



OFFICE OF THE
REGISTRAR

TO-DO LIST FOR NEW STUDENTS

- 1) SEND US YOUR FINAL HIGH SCHOOL TRANSCRIPT!
 - Make requests to your high school counselor
 - Must have final graduation date
- 2) SEND US YOUR DUAL CREDIT/COLLEGE TRANSCRIPT
 - Make requests to Registrar of college attended
 - They will need your high school transcript too
- 3) LEARN ABOUT YOUR FERPA RIGHTS
[THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT \(FERPA\)](#)

4) ESTABLISH PROXY

While not required, University of the Incarnate Word students can give others permission to access information about their Business Office bill, Financial Aid and Class Registration in Banner Self-Service. This is called granting "proxy access", and those given permission are referred to as a "proxy."

Students commonly grant parents, guardians, or spouses proxy access to their personal information. But multiple proxies can also be set up, each with different access to do different tasks.

<https://my.uiw.edu/registrar/proxy-access.html>



ADDITIONAL ITEMS YOU MAY NEED IN THE FUTURE:

- ENROLLMENT VERIFICATION
 - Available for current term after add/drop deadline
 - Order verification at <https://my.uiw.edu/registrar/registration-information/enroll-verification.html>
- UIW TRANSCRIPT REQUESTS
 - Order a copy of your UIW official transcript at <https://my.uiw.edu/registrar/transcript-request.html>
- CREDIT BY EXAM
 - List of accepted exams and credit by exam policies available at <https://uiw.smartcatalogiq.com/en/2019-2020/Catalog/VII-Institutional-Academic-Policies/Credit-Hour-Definition>
- REQUEST TO STUDY AT ANOTHER INSTITUTION
 - Once enrolled at UIW, you must have approval to take courses from other institutions prior to registering. We will review for acceptability and application to your degree. Complete Request to Study at Another Institution form at <https://my.uiw.edu/registrar/request-to-study.html>



Stay Connected!

ADMINISTRATION BUILDING, RM 129

Office Hours

8:00am – 5:00pm, Monday – Friday

Contact Us

Email: REGISTRAR@uiwtx.edu

Telephone: (210) 829-6006

<https://my.uiw.edu/registrar/index.html>





**GO
CARDS!**



University of the Incarnate Word

Add/Registration/Drop Form

Students: By your signature, you agree to the following. You are responsible for cancelling your registration if you do not plan to attend class or complete the course requirements. You are responsible for your financial obligations and grades regardless of whether you attend class or not. Fees are assessed for late registration and add/drop. Refer to deadlines at uiw.edu/registrar/deadlines.

This process is not complete until the Registrar's Office receives the signed form.

Semester/Year: Fall _____ Spring _____ Summer _____ Student ID: _____

Student's Name: _____

Phone Number: (_____) _____ E-Mail: _____

Student's Signature _____ Date _____ Advisor's Signature _____ Date _____

REGISTER OR ADD A CLASS						
CRN	DEPT	Number	Section	Grade Mode N = Normal; A = Audit; P/F = P/F	Approval Signatures (IF REQUIRED): Check box to indicate reason for signature.	The Instructor/Dean's signatures are required to override a closed class.
					<input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict	
					<input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict	
					<input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict	
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					<input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict	

DROP A CLASS (Complete the WITHDRAWAL form to drop ALL of your courses.) Contact the Financial Aid Office before you drop any course. This action may affect your graduation.				
CRN	DEPT	Number	Section	NOTE: Dropping courses may not remove charges from your account.

TOTAL HOURS ENROLLED _____



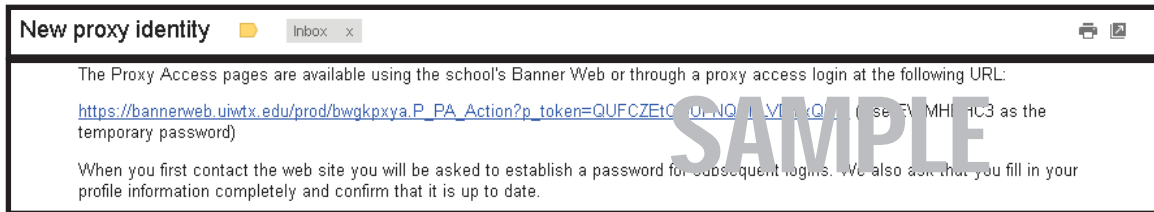
UIW OFFICE OF THE REGISTRAR

FERPA Rights and Proxy Access

Proxy Instructions for Parents and Authorized Proxy Users

The Family Rights and Privacy Act of 1974 (FERPA) provides for the confidentiality of student education records. This means that the student, alone, has access to their UIW records including all billing, financial aid, academic records, etc. To grant access to a parent or other person to be able to view any personal information, and to discuss that information with UIW officials, a student must designate a proxy through their MyWord/Bannerweb account. **If your student has done this, follow the instructions below to establish your proxy access.** For more details on FERPA and how it is enforced at UIW, visit www.uiw.edu/registrar/FERPA.html

1. You will receive an email notifying you that a student has granted you proxy access with the subject line **New proxy identity**. Click on the link in the email and use the temporary password provided in the email to gain access. (It is a good idea to save this link for future use.)



2. You will be prompted to Reset your PIN. Your Old PIN is the temporary password you received in the email. Enter a new PIN that is memorable and unchanging. You will use this for all subsequent log ins. If you forget your PIN, only you or your student can reset it for you. UIW officials do not have that capability.

Enter e-mail address*

Enter Old PIN*

Enter New PIN*

Validate PIN*

3. Update the required profile information in the Profile tab. Click Save.

Profile **Red Cardinal**

Required data missing : Birthdate

Proxy Profile
 Please keep your Banner Web proxy information up-to-date. [Click here to change your PIN](#)

• - indicates a required field.

Salutation

First Name*

Middle Name

Last Name*

Name Suffix

Nickname

E Mail Address*

Birthdate (MM/DD/YYYY) *

4. Click on the tab with your student's name to view what you have access to.

Profile **Red Cardinal**

Proxy Authorizations

The following Banner Web page links have been specifically authorized for your use Access window. There is no need to close the window until you have completed all

Authorized User for **Red Cardinal**

- View Address
- View Holds
- Print Unofficial Transcript

NOTE: Access to this information does not grant others permission to alter the student's record or conduct business on behalf of the student. Changes to the student enrollment or academic record must be made by the student.






UIW OFFICE OF THE REGISTRAR

FERPA Rights and Proxy Access

Proxy Instructions for Students

The Family Rights and Privacy Act of 1974 (FERPA) provides for the confidentiality of student education records. This means that you, alone, have access to your UIW records including all billing, financial aid, academic records, etc. **To grant access to a parent or other person to be able to view any of your personal information, and to discuss that information with UIW officials, follow the instructions below.** For more details on FERPA and how it is enforced at UIW, visit www.uiw.edu/registrar/FERPA.html

1. Log in to  using your UIW credentials and select  BannerWeb from the Launchpad
2. Click on the Proxy Services tab and then click on Proxy Management
3. Click on Add Proxy and complete all the required fields. Click Add Proxy again. This will send an email to your proxy so that they may establish their access.  Add Proxy
4. Click on Expand [Your Proxy's Name]. Four tabs will appear: Profile, Authorization, History, and Communication


- **Profile Tab**

Profile

- ♦ Choose your proxy's relationship to you by selecting either **Parent or Legal Guardian** or **Authorized Proxy User** from the dropdown menu. In the Description field, be as specific as possible—i.e. Mother, Father, Aunt, Sister, etc.
- ♦ Select a Passphrase to share with your proxy. They will use this passphrase when speaking with UIW officials to identify them as your official proxy. Make this something that is unchanging and memorable like your date of birth. If you or your proxy forget this passphrase, only YOU can change it. UIW officials are not able to edit this for you.
- ♦ Enter the dates you wish for this access to be available. The default is one year. You can increase or reduce this time as you wish. Only you control these dates.
- ♦ Right below the Stop Date you will see options to Email Passphrase, Reset PIN, and Delete Proxy Relationship. If you change your passphrase or your proxy forgets the passphrase or their PIN, you can resend it to them using these options. You can also delete a proxy all together with the final option.

- **Authorization Tab**

Authorization

- ♦ Click the top box to grant all the access listed or click the individual boxes next to the information you want to release to your proxy. (Note: these are live links. If you click on the text instead of the box, you will be navigated to that information.) You can choose to E-Mail a list of which Authorizations you have granted by using the icon on the right of the list.  E-mail Authorizations

- ♦ **History and Communication Tabs**

- ♦ As explained with their titles, these tabs will let you view the history and communication detail of the actions you have taken with your proxy.

