University of Guyana

Department of Software Services

SRMS User Guide

HS – 04 Help File: Current Students

Author: DSSSUG

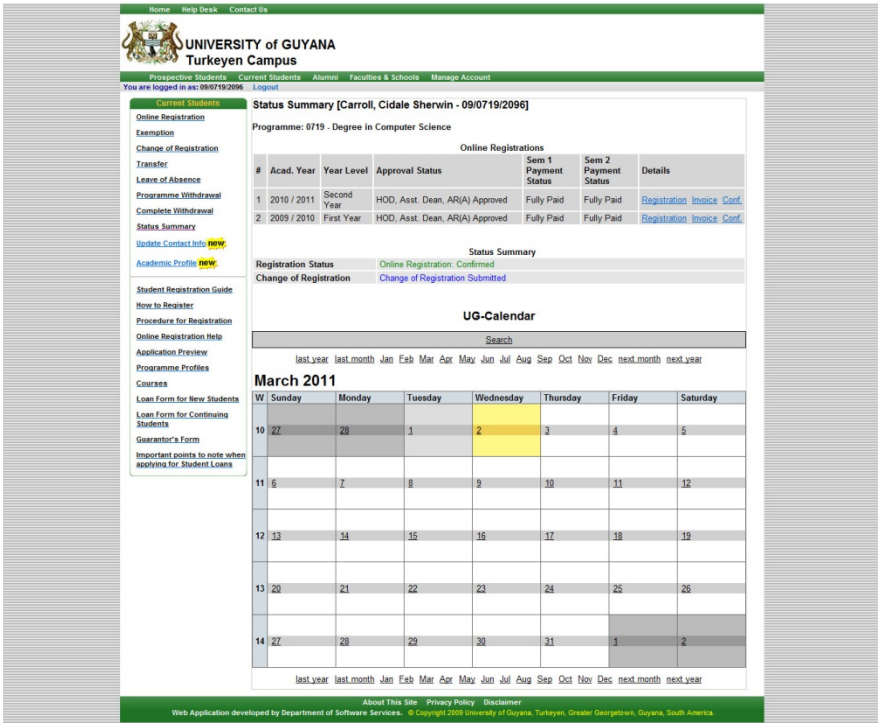
February, 2011

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 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.).

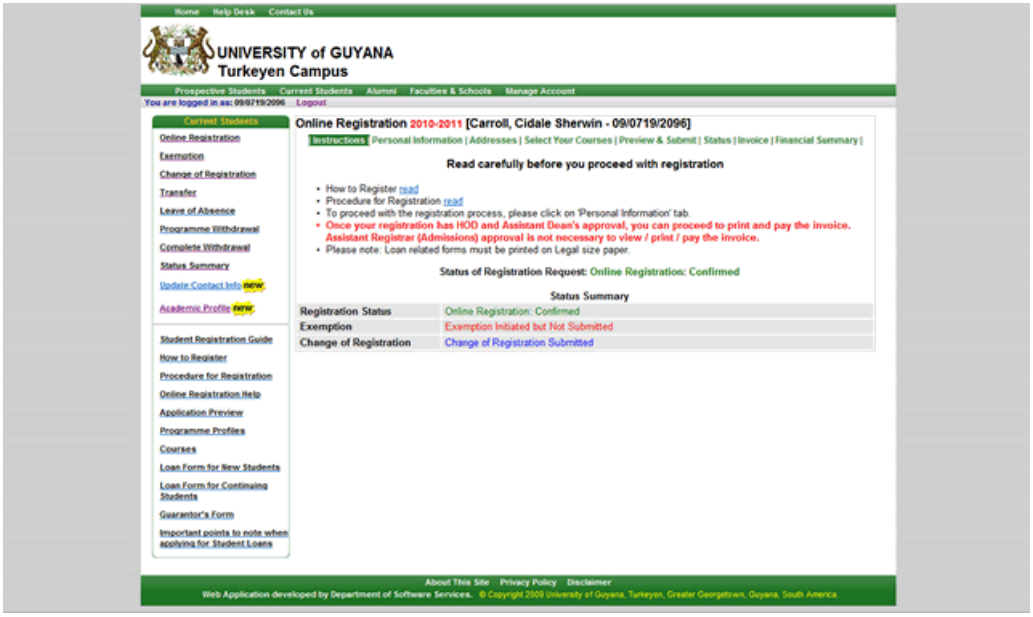
1.2 Registration Sub-Requests

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

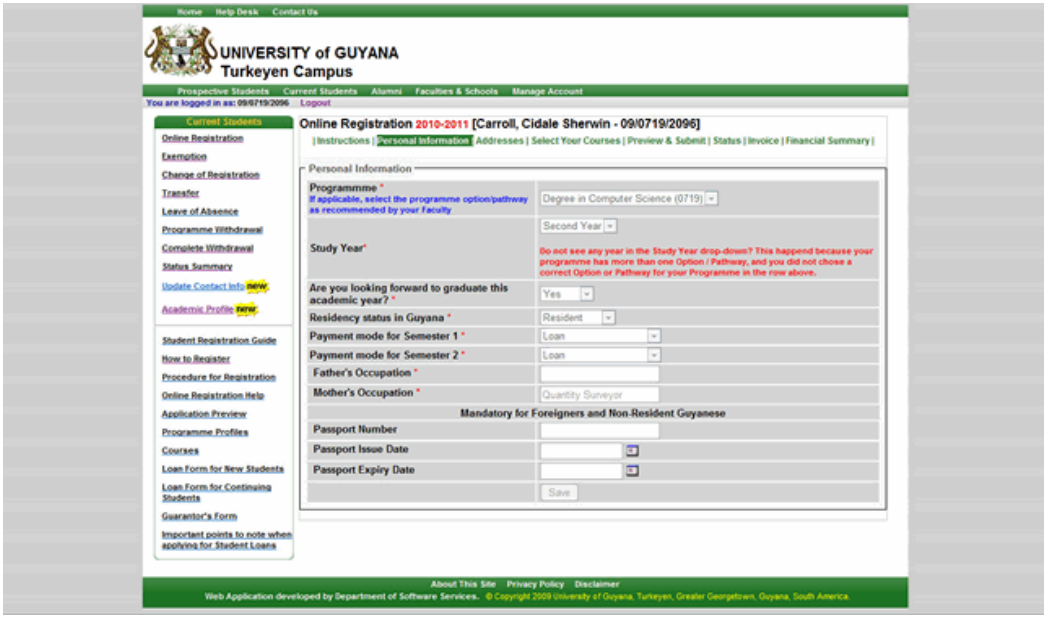
The online registrations page allows you to initiate and submit your registration request into the university upon acceptance. This is where you are able to select the programme of your choice and register for the courses you wish to take. You register by going through each of the tabs at the top of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



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.

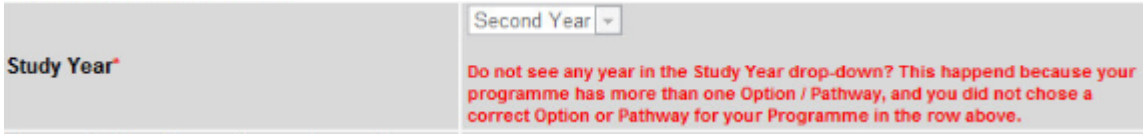
2.1. Personal Information

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

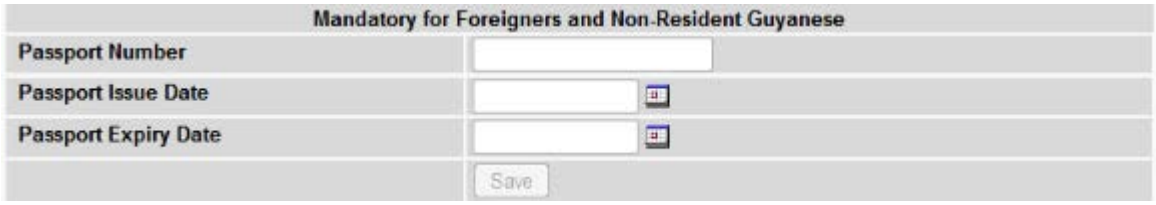


The programme option allows you to select the programme option you have gained attendance to in your application.

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

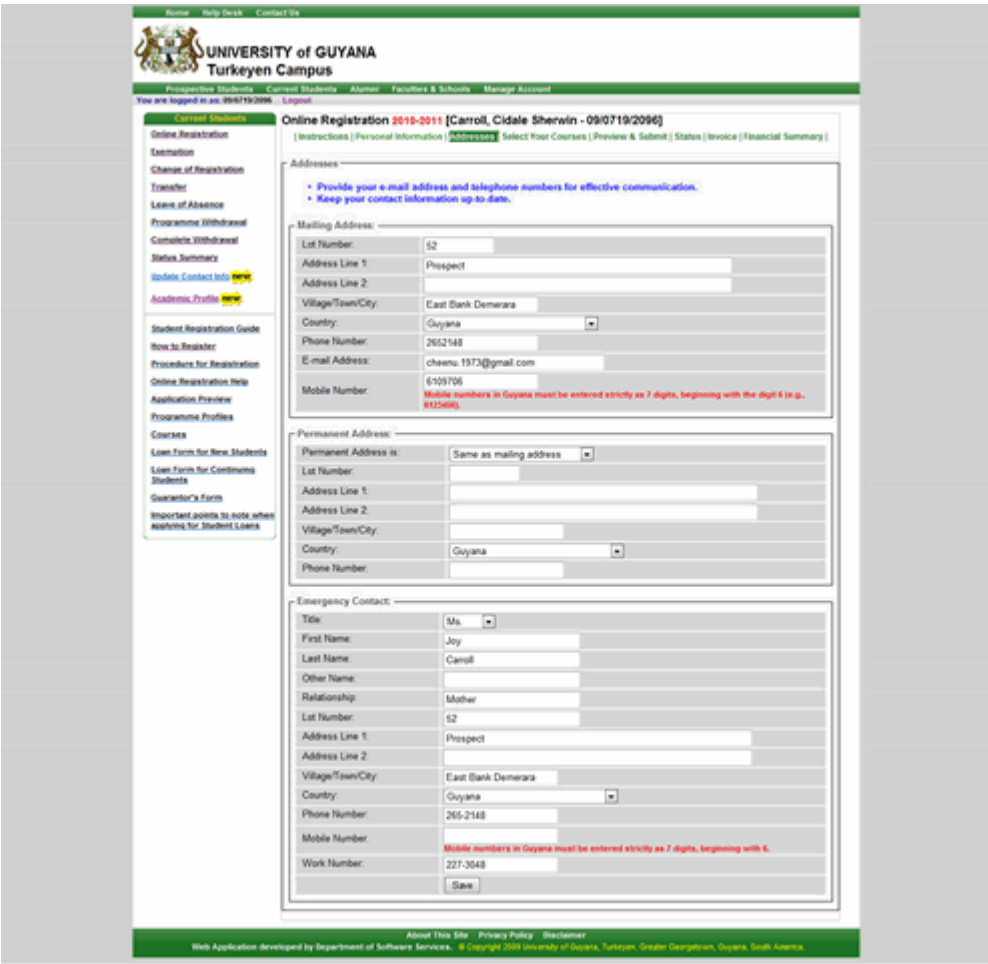


The fields that provide space for passport information are only necessary for foreign students. You (foreign students) are required to provide all the necessary information on your passport.



2.2. Addresses

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

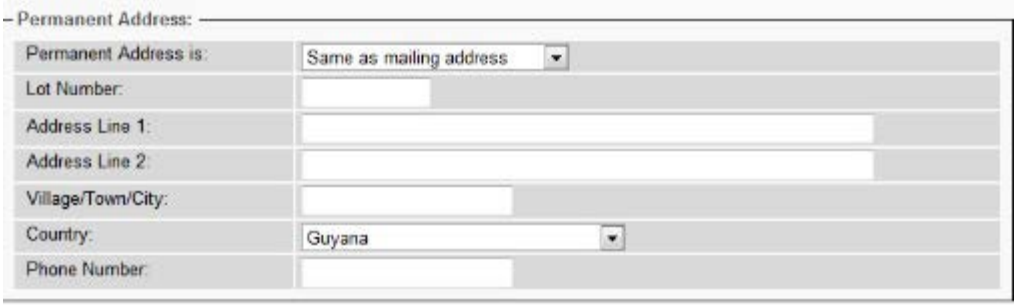


2.2.1. Mailing Address

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

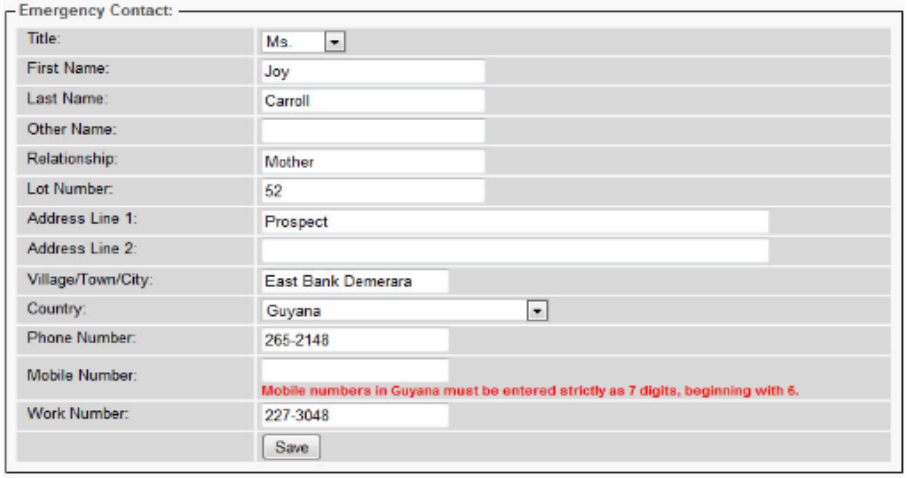
2.2.2.Permanent Address

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



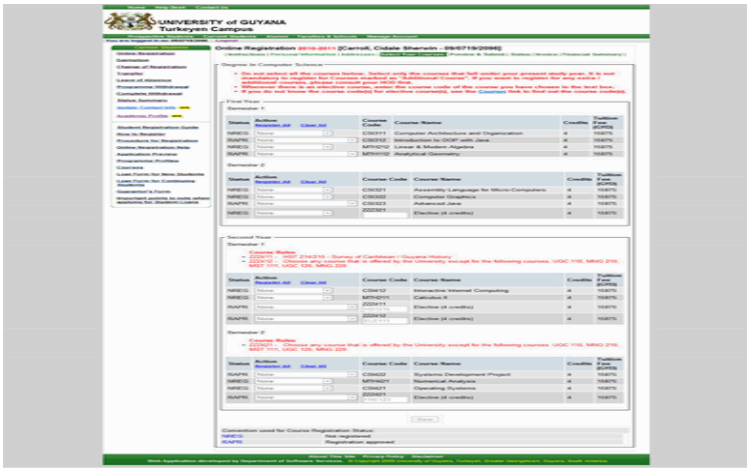
2.2.3.Emergency Contact

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.



2.3. Select Your Courses

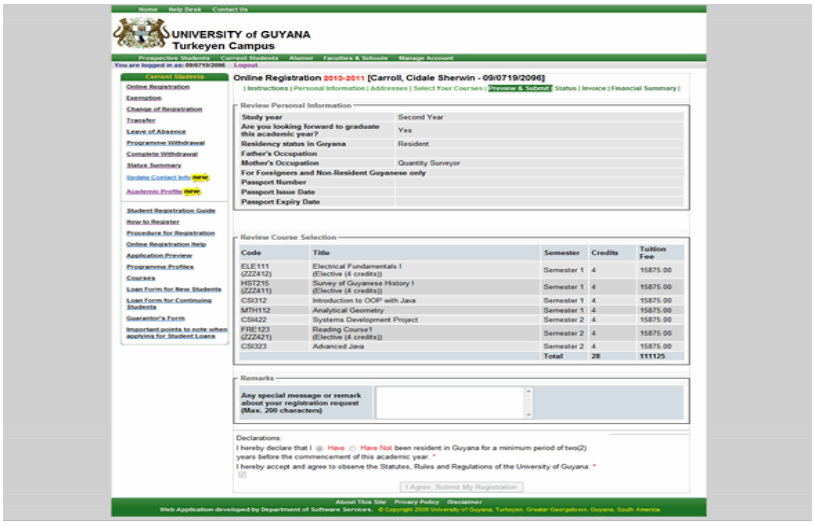
The ‘select your courses’ section of the form provides you with options to select the courses you will be taking for the course you have registered for.



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

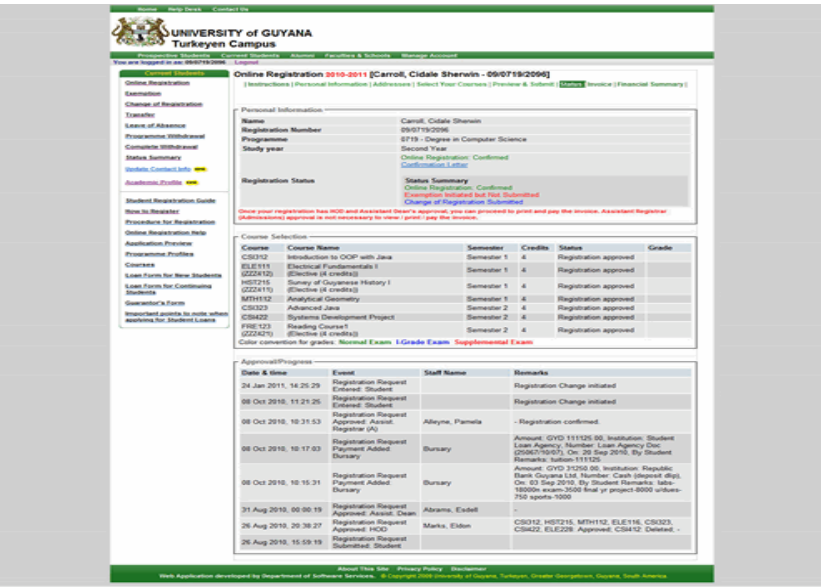
The ‘preview and submit’ section of the form provides you with a summary overview of all the information you have entered into the previous sections for your review. After you have verified the information you have inputted, you can submit your registration request into the system.



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'.



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 I 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
Registration Status	Online Registration: Confirmed Confirmation Letter **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.

UNIVERSITY of GUYANA
Turkeyen Campus

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

You are logged in as: 09/0719/2096 Logout

Current Students

- Online Registration
- Exemption
- Change of Registration
- Transfer
- Leave of Absence
- Programme Withdrawal
- Complete Withdrawal
- Status Summary
- Update Contact Info new
- Academic Profile new
- Student Registration Guide
- How to Register
- Procedure for Registration
- Online Registration Help
- Application Preview
- Programme Profiles
- Courses
- Loan Form for New Students
- Loan Form for Continuing Students
- Guarantor's Form
- Important points to note when applying for Student Loans

| Instructions | Personal Information | Addresses | Select Your Courses | Preview & Submit | Status | Invoice | Financial Summary |

Print Preview

UNIVERSITY of GUYANA

Turkeyen Campus,
P.O. Box 10-1110,
Georgetown, Guyana
Date: 02 Mar 2011

UNIVERSITY of GUYANA
OFFICE OF THE REGISTRAR
ADMISSIONS DIVISION
Telephone #: (592)-222-6006, Ext: 2233
Fax: (592)-222-3596
E-mail: admissions@uog.edu.gy

REG. NO. 09/0719/2096
Carroll, Cidale Sherwin

Dear Student,

CONFIRMATION OF REGISTRATION 2010/2011

Your registration for academic year 2010/2011 is confirmed for:
Semester I
Semester II

You are permitted to attend classes and participate in the assessment for the following courses:

ELE111 HST215 MTH112 CSI312 CSI422 FRE123 CSI323

If you need to withdraw from any course in your profile for this academic year you must consult with your head of department for advice within two weeks of official commencement of each semester.

Remember to state your registration number in any correspondence to the Admission Division or elsewhere at University.

Your sincerely,

Pamela Alleyne
Assistant Registrar (Admissions)

CC: Head of Department, Department of Computer Science
Chief Accountant, Bursary

N.B.: Please take this letter to the Admissions Division and uplift / update your Student ID card.

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Course Selection

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

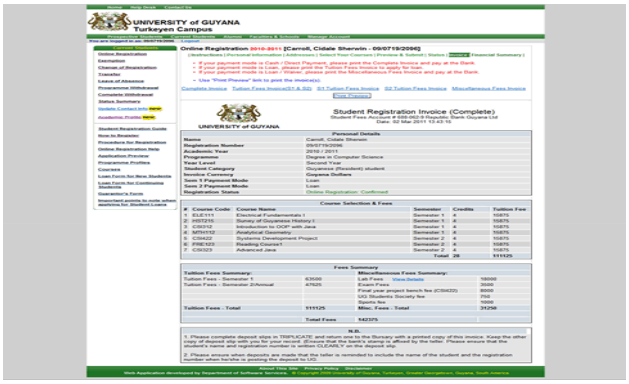
Date & time	Event	Staff Name	Remarks
24 Jan 2011, 14:25:29	Registration Request Entered: Student		Registration Change initiated
08 Oct 2010, 11:21:25	Registration Request Entered: Student		Registration Change initiated
08 Oct 2010, 10:31:53	Registration Request Approved: Assist. Registrar (A)	Alleyne, 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 dlip), 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.

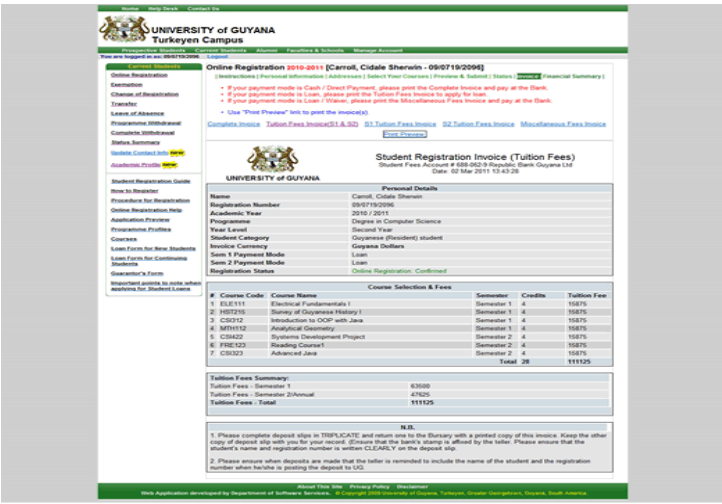
The complete invoice provides you with an overview of all fees that need to be paid to the university. It encompasses all the other invoices provided and is the most comprehensive of all the invoices.



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

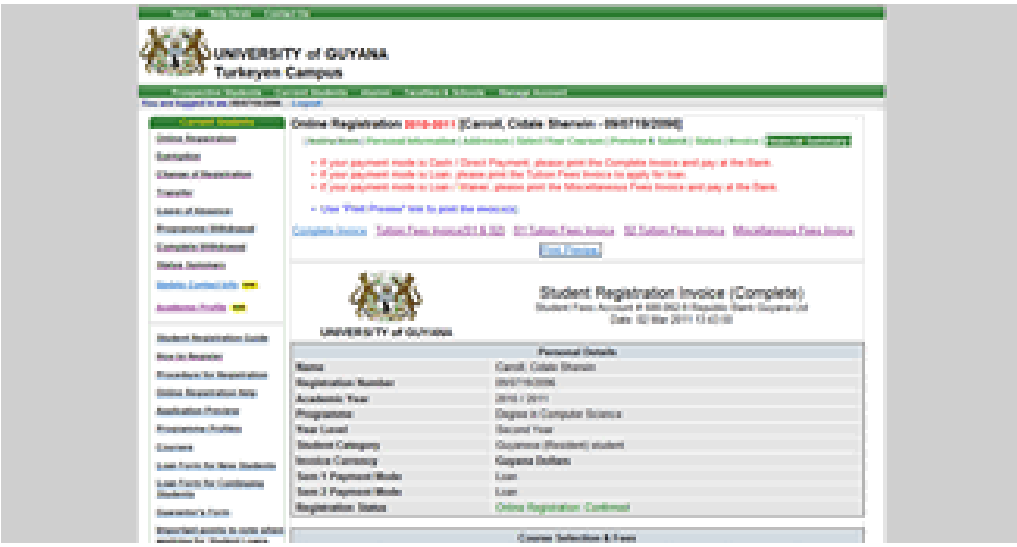
Tuition Fees Invoice S1 & S2

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.



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 andyour selected programme.



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