

INSTRUCTIONS FOR BAN WEB REGISTRATION

Register Online at <https://mycampus.uvi.edu/>

Fall 2017 Semester

1. Meet with academic advisor to prepare your class schedule (Starting March 20 through August 14, 2017) and obtain your alternate Personal Identification Number (PIN)
2. You will need the Registration Form, the Schedule of Classes for fall 2017: <https://schedclass.uvi.edu/stxschedule.aspx?term=201708> for St. Croix or for St. Thomas <https://schedclass.uvi.edu/sttschedule.aspx?term=201708> Meet with your academic advisor to obtain your alternate Personal Identification Number (PIN) and receive advisement. Advisor information is available in your school/college and in the Registrar's Office. ***If you cannot locate your academic advisor go to the dean of your School or College.**
3. Confirm, by checking the Catalog, that pre-requisite and co-requisite requirements, if any, are met before courses are approved at the link provided http://www.uvi.edu/enrollment/registrar/academiccatalog_and_graduate_bulletin.px
4. Go to the following address: <https://mycampus.uvi.edu/>
5. Log in by entering your username and password.
6. Once you are logged onto MyCampus, click on the **BANWEB** button located on the left side of the screen.



Banweb

7. Click on **Student and Financial Aid**.
8. Click on **Registration**.
9. Click on **Add or Drop Classes**.
10. Select the term you are registering for and click the **Submit** button.
11. Enter the alternate pin you received from your advisor.
12. Enter CRN numbers of courses and click **SUBMIT CHANGES**. (Courses on the Albert A. Sheen Campus, St. Croix are identified by a 'C'; those on the St. Thomas Campus are identified by 'T').
13. To remove a class, click and highlight **WEB DROP** (located to the left of each class listing), then click **SUBMIT**.
14. To print your class schedule, choose Main Menu and click on Print Schedule/Bill.

Common error message are "PREQ_ERROR", "COREQ_COURSE", "CLASS" and "MAJOR RESTRICTION". If these occur, contact the Access and Enrollment Services Office @ (340) 693-1160 or (340) 692-4158 to obtain overrides.