

**Academic Board Sub-Committee Student Matters (ABSCSM) Late Request Dates/Fines
for
Students
SEMESTER I, 2016/2017**

DATES	REGISTRATION PERIOD	GUIDELINES	FINES
18th September, 2016	SAS closed for Semester 1 online course selection (Late Adjustment or ADD/DROP or Late Registration)	Students can access the ASRM for LOA, Study Abroad, Credit Exemption, Voluntary Withdrawal and other requests	
**September 19-25, 2016	Late Registration Period. (Late Registration attracts a fine) All requests for Add/Drop must be done via the Late Registration Penalty Process . Students will gain access to select courses after paying the stipulated fine.	Students who have not paid fees or made approved arrangements for payment of fees are advised to drop all courses from Semester 1 2016/2017 and apply for Leave of Absence (LOA) via the ASRM.	Late Registration Penalty Fine \$1,000.
26th September, 2016 to 2nd October, 2016	Late Registration Period. (Late Registration attracts a fine). All requests for Add/Drop must be via the Late Registration Penalty Process. Students will gain access to SAS after paying the stipulated fine.	Students who have not paid fees or made approved arrangements for payment of fees are advised to drop all courses from Semester 1 2016/2017 and apply for Leave of Absence (LOA) via the ASRM.	Late Registration Penalty fines will apply \$2,000.
30th September, 2016	Deadline for dropping courses.	FINAL date for Leave of Absence (LOA) & Voluntary Withdrawals (VW) applications NB- <i>Leave of Absence, Voluntary Withdrawals</i> made after this date will be subjected to the UWI Refund Policy and courses will not be removed.	
3rd October, 2016	Week 6 - Start of Mid-Semester Examinations		
3rd October, 2016 to 3rd December, 2016	Late Registration Period. (Late Registration attracts a fine) All requests for ADDITION must be done via the Late Registration Penalty Process. Students will gain access to select courses after paying the stipulated fine.	Late Leave of Absence (LLOA) & Voluntary withdrawal (VW) applications may be submitted via the ASRM. Fines may be applied and the Refund Policy will apply to all approved Late Leave of Absence requests at this time. ABSCSM may approve the application of the Late Withdrawal (LW) grade if the student did not attend classes.	Late Registration Penalty Fine \$4,000.
4th December, 2016 to 21st December, 2016 (Start of Final Exams period)	Late Registration Period. (Late Registration attracts a fine) All requests for ADDITION must be done via the Late Registration Penalty Process. Students will gain access to select courses after paying the stipulated fine.	Based on the UWI Refund Policy, refunds cannot be granted at this time and therefore courses cannot be dropped. Retroactive LOA granted only if there are no courses in the applicable semester.	Late Registration Penalty Fine \$8,000.

****\$1000 penalty waived due to extension of the normal registration period.**

**Academic Board Sub-Committee Student Matters (ABSCSM) Late Request Dates/Fines
for
Students
Semester 2, 2016/2017**

DATES	REGISTRATION PERIOD	GUIDELINES	FINES
21st January, 2017	SAS closed for Semester 2 online course selection (Add/Drop & Late Registration, Late Adjustment)	Students no longer able to access Banner-web-for-students but can access the ASRM for Leave of Absence (LOA), Study Abroad, Credit Exemption and other requests.	
January 22 - 28, 2017	Late Registration Period. (Late Registration attracts a fine) All requests for Add/Drop must be done via the Late Registration Penalty Process. Students will gain access to select courses after paying the stipulated fine.	Students who have not paid fees or made approved arrangements for payment of fees are advised to apply for Leave of Absence (LOA) via the ASRM.	Late Registration Penalty fines will apply \$1,000.
29th January, 2017 to 19th February, 2017	Late Registration Period. All requests for Add/Drop must be via the Late Registration Penalty Process. Students will gain access to Banner after paying the stipulated fine.	Students who have not paid fees or made approved arrangements for payment of fees are advised to apply for Leave of Absence (LOA) via the ASRM.	Late Registration Penalty fines will apply \$2,000.
19th February, 2017	End of late request period where courses can be dropped.	FINAL date for Leave of Absence (LOA) & Voluntary Withdrawals (VW) applications NB- Leave of Absence (LOA) & Voluntary Withdrawals (VW) made after this date will be subjected to the UWI Refund Policy and courses will not be removed.	
20 February, 2017	Week 6- Start of Mid-Semester Examinations		
20th February, 2017 to 30th April, 2017	Late Registration Period. (Late Registration attracts a fine) All requests for ADDITION must be done via the Late Registration Penalty Process. Students will gain access to select courses after paying the stipulated fine.	Late Leave of Absence (LLOA) & Voluntary withdrawal (VW) applications may be submitted via the ASRM. Fines may be applied and the Refund Policy will apply to all approved Late Leave of Absence requests at this time. ABSCSM may approve the application of the Late Withdrawal (LW) grade if the student did not attend classes.	Late Registration Penalty Fine \$4,000.
31st April, 2017 to 19th May, 2017	Late Registration Period. (Late Registration attracts a fine) All requests for ADDITION must be done via the Late Registration Penalty Process. Students will gain access to select courses after paying the stipulated fine.	Based on the UWI Refund Policy, refunds cannot be granted at this time and therefore courses cannot be dropped. Retroactive LOA granted only if there are no courses in the applicable semester.	Late Registration Penalty Fine \$8,000.