



Preparing for Fall 2021 Registration

Advising guide: preparing for online registration

Advising & Registration Preparation

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Advising & Registration Preparation

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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:(210)805-5814) | 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.
- Monday and Friday from 12 p.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



Pre-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: **March 29 – April 16**

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





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.

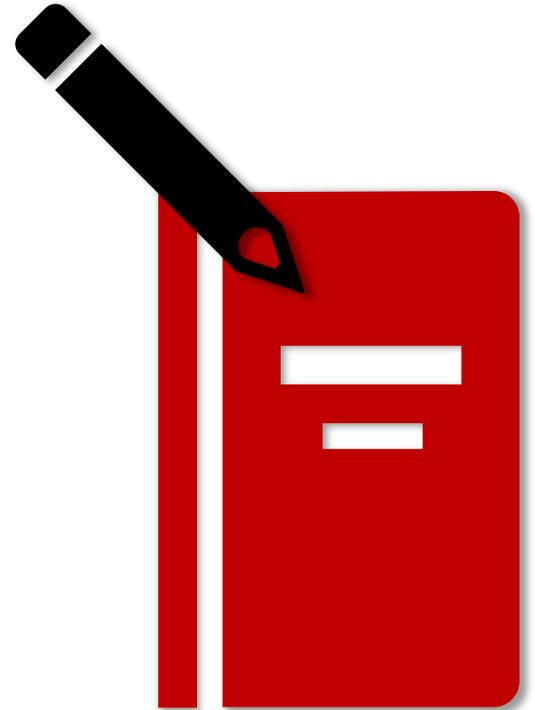
RAVE
MOBILE SAFETY

UIW Emergency Alerts

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

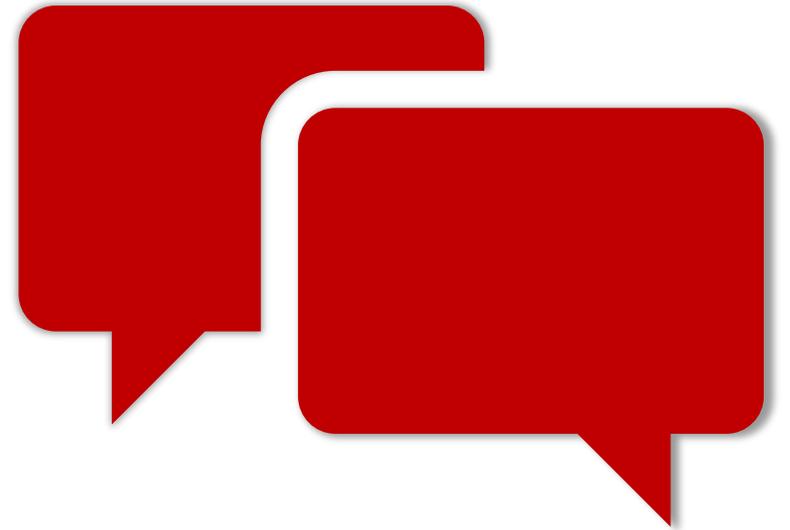
What to do During Your Appointment

- 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.



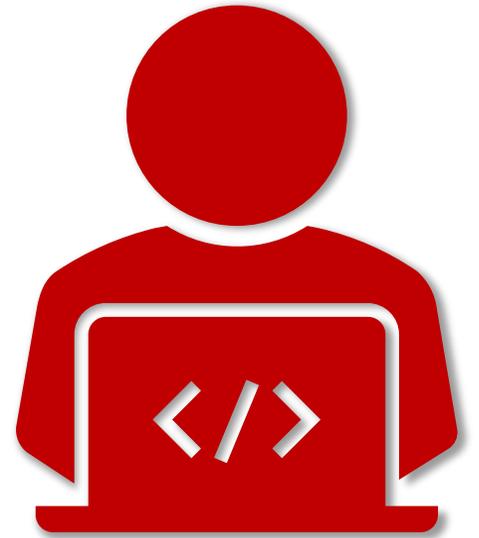
Web/Phone/Email Etiquette

- 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>

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 shows the DegreeWorks web application interface. At the top, there are browser tabs for "UIW - My Applications" and "Elucian Degree Works - Academic". The address bar shows the URL "https://dwprod.uiwtx.edu/Dashboard50/dashboard". The UIW logo is prominently displayed. Below the logo, there are navigation buttons for "Back to BannerWeb", "Portal", "FAQ", "Help", "Template Management", "Print", and "Log Out". A search bar is present with columns for "Student ID", "Name", "Degree", "Major", "Level", "Student Class Level", "Last Audit", and "Last Refresh". Below the search bar, there are tabs for "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 visible. The main content area displays a degree audit for a "Degree in Bachelor of Science". The audit shows "Credits Required: 120" and "Credits Applied: 45". The audit items are as follows:

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	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.

Checklist

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	Hrs.	Sophomore Year: Spring	Hrs.
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	Hrs.	Junior Year: Spring	Hrs.
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	Hrs.	Senior Year: Spring	Hrs.
CHEM 4431: Physical Chemistry: Thermodynamics	4	Chemistry Teaching (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
Total hours	14	Total hours	12

UIW Core - Total Hour 43
Major - Total Hours 58

Degree Sequence

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 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 TchrsI(F) EDSEI 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 3375: Math for Elem TchrsII(S) EDSEI 3375: 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: Adb: for Excep Learn* 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	Spring 2021 (12) EDUC 4905: Clinical Teaching EDUC 4305: Clinical Teaching Seminar	GRADUATION: May 2021
Pending Substitutions:		Submitted <input type="checkbox"/> Approved <input type="checkbox"/>
Teacher Education Program Acceptance: _____		
Clinical Teaching Cohort Acceptance: _____		
Date Passed: _____		
Content Practice Test _____ TeXES Content Test _____ PPR Practice Test _____ TeXES PPR Test _____		
TEA ID: _____		

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?



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@uwtx.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.

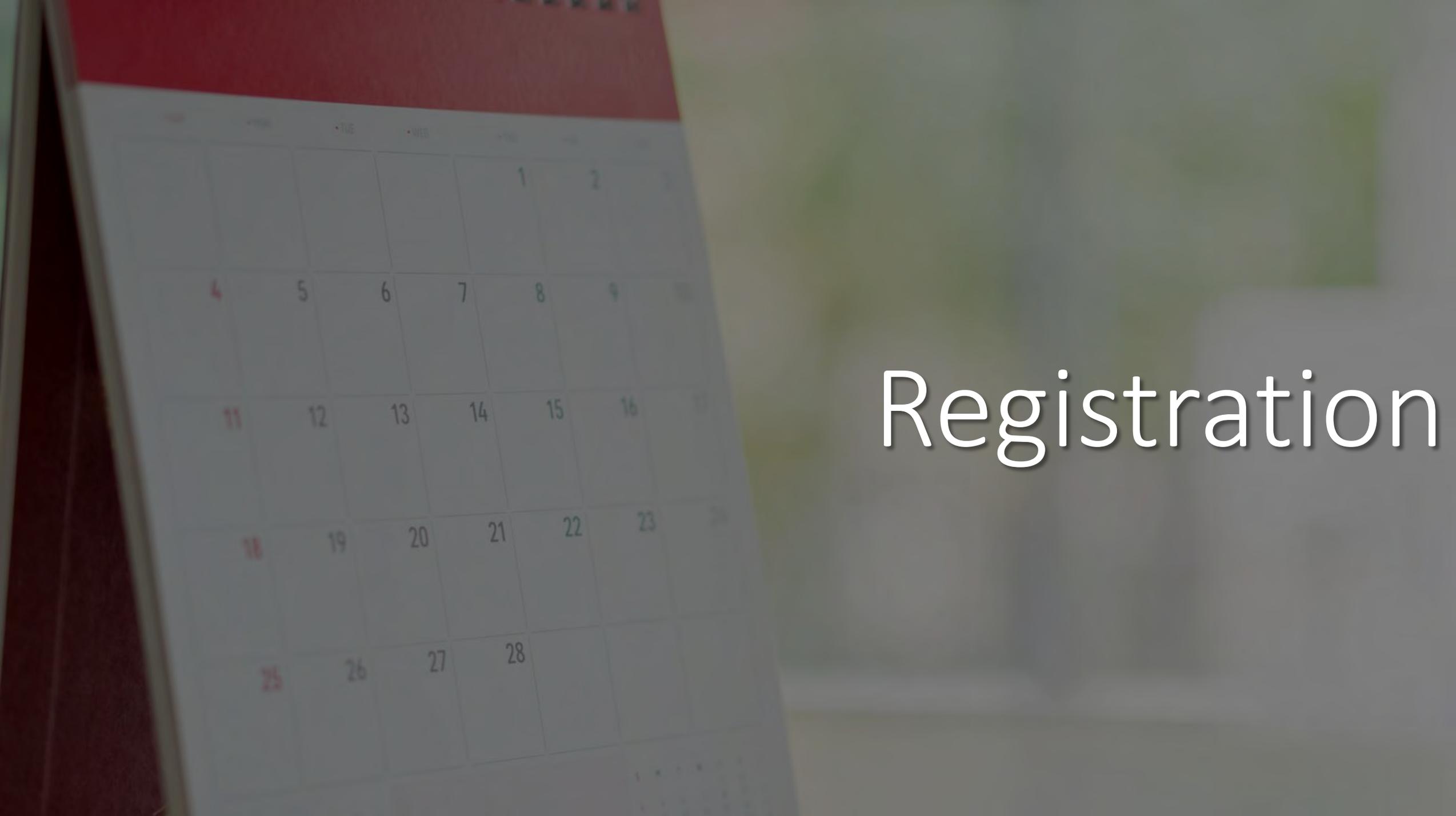
Planning on taking classes at another institution?

- 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.

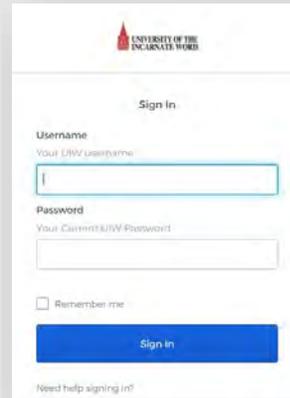
[Alamo Colleges Transfer Guides](#)

A close-up, slightly blurred photograph of a calendar page. The calendar is white with a red header at the top. The days of the week are abbreviated at the top of the grid. The numbers 1 through 28 are visible in the grid, with some numbers in red. The word 'Registration' is overlaid on the right side of the image in a large, white, sans-serif font with a subtle drop shadow.

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 IJW Username

Password
Your Current IJW Password

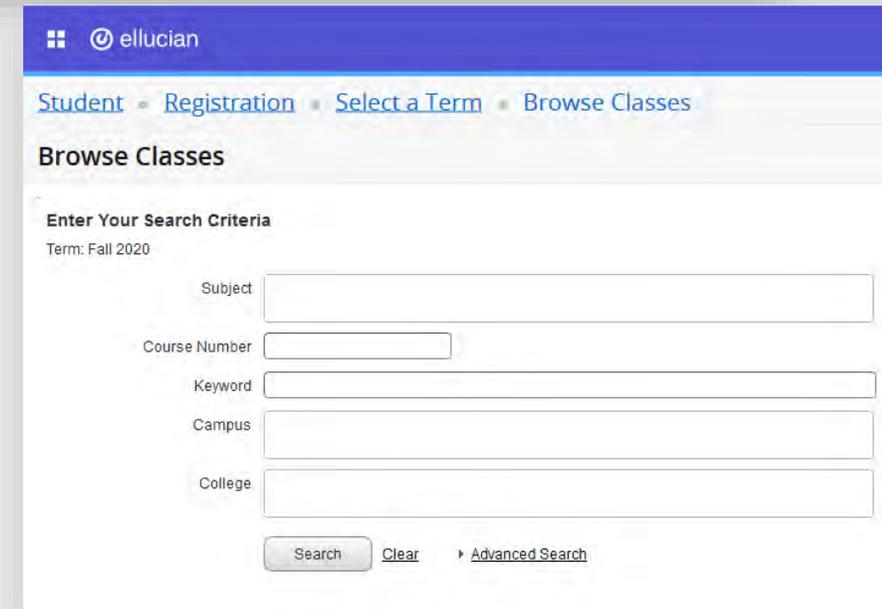
Remember me

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

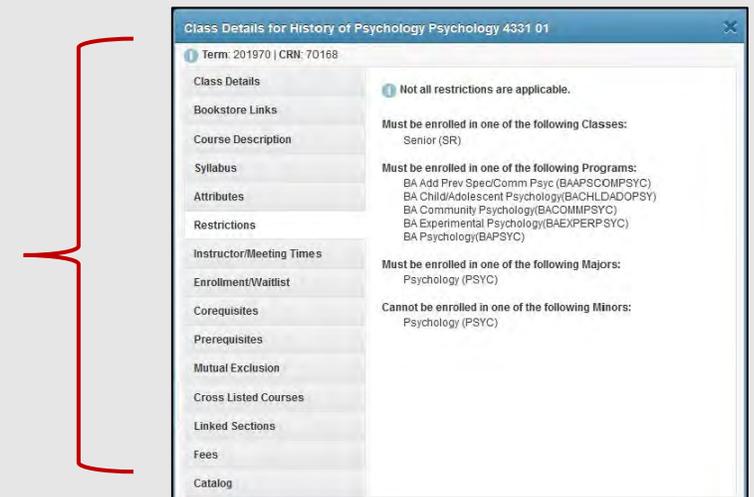
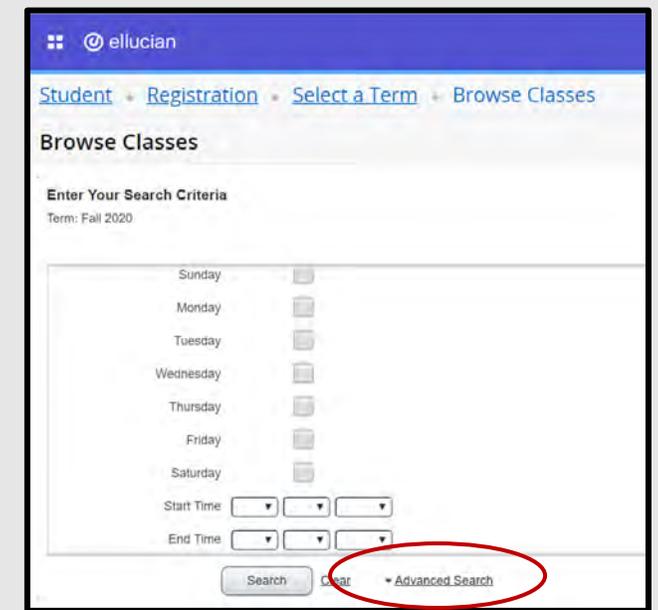
College

Search Clear [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.



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

The screenshot shows a course details page for 'Introduction to Philosophy Philosophy 138 V6'. The page has a blue header with the course name and 'V6' circled in red. Below the header, there is a section for 'Class Details' with a list of links: 'Class Details', 'Bookstore Links', 'Course Description', and 'Syllabus'. To the right of these links, there is a list of course attributes: 'Associated Term: Fall 2020', 'CRN: 57356', 'Campus: SPS Online' (with a red arrow pointing to it), 'Schedule Type: Lecture', 'Instructional Method: Fully Dist Ed Crse, Async', and 'Section Number: V6' (with 'V6' circled in red).

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

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					

Confirm time

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	April 16	8:30am
Veterans	April 16	1:30pm
Seniors (90 + Hours)	April 20	8:30am
Juniors (60 – 89 Hours)	April 20	1:30pm
Sophomores (30 – 59 Hours)	April 21	8:30am
Freshmen (0 – 29 Hours)	April 21	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?](#)



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

Select a Term

Terms Open for Registration

Fall 2018

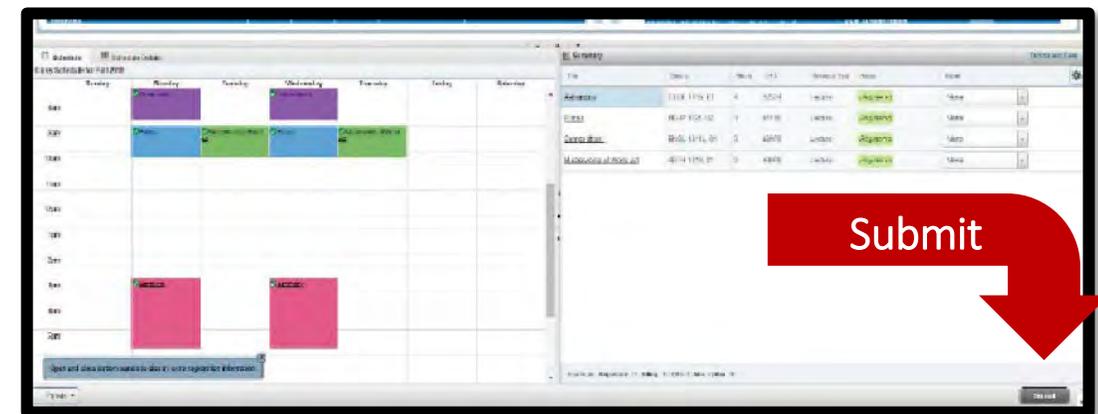
Alternate PIN*

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.

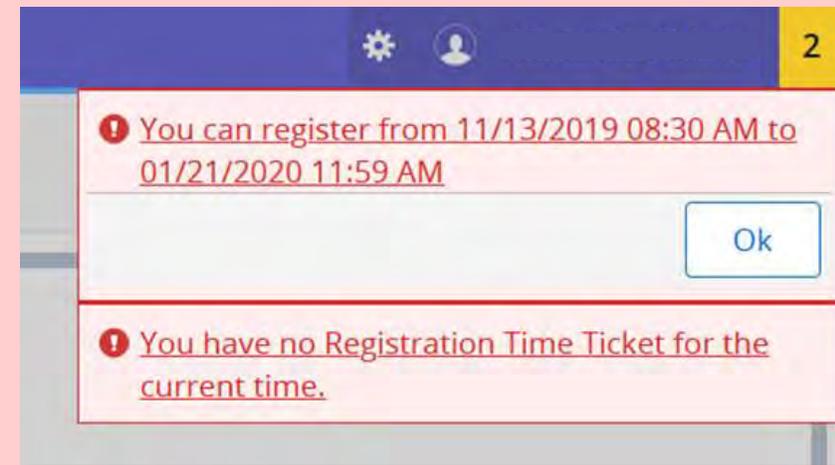
Registration Error Messages

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.

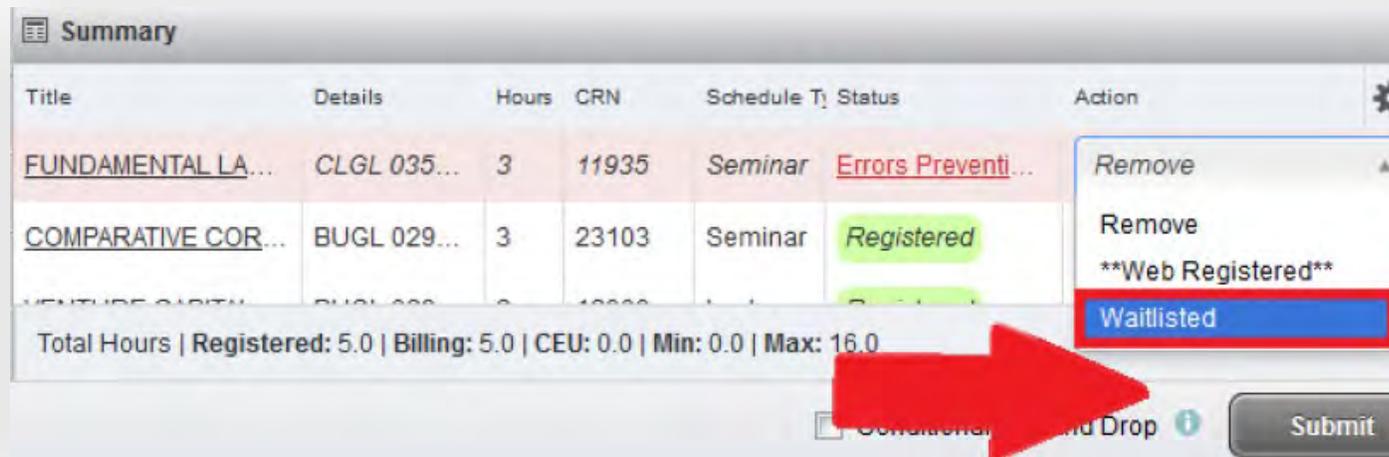
THREE

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 CAPITM...	BUGL 029...	3	10000	Seminar	Registered	Remove

Total Hours | Registered: 5.0 | Billing: 5.0 | CEU: 0.0 | Min: 0.0 | Max: 16.0

Submit

[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/