

UNIVERSITY REGISTRATION 2006/2007

REGISTRATION INSTRUCTIONS FOR **UNDERGRADUATE STUDENTS**

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WELCOME

Welcome to all NEW Students and welcome back to all CONTINUING Students. We trust that your academic year 2006/2007 will be both productive and rewarding.

For the academic year 2006/2007 your registration will be conducted online on-campus using the Banner Student Administration System. This means that students can register online via the web. The period of registration will be from August 14 to September 2, 2006.

The registration instructions are provided in detail in this booklet. Please pay particular attention to these registration instructions as well as the dates and times assigned for Faculty orientation and advising.

ABOUT THIS BOOKLET

To give you all the vital information about the university registration, we have produced this information booklet which outlines the registration procedures as well as the various registration schedules.

We advise that 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, Ext. 2154/3012 between 10:00 am – 12 noon and 2:00 pm – 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 do in your first year
- the pre-requisites required for Level II and Level III courses
- If you are a CONTINUING Student, the courses you need to do in your second/third year
- the courses you need to complete before you can get your degree/certificate/diploma

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 THAT THE NEW COURSE CODES MUST BE USED TO REGISTER. FOR EXAMPLE: USE ECON 2000: INTERMEDIATE MICRO ECONOMICS (AND NOT EC20A, WHICH IS THE OLD COURSE CODE).

HOW TO REGISTER

1. For the 2006/2007 academic year, ALL students will be required to register online at designated **Registration Centres on campus**.

Faculty Advisors will be available to assist you with selecting your courses for the new academic year. [Refer to your Faculty registration schedule].

To access the online registration facility go to <http://www.mysta.uwi.edu>.

To access your information and sign up for courses, you must enter the secure area. Your USER ID is your 8 or 9-character STUDENT ID NUMBER. For new students, this ID NUMBER was provided in your offer letter. Your initial PASSWORD (PIN) will be your date of birth in the format YYMMDD.

Students who would have accessed the system before may have changed their PIN on entry. That PIN would still be valid. In the event that you have forgotten the PIN, you can reset your PIN at any of the designated registration centres available for Registration 2006/2007.

FACULTY ACADEMIC ADVISING

The purpose of academic advising is to enable you to define your educational goals, inform you about specific classes required and recommended for programmes, plan your degree and help you with academic difficulties.

Are you a first-year student with questions relating to programme choices?

First year advising provides information you may find useful about course choice and registration. Faculty academic advisors are available to meet with you year-round.

Academic advisors can help you:

- Choose classes and programmes of study
- Develop strategies for academic success from first-year to graduation

Think of academic success as a shared responsibility.

The best approach is to work with your advisors, your instructors and others to achieve your educational and career goals.

ADVISING AND REGISTRATION CHECKLIST

1. *Offer letter
2. Republic Bank Ltd. Payment voucher
3. Undergraduate programmes Financial Information booklet 2006/2007
4. Scholarship/sponsorship letter (if applicable)
5. Evidence of loan approval (if applicable)
6. GATE forms [T&T nationals only]
7. Your medical certificate should have been submitted to the Medical Officer, UWI Health Service Unit. If the medical certificate is not submitted to the Medical Officer by **September 22, 2006**, a block would be put on your banner account preventing you from further accessing the system.

*NEW & CONTINUING students - this **MUST** be presented to your Faculty Advisor.

IMPORTANT DEFINITIONS

You will begin to hear these terms as you start your UWI experience. It is a good idea to make sure you know what they mean. Take some time to review these terms.

ACADEMIC ADVISING

This refers to the process where your Faculty 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.

ACCEPTANCE PACKAGE

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

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 COURSE(S)

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

COURSE LOAD

A specific number of courses or credits for which a student must register for a semester or academic year i.e. 15 credits per semester.

CREDIT/CREDIT HOUR:

A unit used to measure the time spent in a class.

RULES TO FOLLOW

ALL students are required to register at the beginning of the academic year for both Semester I and Semester II courses. **CONTINUING** students who are not registering for any courses during one of the semesters are required to apply for leave of absence. Failure to do so may result in your being considered to have withdrawn from the university. Leave of absence forms must be completed by September 15, 2006 for Semester I, and February 2, 2007 for Semester 2. If you are a **CONTINUING** student and fail to register by September 15, 2006 for Semester I and February 2, 2007 for Semester II, it will be assumed that you have withdrawn from the university.

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

Degree evaluation is 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.

ELECTIVE(S)

Course(s) which you may choose from a list provided by your department/faculty which is listed in your respective Faculty Regulations and Syllabuses booklet. A course within a programme taken by choice of the student.

EVENING

Students who are registered to pursue a course of study for which classes are timetabled in the evenings from Mondays to Fridays from 5.00 p.m to 10.00 p.m. and on Saturdays from 8.00 a.m. to 8.00 p.m.

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.

FINANCIAL CLEARANCE

This refers to the approval given by Bursary officials when you have paid all the fees for which you are liable.

FULL-TIME

A student registering for 24 or more credits in a given academic year.

LEVEL

A state in a programme for which courses are designed (at UWI marked by the first digit in a course number).

MAJOR

A major is the area(s) in which you choose to concentrate most of your studies e.g. French, History, Physics, Management Studies.

MINOR

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 Faculty Regulations and Syllabuses booklets.

OPTION

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

PART-TIME

A student registering for less than 24 credits in a given academic year.

PRE-REQUISITE

A course that needs to be taken before you can register for another course or a more advanced course. A course which must be passed before the course for which it is required may be pursued.

REQUIRED CORE COURSE(S)

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

mySTA-My St. Augustine on-line

A web service that can be reached directly www.mysta.uwi.edu. For students, mySTA-My St. Augustine on-line provides access to on-line registration. mySTA-My St. Augustine online also has information on student accounts, final grades, degree evaluation and personal information.

UNDERGRADUATE STUDENT

An undergraduate student pursuing a Bachelor's degree. Undergraduate students cannot enrol in graduate-level classes. An undergraduate degree (Bachelor's, Certificate/Diploma) can be a stepping stone to postgraduate programmes, such as Master's, MBA, Ph.D.

UWI STUDENT ID CARD

Your university student 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, is used to gain access to my sta-My St. Augustine on-line system and to identify you as a UWI student while you are here.

THE 4-STEP PROCESS

Following the steps outlined below should make your registration experience a lot easier:

ALL students must obtain Academic Advising before proceeding to on-campus registration centres for on-line registration.

Undergraduate Course Selection forms will be available at all Faculty Offices/Advising Centres, Registration Centres, Student Activity Centre and Admissions Office.

STEP 1: FACULTY ADVISING/CONSULTATION Consult your Faculty Advisor

- (I) Consult your Faculty Advisor for information on courses for which you must register.
- (II) You will be given an Undergraduate Course Selection form.
- (III) Complete the Undergraduate Course Selection form with the courses for which you must register.

Please check to ensure that the correct course codes and number of credits are entered for both Semester I and II respectively on your form.

- (IV) Have your Undergraduate Course Selection form signed by the Dean or his representative.

NOTE: The WHITE Copy of the Undergraduate Course Selection form must be retained by the Faculty and forwarded to the Admissions Office after the official period of registration; the YELLOW Copy must be retained by the student for his on-line registration.

STEP 2: SIGN UP FOR COURSES

- (I) Proceed with the YELLOW copy of your course selection form to one of the **Registration Centres** on campus.
- (II) Check with the Student Assistants in the Registration Centre for assistance on the procedures for entering your courses electronically.
- (III) Do data entry at the workstation assigned to you at the Registration Centre.
- (IV) Ensure that the courses approved by your Faculty Advisor are the courses you entered on the system.
- (V) Print and collect a printout of your completed Registration Fee Assessment/Invoice before you leave the Registration Centre.

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

STEP 3: OBTAIN FINANCIAL CLEARANCE

- (i) Pay your fees at any branch of Republic Bank Ltd. using the student deposit slip provided. Ensure that the bank teller returns 2 copies of the deposit slip to you.
 - (A) Citizens of Trinidad and Tobago who apply for GATE (Government Assistance for Tuition Expenses) should pay all university fees [i.e. compulsory fees], except tuition fees.
 - (B) All other students will be required to pay tuition fees, in addition to other university fees [compulsory fees].
- (ii) Staple the following documents together:
 - Official UWI Registration Fee Assessment/Invoice.
 - Evidence of payment of fees. (If you have not been admitted as a national of Barbados, Jamaica or Trinidad & Tobago you must also provide evidence of how your economic cost will be met).
 - Copies of letters showing evidence of funding e.g. scholarships, GATE forms etc.
 - Evidence of payment of any outstanding balance(s).



NOTE: Citizens of Trinidad & Tobago you must attach your GATE form to your fee assessment/invoice together with receipt for payment of compulsory fees.

(III) Deposit the stapled documents in your *Faculty's Box* located on the Ground Floor of the Administration Building or the main registration centres, by the deadline drop-off dates.

(IV) Your Registration Fee Assessment/Invoice printout will then be processed within three (3) days of drop-off by our Bursary staff to ensure that you have paid the correct fees.

(v) Check the UWI website <http://www.mysta.uwi.edu> to determine whether you received financial clearance. This can be done from any PC with Internet access (at home, at an internet cafe or elsewhere).

STEP 4:

GET YOUR UWI STUDENT ID CARD

Return on the date designated for your Faculty to get your Student ID Card [Refer to your Faculty Registration Schedule].

NEW STUDENTS

(i) If you received financial clearance, proceed directly to JFK Lecture Theatre to have your photo taken on the date designated for your Faculty to get your Student ID Card [Refer to your Faculty Registration Schedule].

NOTE: You **MUST** produce picture identification (i.e. Passport or National ID Card) to obtain your UWI ID.

CONTINUING STUDENTS

(I) If you received financial clearance your Student ID Card is automatically revalidated.

(II) If you have changed faculty or enrolment status (full-time to part-time or vice versa), please proceed to the JFK Lecture Theatre in accordance with your Faculty Registration Schedule to get your picture taken for a new ID Card.

DESIGNATED ON-CAMPUS REGISTRATION CENTRES

Students can visit any one of the following designated registration centres to enter their course selection:

- JFK Auditorium
- New Temporary Classroom – Natural Sciences
- Department of Mathematics & Computer Science Lab- 2nd Floor, New Wing, Natural Sciences Building
- STARRS LAB, Northeastern end of the Main Library on the 1st Floor
- School of Education (New Bldg & ARCON II)
- Faculty of Engineering Systems Lab , Block 11, Ground Floor
- Medical Sciences Library, Faculty of Medical Sciences, Eric Williams Medical Sciences Complex, Mount Hope.

OPENING HOURS:

9.00 A.M. TO 6.00 P.M. MONDAY TO FRIDAY

NOTE: Computers on campus are not available on weekends.



GETTING HELP

Students who have difficulty registering should consult Campus IT Services staff located in designated registration centres. You may also consult any of the Student Assistants on campus. These Assistants can be identified by their blue coats.

Students requiring assistance from Student Affairs (Admissions) can contact this office via telephone at 1-868-662-2002 Ext.3012.

REASONS TO COMPLETE THE PROCESS

You only become a **registered student** of The University of the West Indies (UWI) after you have completed the 4 steps outlined in this booklet.

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

You will be unable to: -

- attend classes
- obtain or renew an ID card
- borrow books from the Library
- access your student records
- access your examination timetable schedule
- access the student medical/health records
- use the Health Service Unit
- represent clubs/societies/UWI in co-curricular activities

NOTE: A student is deemed to have registered for a course when his/her **financial obligations to the University** have been fulfilled.

CHANGING REGISTRATION INFORMATION [ADD/DROP]

Students will be able to make changes to their registration during the registration period. After the end of the registration period i.e. September 22, 2006, no changes will be permitted without the approval of the faculty.

In such cases, the student will be required to complete a paper change of registration form.

NOTE: 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 the payment of additional fees. Alternatively, depending on the number of courses you may have dropped, you may be entitled to a refund of fees.

Adding or dropping courses also affects your student loan status.

CHANGING MAJOR/OPTION AND/OR ENROLMENT STATUS [FULL-TIME/PART-TIME]

Students will be required to submit written requests for a change of program/major/option and/or enrolment status i.e. full-time or part-time. This letter must be submitted to the Dean of the Faculty, through the Admissions Office, Administration Building.

CHANGING PERSONAL INFORMATION

Students are advised to view their personal information on line and make changes where necessary. You will be able to change the following fields: 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).

REGISTRATION REMINDERS

- ALL students are required to register at the beginning of the academic year for both Semester I and Semester II courses.
- Leave of Absence forms must be completed by September 15, 2006 for Semester I and by February 2, 2007 for Semester II.

FINANCIAL CLEARANCE REMINDERS

- Fees are payable at the beginning of the academic year or by semester. You are required to pay tuition fees on a per-credit basis. Please refer to the Registration Fee Assessment/Invoice you received in the Registration Centre. (Also see Financial Information booklet for other fees payable).
- Only tuition fees are payable by semester.
- All compulsory fees are payable in full at the beginning of the academic year.
- If you have been awarded a government or private scholarship, you must submit written proof of your award each year. This must be stapled to your registration form.

MAIN LIBRARY ORIENTATION TOURS MONDAY AUGUST 28, 2006 TO SATURDAY SEPTEMBER 30, 2006

The Main Library conducts orientation tours for NEW students. These tours are conducted in groups of no more than twenty-five students. They start every hour on the hour and last approximately 30 minutes. Students should assemble at the entrance of the Library 5 minutes before the starting time.

MONDAY AUGUST 28, 2006

Faculty of Humanities & Education	10:00 a.m. - 12:00 p.m. 2:00 p.m. - 4:00 p.m.
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TUESDAY AUGUST 29, 2006

Faculty of Social Sciences	10:00 a.m. - 12:00 p.m. 2:00 p.m. - 4:00 p.m.
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WEDNESDAY AUGUST 30, 2006

Faculty of Science & Agriculture	10:00 a.m. - 12:00 p.m. 2:00 p.m. - 4:00 p.m.
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THURSDAY AUGUST 31, 2006

PUBLIC HOLIDAY

FRIDAY SEPTEMBER 1, 2006

Faculty of Engineering	10:00 a.m. - 12:00 p.m. 2:00 p.m. - 4:00 p.m.
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ALL FACULTIES

SATURDAY SEPTEMBER 2, 2006

	10:30 a.m. - 11:30 a.m.
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MONDAY SEPTEMBER 4, 2006

	10:00 a.m. - 12:00 p.m. 2:00 p.m. - 4:00 p.m.
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TUESDAY SEPTEMBER 5, 2006

	10:00 a.m. - 12:00 p.m. 2:00 p.m. - 4:00 p.m.
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WEDNESDAY SEPTEMBER 6, 2006

	10:00 a.m. - 12:00 p.m. 2:00 p.m. - 4:00 p.m.
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THURSDAY SEPTEMBER 7, 2006

	10:00 a.m. - 12:00 p.m. 2:00 p.m. - 4:00 p.m.
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FRIDAY SEPTEMBER 8, 2006

	10:00 a.m. - 12:00 p.m. 2:00 p.m. - 4:00 p.m.
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SATURDAY SEPTEMBER 9, 2006

	10:30 a.m. - 11:30 a.m. 3:30 p.m. - 4:30 p.m.
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MONDAY SEPTEMBER 11, 2006 TO SATURDAY SEPTEMBER 30, 2006

MONDAY TO FRIDAY

	6:00 p.m. - 7:00 p.m.
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SATURDAY

	10:30 a.m. - 11:30 a.m. 3:30 p.m. - 4:30 p.m.
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For further information or to submit requests for additional sessions, please contact Allison Dolland, Head - General Reference & Loans Division, at adolland@library.uwi.tt, or Ext. 2336.



FACULTY OF ENGINEERING

DEPARTMENT CONSULTATION & COURSE APPROVAL

NEW STUDENTS

MONDAY AUGUST 21, 2006
TIME: 9.00 a.m. – 12.00 noon

CONTINUING STUDENTS

TUESDAY AUGUST 22, 2006
TIME: 1:30 p.m. – 4:30 p.m.

VENUES:

Chemical Engineering	Room 5, Block 6
Petroleum Geoscience	Room 7, Block 6
Civil Engineering	Room 10, 2nd Floor, Block 2
Electrical & Computer Engineering	Room 101, Block 1
Industrial Engineering	Room 103, Block 1
Mechanical Engineering	Room 103, Block 1
Surveying & Land Information..	Room SV110, Block 10

FINAL DROP-OFF DATE FOR OFFICIAL REGISTRATION FEE ASSESSMENT/INVOICE PRINTOUT (IN BOXES PROVIDED):

WEDNESDAY AUGUST 30, 2006
TIME: 9.00 a.m. – 6.00 p.m.
VENUES: Ground Floor, Administration Building
OR the main Registration Centres

ISSUE OF UWI STUDENT ID CARDS

SATURDAY, SEPTEMBER 2, 2006

NEW STUDENTS: Check website for Financial
Clearance, proceed for photo for ID Card
TIME: 9.00 a.m. - 6.00 p.m.
VENUE: JFK Lecture Theatre

CONTINUING STUDENTS: Automatic Validation

FACULTY ORIENTATION PROGRAMME

NEW STUDENTS

MONDAY AUGUST 28, 2006
VENUE: ROOM 101, BLOCK 1

9.00 a.m. – 9.15 a.m.

Dean's Address to
ALL NEW UNDERGRADUATE STUDENTS
and Introduction of Heads of Departments
and Deputy Deans

9.15 a.m. – 9.30 a.m.

Address by Deputy Dean
(Undergraduate Student Affairs)

9.30 a.m. – 9.45 a.m.

Presentation by President, APETT

9.45 a.m. – 10.00 a.m.

Address by a Representative,
Engineering Students' Society

10.00 a.m. – 10.15 a.m.

Address by Library Representative

10.15 a.m. – 10.30 a.m.

Presentation by Student Counsellor

Departmental Activities

11.00 a.m. – 11.30 a.m.

Address by Head of Department

Introduction of Members of Staff

11.30 a.m. – 12.30 p.m.

VENUES:

Chemical Engineering	Room 5, Block 6
Petroleum Geoscience	Room 7, Block 6
Civil Engineering	Room 10, 2nd Floor, Block 2
Electrical & Computer Engineering	Room 101, Block 1
Industrial Engineering	Room 103, Block 1
Mechanical Engineering	Room 103, Block 1
Surveying & Land Information..	Room SV110, Block 10



FACULTY OF HUMANITIES & EDUCATION

DEPARTMENT CONSULTATION & COURSE APPROVAL

SCHOOL OF EDUCATION

NEW STUDENTS: Bachelors in Education

MONDAY AUGUST 21, 2006

Venue: Auditorium, New Education Building

TIME: 9:00 a.m. – 11:00 a.m.

NEW STUDENTS: Diploma in Health Visiting

MONDAY AUGUST 21, 2006

Venue: Room 11, North Building, School of Education

TIME: 9:30 a.m. – 10:15 a.m.

CONTINUING STUDENTS

TUESDAY AUGUST 22, 2006

Venue: Auditorium, New Education Building

TIME: 9:00 a.m. – 12:00 noon

SCHOOL OF HUMANITIES

ALL NEW FULL-TIME B.A. Degree and Certificate LEVEL I students (SURNAMES A-L)

MONDAY AUGUST 21, 2006

Venue: FHE New Building, Rooms 1, 2 & 3 and Room 330

TIME: 10:30 a.m. – 12:00 p.m.

REGISTRATION FOR NEW LEVEL I STUDENTS MUST BE APPROVED AT THIS TIME

ALL NEW FULL-TIME B.A. Degree and Certificate LEVEL I students [SURNAMES: M-Z]

MONDAY AUGUST 21, 2006

Venue: FHE New Building, Rooms 1,2 & 3 and Room 330

TIME: 11.30 p.m. – 4.30 p.m

REGISTRATION FOR NEW LEVEL I STUDENTS MUST BE APPROVED AT THIS TIME

ALL NEW PART-TIME B.A. Degree and Certificate LEVEL I students (SURNAMES A-L)

TUESDAY AUGUST 22, 2006

Venue: FHE New Building, Rooms 1, 2 & 3 and Room 330

TIME: 10.30 a.m. – 12.00 p.m.

REGISTRATION FOR NEW LEVEL I STUDENTS MUST BE APPROVED AT THIS TIME

ALL NEW PART-TIME B.A. Degree and Certificate LEVEL I students (SURNAMES: M-Z)

TUESDAY AUGUST 22, 2006

Venue: FHE New Building, Rooms 1, 2 & 3 and Room 330

TIME: 11.30 p.m. – 4.30 p.m

REGISTRATION FOR NEW LEVEL I STUDENTS MUST BE APPROVED AT THIS TIME

CONTINUING B.A. Degree and Certificate STUDENTS (SURNAMES A-M)

WEDNESDAY AUGUST 23, 2006

Venue: FHE New Building, Rooms 1, 2 & 3 and Room 330

TIME: 10:30 a.m. – 4:30 p.m.

CONTINUING B.A. Degree and Certificate STUDENTS (SURNAMES N-Z)

THURSDAY AUGUST 24, 2006

Venue: FHE New Building, Rooms 1,2 & 3 and Room 330

TIME: 10:30 a.m. – 4:30 p.m.

CONTINUING B.A. Degree and Certificate STUDENTS

FRIDAY AUGUST 25, 2006

Venue: FHE New Building, Rooms 1,2 & 3 and Room 330

TIME: 10:00 a.m. – 12:00 noon

FINAL DROP-OFF DATE FOR OFFICIAL REGISTRATION FEE ASSESSMENT/INVOICE PRINTOUT (IN BOXES PROVIDED)

FRIDAY AUGUST 25, 2006

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

VENUES: Ground Floor, Administration Building
OR the main Registration Centres

ISSUE OF UWI STUDENT ID CARDS

WEDNESDAY AUGUST 30, 2006

NEW STUDENTS: Check website for Financial Clearance, and proceed for ID Card photo

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

VENUE: JFK Lecture Theatre

CONTINUING STUDENTS: Automatic Validation

FACULTY ORIENTATION PROGRAMME

NEW FULL-TIME STUDENTS

Address by Dean to ALL NEW FULL-TIME students in the Faculty; both schools (compulsory attendance)

MONDAY AUGUST 21, 2006

Venue: The Learning Resource Centre

TIME: 9:00 a.m. – 10:00 a.m.

10:00 a.m. – 10:30 a.m. (Refreshments,
School of Humanities Undercroft)

NEW PART-TIME STUDENTS

Address by Dean to ALL NEW PART-TIME students in the Faculty; both schools (compulsory attendance)

TUESDAY AUGUST 22, 2006

Venue: The Learning Resource Centre

TIME: 9.00 a.m. – 10.00 a.m.

TIME: 10.00 a.m. – 10.30 a.m.

(Refreshments, School of Humanities
Undercroft)

STEPS FOR REGISTRATION

- Step 1. Consult your Faculty Advisor for information and approval on the courses for which you must register.
- Step 2. Proceed to a Registration Centre to access the online registration system and enter your courses, as well as receive your printout of your Registration Fee Assessment/Invoice.
- Step 3. Deposit Printout with evidence of fee payment in boxes provided at the Ground Floor, Administration Building OR the Registration Centres.



FACULTY OF MEDICAL SCIENCES

**MB BS YEARS 4 & 5 AND
CLINICAL STUDENTS**

Collect your approved forms from

MONDAY AUGUST 14 -

TUESDAY AUGUST 22, 2006

VENUE: Dean' Office, Faculty of
Medical Sciences, 1st Floor,
Bldg 39, EWMSC

TIME: 9:00 a.m. – 4:00 p.m.

NB: Students who are repeating Phase 1A, 1B or 1C in August 2006 should register only after the Provisional examination results have been posted in September 2006.

**FINAL DROP-OFF DATE FOR OFFICIAL
REGISTRATION FEE ASSESSMENT/INVOICE
PRINTOUT (IN BOXES PROVIDED)**

TUESDAY AUGUST 22, 2006

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

VENUE: Ground Floor, Administration
Building OR Dean' Office,
Faculty of Medical Sciences,
1st Floor, Bldg 39, EWMSC

**DEPARTMENT CONSULTATION
& COURSE APPROVAL**

**YEAR 1 STUDENTS, ALL SCHOOLS
(LOCAL CANDIDATES)**

WEDNESDAY AUGUST 16 &

THURSDAY AUGUST 17, 2006

TIME: 9.00 a.m. – 12:00 Noon

**CONTINUING STUDENTS, ALL SCHOOLS
(LOCAL & FOREIGN/OVERSEAS)**

WEDNESDAY AUGUST 16 &

THURSDAY AUGUST 17, 2006

TIME: 1.00 – 5.00 p.m.

**YEAR 1 STUDENTS, ALL SCHOOLS
(FOREIGN/OVERSEAS CANDIDATES)**

MONDAY AUGUST 21, 2006

TIME: 9.00 a.m. – 4.00 p.m.

VENUES:

School of Dentistry: Director's Conference Room,
Dental School, Bldg 44

School of Veterinary Medicine: Director's Conference
Room, Dental School

School of Pharmacy: Building 39, Ground Floor,
Pharmacy School

School of Nursing: Foyer, Amphitheatre A, EWMSC

School of Medicine: Foyer, Amphitheatre, EWMSC

VENUE FOR DEAN'S/NOMINEE'S APPROVAL:

Foyer, Amphitheatre A, EWMSC

ISSUE OF UWI STUDENT ID CARDS

MONDAY AUGUST 25, 2006

NEW STUDENTS: Check website for Financial
Clearance, and proceed for ID Card photo

TIME: 9.00 a.m. – 1.00 p.m.

VENUE: Medical Sciences Library,
Faculty of Medical Sciences,
EWMSC

CONTINUING STUDENTS: Automatic Validation

After AUGUST 25, 2006

**DEPARTMENT CONSULTATION &
COURSE APPROVAL**

ALL PROGRAMMES AND YEARS

VENUE: Dean's Office,
Faculty of Medical Sciences,
1st Floor, Bldg. 34, EWMSC.

TIME: 8:30 a.m. – 4:30 p.m.

**DROP-OFF DATE FOR OFFICIAL REGISTRATION FEE
ASSESSMENT/ INVOICE PRINTOUT (IN BOXES
PROVIDED)**

ISSUE OF UWI STUDENT ID CARDS

FRIDAY, SEPTEMBER 1, 2006



NEW STUDENTS: Check website for Financial Clearance, and proceed for ID Card photo
TIME: 9.00 a.m. - 6.00 p.m.
VENUE: JFK Lecture Theatre

CONTINUING STUDENTS: Automatic Validation

FACULTY ORIENTATION PROGRAMME

NEW STUDENTS and YEARS 2 & 3 STUDENTS (ALL SCHOOLS)

MONDAY, SEPTEMBER 4, 2006

VENUE: Ampitheatre A, EWMSC

TIME: 8.45 a.m. – 10.15 a.m.

Dean's Address and Introduction of Academic and Administrative Staff.

STEPS FOR REGISTRATION

- Step 1. Consult your Faculty Advisor for information and approval on the courses for which you must register.
- Step 2. Proceed to a Registration Centre to access the online registration system and enter your courses, as well as receive your printout of your Registration Fee Assessment/Invoice.
- Step 3. Deposit Printout with evidence of fee payment in boxes provided at the Ground Floor, Administration Building OR the Registration Centres.



FACULTY OF SCIENCE & AGRICULTURE

DEPARTMENT CONSULTATION & COURSE APPROVAL

NEW STUDENTS (INCLUDING EVENING STUDENTS)

MONDAY AUGUST 21, TO
WEDNESDAY 23, 2006

TIME: 9:00 a.m. – 5:00 p.m. daily
(also during Lunch)

VENUE: Computer Laboratory, 2ND FLOOR,
New Natural Science Wing

CONTINUING STUDENTS (INCLUDING EVENING STUDENTS)

MONDAY AUGUST 21, TO
THURSDAY AUGUST 24, 2006

Consultations would be conducted in individual
Department Offices*. Check Notice Boards for
further information.

TIME: 9.00 a.m. 12.00 p.m.
1.00 p.m. – 4.00 p.m.

VENUE: Department Offices*

FOR DEAN'S/NOMINEE'S APPROVAL

MONDAY AUGUST 21, TO
THURSDAY AUGUST 24, 2006

TIME: 9.00 a.m. – 5.00 p.m.

MONDAY & TUESDAY (SURNAMES A-L)

WEDNESDAY & THURSDAY (SURNAMES: M-Z)

VENUE: Computer Laboratory, 2ND FLOOR,
New Natural Sciences Wing

FINAL DROP-OFF DATE FOR OFFICIAL REGISTRATION FEE ASSESSMENT/ INVOICE PRINTOUT (IN BOXES PROVIDED)

FRIDAY AUGUST 25, 2006

TIME: 9.00 a.m. – 6.00 p.m.

VENUE: Ground Floor, Administration Building
OR The Registration Centres

ISSUE OF UWI STUDENT ID CARDS

MONDAY AUGUST 28, 2006

NEW STUDENTS: Check website for Financial
Clearance, and proceed for ID Card photo

TIME: 9.00 a.m. – 6.00 p.m.

VENUE: JFK Lecture Theatre

CONTINUING STUDENTS: Automatic Validation

FACULTY ORIENTATION PROGRAMME

THURSDAY SEPTEMBER 7, 2006

Orientation & Address to ALL B.Sc. Level I Students by
Dean, Deputy Deans & Heads of Departments.
ATTENDANCE IS COMPULSORY. This is an
opportunity for you to interface with and meet key
academic and administrative staff in the Faculty.

TIME: 9.30 a.m. – 11.00 a.m.

VENUE: Lecture Theatre B,
Frank Stockdale Building

STEPS FOR REGISTRATION

- Step 1. Consult your Faculty Advisor for information and approval on the courses for which you must register.
- Step 2. Proceed to a Registration Centre to access the online registration system and enter your courses, as well as receive your printout of your Registration Fee Assessment/Invoice.
- Step 3. Deposit Printout with evidence of fee payment in boxes provided at the Ground Floor, Administration Building OR the Registration Centres.

* Department Extensions

Dept. of Agricultural Economics

& Extension Ext. 2094

Dept. of Food Production Ext. 2090

Dept. of Chemistry Ext. 3570

Dept. of Life Sciences Ext. 3111/2047

Dept. of Mathematics

& Computer Science Ext. 2049, 2048

Dept. of Physics Ext. 2051

NB: NO CHANGES IN REGISTRATION WILL BE FACILITATED AT THIS STAGE, BUT CHANGES CAN BE EFFECTED DURING THE PERIOD SEPTEMBER 4 – 22, 2006.

FACULTY OF SOCIAL SCIENCES

CONTINUING STUDENTS:

Please walk with a **copy of your transcript** for **DEPARTMENTAL CONSULTATION AND COURSE APPROVAL**.

DEPARTMENT CONSULTATION & COURSE APPROVAL**ALL CONTINUING LEVEL III B.Sc. STUDENTS**

MONDAY AUGUST 14, 2006

TIME: 9:00a.m.-12:00 Noon (Surnames A-M)
1:00 p.m. - 6:00.p.m. (Surnames N-Z)

ALL CONTINUING LEVEL II B.SC. STUDENTS

(including EVENING STUDENTS)

TUESDAY AUGUST 15, 2006

TIME: 9:00 a.m.-12:00 noon (SURNAMENAMES A-M)
1:00 p.m.- 6:00 p.m. (SURNAMENAMES N-Z)

ALL NEW B.Sc. STUDENTS

(including EVENING STUDENTS)

WEDNESDAY AUGUST 16, 2006

TIME: 9:00 a.m.-12:00 noon (SURNAMENAMES A-M)
1:00 p.m.- 6:00 p.m. (SURNAMENAMES N-Z)

ALL CERTIFICATE & DIPLOMA STUDENTS (including EVENING STUDENTS)

THURSDAY AUGUST 17, 2006

TIME: 9:00 a.m.-12:00 noon (SURNAMENAMES A-M)
1:00 p.m.- 6:00 p.m. (SURNAMENAMES N-Z)

VENUES: Behavioural Sciences Department's
Administrative Office
Economics Department 's
Administrative Office
Management Studies – Room 107,
Downstairs Management Studies Bldg

FINAL DROP-OFF DATE FOR OFFICIAL REGISTRATION FEE ASSESSMENT/ INVOICE PRINTOUT (IN BOXES PROVIDED)

FRIDAY AUGUST 25, 2006

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

VENUE: Ground Floor,
Administration Building OR
Registration Centres

ISSUE OF UWI STUDENT ID CARDS

WEDNESDAY AUGUST 30, 2006 AND

SATURDAY SEPTEMBER 2, 2006

NEW STUDENTS: Check website for Financial Clearance, and proceed for ID Card photo

TIME: 9.00 A.M. - 6.00 P.M.

VENUE: JFK Lecture Theatre

CONTINUING STUDENTS: Automatic Validation

NB: THE SCHEDULE OUTLINED ABOVE MUST BE ADHERED TO. STUDENTS WHO MISS THE APPOINTED DAY/TIME WILL BE REQUIRED TO REGISTER AT ANOTHER DATE TO BE ANNOUNCED.

STEPS FOR REGISTRATION

- Step 1. Consult your Faculty Advisor for information and approval on the courses for which you must register. (Conducted in individual Department Offices. Check Notice Board for further information.)
- Step 2. Deposit Undergraduate Course Selection form in the boxes located at the Administrative Offices, Faculty of Social Sciences.
- Step 3. Return THREE days after depositing Undergraduate Course Selection form in the boxes located at the Administrative Offices, Faculty of Social Sciences, collect approved Undergraduate Course Selection Form from the Faculty Office.
- Step 4. Proceed to a Registration Centre to access the online registration system and enter your courses, as well as receive your printout of your Registration Fee Assessment/Invoice.
- Step 5. Deposit Printout with evidence of fee payment in boxes provided at the Ground Floor, Administration Building OR the Registration Centres.

ACTIVITY	SEMESTER 1	SEMESTER 2
Semester Begins	Sunday, August 27, 2006	Sunday January 14, 2007
Registration Week	Monday, August 28, 2006 – Saturday September 02, 2006	
Orientation & Icebreaker	Friday September 1, 2006	
Teaching Begins	Monday, September 04, 2006	Monday January 15, 2007
Matriculation Ceremony	September 14, 2006	
Applications for Leave of Absence	September 15, 2006	February 02, 2007
Change in Registration (ADD/DROP)	ADD BY September 15, 2006 DROP BY September 22 2006	ADD BY January 26, 2007 DROP BY February 02, 2007
Declaration of Majors/Minors	February 02, 2007 - End of Change of Registration period of Semester in which student intends to graduate	
Late Fee of TT\$200.00 applies	September 11, 2006	January 29, 2007
Applications for Credits and Exemptions for Academic Year:	September 22 2006	February 02, 2007
Teaching Ends	Friday December 01, 2006	Friday April 20, 2007
Examinations Begin	Friday December 08, 2006	Thursday April 26, 2007
Examinations End	Thursday December 21, 2006	Friday May 11, 2007
Graduation Dates	November 03 and November 04, 2006 (St. Augustine)	
Semester Break	March 4 – March 10, 2007	

SUMMER SCHOOL SESSION		
	BEGINS	ENDS
Teaching	May 28, 2007	July 13, 2007
Change in Registration (ADD/DROP)	June 08, 2007	
Late Fee of TT\$150.00 applies	June 11, 2007	
Examinations	July 18, 2007	July 31, 2007

APPLICATION DEADLINES 2007/2008			
	BEGINS	ENDS	
FULL-TIME Applications (UG) Degree Programmes	November 13, 2006	January 12 2007	
PART-TIME Degree Programmes, Evening University Programmes, All (UG) Certificate and Diploma Programmes	January 22, 2007	March 30, 2007	
	SEMESTER 1	SEMESTER 2	ENTIRE ACADEMIC YEAR
Specially Admitted/Occasional	June 29, 2007	September 29, 2007	June 29, 2007

TRANSFERS	
Inter-Faculty and Inter-Campus Transfers	Faculties of Medical Science and Law - JANUARY 31, 2007 All other Faculties: - MARCH 30, 2007

EXCHANGE/STUDY ABROAD	SEMESTER 1	SEMESTER 2	ENTIRE ACADEMIC YEAR
Inter-Campus Exchange	March 1, 2007	September 30, 2007	March 1, 2007
Exchange/ Study Abroad York University	April 20, 2007	July 20, 2007	March 23, 2007
University of Toronto			
Specially Admitted/Occasional	June 30, 2007	September 30, 2007	June 30, 2007

