



# UWI

ST. AUGUSTINE  
CAMPUS



## FOR EVENING & B.ED. STUDENTS REGISTRATION QUICK REFERENCE GUIDE **2015/2016**

The **2015/2016 Registration Guidebook** for All Undergraduate Students is available online at **<http://sta.uwi.edu/registration>**

**Office of the Campus Registrar  
Student Affairs (Admissions)**

The Lloyd Braithwaite Student  
Administration Building  
UWI St. Augustine Campus

Tel: 1 (868) 662 2002

Exts. 82154 / 82157 / 83012

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**Facebook**

# REGISTRATION PROCEDURE

## ☑ CHECKLIST

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

# Welcome to my STA

my St. Augustine Online



This brochure provides an overview of the registration process at the UWI St. Augustine Campus and serves as a Quick Reference Guide to Registration. Full details are provided in the Registration Guidebook 2015/2016 which is available online at <http://sta.uwi.edu/registration>

## WHAT DOES REGISTRATION MEAN

A student is deemed to have registered for a course(s), when his/her financial obligations to The University have been fulfilled i.e. in addition to selecting courses online he/she is in good financial standing.

Good financial standing means that tuition and ALL miscellaneous fees are paid in full.

Registration for a course constitutes registration for the examinations in that course.

**REVIEW YOUR RECORDS REGULARLY to ensure that they are accurate and up-to-date.**

## ACADEMIC YEAR 2015/2016

**Semester I: August 23, to December 18, 2015**

**Semester II: January 17, to May 13, 2016**

**Summer Session: May 16, to July 22, 2016**

## ONLINE REGISTRATION HOURS

6:00a.m. to 12:00midnight Eastern Standard Time during the registration period.

## REGISTRATION PERIOD

### SEMESTER I

**Opens: August 17, 2015 – for all students**

**Closes: September 11, 2015 – for all students**

### Change of Registration (ADD/DROP)

There is no SPECIFIED ADD/DROP PERIOD.

Registration will remain open until

**September 11, 2015 midnight.**

### Late Registration/Late Payment Fee of

**TT\$200 applies from September 07, 2015.**

### SEMESTER II

**Opens: January 11, 2016**

**Closes: February 05, 2016 for all students.**

### Change of Registration (ADD/DROP)

There is no SPECIFIED ADD/DROP PERIOD.

Registration will remain open until

**February 05, 2016 midnight.**

### Late Registration/Late Payment Fee of

**TT\$200 applies from February 01, 2016.**

## SUMMER SESSION

**Opens: May 09, 2016**

**Closes: June 04, 2016 for all students.**

### Change of Registration (ADD/DROP)

There is no SPECIFIED ADD/DROP PERIOD.

Registration will remain open until **June 04, 2016.**

### Late Registration/Late Payment Fee of

**TT\$200 applies from May 30, 2016.**

# REGISTRATION PROCEDURE

## 📌 HOW TO SELECT COURSES ONLINE

Students are required to do their own online selection of courses using the Banner Student Administration System at <http://my.uwi.edu/>. You can do your own online selection of courses via the Web from anywhere, either on-campus or off-campus.

## 📌 WHERE TO SELECT COURSES ONLINE

You may select courses online using any laptop or PC with Internet access either at home, at any on-campus computer laboratory or at any Internet café.

Computer kiosks located in the lobby area of our The Lloyd Braithwaite Student Administration Building are available **during the hours of 8:30a.m. to 6:00p.m. Monday to Thursday 8:30a.m. to 4.30p.m. on Friday excluding weekends and Public Holidays. Use off-campus facilities to avoid long queues and unnecessary delays at the on-campus registration venues.**

## STEP 1

### 📌 GET YOUR 2015/2016

### REGISTRATION INFORMATION

Information can be obtained:

- Online at the UWI website at <http://sta.uwi.edu/registration>
- 2015/2016 Registration Guidebook for All Undergraduate Students

## STEP 2

### 📌 GO TO ACADEMIC ADVISING

- SEMESTER I:** Attend your Faculty Orientation and Academic Advising session. It is **COMPULSORY for New and Re-entry Students** and **OPTIONAL for Continuing Students**.
- SEMESTER II:** Consult your Faculty Advisor for information on courses for which you must select online. Faculty Academic Advising schedule information can be obtained via the Web at <http://sta.uwi.edu/registration/schedules.asp>
- SUMMER SESSION:** Check the Course Offerings webpage or Faculty notice boards and timetables a list of courses being offered in the Summer School before seeking to do your own online selection of courses. Faculty Academic Advising schedule information can be obtained via the Web at <http://sta.uwi.edu/registration/schedules.asp>

# REGISTRATION PROCEDURE

## STEP 3

### 👉 Trinidad & Tobago Citizens ONLY REGISTER FOR GATE

#### a. REGISTER TO OBTAIN e-GATE IDENTIFICATION NUMBER

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

In order to successfully register for GATE e-Service, 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.gov.tt](http://www.e-gate.gov.tt)), and apply for GATE online.

#### b. APPLY FOR e-GATE FUNDING

To apply on-line for e-GATE funding it is necessary to have soft (scanned PDF OR JPEG) copies of the following documents:

- 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.

#### c. SELECT THE APPROPRIATE PERIOD ON THE E-GATE APPLICATION FORM

- That is, for the 2015/2016 Academic Year select the period September 2015 to August 2016.
- The period (September 2015 to August 2016) remains the same regardless of the Semester for which you are applying for funding.

# REGISTRATION PROCEDURE

- d. SELECT THE APPROPRIATE SEMESTER ON THE E-GATE APPLICATION FORM**
  - Select Semester I (one) if you are applying for funding for September – December.
  - Select Semester II (two) if you are applying for funding for January to May.
  - Select Semester III (three) if you are applying for funding for May to July.
  - DO NOT select ANNUAL.
- e. INSERT YOUR UWI STUDENT REGISTRATION NUMBER ON THE E-GATE APPLICATION FORM**
  - Do not use the number on your UWI Student Smart Card.
- f. SELECT THE CORRECT INSTITUTION ON THE E-GATE APPLICATION FORM**
  - That is, “The University of the West Indies, St. Augustine.”
- g. PRINT THE STUDENT COPY OF THE E-GATE APPLICATION FORM**

Sign the copy of the printed form and submit to UWI along with the documents listed in STEP 6 below.

## STEP 4

### SELECT COURSES ONLINE

**Be careful not to select courses that meet at the same time. The system does not check for time conflicts.**

- a. Read the Online Registration Instruction Guide available at <http://sta.uwi.edu/resources/documents/StudentBannerRegistrationManual.pdf>
- b. Follow the instructions to select courses online.

Note: At the BEGINNING of each academic year you are required to register for:

  - All Semester 1 courses
  - All Year-Long courses (where applicable)

Registration for Semester 2 courses takes place at the beginning of Semester 2 normally in January of each year.
- c. Print your course Registration Fee Assessment Invoice. This is required to complete the financial clearance process.

Check CAREFULLY to ensure that the courses for which you registered online are listed on your course Registration Fee Assessment Invoice and that the fees payable (tuition and compulsory) corresponds with the financial information booklet. If not, contact the Student Accounts Section at Tel:662-2002, Exts: 82137, 82356, 83370, 83379, 83382, 84136, 84137, 84173, 84176, 84178, 84181, 82143.

**NB. It is the student's responsibility to ensure that s/he has met pre-requisites for each course in which she/he has registered.**

# REGISTRATION PROCEDURE

## MAKE SURE YOU SELECT THE CORRECT SECTION OF A COURSE

SECTION CODE	CAMPUS	LEVEL	STATUS
CFB	Clarence Fitzroy Bryant, St. Kitts	UG	CFB Campus students only
DEN	St. Augustine	UG	Dentistry students registering for course MDSC 3280
E01	St. Augustine	UG	Evening Students
E0C	St. Augustine	UG	FOUN 1102 - FST/FFA Evening Students only
EXC		UG	Exchange, Study Abroad and Inter-Campus Exchange students
FSA	St. Augustine	UG	FST/FFA students registering for FSS Courses
LAS	St. Augustine	UG	For students from the Departments of Modern Languages & Linguistics and Literary, Cultural and Communication Studies registering for Education Courses
PED	St. Augustine	UG	Physical Education students registering for Summer courses
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 – FST/FFA Full-time students
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
SAL	Sir Arthur Lewis Community College, St. Lucia	UG	Sir Arthur Lewis Campus 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

# REGISTRATION PROCEDURE

## STEP 5

### PAYMENT OF FEES

View or download the appropriate fee booklet:

<http://sta.uwi.edu/resources/documents/UndergraduateFeeBklt.pdf>

- Undergraduate Fee Booklet
- Postgraduate Fee Booklet
- Self Financing Programmes

Students can pay fees at any branch of Republic Bank Ltd. using the bank deposit slip or using the Online Payment System as follows:

1. Payment must be made on the UWI student bank deposit slip
2. Your name, address and UWI Student ID number are entered on the bank deposit slip
3. The Bank Teller returns 2 copies of the deposit slip to you. One to be submitted with the course Registration Fee Assessment Invoice and the other for the student record
4. Faculty of Medical Sciences students who are non-nationals are required to pay tuition fees in US\$ currency.
5. Students from non-contributing countries are required to pay tuition in US\$ currency.

### ONLINE PAYMENT

1. Log on to your Mysecure Area
2. Select Student Services & Financial Aid
3. Click Student Records
4. Select Online Payments
5. Please note that only VISA credit cards are currently accepted for online payments
6. Print a copy of your online payment receipt and attach it to your course Registration Fee Assessment Invoice.

**NB. All fees (including any applicable late charges) must be paid by the last working day of September for semester 1 and by the last working day of February in the case of Semester II and by the last working day of June in the case of Summer session.**

### PENALTIES FOR NON-PAYMENT OF FEES

For a New First-Time or Re-Entry student - de-registration

For a Continuing Student - automatic placement on Compulsory leave (CL)



# REGISTRATION PROCEDURE

## STEP 6

### SUBMIT DOCUMENTS TO OBTAIN FINANCIAL CLEARANCE

#### **Semester I**

##### • **NEW STUDENTS**

Please drop the following documents in boxes provided at Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building during the period 17th August - 11th September, 2015 - 9:00am - 6:00pm:

1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment/ Scholarship letter
3. \*Signed eGATE Application form.

##### • **CONTINUING STUDENTS**

Please submit the following documents at Conference Room, 2nd Floor, The Lloyd Braithwaite Student Administration Building during the period August 17th - September 11th, 2015 - 9:00am - 6:00pm:

1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment/ Scholarship letter
3. \*Signed eGATE Application form.

#### **\*For Citizens of Trinidad & Tobago ONLY**

NOTE: Students accessing GATE funding must register for the GATE e-Service ID at the GATE Registration Centre (GRC) or via GATE website [www.e-gate.govt.tt](http://www.e-gate.govt.tt) or call **800-GATE** for information.

**The eGATE Application Form must be signed at the top ensuring the following information is included:**

**Period:** September 2015 - August 2016

**Academic Year:** 2015/2016

**Semester:** I

**NOTE: If the above information on the eGATE Application Form is incorrect, it will not be accepted.**

- Students can check on line for access to My-elearning within 24 hours.
- If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.

# REGISTRATION PROCEDURE

## Semester II

### • **NEW STUDENTS**

Please drop the following documents in boxes provided at Bursary Ground Floor, The Lloyd Braithwaite Student Administration Bldg.

1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment/ Scholarship letter
3. \*Signed eGATE Application form.

### • **CONTINUING STUDENTS**

Please drop the following documents in boxes provided at Bursary Ground Floor, The Lloyd Braithwaite Student Administration Bldg.:

1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment / Scholarship letter
3. \*Signed eGATE Application form.

### **\*For Citizens of Trinidad & Tobago ONLY**

**NOTE: Students accessing GATE funding must register for the GATE e-Service ID at the GATE Registration Centre (GRC) or call 800-GATE for information.**

The eGATE Application Form must be signed at the top ensuring the following information is included:

**Period:** September 2015 - August 2016

**Academic Year:** 2015/2016

**Semester:** II - The semester remains as II, even if it is the first semester of enrollment for the academic year.

**NOTE: If the above information on the eGATE Application Form is incorrect, it will not be accepted.**

- Students can check on line for access to My-elearning within 24 hours.
- If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.

# REGISTRATION PROCEDURE

## SUMMER SESSION

- Tuition fees and Halls of Residence fees are payable at the beginning of each semester
- Compulsory fees are payable in full at the beginning of the academic year
- Fees can be paid as follows:
  - At any branch of Republic Bank Ltd using the UWI student bank deposit slip OR
  - Using the U.W.I Online Payment System (Master or VISA credit card only) please see link [https://secure.touchnet.net/C24203\\_tsa/web/index.jsp](https://secure.touchnet.net/C24203_tsa/web/index.jsp)

## CONTINUING STUDENTS

Please submit the following documents:

1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment/ Scholarship letter
3. \*Signed eGATE Application form.

## \*For Citizens of Trinidad & Tobago ONLY

An eGATE Application Form must be submitted by the following students ONLY:

- Evening University students OR students pursuing the Bachelor of Education (BEd)
- Students registering for the following courses: AGRI 1000: Practical Skills, AGBU 3008: Internship, AGRI 2000: Internship-summer; GEOM 1050: Surveying Project, GEOM 2050: Mapping Project; and TOUR 3088: Internship in the SUMMER SESSION ONLY
- Summer Certificate/Diploma Programme students

The eGATE Application Form must be signed at the top ensuring the following information is included:

**Period:** September 2015 - August 2016

**Academic Year:** 2015/2016

**Semester:** III

**NOTE: If the above information on the eGATE Application Form is incorrect, it will not be accepted.**

- Students can check on line for access to My-elearning within 24 hours.
- If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.

# REGISTRATION PROCEDURE

## STEP 7

### GET YOUR UWI ID CARD/SMART CARD

Financial clearance is required for the issuance of UWI ID Card/ Smart Card

#### **SEMESTER I**

New ID cards/Smart 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/Smart Card is automatically revalidated
- If your previous UWI ID Card/Smart Card has not been replaced with the new smartcard ID card, you must obtain a new UWI ID/Smart Card . Please produce the old ID Card to the ID Card Office for immediate replacement.

**DATES: AUGUST 24 TO SEPTEMBER 5, 2015**

**VENUE: DAAGA LECTURE ROOM 1 (Ground Floor)**

**TIME: 9.00 A.M. TO 6.00 P.M.**

FACULTY	DATES
Engineering	Monday August 24, 2015
Food & Agriculture	Wednesday August 26, 2015 And Saturday August 29, 2015
Humanities and Education	Tuesday August 25, 2015
Law	Thursday August 27, 2015
Medical Sciences	Thursday August 27, 2015
Science & Technology	Wednesday August 26, 2015 and Saturday August 29, 2015
Social Sciences	Thursday August 27, 2015 and Saturday August 29, 2015
Specially Admitted/Exchange	Thursday August 27, 2015

#### **SEMESTER II**

If you registered in **Semester I - 2015/2016** and received financial clearance your UWI student ID card is automatically revalidated for Semester II.

Students requiring UWI ID cards for **Semester 2 – 2015/2016** MUST visit the **DAAGA LECTURE ROOM 1 (Ground Floor)** during the period **January 11, 2016 to February 05, 2016; 8.45a.m. to 6.00p.m.**

# REGISTRATION PROCEDURE

## SUMMER SESSION

If you registered in **Semester I or Semester II** - 2015/2016 and received financial clearance your UWI student ID card is automatically revalidated for the SUMMER Session.

Students requiring UWI ID cards for **Summer Session - 2015/2016** **MUST visit DAAGA LECTURE ROOM 1 (Ground Floor)** during the period **May 16, 2016 to May 27, 2016; 9.00a.m. to 6.00p.m.**

## NOTES:

1. Evening students (E01 section) registering for SUMMER (SUM section) courses MUST:
  - a) Submit written request to the Office of the Dean of the Respective Faculty to register for the course(s)
  - b) Await phone/e-mail notification from faculty (3-5 working days) of approval to register and make payment for course
  - c) Pay your fees at Branch of Republic Bank Ltd. using the bank deposit slip provided.
  - d) Present payment slip (copy) to Dean's office
  - e) Register online for course.
2. Evening University students who wish to register for an out-of faculty summer course(s) would be required to pay the tuition for the relevant Faculty

## FACULTY OVERRIDES - NOW ONLINE

Detailed information about faculty overrides is available at

<http://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://my.uwi.edu/> Select **Student Services & Financial Aid >>** Select **Registration >>** Select **Check Your Registration Status**

## FACULTY OVERRIDE DATES FOR 2015/2016

### SEMESTER I

**Submission of Override:** 8.30 a.m. August 17, 2015 - 4.00 p.m. September 08, 2015

**Deadline for processing overrides in Banner by Faculty:** 4.00 p.m. September 11, 2015

### SEMESTER II

**Submission of Override:** 8.30 a.m. January 11, 2016 - 4.00 p.m. February 02, 2016

**Deadline for processing overrides in Banner by Faculty:** 4.00 p.m. February 05, 2016

## SUMMER SESSION

**Submission of Override:** 8.30 a.m. May 09, 2015 - 4.00 p.m. June 1, 2016

**Deadline for processing overrides in Banner by Faculty:** June 04, 2016

# REGISTRATION PROCEDURE

## 📌 10 REASONS YOU MUST COMPLETE THE REGISTRATION PROCESS

If your registration is **incomplete** you will be unable to: -

- attend classes
- obtain or renew an ID card
- borrow books from the Campus Libraries and make use of the Alma Jordan Library's Computer Lab
- access your student records
- access mylearning
- access your examination schedule
- access your student medical/health records
- use the Health Service Unit
- represent clubs/societies/UWI in co-curricular activities
- seek candidacy or run for office in 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 Campus Libraries. You must show your University identification card to enter the library and to borrow material.

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

## 📌 EMAIL ADDRESS

**Activate your email account@ <http://my.uwi.edu/>** – Every student is assigned an official UWI email address which must be used when communicating with the UWI. Your email address is the one to which all official email from Student Affairs, the Libraries and your faculty will be sent. It is in the form **<Firstname.Lastname@my.uwi.edu>** **and must also be used when communicating with the UWI Help Desk support facilities.**

**Please activate your email promptly and check it regularly to ensure that you receive any important information from The University.**

# REGISTRATION PROCEDURE

## CONTACT INFORMATION

Students are required, on registration, to notify the Campus Registrar in writing, of their address in Trinidad during the semester/academic year and of their forwarding address during University vacations.

Students are also required to notify the Campus Registrar, in writing of any change of address within 14 days of the change.

## REGISTRATION FOR CO-CURRICULAR ACTIVITIES

Detailed information about Co-Curricular registration is available at

<http://sta.uwi.edu/cocurricular/>

Visit <http://sta.uwi.edu/cocurricular/registration.asp> for step-by-step instructions on how to register for Co-curricular Courses.

## SPECIAL ACTIVITIES FOR NEW STUDENTS

### **FIRST YEAR EXPERIENCE ACTIVITIES**

First Year Experience Activities for **NEW STUDENTS** will be held during the period **August 24 to August 28, 2015**.

### **LIBRARY ORIENTATION**

All **NEW STUDENTS** should attend the orientation sessions arranged by the Campus Libraries. 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 17, 2015 at 5.00 p.m.** in the **UWI Sport & Physical Education Centre (SPEC)**.

The Matriculation Register must be signed before students proceed to the Ceremony.

# REGISTRATION PROCEDURE

## NEED HELP?

1. Check the **REGISTRATION GUIDEBOOK FOR UNDERGRADUATE STUDENTS** online at <http://sta.uwi.edu/registration> for more detailed registration information on:
  - Registration dates 2015/2016
  - Registration venues
  - Rules to follow
  - Definitions
  - Changing your online information
  - Academic Calendar 2015/2016
  - 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 Bldg.  
Helpdesk BANNER-Related Queries - via telephone and email during the hours 8:30 a.m. – 4.30 p.m. Monday to Friday  
**Semester I: August 17 September 11, 2015**  
**Semester II: January 11 to February 05, 2016**  
**SUMMER SESSION: May 09 to June 04, 2016**  
Tel. 1 868 662-2002 Exts. 83969, 83970, 83971, 83972
  - OR** b. Email – [support@sta.uwi.edu](mailto:support@sta.uwi.edu)  
Financial Clearance Queries:  
Tel. 1 868 662-2002 Exts. 82143; 83382; 83379  
Students requiring assistance from Student Affairs (Admissions) can call Tel. 1 868 6622002 Exts. 83012/82157.
  - OR** c. Visit Customer Service Representatives, The Lloyd Braithwaite Student Administration Bldg.,



# REGISTRATION PROCEDURE

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](mailto:servicedesk@sta.uwi.edu)
4. Ask any of the Student Assistants at your faculty computer lab between the hours of 9.00 a.m. to 6.00 p.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)
  - Faculty Overrides

# REGISTRATION PROCEDURE

## ADMINISTRATIVE HOLDS/CONTACTS

Detailed below are the various types of administrative holds and the department(s) to be contacted should a student encounter such a hold(s) while attempting to register:

HOLD DESCRIPTION	MEANING	WHOM TO CONTACT
AR – Account Receivable	Fee obligation outstanding, and/or Copy of Electronic Birth Certificate required for T&T Citizens	Students Accounts Section, Bursary The Lloyd Braithwaite Student 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 Representatives i.e. Heads of Depts
EI – Examination Irregularities	Examination issue that requires student to contact Examination Section	Examinations Section, The Lloyd Braithwaite Student Administration Bldg., Ext. 82155
GQ	Electronic GATE form query	Students Accounts Section, Bursary The Lloyd Braithwaite Student Administration Bldg., Exts. 82143, 83382, 83379
LIF – Library Fine	Books, Fees 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), The Lloyd Braithwaite 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 Student Administration Bldg., Exts. 82137, 82143, 83382, 83379
GX - GATE Exhausted	Students 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 Student Administration Bldg., Exts. 82137, 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.

# REGISTRATION PROCEDURE

## REGISTRATION REMINDERS

- All students will be required to register by Semester
- SEMESTER I - Select courses online for Semester I and Year Long courses ONLY where applicable. If you have no new course registration for Semester II, you MUST register for REGS 1000 in Semester I.
- Students who are not required to read any Semester I or Year-Long course(s) MUST apply for leave of absence for Semester I.
- SEMESTER II - Select courses online for Semester II courses ONLY.
- SUMMER SESSION - Select courses online for Summer Session courses ONLY.
- Late Registration/Change in Registration (ADD/DROP) shall be permitted up to the end of the 4th week of the 1st Semester; AND the 3rd week of the 2nd Semester, on payment of a late registration fee.
- All Compulsory Fees are payable in full at the beginning of the academic year.
- Only Tuition Fees and Halls of Residence Fees are payable by semester.
- All fees (including any applicable late charges) must be paid by the last working day of September for Semester I and by the last working day of February in the case of Semester II.
- A student who writes an examination(s) for a course (s) for which he/she was 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 class(s) does not relieve the student from financial liability.
- Be careful not to select courses that meet at the same time. The system does not check for time conflicts.
- It is the student's responsibility to ensure that s/he has met 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.

**NOTE: Year-Long course(s) registration and fees will appear on your Registration fee Assessment Invoice under Semester 2**



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