1. Meet with academic advisor to prepare your class schedule (Starting October 23, 2019 through December 11, 2019 and obtain your alternate Personal Identification Number (PIN). 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.**

2. You will need the Registration Form, the Schedule of Classes for the semester (Fall, Spring, or Summer). https://www.uvi.edu/files/documents/Access_and_Enrollment/Registrar/Registration_Form.pdf (Registration Form) https://schedclass.uvi.edu/stxschedule.aspx?term=202001 for St. Croix https://schedclass.uvi.edu/sttschedule.aspx?term=202001 for St. Thomas.

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/academicscatalog_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.

B **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) 692-4104 to obtain overrides.