



Advising Guide:

Preparing for Advising
& Registration Time

Summer and Fall 2021

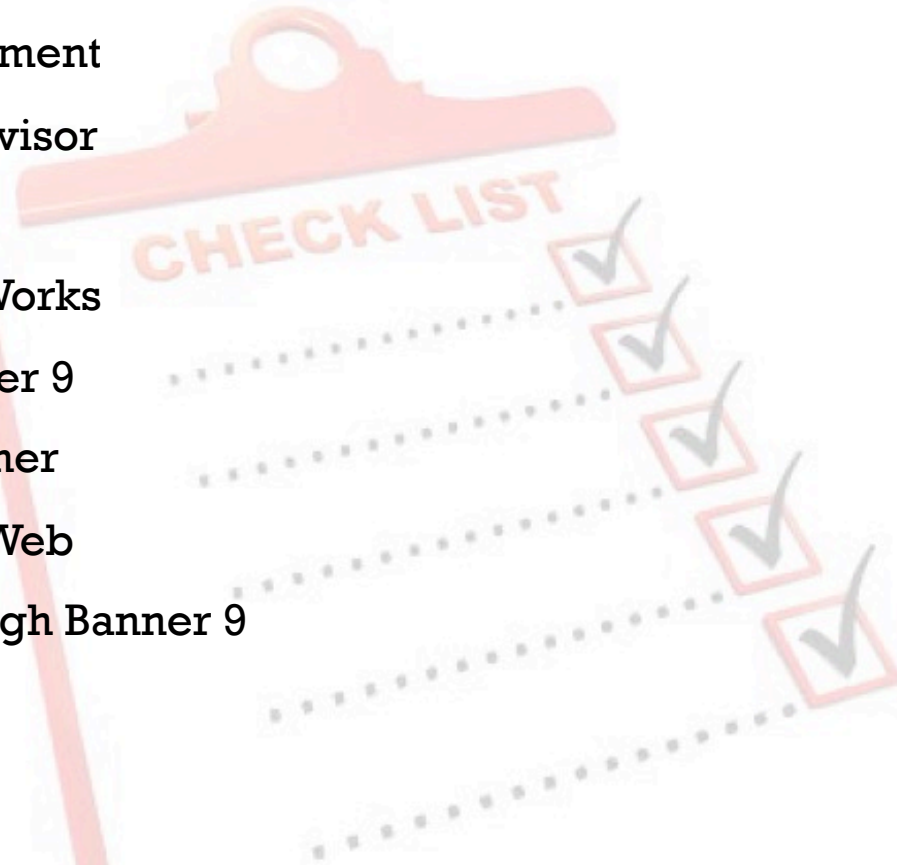
Professional Advisors:

Gloria Ramos-Cortes, gcramos@uiwtx.edu

Haley Ayres, ayres@uiwtx.edu



Topics Covered
(Read through to prepare for
Advising & Registration)

- Update Personal Contact Information
 - Determine who your Advisor is
 - Set-up Advising Appointment
 - Prepare to meet your Advisor
 - Know Your Degree Plan
 - Degree Plan in Degree Works
 - Look Up Classes in Banner 9
 - Using the Schedule Planner
 - Check holds on Banner Web
 - Online registration through Banner 9
 - Registration Errors
 - Waitlist
 - After Registration
 - Additional Requirements
 - Registration Days and Times
 - Additional Resources
- 

Now is the time to update your

Contact Information

- Make sure your current contact information (telephone & address) is correct
- Double check your information on UIW Emergency Alerts (RAVE)



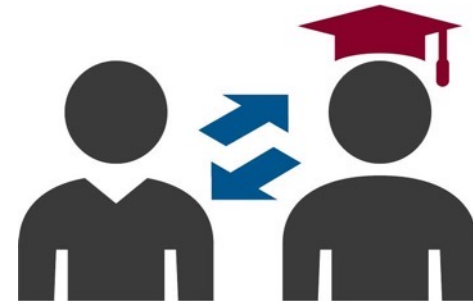
- Instruction Link:

<https://my.uiw.edu/business-office/docs/b9pis.pdf>

Who is my Advisor?

- Log onto Cardinal Apps
- Click the Cardinal Apps - Banner tab
- Then click the Banner 8 Self Service icon
- Select Student Services tab
- Select Student Records.
- Select the current term (Fall 2020) and click Submit.
- Select Student Information.
- Your advisor's name can be found next to the Primary Advisor field
- To find your advisor's contact information, use the UIW Directory link:


[Directory](#)



Your Advisor will email you an appointment link that will look like this:

Advising Period
March 29—April 16

Andrew, Schedule An Advising Appointment



Please Schedule Your Advising Appointment.

Hello Andrew:

Your advisor requests that you schedule an appointment. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

[Schedule an Appointment](#)

You can also copy and paste this address into your web browser.
<https://uiw.gradesfirst.com/a/123456>

Thank you!

Please Note: Add your appointment preference in the “Comments” box (email, phone, Zoom). Be sure to also include a valid phone number for phone appointments.



Choose A Day

October 2020

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Choose A Time

Fri, Oct 23

- 10:30am
- 11:30am
- 12:00pm
- 1:30pm
- 2:30pm
- 3:30pm

Comments

Is there anything specific you would like to discuss?

Comments...

You will be sent an email reminder to lacquart@uiwtx.edu the morning of your appointment.

[Review Appointment Details](#)

Appointment Details

Who: Awesome Cardinal

Why: Advising (Business Major)

When: Friday, October 23
11:30am - 12:00pm

Where:
Business Advising Ayres (GB 206) or Ramos (GB 204)

Additional Details:

Your Comments:


Reminders: Cardinal email

[\[Go Back and Edit This Appointment\]](#)

[Confirm Appointment](#)

IMPORTANT: Be sure to click on “Confirm Appointment” to save appointment details.



Note: If you don't get an appointment link by March 29, email your advisor for an appointment reservation. 

Preparing for Advising Time

- Check your Cardinal e-mail every day for messages from your Advisor (appointment link through EAB)
 - Be proactive
 - Clarify/Confirm meeting space (email, zoom, phone, etc.)
- Review your Degree Works profile (accessible through Cardinal Apps)
- Look up classes in Banner9 & prepare draft schedule
- Make a list of questions and concerns



Preparing for your Appointment



- Have documents, notes and questions ready for discussion
- Make sure to have a reliable internet/phone connection
 - Visit UIW Helpdesk for available resources:
<https://my.uiw.edu/ird/students/index.html>
- Sign-in to Cardinal Apps
- Have your student ID available and be ready to confirm
- Communicate in a professional manner (Remember your business communication skills!)
- Check emails daily!

Zoom/Virtual Meeting Protocol

- Zoom advising appointments should be treated with the same professionalism as in-person advising appointments.
 - Dress as if you are meeting your advisor in person.
 - Stay engaged and do not leave camera window or walk around.
 - Minimize outside conversations, as they can distract from the appointment and can violate FERPA guidelines.
 - **FERPA** is the Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. FERPA guidelines require written permission for additional parties to participate in an advising appointment.
 - If you would like to grant another individual access to the appointment, please complete and submit a “[Student Proxy Access Form](#)”
- For technical questions/concerns, contact the IT Helpdesk by emailing helpdesk@uiwtx.edu or by calling (210) 829-2721
- Information & tutorials about ZOOM can be found here:



- Discuss current semester classes and goals
 - *Check your Early Alert Grades!*
- Confirm graduation timeline
- Review remaining courses & plan for the upcoming semester
- Confirm pre-requisites, course rotations and grade requirements for major/concentration classes
- Take note of your advisor's recommended courses
- Request your alternate PIN number for registration
 - Keep PIN in a safe place!

Appointment topics



University of the Incarnate Word

Degree Checklist – Accounting

Name: _____ Advisor: _____ Degree: **Bachelors of Business**
 PIDM: _____ Evaluator: _____ Concentration: **Accounting**
 GPA: _____ Date: _____ Admit Term: _____

Bachelors Degree Institutional Requirements: A minimum of 120 hours required for graduation to include: 45 hours of residency, 36 advanced hours (junior/community college* courses will not satisfy), 36 of the last 45 hours from UIW, and 45 clock hours of community service.

University Core Curriculum	Earned	Req.	45 Hours BBA Core	Earned	Req.
Academic Literacy (If			ACCT 2311: Principles of Accounting I		3
MATH 0320 (no degree credit)		3	ACCT 2312: Principles of Accounting II		3
Rhetoric (6)			MIS 2321: Intro to Information Systems		3
ENGL 1311 or 1311L Composition I		3	MIS 2325: Information Mgmt. Application		3
ENGL 1312 Composition II		3	ECON 2301: Principles of		3
Wellness Development (3)			ECON 2302: Principles of Microeconomics		3
D/WHP 1200 (3200 Transfer)		2	BMGT 3370: Business Statistics		3
PE Activity Course		1	BMGT 3371: Management Science		3
Philosophy and Religion (9)			BINT 3331: International Business Mgmt.		3
3 Hrs from: RELS 1305, 1315, 1325, 1335 or 1327H		3	BLAW 3317: Business Law I		3
PHIL 1381 Introduction to Philosophy		3	BMKT 3331: Principles of Marketing		3
3 Hrs Upper Division RELS/PHIL		3	BMGT 3340: Mgmt Theory & Practice		3
Literature and the Arts (6)			BFIN 3321: Principles of Financial Mgmt.		3
ENGL 2310 World Literature Studies		3	BMGT 4380: Integrative Business Analysis/Decision Making I		3
Fine Arts: 3 Hrs		3	BMGT 4381: Integrative Business Analysis/Decision Making II		3
Mathematics and the Natural Sciences (7)			TOTAL BBA CORE:	0	45
MATH 1304 or 2303 or higher		3	Accounting Concentration		
Science w/ Lab		4	15 hrs. of the following required courses:		
History and the Behavioral			ACCT 3311: Intermediate ACCT I		3
3 Hours from:		3	ACCT 3312: Intermediate ACCT II		3
HIST 1311, 1312, 1321, 1322			ACCT 3313: Cost Accounting		3
Social Science	in major		ACCT 3315: Federal Income Tax I		3
Second Language (6)			ACCT 4314: Auditing		3
		3	9 hrs. upper division ACCT electives:		
		3			3
TOTAL CORE:	0	40			3
COMMUNITY SERVICE		45			3
CARDINAL CAREER		50	TOTAL ACCT CONCENTRATION:	0	24
*Courses completed at junior/community colleges will not satisfy the advanced hour requirement for the					
Grade of C or better required in MATH 1304 and all courses for					
Note: A total of 150 semester hours including 30 hours of approved upper division accounting courses, 21 hours upper division business courses, and a three hour					
			General Electives (11 Hours)		
			(As many as needed to reach 120 earned hours)		
					3
					3
					3
					2
			TOTAL GENERAL ELECTIVES:	0	11
			GRAND TOTAL CORE, BBA,	0	120

Your Degree Plan

Core Curriculum

General Education Courses

BBA Core (Major)

Business Foundation Courses

Concentration

Area of Study Specific Courses

General Electives

Credits needed to reach 120 hours

- 120 hours required for BBA
- 45 hours required for Community Service
- 50 points required for Cardinal Career Readiness (if admitted Fall 2019 and onward)

Degree Works

Electronic
Degree Audit

Available
through
Cardinal Apps

**DEGREE
WORKS**

Hyperlinks for
classes with
course
descriptions,
prerequisites
& rotations

Helps you stay
on track

Degree Works Class Icons:

- Classes Completed



- Classes In-Progress



- Classes Needed



UIW UNIVERSITY OF THE INCARNATE WORD

Back to BannerWeb Portal FAQ Help

Find Student ID W01234567 Business Card Degree BBA Major Business Administration Level UG Student Class Level Junior Last Audit 02/06/2020 Last Refresh 03/26/2020 at 10:14 pm

Worksheets Plans Notes GPA Calc

Worksheets Format: Student View View Save as PDF Process New Class History

What If Look Ahead

Academic Degree Audit

Student View A000836F as of 02/06/2020 at 23:35

Student	Business Card	College	Sch of Business/Apl Arts Sci
ID	W01234567	Level	Undergraduate
Classification	Junior	Degree	Bachelor of Business Admin
Advisor		Major	Business Administration
Overall GPA	2.24	Concentration	General Business
Academic Standing		Minor	
Hold			

Requirements Degree Progress 68%

The degree requirements bar is an estimate based on the requirements listed below; it neither guarantees nor serves as official notification of degree completion. Contact your advisor for more information.

NOTE: Degree Works Academic Audits are available for only the more recent undergraduate and graduate catalogs, and not for UIW professional schools. If your audit returns an error, please contact your advisor.

Degree in Bachelor of Business Administration

<input type="checkbox"/> Minimum 120 Total Credit Hours Required	Still Needed: 120 credit hours are required. You currently have 81.
<input type="checkbox"/> Minimum 36 upper-division credit hours required	Still Needed: 36 upper-division credit hours are required. You currently have 25.
<input checked="" type="checkbox"/> Minimum credits taken at the University of the Incarnate Word	
<input checked="" type="checkbox"/> 36 of the last 45 credit hours must be taken at UIW.	
<input checked="" type="checkbox"/> You meet the minimum cumulative 2.0 GPA requirement.	
<input type="checkbox"/> Main Campus Core Curriculum Requirements	Still Needed: See Core Curriculum section
<input type="checkbox"/> Community Service Requirement	Still Needed: See Community Service Requirement section
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Business Administration, BBA section

Core Curriculum

<input type="checkbox"/> Minimum 43 General Education Core Credit Hours Required	Still Needed: 43 credit hours are required. You currently have 25.
<input checked="" type="checkbox"/> English Composition I (grade of C or better)	ENGL 1311L Composition I
<input checked="" type="checkbox"/> English Composition II (grade of C or better)	ENGL 1312 Composition II
<input type="checkbox"/> World Literature	Still Needed: 1 Class in ENGL 2310* or 3310H* or @ @ with A
<input type="checkbox"/> Fine Arts	Still Needed: 3 Credits in ARTH 1000:4999 or ARTS 1000:4999

Degree Works (continued)

Format:

Student View

View

Save as PDF

Process New

Class History

<input type="checkbox"/> Minor Requirements		Still Needed: See Minor in Marketing section			
<input checked="" type="checkbox"/> Core Curriculum				Credits Required: 43	Credits Applied: 31
<input type="checkbox"/> Minimum 43 General Education Core Credit Hours Required		Still Needed: 43 credit hours are required. You currently have 31, you still need a minimum of 12 more credit hours and successful completion of all graduation requirements.			
<input checked="" type="checkbox"/> English Composition I (grade of C or better)	ENGL 1311L	Composition I	A	3	Fall 2015
<input checked="" type="checkbox"/> English Composition II (grade of C or better)	ENGL 1312	Composition II	A-	3	Spring 2016
<input type="checkbox"/> World Literature		Still Needed: 1 Class in ENGL 2310* or @ @ with Attribute LITR			
<input checked="" type="checkbox"/> Fine Arts		THAR 1320	Acting in Everyday Life	REG	(3) Spring 2017
<input checked="" type="checkbox"/> Introduction to Philosophy	PHIL 1381	Introduction to Philosophy	B	3	Fall 2015
<input checked="" type="checkbox"/> Religious Studies	RELS 1305	Intro to Theology and Ethics	B	3	Spring 2016
<input type="checkbox"/> Advanced Philosophy or Religious Studies		Still Needed: 1 Class in PHIL 3000:4999 or RELS 3000:4999 or @ 3000:4999 with Attribute PHILwith Attribute RELG <u>Except</u> PHIL 3000:4999 with Attribute NOAD			
<input checked="" type="checkbox"/> History	HIST 1311	World History I	A	3	Fall 2016
<input checked="" type="checkbox"/> Principles of Macroeconomics (grade of C or better)	ECON 2301	Principles of Macroeconomics	A	3	Fall 2015
<input checked="" type="checkbox"/> NATURAL SCIENCES					
<input checked="" type="checkbox"/> Natural Sciences	GEOL 1415	Astronomy	B+	4	Fall 2015
<input checked="" type="checkbox"/> College Algebra (grade of C or better)	MATH 1304	College Algebra	C	3	Fall 2016
<input type="checkbox"/> Foreign Language (courses must be taken in same discipline)		Still Needed: 2 Classes in ARAB 1311 or 1312* or 2311* or 2312* or CHIN 1311 or 1312* or 2311* or 2312* or EDUC 2301 or 2302* or FREN 1311 or 1312* or 2311* or 2312* or GERM 1311 or 1312* or 2311* or 2312* or HEBR 1311 or 1312* or HIND 1311 or 1312* or IT 1311 or 1312* or 2311* or 2312* or JAPN 1311 or 1312* or 2311* or 2312* or SPAN 1311 or 1312* or 2311* or 2312* or @ @ with Attribute LANG			
<input checked="" type="checkbox"/> Dimensions of Wellness	DWHP 1200	Dimensions of Wellness	A	2	Fall 2016
<input checked="" type="checkbox"/> Physical Education Activity	PEHP 1132	Swimming for Fitness	A	1	Fall 2016

University Core

<input checked="" type="checkbox"/> Major in Business Administration, BBA						Credits Required: 66	Credits Applied: 54
<input checked="" type="checkbox"/> Minimum 12 upper-division credit hours required at UIW							
<input type="checkbox"/> Minimum 66 Major Credit Hours Required						Still Needed: 66 credit hours are required. You currently have 54, you still need a minimum of 12 more credit hours and successful completion of all graduation requirements.	
A grade of C or better is required for all courses taken within the major and concentration.							
<input checked="" type="checkbox"/> Principles of Accounting I	ACCT 2311	Principles of Accounting I	A	3	Spring 2015		
<input checked="" type="checkbox"/> Principles of Accounting II	ACCT 2312	Principles of Accounting II	A	3	Fall 2015		
<input checked="" type="checkbox"/> Principles of Macroeconomics (satisfies Core)	ECON 2301	Principles of Macroeconomics	B+	3	Spring 2015		
<input checked="" type="checkbox"/> Principles of Microeconomics	ECON 2302	Principles of Microeconomics	B+	3	Fall 2015		
<input checked="" type="checkbox"/> Introduction to Information Systems	MIS 2321	Introd Information Systems	A	3	Spring 2014		
<input checked="" type="checkbox"/> Personal Productivity Applications	MIS 2325	Information Mgmt Application	A-	3	Spring 2016		
<input checked="" type="checkbox"/> Business Statistics	BMGT 3370	Business Statistics	REG	(3)	Spring 2017		
<input type="checkbox"/> Management Science	Still Needed: 1 Class in BMGT 3371*						
<input checked="" type="checkbox"/> International Business Management	BINT 3331	International Business Mgmt	A	3	Spring 2015		
<input checked="" type="checkbox"/> Business Law	BLAW 3317	Business Law	B+	3	Summer 2014		
<input checked="" type="checkbox"/> Principles of Marketing	BMKT 3331	Principles of Marketing	B+	3	Fall 2015		
<input checked="" type="checkbox"/> Management Theory and Practice	BMGT 3340	Management Theory and Practice	B	3	Spring 2016		
<input checked="" type="checkbox"/> Principles of Financial Management	BFIN 3321	Principles of Financial Mgmt	REG	(3)	Spring 2017		
<input type="checkbox"/> Integrative Business Analysis and Decision Making I	Still Needed: 1 Class in BMGT 4380*						
<input type="checkbox"/> Integrative Business Analysis and Decision Making II	Still Needed: 1 Class in BMGT 4381*						

Business Core

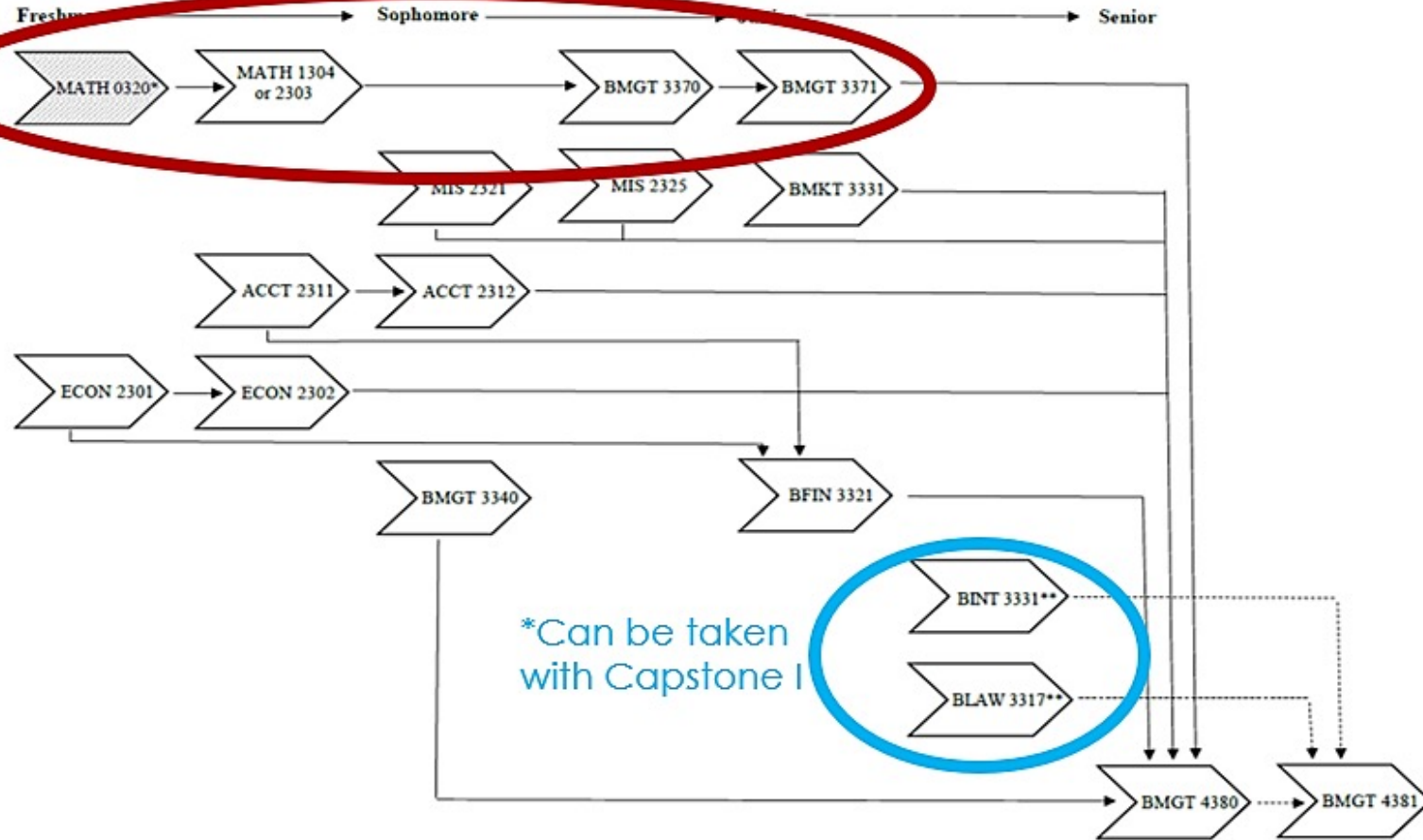
- 45-hour BBA core required for all BBA students provides students with strong foundation in a variety of business disciplines.
- One major – Business Administration
- Most Time-Sensitive area of degree plan with all courses leading up to Capstone (BMGT 4380)

Business Core Curriculum



H-E-B SCHOOL of BUSINESS & ADMINISTRATION

Recommended 4-Year Plan of BBA Core Classes



*MATH 0320 is required for students not meeting "College-Ready" requirements. College-Ready is defined by the following test scores: SAT \geq 550, ACT \geq 22, ACCUPLACER \geq 63, TSI MATH \geq 350, ALEKS Boot Camp \geq 70.
**BINT 3331 and BLAW 3317 may be taken concurrently with BMGT 4380. All other BBA core courses must be completed prior to enrollment in BMGT 4380.

MATH 0320 Remedial Math



College-level Math*



BMGT 3370 Business Statistics



BMGT 3371 Management Science



BMGT 4380 Capstone I



BMGT 4381 Capstone II

Concentration courses are courses within your chosen area of study.

The concentrations offered in the HEB School of Business & Administration are:

- Accounting
- Economics
- Finance
- General Business
- International Business
- Management
- Marketing
- Management Information Systems
- Sport Management

Concentrations Offered

General Electives are credits needed to reach the 120-hour minimum in order to graduate

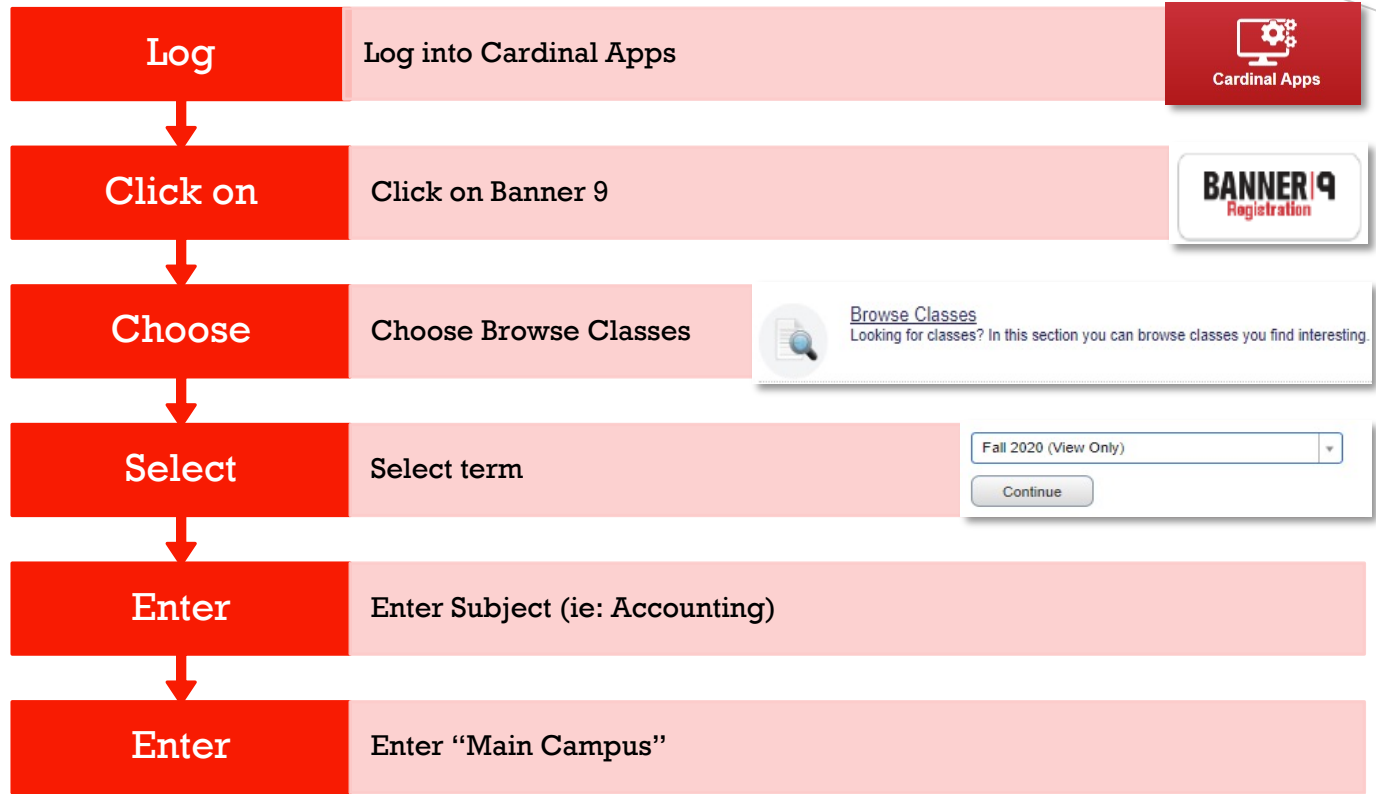
Concentration	Hours needed
Accounting	11 hours
Finance	14 hours
International	17 hours
MIS	11 hours
Economics	14 hours
General Business	17 hours
Management	14 hours
Marketing	14 hours
Sports Management	17 hours

Courses can be selected as:

- Professional Development
- Minor Courses
- General interest—Have fun!
- Courses that work with your schedule
- Study abroad options

General Electives

Preparing for Registration: Looking Up Classes



Student • Registration • Select a Term • Browse Classes

Browse Classes

Enter Your Search Criteria
Term: Fall 2020

Subject

Course Number

Keyword

Campus

College

[Advanced Search](#)

Very Important!



Choosing Your Classes

Use the class recommendations from your Advisor

Find a Balance

- UIW Core, Business Core, and General Electives
 - Focus on BBA core (Critical Path)
 - This balance will shift as you get farther along in your degree

Top Priority Classes

- Major Courses
- Sequential Order
- Limited Availability

Schedule Planner Tool

Make note of class time(s)

Make note of class day(s)

UIW Schedule Planner

Note: When using this schedule planner be sure to write down the following as you are selecting classes: the course C#, the course subject, the course number and the course section number.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 8:45 am	Practice Practice Practice Practice Practice				
9:00 – 10:15 am	ACCT 2301	Study	ACCT 2301	Study	Study
10:30 – 11:45 am	Lunch	ARTH 2361	Lunch	ARTH 2361	Study
12:00 – 1:15 pm	HIST 1321	Lunch	HIST 1321	Lunch	Study
1:30 – 2:45 pm	MIS 2321	BMGT 3340	MIS 2321	BMGT 3340	Study
3:00 – 4:15 pm	Study	Study	Study	Study	Study
4:30 – 5:45 pm	Study		Study		
6:00 – 7:15 pm	Rest/Have Fun/Dinner				

- Start by selecting top priority class(es)
- Select other required courses to fill in schedule
- Block out time to study
- Consider work schedule/practice schedule
- Be realistic about morning/evening restraints

Check for Registration Holds

Can be found on
Banner Web—Self Service
via Cardinal Apps



Holds that will prevent you from
registering:

Transcripts

Outstanding
Balance

Perkins Loan –
Exiting
Paperwork

Online Registration



Log into Cardinal Apps



Cardinal Apps



Click on Cardinal Apps-Banner tab

Cardinal Apps - Banner



Go to Banner 9 Registration

BANNER|9
Registration



Choose Register for Classes



Register for Classes

Search and register for your classes. You can also view and manage your schedule.



Select term

Select a Term

Terms Open for Registration

Fall 2018

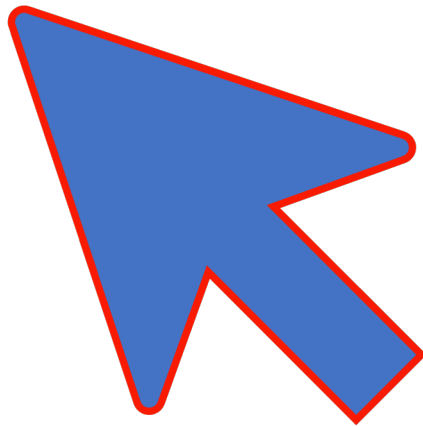
Alternate PIN*

Continue



Enter your **PIN**

Online Registration (continued)



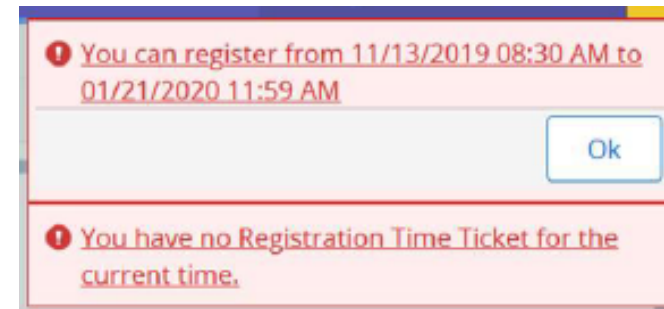
- When looking up classes, use the **Advanced Search** filter.
- Click in the **Subject box** to choose a subject, select **Main Campus** in the Campus box, then click Search
 - Or Enter the CRNs using the **ENTER CRNs** tab (if you have the CRNs noted)
- Click the **Add** button on the right-hand column to add a class to your schedule
- Click **Submit** on the bottom-right once you have finished adding all your classes. Note: Your registration is not finalized until you click submit.
- Once registration is complete, review your schedule to ensure it is correct.

Registration Error Messages

Error Message	What does it mean?	What should you do?
Campus Restriction	Section restricted to students from a specific campus	<ol style="list-style-type: none"> 1. Look for an alternate section that is being offered on the main campus. 2. If you meet the criteria, submit an SPS Course Request for approval. Visit the University Advising Centers website at https://my.uiv.edu/advising/forms.html for more information.
Class Restriction	Section restricted to specific student classifications (freshman, senior, etc.)	<p>Refer to the restriction details by clicking CRN and then View Catalog Entry.</p> <ol style="list-style-type: none"> 1. Choose an alternative section. 2. Contact your academic advisor to discuss alternative courses. 3. Contact the University Advising Center for additional assistance.
Closed Section	Section enrolled at capacity	<ol style="list-style-type: none"> 1. Choose an alternate section. 2. Add yourself to the wait list, if available. 3. Contact your academic advisor to discuss alternative courses.
Closed - Waitlist Available	Section enrolled at capacity, but space is available on the waitlist	<p>Select "Wait Listed" from the action drop down menu and submit changes. Then check your Cardinal email regularly for an approval/denial message.</p>
Closed - Waitlist Full	Section enrolled at capacity and there is no more room on the waitlist	<ol style="list-style-type: none"> 1. Choose an alternate section. 2. Contact your academic advisor to discuss alternate courses.
Core Q XXXX Required	Section has a corequisite that must be added at the same time	<ol style="list-style-type: none"> 1. Add both CRN's to the 'Add Classes' worksheet and click submit. 2. If you have already completed one of the corequisites, contact the University Advising Center for additional assistance.
Error Message	What does it mean?	What should you do?
Duplicate Course with Section XXXX	Section is a duplicate of a course already on your schedule	<ol style="list-style-type: none"> 1. Drop the section no longer wanted first, then add the new one. 2. Contact the University Advising Center for additional assistance.
Major Restriction	Section restricted to students in a major (English, Psychology, Biology, etc.)	<ol style="list-style-type: none"> 1. Choose an alternate section. 2. Contact the University Advising Center for additional assistance.
Prerequisite & Test Score Error	Section has a prerequisite course or minimum test score that is not indicated in your records	<p>Access the online course catalog for details on required prerequisite course(s) to confirm you have completed the required course(s).</p> <ol style="list-style-type: none"> 1. Contact your academic advisor and discuss alternate courses. 2. Contact the University Advising Center for additional assistance.
Time Conflict with XXXX	Section conflicts with another section already on your schedule	<ol style="list-style-type: none"> 1. Choose another section. 2. Drop the conflicting section and resubmit the add. 3. To register for both conflicting courses, contact the academic department offering the courses to obtain authorization.
Permission Required: Dean or Instructor's Signature	An additional restriction has been placed on the section	Contact the academic department offering the course to obtain authorization from the Dean or Instructor.
Student Attribute Restriction	Error message for International students trying to register for an online course	Submit the Online Course Enrollment Request Form to the International Student & Scholar Services office for approval to take the course online.

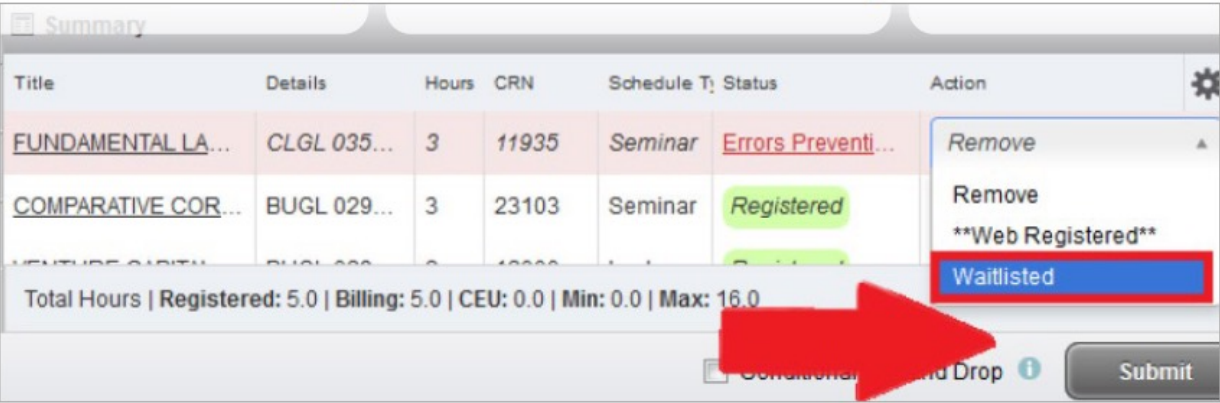
System Errors

- If you get a system error while trying to register
 - Log out and close the browser that you are currently using
 - Try to use a different browser
- If you still get the error message take a screen shot of the error message and email it to our office at advising@uiwtx.edu so that we can assist with trouble shooting
- Registration Ticket Error
 - It is not your priority registration time.
 - If it is, take a screen shot of the error message and email our office at advising@uiwtx.edu so that we can assist with troubleshooting



Waitlist

- If a class is closed do not reach out to the instructor to be added to the class (they can't), instead you should place yourself on the waitlist
 - Waitlist is available on a first-come/first-served basis
 - You cannot waitlist a class if you have: holds, incomplete prerequisites, or have already waitlisted yourself another section(same course)
- Adding your name to the waitlist does not register you for the class; you must register for the course through Banner 9, after receiving a notification email (Cardinal Email) from the Registrar's Office (Check emails 2x day).
- You have 24 hours from the time you are notified to register for the open seat. If you do not register, the seat is then offered to the next person in queue



The screenshot shows a registration summary table with columns for Title, Details, Hours, CRN, Schedule T, Status, and Action. A red arrow points to the 'Waitlisted' option in the Action column for the first row.

Title	Details	Hours	CRN	Schedule T	Status	Action
FUNDAMENTAL LA...	CLGL 035...	3	11935	Seminar	Errors Preventi...	Remove Remove **Web Registered** Waitlisted
COMPARATIVE COR...	BUGL 029...	3	23103	Seminar	Registered	
VENTURE CAPITAL...	BUGL 028...	3	10000	Seminar	Registered	

Total Hours | Registered: 5.0 | Billing: 5.0 | CEU: 0.0 | Min: 0.0 | Max: 16.0

Submit

Instructions guide:



After Registration

Check

Check your e-mail regularly

- If class is canceled, they will notify you via e-mail

Review

Review your schedule in Banner Web for changes (will not be sent via email)

- Class location
- Instructor

Pass

Pass your pre-requisites

- Adjust schedule if necessary

Community Service

45 hours required for Graduation

Entered through UIW Engage,
(accessible through Cardinal
Apps)

For more information, please
contact the [Ettling Center for Civic
Leadership and Sustainability](#)

Alicia Rubio, Ph.D.

Director, BBA Program

Contact

- alicia.rubio@uiwtx.edu
- (210) 930-8767
- Office: GB 225 | Gorman Building

Research Foci

- Minority household savings
- Retirement planning
- Servant Leadership



Academic Background



Cardinal Career Readiness Program

A program required for BBA students admitted in *Fall 2019 and after*.

Contact Dr. Rubio with questions/concerns: (210) 930-8767; alicia.rubio@uiwtx.edu
<https://www.uiw.edu/hebsba/career-ready/index.html>

Thinking about Changing Your Major?

- Questions to consider:
 - Are you doing well in your current major?
 - Have your interests changed?
- Have you taken a career assessment with Career Services?
 - For career exploration, resume writing, mock interviews, etc.
 - Make an appointment!
 - Phone: (210) 829-3931
 - Email: careers@uiwtx.edu
 - Via Handshake: <https://uiw.joinhandshake.com/login>
- Discuss with Primary Advisor during meeting
 - Submit completed [Academic Change Form](#) to advising@uiwtx.edu



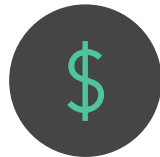
Thinking about dropping a class?



Review and discuss class concerns and with Primary Advisor



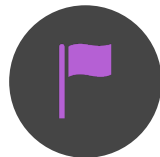
If dropping, receive approval from Primary Advisor (by email or electronic signature)



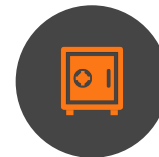
Review how dropping a course will affect your scholarship &/or financial aid with the Office of Financial Assistance



If you are an athlete, receive approval from your Athletic Advisor



If you are a Veteran using VA benefits, receive approval from the Office of Veteran Affairs



Keep all your documents in a safe place

Advising & Registration Dates

March 29 through April 16

- Advising Period (Advising offered via email, phone, Zoom)

March 23

- Summer course schedule viewable through Banner Web

March 29

- Fall course schedule viewable through Banner Web

Online Registration Dates

- April 16 at 8:30am—Athletes
- April 16 at 1:30pm—Veterans
- April 19 at 8:30am—Honors
- April 20 at 8:30am—Seniors
- April 20 at 1:30pm—Juniors
- April 21 at 8:30am—Sophomores
- April 21 at 1:30pm--Freshmen

April 30

- Last day to drop a class or withdraw for semester with a “W”
- [Drop Form Link](#)

Taking Classes at Another Institution

Planning on taking classes at another institution?

- Review possible courses with your advisor, as not all course credits will transfer towards to your degree plan.
- Complete the “[Request to Study at Another Institution](#)” form for Register review and pre-approval of transfer credits pending classes are successfully complete
- Apply to the institution where you wish to complete these courses, as a “transient student”
 - Be prepared to submit proper documents, (i.e.: transcripts) to said institution
- When official grades are posted be sure to send official transcripts back to UIW.

Additional Resource Links



- [Academic Advising Center](#)
- [Advising Center Forms](#)
- [Athletics](#)
- [Business Office](#)
- [Cardinal Career Readiness](#)
- [Career Services](#)
- [Ettling Center](#)
- [Financial Aid](#)
- [First Year Engagement](#)
- [International Student and Scholar Services](#)
- [Registrar's Office](#)
- [Residence Life](#)
- [Student Disability Services](#)
- [Testing Services](#)
- [TRiO](#)
- [Tutoring Services](#)
- [UIW Directory](#)
- [Veteran Affairs](#)
- [Writing and Learning Center](#)