

REGISTER AT UWA

Step 1. To start the registration process, go to the UWA website at www.uwa.edu and click “Current Students”.



The screenshot shows the homepage of The University of West Alabama. The header features the university's name and logo, a search bar, and a navigation menu with links to Welcome to UWA, Programs & Majors, Online Education, Admissions & Aid, Student Life, Athletics, and News, Events & Media. A large image of students walking on campus is displayed, with the text "Heart of Campus" and "Slide into catch up on the latest news as they walk across campus." Below the image is a list of navigation options: Current Students, Faculty and Staff, Alumni and Giving, and Visitors and Community. A yellow arrow points to the "Current Students" link. At the bottom right, there are social media icons for Facebook, YouTube, Twitter, and RSS.

THE UNIVERSITY OF WEST ALABAMA
L I V I N G S T O N

Welcome to UWA Programs & Majors Online Education Admissions & Aid Student Life Athletics News, Events & Media

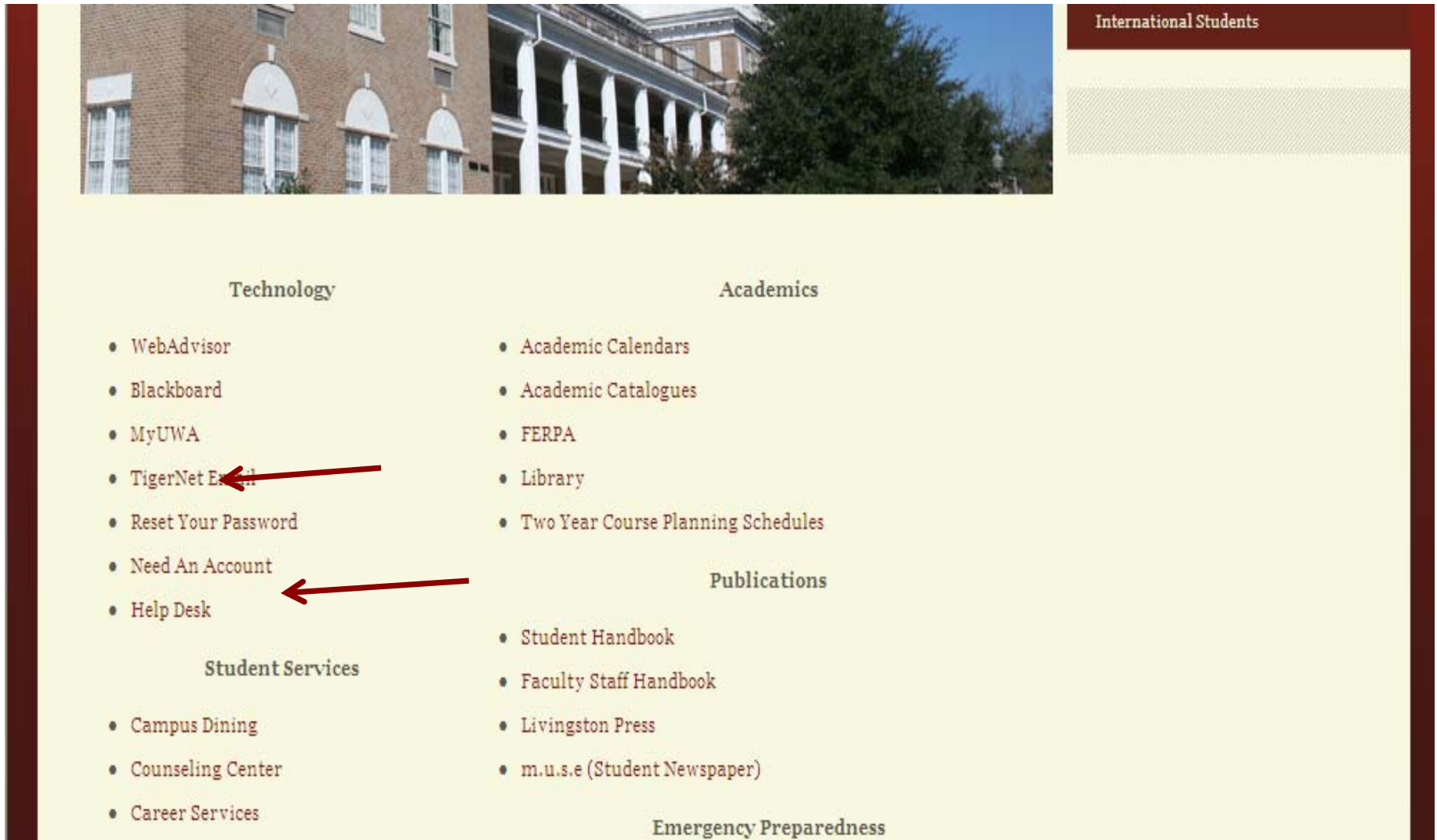
Established in 1835

➤ Current Students
➤ Faculty and Staff
➤ Alumni and Giving
➤ Visitors and Community

Connect with us:

f YouTube t RSS

Step 2. Have you created your username and password? If not, you need to select “Need An Account”. If you already have a username and password, click on “MY UWA” and log in. If you already have a username and password, but cannot log in, your password may be expired. You can reset your password by clicking “Need an Account” also.



International Students

Technology

- WebAdvisor
- Blackboard
- MyUWA
- TigerNet Email
- Reset Your Password
- Need An Account
- Help Desk

Academics

- Academic Calendars
- Academic Catalogues
- FERPA
- Library
- Two Year Course Planning Schedules

Student Services

- Campus Dining
- Counseling Center
- Career Services

Publications

- Student Handbook
- Faculty Staff Handbook
- Livingston Press
- m.u.s.e (Student Newspaper)

Emergency Preparedness

Step 3. Once you have selected My UWA, click on “Login to MyUWA Students”. Please remember that you must include the (@uwa.edu) behind your username when logging onto MyUWA. Your login will be your entire UWA email address and password.

THE UNIVERSITY OF WEST ALABAMA
L I V I N G S T O N

Welcome to UWA | Programs & Majors | Online Education | Admissions & Aid | Student Life | Athletics | News, Events & I

Search

**Welcome to the MyUWA Portal
at The University of West Alabama!**

[Log in to MyUWA \(Students\)!](#) ←

[Log in to MyUWA \(Faculty/Staff\)!](#)

Logging In

Once you have created your TigerNet account, you can log in to MyUWA. Use the steps below to login:

1. Click the above link to login.
2. If you are asked for your username, type your full email address (example: studenta@uwa.edu)
3. Enter your password in the appropriate box.
4. Click Ok.

I Need Some Help

If you are unable to log in to MyUWA, walk through these steps to make sure your information is correct:

1. When asked for your username, make sure that you type your full email address (example: studenta@uwa.edu).
2. Your password is case-sensitive.

Technology
University Cinema
Counseling Services
Career Services

Step 4. Click on “Academic Planning” then “Plan Courses”.

The screenshot displays the MYUWA student portal. At the top, there is a navigation bar with "All Sites" and a search icon. Below the bar, the user is identified as a "Student". The main content area is divided into several sections:

- TigerNet Email:** A notification box stating "You have no unread messages."
- My Week:** A calendar for April 2012. The date "Monday, April 16, 2012" is highlighted in red.
- Announcements:** A section with the text "No announcements found."
- UWA News:** A section with the text "No CMS News Feeds are defined for site 'student'".
- WebAdvisor:** A list of navigation links including "Financial Information", "Financial Aid", "Communication", "Registration", "Academic Planning", "Academic Profile", "Personal Profile", "Communication", "Faculty Information", and "Financial Information". A red arrow points to "Academic Planning".
- WebAdvisor (Secondary):** A secondary list of navigation links including "Main Menu", "Academic Planning", "Plan Courses", and "Program Evaluation". A red arrow points to "Plan Courses".
- Weather:** A widget showing "Mostly Cloudy 84°F" with a "Yahoo! Weather" link.
- My Bookmarks:** A section with the text "Ac".
- Pictures of the Week:** A section with no visible content.

Step 5. You must plan your course(s) by clicking on “Course Planning Wizard”.

The screenshot shows the UWA website header with the logo, a search bar, and navigation tabs for 'Faculty and Staff', 'Student', and 'Resc'. Below the header is a breadcrumb trail 'Plan Courses'. The main content area is titled 'Plan Courses' and contains several links with descriptions:

- [View Worksheet](#)
Review your planned courses.
- [Course Planning Wizard](#) ← (indicated by a red arrow)
This wizard uses your program evaluation to help plan the courses you need to complete your program.
- [Create/Add to Worksheet](#)
Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.
- [Modify Worksheet](#)
Remove courses, change the terms or credits of courses on your worksheet, or make notes.
- [Program Evaluation](#)
Get a report evaluating the progress you've made towards completing your program requirements, or evaluate a program you are considering.
- [Register](#)
Register for selected courses on your Course Worksheet.
- [E-Mail Advisor\(s\)](#)

The right sidebar contains a list of FAQs:

- Course Planning FAQs
- What is a Course Planning Worksheet?
- What's the difference between a Course Planning Worksheet and a Student Educational Plan?
- How does the course planning wizard work?
- What if I have more than one program?
- How does the Program Evaluation work?
- Can I search the course catalog?

Step 6. Review your program and confirm that it is correct by clicking submit. If your program is incorrect you need to contact your Dean's Office.

The screenshot shows the MyUWA portal interface. At the top, there is a navigation bar with the 'MYUWA' logo, a search bar, and a dropdown menu for 'All Sites'. Below the navigation bar, there are tabs for 'Faculty and Staff' and 'Student'. The main content area is titled 'University of West Alabama Portal > Student'. On the left, there is a sidebar menu with options: 'Main Menu', 'Academic Planning', 'Plan Courses', and 'Program Evaluation'. The main content area displays a 'Program Confirmation' window. The window has a 'BACK' button and a 'SUBMIT' button. The text inside the window reads: 'First, please confirm the program for which you are planning: COLLEGE STUDENT DEVELOPMEN(COND).MSCE.....Catalog: 2012/2013'. Below this text, there is a question 'Is this correct?' with a dropdown menu set to 'Yes'. A red arrow points to the 'SUBMIT' button.

University of West Alabama Portal > Student

Program Confirmation

BACK

Planning Home | Planning FAQ

First, please confirm the program for which you are planning:
COLLEGE STUDENT DEVELOPMEN(COND).MSCE.....Catalog: 2012/2013

Is this correct? Yes

SUBMIT

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Step 7. Select your program requirement below by clicking the “Select ONE” box and then click “Submit”. The Status and Need to Plan columns will indicate if you have started the requirements or whether you have completed the requirements.

University of West Alabama Portal > Student

MYUWA All Sites

Faculty and Staff Student

Choose a Requirement x

BACK FORWARD

Step 1: Choose one of the requirements listed below.

COLLEGE STUDENT DEVELOPMENT(COND).MSCE (2012/2013)

Program Status: Requirement Not Started
Institutional GPA Achieved: 2.869 GPA Needed: 3.000
Combined GPA Achieved: 2.998 GPA Needed: 3.000

Choose a Requirement

Select ONE	Requirement	Exception	Status	Need to Plan
<input checked="" type="checkbox"/>	College Student Development.MSCE		Requirement Not Started	Yes

SUBMIT

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Step 8. Below you will see the components of your current program. Choose ONE of the components below in which you will select a class and register in the next steps.

Alabama Portal > Student

MYUWA All Sites

Faculty and Staff Student

Choose a Component

BACK

Step 2: Choose one of the components listed below.

COLLEGE STUDENT DEVELOPMEN(COND).MSCE (2012/2013) ----> College Student Development.MSCE

What is Required

Complete the following requirements.

Select ONE	Component	Exception	Status	Need to Plan
<input type="radio"/>	Group 1: ED-504 ED-506 CSD-500		Requirement Not Started	Yes
<input type="radio"/>	Group 2: SC-506 EP-506 or EP-500		Requirement Not Started	Yes

SUBMIT

THE UNIVERSITY OF WEST ALABAMA
L I V I N G S T O N

Step 9. Select a course to add to your plan by clicking the box beside the course(s), and selecting the term you wish to register for this course. Next, click "Submit".

Select Courses x

BACK

Step 3: Select the courses to add to your worksheet.

COLLEGE STUDENT DEVELOPMEN(COND).MSCE (2012/2013) --> College Student Development.MSCE --> Group 1

What is Required/Applied

Still to plan

Take these course(s): ED-504 Tech of Educational Research, ED-506 Educational Statistics, CSD-500 Theory/Phil of Coll Stud Devel

Narrow my search Show courses already taken

Select	Planned Term	Course Name and Title	Department	Credits	CEUs	Academic Level	Location	Course Type	Session Cycle	Yearly Cycle	
<input checked="" type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;"><div style="background-color: #e0e0e0; padding: 2px;">CSD-500 Theory/Phil of Coll Stud Devel</div><div style="padding: 2px;">Online Spring Two 2012</div><div style="padding: 2px;">Campus Summer 2012</div><div style="background-color: #0056b3; color: white; padding: 2px;">Online Summer 2012</div><div style="padding: 2px;">Campus Fall 2012</div></div>	CSD-500 Theory/Phil of Coll Stud Devel	Teacher Education	3.00		Graduate Level					
<input type="checkbox"/>		ED-504 Tech of Educational Research	Teacher Education	3.00		Graduate Level					
<input type="checkbox"/>		ED-506 Educational Statistics	Teacher Education	3.00		Graduate Level					

SUBMIT

1.

2.

3.

Step 10. You have successfully added a class to your plan; however, you still need to register. If you wish to continue and register for this class, click “Register”.

MYCWA All Sites Faculty and Staff Student

West Alabama Portal > Student

Course Planning Worksheet

BACK

Planning Home | Planning FAQ

Course Planning Wizard | Catalog Search and Add | Modify | Register | E-mail Advisor(s)

These are PLANNED courses for which you have NOT registered.

COLLEGE STUDENT DEVELOPME...(COND).MSCE.....Catalog: 2012/2013

CSD-500 Theory/Phil of Coll Stud Devel has been added to your worksheet.

Planned Term	Course Name and Title	Credits	CEUs	Added By
Online Summer 2012	CSD-500 Theory/Phil of Coll Stud Devel	3.00		Student

Private Worksheet Notes

Public Worksheet Notes

OK

Course Planning Wizard | Catalog Search and Add | Modify | Register | E-mail Advisor(s)

Step 11. Here you will select the course(s) you wish to register for. If you have multiple courses listed, check only the ones you want to register for and make sure the planned term is open for registration. Once you have selected your course(s), click “Submit”. If there is a past term planned that is not open for registration, then you must change your term by modifying your plan. Please see instruction on modifying you worksheet at <http://www.uwa.edu/registration.aspx> if needed.

The screenshot shows the MYUWA registration portal. At the top, there is a navigation bar with 'All Sites' and a search box. Below this, there are tabs for 'Faculty and Staff', 'Student', and 'Res'. The main content area is titled 'Register from My Worksheet' and includes a 'BACK' button and navigation links for 'Planning Home', 'Planning FAQ', 'Course Planning Wizard', 'Catalog Search and Add', 'Modify', and 'E-mail Advisor(s)'. A message states: 'These are PLANNED courses for which you have NOT registered. COLLEGE STUDENT DEVELOPMEN(COND).MSCE.....Catalog: 2012/2013'. Below this, a table lists available courses. A red arrow points to the checkbox in the first row of the table. Another red arrow points to the 'SUBMIT' button at the bottom of the page.

Find Sections	Planned Term	Course Name and Title	Credits	CEUs	Added By
<input checked="" type="checkbox"/>	Online Summer 2012	CSD-500 Theory/Phil of Coll Stud Devel	3.00		Student

Step 12. Here you will select the section you wish to register for by clicking the box beside that section. In most cases there will be more than one section available. You can choose which section you wish to register for as long as the section status is OPEN. Please note the information displayed in each of the columns below.

MYUWA

All Sites

Advanced Search

Faculty and Staff Student Resources

Portal > Student

Section Selection Results

BACK

Co-requisite classes that do not meet your selection criteria may be displayed.

Narrow my search

Re-sort my results TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	Online Summer 2012	Open	CSD-500-91 (37140) Theory/Phil of Coll Stud Devel	On-Line	05/29/2012-07/24/2012	Staff	20 / 20	3.00	

SUBMIT

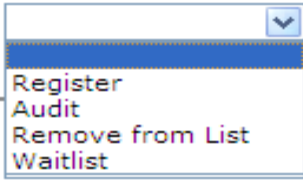
My Schedule

Section Selection Results

Step 13. You are now ready to register. Select register in the Action Box beside each course. Be sure to select "PART Complete only available" in the last drop down box before clicking submit.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
	Online Summer 2012	CSD-500-91 (37140) Theory/Phil of	On-Line	05/29/2012-07/24/2012	Staff	20 / 20	<input type="text" value="3.00"/>	
	Online Spring One 2011	EH-101-61 (31778) Written English I	On-Line	01/10/2011-03/04/2011	P. Case	19 / 25	<input type="text" value="3.00"/>	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available

Congratulations! You are now registered. Always check the status column to confirm your registration below. You will receive a confirmation email to your UWA email address also confirming your registration.

Registration Results ×
BACK
?

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Online Summer 2012	Registered for this section		CSD-500-91 (37140) Theory/Phil of Coll Stud Devel	On-Line	05/29/2012-07/24/2012	Staff	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Online Summer 2012		CSD-500-91 (37140) Theory/Phil of Coll Stud Devel	On-Line	05/29/2012-07/24/2012	Staff	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

OK

This completes your registration.

If you are still experiencing difficulties,
contact the Registrar's Office at
205.652.3587.

For proper assistance, please have
access to a computer when you call.