

HOW DO I REGISTER FOR MY CLASSES?

From the Student Menu select “Registration”



UWI School of Business and Applied Studies Limited
ROYTEC
Online Student Administration System

Personal Information Student

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Student

- [Admissions](#)
Apply for Admission or Renew Existing Applications
- [Registration](#)
Check your registration status, class schedule and add or drop classes
- [Student Records](#)
View your holds, grades and transcripts
- [Student Accounts](#)

RELEASE: 8.3

Select the Registration term that you are registering for and click Submit

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Registration Term 1234567
Dec

Select a Term:

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Click Add or Drop Classes

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Registration

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RELEASE: 0.3

You can now register for classes by typing the course specific CRN (course registration number) available on the **online class schedule** at www.roytec.edu and then clicking submit. Please note you can type CRNs for ALL your courses before clicking submit.

The screenshot shows the 'UWI School of Business and Applied Studies Limited ROYTEC Online Student Administration System' interface. At the top, there are navigation tabs for 'Personal Information' and 'Student'. Below the tabs is a search bar with a 'Go' button and a 'RETURN TO MENU SITE' link. The main heading is 'Add or Drop Classes', with a user ID '1234567' and a date 'Dec 1' displayed on the right. A yellow horizontal line separates the heading from the instructions: 'To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.' Below this is the 'Add Classes Worksheet' section, which features a row of ten empty input boxes for CRNs. At the bottom of this section are three buttons: 'Submit Changes', 'Class Search', and 'Reset'. A footer link reads '[View Holds | Change Course Options | Registration Fee Assessment]'.

Alternatively, you can search for your classes

Look Up Classes 12345678 Status Un
2010/2011 T
Dec 14, 2010 12:

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject:

Course Number:

Title:

Credit Range: hours to hours

Campus:

Part of Term:
Non-date based courses only

Instructor:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

SELECT A SUBJECT TO SEARCH FOR CLASSES

YOU CAN EVEN SEARCH FOR A CLASS BY INSTRUCTOR OR CAMPUS (NORTH/SOUTH)

ONCE YOU ENTER YOUR CRITERIA CLICK THE CLASS SEARCH BUTTON ON THE BOTTOM LEFT CORNER

[\[Week at a Glance | Student Detail Schedule | View Holds \]](#)

All class options will appear as the page below. You can then select the specific class day and time that is appropriate to you.

Select the class and click register or click add to worksheet.

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12345678 Status U
2010/2011
Dec 14, 2010 0

Once you decide on a class day and time, Check the box and click on Register or Add to Worksheet

Pick the Class you wish to add according to day, time and space available in the Class Search Results

C identifies :

Sections Found
English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Att
<input type="checkbox"/>	20078	ENGL	0103	001	N	3.000	Written Communication	M	01:00 pm-04:00 pm	30	0	30	DR. ALLAN MC KENZIE (P)	12/10-04/17	TBA	
<input type="checkbox"/>	20133	ENGL	0103	005	N	3.000	Written Communication	S	08:00 am-11:00 am	30	0	30	DR. ALLAN MC KENZIE (P)	12/10-04/17	TBA	
<input type="checkbox"/>	20002	ENGL	0103	001	N	3.000	Verbal Communication	M	05:00 pm-08:00 pm	35	0	35	DR. ALLAN MC KENZIE (P)	12/14-04/17	TBA	
<input type="checkbox"/>	20051	ENGL	0103	005	N	3.000	Verbal Communication	S	12:00 pm-03:00 pm	35	0	35	DR. ALLAN MC KENZIE (P)	12/10-04/17	TBA	

Register Add to WorkSheet Class Search

[Week at a Glance | Student Detail Schedule | View Fee Assessment]

If you select add to worksheet you must click submit changes to see the courses you are registered in.

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12345678 Status U
2010/2011
Dec 14, 2010 0

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

CRNs

20018	20135	20031										
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[[View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#)]

Once you click register or submit changes the screen below will appear which displays the classes you are registered in.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Dec 14, 2010	None	20018	ENGL	0101	001	Associate Degree	3.000	Standard Letter	English Usage
Web Registered on Dec 14, 2010	None	20135	ACCT	0104	003	Associate Degree	3.000	Standard Letter	Intro to Financial Accounting

Total Credit Hours: 6.000

Billing Hours: 6.000

Minimum Hours: 0.000

Maximum Hours: 999999.999

Date: Dec 14, 2010 02:05 am

IMPORTANT

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	20031	ECON	0201	003	Associate Degree	3.000	Standard Letter	Macro Economics

Add Classes Worksheet

CRNs

<input type="text"/>									
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[[View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#)]

IF YOU ARE MISSING THE PRE-REQUISITE FOR A COURSE YOU WILL GET A 'REGISTRATION ADD ERROR' WITH THE STATUS THAT READS 'PRE-REQUISITE AND TEST SCORE ERROR' – This means you may need to do another course which is a pre-requisite for the one you are attempting to register for.

A prerequisite course is a course that is needed to be completed before registering in another course. Your programme outline shows which courses have prerequisites.