

REGISTRATION PROCEDURE

The period of registration will be from May 14 – June 09, 2012

The period for late registration will be from June 04 - June 09, 2012.

NOTE: Late registration and late payment attracts an additional fee of TT\$150.

Non-UWI Students & UWI Students Other Campuses

STEP 1: OBTAIN FACULTY APPROVAL

1. Collect and complete the Summer Programme Application/Registration Form available from the respective Faculty Summer Programme Office.
2. Submit the completed form with all necessary documents, including a photocopy of each document to the Faculty Summer Programme Office.
3. Have the form signed by the Dean or his representative(s).

The YELLOW copy of the Application/Registration form would be returned to you with your UWI Student ID number indicated.

NB. UWI students from other campuses MUST retain their Home Campus UWI ID Number.

STEP 2: SIGN UP FOR COURSES

To access the online registration go to the Student Portal at my.uwi.edu
Your user ID is your 8-digit or 9-digit student registration ID number and your initial password i.e. Date of birth [yyyymmdd](#)

1. Proceed with the YELLOW copy of the approved Registration Form to register and do your own data entry.
2. You may register using any PC with internet access [at home, at an internet café or elsewhere] OR
Proceed to any on- camps Computer Lab to do your own data entry
3. **FOLLOW INSTRUCTIONS FROM STEP 3 BELOW**

UWI STUDENTS [St. Augustine Campus ONLY]
[Currently enrolled students]

STEP 1: SIGN UP FOR COURSES

- (i) Check the Course offerings webpage or Faculty notice boards and timetables for a list of courses being offered in the Summer School before seeking to register.

To access the online registration go to the Student Portal at my.uwi.edu. Your user ID is your 8-digit or 9-digit student registration ID number and your initial password i.e. Date of birth [yyyymmdd](#)

- (ii) You may register using any PC with internet access [at home, at an Internet café or Elsewhere]
OR
Proceed to any on-campus computer lab to do your own data entry

STEP 2: Print your completed Registration Fee Assessment/Invoice to be used to complete Financial Clearance.

Your Registration Fee Assessment/Invoice printout 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 bank deposit slip provided. 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/receipt of payment of fees
- Evidence of payment of any outstanding balance(s)
- Copies of letters showing evidence of funding e.g. scholarships, *GATE Forms

- (iii) Deposit the stapled documents in your faculty's box located on the Ground Floor, Student Administration Building.

NB. Your Registration Fee Assessment will then be processed by the Bursary

- (iv) Check on-line for FINANCIAL CLEARANCE – Three (3) to five (5) working days after submitting the documents above by logging on to the secure area of the UWI website at <http://my.uwi.edu/>. Select '**Registration Map and Guide**' and select '**Check Financial Clearance**'.

***NOTES:**

1. Citizens of Trinidad & Tobago who are pursuing a **Summer Certificate/Diploma Programme must** attach your GATE form to your Registration Fee Assessment/Invoice together with receipt for payment of compulsory fees.
2. Citizens of Trinidad & Tobago who are pursuing a degree programme in the **Evening University OR the Bachelor of Education (BEd) -**
 - (i) Who have **registered for courses in 2011/2012 Semester I & II courses** -No Registration Fee Assessment Invoice OR GATE Form is required
 - (ii) Who are **registering for the first time for academic year 2011/2012** must complete and submit the following documents :
 - a. GATE Form
 - b. Copy of Electronic T&T Birth Certificate
 - c. Registration Fee Assessment Invoice
 - d. Receipt for payment of Compulsory Fees

STEP 4: GET YOUR UWI STUDENT ID CARD

- (i) **NEW STUDENT** - if you have obtained financial clearance proceed to the **ID Photo Room, Student Administration Building** to have your ID photo taken.

Monday-Friday: May 21 - June 1, 2012
Except weekends
And Public Holidays 9.00 am. to 6.00 p.m.

New ID cards are only issued to **NEW/Re-Entry Students/Students who have changed Faculty** and **CONTINUING STUDENTS** whose IDs have expired.

NOTE:

- (a) You must obtain financial clearance in order to obtain a UWI Student ID Card
- (b) You must produce picture identification (i.e. valid passport or National ID card) to obtain your UWI Student ID Card.

CONTINUING STUDENTS:

- ✓ If you received financial clearance your UWI Student ID Card is automatically revalidated
- ✓ If your UWI ID Card has expired you would be required to have your photograph taken to obtain a new UWI ID Card.

If you have not received financial clearance after five (5) working days, visit the Bursary Representatives,, Ground Floor, Student Administration Building for clarification.

Online Registration Instruction Guide

A detailed instruction guide for online registration is available on the Web at <http://sta.uwi.edu/resources/documents/StudentBannerRegistrationManual.pdf>

About Electronic Faculty Overrides

Detailed information about Electronic Faculty Overrides is available at <http://sta.uwi.edu/registration/overrides.asp>

Getting Help

Registration Assistance

1. Computer Kiosks located in lobby area of Student Administration Building.
2. **Helpdesk BANNER-Related Queries** - via telephone and e-mail during the hours 8:30AM – 4.30 PM from **May 14 to June 08, 2012 Monday to Friday**
 - a. Telephone Number (868) 662-2002 – extensions. – 83969, 83970, 83971 and 83972 **OR**
 - b. Email – support@sta.uwi.edu
3. **Financial Clearance Queries: Tel. (868) 662 2002 Ext. 82143; 83382; 83379**
4. **Assistance with Student Portal and/or PIN Reset:**
 - a. Call (868) 663-1334/662-4304 EXT HELP (84357) **OR**
 - b. E-mail: servicedesk@sta.uwi.edu

Students requiring assistance from Student Affairs (Admissions) can call TEL 1 (868) 662 2002 Ext. 83012/82157/82154.

Library Services:

Opening hours for the Alma Jordan Library during Summer School Session 2011/2012 -

Mondays – Thursdays	8.30am – 10.00pm
Fridays	8.30am – 5.00pm
Saturdays	8.30am – 5.00pm
Sundays	CLOSED

Students pursuing Summer courses with valid UWI IDs will be granted Library access from 21 May to 29th July 2012.

Faculty Summer Programme Offices

- ❖ Engineering : Engineering Institute, 2nd Floor, Block 1,
Faculty of Engineering Tel: (868) 662 2002 EXTs: 82197 & 82175;
E-mail: Enginst@eng.uwi.tt,
ceec@eng.uwi.tt

- ❖ Humanities & Education : •Post Graduate Computer Laboratory,
Third Floor, School of Humanities Building,
Tel: (868) 662 2002, EXTs 82399;

•Office of the Dean, Faculty of Humanities
& Education, School of Humanities
Building– Tel: (868) 662 2002 EXTs
82288, 83762

- ❖ Science & Agriculture : Room 230, Student's Reception Area,
Dean's Office,
Faculty of Science & Agriculture, Frank
Stockdale Building
Tel: (868) 662 2002 EXTs. 82600, 83525,
82956

- ❖ Social Sciences : Dean's Office, Faculty of Social Science
Summer Programme Office,
Direct line: 1 (868) 645 5383;
1 (868) 662 2002, ext. 83048, 82408,
82405
Fax: 1 (868) 662-6295; E-mail:
fss@sta.uwi.edu