



REGISTRATION MATTERS

Presented by: Ms. Evelina Singh, HoD

What should I do before registering?

➤ 1. Know the courses you are supposed to be registering for.

This can be found on SRMS.

For example if you are in Y2 you should be doing:

Semester one:

ECN1100 Introductory Micro-Economics

ACT2102 Principles of Accounting

MNG2101 Business Leadership

MNG2102 Introduction to Critical Thinking

SPA 1003/PRT 1003/FRE 1003/ CHN

Semester two:

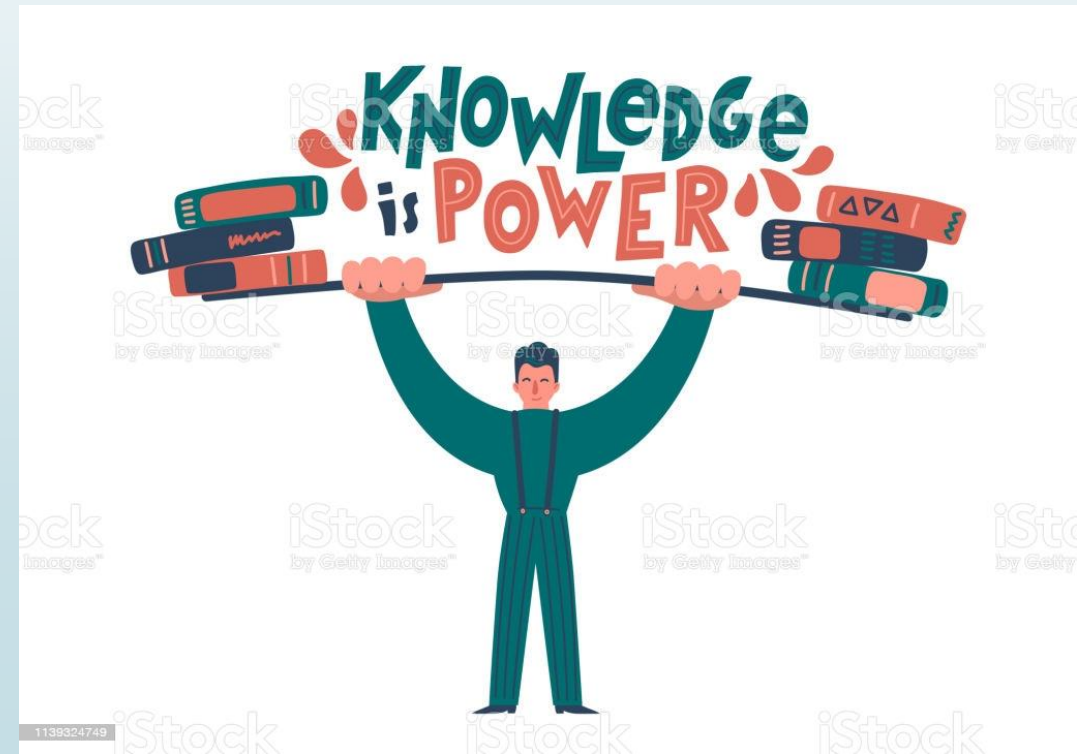
ECN1203 Introductory Statistics

ECN1200 Introductory Macro-Economics

ACT2204 Cost Accounting

MNG2203 Business Communication

SPA 1003/PRT 1003/FRE 1003/ CHN



What should I do before registering?

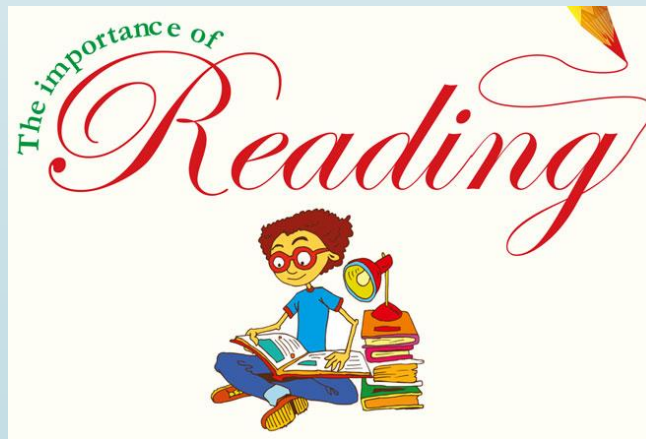
- **2. Contact your Academic Advisor**
- SEBI requires that ALL students seek advise before registering.
- If you have passed all your courses from the previous year with a GPA of At least 2.0, your registration will be straight forward.
- If you have failed courses and/or have a low GPA, you must get a course load recommendation from your Academic Advisor.



What should I do before registering?

➤ 3. **READ! READ! READ!**

- As a student you are expected to read the Students' Handbook which can be found on SRMS.
- There are guidelines on how to submit your registration on SRMS, you should read these.
- You must also read comments from your HoD on your registration.



What are prerequisites?

- ▶ Prerequisites are courses that you **MUST TAKE** and **PASS** before doing another course.
- ▶ Some courses with prerequisites in SEBI are:

Course: MNG 2101 (Business Leadership)

Prerequisite: MNG 1103 (Orientation)

Course: FIN 3100 (Financial Management)

Prerequisites: MNG2101, ECN1203, ECN1100, ECN1200

**“You have not met the prerequisites for deleted course/s.
Contact Academic Advisor.”**



What are official grades?

- ▶ Official grades are grades that have been approved by the Department, Faculty/School and the Registry.
- ▶ These grades will be available on your profile once there are no payment issues.



Understanding exemptions



- ▶ An exemption may be granted for a course completed within the last 5 years once there is a significant overlap of content.
- ▶ SEBI applies the 5 year rule strictly to Technology based courses.
- ▶ For other courses discretion is applied.
- ▶ There is a maximum number of credits you can be exempted for. **WHEN IN DOUBT ALWAYS SEEK ADVICE FROM YOUR ACADEMIC ADVISOR.**
- ▶ Your HoD CANNOT process an exemption where document has not been verified. When DV is in **GREEN**, your HoD may then process.

[ACT2102 DV HOD AR](#) [ACT2204 DV HOD AR](#) [FIN3100 DV HOD AR](#) [MNG4104 DV HOD AR](#)



I submitted my registration in August and it was not approved until September. Why?

- ▶ When registrations opened in early August, enough grades were not available to start processing.
- ▶ For those who have recently submitted and are waiting days for approvals, it is important to note:
- ▶ HoDs are dealing with hundreds of registrations.
- ▶ HoDs cannot just click approve, profiles have to be examined, this takes about **30 minutes**.
- ▶ A CoR even takes longer (about **45 minutes**) because all your records must be pulled up to assess the situation (current registration, recess registration if applicable and profile).

“If you fail any semester 2 and/recess course/s that the grade/s is/are currently unavailable for, you will be required to do a Change of Registration to register for the failed course/s.”

Why is my registration on hold?

- ▶ The main reason for registrations being on hold is INCORRECT registrations.
- ▶ For courses with prerequisite/s, the registration maybe put on hold pending the grade/s.
- ▶ For a few cases, the HoD is seeking clarification on issues such as exemptions initiated but not submitted, outstanding payments etc.
- ▶ **READ** the comment from your HoD and you will know your next steps.



ON HOLD

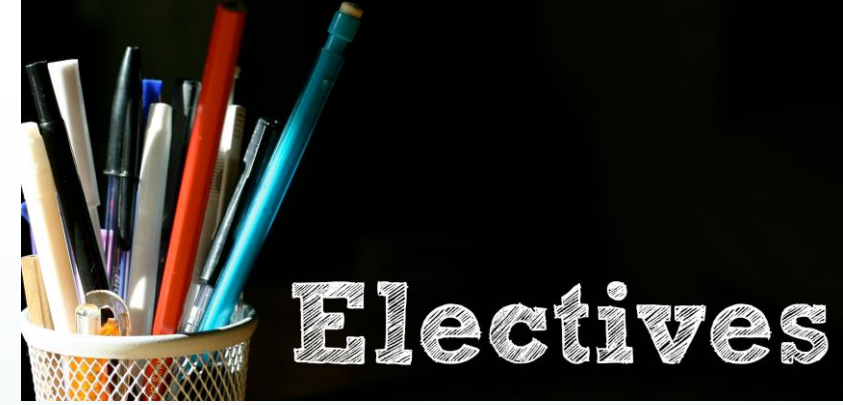
When should I apply for a Change of Registration (CoR)?

- ▶ A CoR should ONLY be applied for after AR has approved your registration. **If AR has not approved your registration, request a return of your registration from AD Sam or your HoD so that you can make the correction.**
- ▶ Too many students are applying for CoRs who should not be.
- ▶ CoRs are processed only after all current registrations are processed. BE PATIENT we will get to your CoR.
- ▶ Ensure you seek advise from your Academic Advisor before doing a CoR.



CHANGE

What are electives?



- ▶ Electives are courses that are not mandatory.
- ▶ However, depending on numbers we may not be able to offer more than one elective so you will need to do the one being offered.
- ▶ YYY refers to SEBI's electives
- ▶ WWW refers to a UG wide elective
- ▶ Be careful with the WWW elective, if you did a 3 credit Science elective, you will be required to take a 4 credit WWW elective
- ▶ It is your responsibility as a student to monitor your progress.

What does SPA is filled choose PRT/FRE/CHN mean?

- ▶ FEH can only accommodate x amount of students for SPA. When this number is reached, students are required to choose another foreign language.
- ▶ SPA is on a first come, first serve basis of registrations that were **CORRECT** in submission.
- ▶ HoDs process at different times.



What does MNG4201 is to be taken in semester 2 of your final year mean?

- MNG4201 is a capstone course and requires knowledge of all of the lower courses taken before semester 2 of your final year.
- Courses should be taken in the order of your programme profile.



Monitoring my academic profile

- It is **YOUR RESPONSIBILITY** as a student to monitor your academic profile to ensure you graduate on time.

Programme of Study	10204 / Bachelor of Science (Management)
Programme Credits	125
Exemption Credits	43
Total Grade Points	222
Total Course Credits	59
Overall GPA	3.7
Fail Grades Count	0
Course Completion	Regular
Classification	NEED 23 MORE CREDITS TO GRADUATE

IMPORTANT CONTACT INFORMATION

- Prof. Leyland Lucas – Dean _ leyland.lucas@uog.edu.gy
- Ms. Shenera Sam – Assistant Dean _ shenera.sam@uog.edu.gy
- Dr. Kiven Pierre – Assistant Dean (Student Services) _ kiven.pierre@uog.edu.gy
- Mr. Feroze Khan – Head, Department of Accountancy, Finance and Supply Chain Management _ feroze.khan@uog.edu.gy
- Ms. Evelina Singh – Head, Department of Entrepreneurship and Management _ evelina.singh@uog.edu.gy (Years 1 and 2 students)
- Mr. Jermaine Clarke – Head, Department of Entrepreneurship and Management _ jermaine.clarke@uog.edu.gy (Years 3 and 4 students)
- Ms. Camille Ishmael – Head, Department of Marketing and Tourism Management _ camille.robertson@uog.edu.gy
- Ms. Tracy Alves – Academic Advisor _ tracy.alves@uog.edu.gy
- Ms. Cassandra Karran – Academic Advisor _ cassandra.karran@uog.edu.gy
- Ms. Melisande Fraser – Academic Advisor _ melisande.fraser@uog.edu.gy
- Ms. Tamika Profitt – Administrative Officer _ tamika.profit@uog.edu.gy
- Ms. Samantha Etwaru – Secretary _ samantha.etwaru@uog.edu.gy