

UNIVERSITY REGISTRATION 2014/2015

REGISTRATION GUIDEBOOK FOR ALL UNDERGRADUATE STUDENTS

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ST. AUGUSTINE CAMPUS, ADMINISTRATIVE DEPARTMENTS CONTACT INFORMATION

THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE CAMPUS
TRINIDAD & TOBAGO WEST INDIES
1 868 662 2002
www.sta.uwi.edu

Office of the Campus Registrar

Tel: 1 868 662 2002 Ext. 82001
Fax: 1 868 645 3275
Email: Campus.Registrar@sta.uwi.edu

Office of the Deputy Campus Registrar

Tel: 1 868 662 2002 Ext. 83018
Fax: 1 868 662 3792 Or 645 3275
Email: Deputy.Registrar@sta.uwi.edu

Undergraduate Admissions

Tel: 1 868 662 2002 Exts. 82154/83012/82157
Fax: 1 868 645 4611 Or 663 9684
Email: Admis@sta.uwi.edu

Examinations

Tel: 1 868 662 2002 Ext. 82155
Fax: 1 868 645 8649
Email: Examinations@sta.uwi.edu

Graduate Admissions

Tel: 1 868 662 2002 Exts. 82613/82616
Fax: 1 868 645 7327
Email: Post.Graduate@sta.uwi.edu

Student Accounts, Bursary

Tel: 1 868 662 2002
Exts. 83380/83381/83382/83379
Fax: 1 868 662 3854

Student Advisory Services

Tel: 1 868 662 2002 Ext. 82097
Fax: 1 868 662 663 0052
Email: student.advisoryservices@sta.uwi.edu

Student Health Service Unit

Tel: 1 868 662 2002 Ext. 82153
Fax: 1 868 662 2002 Ext. 82153

Help Desk

Online Help
Tel: 1 868 662 2002
Exts. 83969/83970/83971/83972
Email: support@mysta.uwi.edu



WELCOME

Welcome to all new students and welcome back to continuing students. Whether you are starting out on your University career or returning to continue your studies, our step-by-step guide will help you get the most out of your higher education journey.

REGISTRATION

ALL STUDENTS will be required to register online using the Banner Student Administration System. This means that students can register online via the web from anywhere, either on-campus or off-campus, simply using a computer with internet access between the hours of 6:00 am and 12:00 midnight Eastern Standard Time during the registration period.

- Trinidad and Tobago Citizens ONLY must register for the GATE e-Service at the GATE Registration Centre (GRC) or via GATE website **www.e-gate.govt.tt**
- Trinidad and Tobago Citizens must apply for GATE every semester
- Registration is by Semester.
- All students will be required to register by semester i.e. at the beginning of each semester.
- All students are required to register by the end of the first week for courses in Semester 1 and by the end of the first week for courses in Semester 2 or lose their status as students at The University.
- Late registration shall be permitted up to the end of the 4th week of the first semester and at the end of the 3rd week of the second semester on payment of a late registration fee.
- Changes of registration involving the addition or substitution of courses, withdrawal from courses, changes in programmes shall be permitted up to the end of the third week of the first semester, and the second week of the second semester.
- Late registration and changes in registration after the deadline date may be facilitated only in exceptional circumstances at the discretion of the Academic Board.
- All students who are eligible to continue in their academic programme are required to re-register at the beginning of each semester within the prescribed deadlines. Failure to re-register may result in a student being deemed to have withdrawn from The University.
- Continuing students who are not registering for any courses during one of the semesters are required to apply for a leave of absence for that semester – i.e. September 12, 2014 for Semester 1 and February 06, 2015 for Semester 2. Failure to do so may result in you being liable for tuition fees for that semester or your inability to re-register online, or being deemed to have withdrawn from The University.
- Registration for a course constitutes registration for the examinations in that course.
- If you are absent from an examination for medical reasons, you must repeat the course.
- You must officially register for all courses that you are reading. Remember that you cannot take an examination in a course unless the University's records indicate that you have registered for it, have paid fees and obtained financial clearance.
- Any student who writes an examination(s) for a course for which he/she is not registered, will not be credited for such course(s).
- Late de-registration/ Withdrawal from a course. If a student is granted permission to withdraw from a course after the official registration period has ended but before the end of the 6th week of teaching, a final grade definition of LW shall be assigned. This would not impact negatively on the student's GPA.
- If a student stops attending class and does not officially withdraw, a final grade definition of F will be assigned and will have a negative impact on GPA.
- Withdrawal/ de-registration from a course is not permitted once grades have been posted for the semester. If a student has documentable, extenuating circumstances, a petition may be submitted for review.
- Withdrawing from a class or classes does not relieve the student from financial liability.
- Be careful not to select courses with clashing class times. The system does not check for timetable conflicts.
- It is the student's responsibility to ensure that s/he has met the pre-requisites for each course in which s/he has registered.
- A student who is in good financial standing is one who has paid all fees and fines that are due.
- To register for Year-Long course(s) if you have no other course registration in Semester 1, you must register for course REGS 1000 in semester 1.
- Students will be required to register on-line at the beginning of Semester II for ONLY semester II courses, and similarly for Semester III.

- Students who are not required to read any Semester I or Year-Long course(s) MUST apply for leave of absence for Semester I.
- All compulsory fees are payable in full at the beginning of the academic year.
- Only tuition and Halls of Residence fees are payable by semester.
- All Faculty of Engineering Continuing students are to register for course registration sections ENC only.
- Evening University students (South) NAPS site-Naparima College - must use E02 course registration sections.

NOTE: Year-Long course(s) registration and fees will appear on your Registration fee Assessment Invoice under Semester II

ONLINE REGISTRATION DATES

ONLINE REGISTRATION DATES

Semester 1

August 18th 2014 to September 12th, 2014.

There is no specified Add/Drop period. Registration will remain open until September 12th, 2014.

NOTE: A late registration fee of TT\$200.00 applies from September 08th 2014- Semester I;

Semester 2

January 12th 2015 to February 06th 2015.

There is no specified Add/Drop period. Registration will remain open until February 06th 2015.

NOTE: A late registration fee of TT\$200.00 applies from February 02nd, 2015.

Semester 3

May 11th 2015 to June 06th 2015.

There is no specified Add/Drop period. Registration will remain open until June 06th 2015.

NOTE: A late fee of TT\$200.00 applies June 01, 2015.

Registration instructions are provided in detail in this booklet. Please pay particular attention to these instructions.

NEW and RE-ENTRY STUDENTS: Please note the dates and times assigned for Faculty Orientation and Academic Advising. [Refer to faculty schedules available online <http://sta.uwi.edu/registration/schedules.asp>]

NOTE: Registration will not be permitted after September 12, 2014 for semester I, February 06th 2015 for Semester II, and June 06th 2015 for semester III without the approval of the Academic Board. Additional late registration fines will be imposed by Academic Board.

ABOUT THIS BOOKLET

We have produced this information booklet to give you all the vital information about University registration and registration procedures. We advise you to take a moment to go through this booklet, and hold on to it as a reference. It will answer some crucial questions you might have regarding the UWI system of registration.

If you have any doubts or queries about the registration process after reading this booklet, please feel free to contact the Student Affairs (Admissions) Office at 662-2002, Exts. 82154/83012/82157 between 10:00 am to 12:00 noon and 2:00 pm to 4:00 pm.

While every effort has been made to ensure the accuracy of the information contained in this publication, The University of the West Indies accepts no liability for errors or omissions.

CHOOSING THE RIGHT COURSES

You will need to choose your courses carefully when registering to ensure that you have the right number of credits to graduate. Make sure you have the following:-

- Your Faculty's Regulations and Syllabuses booklet
- Your course/faculty timetable(s)

It is very important that you read your faculty's Regulations and Syllabuses booklet carefully from cover to cover. Do not skim over it; go through it thoroughly. Make careful note of:

- the courses you need to do in your first year
- the pre-requisites required for Level II and Level III courses
- the courses you need to do in your second/third year if you are a CONTINUING student
- the courses you need to complete before you can get your degree

You should concentrate on the courses related to your field of study so that you have credits for the higher levels. Make sure you talk to your Faculty's Academic Advisors. When you have chosen your courses, take some time and look over your registration data.



Once you decide on the courses you want to do, check for clashes in the timetable. If this occurs, you will have to think about changing one of your courses because it is tough to 'carry' clashes. If the clash is between two compulsory courses then you need to take the matter up with the Dean of your faculty.

PLEASE NOTE:

- Banner Section codes
S01-St. Augustine – Undergraduate Full-time, Part-time and Specially Admitted Students
E02- St. Augustine – Undergraduate Evening students
- **the banner course codes must be used to register.**
example: ECON 2000: Intermediate Micro Economics;
HIST 1703: introduction to history

REGISTRATION FOR YEAR LONG COURSES

- Pay particular attention to the Section 'Year Long courses' when registering for a year-long course(s).
- Students registering for Year Long course(s) and have no other course registration in Semester I, must register for course REGS 1000 in semester I registration period."

DISABLED STUDENTS

Please contact our Academic Support/ Disabilities Liaison Unit (ASDLU)
at 1 868 662 2002 Exts. 83921, 83023, 83866;
Email: AADLU.Office@sta.uwi.edu;
FAX: 1 868 662 2002 Ext. 83922
so arrangements can be made to assist you.

REGISTRATION FOR CO-CURRICULAR ACTIVITIES

Undergraduate students can register for co-curricular courses after their first semester of year one. This is with the exception of Technology Literacy which is available to eligible students from the beginning of year one.

Up to three (3) COCR credits can be substituted for three level one credits as a part of a student's degree programme.

You can register online for co-curricular courses. You also have up to 10 days to manually register for co-curricular courses after Registration on Banner is closed. You can only be registered if there are still places in the classes at this time.

For information on how to register for co-curricular courses refer to <http://sta.uwi.edu/cocurricular/registration.asp>

For quick steps to register for co-curricular courses refer to link <http://sta.uwi.edu/resources/documents/COCR-QuickRegistrationGuide.pdf>

**FACULTY OVERRIDES
FACULTY OVERRIDE DATES
FOR 2014/2015****Semester 1**

Submission of Override
8.30 a.m. August 18 through
4.00 p.m. September 09, 2014
Deadline for entry of overrides in Banner –
4.00 p.m. September 09, 2014

Semester 2

Submission of Override
8.30 a.m. January 12 through
4.00 p.m. February 03, 2015
Deadline for entry of overrides in Banner –
4.00 p.m. February 03, 2015

Summer Session

8.30 a.m. May 11, 2015 through
4.00 p.m. June 02, 2015
Deadline for entry of overrides in Banner –
4.00 p.m. June 02, 2015

Detailed information about faculty overrides is available at <http://www.sta.uwi.edu/registration/overrides.asp>

Students must check the status of their override application online by logging in to My Secure Area at <http://www.my.uwi.edu/> Select Student Services & Financial Aid>> Select Registration>> Select Check Your Registration Status

MY ST. AUGUSTINE VOCABULARY

These are some common terms you will hear as you start your UWI experience. It is a good idea to make sure you know what they mean. Take some time to review and familiarize yourself with them.

ACADEMIC ADVISING

The process where your faculty's Dean or his nominee provides information on courses for which you must register and assists, where necessary, in the selection of courses. The purpose of academic advising is to help students, particularly new students, in planning, monitoring and successfully managing their chosen field of study, in relation to clear career objectives. Students are guided to accept responsibility for their learning, to be informed of the services provided for them, to access information, and to be managers of their time.

ACADEMIC YEAR: August 1st to July 31st

ACCEPTANCE PACKAGE

Once you've been accepted, you will receive a package from us which will include your offer letter with your student registration number, information on fees, medical form, travel/passages information.

ADVISING HOLD

An Advising Hold may be placed on your record if you are in a faculty that requires academic advising prior to registration. You must attend an advising session before your faculty advisor will clear you to register.

ADD/DROP

The period during which students may add or drop a course without penalty.

CRN (COURSE REFERENCE NUMBER)

The number assigned to designate a specific class/section of a course.

CO-REQUISITE

A course which must be taken along with another specified course, in order to ensure the attainment of complementary and/or interdependent competencies.

CORE/REQUIRED COURSES

Courses that you are required to complete in order to be awarded a major or a minor.

COURSE LOAD

The number of credit hours carried each semester.

COURSE CODE

An alphanumeric code (combination of letters and numbers) used to identify a course e.g. HIST 2004 or ECON 1001. The letter part of the code identifies the subject (e.g. History or Economics), while the first digit of the number part of the code identifies the level of the course (e.g. 2004-Level 2 or 1001 Level 1).

COURSE LEVEL

Defines the level of a course. For example, HIST 1001 denotes that History 1001 is a Level 1 course (at UWI marked by the first digit in a course number).

CREDIT/CREDIT HOURS

A unit which represents the number of hours a student spends in a class each week over the course of the semester. E.g. A student enrolled in MGMT 2003 (3 credits) will spend approximately 3 hours in class for approximately 13 weeks.

DEGREE AUDIT or CURRICULUM ADVISING AND PROGRAMME PLANNING (CAPP) MODULE

An online tool to help students and their advisors compare the student's academic record to the requirements of a specific programme.

Prior to a meeting with their academic advisor or any time throughout the year, students with access to degree evaluation can easily review their progress within their current programme. Or, if thinking about a change, they can try a 'what-if' comparison of their record against the requirements of another programme.

DEPARTMENTS

Units that make up a faculty and have a specific specialization under the broader area represented by the faculty. (For example, Food Production is a department within the Faculty of Science & Agriculture, Management Studies is a department in the Faculty of Social Sciences; Liberal Arts is a department in the Faculty of Humanities & Education).

ELECTIVES

Any course not required as part of your major. Course(s) which you may choose from a list provided by your department/faculty in your respective Faculty Regulations and Syllabuses booklet.

**EVENING STUDENT**

A student who is registered to pursue a course of study for which classes are timetabled in the evenings from Mondays to Fridays from 5:00 pm to 10:00 pm and on Saturdays from 8:00 am to 8:00 pm.

FACULTY

Lecturers are known as faculty members. Departments are grouped into divisions called faculties. For example the Faculty of Social Sciences consists of the departments of Management Studies, Economics and Behavioural Sciences; the Faculty of Science & Agriculture consists of departments of Agricultural Economics and Extension, Food Production, Physics, Chemistry and Life Sciences.

FEE ASSESSMENT INVOICE

Printout of the courses for which you have registered that lists each specific course. The amount of tuition and fees due for all courses registered and the payment deadline date are also indicated on the printout.

FINANCIAL CLEARANCE

Approval given by Bursary officials when you have paid all the fees for which you are liable.

FINANCIAL HOLD

Your registration will not be processed if you are indebted to the University. If you have any questions regarding your account, you may visit the Student Accounts Office, The Bursary located on the Ground Floor, Student Administration Building.

FULL-TIME STUDENT

A student who is registered for not more than 15 /18 and no fewer than 12 credits per semester in accordance with prescribed faculty regulations.

GPA

Grade Point Average (GPA) is the average obtained by dividing the total grade point earned by the quality of hours for which the student is registered for any stated period of time, excluding hours on the Foundation courses, audited courses and courses taken for preliminary credit.

HOLD

A hold is a block placed on a student's record for failure to comply with obligations to the University. If you have a hold on your records, you may not register, or in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (i.e. unpaid tuition and fees, unpaid library fines), academic or disciplinary reasons. Examples of holds are: transcript holds, advising holds, dean's holds, immunization holds, accounts receivable holds, etc. If you have not cleared your holds before the start of the academic year, you will be unable to register until the hold is cleared.

LEVEL

Denotes a student status as either Undergraduate or Graduate.

MAJOR/MINOR

A major is the area in which you choose to concentrate most of your studies e.g. French, History, Physics, Management Studies. A minor is a secondary area of concentrated study that relates to the major or is of purely personal interest. Minors are not mandatory, and there are a limited number of minors available at UWI. For more information on minor programmes, check your faculty's Regulations and Syllabuses booklet.

MYCAMPUS PORTAL

A web service for students that can be reached directly at <http://my.uwi.edu/> For students, myCampus Portal online provides access to online registration, myCampus Portal also has information on student accounts, final grades, degree audits and personal information.

OPTION

A prescribed combination of courses within a faculty or across faculties leading to a degree.

PART-TIME STUDENT

A student registering for fewer than 24 credits in a given academic year. These courses may be scheduled at any time of the day on the timetable.

PRE-REQUISITE

A course that needs to be taken before you can register for another course or a more advanced course. Students are responsible for completing all prerequisites prior to enrolling in courses. The student registration system will prevent students from registering if prerequisites have not been completed.

PROGRAMME

A selection of courses designed to achieve pedagogical goal(s) the taking of which is governed by certain regulations and the satisfactory completion of which (determined by such regulation) makes a candidate eligible for the award of a degree/diploma/certificate.

REQUIRED/CORE COURSE(S)

A course(s) that you have to take to fulfill your specific degree programme.

SEMESTER

Half-year term in a school year; normally a 13-week period of instruction.

SEMESTER GPA

GPA computed on the basis of all courses done in a semester, without reference to weighting except in terms of credits. (The terms Grade Point, GPA, Quality Hours, Honours GPA, Cumulative GPA and Quality Points are defined in the UWI Grade Point Average Regulations booklet).

SPECIAL

A prescribed combination of courses offered which leads to a degree.

TRANSCRIPT

Official record of coursework and grades housed in the Office of the Campus Registrar.

UNDERGRADUATE STUDENT

A student pursuing a bachelor's degree. Undergraduate students cannot enroll in graduate level classes. An undergraduate (bachelor's) degree can be a stepping stone to postgraduate programmes, such as Master's, MBA, PhD programmes.

UWI STUDENT ID CARD

The University's Identification Card. The UWI Student ID Card has many functions aside from identification; it serves as a library card and an access card to other buildings on campus.

UWI STUDENT REGISTRATION NUMBER

A 9-digit or 8-digit identification number. This number, which can be found on your offer letter, gives you access to the St. Augustine online system, and identifies you as a UWI student while you are here.

UWI STUDENT E-MAIL ADDRESS

All students once registered and received financial clearance are automatically assigned a UWI student email account which can be accessed via the <http://my.uwi.edu/link>. This account must be used for all future email communications with the UWI. It is in the form <firstname.lastname@my.uwi.edu>

WARNING

Any student whose semester GPA average falls below 1.00 will be given an academic warning. This warning is intended to alert the student that improvement to academic performance is necessary. A student on warning whose GPA for the succeeding semester is less than 1.00 will be required to withdraw.

YEAR-LONG COURSE

A course that spans Semesters I and II. You must register for this course at the beginning of the academic year i.e. in Semester 1 registration period.

WHAT IS REGISTRATION?

Registration is the formal process of becoming a member of the University, enabling you to attend lectures, receive tuition, sit exams, use the library and other facilities and be a member of the Guild of Students. In order to attend a class at UWI, a student must first register for the course. Registration involves a series of steps that a student must follow to officially register for a course. A student is deemed to have registered for a course when his/her financial obligations to The University have been fulfilled. Registration for a course constitutes registration for the examination in that course.



HOW TO SELECT COURSES FOR YOUR ACADEMIC PROGRAMME?

All programmes and courses offered have already been defined and approved by your faculty under the Curriculum Advising and Programme Planning (CAPP) module in the Banner Student Administration System.

For **NEW STUDENTS**, Faculty Advisors will be available for consultation at your faculty orientation and academic advising session. Refer to your faculty's Orientation and Advising Schedule in this booklet.

CONTINUING STUDENTS You can view CAPP compliances in Banner Web that will list all courses already passed and those required to fulfill your programme requirements.

HOW TO REGISTER?

ALL STUDENTS will be required to register online at <http://www.sta.uwi.edu/registration>

This means that students can register from anywhere, either on-campus or off-campus, simply using a computer with internet access between the hours of 6:00 am and 12:00 midnight.

To access the online registration instruction guide go to <http://sta.uwi.edu/registration> and click on "Online Registration Instructions" in the left-hand menu.

WHERE TO REGISTER?

You may register using any PC with Internet access either at home, at an on-campus computer laboratory or at any internet café.

Computer kiosks located in the lobby area of the Student Administration Building will be available during the hours of 8.30am to 6.00pm Monday to Thursday and 8.30am to 4.30om on Friday excluding weekends and Public Holidays.

We encourage you to use off-campus facilities to avoid long queues and unnecessary delay at the on-campus computer lab.

CHECKLIST

	Read this Guide carefully
	Remember to keep your offer letter/acceptance letter with you (New Students)
	Download your Faculty Regulations & Syllabuses booklet to find out what you need to do to complete your degree http://sta.uwi.edu/onlineForms.asp .
	Attend your Faculty Orientation and Advising Session (New and Re-entry Students)
	Complete your Online Registration – Refer to details in the Online Registration Instruction Guidebook http://www.sta.uwi.edu/registration
	Ensure that your courses are listed on your Registration Fee Assessment Invoice printout
	Pay approved fees to obtain Financial Clearance
	Check online for Financial Clearance
	Get your UWI Student ID Card
	Access your UWI Email Account
	Check UWI Academic Calendar for important dates and the last day to register/add/drop classes
	Start your programme

CITIZENS OF TRINIDAD & TOBAGO ONLY

GOVERNMENT ASSISTANCE FOR TUITION EXPENSES (GATE) FUNDING

1. A new GATE e-Service has been implemented by the Ministry of Tertiary Education and Skills Training (MTEST), Funding and Grants Administration Division, effective January 13, 2014. Persons who are citizens of Trinidad & Tobago must register for a GATE e-Service ID at any of the GATE Registration Centres (GRC).

- You must obtain a GATE e-Service ID before you can apply for GATE funding
- You must also submit your application for GATE funding online using your GATE e-Service ID.

Failure to do so will result in your being unable to access GATE tuition funding.

Please refer to our website at <http://sta.uwi.edu/GATE> for full details and instructions on applying for GATE.

NOTE: You **MUST** present a copy of your acceptance/offer letter to register for GATE.

- II. The GATE Policy of the Government of the Republic of Trinidad and Tobago, states that, effective January 2012, "GATE no longer covers students whose cumulative Grade Point Average (GPA) is below 1.0".

For the purposes of this policy the relevant GPA is the cumulative GPA appearing on your transcript as at the end of the academic year – 2012/2013 and includes Semesters I, II and III (where applicable) for full-time/part-time students and for students enrolled in Evening programmes. This means that students who have not maintained a minimum cumulative GPA of 1.0 as at the end of the academic year 2013/2014 will be unable to access continued GATE Funding for the 2014/2015 academic year. However, if the cumulative GPA improves at the end of Semester I 2014/2015, the student can apply for GATE funding for Semester II-2014/2014 and must submit a copy of the academic transcript to GATE e-Service for approval.

If you are among such students you must make arrangements to meet your tuition fees before you can register for the upcoming semester, recognizing that your registration cannot be effected unless you can fully meet your financial obligation to the University.

To find out more about the continued GATE Funding Policy Guidelines, please refer to the FAQs at (LINK) or contact Student Accounts, the Bursary at 662-2002 exts. 82137, 83382, 83379 or 82143.

DE-REGISTRATION OF STUDENTS FOR NON-PAYMENT OF FEES

Students are advised that from the 2012/2013 Summer Session de-registration from courses for non-payment of fees will be implemented by specific dates. The registration process will only be complete once all necessary fees (compulsory, and tuition and hall fees, where applicable) have been paid in full.

PENALTIES FOR NON-PAYMENT OF FEES

Students who do not meet payment deadlines will be considered to have not completed the registration process. Such students will be unable to attend classes, write exams and access facilities such as the Health Service Unit, Myelearning, the Library and Halls of Residence.

Failure to meet the payment deadlines will result in the suspension of these services and the following actions:

- For a New First-Time student – de-registration (see below for details)
- For a Continuing/Returning student – automatic placement on Compulsory Leave (CL) (see below for details)

For clarification:

A New First-Time student: A student who is new to undergraduate level or graduate level studies. **A**

Continuing/Returning student: A student who is continuing from year to year or semester to semester within the same programme, including a student who was on approved Leave of Absence.

NEW FIRST-TIME STUDENTS

Registered – A new first-time student who has registered but has not paid ALL required fees by the last working day of September for Semester I, the last working day of February for Semester II, and last working day of June for the Summer session, will be de-registered from his/her courses and the offer of a place will be withdrawn. Such students will have to re-apply for admission at a future date.

Not registered – A new first-time student who has not registered, and therefore has not paid ALL required fees by the aforementioned deadlines, will be considered to no longer have an interest in his/her programme and the offer of a place will be withdrawn. Such students will have to re-apply for admission at a future date.

CONTINUING/RETURNING STUDENT

Registered – A continuing/returning student who has registered but has not paid ALL required fees by the last working day of September for Semester I, the last working day of February for Semester II, and last working day of June for the Summer session, will be de-registered from his/her courses and automatically placed on a Compulsory Leave of Absence (CL) for the semester in question.

Not registered – A continuing/returning student who has not registered, and therefore has not paid ALL required fees by the specified deadlines, will be placed on Compulsory Leave of Absence (CL).



NB: Continuing/returning students who may have paid fees but have NOT registered by the end of the registration period for the respective semester would be required to seek the approval of their Faculty and the Academic Board/Campus Committee for Graduate Studies and Research for late registration no later than mid-October for Semester I, mid-March for Semester II and mid-June for the summer session.

Additional late registration fines, as specified by the Academic Board, will be imposed.

RULES TO FOLLOW

- Trinidad and Tobago Citizens ONLY must register for the GATE e-Service at the GATE Registration Centre (GRC) or via GATE website
www.e-gate.govt.tt
- Trinidad and Tobago Citizens must apply for GATE every semester
- Registration is by Semester.
- All students are required to register by semester i.e. at the beginning of each semester.
- All students are required to register by the end of the first week for courses in Semester 1 and by the end of the first week for courses in Semester 2 or lose their status as students at The University.
- Late registration shall be permitted up to the end of the 4th week of the first semester and at the end of the 3rd week of the second semester on payment of a late registration fee.
- Changes of registration involving the addition or substitution of courses, withdrawal from courses, changes in programmes shall be permitted up to the end of the third week of the first semester, and the second week of the second semester.
- Late registration and changes in registration after the deadline date may be facilitated only in exceptional circumstances at the discretion of the Academic Board.
- All students who are eligible to continue in their academic programme are required to re-register at the beginning of each semester within the prescribed deadlines. Failure to re-register may result in a student being deemed to have withdrawn from The University.
- Continuing students who are not registering for any courses during one of the semesters are required to apply for a leave of absence for that semester – i.e. September 13, 2013 12, 2014 for Semester 1 and February 07, 2014 06, 2015 for Semester 2. Failure to do so may result in you being liable for tuition fees for that semester or your inability to re-register online, or being deemed to have withdrawn from The University.
- Registration for a course constitutes registration for the examinations in that course.
- If you are absent from an examination for medical reasons, you must repeat the course.
- You must officially register for all courses that you are reading. Remember that you cannot take an examination in a course unless the University's records indicate that you have registered for it, have paid fees and obtained financial clearance.
- Any student who writes an examination(s) for a course for which he/she is not registered, will not be credited for such course(s).
- Late de-registration/ Withdrawal from a course. If a student is granted permission to withdraw from a course after the official registration period has ended but before the end of the 6th week of teaching, a final grade definition of LW shall be assigned. This would not impact negatively on the student's GPA.
- If a student stops attending class and does not officially withdraw, a final grade definition of F will be assigned and will have a negative impact on GPA.
- Withdrawal/ de-registration from a course is not permitted once grades have been posted for the semester. If a student has documentable, extenuating circumstances, a petition may be submitted for review.
- Withdrawing from a class or classes does not relieve the student from financial liability.
- Be careful not to select courses with clashing class times. The system does not check for timetable conflicts.
- It is the student's responsibility to ensure that s/he has met the pre-requisites for each course in which s/he has registered.
- A student who is in good financial standing is one who has paid all fees and fines that are due.

NEW STUDENTS if you have not submitted your medical form to the Medical Officer, UWI Health Service Unit you will not be able to register.

LEAVE OF ABSENCE

Before the end of semester

Leave of absence is permitted. If you wish to leave campus before the end of either semester, you must apply in writing to the Campus Principal. Letters should be routed through your Faculty Dean and sent at least three weeks before the planned date of departure. In case of an emergency you may be exempted from the three weeks notice.

For more than two days

If you need to be away from campus for more than two days at a time you need to apply to the Campus Principal. All leave must be recommended by your Faculty Dean and by the Hall Warden if you are a hall resident.

For a semester/year

All applications for leave of absence for a semester OR the academic year except for the Faculty of Law MUST be submitted through the Electronic Workflow on Student Matters by the END OF THE THIRD WEEK OF SEMESTER 1 or it will not be considered.

Requests citing medical reasons must be accompanied by medical certification acceptable to the University. Requests for personal reasons or based on compassionate, financial or work-related grounds are also considered. Responses will normally be mailed, but prior arrangements may be made with the Admissions Office for collection of same.

You must complete your request for Leave of Absence by September 12, 2014 for Semester 1 and by February 06, 2015 for Semester 2.

New Students

If you are a NEW student and you wish to begin study in the following academic year. YOU MUST FIRST REGISTER then apply for a Leave of Absence. Failure to register will result in the withdrawal of your offer of a place and you will be required to re-apply when applications are invited between November and January.

NOTE 1: Students who have been attending classes and then apply for Leave of Absence after the deadline date are liable for payment of full tuition fees for the semester/academic year, whether they sit examinations or not.

NOTE 2: Leave of Absence grants a student permission to be away from classes and from writing **examinations. A student cannot, therefore, be on approved Leave of Absence and at the same time benefit from examination results for that period.**

NOTE 3: Leave of Absence will not be granted for more than two (2) consecutive academic years.

CHECK YOUR RECORDS REGULARLY TO ENSURE THAT THEY ARE ACCURATE AND UP-TO-DATE

EMAIL ADDRESS - Activate your email account @ <http://my.uwi.edu/myEmail.asp>. Every student is assigned an official UWI email address. Your email address is the one to which all official email from Student Affairs, the Library and your faculty will be sent. It is in the form <firstname.lastname>@my.uwi.edu. Please activate your email promptly and check it regularly to ensure that you receive any important information from the University.



An Academic Calendar announces University registration, academic deadlines and dates of campus events. UWI's Academic Calendar is updated regularly. Here are the important dates you should be aware.

ACADEMIC CALENDAR 2014/2015

ACTIVITY	SEMESTER 1 AUGUST – DECEMBER 2014	SEMESTER 2 JANUARY – MAY 2015	SUMMER MAY – JULY 2015
Semester BEGINS	August 24, 2014	January 18, 2015	May 18, 2015
Registration BEGINS	August 18, 2014	January 12, 2015	May 11, 2015
Registration ENDS	September 12, 2014	February 06, 2015	June 6, 2015
Teaching BEGINS	September 2, 2014	January 19, 2015	May 19, 2015
Teaching ENDS	November 28, 2014	April 17, 2015	July 11, 2015
Late registration/late payment fee of TTS\$200.00 applies	September 08, 2014	February 2, 2015	June 01, 2015
Examinations BEGIN	December 3, 2014	April 27, 2015	July 13, 2015
Examinations END	December 19, 2014	May 15, 2015	July 24, 2015
Semester ENDS	December 19, 2014	May 15, 2015	July 24, 2015
Application to Carry forward Coursework ENDS Change in Registration (ADD/DROP) ENDS Application for Leave of Absence ENDS Application for Credit and Exemptions ENDS	September 12, 2014	February 06, 2015	June 5, 2015
Faculty Overrides - Submission of Overrides	August 18, 2014	January 12, 2015	May 11, 2015
Deadline for Entry of overrides in Banner	September 9, 2014	February 03, 2015	June 2, 2015
ORIENTATION AND ICE BREAKER (UWILIFE)			
AUGUST 29, 2014			
Semester II - Break	April 19-26, 2015		
ELPT TEST: Scheduled for the following dates	August 14, 2014 and October 16, 2014	February 12, 2015	-
SPECIALLY-ADMITTED 2014/2015			
	SEMESTER I	SEMESTER 2	ENTIRE ACADEMIC YEAR
Application for Specially Admitted OPENS	November 11, 2013	November 11, 2013	November 11, 2013
Application for Specially Admitted ENDS	June 30, 2014	December 19, 2014	June 30, 2014
CEREMONIES			
Matriculation Ceremony	September 18, 2014		
Graduation Dates	October 11, 2014 (Open Campus) October 18, 2014 (Cave Hill) October 22, 24 and – 25, 2014 (St. Augustine) October 31 to November 01, 2014 (Mona)		
APPLICATION PERIOD 2015/2016			
	OPENS	ENDS	
FULL-TIME Applications (UG) Degree Programmes	November 10, 2014	March 31, 2015	
PART-TIME Degree Programmes, Evening University Programmes, All (UG) Certificate and Diploma Programmes	November 10, 2014	March 31, 2015	
Scholarships and Bursaries [tenable in 2015/2016]	March 02, 2015	30 June 2015	
SPECIALLY-ADMITTED 2015/2016			
	SEMESTER I	SEMESTER 2	ENTIRE ACADEMIC YEAR
Application for Specially Admitted	November 10, 2014	November 10, 2014	November 10, 2014
Application for Specially Admitted	June 30, 2015	December 18, 2015	June 30, 2015
TRANSFERS - 2015/2016 Inter-Faculty and Inter-Campus Transfers			
Faculties of Medical Sciences & Law	November 10, 2014	January 30, 2015	
All other Faculties	November 10, 2014	March 31, 2015	

THIS CALENDAR IS SUBJECT TO CHANGE BY THE APPROPRIATE AUTHORITIES

REGISTRATION PROCESS

The following section details UWI's 7-step registration process.

STEP 1: GET YOUR 2014/2015 REGISTRATION INFORMATION

Information can be obtained –

- Online at the UWI website at <http://www.sta.uwi.edu/registration>

STEP 2: GO TO ACADEMIC ADVISING

- Attend your Faculty Orientation and Academic Advising session. It is **COMPULSORY for New and Re-Entry Students and OPTIONAL for Continuing Students. Faculty Academic Advising schedule information can be obtained via the Web at <http://www.sta.uwi.edu/registration/schedules.asp>**
- Consult your Faculty Advisor for information on courses for which you must register.

STEP 3: TRINIDAD & TOBAGO CITIZENS ONLY REGISTER FOR GATE

- 1) Firstly, you must register for the GATE e-Service at the GATE Registration Centre (GRC).
[Visit e-GATE website - www.e-gate.govt.tt or call 800-GATE for information].

In order to successfully register, you must present original copies of your birth certificate, and one other form of identification (National ID or passport ONLY), and a valid e-mail address for receiving notifications.

After registering at the Gate Registration Centre, you will receive an email informing you that a GATE e-Service account has been created for you, along with an activation code, GATE e-Service ID, and password. After activation, the ID and password will be used to log in to your account on the GATE e-Service website (www.e-gate.govt.tt), and apply for GATE online.

To complete your online GATE application form, you must have soft (scanned) copies of the following:

- UWI acceptance letter (for new students only)
- Electronic birth certificate and one other form of identification (National ID or passport ONLY)
- Payment slip (postgraduate students only)
- Marriage/divorce certificate (for married/divorced students)
- Latest results slip
- Deed poll (for name change)
- Complete, edit or re-submit your application as necessary
- On completion, print and sign a Student Copy of the electronic application form and attach it to your UWI fee sheet.

STEP 4: REGISTER FOR COURSES

- Read the Online Registration Instruction Guide available at <http://sta.uwi.edu/registration/BannerRegistrationManual.pdf>
- Follow the instructions to select your courses.
Note: At the BEGINNING of each academic year you are required to register for:
 - All Semester I courses
 - All Year-Long courses (where applicable)
- Print your Registration Fee Assessment Invoice. This is required to obtain financial clearance.
Check CAREFULLY to ensure that the courses for which you registered online are listed.

STEP 5: PAY FEES

Pay fees at any branch of Republic Bank Ltd. using the bank deposit slip. Ensure that the bank teller returns 2 copies of the deposit slip to you.



SECTION CODE	CAMPUS	LEVEL	STATUS
CFB	Clarence Fitzroy Bryant, St. Kitts	UG	CFB Campus students only
CHL	Cave Hill Law	UG	Cave Hill LLB YEAR 1 students only
DEN	St. Augustine	UG	Dentistry students registering for course MDSC 3280
E01	St. Augustine	UG	Evening Students
E02	St. Augustine	UG	Evening Students: NAPS SITE - South Campus (Naparima College)
E0C	St. Augustine	UG	FOUN 1102 - FSA Evening Students only
EXC		UG	Exchange, Study Abroad and Inter-Campus Exchange students
FSA	St. Augustine	UG	FSA students registering for FEN & FSS Courses
LAS	St. Augustine	UG	Liberal Arts Students registering for Education Courses
PED	St. Augustine	UG	Physical Education students registering for Summer courses
S01	St. Augustine	UG & PG	Full-Time Part-Time, Specially Admitted St. Augustine LLB Years 1, II & III
S02	St. Augustine	PG	a. Undergraduate students registering for Postgraduate courses b. Graduate & Qualifying Graduate students registering for Undergraduate courses
S0A	St. Augustine	UG	FOUN 1102 – All FHE students including Bachelor of Education majors
S0B	St. Augustine	UG	FOUN 1102 - ALL FHE & LAW Students except Literatures in English, English Language and Literatures with Education majors
S0C	St. Augustine	UG	FOUN 1102 – FSA Full-time students
SAL	Sir Arthur Lewis Community College, St. Lucia	UG	Sir Arthur Lewis Campus, St. Lucia students only
SED	St. Augustine	UG	FOUN 1210 – FHE Bachelors of Education majors only
SVG	St. Vincent & The Grenadines	UG	St. Vincent & The Grenadines Campus students only
UEX	St. Augustine	UG	UWI St. Augustine students on exchange with Cave Hill and Mona campuses and foreign universities

STEP 6: OBTAIN FINANCIAL CLEARANCE

Semester I

NOTE: Trinidad & Tobago Citizens ONLY must register for the GATE e-Service at the GATE Registration Centre (GRC) or via GATE website at www.e-gate.govt.tt or call 800-GATE for information.

- Tuition fees and Halls of Residence fees are payable at the beginning of each semester
- All Compulsory fees are payable in full at the beginning of the academic year
- Pay fees at any branch of Republic Bank Ltd using the UWI student bank deposit slip
- Submit fee assessment invoice and proof of payment/scholarship/funding in boxes provided at the Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building
- *For Citizens of Trinidad & Tobago ONLY - Copy of Electronic GATE Application form with student's signature at top of form, and receipt of payment of compulsory fees.
- Check online for financial clearance within 5 working days.
- If you have not received financial clearance-visit the Student Accounts CSR, Ground Floor, The Lloyd Braithwaite Student Administration Building for clarification.

Semester II

- Tuition fees and Halls of Residence fees are payable at the beginning of each semester
- Compulsory fees are payable if you are registering for the first time in Semester 2.
- Pay fees at any branch of Republic Bank Ltd using the UWI student bank deposit slip
- Submit fee assessment invoice; signed copy of EGATE application form and proof of payment/scholarship/funding in boxes provided, Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building
- Check online for financial clearance within 5 working days.
- If you have not received financial clearance-visit the Student Accounts CSR, Ground Floor, The Lloyd Braithwaite Student Administration Building for clarification.

STEP 7: UWI ID CARD

Financial clearance is required for the issuance of a new or revalidation of UWI ID Card.

SEMESTER 1

New ID cards are only issued to NEW/Re-Entry students, students who have changed faculty and CONTINUING students whose IDs have expired.

Continuing Students:

- If you received financial clearance your UWI student ID card is automatically revalidated upon receipt of financial clearance.
- If your UWI ID card date has expired you would be required to visit the ID Card Office, Daaga Lecture Room, to have your photograph taken to obtain a new UWI ID Card.

You must produce picture identification (i.e. valid passport or National ID card) to obtain your UWI Student ID Card.

UWI STUDENT ID CARD ISSUE SCHEDULE

DATES: Monday August 25 to September 06 2014

TIME: 9.00 a.m. to 6.00 p.m.

VENUE: Daaga Lecture Room 1 (Ground Floor)

FACULTY	DATES
Engineering	MONDAY AUGUST 25, 2014
Humanities and Education	TUESDAY AUGUST 26, 2014
Food and Agriculture & Science and Technology	WEDNESDAY AUGUST 27, 2014 & SATURDAY AUGUST 30, 2014
Social Sciences	THURSDAY AUGUST 28, 2014 & SATURDAY AUGUST 30, 2014
Law & Specially Admitted/Exchange	THURSDAY AUGUST 28, 2014
Medical Sciences	THURSDAY AUGUST 28, 2014

SEMESTER 2

If you registered in Semester I - 2014/2015 and received financial clearance your UWI student ID card is automatically revalidated for Semester II.

Students requiring UWI ID cards for Semester II 2014/2015 MUST visit the ID Photo Room, Ground Floor, The Lloyd Braithwaite Student Administration Building, Lewis Avenue during the period January 12, 2015 to February 06, 2015; 8.45am to 6.00pm.

REASONS TO COMPLETE THE REGISTRATION PROCESS

You only become a registered student of The University of the West Indies (UWI) after you have completed the 6 steps outlined above.

If you've completed the academic process but have failed to pay fees and to obtain financial clearance, the following sanctions will be imposed:

You will be unable to:

- attend classes
- obtain or renew your Student ID Card
- borrow books from the Campus Library and make use of the Alma Jordan Library's Computer Lab
- access your student records
- Access your myelearning account
(more about myelearning can be found at <http://myelearning.sta.uwi.edu>)
- access your examination schedule
- access the student medical/health records
- use the Health Service Unit
- represent clubs/societies/UWI in co-curricular activities
- Seek candidacy or run for office any Hall election or campus-wide election to the Guild of Students

LIBRARY INFORMATION

All registered undergraduate and graduate students are entitled to membership in the Alma Jordan Library. You must show your university identification card to enter the library and to borrow material.

Within 24 hours of completing registration i.e. obtaining on-line financial clearance and receiving a UWI ID card your name will be transferred to the library's database of registered users.

Members of the UWI community who have been granted access to the Alma Jordan Library should be aware that acceptance of library membership constitutes in itself an undertaking to accept the regulations, rules and ordinances of the library and university.

Library Fine (LF) holds will be placed on students accounts in Banner. These holds will only be removed when overdue items are returned and the fine is paid at the Alma Jordan Library Accounts Unit.

The Campus Libraries are authorized to levy a fine upon all users who fail to return library material within the prescribed period. The fine for late return of books in the General Collection is one dollar (\$1.00) for each day the loan is overdue. The fine for late return of books in the Reserve Collection is one dollar (\$1.00) per hour or part thereof. The maximum for each overdue item in all categories is five hundred dollars (\$500.00), after which further disciplinary action may be taken. Users are blocked from borrowing once items on loan become overdue and/or they have fines outstanding.

Notices will be dispatched to users via email notifying them of their outstanding items and/or fines. Items which are not returned after due notice will be presumed lost and treated accordingly.

When, after due notice, a fine or replacement cost has not been paid, the Librarian is authorized to arrange for the amount of the fine/replacement cost to be recovered by the University.

BAGS IN THE LIBRARY

Only bags which conform to the library's standing rule of the dimensions 15 x 20 centimetres are allowed in the library. Users wishing to bring laptops in the library on a regular basis should register to be issued a CLEAR BAG.

NEED HELP?

If you forget your password (PIN), go to <http://www.sta.uwi.edu/registration>, click on Online Registration Instructions to download the Online Registration Instruction Guide and follow the instructions to reset your PIN or email support@mysta.uwi.edu

1. Check the REGISTRATION GUIDEBOOK FOR UNDERGRADUATE STUDENTS <http://www.sta.uwi.edu/registration> for more detailed registration information on: Registration dates 2014/2015
 - Registration venues
 - Rules to follow
 - Definitions
 - Changing your online information
 - Academic Calendar 2014/2015
 - ID Card Issue Schedule
 - Faculty Orientation & Academic Advising Schedules
 - Contact information
2. Help Desk
 - a. Computer Kiosks located in lobby area of The Lloyd Braithwaite Student Administration Building
Help Desk BANNER Related Queries - via telephone and email during the hours 8:30am – 4.30pm Monday to Friday
Semester 1: August 18, to September 12, 2014
Semester 2: January 12 to February 06, 2015
Tel: 1 868 662-2002
Exts. 83969/83970/83971/83972
 - OR
 - b. Email – support@sta.uwi.edu
 - c. Financial Clearance Queries:
Tel. 1 868 662 2002
Exts. 82143/83382/83379
 - d. Students requiring assistance from Student Affairs (Admissions) can call
Tel. 1 868 662 2002
Exts. 83012/82157.
OR
 - e. Visit the Customer Service Representatives, The Lloyd Braithwaite Student Administration Building, Lewis Avenue
3. For assistance with Student Portal and/or PIN Reset
 - a. Call 663-1334/662-4304 Ext. HELP (84357) OR
 - b. Email - servicedesk@sta.uwi.edu
4. Ask any of the Student Assistants at your faculty computer lab between the hours of 9.00a.m. to 6.00p.m. Monday to Friday. These assistants can be identified by their blue coats.



5. Refer to the Online Registration Instruction Guide at <http://sta.uwi.edu/registration/> for instructions on:
- How to search for a course
 - How to add/drop a course
 - How to view CAPP (Curriculum Advising & Programme Planning) online
 - Faculty Overrides

If you are locked out from, myCampus Portal it means that you have entered your password more than 3 times. Contact our Help Desk at 1 (868) 662-2002 Exts. 83969, 83970, 83971, 83972 or email support@mysta.uwi.edu.

ADMINISTRATIVE HOLDS/CONTACTS

There are administrative restrictions called “holds”, which, when put on your Banner student records, will prevent you from registering for courses. Detailed below are the various types of administrative holds and the department that you must contact if you encounter such a hold(s) while attempting to register:

DEFINITION GUIDE		
Hold Description	Meaning	Whom to Contact
AR – Account Receivable	Fee obligation outstanding	Students Accounts Section Bursary Administration Bldg., Exts. 82143/83382/83379
ALJ – Arthur Lok Jack	Applicable to ALL students in the Arthur Lok Jack School of Business	Arthur Lok Jack, Academic Unit Tel: 645 6700 Ext. 114
AV – Advising	Academic advising requirement outstanding	Student’s Faculty Advisor
DH – Dean’s	Academic matter that requires student to contact Dean’s office	Faculty Office or designated Faculty Representative i.e. Heads of Departments
EI – Examination Irregularities	Examination issue that requires student to contact Examination Section	Examinations Section Administration Bldg., Ext. 82155
LI – Library Fine	Books, Fee or Fine obligation outstanding	Circulation and Access Services, The Alma Jordan Library, Exts. 82132. 84030
MD – Medical	Medical certificate outstanding	Student Medical Officer UWI Health Service Unit, Ext. 82153
IM – Immunization	Medical certificate outstanding	Student Medical Officer UWI Health Service Unit, Ext. 82153
TB – Tuberculosis	ALL students in the Faculty of Medical Sciences required to submit evidence of Tuberculosis screening.	Student Medical Officer UWI Health Service Unit, Ext. 82153
RB – Rabies	DVM students required to submit evidence of Rabies immunization.	Student Medical Officer UWI Health Service Unit, Ext. 82153
RH – Registrar’s	Academic matter that requires student to contact the Campus Registrar’s Office/ Assistant Registrar (Admissions)	Deputy Campus Registrar/Assistant Registrar (Admissions) Student Administration Bldg., Exts. 83012/82154/82157
GT	UG students with GPA below one (1.0) and those who have exceeded their GATE limits will not receive GATE funding, Students will be required to pay their own tuition fees.	Students Accounts Section Bursary The Lloyd Braithwaite Administration Bldg., Exts. 82143/83382/83379

NOTE: A student may have more than one hold placed on their Banner student record thus requiring them to contact all relevant departments associated with holds.

ONLINE REGISTRATION COURSE RESTRICTIONS GUIDE

Banner will apply faculty approved course restriction filters during the registration and add/drop processes. Each restriction may apply singly or in combination with other restrictions. Faculty approval is required to “override” all course restrictions except duplicate courses or repeated courses.

TYPE OF RESTRICTION

ENROLMENT LIMIT

Students will be permitted to register up to the specified enrolment limit. Once the enrolment limit is reached, students will receive a message that the course is closed.

CAMPUS RESTRICTION

Courses may be limited to one or more campuses - St. Augustine, Evening and Distance. For example, a St. Augustine student attempting to register for a course offered only at Evening University will receive a message that they do not meet the campus requirement.

COLLEGE RESTRICTION

Courses may be limited to one or more faculties. For example a Faculty of Food & Agriculture student attempting to register for a course restricted to Faculty of Social Sciences students will receive a message that they do not meet the college requirement.

LEVEL RESTRICTION

Courses may be limited to undergraduate or graduate students.

MAJOR RESTRICTION

Courses may be limited to students in one or more specified majors. Students who have not declared a major or are not in the specified major will receive a message that they do not meet the major requirement.

PROGRAMME RESTRICTION

Courses may be limited to students in one or more specified programmes. Students who are not in the specified programme(s) will receive a message that they do not meet the programme requirement.

PRE-REQUISITES

Banner has the capacity to check specified course pre-requisites or required test scores. Students who do not have the specified course requisite will receive a message that they do not meet the pre-requisite requirement.

DUPLICATE COURSE

Students may not register for more than one section of the same course number. (In Banner, topics courses are independent courses. Therefore, the restriction does not apply.)

PRE-REQUISITE ERROR

If you attempt to register for a course(s) and do not have the necessary pre-requisite(s) or if a class is full, you will receive an error message after trying to register for it.

Only the Dean of the Faculty or his/her designated representative(s) will be authorized to do overrides or give approvals.

CHANGING REGISTRATION INFORMATION [ADD/DROP]

Students will be able to make changes to their registration (add or drop courses) online during the registration period. After the end of the registration period i.e. September 14th, 2014 for Semester I and February 6th, 2015 for Semester II no changes will be permitted.

NOTES:

1. A late registration fee of TT\$200 will be applied from September 08th 2014 for Semester I and February 3rd 2015 for Semester II and June 06th 2015 for Semester III.
2. Adding or dropping courses affects the fees for which you are liable. Depending on the number of courses you may have added you may be financially responsible for payment of additional fees. Alternatively depending on the number of courses you may have dropped you may be entitled to a refund of fees.
3. Adding or dropping courses also affect your student loan status.

CHANGING MAJOR/OPTION AND/OR ENROLMENT STATUS (FULL-TIME/PART-TIME/EVENING)

Students who would like to change their programme/major/option and/or enrolment status (i.e. full-time or part-time or evening) will be required to submit written requests to the Dean of the Faculty, through the Assistant Registrar, Student Affairs (Admissions).



CHANGING PERSONAL INFORMATION

Students are advised to view their personal information online and make changes where necessary. Be sure to update the following fields with your current information: address, telephone and emergency contact. Other changes such as change of name and marital status will require the submission of an official letter with supporting original documents or certified copies to the Assistant Registrar, Student Affairs (Admissions).

SUBMISSION OF LEAVE OF ABSENCE

Leave of absence requests must be submitted by September 12th, 2014 for Semester I and by February 06th, 2015 for Semester II using the **Online Student Requests System** on the new student portal my.uwi.edu.

All applications for leave of absence for a semester or the academic year should be submitted through the Online Student Requests System on the new student portal my.uwi.edu.

The student will be required to:

- Log in to the new student portal (my.uwi.edu)
- Go to "Student Services & Financial Aid"
- Click on Registration
- Click on Application for Leave of Absence
- Follow the steps required for the application and click submit.
- A confirmation e-mail with a tracking number will be sent to his/her student portal email upon receipt of the application.
- Student will be able to track the progress of the application by logging on the Banner and clicking on the specific tracking number given
- Student's record will be automatically updated.
- Requests citing medical reasons must be accompanied by medical certification acceptable to The University.
- Requests for personal reasons or based on compassionate, financial or work-related grounds are also considered.

SPECIAL ACTIVITIES FOR NEW STUDENTS

FIRST YEAR EXPERIENCE

Orientation activities for **NEW STUDENTS** will be held during the period August to September 2014.

LIBRARY ORIENTATION

All **NEW STUDENTS** should attend the orientation sessions arranged by the Alma Jordan Library. At the beginning of each academic year the Library conducts 30-minute long orientation tours two or three times daily. Please consult the Library's web page or notice board for details.

MATRICULATION CEREMONY

All **NEW STUDENTS** are required to attend the Matriculation Ceremony on Thursday September 18th, 2014 at 5:00pm in the JFK Quadrangle. The Matriculation Register must be signed before students proceed to the Ceremony.

THE ALMA JORDAN LIBRARY INTRODUCTORY SESSIONS

The Alma Jordan Library (<http://www.mainlib.uwi.tt>) has combined introductory sessions of orientation and information literacy for new students which allow them to better utilize the services and resources of the Library. These 50-minute interactive sessions are conducted in groups of no more than 50 students. Students should assemble at the Help Desk on the ground floor of the Alma Jordan Library approximately 10 minutes before the session starting time.

SCHEDULES:

Tuesday, September 02, – Saturday, September 13, 2014
Sessions are offered 5 times daily, Monday - Friday and twice on Saturday in the U.E.C. and last approximately 50 minutes.

Monday - Friday: 9:30am, 11:00am, 1:30pm,
3:00pm and 6:00pm
Saturdays: 10:00am and 3:00pm

For further information or to submit requests for additional sessions please contact:

Help Desk: Exts. 82132/84030

