



University of Guyana

Department of Software Services

SRMS User Guide

HS – 04 Help File: Current Students

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1 Introduction

Welcome, this document is designed to provide you with information on the navigation and operation of the SRMS pages provided for Current Students. As a student that has been accepted to the University, you can now view and track the status of your registration process as well as initiate changes to your registration (e.g. change of registration, exemptions etc.).

1.1 Getting Started

To familiarise you with the site an outlay of its navigation is provided below.

The screenshot displays the University of Guyana SRMS portal. The header includes the university logo and navigation links. The main content area shows the 'Status Summary' for a student named Carroll, Cidale Sherwin. It includes a table of 'Online Registrations' with columns for Acad. Year, Year Level, Approval Status, Sem 1 Payment Status, and Sem 2 Payment Status. Below this is a 'UG-Calendar' for March 2011, showing a grid of dates with some cells highlighted in yellow. The footer contains copyright information and a disclaimer.

The home page of your profile login provides you with current information on your registrations status, as well as information on any registration requests (e.g. change of registration, exemption etc.).

1.2 Registration Sub-Requests

The registration sub-requests are registration actions that you (the student) are able to initiate to edit your registration. They include options such as exemptions, change of registrations, transfers etc.



Please note that for your requests to be acknowledged by the system, you must not only initiate the request but submit it as well.

2 Online Registration

The online registrations page allows you to initiate and submit your registration request into the university upon acceptance. This is where you are able to select the programme of your choice and register for the courses you wish to take. You register by going through each of the tabs at the top of the page and filling in the relevant information in the fields provided.

UNIVERSITY of GUYANA
Turkeyen Campus

Prospective Students | Current Students | Alumni | Faculties & Schools | Manage Account

You are logged in as: 09/07/19/2006 | Logout

Online Registration 2010-2011 [Carroll, Cidale Sherwin - 09/07/19/2006]

[Instructions](#) | [Personal Information](#) | [Addresses](#) | [Select Your Courses](#) | [Preview & Submit](#) | [Status](#) | [Invoice](#) | [Financial Summary](#)

Read carefully before you proceed with registration

- How to Register [read](#)
- Procedure for Registration [read](#)
- To proceed with the registration process, please click on 'Personal Information' tab
- Once your registration has HOD and Assistant Dean's approval, you can proceed to print and pay the invoice. Assistant Registrar (Admissions) approval is not necessary to view / print / pay the invoice.
- Please note: Loan related forms must be printed on Legal size paper.

Status of Registration Request: Online Registration: Confirmed

Status Summary	
Registration Status	Online Registration: Confirmed
Exemption	Exemption Initiated but Not Submitted
Change of Registration	Change of Registration Submitted

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*Please note that information is provided to give you a better understanding of the application process as well as what is expected of you and what you can expect of the process, therefore we **strongly** encourage you to read the instructions provided before attempting to initiate any registration action.*

2.1. Personal Information

The personal information form is where you fill out your individual data pertaining to the fields provided.

UNIVERSITY of GUYANA
Turkeyen Campus

Online Registration 2010-2011 [Carroll, Cidale Sherwin - 09/07/19/2096]

Personal Information

Programme *
If applicable, select the programme option/pathway as recommended by your Faculty

Degree in Computer Science (0719)

Study Year *
Do not see any year in the Study Year drop-down? This happened because your programme has more than one Option / Pathway, and you did not chose a correct Option or Pathway for your Programme in the row above.

Second Year

Are you looking forward to graduate this academic year? *

Yes

Residency status in Guyana *

Resident

Payment mode for Semester 1 *

Lean

Payment mode for Semester 2 *

Lean

Father's Occupation *

Quantity Surveyor

Mother's Occupation *

Quantity Surveyor

Mandatory for Foreigners and Non-Resident Guyanese

Passport Number

Passport Issue Date

Passport Expiry Date

Save

The programme option allows you to select the programme option you have gained attendance to in your application.

Programme *

If applicable, select the programme option/pathway as recommended by your Faculty

Degree in Computer Science (0719)

The study year you select must be the year within your programme that you are registering for.

Study Year *

Second Year

Do not see any year in the Study Year drop-down? This happened because your programme has more than one Option / Pathway, and you did not chose a correct Option or Pathway for your Programme in the row above.

The fields that provide space for passport information are only necessary for foreign students. You (foreign students) are required to provide all the necessary information on your passport.

Mandatory for Foreigners and Non-Resident Guyanese

Passport Number

Passport Issue Date

Passport Expiry Date

Save

2.2.Addresses

The Addresses section provides you with a form within which you are expected to input all your contact information.

The screenshot shows the 'University of Guyana' online registration portal. The 'Addresses' section is active, displaying a form for mailing and permanent addresses, and an emergency contact form. The user is logged in as 'Carroll, Cidale Sherwin - 09/07/19/2096'.

Online Registration 2019-2021 [Carroll, Cidale Sherwin - 09/07/19/2096]
(Instructions) (Personal Information) **Addresses** (Select Your Courses) (Previous & Submit) (Status) (Invoice) (Financial Summary)

Addresses

- Provide your e-mail address and telephone numbers for effective communication.
- Keep your contact information up-to-date.

Mailing Address:

Lot Number:	52
Address Line 1:	Prospect
Address Line 2:	
Village/Town/City:	East Bank Demerara
Country:	Guyana
Phone Number:	2652148
E-mail Address:	cheenu.1973@gmail.com
Mobile Number:	6109706

Mobile numbers in Guyana must be entered strictly as 7 digits, beginning with the digit 6 (e.g., 6123456).

Permanent Address:

Permanent Address is:	Same as mailing address
Lot Number:	
Address Line 1:	
Address Line 2:	
Village/Town/City:	
Country:	Guyana
Phone Number:	

Emergency Contact:

Title:	Ms.
First Name:	Joy
Last Name:	Carroll
Other Name:	
Relationship:	Mother
Lot Number:	52
Address Line 1:	Prospect
Address Line 2:	
Village/Town/City:	East Bank Demerara
Country:	Guyana
Phone Number:	265-2148
Mobile Number:	
Work Number:	227-3048

Mobile numbers in Guyana must be entered strictly as 7 digits, beginning with 6.

Admission This Site - Privacy Policy - Disclaimer
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2.2.1.Mailing Address

The mailing address section of the form requires you to provide contact information on where you can be reached.

Mailing Address:

Lot Number:	52
Address Line 1:	Prospect
Address Line 2:	
Village/Town/City:	East Bank Demerara
Country:	Guyana
Phone Number:	2652148
E-mail Address:	cheenu.1973@gmail.com
Mobile Number:	6109706

Mobile numbers in Guyana must be entered strictly as 7 digits, beginning with the digit 6 (e.g., 6123456).

2.2.2. Permanent Address

The permanent address is where you must input your current place of residence.

Permanent Address:	
Permanent Address is:	Same as mailing address ▼
Lot Number:	
Address Line 1:	
Address Line 2:	
Village/Town/City:	
Country:	Guyana ▼
Phone Number:	

2.2.3. Emergency Contact

The emergency contact section of the form is where you input the contact information of the person the university can contact in case of an emergency.

Emergency Contact:	
Title:	Ms ▼
First Name:	Joy
Last Name:	Carroll
Other Name:	
Relationship:	Mother
Lot Number:	52
Address Line 1:	Prospect
Address Line 2:	
Village/Town/City:	East Bank Demerara
Country:	Guyana ▼
Phone Number:	265-2148
Mobile Number:	
	Mobile numbers in Guyana must be entered strictly as 7 digits, beginning with 6.
Work Number:	227-3048
<input type="button" value="Save"/>	

2.3. Select Your Courses

The 'select your courses' section of the form provides you with options to select the courses you will be taking for the course you have registered for.

UNIVERSITY OF GUYANA
Turkmen Campus

Online Registration 2010-2011 [Carroll, Cidale Sherwin - 09/07/2006]

Instructions: (Personal Information | Addresses | Select Your Courses | **Preview & Submit** | Invoice | Financial Summary)

Review Personal Information

Study year: Second Year
Are you looking forward to graduate this academic year? Yes
Residency status in Guyana Resident
Father's Occupation Quantity Surveyor
Mother's Occupation For Foreigners and Non-Resident Guyanese only
Passport Number
Passport Issue Date
Passport Expiry Date

Review Course Selection

Code	Title	Semester	Credits	Tuition Fee
ELE111	Electrical Fundamentals I	Semester 1	4	15875.00
GG2413	Elective (4 credits)			
HIS215	Survey of Guyanese History I	Semester 1	4	15875.00
GG2411	Elective (4 credits)			
CS312	Introduction to OOP with Java	Semester 1	4	15875.00
MT112	Analytical Geometry	Semester 1	4	15875.00
CS422	Systems Development Project	Semester 2	4	15875.00
FRE123	Reading Course I	Semester 2	4	15875.00
GG2415	Elective (4 credits)			
CS323	Advanced Java	Semester 2	4	15875.00
		Total	28	111125.00

Remarks

Any special message or remark about your registration request (Max. 200 characters)

Declarations

I hereby declare that I ☒ Have ☐ Have Not been resident in Guyana for a minimum period of two(2) years before the commencement of this academic year. *

I hereby accept and agree to observe the Statutes, Rules and Regulations of the University of Guyana. *

☐ I Agree, Submit My Registration

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Note : you can only select courses for the current year you have registered for. in the case of electives, you must input the course code in the space provided (you can reference the courses link to search and view the courses offered at the university).

2.4. Preview and Submit

The 'preview and submit' section of the form provides you with a summary overview of all the information you have entered into the previous sections for your review. After you have verified the information you have inputted, you can submit your registration request into the system.

UNIVERSITY OF GUYANA
Turkmen Campus

Online Registration 2010-2011 [Carroll, Cidale Sherwin - 09/07/2006]

Instructions: (Personal Information | Addresses | Select Your Courses | **Preview & Submit** | Invoice | Financial Summary)

Review Personal Information

Study year: Second Year
Are you looking forward to graduate this academic year? Yes
Residency status in Guyana Resident
Father's Occupation Quantity Surveyor
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Passport Number
Passport Issue Date
Passport Expiry Date

Review Course Selection

Code	Title	Semester	Credits	Tuition Fee
ELE111	Electrical Fundamentals I	Semester 1	4	15875.00
GG2413	Elective (4 credits)			
HIS215	Survey of Guyanese History I	Semester 1	4	15875.00
GG2411	Elective (4 credits)			
CS312	Introduction to OOP with Java	Semester 1	4	15875.00
MT112	Analytical Geometry	Semester 1	4	15875.00
CS422	Systems Development Project	Semester 2	4	15875.00
FRE123	Reading Course I	Semester 2	4	15875.00
GG2415	Elective (4 credits)			
CS323	Advanced Java	Semester 2	4	15875.00
		Total	28	111125.00

Remarks

Any special message or remark about your registration request (Max. 200 characters)

Declarations

I hereby declare that I ☒ Have ☐ Have Not been resident in Guyana for a minimum period of two(2) years before the commencement of this academic year. *

I hereby accept and agree to observe the Statutes, Rules and Regulations of the University of Guyana. *

☐ I Agree, Submit My Registration

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Important! You cannot make changes once you have submitted your registration/request so it is imperative that you recheck the data you've entered and saved.

2.5.Status

The status section is where you can track the progress of your registration. You are able to view the pending actions as well as the confirmations of the completed ones. The status page is separated into three sections: 'personal information', 'course selection', 'approval/progress'.

The screenshot shows the 'Online Registration 2010-2011' status page for Carroll, Cidale Sherwin. The page is divided into three main sections: Personal Information, Course Selection, and Approval/Progress.

Personal Information:

Name	Carroll, Cidale Sherwin
Registration Number	09/0719/2096
Programme	0719 - Degree in Computer Science
Study year	Second Year
Online Registration	Confirmed
Confirmation Letter	Confirmation Letter

Registration Status:

Online Registration: Confirmed
Exemption Initiated but Not Submitted
Change of Registration Submitted

Course Selection:

Course	Course Name	Semester	Credits	Status	Grade
CS010	Introduction to OOP with Java	Semester 1	4	Registration approved	
ELE111	Electrical Fundamentals I	Semester 1	4	Registration approved	
CS2410	(Elective I) (4 credits)	Semester 1	4	Registration approved	
MT2115	Survey of Guyanese History I	Semester 1	4	Registration approved	
CS2410	(Elective I) (4 credits)	Semester 1	4	Registration approved	
MT1112	Analytical Geometry	Semester 2	4	Registration approved	
CS323	Advanced Java	Semester 2	4	Registration approved	
CS422	Systems Development Project	Semester 2	4	Registration approved	
FIN123	Reading Course I	Semester 2	4	Registration approved	
CS2420	(Elective II) (4 credits)	Semester 2	4	Registration approved	

Approval/Progress:

Date & Time	Event	Staff Name	Remarks
24 Jan 2011, 14:25:29	Registration Request Entered - Student		Registration Change Initiated
08 Oct 2010, 11:21:25	Registration Request Entered - Student		Registration Change Initiated
08 Oct 2010, 10:31:53	Registration Request Approved - Assistant Registrar (A)	Abeyne, Pamela	- Registration confirmed
08 Oct 2010, 10:17:03	Registration Request Payment Added	Burnary	Amount: GYD 111125.00 Institution: Student Loan Agency Number: Loan Agency Doc: 20060710151, On: 20 Sep 2010, By Student Remarks: tuition 111125
08 Oct 2010, 10:15:31	Registration Request Payment Added	Burnary	Amount: GYD 10250.00 Institution: Republic Bank Guyana Ltd. Number: Cash (deposit slip), On: 02 Sep 2010, By Student Remarks: 1st-10250m exam-2010 final yr project-8000 undues-750 sports-1000
31 Aug 2010, 00:00:19	Registration Request Approved - Assistant Dean	Abeyne, Endell	-
26 Aug 2010, 20:38:27	Registration Request Approved - HOD	Marks, Eldon	CS010, MT2115, MTH112, ELE111, CS023, CS022, ELE220 Approved, CS0412 Deleted.
26 Aug 2010, 15:59:19	Registration Request Submitted - Student		



Important! It is recommended that you check your status page regularly so that you are always informed and up-to-date on the status of your registration.

Personal information

The personal information section provides a summary of your registration information (Registration number, Programme and study year) as well as your registration status. In the registration status field you can view your confirmation letter, once your registration is approved. You are also provided with a status summary that condenses the process of your registration.

Personal Information

Name	Carroll, Cidale Sherwin
Registration Number	09/0719/2096
Programme	0719 - Degree in Computer Science
Study year	Second Year
Online Registration	Confirmed
Confirmation Letter	Confirmation Letter

Registration Status

Status Summary
Online Registration: Confirmed
Exemption Initiated but Not Submitted
Change of Registration Submitted

Once your registration has HOD and Assistant Dean's approval, you can proceed to print and pay the invoice. Assistant Registrar (Admissions) approval is not necessary to view / print / pay the invoice.

Confirmation letter

The confirmation letter is sent to you after your registration has been approved by the assistant registrar.



Course Selection

The course selection section provides you with a listing of the courses you have selected to register for and information on their approval status.

Course Selection					
Course	Course Name	Semester	Credits	Status	Grade
CSI312	Introduction to OOP with Java	Semester 1	4	Registration approved	
ELE111 (ZZZ412)	Electrical Fundamentals I (Elective (4 credits))	Semester 1	4	Registration approved	
HST215 (ZZZ411)	Survey of Guyanese History I (Elective (4 credits))	Semester 1	4	Registration approved	
MTH112	Analytical Geometry	Semester 1	4	Registration approved	
CSI323	Advanced Java	Semester 2	4	Registration approved	
CSI422	Systems Development Project	Semester 2	4	Registration approved	
FRE123 (ZZZ421)	Reading Course1 (Elective (4 credits))	Semester 2	4	Registration approved	
Color convention for grades: Normal Exam I-Grade Exam Supplemental Exam					

The approval/progress section is where you can view each event in the process of your registrations' approval. You are provided with the date of each event as well as the staff member performing each approval as well as any helpful remarks.

Approval/Progress			
Date & time	Event	Staff Name	Remarks
24 Jan 2011, 14:25:29	Registration Request Entered: Student		Registration Change initiated
08 Oct 2010, 11:21:25	Registration Request Entered: Student		Registration Change initiated
08 Oct 2010, 10:31:53	Registration Request Approved: Assist. Registrar (A)	Alleyne, Pamela	- Registration confirmed.
08 Oct 2010, 10:17:03	Registration Request Payment Added: Bursary	Bursary	Amount: GYD 111125.00, Institution: Student Loan Agency, Number: Loan Agency Doc (25067/10/07), On: 20 Sep 2010, By Student Remarks: tuition-111125
08 Oct 2010, 10:15:31	Registration Request Payment Added: Bursary	Bursary	Amount: GYD 31250.00, Institution: Republic Bank Guyana Ltd, Number: Cash (deposit slip), On: 03 Sep 2010, By Student Remarks: labs-18000n exam-3500 final yr project-8000 u/dues-750 sports-1000
31 Aug 2010, 00:00:19	Registration Request Approved: Assist. Dean	Abrams, Esdell	-
26 Aug 2010, 20:38:27	Registration Request Approved: HOD	Marks, Eldon	CSI312, HST215, MTH112, ELE116, CSI323, CSI422, ELE228 Approved, CSI412 Deleted, -
26 Aug 2010, 15:59:19	Registration Request Submitted: Student		



This section is very important as it offers you an in-depth view of the registration process.

2.6. Invoice

The invoice page provides you with an overview as well as a breakdown of all the fees you are required to pay. You are provided with five different invoices: the complete invoice, the tuition fees invoice (semester 1 and semester 2 combined), the tuition fees invoice (semester 1 only), the tuition fees invoice (semester 2 only) and the miscellaneous fees invoice.

The complete invoice provides you with an overview of all fees that need to be paid to the university. It encompasses all the other invoices provided and is the most comprehensive of all the invoices.



Important! Please ensure that you read the invoices generated carefully so that you can have an understanding of what you are required to pay.

Tuition Fees Invoice S1 & S2

The tuition fees invoice displays the fees you would have to pay for the courses you are carrying for the year you have registered for. It encompasses both semester one and semester two courses.

The screenshot shows the 'Student Registration Invoice (Tuition Fees)' for the University of Guyana, Turkeyen Campus. The invoice is for the 2010-2011 academic year, issued on 02 Nov 2011. It details the student's personal information, course selections, and the associated tuition fees.

Personal Details:

Name	Carroll, Cidale Sharneth
Registration Number	2017192096
Academic Year	2010 / 2011
Programme	Degree in Computer Science
Year Level	Second Year
Student Category	Ordinary (Resident) student
Invoice Currency	Guyana Dollars
Sem 1 Payment Mode	Loan
Sem 2 Payment Mode	Loan
Registration Status	Online Registration - Confirmed

Course Selections & Fees:

#	Course Code	Course Name	Semester	Credits	Tuition Fee	
1	ISE111	Electrical Fundamentals I	Semester 1	4	15875	
2	ISE215	Survey of Guyanese History I	Semester 1	4	15875	
3	CS212	Introduction to OOP with Java	Semester 1	4	15875	
4	MT1112	Analytical Geometry	Semester 1	4	15875	
5	CS423	Systems Development Project	Semester 2	4	15875	
6	FRE123	Reading Course1	Semester 2	4	15875	
7	CS523	Advanced Java	Semester 2	4	15875	
Total					28	111125

Tuition Fees Summary:

Tuition Fee - Semester 1	63500
Tuition Fee - Semester 2/Annual	47625
Tuition Fee - Total	111125

N.B.

- Please complete deposit slip in TRIPLICATE and return one to the Banker with a printed copy of this invoice. Keep the other copy of deposit slip with you for your record. (Ensure that the bank's stamp is affixed by the teller. Please ensure that the student's name and registration number is written CLEARLY on the deposit slip).
- Please ensure when deposits are made that the teller is reminded to include the name of the student and the registration number when he/she is posting the deposit to UG.

2.7.Financial Summary

The financial summary provides you with a comprehensive summary of all the payments and fees required for your participation in the university and your selected programme.

The screenshot shows the 'Student Registration Invoice (Complete)' for the University of Guyana, Turkeyen Campus. The invoice is for the 2010-2011 academic year, issued on 02 Nov 2011. It details the student's personal information, course selections, and the associated tuition fees.

Personal Details:

Name	Carroll, Cidale Sharneth
Registration Number	2017192096
Academic Year	2010 / 2011
Programme	Degree in Computer Science
Year Level	Second Year
Student Category	Ordinary (Resident) student
Invoice Currency	Guyana Dollars
Sem 1 Payment Mode	Loan
Sem 2 Payment Mode	Loan
Registration Status	Online Registration - Confirmed

Course Selections & Fees:

#	Course Code	Course Name	Semester	Credits	Tuition Fee	
1	ISE111	Electrical Fundamentals I	Semester 1	4	15875	
2	ISE215	Survey of Guyanese History I	Semester 1	4	15875	
3	CS212	Introduction to OOP with Java	Semester 1	4	15875	
4	MT1112	Analytical Geometry	Semester 1	4	15875	
5	CS423	Systems Development Project	Semester 2	4	15875	
6	FRE123	Reading Course1	Semester 2	4	15875	
7	CS523	Advanced Java	Semester 2	4	15875	
Total					28	111125

Tuition Fees Summary:

Tuition Fee - Semester 1	63500
Tuition Fee - Semester 2/Annual	47625
Tuition Fee - Total	111125

University of Guyana
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