



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

## **Semester II 2017/18 Guidelines for Late Course Adjustments**

**Note: Students will not be allowed to sit examinations for a course if they are not registered for the course**

- Access in SAS to add/drop courses for Semester II closes on January 28, 2018.
- Students will not be allowed to drop courses for Semester II after March 4, 2018.
- Students will be allowed to add courses to their Semester II registration up to May 18, 2018 upon payment of the stipulated penalties.
- The steps to make additions to course registration are as follows:



**Note: Only students in good financial and academic standing will be permitted to make adjustments to their registration**

### **1. Pay Late Registration Penalty Fee**

#### **A. How Much to Pay?**

Students must pay the amount stipulated in the *Schedule of Late Registration Penalties*.

Part payments of the stipulated penalty will not result in access to register.

#### **B. Where to Pay?**

Payment must be made at the Bursary cashier.

#### **C. Points to Note**

- The penalty fee is valid only for the period specified in the *Schedule of Late Registration Penalties*. The correct penalty fee paid anytime during a penalty period will allow access to add courses only during the limits of that period. For example, \$1,000 paid anytime on February 2, 2018 will allow access to add/drop courses only during the period 12:00am to 11:59pm on February 2, 2018.
- The penalty fee is non-refundable
- The penalty fee is non-transferable - once paid it cannot be applied to any other payment item such as tuition fees, hall fees, etc.

## **2. Add Course(s) in SAS**

### **How will the Course(s) be Added?**

Payment of the late registration penalty fee will grant a student access to the SAS to add courses for a specified period of time.

### **Points to Note**

- Only students in good financial and academic standing will be able to add course(s)
- Students will have access to add courses approximately 15 to 30 minutes after the penalty fee payment is made
- Students are advised to make every effort to amend their registration within the specified period as the penalty fee paid and access granted is specific to this period.
- Normal registration rules apply (pre-requisite and quota restrictions)
  - Access to the system does not guarantee that a student will be able to add a course if the criteria are not met
  - Students can request an override if course criteria are not met
- Where the course(s) added results in additional tuition charges, the student must pay the additional fees.

## Schedule of Late Registration Penalties

Start Date	End Date	Start Time	End Time	Penalty Amount	Penalty Period
29-Jan-18	29-Jan-18	12:00 AM	11:59 PM	J\$1,000	Penalty Period 1
30-Jan-18	30-Jan-18	12:00 AM	11:59 PM	J\$1,000	
31-Jan-18	31-Jan-18	12:00 AM	11:59 PM	J\$1,000	
01-Feb-18	01-Feb-18	12:00 AM	11:59 PM	J\$1,000	
02-Feb-18	02-Feb-18	12:00 AM	11:59 PM	J\$1,000	
03-Feb-18	03-Feb-18	12:00 AM	11:59 PM	J\$1,000	
04-Feb-18	04-Feb-18	12:00 AM	11:59 PM	J\$1,000	
05-Feb-18	05-Feb-18	12:00 AM	11:59 PM	J\$2,000	Penalty Period 2
06-Feb-18	06-Feb-18	12:00 AM	11:59 PM	J\$2,000	
07-Feb-18	07-Feb-18	12:00 AM	11:59 PM	J\$2,000	
08-Feb-18	08-Feb-18	12:00 AM	11:59 PM	J\$2,000	
09-Feb-18	09-Feb-18	12:00 AM	11:59 PM	J\$2,000	
10-Feb-18	10-Feb-18	12:00 AM	11:59 PM	J\$2,000	
11-Feb-18	11-Feb-18	12:00 AM	11:59 PM	J\$2,000	
12-Feb-18	12-Feb-18	12:00 AM	11:59 PM	J\$2,000	
13-Feb-18	13-Feb-18	12:00 AM	11:59 PM	J\$2,000	
14-Feb-18	14-Feb-18	12:00 AM	11:59 PM	J\$2,000	
15-Feb-18	15-Feb-18	12:00 AM	11:59 PM	J\$2,000	
16-Feb-18	16-Feb-18	12:00 AM	11:59 PM	J\$2,000	
17-Feb-18	17-Feb-18	12:00 AM	11:59 PM	J\$2,000	
18-Feb-18	18-Feb-18	12:00 AM	11:59 PM	J\$2,000	
19-Feb-18	19-Feb-18	12:00 AM	11:59 PM	J\$2,000	
20-Feb-18	20-Feb-18	12:00 AM	11:59 PM	J\$2,000	
21-Feb-18	21-Feb-18	12:00 AM	11:59 PM	J\$2,000	
22-Feb-18	22-Feb-18	12:00 AM	11:59 PM	J\$2,000	
23-Feb-18	23-Feb-18	12:00 AM	11:59 PM	J\$2,000	
24-Feb-18	24-Feb-18	12:00 AM	11:59 PM	J\$2,000	
25-Feb-18	25-Feb-18	12:00 AM	11:59 PM	J\$2,000	
26-Feb-18	26-Feb-18	12:00 AM	11:59 PM	J\$2,000	
27-Feb-18	27-Feb-18	12:00 AM	11:59 PM	J\$2,000	
28-Feb-18	28-Feb-18	12:00 AM	11:59 PM	J\$2,000	
01-Mar-18	01-Mar-18	12:00 AM	11:59 PM	J\$2,000	
02-Mar-18	02-Mar-18	12:00 AM	11:59 PM	J\$2,000	
03-Mar-18	03-Mar-18	12:00 AM	11:59 PM	J\$2,000	
04-Mar-18	04-Mar-18	12:00 AM	11:59 PM	J\$2,000	
05-Mar-18	05-Mar-18	12:00 AM	11:59 PM	J\$4,000	Penalty Period 3
06-Mar-18	06-Mar-18	12:00 AM	11:59 PM	J\$4,000	
07-Mar-18	07-Mar-18	12:00 AM	11:59 PM	J\$4,000	
08-Mar-18	08-Mar-18	12:00 AM	11:59 PM	J\$4,000	
09-Mar-18	09-Mar-18	12:00 AM	11:59 PM	J\$4,000	
10-Mar-18	10-Mar-18	12:00 AM	11:59 PM	J\$4,000	
11-Mar-18	11-Mar-18	12:00 AM	11:59 PM	J\$4,000	
12-Mar-18	12-Mar-18	12:00 AM	11:59 PM	J\$4,000	
13-Mar-18	13-Mar-18	12:00 AM	11:59 PM	J\$4,000	
14-Mar-18	14-Mar-18	12:00 AM	11:59 PM	J\$4,000	

Start Date	End Date	Start Time	End Time	Penalty Amount	Penalty Period
15-Mar-18	15-Mar-18	12:00 AM	11:59 PM	J\$4,000	Penalty Period 3
16-Mar-18	16-Mar-18	12:00 AM	11:59 PM	J\$4,000	
17-Mar-18	17-Mar-18	12:00 AM	11:59 PM	J\$4,000	
18-Mar-18	18-Mar-18	12:00 AM	11:59 PM	J\$4,000	
19-Mar-18	19-Mar-18	12:00 AM	11:59 PM	J\$4,000	
20-Mar-18	20-Mar-18	12:00 AM	11:59 PM	J\$4,000	
21-Mar-18	21-Mar-18	12:00 AM	11:59 PM	J\$4,000	
22-Mar-18	22-Mar-18	12:00 AM	11:59 PM	J\$4,000	
23-Mar-18	23-Mar-18	12:00 AM	11:59 PM	J\$4,000	
24-Mar-18	24-Mar-18	12:00 AM	11:59 PM	J\$4,000	
25-Mar-18	25-Mar-18	12:00 AM	11:59 PM	J\$4,000	
26-Mar-18	26-Mar-18	12:00 AM	11:59 PM	J\$4,000	
27-Mar-18	27-Mar-18	12:00 AM	11:59 PM	J\$4,000	
28-Mar-18	28-Mar-18	12:00 AM	11:59 PM	J\$4,000	
29-Mar-18	29-Mar-18	12:00 AM	11:59 PM	J\$4,000	
30-Mar-18	30-Mar-18	12:00 AM	11:59 PM	J\$4,000	
31-Mar-18	31-Mar-18	12:00 AM	11:59 PM	J\$4,000	
01-Apr-18	01-Apr-18	12:00 AM	11:59 PM	J\$4,000	
02-Apr-18	02-Apr-18	12:00 AM	11:59 PM	J\$4,000	
03-Apr-18	03-Apr-18	12:00 AM	11:59 PM	J\$4,000	
04-Apr-18	04-Apr-18	12:00 AM	11:59 PM	J\$4,000	
05-Apr-18	05-Apr-18	12:00 AM	11:59 PM	J\$4,000	
06-Apr-18	06-Apr-18	12:00 AM	11:59 PM	J\$4,000	
07-Apr-18	07-Apr-18	12:00 AM	11:59 PM	J\$4,000	
08-Apr-18	08-Apr-18	12:00 AM	11:59 PM	J\$4,000	
09-Apr-18	09-Apr-18	12:00 AM	11:59 PM	J\$4,000	
10-Apr-18	10-Apr-18	12:00 AM	11:59 PM	J\$4,000	
11-Apr-18	11-Apr-18	12:00 AM	11:59 PM	J\$4,000	
12-Apr-18	12-Apr-18	12:00 AM	11:59 PM	J\$4,000	
13-Apr-18	13-Apr-18	12:00 AM	11:59 PM	J\$4,000	
14-Apr-18	14-Apr-18	12:00 AM	11:59 PM	J\$4,000	
15-Apr-18	15-Apr-18	12:00 AM	11:59 PM	J\$4,000	
16-Apr-18	16-Apr-18	12:00 AM	11:59 PM	J\$4,000	
17-Apr-18	17-Apr-18	12:00 AM	11:59 PM	J\$4,000	
18-Apr-18	18-Apr-18	12:00 AM	11:59 PM	J\$4,000	
19-Apr-18	19-Apr-18	12:00 AM	11:59 PM	J\$4,000	
20-Apr-18	20-Apr-18	12:00 AM	11:59 PM	J\$4,000	
21-Apr-18	21-Apr-18	12:00 AM	11:59 PM	J\$4,000	
22-Apr-18	22-Apr-18	12:00 AM	11:59 PM	J\$4,000	
23-Apr-18	23-Apr-18	12:00 AM	11:59 PM	J\$4,000	
24-Apr-18	24-Apr-18	12:00 AM	11:59 PM	J\$4,000	
25-Apr-18	25-Apr-18	12:00 AM	11:59 PM	J\$4,000	
26-Apr-18	26-Apr-18	12:00 AM	11:59 PM	J\$4,000	
27-Apr-18	27-Apr-18	12:00 AM	11:59 PM	J\$4,000	
28-Apr-18	28-Apr-18	12:00 AM	11:59 PM	J\$4,000	
29-Apr-18	29-Apr-18	12:00 AM	11:59 PM	J\$4,000	

Start Date	End Date	Start Time	End Time	Penalty Amount	Penalty Period
30-Apr-18	30-Apr-18	12:00 AM	11:59 PM	J\$8,000	Penalty Period 4
01-May-18	01-May-18	12:00 AM	11:59 PM	J\$8,000	
02-May-18	02-May-18	12:00 AM	11:59 PM	J\$8,000	
03-May-18	03-May-18	12:00 AM	11:59 PM	J\$8,000	
04-May-18	04-May-18	12:00 AM	11:59 PM	J\$8,000	
05-May-18	05-May-18	12:00 AM	11:59 PM	J\$8,000	
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08-May-18	08-May-18	12:00 AM	11:59 PM	J\$8,000	
09-May-18	09-May-18	12:00 AM	11:59 PM	J\$8,000	
10-May-18	10-May-18	12:00 AM	11:59 PM	J\$8,000	
11-May-18	11-May-18	12:00 AM	11:59 PM	J\$8,000	
12-May-18	12-May-18	12:00 AM	11:59 PM	J\$8,000	
13-May-18	13-May-18	12:00 AM	11:59 PM	J\$8,000	
14-May-18	14-May-18	12:00 AM	11:59 PM	J\$8,000	
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