the CRNs using ENTER CRNs tab.
- Click the **Add** button on the right-hand column to add a class to your schedule.
- Click **Submit** in the bottom right once you have finished adding your classes.
 - **Note: Your registration is not finalized until you click submit.**
- Once registration is complete, review your schedule to ensure it is correct.



Registration Error Messages

Registration Errors occur for a variety of reasons. Below is a list of error messages you may receive when registering online, what they mean, and what you should do if you receive the error message.

Error Message	What does it mean?	What should you do?
Campus Restriction	Section restricted to students from a specific campus	<ol style="list-style-type: none">1. Look for an alternate section that is being offered on the main campus.2. If you meet the criteria, submit an SPS Course Request for approval. Visit the University Advising Centers website at https://my.uiw.edu/advising/forms.html for more information.
Class Restriction	Section restricted to specific student classifications (freshman, senior, etc.)	<p>Refer to the restriction details by clicking the course title and then "Restrictions".</p> <ol style="list-style-type: none">1. Choose an alternative section.2. Contact your academic advisor to discuss alternative courses.3. Contact the University Advising Center for additional assistance.
Closed Section	Section enrolled at capacity	<ol style="list-style-type: none">1. Choose an alternate section.2. Add yourself to the wait list, if available.3. Contact your academic advisor to discuss alternative courses.
Closed - Waitlist Available	Section enrolled at capacity; space available on the waitlist	Select "Wait Listed" from the action drop down menu and submit changes. Then check your Cardinal email regularly for an approval/denial message.
Closed - Waitlist Full	Section enrolled at capacity; space <u>unavailable</u> on the waitlist	<ol style="list-style-type: none">1. Choose an alternate section.2. Contact your academic advisor to discuss alternate courses.
Core Q XXXX Required	Section has required corequisite; must register in co-req	<ol style="list-style-type: none">1. Add both CRN's to the 'Add Classes' worksheet and click submit.2. If you have already completed one of the corequisites, contact the University Advising Center for additional assistance.

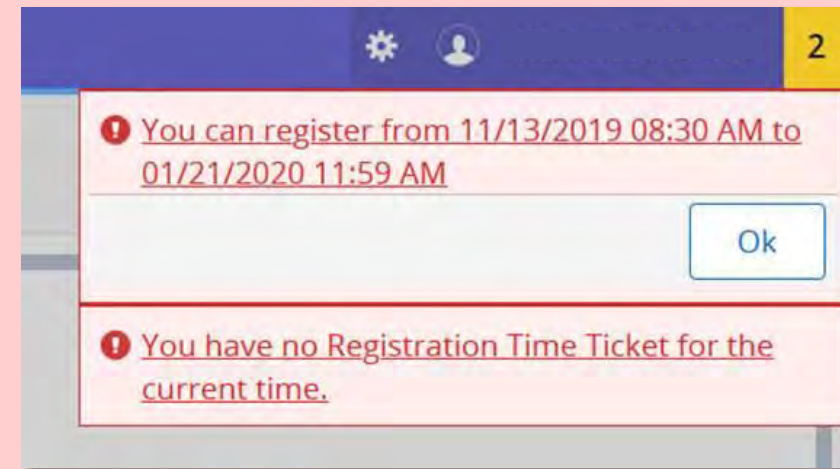
Registration Error Messages

Continued...

Error Message	What does it mean?	What should you do?
Duplicate Course with Section XXXX	Section is a duplicate of a course already on your schedule	<ol style="list-style-type: none">1. Drop the section no longer wanted first, then add the new one.2. Contact the University Advising Center for additional assistance.
Major Restriction	Section restricted to students in a specific major (English, Psychology, Biology, etc.)	<ol style="list-style-type: none">1. Choose an alternate section.2. Contact the University Advising Center for additional assistance.
Prerequisite & Test Score Error	<p>Section has a prerequisite course or minimum test score that you have not met.</p> <p>Note: this is based on current credit/scores. May need to update record.</p>	<p>Access the online course catalog for details on required prerequisite course(s) to confirm you have completed the required course(s).</p> <ol style="list-style-type: none">1. Contact your academic advisor and discuss alternate courses.2. Contact the University Advising Center for additional assistance.
Time Conflict with XXXX	Section conflicts with another section already on your schedule	<ol style="list-style-type: none">1. Choose another section.2. Drop the conflicting section and resubmit the add.3. To register for both conflicting courses, contact the academic department offering the courses to obtain authorization.
Permission Required: Dean or Instructor's Signature	An additional restriction has been placed on the section	Contact the academic department offering the course to obtain authorization from the Dean or Instructor.
Student Attribute Restriction	Error message for International students trying to register for an online course	Submit the Online Course Enrollment Request Form to the International Student & Scholar Services office for approval to take the course online.

System Errors

- If you get a system error while trying to register...
 - Log out and close the browser that you are currently using
 - Try to use a different browser
 - i.e. if you are using Firefox, switch to Chrome
 - If you still get the error message, take a screen shot of the error and email it to our office at advising@uiwtx.edu so that we may assist with trouble shooting
- “Registration Ticket Error”
 - It is not your priority registration time.
 - If it is, take a screen shot of the error message and email our office at advising@uiwtx.edu so that we may assist with trouble shooting



Waitlist

ONE

If a class is closed do not reach out to the instructor to be added to the class, instead you should place yourself on the waitlist.

Waitlist is available on a first-come/first-serve basis.

You cannot waitlist a class

- if you have holds
- if you do not have the prerequisite(s) for the class
- if you are already registered or waitlisted for a duplicate section

TWO

Adding your name to a waitlist does not register you for the class.

After receiving the waitlist notification e-mail, you must register for the course through Banner 9.

Waitlist emails are sent to your Cardinal email account only - be sure to check your email daily.

THREE

Once the notification e-mail is sent, you will have 24 HOURS to register for the opening in the class or you lose your place in the queue.

If you lose your place in the queue, you must add yourself back to the waitlist.

This will put you back at the end of the queue.

Bottom line: Check your e-mail at least once a day!

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
FUNDAMENTAL LA...	CLGL 035...	3	11935	Seminar	Errors Preventi...	Remove
COMPARATIVE COR...	BUGL 029...	3	23103	Seminar	Registered	Remove
VENTURE CAPITAL...	BUGL 029...	3	12200	Seminar	Registered	**Web Registered**
Total Hours Registered: 5.0 Billing: 5.0 CEU: 0.0 Min: 0.0 Max: 16.0						Waitlisted

☐ Unavailable and Drop

[Click here
for
Waitlist
Instructions](#)

Additional Resources

- [Advising Center Forms](#)
- [UIW Directory](#)
- [UIW Veteran Affairs](#)
- [UIW International Student and Scholar Services](#)
- [UIW Athletics](#)
- [UIW Residence Life](#)
- [Registrar's Office](#)
- [Business Office](#)
- [Financial Aid](#)
- [Ettling Center](#)





Questions??

University Advising Center

Office Hours

Monday - Friday | 8 a.m. to 5 p.m.

Contact Us

Third Floor, Student Engagement Center (SEC) Room 3120

[\(210\) 805-5814](tel:(210)805-5814) | advising@uiwtx.edu | my.uiw.edu/advising/