

**THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS**

**2009/2010
UNDERGRADUATE
FINANCIAL INFORMATION
AND
REGISTRATION GUIDELINES**

The information contained in this booklet is accurate at the time of printing. The University reserves the right to make changes, without prior notice, to the information contained in this publication.

*Prepared by: The Student Records Unit, Registry
in collaboration with
the Admissions Section, Registry
& the Bursary*

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**THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS**

2009/2010 Financial Information & Registration Guidelines

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FINANCIAL INFORMATION

All students are reminded of their responsibility to honour their financial obligations to The University of the West Indies in accordance with the specified payment deadlines.

Students who do not comply with the payment deadlines will not have completed their registration and will be given Compulsory Leave of Absence for the relevant semester(s). Such students will not be able to access facilities such as the Health Centre and the Library.

FEE PAYMENT POLICY

The Finance and General Purposes Committee (F&GPC) of The University of the West Indies, Mona Campus has approved a Fee Payment Policy for students attending the institution.

Under the terms of the fee payment policy, **all tuition, miscellaneous and residence fees will be due and payable at the start of each academic year. Students may opt to pay on a Semester basis.**

PAYMENT BY SEMESTER

Semester I

All fees, (including any applicable late charges) must be paid by October 2, 2009.

Semester II

All fees, (including any applicable late charges) must be paid in full by February 6, 2010.

Only in exceptional and verifiable cases of financial difficulty will consideration be given to allow payment beyond the dates specified. Students seeking such permission must submit their request in writing to the Student Administrative Services Section (SASS) in the Annex to the Senate Building within the first two weeks of the Semester, that is, by the second Friday of the Semester.

Cases that are approved will be given extensions for payment based on a clear payment schedule, but such schedules will not be allowed to extend beyond the last working day of October in the case of Semester I, and of February in the case of Semester II.

Compulsory Leave Of Absence

Any student who fails to pay in full by the dates set for Semester I or II will be required to take Leave of Absence for the relevant semester (except for those in either Semester who have been granted official extension for that Semester, in which case all tuition fees must be paid by the deadline in the agreed payment schedule, failing which the student will be given Compulsory Leave of Absence).

All communication on the matter of tuition fees and compulsory Leave of Absence will be done via the University Campus Pipeline email address assigned to each student.

Residence Fees

Residence Fees are due and payable at the start of the academic year, but students may opt to pay by semester. However, permission may be sought from the Student Services and Development Manager to pay by the last working day of September for Semester I, and the last working day of January for Semester II, failing which the student may be required to immediately surrender the room.

In exceptional and verifiable cases of financial difficulty, the Student Services and Development Manager may consider allowing payment beyond the last working day of September for Semester I and the last working day of January for Semester II. Cases that are considered favourably will be given extension for payment based on a clear payment schedule to be approved by the Student Services and Development Manager and the Billings Section of the Bursary.

Students must submit a written request to the Student Services and Development Manager within the first two weeks of the Semester in order to be eligible to access this facility.

INFORMATION ON FEES

The financial information provided in this booklet outlines fees payable by students registering for undergraduate degree, diploma and certificate programmes at UWI, Mona.

The following student categories have been identified to facilitate fee assessment:

- i. Sponsored students from contributing countries
- ii. Non-sponsored students from contributing countries
- iii. Students from non-contributing countries
- iv. International Students

Sponsored students from contributing countries (see Table 1) will be charged a tuition fee equivalent to approximately 20% of the economic cost.

Table 1: Contributing Countries*

Campus Countries

- Barbados
- Jamaica
- Trinidad & Tobago

Non-Campus Countries

- Anguilla
- Antigua & Barbuda
- The Bahamas
- Belize
- Bermuda
- British Virgin Islands
- The Cayman Islands
- Dominica
- Grenada
- Montserrat
- St. Kitts/Nevis
- St. Lucia
- St. Vincent & the Grenadines

* Contributing Countries are those Caribbean Countries, which contribute to the budget of The University of the West Indies.

Non-sponsored students from contributing countries (non-campus countries only) will be charged tuition fees equivalent to approximately 33.33% of the economic cost, except for students pursuing the Bachelor of Medical Sciences/MBBS, Bachelor of Basic Medical Sciences who will be charged tuition fees equivalent to 100% of economic cost.

Students from non-contributing countries will be charged tuition fees equivalent to 100% of the economic cost.

International students will be charged tuition fees as stipulated in the relevant schedules.

For the 2009/2010 academic year fees will be charged on a semester basis. Undergraduate on-campus students (both Mona and Western Jamaica) will be charged consistent with the following:

- Students in the Faculties of Humanities and Education, Social Sciences and those in the BSc. Nursing (Post RN) and BSc. Physical Therapy programmes who are registered for 12 or more credits in a semester will be charged a flat fee;
- Students in the Faculty of Pure Applied Sciences who are registered for 14 or more credits in a semester will be charged a flat fee;
- Students in the Faculties of Humanities and Education, Social Sciences and those in the BSc. Nursing (Post RN) and BSc. Physical Therapy programmes who are registered for less than 12 credits in a semester will be charged a per credit fee;
- Students in the Faculty of Pure Applied Sciences who are registered for less than 14 credits in a semester will be charged a per credit fee;
- Students in the non-merged faculties and programmes (indicated below) will be charged a full-time or part-time flat fee based on their enrolment status.

Table 2: Merged & Non-Merged Faculties at the Mona Campus

| Merged Faculties | Non-Merged Faculties |
|---|--|
| <ul style="list-style-type: none"> • Humanities & Education • Medical Sciences <ul style="list-style-type: none"> - Nursing - Physical Therapy • Pure & Applied Sciences • Social Sciences | <ul style="list-style-type: none"> • Law • Medical Sciences <ul style="list-style-type: none"> - Bachelor of Medical Sciences/MBBS Programme - Bachelor of Basic Medical Sciences |

Tuition Fees

The tuition fees payable (inclusive of examination fees) will vary based on the following parameters:

- Student's country of origin
- Faculty
- Programme
- Number of credits
- Status (full-time or part-time) for non-merged faculties
- Level of sponsorship provided by the student's government.

Outstanding balances, in addition to current charges based on a student's Faculty, programme and enrolment status can be viewed online.

Miscellaneous Fees

These fees which are payable by students with a *full-time, part-time* or *specialty admitted* enrolment status. It allows students to access a wide range of services inclusive of Health & Dental Care, membership in the Guild of Students, participation in the various activities and access to the facilities offered by the Halls of Residence to which they are assigned.

Identification Card Fee

An Identification Card (ID) is issued to all new students on the completion of their registration. The number on the ID Card will be the same as the student registration number. Page 32 of this booklet provides information on how an ID card can be obtained.

Residence Fees

Payment for accommodation must NOT be made until the student has been offered a room in one of the Halls of Residence. Payment for accommodation is not a requirement for registration; however, students must show proof that residence fees, for at least one semester, has been paid before they are permitted to take up residence.

REMINDER

A student who is in good financial standing is one who has paid all fees and fines that are due.

REGISTRATION POLICY & PAYMENT OF FEES

Payment of Fees

All tuition, miscellaneous and residence fees will be due and payable at the start of each academic year.

Students will be required to select courses for both semesters and the Summer Session (where applicable) at the start of the academic year. They will be charged for the full academic year or the expected period of registration but **may opt to pay on a Semester basis. Students paying fees by Semester must pay:**

- i. Semester I Tuition, Miscellaneous and Residence fees by August 30, 2009
- ii. Semester II Tuition, Miscellaneous and Residence fees by January 24, 2010

Outstanding balances and charges based on a student's 2009/10 registration can be viewed online

Financial Penalties

Failure to meet the payment deadlines will result in financial penalties as indicated below.

A late registration fine of J\$1000 (Registry \$500 and Bursary \$500) will be charged from September 7, 2009 to students who fail to complete the registration process (which includes payment of fees) prior to this date. Late registration will be permitted up to the end of the second week of Semester I, i.e. Friday September 11, 2009. In addition a one per cent (1%) fine on balances due to the University will also be charged from September 14, 2009.

Additional fines will also be imposed by Academic Board from September 14, 2009 in Semester I and February 6, 2010 in Semester II (see Appendix II). Registration and adjustments to registration (add/drop) after these dates will only be allowed in exceptional circumstances.

Allocation of Funds Paid to the University

The Campus will allocate payments to students' accounts, based on the hierarchy indicated below:

1. Outstanding balance brought forward from the 2008/09 academic year
2. Miscellaneous Fees
3. Semester I Tuition
4. Semester I Residence Fees
5. Semester II Miscellaneous Fees
6. Semester II Tuition
7. Semester II Residence Fees

Statements of Account

Statements of Account can be viewed online at the SAS Web Site.

Current Charges - [Registration Fee Assessment](#) link in the SAS Registration Menu

Previous Balances - [Account Summary by Term](#) link in the SAS Student Records Menu

Charges appearing online will be based on a student's current profile. Any change in the profile, e.g. change of status, additional courses, etc., will result in an adjustment to fees charged.

Note: All charges appearing online are subject to change.

Tuition Fee Letters

Tuition Fee Letters will be issued on request to students who wish to submit information to donors/sponsors. Students will be required to follow the procedure indicated below.

- Pay J\$100 at the Cashier for a letter request.
- Submit the receipt to the Student Administrative Services Section (SASS) in the Annex to the Senate Building and request a letter with estimated fees for the 2009/2010 academic year.

Students will be informed by Student Administrative Services Section (SASS) when the letter can be collected.

PAYMENT GUIDELINES

It is a good idea to make your payment a few days before the registration period to avoid the congestion and consequent delays at the bank and other payment locations. Payment of fees for the 2009/2010 academic year may be made at the locations indicated below.

Payment Locations

Payments can be made online using the UWI **Mona E Commerce** facility at <http://www.mona.uwi.edu/studinfo/fees>

Fees can also be paid at the following locations without a UWI generated payment voucher.

- Paymaster
- Bill Express
- UWI Bursary Cashier
- UWI (Mona) & Community Co-op. Credit Union Ltd
- National Commercial Bank (NCB) island-wide

You will be required to provide your student ID number and the amount you wish to pay to the cashier/teller. In addition, you may be required to complete a deposit slip at some locations.

Payments at the Bursary Cashier

The normal opening hours for the Bursary cashier are Monday to Friday, 9:00am to 3:00pm.

During the registration period the cashier will be opened as follows:

| | |
|-----------------------|------------------|
| Aug 31 to Sep 4, 2009 | 9:00am to 5:00pm |
| Sept 7 to 11, 2009 | 9:00am to 5:00pm |

Payments can be made using:

- Cash
- Debit Cards
- Keycard Cash Card
- Credit Cards - UWI accepts all major credit cards.
- Cheques –Manager’s Cheques and Certified Cheques are accepted.

Personal cheques are NOT accepted by the University.

Payments made at the Bursary cashier in excess of J\$20,000 (or foreign currency equivalent) must be done by a Manager’s cheque, or an approved local debit/credit card.

Students are reminded that it is their responsibility to ensure that their tuition fees are paid over to the University.

STUDENT LOAN SCHEMES

Students using an approved student loan scheme for the payment of tuition fees must:

- Pay all Miscellaneous Fees.
- For non-Jamaican student loan schemes - present written information from the lending agency as proof that the loan was approved.
- Ensure that their tuition fees are paid to the University.

Student Loan Bureau (SLB) Scheme

Students using the SLB scheme will be given Financial Clearance and Registrar's Approval for one semester once the loan has been approved and the approval communicated to the University by the Student Loan Bureau.

Students whose loan applications are pending, still being processed or awaiting the results of an appeal, will not be able to complete their registration. However, such students will be permitted to complete the academic process, i.e. select courses.

Other Loan Schemes

Students using other approved non-Jamaican loan schemes will be given financial clearance for Semester I only, on the presentation of evidence of loan approval, with the understanding that the proceeds of their loans must be paid to the University by **November 1, 2009**.

Failure to comply with this payment deadline may result in the student not being permitted to write Semester I examinations. These students will be required to sign an agreement to this effect.

POLICY ON REFUND OF TUITION, MISCELLANEOUS AND RESIDENCE FEES

Refunds To Students

Refunds to students of tuition fees will be processed in the following cases:

- Overpayment of fees
- Where requests for the following have been approved:
 - Leave of Absence (LOA)
 - Withdrawal
 - Deferral of Entry
 - Change of academic/registration status (Full-Time to Part-Time)
 - Reduction in course load (applicable to Part-Time undergraduate students)
- Where a donor has paid monies to UWI and authorized a refund to a student.

A student is not deemed to have been granted Deferral of Entry or Leave of Absence until written approval is given by Academic Board or the Campus Committee for Graduate Studies and Research. However, for the purpose of refunds, the amount/percentage will be dependent on the date of application or receipt of letter indicating withdrawal. Students are advised to apply as early as possible for Deferral of Entry and Leave of Absence.

Refund of **miscellaneous fees** will be made only if the student has been granted Deferral of Entry or Leave of Absence by Academic Board or the Campus Committee for Graduate Studies and Research.

Students who pay **residence fees** but do not take up residence will receive 100% refund. Students will not be refunded if they discontinue residence before the Semester ends unless another occupant is found. Refunds of residence fees will not be granted for the last three weeks of the semester.

Refunds to students who have received scholarships, grants or any other financial assistance will not be processed until the funds have been received by the University.

Refunds To Donors Of Scholarships/Bursaries

Excess funds remitted to the University will be refunded to donors in accordance with the terms and conditions of the relevant scholarship/grant.

Refund Of Tuition Fees To The Students’ Loan Bureau And Other Lending Agencies

The amount of tuition fees refundable to the Students’ Loan Bureau and other lending agencies will be based on the refund schedule below unless otherwise agreed with the Bureau or other lending agency.

Refund Schedule

Students will be granted a refund of **tuition** fees for the relevant semester based on the time frame in which applications for Leave of Absence or Withdrawal are made **in writing** to the Faculty.

| <u>Time Period</u> | <u>Refund of Semester Fees</u> |
|--|--------------------------------|
| Within the first four weeks of the start of the semester | 100% |
| After Week 4 | 65% |
| After Week 5 | 50% |
| After Week 6 | 40% |
| After Week 7 | 25% |
| After Week 8 | 0% |

Note: Students who have not paid fees and have applied for LOA or Withdrawal will be required to pay the fees due before they resume their programme of study, based on the schedule above.

Administrative Charge

There is an administrative charge of \$2,000 for refunds based on LOA and Withdrawal. Students who request LOA and Withdrawal on medical grounds may be given special consideration based on documentation provided to Academic Board or the Campus Committee for Graduate Studies and Research.

Refund Process

Students are required to complete the **Refund/Payment Request Form**, which is available at the Student Administrative Services Section (SASS) in the Annex to the Senate Building to initiate the process. Cheques will normally be available within six (6) working days from the date of receipt of a completed **Refund/Payment Request Form** by the Student Administrative Services Section (SASS).

Refunds to students who have received scholarships, grants or any other financial assistance will not be processed until the funds have been received by the University.

OTHER IMPORTANT INFORMATION

Settling-In Allowance

Students from outside Jamaica, particularly those who are holders of scholarships or other awards, are advised to travel with enough funds to cover settling-in costs and at least one month's expenses pending receipt of the scholarship disbursements.

Maintenance Costs

Residence costs are based on charges in Halls of Residence. Rental for off-campus accommodation varies from J\$15,000 - J\$30,000 monthly. Meals are not provided by the University, but can be purchased in cafeterias on the campus or prepared at the facilities provided in the Halls of Residence. Students will need an average of J\$800 per day for meals.

Additional Cost for Project/Field Trips, Theses etc.

B.Ed. Students will need at least J\$20,000 in the Second Year towards preparation of their theses. Other students may also require approximately J\$20,000 for actual expenses in relation to projects.

B.A. Library Studies Students

These students will need additional funds to cover expenses for six weeks of field work during the summer vacation.

Degree Nursing Students

This programme includes a six-week Practicum to be completed during the summer vacation. Funds will be required to cover expenses during this period.

M.B.B.S. Clinical Students

These students continue their training in the summer period. They will therefore need funds to cover expenses for an additional 12 weeks.

MAINTENANCE COSTS

Costs for Books & Incidentals and Meals are not to be paid with tuition fees. This information is simply provided as a guide to students.

| | | |
|--|------------------|----------------------|
| Books and Incidentals | FULL-TIME | PART-TIME |
| Estimate for all Faculties | J\$25,000 | J\$15,000 |
| Meals | | Approx. Cost per day |
| Estimate for the purchase of three meals daily | | J\$800 |

RESIDENCE CHARGES

Costs stated for Residence in Hall are for approximately 37 weeks of the academic year. Students must pay residence fees for Semester I or for the academic year to be given clearance to live in a hall of residence.

2009/10 RESIDENCE FEES

| Residence in Hall (full-time students only) | | | |
|--|------------------------------------|----------------------------------|----------------------------------|
| HALL & ROOM TYPE | Academic Year <i>[256 days]</i> | Semester I* <i>[147 days]</i> | Semester II <i>[109 days]</i> |
| Rex Nettleford Hall | \$141,510 | \$81,258 | \$60,252 |
| A.Z. Preston Hall – Single Rooms | \$130,115 | \$74,714 | \$55,401 |
| A.Z. Preston Hall –Double Rooms | \$109,975 | \$63,150 | \$46,825 |
| Traditional Halls - Single Rooms | \$119,515 | \$68,628 | \$50,887 |
| Traditional Halls –Double Rooms | \$101,230 | \$58,128 | \$43,102 |
| Chancellor Hall (Block X) | \$159,000 | \$91,300 | \$67,700 |
| Western Jamaica Campus Hall | \$171,720 | \$98,605 | \$73,115 |

* Semester I includes the Christmas Break (32 days)

Please note that all figures in this table were rounded to the nearest dollar.

2009/10 MISCELLANEOUS FEES

| | |
|---|------------|
| Full-Time Students Residing On Hall * | J\$ 13,720 |
| Full-Time Students Not Residing On Hall * | J\$ 10,420 |
| Part-Time and Specially Admitted Students * | J\$ 9,420 |
| ID Card First Issue/Renewal † | J\$ 250 |
| ID Card Replacement | J\$ 500 |

* Does not include ID Card fee

† Applicable to all new students, transfer students and students that change their enrolment status.

SCHEDULE 1

TUITION - Full-Time & Part-Time Students (Merged Faculties)

Tuition For Undergraduate Degree & Diploma Programmes

1a) Merged Faculties

Faculty of Humanities & Education

Faculty of Medical Sciences

- BSc. Nursing (Post RN)

- BSc. Physical Therapy

Faculty of Social Sciences

Semester Tuition

Tuition fees are charged on a semester basis as follows:

| No of credits per Semester | Billing Rule | Sponsored Students From Contributing Countries | Non-Sponsored Students From Contributing Countries | Students From Non-Contributing Countries |
|-----------------------------------|---------------------|---|---|---|
| 1 to 11 | Per credit Fee | J\$ 6,841 | J\$ 11,860 | J\$ 35,585 US\$400 |
| 12 or more | Flat Fee | J\$ 92,358.50 | J\$ 160,115 | J\$ 480,392.50 |

Annual Tuition Flat Fee

Students registered for 12 or more credits in each semester

| Sponsored Students From Contributing Countries | Non-Sponsored Students From Contributing Countries | Students From Non-Contributing Countries | |
|---|---|---|-------------|
| J\$ | J\$ | J\$ | US\$ |
| 184,717 | 320,230 | 960,785 | 10,799 |

1b) Merged Faculties

Faculty of Pure & Applied Sciences

Semester Tuition

Tuition fees are charged on a semester basis as follows:

| No of credits per Semester | Billing Rule | Sponsored Students From Contributing Countries | Non-Sponsored Students From Contributing Countries | Students From Non-Contributing Countries |
|-----------------------------------|---------------------|---|---|---|
| 1 to 13 | Per credit Fee | J\$ 6,841 | J\$ 11,860 | J\$ 35,585 US\$400 |
| 14 or more | Flat Fee | J\$ 92,358.50 | J\$ 160,115 | J\$ 480,392.50 |

Annual Tuition Flat Fee

Students registered for 14 or more credits in each semester

| Sponsored Students From Contributing Countries | Non-Sponsored Students From Contributing Countries | Students From Non-Contributing Countries | |
|---|---|---|-------------|
| J\$ | J\$ | J\$ | US\$ |
| 184,717 | 320,230 | 960,785 | 10,799 |

1c) International Students

Semester Tuition

Tuition fees are charged on a semester basis as follows:

| Faculty | No of credits per Semester | Billing Rule | Semester Tuition |
|--|-----------------------------------|---------------------|---------------------------|
| Humanities & Education Medical Sciences - Nursing - Physical Therapy Social Sciences | 1 to 15 | Per credit Fee | J\$ 49,378 US\$ 555 |
| | 16 or more | Flat Fee | J\$ 667,273 US\$ 7,500 |
| Pure & Applied Sciences | 1 to 16 | Per credit Fee | J\$ 49,378 US\$ 555 |
| | 17 or more | Flat Fee | J\$ 667,273 US\$ 7,500 |

Annual Tuition Flat Fee

| Faculty | No of credits per Semester | Annual Tuition | |
|--|-----------------------------------|-----------------------|-------------|
| Humanities & Education Medical Sciences - Nursing - Physical Therapy Social Sciences | 16 or more | J\$ 1,334,546 | US\$ 15,000 |
| Pure & Applied Sciences | 17 or more | | |

Per Credit Schedule for 1a, 1b & 1c

| Total Credits | Tuition Fee For: | | | | | |
|---------------|--|--|--|-------|------------------------|-------|
| | Sponsored Students From Contributing Countries | Non-Sponsored Students From Contributing Countries | Students From Non-Contributing Countries | | International Students | |
| | J\$ | J\$ | J\$ | US\$ | J\$ | US\$ |
| 1 | 6,841 | 11,860 | 35,585 | 400 | 49,378 | 555 |
| 2 | 13,682 | 23,720 | 71,170 | 800 | 98,756 | 1,110 |
| 3 | 20,523 | 35,580 | 106,755 | 1,200 | 148,134 | 1,665 |
| 4 | 27,364 | 47,440 | 142,340 | 1,600 | 197,512 | 2,220 |
| 5 | 34,205 | 59,300 | 177,925 | 2,000 | 246,890 | 2,775 |
| 6 | 41,046 | 71,160 | 213,510 | 2,400 | 296,268 | 3,330 |
| 7 | 47,887 | 83,020 | 249,095 | 2,800 | 345,646 | 3,885 |
| 8 | 54,728 | 94,880 | 284,680 | 3,200 | 395,024 | 4,440 |
| 9 | 61,569 | 106,740 | 320,265 | 3,600 | 444,402 | 4,995 |
| 10 | 68,410 | 118,600 | 355,850 | 4,000 | 493,780 | 5,550 |
| 11 | 75,251 | 130,460 | 391,435 | 4,400 | 543,158 | 6,105 |
| 12 | 82,092 | 142,320 | 427,020 | 4,800 | 592,536 | 6,660 |
| 13 | 88,933 | 154,180 | 462,605 | 5,200 | 641,914 | 7,215 |
| 14 | - | - | - | - | 691,292 | 7,770 |
| 15 | - | - | - | - | 740,670 | 8,325 |

Students are reminded that it is their responsibility to ensure that their tuition fees are paid over to the University.

SCHEDULE 2

TUITION - Full-Time & Part-Time Students (Non-Merged Faculties)

Annual Tuition For Undergraduate Degree & Diploma Programmes

| 2a) Sponsored Students From Contributing Countries | Enrolment Status | Per Semester Tuition | Annual Tuition |
|---|------------------|----------------------|----------------|
| | | J\$ | J\$ |
| FACULTY OF LAW (UGC Programme) | Full-Time | 100,505.50 | 201,011 |
| | <i>Part-Time</i> | <i>50,253.00</i> | <i>100,506</i> |
| FACULTY OF MEDICAL SCIENCES [Admitted to the programme prior to 2006/07] - MBBS Pre-Clinical - Bachelor of Medical Sciences (BMed Sci) | Full-Time | 154,607.00 | 309,214 |
| | <i>Part-Time</i> | <i>77,303.50</i> | <i>154,607</i> |
| FACULTY OF MEDICAL SCIENCES [Admitted to the programme prior to 2006/07] - MBBS Clinical | Full-Time | 294,554.50 | 589,109 |
| | <i>Part-Time</i> | <i>147,277.50</i> | <i>294,555</i> |
| FACULTY OF MEDICAL SCIENCES [Admitted to the programme in or after 2006/07] - MBBS Pre-Clinical & Clinical | Full-Time | 222,287.00 | 444,574 |
| | <i>Part-Time</i> | <i>111,143.50</i> | <i>222,287</i> |

| 2b) Non-Sponsored Students From Contributing Countries | Enrolment Status | Per Semester Tuition | Annual Tuition |
|---|------------------|----------------------|------------------|
| | | J\$ | J\$ |
| FACULTY OF LAW (UGC Programme) | Full-Time | 142,673.50 | 285,347 |
| | <i>Part-Time</i> | <i>71,337.00</i> | <i>142,674</i> |
| FACULTY OF MEDICAL SCIENCES [Admitted to the programme prior to 2006/07] - MBBS Pre-Clinical - Bachelor of Medical Sciences (BMed Sci) | Full-Time | 712,598.00 | 1,425,196 |
| | <i>Part-Time</i> | <i>356,299.00</i> | <i>712,598</i> |
| FACULTY OF MEDICAL SCIENCES [Admitted to the programme prior to 2006/07] - MBBS Clinical | Full-Time | 1,502,269.50 | 3,004,539 |
| | <i>Part-Time</i> | <i>751,135.00</i> | <i>1,502,270</i> |
| FACULTY OF MEDICAL SCIENCES [Admitted to the programme in or after 2006/07] - MBBS Pre-Clinical & Clinical | Full-Time | 1,112,121.50 | 2,224,243 |
| | <i>Part-Time</i> | <i>556,061.00</i> | <i>1,112,122</i> |

| 2c) Students From Non-Contributing Countries | Enrolment Status | Per Semester Tuition | | Annual Tuition | |
|---|------------------|----------------------|------------------|------------------|---------------|
| | | J\$ | US\$ | J\$ | US\$ |
| FACULTY OF LAW (UGC Programme) | Full-Time | 428,064.00 | 4,811.50 | 856,128 | 9,623 |
| | <i>Part-Time</i> | <i>214,032.00</i> | <i>2,405.50</i> | <i>428,064</i> | <i>4,811</i> |
| FACULTY OF MEDICAL SCIENCES [Admitted to the programme prior to 2006/07] - MBBS Pre-Clinical - Bachelor of Medical Sciences (BMed Sci) | Full-Time | 712,598.00 | 8,009.50 | 1,425,196 | 16,019 |
| | <i>Part-Time</i> | <i>356,299.00</i> | <i>4,004.50</i> | <i>712,598</i> | <i>8,009</i> |
| FACULTY OF MEDICAL SCIENCES [Admitted to the programme prior to 2006/07] - MBBS Clinical | Full-Time | 1,502,269.50 | 16,885.00 | 3,004,539 | 33,770 |
| | <i>Part-Time</i> | <i>751,135.00</i> | <i>8,442.50</i> | <i>1,502,270</i> | <i>16,885</i> |
| FACULTY OF MEDICAL SCIENCES [Admitted to the programme in or after 2006/07] - MBBS Pre-Clinical & Clinical | Full-Time | 1,112,121.50 | 12,500.00 | 2,224,243 | 25,000 |
| | <i>Part-Time</i> | <i>556,061.00</i> | <i>6,250.00</i> | <i>1,112,122</i> | <i>12,500</i> |

| 2d) International Students | Enrolment Status | Per Semester Tuition | | Annual Tuition | |
|---|------------------|----------------------|--------------|------------------|---------------|
| | | J\$ | US\$ | J\$ | US\$ |
| FACULTY OF LAW (UGC Programme) [First year at Mona and years 2 & 3 at Cave Hill] | Full-Time | 667,273 | 7,500 | 1,334,546 | 15,000 |
| | <i>Part-Time</i> | 333,636.50 | 3,750.00 | 667,273.00 | 7,500.00 |

NOTE

Outstanding balances, in addition to current charges can be viewed online from August 31, 2009.

Current Charges* - [Registration Fee Assessment](#) link in the SAS Registration Menu

Previous Balances - [Account Summary by Term](#) link in the SAS Student Records Menu

Charges appearing online will be based on a student's current profile. Any change in the profile, e.g. change of status, additional courses, etc., will result in an adjustment to fees charged.

***Please note that all charges appearing online are subject to change.**

SCHEDULE 3

EXAMS ONLY & OCCASIONAL STUDENTS

UNDERGRADUATE PROGRAMMES (Degree, Certificate & Diploma)

| MERGED FACULTIES | Per Credit Tuition Fee J\$ |
|--|---|
| HUMANITIES & EDUCATION | 3,421 |
| MEDICAL SCIENCES - Nursing | |
| PURE & APPLIED SCIENCES | |
| SOCIAL SCIENCES | |
| NON – MERGED FACULTIES | Tuition Per Semester Length Course |
| LAW | 20,101 |
| MEDICAL SCIENCES – Pre-Clinical | 30,921 |
| MEDICAL SCIENCES – Clinical | 58,911 |
| MEDICAL SCIENCES – Merged Pre-Clinical & Clinical | 44,457 |

SCHEDULE 4

SPECIALLY ADMITTED STUDENTS

UNDERGRADUATE PROGRAMMES (Degree, Certificate & Diploma)

| MERGED FACULTIES | Per Credit Tuition Fee | | |
|--------------------------------|---|--|-------|
| | Contributing Countries J\$ | Non-Contributing Countries J\$ US\$ | |
| HUMANITIES & EDUCATION | 11,860 | 35,585 | 400 |
| MEDICAL SCIENCES Nursing | | | |
| PURE & APPLIED SCIENCES | | | |
| SOCIAL SCIENCES | | | |
| NON-MERGED FACULTIES | Tuition Per Semester Length Course | | |
| | Contributing Countries J\$ | Non-Contributing Countries J\$ US\$ | |
| LAW | 28,535 | 85,613 | 962 |
| MEDICAL SCIENCES | | | |
| Pre-Clinical | 47,502 | 142,520 | 1,602 |
| Clinical | 100,141 | 300,454 | 3,377 |
| Merged Pre-Clinical & Clinical | 75,130 | 225,414 | 2,534 |

SCHEDULE 5SPECIAL ARRANGEMENTS BETWEEN UWI, MONA, AND OTHER
INSTITUTIONS/CENTRES
ANNUAL TUITION FEES

| | Students From Contributing Countries | | Students From Non-Contributing Countries | |
|---|--|-------------------|--|-------------------|
| | Per Semester Tuition | Annual Tuition | Per Semester Tuition | Annual Tuition |
| <u>FACULTY OF HUMANITIES & EDUCATION</u> | | | | |
| United Theological College B.A. Theology & Licentiate in Theology | J\$ 18,471.50 | J\$ 36,943 | J\$ 18,471.50 | J\$ 36,943 |
| St. Michael's Theological Centre B.A. Philosophy with Minor in Theology | J\$ 18,471.50 | J\$ 36,943 | J\$ 18,471.50 | J\$ 36,943 |
| Edna Manley School for the Visual & Performing Arts B.A. Visual Arts, Drama, Dance & Music | J\$ 46,179.50 | J\$ 92,359 | J\$ 240,196.50 | J\$ 480,393 |
| UWI/MICO B.Ed. Special Education | J\$ 46,179.50 | J\$ 92,359 | J\$ 240,196.50 | J\$ 480,393 |
| Shortwood Teachers' College B.Ed. Early Childhood Education | J\$ 46,179.50 | J\$ 92,359 | J\$ 240,196.50 | J\$ 480,393 |
| <u>FACULTY OF SOCIAL SCIENCES</u> | | | | |
| Centre for Hotel & Tourism Management Level II BSc. Hospitality & Tourism Management | US\$ 1,038.00 | US\$ 2,076 | US\$ 5,399.50 | US\$ 10,799 |

SCHEDULE 6

Undergraduate Self-Financing Programmes

| Faculty/Programme | Tuition per Annum |
|--|--------------------------|
| B. Ed Literacy Studies – UWI/Moneague/Bethlehem Movarian College | J\$ 7,250.00 per credit |
| B. Ed Primary Education UWI/Mico | J\$ 6,841 per credit |
| B. Ed Early Childhood Education (Full-Time) | J\$ 184,717 |
| UWI/Shortwood Teachers College (Part-Time) | J\$ 7,250.00 per credit |
| B.Sc. Nursing (Generic) UWI/UHWI | US\$ 5,000.00 |
| Law (LLB) three years at Mona Campus | US\$ 10,000.00 |

SCHEDULE 7

Government of Jamaica & Other Funded Programmes

BSc. Diagnostic Imaging (Radiography)

Year 1 J\$ 325,000

Year 2 J\$340,000

Year 3 J\$350,000

In addition to tuition fees and Mona campus miscellaneous fees, students will be required to pay SMRT miscellaneous fees which are available from the School of Medical Radiation Technology.

SCHEDULE 8

TERTIARY LEVEL INSTITUTIONS/CENTRES & CHALLENGE

| | |
|---------------------------|------------|
| <i>ANNUAL TUITION FEE</i> | J\$ 14,582 |
|---------------------------|------------|

REMEMBER

**DURING THE REGISTRATION PERIOD THE
CASHIER WILL BE OPENED AS FOLLOWS:**

Aug 31 to Sept 4, 2009 - 9:00am to 5:00pm

Sept 7 to 11, 2009 - 9:00am to 5:00pm

CURRENCY AND CASH GUIDELINES FOR OVERSEAS STUDENTS

There is a 30 day holding period for cheques/drafts drawn on non-Jamaican banks. Overseas students are advised to travel with money to cover at least one month's expenses in the form of traveller's cheques (in the student's name) which would ensure immediate access to funds.

PERSONS PAYING FEES BY OVERSEAS TRANSFER OF FUNDS

- Use of Correspondent Banks listed below for completion of overseas transactions will result in a shorter turn around time.

| <u>COUNTRY</u> | <u>BANK</u> |
|----------------|---|
| USA | |
| New York | - Barclays, Chemical Bank, Chase Manhattan Bank, Citibank, Bank of New York |
| Miami | - Barclays |
| USA Wide | - Bank of America, Nations Bank, First Union National |
| UK | - Barclays Bank, National Bank, First Union National |
| CANADA | - Toronto Dominion |
| GUYANA | - Guyana Bank of Trade |
| CAYMAN | - National Commercial Bank |

- BARCLAYS BANK is the correspondent Bank in the following countries:
Antigua, Barbados, Belize, Cayman, Dominica, Grenada, St.Kitts/Nevis, St.Lucia and St. Vincent & the Grenadines.
- RECOMMENDED METHODS OF TRANSFER OF FUNDS
 - (a) Telegraphic Transfer - Immediate access to funds
 - (b) International Money Orders - Immediate access to funds issued by Barclays Bank
 - (c) Travelers' cheques (non-third party) - Immediate access to funds and cash

Where fees are paid by a student, sponsor, or sponsoring institution, **via telegraphic transfer** directly to the University, the remitting party should **contact the University for the appropriate bank routing details. Telegraphic transfer information should be copied to the University for the attention of the Billings & Receivables Unit** to facilitate prompt processing of the payment.

2009/2010 REGISTRATION GUIDELINES

STUDENTS SHOULD NOTE CAREFULLY THE REGISTRATION PROCEDURES AND RULES, AND PAY PARTICULAR ATTENTION TO THE REGISTRATION SCHEDULES FOR THEIR RESPECTIVE FACULTIES. THE DATES AND TIMES FOR COUNSELLING AND REGISTRATION SHOULD BE CAREFULLY OBSERVED.

RULES GOVERNING REGISTRATION

REGISTRATION INVOLVES THE FOLLOWING THREE COMPONENTS, ALL OF WHICH MUST BE DONE FOR REGISTRATION TO BE COMPLETE.

- Online Selection of & Approval of Courses
- Financial Clearance
- Registrar's Approval
 - Registration - August 31- September 4, 2009
 - Late Registration - September 7 - 11, 2009

A late registration fine of J\$1000 (Registry \$500 and Bursary \$500) will be charged from September 7, 2009 to students who fail to complete the registration process (which includes payment of fees) prior to this date. Late registration will be permitted up to the end of the second week of Semester I, i.e. Friday September 11, 2009. In addition a one per cent (1%) fine on balances due to the University will also be charged from September 14, 2009.

REGISTRATION WILL NOT BE PERMITTED AFTER WEEK 2 OF SEMESTER I WITHOUT THE APPROVAL OF THE ACADEMIC BOARD.

Registration after September 11, 2009 may be permitted in exceptional circumstances, at the discretion of the Academic Board acting on the recommendation of the Faculty Board. In such cases where the Academic Board approves late registration, students must register no later than 2 weeks from the date of the letter granting permission for late registration.

Note: Additional late registration fines will be imposed by the Academic Board. See Appendix 2.

Course Selection

All students will be required to select courses online. Students may complete the selection process from the on-campus sites indicated in the Faculty schedules or from any computer of their choice. Students can access the Student Administration System (SAS) Web site from the UWI Mona home page at <http://www.mona.uwi.edu/> by clicking on the SAS link located on the lower left-hand panel of the Web page under the caption Online Systems.

Effective for the 2009/10 academic year where a course is delivered using multiple schedule types (e.g. Lectures, Tutorials and Labs, or Seminars and tutorials) all schedule types will be recorded on the Banner Student System. Course registration for the 2009/10 academic year will be inclusive of online registration for all applicable schedule types.

Students will therefore be required to select and register online for their lectures, tutorials, labs and other applicable schedule types.

Failure to select all applicable schedule types or components will result in an error and the student will be unable to save his or her selection

Online selection guidelines are available at the website and pages 44 to 52 of this booklet.

Request for Change of Major and/or Enrolment Status

Students may request changes to:

- major(s)/minor(s)/option/special
- enrolment status (part-time/full-time)

Such requests can be made using the [Request a Change of Major or Enrolment Status](#) link in the Registration menu.

Academic Approval

Course Approval

The Student Administration System (SAS) will check the courses selected for the pre/co-requisites as defined by the relevant Departments. In addition to checking for pre/co-requisites, the SAS will impose:

- *Quota limits* as determined by the relevant Departments.
- *Credit limits* set by the Faculty. Students will only be able to select the number of courses/credits allowed by their enrolment status (full-time/part-time).
- *Linked sections requirements* – students must register for multiple sections of a course where applicable

- *Campus Restrictions* – Students must register for courses taught at the campus to which they were offered.

| | |
|----------------------------|--|
| Mona | Courses not available to students in Bahamas, TLI, Weekend or Western Jamaica programmes |
| Mona – Bahamas | Students located in the Bahamas |
| Mona – Tertiary Level Inst | Students in TLI programmes |
| Mona – Weekend | Students in the Weekend Degree Programmes |
| Mona – Western Jamaica | Students in the Western Jamaica campus programmes |

Once a student has satisfied the stated pre/co-requisite for a course as well as other stipulated criteria, the SAS will approve the course. Where students fail to meet the criteria (e.g. pre/co-requisites or quota limits) set by the Faculty or Department, the course will not be added to their records. Students must obtain permission from the Faculty to register for such courses by requesting an ‘Override’.

If the request is granted, the Department will give online approval (for the course) and the course (all applicable schedule types) will be added by the system to their record. Students can obtain information on the status of their request at the [Requests for Course Overrides](#) link in SAS.

Note: Students cannot obtain overrides for Campus Restrictions or Linked sections requirements

Approval for Change of Major

Requests for change of major(s)/minor(s)/option/special will need the approval of the Head(s) of Department(s)/Nominee(s).

Approval for Change of Status

A change of enrolment status will require the approval of the Dean/Nominee.

Decisions on requests for both change of major and status can be viewed at the [Request a Change of Major or Enrolment Status](#) link in the Registration menu.

Financial Clearance and Registrar’s Approval

Financial Clearance and Registrar’s Approval will be given electronically, based on course selections or academic status (i.e. faculty, programme, and enrolment status) and payments made. Should a student change his/her course selections or academic status and by so doing be required to pay additional fees, then the clearance previously issued will be revoked and the student will no longer be registered. Clearance will not be re-issued until the

outstanding fees have been paid and the student is again in good financial standing.

Financial Clearance -Loan Schemes

Student Loan Bureau (SLB) Scheme

Students using the SLB scheme will be given Financial Clearance and Registrar's Approval for one semester, once the loan has been approved and the approval communicated to the University by the Student Loan Bureau.

Students whose loan applications are pending, still being processed or awaiting the results of an appeal, will not be able to complete registration. However, such students will be permitted to complete the academic process, i.e. select courses and obtain an ID card.

Other Loan Schemes

Students using other approved non-Jamaican loan schemes will be given financial clearance for Semester I only, on the presentation of evidence of loan approval, with the understanding that the proceeds of their loans must be paid to the University by November 1, 2009. Failure to comply with this payment deadline may result in the student not being permitted to write Semester I examinations. These students will be required to sign an agreement to this effect.

Students Who Do Not Complete Registration

Where a student has not completed the registration process, i.e. have not obtained Financial Clearance & Registrar's Approval, the following sanctions will be imposed. The Student will be unable to:

- Borrow books from the library
- Represent clubs/societies/UWI in co-curricular activities
- Use the Health Centre
- Sit examinations

Students who fail to complete registration by the deadline dates will be given Compulsory Leave of Absence as stipulated in the Fee Payment Policy.

REMINDER:

YOU CAN VIEW YOUR RECORDS ONLINE FROM ANYWHERE IN THE WORLD VIA THE INTERNET. CHECK YOUR RECORDS REGULARLY TO ENSURE THAT THEY ARE ACCURATE AND UP TO DATE

REGISTRATION STEPS

STEP 1 OBTAIN 2009/2010 REGISTRATION INFORMATION

Information can be obtained as follows:

- Online at the SAS Website which can be accessed at <http://www.mona.uwi.edu/>
- 2009/2010 Undergraduate Financial Information & Registration Guidelines

STEP 2 ACADEMIC COUNSELLING

- Go to the Counselling area(s) indicated in the Faculty registration schedule.
- Obtain counseling

STEP 3 SELECTION OF COURSES

- Proceed to the selection site indicated in the Faculty registration schedule. Alternatively, any computer, on or off campus, may be used for the selection of courses via the Internet.
- Use the counselling advice received, consult the information in the Faculty Handbook (Regulations & Syllabuses), time-table and online information to assist in making course selections or adjustments to selections.
- Log on to the Student Administration System and select the courses as directed in the Online Guidelines.
- Request course overrides (if necessary) as directed in the Online Guidelines.

Note: Students are required to register for lectures, tutorials, laboratories and other schedule types where applicable.

STEP 4 CHECK FOR APPROVAL (if applicable)

- Students who have requested course overrides must check to determine if permission was granted.
- Check request status at the [Requests for Course Overrides](#) link

STEP 5 ADJUSTMENTS TO ACADEMIC PROGRAMME

Adjustment to Course Selection (Add/Drop)

Add Course

- Log on to the Student Administration System and select the course(s) as directed in the Online Guidelines.

Drop Course

- Log on to the Student Administration System and drop the course(s) as directed in the Online Guidelines.

Change of Major and/or Enrolment Status (if applicable)

Students who wish to change their major(s)/minor(s)/option/special and/or Enrolment Status should go to the [Request a Change of Major or Enrolment Status](#) link in the SAS Registration Menu

- Request changes as directed in the Online Guidelines.

STEP 6 PAYMENT OF FEES

Pay fees online using the UWI Mona E Commerce facility at

<http://www.mona.uwi.edu/studinfo/fees>

OR

Pay fees at any one of the following locations (simply provide your student ID number):

- Paymaster
- Bill Express
- UWI Bursary Cashier
- UWI (Mona) & Community Co-op. Credit Union Ltd
- National Commercial Bank (NCB) island-wide

OR

Make adequate arrangements to pay fees through:

- Student loans
- Scholarships

STEP 7 FINANCIAL CLEARANCE & REGISTRAR'S APPROVAL

Financial Clearance

- Submit evidence of loan approval, scholarship letters, etc if applicable to Student Administrative Services Section.
- Go to the [Registration Status and Financial Clearance](#) link to check for Financial Clearance and Registrar's Approval. Financial clearance is normally granted within two working days after the payment of fees.

Registrar's Approval

- Registrar's Approval will be granted on the receipt of Financial Clearance.
- Print the Registration Status page as an unofficial copy of the record, if desired, when registration has been completed.

ID CARDS

- Proceed to the ID Centre to obtain your ID card. Students can obtain an ID card when course selection(s) have been made and the ID Card fee has been paid.

HEALTH CARDS

- Collect your Health card at the ID Center. Students are advised to check their registration status online, to ensure that they have obtained Registrar's Approval, before proceeding to collect their Health Card.

YOUR FINAL CHECKLIST

- Academic counselling received
- Academic programme selected/adjusted
- Financial Clearance and Registrar's Approval granted
- ID card obtained/renewed (if applicable)
- Health Card Collected (if applicable)

NOTE:
A STUDENT IS NOT REGISTERED UNTIL
HE/SHE HAS RECEIVED REGISTRAR'S
APPROVAL.

IDENTIFICATION CARD

All students are required to have a valid Identification (ID) card which must be in their possession at all times on the University Campus. The ID card will enable access to the facilities on campus. Students who attempt to write examinations without a valid University ID card will be required to pay a fine.

The ID card is the property of the University and is to be returned to the Office of the Campus Registrar, Admissions Section on completion of the programme or on withdrawal from the University.

Students can obtain an ID card after they have made course selections and paid the ID Card fee.

ID sessions will be held at the **ID Centre located in the Multifunction Room, UWI Main Library, Mona, from August 31 to September 4, 2009 between 9:00am and 6:30pm.** Thereafter, ID sessions will be held on the ground floor in the Administrative Annex to the Senate Building, daily, Monday to Friday, between 8:30am and 4:30pm.

New ID card - Required by all new students and students who have changed Faculty and/or enrolment status (full-time/part-time).

Renewal of ID card - Required when the card has expired. The expired ID is to be taken with proof of payment to the ID Centre.

Replacement of ID card - Required when the ID card has been damaged or lost. If an ID card is lost this must be reported immediately to the ID Centre. A student will be issued a new ID card when he/she presents the receipt for payment of the replacement cost (along with damaged ID if applicable) at the ID Centre.

SEMESTER II REGISTRATION

STUDENTS WHO HAVE OBTAINED FINANCIAL CLEARANCE AND REGISTRAR'S APPROVAL FOR SEMESTER I ONLY MUST COMPLETE REGISTRATION FOR SEMESTER II.

Payment of fees for Semester II must be made by January 24, 2010.
Students must:

- Submit evidence of loan approval, scholarship letters, etc if applicable to Customer Service Representatives located in the Student Administrative Services in the Annex to the Senate Building.
- Check online for Financial Clearance and Registrar's Approval. Financial clearance is normally granted within two working days after payment of fees. Registrar's Approval will be granted on the receipt of Financial Clearance.
- Call or see a Customer Service representative in the Student Administrative Services Section if Financial Clearance is not granted within two working days after payment of fees.
- Print a copy of the Registration Status AND Financial Clearance Screen, if desired, when registration has been completed.

ADJUSTMENTS TO REGISTRATION (Semester II)

Faculties will begin processing requests for adjustments to academic programmes from Monday, January 25, 2010.

All requests for adjustments must be submitted by Friday, January 29, 2010. Any changes after this period will require permission from the Academic Board.

Adjustment to Course Selection (Add/Drop)

Students who wish to change their course selections (add/drop) may request such changes from, Monday January 4 to Friday January 29, 2010, by logging on to the Student Administration System (SAS) which can be accessed at <http://www.mona.uwi.edu/>.

SUMMER SCHOOL 2010

During the period June to August, the Faculties of Humanities and Education, Pure and Applied Sciences and Social Sciences offer several courses in their Summer School Programme. Students must check with departments to determine which courses will be offered for summer 2010.

The following categories of persons are eligible for admission to and registration in the Summer School:

- A. Students of the University who have not yet completed requirements for the degree, diploma or certificate programme for which they are registered.
- B. Students of the University who have been granted (a) leave of absence for Semester I and/or II or part thereof preceding the Summer School, or (b) deferral of entry. Such students should register at the start of the Summer School only.
- C. Other persons, not students of the University, who are eligible to matriculate at either the normal or lower level, mature, or at the discretion of the Dean.

All persons who are not currently registered as UWI students will be required to complete an application form for “Special Admission” to summer school.

Application Process

- Pay application fee at the Cashier in the Bursary.
- Collect application form from the Admissions Section.
- Complete application form and submit with supporting documents to the Admissions Section.
- Application form reviewed and accepted by the Admissions Section.
- Application processed by the Admissions Section.
- Offer letter prepared for successful applicant.

Registration for summer school normally begins at the end of Semester II. Information can be obtained from the Faculty Offices prior to the start of Summer School.

Students who register in the Summer School programme are subject to all Faculty and University regulations.

FACULTY REGISTRATION SCHEDULES

The schedule of registration activities for each Faculty is provided on the following pages 35 to 41.

Registration Schedule

Faculty of Humanities & Education (Education-Based)

Bachelor of Education [B.Ed.]

| Registration Dates and Times | | Activities | Who should be there |
|--|---|---|---|
| Monday 31 st August | 9:00 am–10:30am | Introduction to the Department of Educational Studies Venue: The Philip Sherlock Centre | ALL new B.Ed Students (Includes 90 credits – 3 years) |
| | 11:00 a.m. – 12:30 pm. | Academic Advising Venue: (Go to location assigned for your option) | ALL new B.Ed Students (Includes 90 credits – 3 years) (meet in option groups. See key below) |
| | 1:00 p.m. – 3:00 p.m. | Academic Advising Venues: (See key below) Affiliated Institutions: Orientation and Tour | Year II students (90 credits) (meet in option groups. See key below) Students from Moneague, Shortwood, Bethlehem |
| Tuesday 1 st September | 10:00am-11:30 pm 12:30 – 4:00 pm | Academic Advising Venues: (See key below) | ALL Final Year Students Students needing additional academic advising |
| Wednesday 2 nd September | 11:00 am- 12 noon & 2:00 pm -4:00 pm | (Students in groups) Introduction to the Documentation Centre | ALL new B.Ed Students (Includes 90 credits – 3 years) |
| Thursday 3 rd September | 9:00am – 11:30 am | (Students in groups) BA/B.Sc with Education Students/BA Linguistics and Language Education (Meet option coordinators in their Department Offices) | ALL BA/B.Sc Students |
| | 11:00 am- 12 noon & 2:00 pm -4:00 pm | (Students in groups) Introduction to the Documentation Centre | ALL new B.Ed Students (Includes 90credits–3years) (if necessary for final registration) |

- Early Childhood Education (SR2)
- Educational Administration (SR1)
- Geography/Social Studies (02)
- History Education (SLT)
- Information Technology (Computer Lab)
- Language Ed: English (O1)
- Language Ed: Literacy Studies (NELT)
- Maths – (Math Room)
- School Librarianship (LIS)
- Science (Science Lab)

KEY TO LOCATIONS

| | | |
|---|---|---|
| LIS – Library & Information Studies | O1 & O2 – (Lecture Rooms along spine facing library) | SR1 – Seminar Room 1 & SR2 – Seminar Room 2 (Top floor of Dept. of Ed Studies) |
| NELT – New Education Lecture Theatre | SCI. LAB – SMIT Building | |
| OLT – Old Education Lecture Theatre | SLT – School’s Lecture Theatre (Ground Floor of Sch. of Education) | |

Registration Schedule
Faculty of Humanities & Education (Humanities-Based)
Bachelor of Arts [B.A.]

| ACTIVITY | ALL NEW STUDENTS | RETURNING STUDENTS (LEVEL II/PART-TIME) | FINAL YEAR STUDENTS | DIPLOMA STUDENTS IN MEDIA AND COMMUNICATION |
|--|---|---|--|--|
| Dean's Address | Monday, August 31, 2009 9:00 a.m. – 10:00 a.m. <i>Room N1</i> | -- | -- | -- |
| Academic Advising | Monday, August 31, 2009 11:00 a.m. – 1:00 p.m. & 2:00 p.m. – 7:00 p.m. AND Tuesday, Sept. 1, 2009 9:00 a.m. – 1:00 p.m. & 2:00 p.m. – 7:00 p.m. <i>Room 82, 83, N2, N3, 101,</i> <i>CARIMAC & DLIS</i> | Tuesday & Wednesday September 1 & 2, 2009 9:00 a.m. – 7:00 p.m. 2:00 p.m. – 7:00 p.m. <i>Room 82, 83, N2, N3,</i> <i>101,</i> <i>CARIMAC & DLIS</i> | Thursday & Friday August 27 & 28, 2009 <i>Room 82, 83, N2, N3, 101,</i> <i>CARIMAC & DLIS</i> | Monday & Thursday August 31, 2009 & September 3, 2009 <i>CARIMAC</i> |
| Selection of Academic Programme (for students who have not already selected) | Monday, August 17, 2009 to Friday, September 4, 2009 8:00 a.m. to 6:00 p.m. <i>Computers available in the Ashcroft Computer Lab, Faculty of Humanities and Education</i> | | | |
| Approval of Academic Programme | <u>Will begin on Monday, August 17, 2009</u> <i>All Students must view their approval on-line</i> | | | |

KEY: N1 – Neville Hall Lecture Theatre
 CARIMAC – Caribbean Institute of Media and Communication
 DLIS – Department of Library and Information Studies

Registration Schedule Faculty of Law

| |
|--|
| Faculty Orientation & Counselling Tuesday, September 1, 2009 |
|--|

| |
|--|
| 9:00 am – 11:00 am Orientation & Discussion: Executive Classrooms no. 1 & 2 |
|--|

| |
|---|
| 2:30 pm – 3:30 pm Individual Academic Advising Faculty Office |
|---|

Note: Students will encounter difficulties without the necessary instruction

| | |
|--|---|
| Selection of Academic Programme (for students who have not already selected), Add/ Drop & Viewing | Computers available in the Assembly Hall on the dates and times specified |
| Financial Clearance & Registrar's Approval | All Students can view Financial Clearance and Registrar's approval online |

Registration/Orientation Schedule Faculty of Medical Sciences

| TIME | TUESDAY, SEPTEMBER 1, 2009 | WEDNESDAY, SEPTEMBER 2, 2009 | THURSDAY, SEPTEMBER 3, 2009 | FRIDAY, SEPTEMBER 4, 2009 |
|------------|--|--|--|--|
| 9:00 a.m. | Dean's Address ★ | BBMed Sci Programme Presentation (<i>Molecular Biology Seminar Room</i>) Physical Therapy Programme Presentation (<i>School of Physical Therapy</i>) MB BS Programme Presentation (all day) ★ | UWI School of Nursing Programme Presentation (all day) ★ MB BS Students (<i>Mona Visitors Lodge</i>) | Introduction to Main and Science Library ★ |
| 9:30 a.m. | Adjusting to University Life ★ | | | Presentation – Student Administration System ★ |
| 10:00 a.m. | Welcome (Guild Representative) ★ | | | Break |
| 10:30 a.m. | Break | | | MB BS Students Only ★ |
| 11:00 a.m. | Virtual Tour of UWI ★ | | | |
| 11:30 a.m. | Introduction to Registration Process ★ | | | |
| 12:00 | Lunch | | | |
| 1:00 p.m. | Tour of Faculty Facilities ★ | | | |
| 4:00 p.m. | Dean's Reception ★ | | | |

★ Location: Main Medical Lecture Theatre – UHWI

| | |
|--|---|
| Selection of Academic Programme (for students who have not already selected) Add/ Drop & Viewing | Computers available in the Assembly Hall on the dates and times specified on page 42. |
| Financial Clearance & Registrar's Approval | All Students can view Financial Clearance and Registrar's approval online |

Registration Schedule

Faculty of Pure & Applied Sciences

| | | | | | | |
|---|---|---|--|--|--|---|
| FPAS In-House Pre-Orientation & Registration for New Students | Faculty New Student Orientation Week 1: Monday, June 22 nd , Wednesday 24 th and Friday 26 th 2009 Week 2: Monday, June 29 th and Tuesday 30 th 2009 10:00 a.m. – 12:30 p.m. Chemistry Lecture Theatre V (C5) 1:00 – 3:00 Registration in Departments (see below) | | | | | |
| Dean’s, Associate Dean’s & Dept Undergrad. Coordinator’s Address | Monday, August 31, 2009 (Surname A – M) and Tuesday, September 1 2009 (Surname N – Z) 9:00 a.m. – 11:00 a.m. Chemistry Lecture Theatre V (C5) | | | | | |
| Counselling | All Final Year Students | New Students | New Students | Returning Students | Returning Students | ALL Students not yet counselled |
| | Friday, Aug. 28 9:00 a.m. –12:30 p.m. 2:30 p.m. – 5:30 p.m. <i>In respective Departments</i> | Monday, Aug. 31 Surname (A-M) 11:00 a.m. –1:00 p.m. Surname (A-M) 2:30 p.m. – 5:30 p.m. <i>C6/C7- Tutorial Room</i> | Tuesday, Sept. 1 Surname (N-Z) 11:00 a.m. –1:00 p.m. Surname (N-Z) 2:30 p.m. – 5:30 p.m. <i>C6/C7- Tutorial Room</i> | Wednesday, Sept. 2 Surname (A-M) 9:00 a.m. –12:30 p.m. Surname (N-Z) 2:30 p.m. – 5:30 p.m. <i>C6/C7- Tutorial Room</i> | Thursday, Sept. 3 Surname (A-M) 9:00 a.m. – 12:30 p.m. Surname (N-Z) 2:30 p.m. – 5:30 p.m. <i>C6/C7- Tutorial Room</i> | Friday, Sept. 4 Surname (A-M) 9:00 a.m. – 12:30 p.m. Surname (N-Z) 2:30 p.m. – 5:30 p.m. <i>In respective Departments</i> |
| Selection of Academic Programme (for students who have not already selected) | Monday June 22 – Sunday Sept. 6, 2009 9:00 a.m. – 4:30 p.m. Computers Available at: • <i>Chemistry Resource Centre (next to C5)</i> • <i>Life Sciences Computer Lab # 1</i> • <i>Computer Science Laboratory</i> | | | | | |
| Approval of Academic Programme | Monday, July 6, 2009 onwards students who have not made a request for override, change of option or status. Monday, July 6, 2009 onwards – New students and students who have made a request for override, change of option or status. All Students must view approval online | | | | | |
| Financial Clearance & Registrar’s Approval | All students can view Financial Clearance and Registrar’s Approval online | | | | | |

Registration Schedule Faculty of Social Sciences

| Department | Activities | New Full-time Students | New Part-time Students | Returning Full-time Students | Returning Part-time Students |
|--|--|--|--|--|------------------------------|
| All Departments | Dean's Address | Monday, August 31 9am – 10:30am Social Sciences Lecture Theatre (SSLT) | Monday, August 31 6pm – 7pm SSLT | | |
| Department of Management Studies | 1 st Year Students Transformation: "Taking Charge of your DOMS Experience" 2 nd & 3 rd Year Students Transformation: "Maintaining the DOMS Experience" | Monday, August 31 11am – 1pm, 2pm – 4pm Seminar Room 10 (SR10) | Tuesday, September 1 6pm – 7pm SR10 | Wednesday, September 2 – Friday, September 4 9am – 12noon, 1pm – 4pm, 5pm – 7pm SR10 | |
| Department of Management Studies Management Studies (Options) Tourism & Hotel Management (Specials) | Academic Advising & Course Selection | Monday, August 31 11am – 1pm, 2pm – 4pm Seminar Room 16 (SR16) | | Wednesday, September 2 – Friday, September 4 9am - 12noon, 1pm – 5pm, SR16 | |
| Department of Economics Economics, Statistics, Business Economics and Social Statistics (BESS), Banking and Finance (Majors & Special) | Academic Advising & Course Selection | Monday, August 31 11am – 1pm, 2pm – 4pm SSLT | Tuesday, September 1 1:30pm – 3:30pm SSLT Wednesday, September 3 10am – 12noon SSLT | Thursday, September 3 5pm – 7pm SSLT | |

| | | | | | |
|---|---|--|---|---|--|
| <p>Department of Government</p> <p>International Relations, Public Sector Management, Political Sciences, Africa & African Diaspora (Majors)</p> | <p>Academic Advising & Course Selection</p> | <p>Monday, August 31 11am – 1pm, 2pm – 4pm Seminar Room 5 (SR5)</p> | <p>Tuesday, September 1 1:30pm – 3:30pm SR5</p> <p>Wednesday, September 2 10am – 12noon SR5</p> | <p>Thursday, September 3 10am – 12noon 1pm – 4pm SR5</p> | <p>Friday, September 4 5pm – 7pm SR5</p> |
| <p>Department of Sociology, Psychology & Social Work</p> <p>Psychology, Sociology, Demography, Labour & Employment, Social Anthropology, Social Policy & Development. (Majors)</p> | <p>Academic Advising & Course Selection</p> | <p>Monday, August 31 11am – 1pm 2pm – 4pm Graduate Lecture Theatre 3 (GLT3)</p> | <p>Tuesday, September 1 1:30pm – 3:30pm GLT 3</p> <p>Wednesday, September 2 10am – 12noon GLT 3</p> | <p>Thursday, September 3 10am – 12noon 1pm – 4pm GLT3</p> | <p>Friday, September 4 5pm – 7pm GLT 3</p> |
| <p>Department of Sociology, Psychology & Social Work</p> <p>Social Work (Special)</p> | <p>Academic Advising & Course Selection</p> | <p>Tuesday, September 1 3:30pm – 5pm Graduate Lecture Theatre 1 (GLT1)</p> | <p>Thursday, September 3 – Friday, September 4 3:30pm – 5pm GLT 1</p> | | |
| <p>All Departments</p> | <p>Selection of Academic Programme (for students who have not already selected courses), Add/Drop & Viewing of Registration</p> | <p>Computers are available on the dates (excluding weekends) and at the locations indicated below:</p> <p>Monday, August 31 – Friday September 4 2009 (9:00am – 6:00pm)</p> <ul style="list-style-type: none"> • DOMS Computer Lab (Department of Management Studies) • Population Lab (Alister McIntyre Complex) • Lab #6 (Alister McIntyre Complex) | | | |
| <p>All Departments</p> | <p>Financial Clearance & Registrar's Approval</p> | <p>Students may view Financial Clearance and Registrar's Approval online.</p> | | | |

ADDITIONAL INFORMATION

COMPUTERS FOR SELECTION & VIEWING OF ACADEMIC PROGRAMME

In addition to the sites identified in the Faculty Schedules, computers will be available to students for the Selection of Academic Programmes in the following locations at the dates and times identified below.

| Location | Date | Time |
|-----------------|---|---------------------|
| Assembly Hall | Monday August 31 to Wednesday September 9 , 2009 | 9:00am to 6:00pm |

Note: Computers in the Assembly Hall are not available on weekends.

Financial Clearance – Place & Time

Customer Service Representatives will be available to assist students who have not received financial clearance within two working days after payment of fees.

| Location | Date | Time |
|---|--|-------------------|
| Assembly Hall | Monday August 31 to Friday September 4, 2009 | 9:00am to 6:00pm |
| Student Administrative Services Section (SASS) | Monday September 7, 2009 onwards | 8:30am and 4:30pm |

SPECIAL ACTIVITIES FOR NEW STUDENTS

Orientation

Orientation activities for new students will be held during the period Sunday August 23 to Thursday August 27, 2009. Further information is available in the special orientation issue of Mona News and The Gleaner.

Library Tours

All new students should attend the orientation sessions arranged by the campus' three libraries. At the beginning of each academic year the Library conducts hour-long Orientation Tours two or three times daily. Please consult the Library's Webpage or notice boards for the times.

Matriculation Ceremony

Matriculation Ceremony/Register

All new students are required to attend a Matriculation Ceremony on Thursday, September 10, 2009, at 4:00pm in the Assembly Hall. The Matriculation Register must be signed at the Undercroft before students proceed to the Assembly Hall.

ONLINE COURSE SELECTION GUIDELINES

LOGON TO SAS

1. Go to the SAS Web Site

- The SAS Web site is accessed from the UWI Mona home page at <http://www.mona.uwi.edu/>
Click on the **SAS** link in the *Online Systems* menu (in the left panel)

2. Click on *Enter Secure Area*

3. Type your *ID number* in the space provided e.g. 620000001

4. Enter your *Password*: The default is your date of birth in the format **DDMMYY**.

5. Click on Login

6. The "*MAIN MENU*" will be displayed

- Personal Information
- Student Services

ADD COURSES

Note: Students are required to select courses for both Semesters I and II at the start of the Academic year, Course Selection for each Semester will have to be done separately.

1. Go to the Registration Menu
Click on the Student Services link
Click on Registration

2. Click on the *Add/Drop Classes* link.

3. Select the appropriate term (choose from the drop down menu) and click *Submit*

4. In the Add Classes Worksheet area, enter the CRN for each course (NOT the course code).

i) Type in the CRN* for each course if you know it
OR

ii) Click on [Class Search](#) to look for courses and CRN

* CRN- “Course Reference Number” is a unique code assigned by the system to each stream/section of a course.

Note: Students are required to register for all applicable ‘schedule types’ associated with a course, i.e. lectures, tutorials, laboratories, etc. See ‘Registration for Multiple Schedule Types’ for further details.

5. Click on *Submit Changes*

6. Review System Output

- ****Web Registered**** - Course Criteria Satisfied and the course selection is complete. (Courses added to record)
- **Registration Add Errors** - Course Criteria NOT Satisfied. Courses will **NOT** be added to record
A message will appear listing all the courses where the course criteria were not satisfied. Before such courses can be added to the record, the student must receive permission from the Faculty by requesting a course override.
 - Student can :
 - a. Choose another course
 - OR
 - b. Request an Override

REGISTRATION ADD ERRORS

When a Course Criteria is NOT Satisfied, a message will appear when the student attempts to add the course to their record. Course Criteria include the Departmental and Faculty criteria identified below.

| Criteria | Description | Error Message |
|------------------------------|--|---|
| Pre-requisite | UWI Course(s) that the student must have already passed. | PREQ and TEST SCORE-ERROR |
| Test Score | Non-UWI Course(s) that the student must have already passed, e.g. CXC, A' Level, CAPE, etc. | PREQ and TEST SCORE-ERROR |
| Co-requisite | UWI Course(s) that the student must be registered for in the same semester. | CORQ_{Course Code} (CRN) REQ e.g. COREQ_MATH3130 11236 REQ |
| Faculty Credit Limits | Limit on the maximum number of credits a student can register for in a semester, without Faculty approval. | MAXIMUM HOURS EXCEEDED |
| Quotas | Limit on the number of students allowed to register in the stream/section of a course. | CLOSED SECTION |
| Student Restrictions | Stream/Section of the course restricted to a specified group of students, e.g. History Majors, Faculty of Social Sciences students, Final Year students, etc. There could be one of seven (7) possible error messages. | LEVEL RESTRICTION COLLEGE RESTRICTION DEGREE RESTRICTION PROGRAMME RESTRICTION MAJOR RESTRICTION CLASS RESTRICTION CAMPUS RESTRICTION |
| Repeat Course Already Passed | Students cannot register for courses they have already passed in their current programme | RPT HRS EXCEED |
| Linked Sections | Students are required to register for all applicable 'schedule types' associated with a course. Schedule types include the following: <ul style="list-style-type: none"> • Lectures • Tutorials • Labs • Seminar • Clinical • Field Work • Internship • Workshop | Please register for Lecture section simultaneously Please register for Tutorial section simultaneously Please register for Lab section simultaneously Please register for Seminar section simultaneously Please register for Clinical section simultaneously Please register for Field Work section simultaneously Etc Note: The message "LINK ERROR" may also occur |

Departmental Override is required for the following errors:

- PREQ and TEST SCORE-ERROR
- CORQ_{Course Code} (CRN) REQ
- LEVEL RESTRICTION
- COLLEGE RESTRICTION
- DEGREE RESTRICTION
- PROGRAMME RESTRICTION
- MAJOR RESTRICTION
- CLASS RESTRICTION

Capacity Override is required for the following error:

- CLOSED SECTION (C)

Faculty Credit Override is required for the following error:

- MAXIMUM HOURS EXCEEDED

See page 51 for guidelines on how to request an override.

Note: Students cannot obtain an override for the following registration errors:

- 'CAMPUS RESTRICTION'
- 'RPT HRS EXCEED'
- 'LINK ERROR'

REGISTRATION FOR MULTIPLE SCHEDULE TYPES

[Lectures, Tutorials, Labs, Seminars, etc]

Students are required to register for lectures, tutorials, labs and any other schedule type(s) where applicable

Examples

BIOL1261 has lecture, tutorial and laboratory components. Students registering for this course must therefore register for three streams/sections of the course:

1. Lecture: BIOL1261 (BL12B) Diversity of Organisms
2. Tutorial: BIOL1261 Tutorial BIOL1261
3. Lab: BIOL1261 Lab BIOL1261

GOVT1008 has lecture and tutorial components. Students registering for this course must register for two streams/sections of the course:

1. Lecture: GOVT1008 (GT12A) Intro to International Relations
2. Tutorial: GOVT1008 Tutorial GOVT1008

Identifying lectures, tutorials and labs

| | |
|--------------|---|
| CRN | All streams/sections, i.e. each lecture, lab or tutorial will have a unique CRN. |
| Course Code | Each section of the same course will have the same course code, i.e. the lecture, lab and tutorial sections all have the same course code. |
| Course Title | Lecture sections: Title of the course, e.g. (BL12B) Diversity of Organisms Tutorial sections: Tutorial ' <i>Course Code</i> ', e.g. Tutorial BIOL1261 Lab sections: Lab ' <i>Course Code</i> ', e.g. Lab BIOL1261 |

Finding lectures, tutorials and labs

Use the Class Search feature, see guidelines on how to "Search for Courses".

You can view all the streams/sections for a course, which will include all the types, or you can search for one type only.

SEARCH FOR COURSES

Note: When selecting a course, you must use the CRN (Course Registration Number) instead of the course code to add the course to the Add/Drop worksheet.

1. Go to the Registration Menu

Click on the Student Services link

Click on Registration

2. Click on the [Look-up Classes to Add](#) link

3. Select the appropriate term (choose from the drop down menu) and click *Submit*

4. Identify what course or group of courses you are looking for.

i) Look for a specific course

- Click on the subject area and enter the course code. e.g. for ACCT1002, ACCT is the subject and 1002 is the course number

ii) Look for courses in specified subject area(s)

- Click on a single subject area, or
- Select multiple subject areas by simultaneously pressing the Ctrl key and clicking on the areas

iii) Look for courses at a specified Campus

- There are four campus options
 - Mona
 - Mona – Bahamas
 - Mona – Western Jamaica
 - Mona - Weekend
 - Tertiary Level Institutions

Note: You are offered to a programme at a specified campus and cannot register for courses at another campus without special permission.

- Mona – Affiliated
Available to all students and include courses taught at the following institutions:

- St. Michael's Theological Center
- United Theological College
- Edna Manley School
- MICO
- Shortwood
- Moneague
- Bethlehem Movarian College

- Click on the campus you attend

Note: "All" is selected by default and if you do not specify a single campus, the resulting report will show all courses offered at all the campuses. This can be a very long list!

iii) Look for a specific type of course

- “All” is selected by default and the resulting report will show all types, lectures, tutorials, labs, etc.
- Click on a single schedule type (lecture, tutorial, lab, etc)
- Select multiple schedule types by simultaneously pressing the Ctrl key and clicking on the type

5. Click on *Class Search – to obtain information*

6. Identify courses you wish to select

i) Write down the CRN

OR

ii) Click the box in the *Select* column next to the course(s)

a) Click *Add to Worksheet* to place the CRN in the *Add/Drop* page

OR

b) Click *Register* to select the course(s)

Note: A student can also use the [Class Search](#) link on the Add/Drop page and repeat steps 4-6.

DROP COURSES

1. Go to the Registration Menu

Click on the Student Services link

Click on Registration

2. Click on the *Add/Drop Classes* link.

3. Select the appropriate term (choose from the drop down menu) and click *Submit*

4. Select “**++Web Drop++**” in the Action column next to the course to be dropped.

5. Click on *Submit Changes*

Note: Once the record is updated, the course remains on the screen with a status of **++Web Drop++**.

REQUEST AN OVERRIDE

1. Go to the Request Course Override Page

i) Click on **Request Override** button on the Add/Drop page

OR

ii) Select the [Request for Course Error Overrides](#) link in the Registration Menu

Note: Students cannot request an override for a 'RPT HRS EXCEED', 'LINK ERROR' or 'CAMPUS RESTRICTION' registration errors.

2. Select Course from the drop down list. Only courses that the student previously tried to select that day will appear in the list.

3. Type message to Faculty (optional)

4. Submit Request

5. Check for Override Decision

- Select the [Request for Course Error Overrides](#) link from the Registration Menu
- Select Semester/Term and Submit
- View decisions at the bottom of the page in the Permit/Override Column

| Permit/Override Message | Meaning |
|--------------------------------|---|
| Departmental Override Approval | Override Request has been Approved by the Department |
| Departmental Override Declined | Override Request has NOT been Approved by the Department |
| Capacity Override Approved | Request to override quota has been Approved by the Department |
| Capacity Override Declined | Request to override quota has NOT been Approved by the Department |
| Faculty Credit Override | Override Request has been Approved by the Faculty |
| Faculty Credit Decline | Override Request has NOT been Approved by the faculty |

- Pending override requests are listed at the top of the page

6. Add Approved Courses to Record

Note: A course CANNOT be added to a record if the course criteria are not satisfied. Faculty

Override must be granted before the course can be added to the record.

- If approval is granted after the registration is closed, the students must go to their Faculty office to have courses added to their record.

Note: It is the student's responsibility to add the approved course to his/her record.

CHANGE OF MAJOR AND/OR ENROLMENT STATUS

| |
|---|
| <p>1. Go to the Registration Menu Click on the Student Services link Click on Registration</p> |
| <p>2. Click on the “Request a Change of Major or Enrolment Status” link.</p> |
| <p>3. Select new major(s)/minor(s)/option/special being requested (if applicable).</p> |
| <p>4. Select new enrolment status (full-time/part-time) being requested (if applicable).</p> |
| <p>5. Submit request(s) electronically to the faculty for approval.</p> |
| <p>6. Check for approval. Return periodically to the “Request a Change of Major or Enrolment Status” link. A complete history of all requests made and decisions taken by the faculty will be retained on this page.</p> |

VIEW RESULTS

| |
|---|
| <p>1. Go to the Registration Menu Click on the Student Services link Click on Student Records</p> |
| <p>2. Click on View Un-Official Transcript (Examination Results) link. A complete academic history at UWI for the student will appear.</p> |

APPENDIX 1

SEMESTER CALENDAR 2009/2010

SEMESTER I (2009)

| | |
|-----------------------|------------------------------|
| Semester I | Begins August 30, 2009 |
| Registration (Normal) | August 31- September 4, 2009 |
| Registration (Late) | September 7 - 11, 2009 |
| Teaching Starts | September 7, 2009 |
| Teaching Ends | December 4, 2009 |
| Examinations Period | December 7 - 22, 2009 |

SEMESTER II (2010)

| | |
|---------------------|-------------------------|
| Semester II Begins | January 24, 2010 |
| Registration* | January 25 - 29, 2010 |
| Teaching Starts | January 25, 2010 |
| Teaching Ends | April 23, 2010 |
| Examinations Period | April 26 - May 12, 2010 |
| Semester II | Ends May 12, 2010 |

* Students who obtained Financial Clearance and Registrar's Approval for Semester I only must complete registration for Semester II.

APPENDIX 2
IMPORTANT DATES FOR STUDENTS TO NOTE
SEMESTER I 2009-2010

| | | |
|-------------------------------|---|---|
| Aug. 30, 2009 | Semester I starts | Tuition, Miscellaneous and Residence Fees, (if applicable) are due. |
| Aug. 31 – Sept 4, 2009 | Normal Registration Period | Registration is not complete until all tuition and miscellaneous fees are paid. |
| Sept. 7 - 11, 2009 | Late Registration Period | \$1,000 Penalty for late registration. |
| After Sept. 11, 2009 | Extraordinary requests for late Registration and late adjustments to registration (add/drop) | Allowed only if approved by Academic Board. Late fines will be charged by Academic Board. |
| Oct 2, 2009 | Final Date for payment of Semester I tuition fees or to be sent on Compulsory Leave of Absence | Sent on Compulsory Leave of Absence unless a payment plan had previously been agreed to in writing with UWI. |
| Oct. 3, 2009 | Compulsory Leave of Absence Process Begins | |
| Oct. 9, 2009 | Final date for Leave of Absence (LOA) applications | A late request fine of \$2000.00 will be charged after deadline date. Tuition refund allowed as indicated in the Refund Policy. |

SEMESTER II 2009-2010

| | | |
|-----------------------------|--|--|
| Jan. 24, 2010 | Semester II Starts | Tuition, Miscellaneous and Residence Fees, (if applicable) are due. |
| Jan. 25-29, 2010 | Normal Registration Period | Registration is not complete until all tuition and miscellaneous fees are paid. |
| Feb. 1- 5, 2010 | Late Registration Period | \$1,000 Penalty for late registration. |
| Feb 6, 2010 | Final Date for payment of Semester II tuition fees or to be sent on Compulsory Leave of Absence | Sent on Compulsory Leave of Absence unless a payment plan had previously been agreed to in writing with UWI. |
| Feb. 6, 2010 | Compulsory Leave of Absence Process Begins | |
| Feb. 5 – Mar 7, 2010 | Extraordinary requests for late Registration and late adjustments to registration (add/drop) | Allowed only if approved by Academic Board. Late fines will be charged by Academic Board. |
| Feb 12, 2010 | Final Date for Leave of Absence (LOA) applications | A late request fine of \$2000.00 will be charged after deadline date. Tuition refund allowed as indicated in the Refund Policy |

NOTES