

FOUR STEP REGISTRATION PROCESS FOR UWI ON LINE REGISTRATION FOR 2009/2010. Please read the following carefully and carry out the instructions detailed therein. This will assist you greatly in registering for your courses and avoid major difficulties. You should also read this in conjunction with your Postgraduate Student Handbook and Faculty Postgraduate Booklet before beginning your on-line registration. The following section details the UWI's 4-step process.

STEP 1	NEW STUDENT	CONTINUING STUDENT
<p>STEP 1 ACADEMIC ADVISING</p> <p>ALL NEW STUDENTS MUST ATTEND FOR ACADEMIC ADVISING BEFORE BEGINNING YOUR ON-LINE REGISTRATION PROCESS</p>	<p>Refer to FACULTY ACADEMIC ADVISING SCHEDULES for dates and locations of your faculty's academic advising (available on our website www.sta.uwi.edu/postgrad)</p> <p>YOU must:</p> <ol style="list-style-type: none"> 1. Consult your faculty advisor for information on courses for which you must register 2. Ensure that you are clear on which courses are designated year long courses. You may or may not be doing one or more of these. 3. Ensure you are given a faculty academic advising form with the courses for which you must register AT THE END OF THE ADVISING SESSION. Keep for your information. 	<p>Optional</p>

EMAIL ADDRESS - Activate your email account – Every student is assigned an official UWI email address. Your email address is the one to which all official email from the Office of Graduate Studies and Research and your faculty will be sent. It is in the form <student id #>@mysta.uwi.edu. Please activate your email promptly and check it regularly to ensure that you receive any important information from the University.

STEP 2	NEW STUDENT	CONTINUING STUDENT
<p>REGISTER FOR COURSES</p> <p>REMINDERS:</p> <ul style="list-style-type: none"> • All students are required to register at the beginning of the academic year for both Semester 1 and year long courses, where applicable. • Year-Long Courses: When registering for year-long courses select registration option for Year-Long courses. (Registration Road Map will say Enter Year-Long Courses). • If you have no other course registration in Semester 1 but only Year-Long course(s) you must register during semester 1 registration for course REGS 1000. • Continuing students who are awaiting results on their Research Projects/ Theses etc. must register every semester until the results of the examination are finalized and the student awarded <p>NB. CHECK YOUR RECORDS REGULARLY TO ENSURE THAT THEY ARE ACCURATE AND UP-TO-DATE.</p>	<p>Before you begin your online registration, carefully study the Online Registration Instruction Guide. The link to the guide is located at http://sta.uwi.edu/postgrad in the left hand menu.</p> <p>YOU MUST:</p> <ol style="list-style-type: none"> 1. Do your own data entry. 2. Register for courses listed on your faculty advising worksheet/ form. 3. Print your registration fee assessment invoice which is used to complete the financial clearance process. 	<p>Before you begin your online registration, carefully study the Online Registration Instruction Guide. The link to the guide is located at http://sta.uwi.edu/postgrad in the left hand menu.</p> <p>YOU MUST:</p> <ol style="list-style-type: none"> 1. Do your own data entry. 2. Print your registration fee assessment invoice which is used in the financial clearance process.

STEP 3	NEW STUDENT	CONTINUING STUDENT
<p>FINANCIAL CLEARANCE</p> <p>NOTE: A Student is deemed to have registered for a course when his/her financial obligations to the University have been fulfilled.</p> <p>REMINDERS:</p> <ul style="list-style-type: none"> Fees are payable at the beginning of each semester. Please refer to the registration fee assessment invoice. (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. NB: Postgraduate students who are citizens or Trinidad and Tobago are required to submit GATE forms for each semester's registration NB: STUDENTS IN PROGRAMMES THAT RUN OVER THREE SEMESTERS MUST PAY THEIR TUITION FEES WITHIN THE FIRST TWO SEMESTERS. IN OTHER WORDS TUITION FEES ARE NOT PAYABLE IN THE THIRD SEMESTER <p>QUALIFYING STUDENTS:</p> <ul style="list-style-type: none"> Students who are required to read for undergraduate courses or are required to pass a special qualifying examination before registering for higher degrees, will pay per credit fees for their Faculty. In addition all compulsory fees and a qualifying examination fee of TT\$50 are payable upon registration at the beginning of the academic year. <p>PROJECT ONLY FEE:</p> <ul style="list-style-type: none"> Nationals who are completing a project must pay a Project Only fee equivalent to 50% of the Annual Full-Time tuition fee, in addition to all compulsory fees. Students not sponsored by the non-campus contributing governments must pay a Project Only fee equivalent to 20% of the higher tuition fee. Students from other countries must pay a Project Only fee equivalent to 20% of the US dollar fee. 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. 	<p>YOU MUST:</p> <ol style="list-style-type: none"> Use the student deposit slip and pay the appropriate fees at any branch of Republic Bank Ltd. Ensure that the bank teller returns 2 copies of the deposit slip to you. If accessing a bank loan: You will need a loan approval letter signed and stamped on the Bank's letterhead. The letter must state the amount of the loan and date your fees will be remitted to the University. Staple the following documents together: <ul style="list-style-type: none"> 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. bank loans, scholarships. GATE form required for Citizens of Trinidad & Tobago ONLY with copy of the New T&T Birth Certificate with PIN attached Receipt of payment of compulsory fees Evidence of payment of any outstanding balance(s). Deposit the stapled documents in your faculty's box (located on the Ground Floor of the Administration Building). Your registration fee assessment printout will be processed within 3 days of drop-off by our Bursary staff to ensure that you have paid the correct fees. If for any reason we are unable to process your registration form, we will contact you provided that you have given us a contact telephone number. Check online for financial clearance within 3 days of submitting your registration fee assessment invoice by logging on to the secure area of the MYSTA website at http://www.mysta.uwi.edu. 	<p>SAME AS NEW STUDENT</p>

STEP 4	NEW STUDENT	CONTINUING STUDENT
<p>UWI STUDENT ID CARD</p>	<p>Financial Clearance Received: 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 UWI ID Issue schedule below]</p> <p>No Financial Clearance Received: If you did not receive financial clearance please check with our Bursary Representatives, Ground Floor, Student Administration Building for clarification.</p> <p>NOTE: You MUST produce picture identification (i.e. passport or National ID card) to obtain your UWI ID.</p>	<p>Financial Clearance Received: If you received financial clearance your Student ID Card will be automatically revalidated.</p> <p>Changed Faculty or Enrolment Status?</p> <p>If you received financial clearance and you have changed faculty or enrolment status or the date on your ID has expired, proceed to the JFK Lecture Theatre in accordance with the UWI ID Issue Schedule [Refer to UWI ID Issue schedule below] to get your picture taken for a NEW ID card.</p> <p>No Financial Clearance Received: If you did not receive financial clearance please check with our Bursary representatives, Ground Floor, Student Administration Building for clarification.</p>