



Clarence Fitzroy Bryant College

Division of Adult & Continuing
Education

Registration Booklet

OFFICE OF THE REGISTRAR

ACADEMIC YEAR 2026 - 2027
Semester I



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About this booklet

This booklet is a registration guide for semester I 2026-2027.

It highlights important registration dates; outlines the semester I courses by programme and advises students on how to address their registration concerns.

Students are reminded that they are required to register for all their semester courses on <http://cfbcsonis.jenzabarcloud.com> on or before the semester registration deadline.

All questions regarding registration should be directed to the Office of the Registrar, Admissions and Registration at 869-465-2856 or registration@cfbc.edu.kn.

You may also visit our office located in the Administrative Office of the Main Campus, Burdon Street, Basseterre.

Although every effort was made to ensure the accuracy of the information contained in this booklet, the Clarence Fitzroy Bryant College accepts no liability for errors or omissions.

Each student is advised to remain current with all registration notices and updates via his/her CFBC email.

Dates to Remember

Early Registration Period

August 10 -August 23, 2026

Late Registration Period

August 24- September 4, 2026

(A fee of \$50.00 EC is payable at this time)

ADD/DROP/ WITHDRAW DEADLINE

September 4, 2026

The Registration Process

1

Register for your semester courses
on CFBC Sonis at

<http://cfbcsonis.jenzabarcloud.com>

2

Pay your semester fees.
Contact the Finance Department at
accounts@cfbc.edu.kn

Payment Options

Option 1

Online via our payment portal at
<https://cfbc.edu.kn/online-payments/>

Option 2

At any branch of the St. Kitts - Nevis- Anguilla National Bank
Account No. 26186

Students who choose option 1 or 2 are required to send a
copy of their online receipt or the stamped deposit slip to
accounts@cfbc.edu.kn.

Please indicate your Name, Student ID # and
programme in your email.

Option 3

At the campus Cashier.

Semester Courses

Below is the list of Caribbean Secondary Education Certificate (CSEC) subjects that are being offering for semester I 2026-2027.

CSEC1001 Chemistry
CSEC1002 Electronic Document Preparation & Management
CSEC1003 English A
CSEC1005 Human & Social Biology
CSEC1006 Information Technology
CSEC1007 Mathematics
CSEC1008 Office Administration
CSEC1010 Principles of Accounts
CSEC1011 Principles of Business
CSEC1012 Social Studies
CSEC1013 Biology

Below is the list of Caribbean Advanced Proficiency Examination (CAPE) Modules that are being offering for semester I 2026-2027.

Accounting Unit 2

ACCT2011 Module 1: Costing Principles

Entrepreneurship Unit 1

CENT1221 Module 1: The Entrepreneurial Mindset

Communications Studies

COMM1003 Module 3: Speaking and Writing

Integrated Mathematics

CMTH1332 Module 2: Statistics

Law Unit 1

CLAW1101 Module 1: Caribbean Legal Systems

Management of Business Unit 2

MGMT2121 Module 1: Production and Operations Management

Sociology Unit 2

SOCI2151 Module 1: Population Studies

Tourism Unit 2

CTOU2401 Module 1 Product Development

If you are interested in working towards a CAPE Diploma or the CAPE Associate Degree please seek advice from your Dean.

MESSAGES/ INSTANCES YOU CAN ENCOUNTER WHILE REGISTERING

Below is a list of messages that you can encounter while registering for your courses on Sonisweb and the relevant action that you should take.

Please note that all form can be collected at the reception desk of the Administrative Office at the Main campus or online via the College's website cfbc.edu.kn.

MESSAGE: **This student has already enrolled (or enrolment is pending) in this section.**

EXPLANATION: If you encounter this message, two or more of your registered courses are clashing. You have time conflict.

ACTION TO TAKE: If you encounter this message, select a course section with a different time. If you cannot be accommodated in any course section you will have to register for the course at its next offering.

MESSAGE: **Permission needed to register a third time**

EXPLANATION: If you encounter this message you are seeking to register for a course for the third time. Please be advised that students are only permitted to register for a course three times. Failure on the third attempt may result in academic dismissal.

ACTION TO TAKE: Complete a course enrolment request form. See form for further instructions.

MESSAGE: **Exceeded Maximum Credit**

EXPLANATION: If you encounter this message, you are trying to register for more than 18 credits.

ACTION TO TAKE: Students who find it necessary to register for more than 18 credits are required to complete a credit overload form. See form for further instructions.

MESSAGE: **Course restricted to students of other levels**

EXPLANATION: If you encounter this message, you are seeking to access a course that is either above or below your year of study.

ACTION TO TAKE: Select another course section. If you cannot be accommodated in any course section, you will have to register for the course at its next offering.

MESSAGE: **Course restricted to students of other programmes**

EXPLANATION: If you encounter this message, you are seeking to access a course that is not being offered to your programme this semester.

ACTION TO TAKE: Select another course section. If you cannot be accommodated in any course section you will have to register for the course at its next offering.

- ENCOUNTER: Unable to select a course and it appearing red as seen below.
- EXPLANATION: The course has reached its seating capacity and cannot accommodate any other student.

ACTIONS TO TAKE:

1. Choose another section for the course.
2. If you are unable to register in another section or there are no other sections for the course, under the WAIT column click the number in line with the course to add yourself to the waitlist.

Your Dean will approve or deny your request to join the class.

If after taking the above actions you were unsuccessful in registering for your course(s) please contact the Office of the Registrar – Admissions & Registration at 869-465-2856 or registration@cfbc.edu.kn.

You may also visit our office during the hours of 9:00 AM - 3:00 PM, Monday - Friday.