



Preparing for Summer and Fall 2022 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](#)
- [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](#)
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- [System Errors](#)
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Advisor Overview



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/

Zoomdays

[Zoomdays](#) are designated days when you can meet with an Academic Advisor virtually through a Zoom drop-in. This service is available for quick questions or to assist in scheduling an appointment for more in-depth needs.

Zoom sessions will be held every Thursday from 12PM – 4PM during the semester, but we will be available all day on registration days!

University Advising Center

Meet the Advisors



Kedra Grant-Brinkley
Director



Dora Garner
Math, Science &
Engineering



Marissa Farias
Arts & Humanities



Kristen Bates
Athletic Advisor



J.R. Pulido
Asst. Director
Athletic Advising



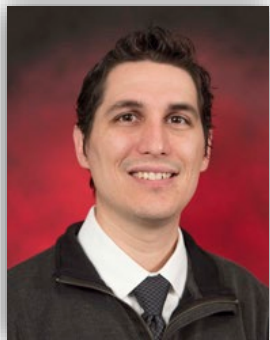
Sydnee Palade
Athletic Advisor



Haley Ayres
Business
Administration



Gloria Ramos-Cortes
Business
Administration



Charles Puente
Education
International/ Exchange



Kelsey Jutila
Pre-Pharmacy



David Kincaid
Optometry



Karina Johnson
Biology



Dr. Rochelle Ramirez
Media & Design



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: March 21 – April 7

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 (*Spring 2021*) 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





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)

BANNER|9
My Profile

Personal Info/Direct
Deposit



Personal Information

View and update your biographical and demographic information.

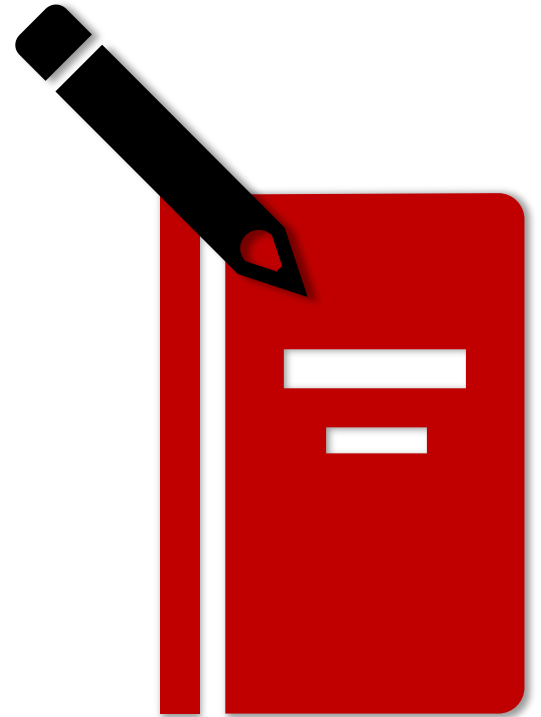
RAVE
MOBILE SAFETY

UIW Emergency Alerts

[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.



The "6 Parts" of Your Degree

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	Earned	Req	Comments
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	

*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:

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

*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

Worksheets

Data refreshed 03/30/2022 1:19 AM

Student ID: ●●●●4301 Name: Cardinal, Red Degree: Bachelor of Arts

[Advanced search](#)

Level Undergraduate **Classification** Senior **Major** Elementary Education **Minors** Reading, Special Education **Program** BA Interdisciplinary Studies

College School of Education **Community Hours** 6 **Attribute** ATX, DCRE, TEAC, FINA **Student Campus** M **Admit Term** 201940

[Academic](#) What-If Athletic Eligibility [View historic audit](#) 03/18/2022 at 9:54 AM UG/BA

Format: Student View

Degree progress

81% 100% Overall GPA: 3.18

Requirements Credits

☒ In-progress classes ☒ Preregistered classes **PROCESS**

Audit date 03/18/2022 9:54 AM

[Diagnostics](#) [Student data](#) [Save audit](#) [Delete audit](#) [Collapse all](#)

Degree in Bachelor of Arts

INCOMPLETE

Credits required: 120 Credits applied: 120 Catalog year: Fall 2018 GPA: 3.18

- Minimum 120 Total Credit Hours Required
- Minimum 36 upper-division credit hours required

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)	Earned	Req	Comments
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	

*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			
BMGT 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:

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	2015-2017 Catalog		
	Bachelor of Science: Chemistry School of Mathematics, Science and Engineering		
Freshman Year: Fall	Hrs.	Freshman Year: Spring	Hrs.
CHEM 1301: Chemical Principles I	3	CHEM 1302: Chemical Principles II	3
CHEM 1101: Chemical Principles I Lab	1	CHEM 1102: Chemical Principles II Lab	1
BIOL 1402: Unity of Life and Lab	4	ENGL 1312: Composition II	3
DWHP 1200: Dimension of Wellness	2	MATH 1311: Pre-Calculus	3
ENGL 1311: Composition I	3	PEHP 11XX	1
HIST 13XX	3	Elective	3
Total hours	16	Total hours	14
Sophomore Year: Fall		Sophomore Year: Spring	
CHEM 2311: Organic Chemistry I	3	CHEM 2312: Organic Chemistry II	3
CHEM 2111: Organic Chemistry I Lab	1	CHEM 2112: Organic Chemistry II Lab	1
MATH 2312: Calculus I	3	MATH 2313: Calculus II	3
ENGL 2310: World Literature Studies	3	RELS 13XX	3
PHIL 1381: Introduction to Philosophy	3	Modern Language II	3
Modern Language I	3	Fine Arts	3
Total hours	16	Total hours	16
Junior Year: Fall		Junior Year: Spring	
CHEM 3321: Quantitative Analysis	3	CHEM 3342 Coordination and Solid State Chemistry	3
CHEM 3221: Quantitative Analysis Lab	2	CHEM 3142 Experimental Methods of Inorganic Chemistry	1
CHEM 3341: Inorganic Chemistry	3	Elective	3
CHEM 3160: Introduction to Chemistry Research & Careers	1	Social Science	3
PHYS 2305: Physics I	3	CHEM 4260: Advanced Chemistry Research	2
PHYS 2105: Physics I Lab	1	PHYS 2306: Physics II	3
RELS/PHIL 33XX	3	PHYS 2106: Physics II Lab	1
Total hours	16	Total hours	16
Senior Year: Fall		Senior Year: Spring	
CHEM 4431: Physical Chemistry: Thermodynamics	4	Chemistry Elective (upper division) (3 or 4 hours)	3
CHEM 4231 Physical Chemistry: Thermodynamics Lab	2	CHEM 4322 Instrumental Analysis	3
CHEM 4351: Biochemistry I	3	CHEM 4222 Instrumental Analysis Lab	2
CHEM 4251: Biochemistry I Lab	2	CHEM 4332 Physical Chemistry: Quantum Mechanics	3
Elective (upper division)	3	CHEM 4132 Physical Chemistry: Quantum Mechanics Lab	1
	14	Total Hours	12
<div> <div>UIW Core - Total Hour</div> <div>43</div> </div> <div> <div>Major - Total Hours</div> <div>58</div> </div>			


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. GOVT 1315: Amer. Pol. HIST 1321: US to 1865 (F) PHIL 1321: 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 TchrsI(F) EDST 2374: Sci for Elem Tchrs (F) EDUC 3307: Essentials of Ltr. 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) EDST 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 TEAR 4301: Creativity in the Arts EDUC 3335: Adv for Excep Learners OPTIONAL Apply to TED (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 Ltr 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.

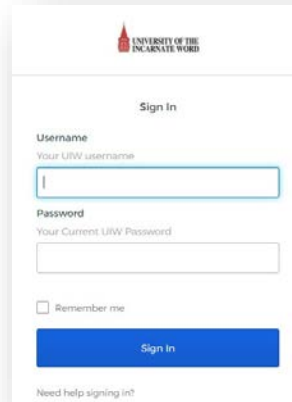
[Alamo Colleges Transfer Guides](#)



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

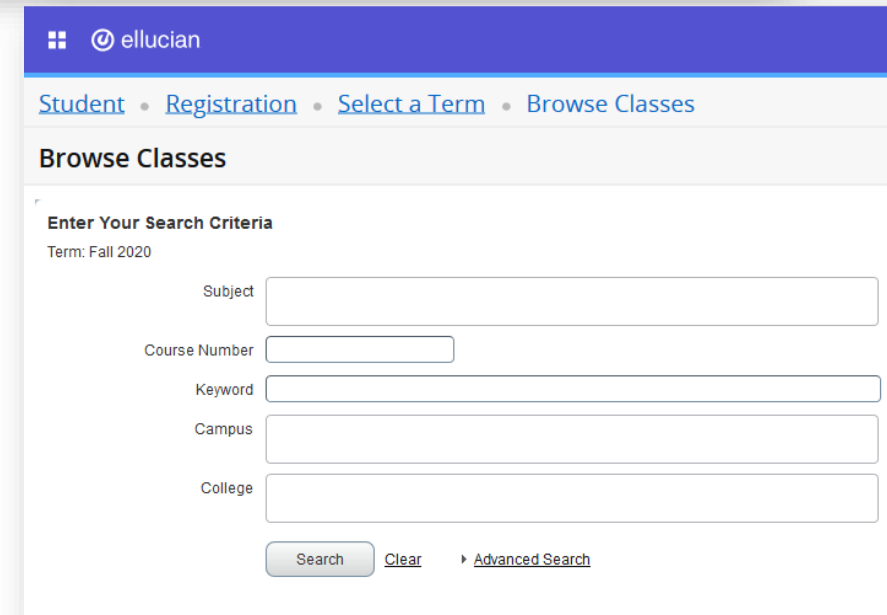
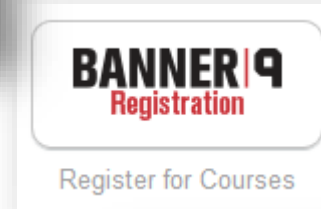
Username
Your UIW username

Password
Your Current UIW Password

☐ Remember me

Sign In

Need help signing in?



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.

ellucian

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

Browse Classes

Enter Your Search Criteria
Term: Fall 2020

Sunday ☐
Monday ☐
Tuesday ☐
Wednesday ☐
Thursday ☐
Friday ☐
Saturday ☐
Start Time
End Time
 [Advanced Search](#)

History of Psychology Lecture	Psychol...	4331	01	3	70...	Sp...
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Class Details for History of Psychology Psychology 4331 01

Term: 201970 | CRN: 70168

Class Details

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 Spec/Comm Psyc (BAAPSCOMPSPYC)
BA Child/Adolescent Psychology(BACHLDADOPSY)
BA Community Psychology(BACOMMIPSYC)
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)

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

Corequisites

Prerequisites

Mutual Exclusion

Cross Listed Courses

Linked Sections

Fees

Catalog

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**

i Term: 202140 | CRN: 57356

Class Details

Bookstore Links

Course Description

Syllabus

Associated Term: Fall 2020

CRN: 57356

Campus: SPS Online ←

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, please 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.



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

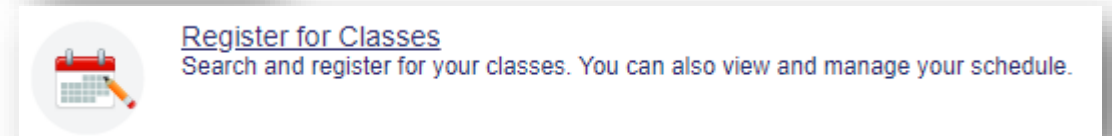
Username
Your UIW username

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.



Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Time	Campus	Seats
Physical Geology Lecture	Geology	1400	01	4	53644	Fall 2018	Marissa, Michael (Prinor)	10:00 PM - 10:45 PM Type: Class Building: Sci	Varsity	34 of 24 seats remain 25 of 25 available seats

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.

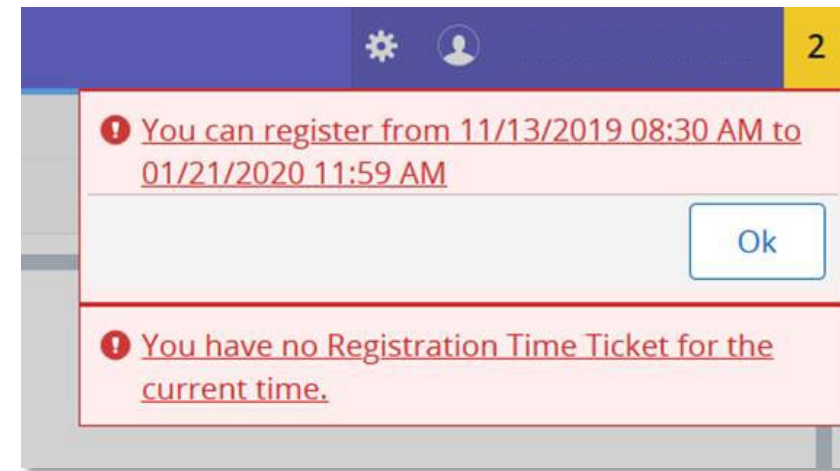
Registration Error Messages

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	Section has a prerequisite course or minimum test score that you have not met. Note: this is based on current credit/scores. May need to update record.	Access the online course catalog for details on required prerequisite course(s) to confirm you have completed the required course(s). <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



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/