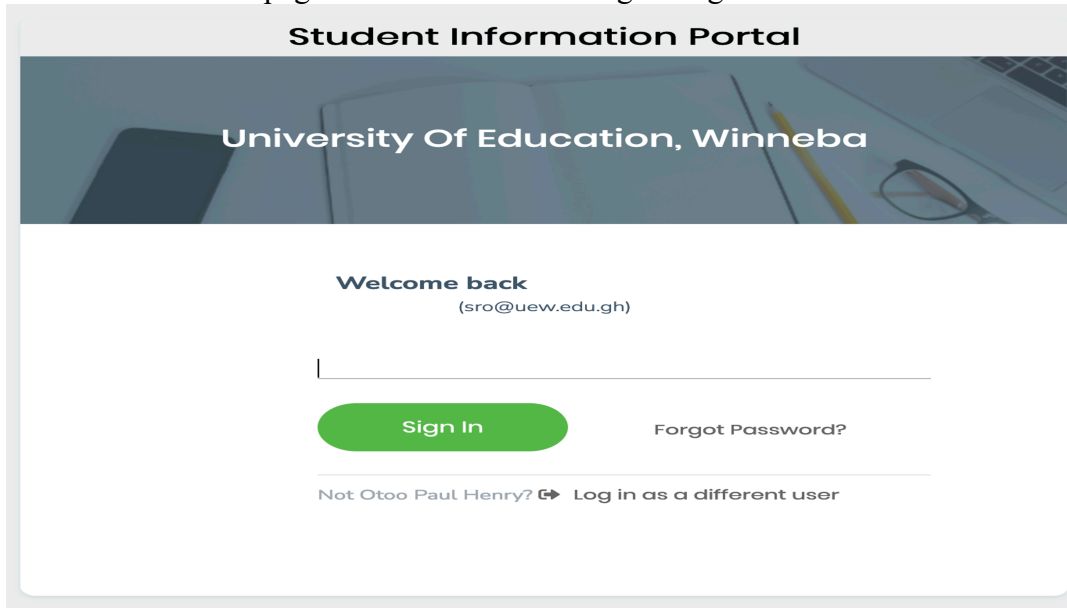


**UNIVERSITY OF EDUCATION, WINNEBA  
DIVISION OF ACADEMIC AFFAIRS  
STUDENT RECORDS OFFICE**

**OSIS COURSE REGISTRATION BROCHURE FOR THE 2022/2023 ACADEMIC  
YEAR  
FEBRUARY 2023**

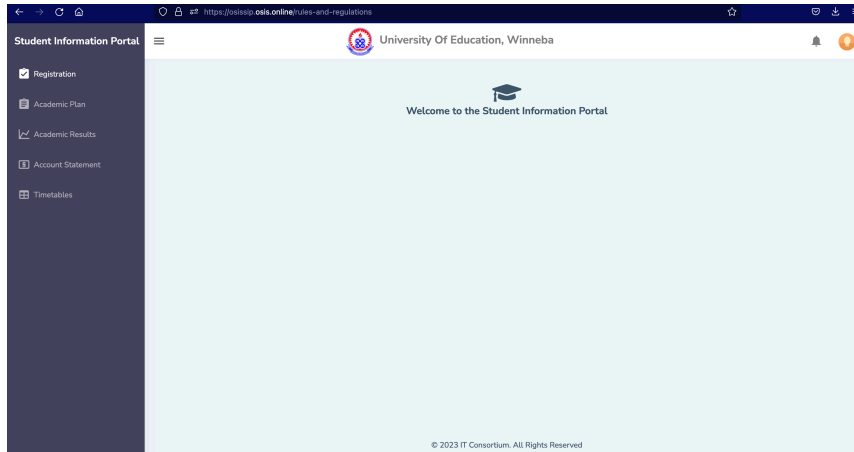
1. Go to the University of Education, Winneba homepage and locate the student portal link and click on it.
2. You should see a page that looks like the image in figure 1 below:



**Figure 1: Student portal login page**

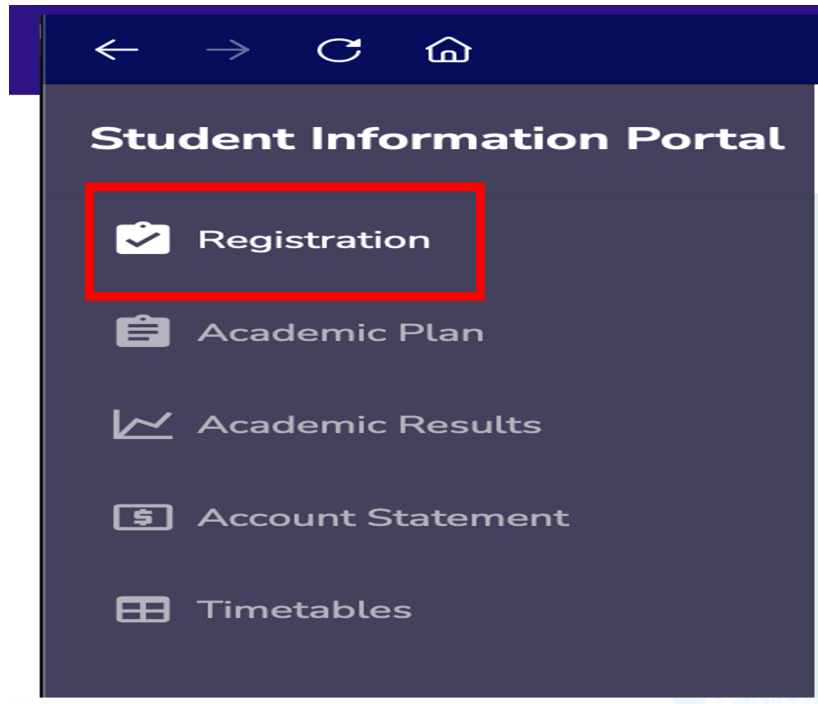
Enter your UEW student email address and your password. Note that you should have already logged into your UEW email to retrieve the link to create a new password. If you do not have a password, then click on the forgot password option and follow the prompts to help retrieve or create a new password. Note that link will be sent to your UEW student email address.

3. Upon successful login into your OSIS student portal, you should see a page that looks figure 2 below



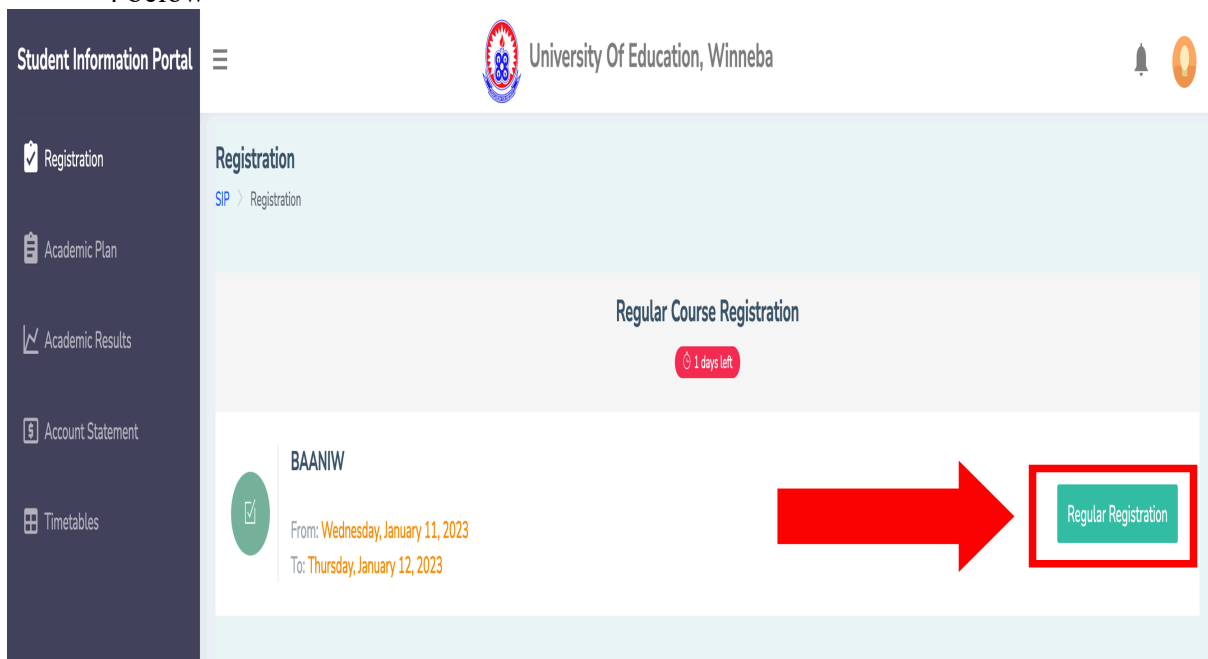
**Figure 2: OSIS Student Portal Homepage**

4. On the links section on the left-hand pane, you will see the registration link. Click on it to access the registration details for your first semester course registration as shown in figure 3 below:



**Figure 3: Navigation links**

5. You will see the course registration page that presents to you information about registration with respect to the duration and number of days left. You will be required to click on the regular registration button which is green in colour as shown in figure 4 below



**Figure 4: Registration details page**

6. You will be presented with the registration details page that shows the courses available for you to register. There are 2 panes on this page namely the unregistered courses and the registered courses pane. You are required to click on the check box in front of the course to be registered in the unregistered courses pane and this will move it to the registered courses pane.

Student Information Portal

University Of Education, Winneba

### Regular Course Registration

SIP > Registration > Regular Course Registration

BACHELOR OF ART (ANIMATION)

For required courses (black circle) Optional courses (orange circle)

Unregistered Courses		Registered Courses	
Course	Credit Hours	Course	Credit Hours
<input type="checkbox"/> ANIM115-BASIC ANIMATION PRINCIPLES	3	<input type="checkbox"/> ANIM114-INTRODUCTION TO DIGITAL TOOLS I	3
<input type="checkbox"/> ANIM231-DIGITAL METHODOLOGIES: 3D MODELING	3	<input type="checkbox"/> ANIM113-BASIC STORYBOARDING FOR ANIMATION	3
<input type="checkbox"/> ANIM232-DIGITAL METHODS: SOUND	3	<input type="checkbox"/> ANIM112-DESIGN FUNDAMENTALS	3
<input type="checkbox"/> ANIM233-ACTION ANALYSIS ? ANIMATION AND DESIGN	3	<input type="checkbox"/> ANIM111-INTRODUCTION TO LIFE DRAWING	3
<input type="checkbox"/> ANIM234-2D ANIMATION: OBJECT RIGGING	3		
<input type="checkbox"/> ANIM235-VISUAL DEVELOPMENT: LAYOUT AND PAINTING	3		
<input type="checkbox"/> ANIM236-STAGE DESIGN	3		

Figure 5: Course Selection page

7. At the bottom of the registration details page, you will see 3 buttons. You will also see the minimum, maximum credits available for registration and you will also see the total credits you have added to your current registration. You are to click on the save and continue button.

<input type="checkbox"/> ANIM351-ANIMATION: CLASSICAL AND STOP MOTION	3
<input type="checkbox"/> ANIM352-INTERMEDIATE FIGURE ANALYSIS	3
<input type="checkbox"/> ANIM353-LAYOUT AND ART DIRECTION	3
<input type="checkbox"/> ANIM354-ADVANCED STORY STRUCTURE- GROUP PROJECT	3
<input type="checkbox"/> ANIM355-STUDIO RESEARCH IN ANIMATION	3
<input type="checkbox"/> ANIM356-EXPLORING CHARACTER AND COSTUME	3
<input type="checkbox"/> ANIM471-UNDERGRADUATE ATTACHMENT	3
<input type="checkbox"/> ANIM472-SENIOR ANIMATION PROJECT/RESEARCH	3

Back Reset Save & Continue

9 Minimum Credit

24 Maximum Credit

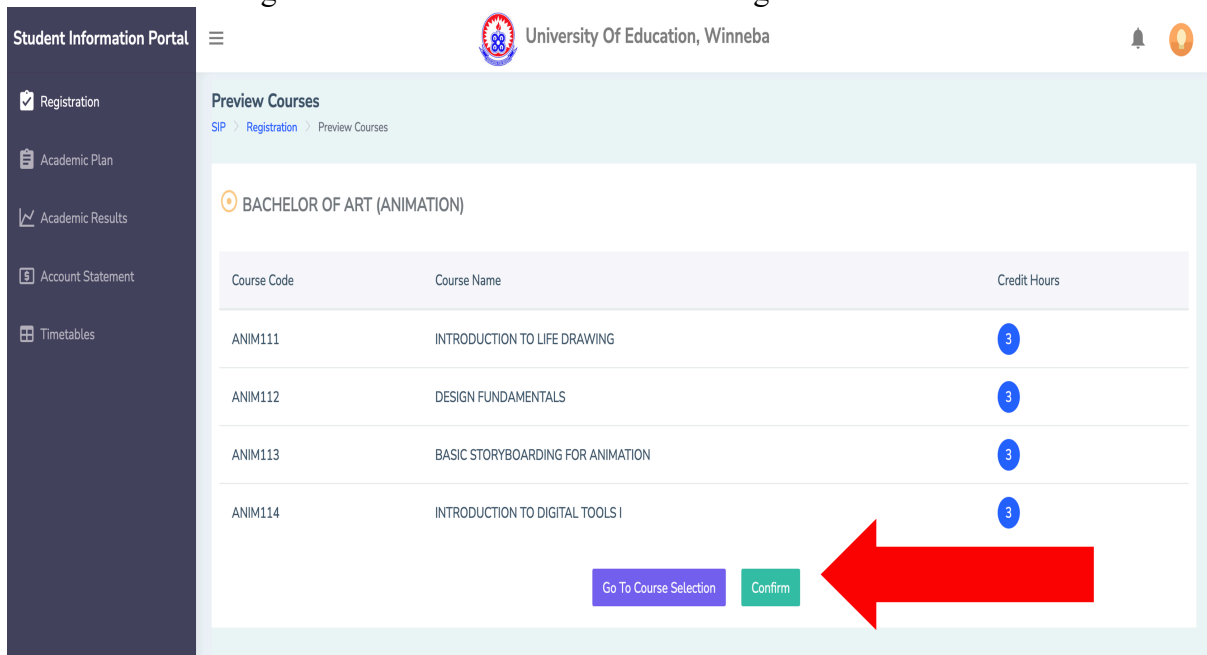
12 Total Credit Added

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- 8.

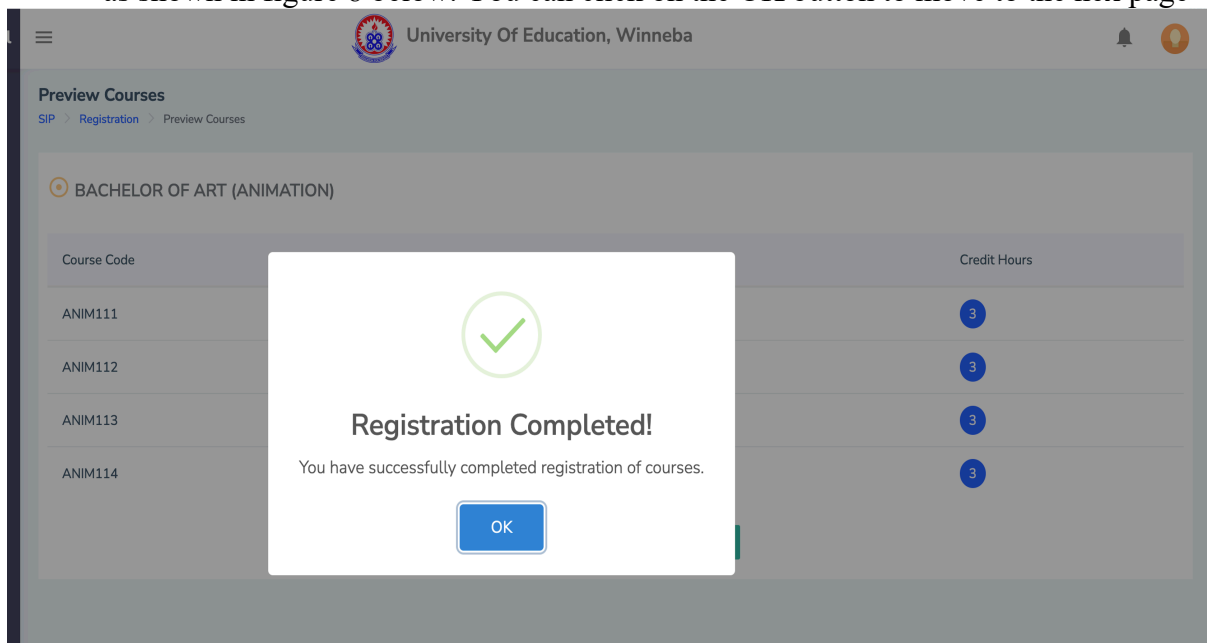
Figure 6: Course Selection page cont'd

9. You will be taken to a page where you can preview the courses selected for registration. Note that you can go back to the course selection page if you notice any discrepancies or mistakes. However, if all the courses selected are correct, you can click on the green confirm button to confirm the registration.



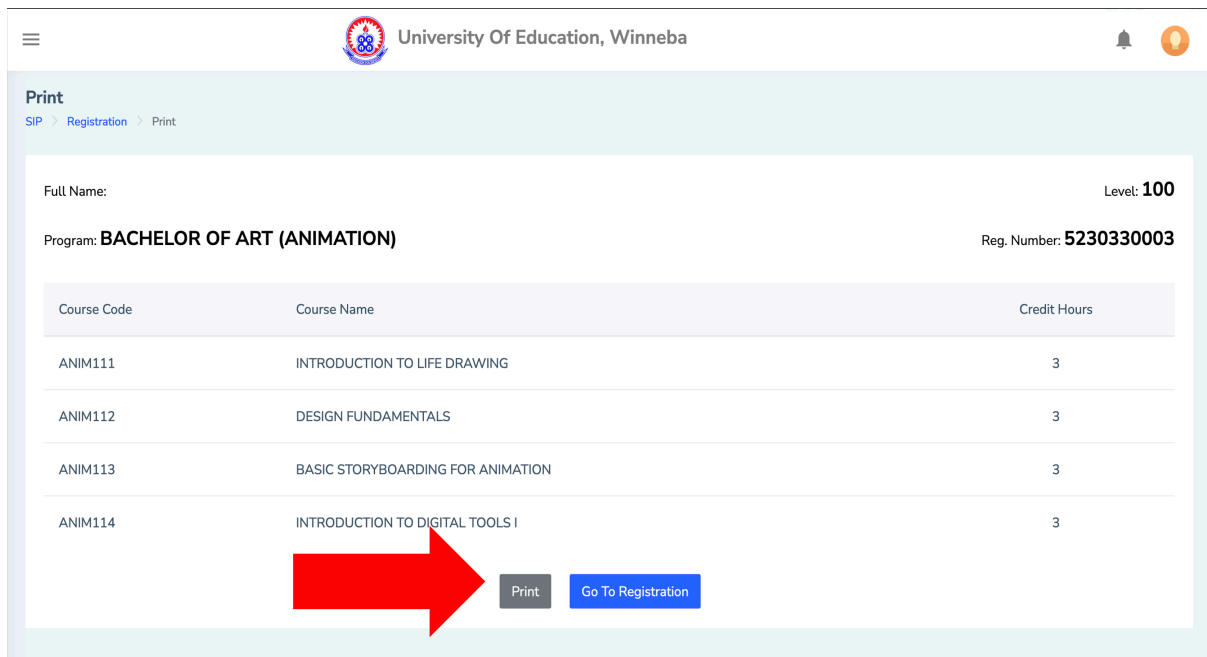
**Figure 7: Selected Courses Preview page**

10. Once courses are confirmed you will be given a notification of registration completed as shown in figure 8 below. You can click on the OK button to move to the next page



**Figure 8: Registration Completed Notification**

11. You will be taken to the registration print page where you can print out a copy of your registration slip. Note that this is a very important step, as this is documentary proof that you have registered in case of any unforeseen circumstances. To print you click on the print button.




University Of Education, Winneba

Print  
SIP > Registration > Print

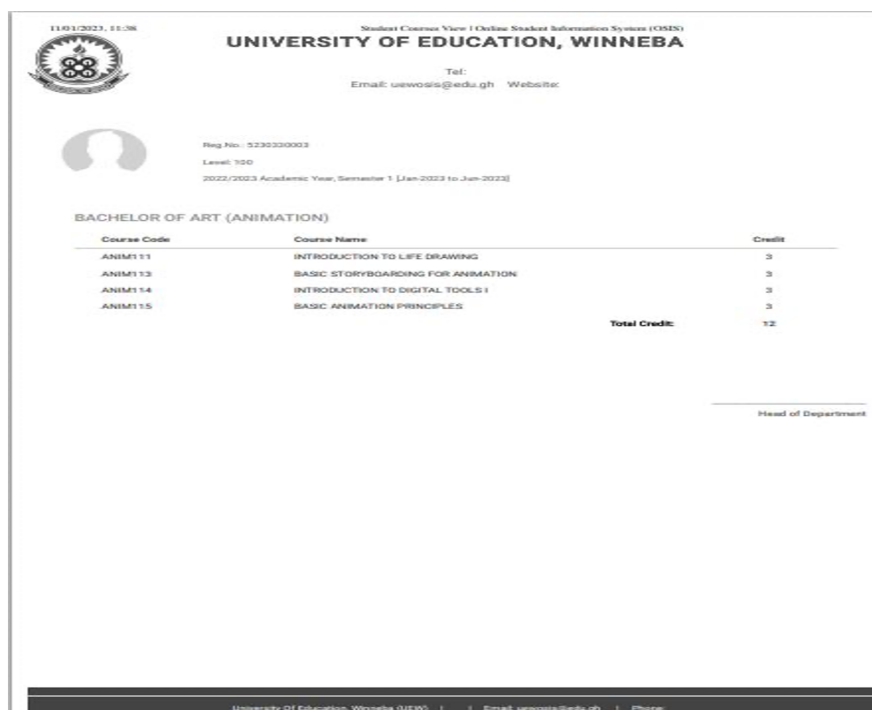
Full Name: \_\_\_\_\_ Level: **100**

Program: **BACHELOR OF ART (ANIMATION)** Reg. Number: **5230330003**

Course Code	Course Name	Credit Hours
ANIM111	INTRODUCTION TO LIFE DRAWING	3
ANIM112	DESIGN FUNDAMENTALS	3
ANIM113	BASIC STORYBOARDING FOR ANIMATION	3
ANIM114	INTRODUCTION TO DIGITAL TOOLS I	3

 [Print](#) [Go To Registration](#)

12. You will be presented with a registration print out which has your details, and courses registered and a place for your department to endorse. You are to print out 2 copies and send to your department for endorsement. You will leave one copy with the department and keep one copy for yourself.



11/01/2023, 11:06

UNIVERSITY OF EDUCATION, WINNEBA

Tel: \_\_\_\_\_  
Email: [uowosis@edu.gh](mailto:uowosis@edu.gh) Website: \_\_\_\_\_

Reg No: 5230330003  
Level: 100  
2022/2023 Academic Year, Semester 1 (Jan-2023 to Jun-2023)

**BACHELOR OF ART (ANIMATION)**

Course Code	Course Name	Credit
ANIM111	INTRODUCTION TO LIFE DRAWING	3
ANIM113	BASIC STORYBOARDING FOR ANIMATION	3
ANIM114	INTRODUCTION TO DIGITAL TOOLS I	3
ANIM115	BASIC ANIMATION PRINCIPLES	3
<b>Total Credit:</b>		<b>12</b>

\_\_\_\_\_  
Head of Department

University Of Education, Winneba (UEW) | Email: [uowosis@edu.gh](mailto:uowosis@edu.gh) | Phone: \_\_\_\_\_

**THE END**