INSTRUCTIONS FOR BANWEB REGISTRATION

HOW TO ACCESS YOUR SEMESTER SCHEDULE
SPRING 2022

1. Email your academic advisor to prepare your class schedule **Starting March 21, 2022, through May 11, 2022,** and obtain your alternate Personal Identification Number (PIN). Academic Advisors email addresses can be found by clicking on this link. Advisor information is also available on MyCampus.uvi.edu. Please follow the steps below to view the name of your Academic Advisor:

I. Click on BanWeb
II. Click on the Student Tab
III. Click on Student Records
IV. View Student Information
V. Click Submit

*If you cannot locate your academic advisor name or email address please email the dean of your School or College.

2. You need to complete the Registration Form with your Advisor and your Advisor must sign this form and provide you with a copy along with your PIN to register for your courses online. The Schedule of Classes for the semesters (Fall 2020 and Summer 2020 Semesters) are located by clicking on the links below:

St. Croix Spring 2022 Schedule of Classes
St. Thomas Spring 2022 Schedule of Classes
St. Martin Spring 2022 Schedule of Classes

St. Croix Summer 2022 Schedule of Classes
St. Thomas Summer 2022 Schedule of Classes
St. Martin Summer 2022 Schedule of Classes

3. Pre-requisite and co-requisite requirements can be found, by checking the course Catalog.

To register for courses online

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.

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 @ registrar@uvi.edu.