



FACULTY OF HUMANITIES AND EDUCATION

FACULTY SUMMER REGISTRATION PROCESS
SUMMER PROGRAMME, 2007/2008

REGISTRATION GUIDE
(NON-UWI STUDENTS, UWI STUDENTS FROM OTHER CAMPUSES
AND UWIDEC STUDENTS)

IMPORTANT DATES

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| REGISTRATION PERIOD: | 01 MAY TO 20 MAY 2008 |
| ADD / DROP PERIOD: | 21 MAY TO 06 JUNE 2008 |
| REVIEW PERIOD: (Students are required to review their registration and report any discrepancies to the Faculty Summer Office) | 02 JUNE TO 06 JUNE 2008 |
| LATE REGISTRATION PERIOD: (Late Registration Fee of TT\$150.00 Plus Registration Fee of TT\$100.00 is applicable) | 29 MAY TO 06 JUNE 2008 |

NOTE: Requests for Registration / Adjustments to Registration after 06 JUNE 2008 are deemed LATE REQUESTS and must be submitted to Academic Board. Applications must be submitted through the Faculty Summer Programme Office. There is NO guarantee that late requests will be granted.

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| TEACHING PERIOD: | 20 MAY TO 12 JULY 2008 |
| EXAMINATION PERIOD: | 17 JULY TO 31 JULY 2008 |

REGISTRATION PROCESS

Registration will be conducted online using UWI, St. Augustine Website. Students are required to register using any PC with internet access (at home, at an internet café or elsewhere) OR at any on-campus computer laboratory.

The Computer Laboratories in the Faculty of Humanities and Education that are available for Registration are:

- i. Computer Laboratory, School of Education, ARCON II Building**
- ii. Post Graduate Computer Laboratory, Third Floor, School of Humanities Building**

STEP 1:

Visit the UWI Website for information regarding the Summer Programme 2008 and for links to Registration, Summer Programme 2008

Note: A Detailed Instruction Guide for Registration is available at <http://stauwi.edu/registration/documents/BannerRegistrationManual0708.pdf>

STEP 2:

a. Obtain Faculty Approval

- i. Obtain the Summer Programme Application Form from the Summer Faculty Office during the Registration Period **01 May 2008 to 20 May 2008**.
- ii. Complete and Submit the Form with the necessary documents and copies of the same documents to the Faculty Summer Programme Office for consideration by the Dean's Office.
- iii. Should your application be approved, collect the YELLOW copy of the Application/Registration Form with your UWI Student ID number. **You are to collect the Form with your UWI Student ID number 2 days after submission of the Application/Registration Form to the Faculty Summer Programme Office.**

b. Access Online Registration to Sign up for Courses:

Proceed with the YELLOW copy of the approved Application/Registration Form to register online for the courses you selected and obtained approvals for.

During the Registration Period **01 May 2008 to 20 May 2008** access the online registration system by going to the secure area at <http://www.mysta.uwi.edu>

Your User ID is your 8 or 9 digit student registration number. Your Password is your date of birth in the format YYMMDD.

Timetable Information will be posted on the Faculty Notice Boards and on the University Website at <http://www.mysta.uwi.edu> on 28 April 2008.

c. Print Registration Fee Assessment/Invoice

Print completed Registration Fee Assessment/Invoice. This printout will indicate the fees payable based on your course load and must be used to complete financial clearance.

d. Obtain Financial Clearance

- i. Complete Bank Deposit Slip obtained from the Faculty Summer Programme Office and proceed to pay fees at any Branch of Republic Bank Limited. Ensure that the Bank Teller returns 2 copies of the Deposit Slip to you.
- ii. Staple the following documents together: Official UWI Registration Fee Assessment/Invoice printout, Evidence of Payment of fees, Evidence of payment of any outstanding balance(s), Copies of evidence of funding e.g. scholarships and GATE forms (where applicable).

- iii. Deposit stapled documents (as mentioned directly above) in your Faculty's Box located on the Ground Floor, Student Administration Building (New).
- iv. Check online for Financial Clearance 3 days after submitting the documents in the Faculty Box at the Student Administration Building (New).

e. Obtain UWI Student ID Card

If you have obtained financial clearance proceed to the ID Room, Student Administration Building (New) to have your ID Photo taken on the dates and times indicated below:

28 May 2008 to 03 June 2008

9:00 a.m. to 11:45 a.m.

1:30 p.m. to 6:00 p.m.

If you do not receive financial clearance within 3 days of submitting your documents, you are required to visit the Bursary Representative at the Ground Floor, Student Administration Building (New).