

# 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 2014/2015 which is available online at <http://sta.uwi.edu/registration>

## WHAT DOES REGISTRATION MEAN

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

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 2014/2015

**Semester 1:** August 24, 2014 to December 19, 2014

**Semester 2:** January 18, 2015 to May 15, 2015

### ONLINE REGISTRATION HOURS

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

### REGISTRATION PERIOD

#### SEMESTER 1

**Opens:** August 18, 2014 – for all students

**Closes:** September 12, 2014 for all students

#### Change of Registration (ADD/DROP)

There is no SPECIFIED ADD/DROP PERIOD. Registration will remain open until **September 12, 2014 midnight**

**Late Registration/Late Payment Fee of TT\$200 applies from September 08, 2014.**

#### SEMESTER 2

**Opens:** January 12, 2015

**Closes:** February 06, 2015 for all students

#### Change of Registration (ADD/DROP)

There is no SPECIFIED ADD/DROP PERIOD. Registration will remain open until **February 06, 2015 midnight**

**Late Registration/Late Payment Fee of TT\$200 applies from February 02, 2015.**

### HOW TO REGISTER

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

## WHERE TO REGISTER

You may register 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.**

## REGISTRATION PROCEDURE

### STEP 1

#### GET YOUR 2014/2015

#### REGISTRATION INFORMATION

Information can be obtained:

- Online at the UWI website at <http://sta.uwi.edu/registration>
- 2014/2015 Registration Guidebook for All Undergraduate Students

### STEP 2

#### GO TO ACADEMIC ADVISING

- SEMESTER 1:** Attend your Faculty Orientation and Academic Advising session. It is **COMPULSORY for New and Re-entry Students** and **OPTIONAL for Continuing Students**.
- SEMESTER 2** Consult your Faculty Advisor for information on courses for which you must register  
Faculty Academic Advising schedule information can be obtained via the Web at <http://sta.uwi.edu/registration/schedules.asp>

### STEP 3

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

- 1) 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, 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.

To complete your online GATE application form, you must have soft (scanned) copies of the following:

- 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.

### STEP 4

#### REGISTER FOR COURSES

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

- Read the Online Registration Instruction Guide available at <http://sta.uwi.edu/resources/documents/StudentBannerRegistrationManual.pdf>
- Follow the instructions to register for your courses.  
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.
- Print your 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 Registration Fee Assessment Invoice.

**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.**

#### MAKE SURE YOU REGISTER FOR 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
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

### STEP 5

#### PAY FEES

Pay fees at any branch of Republic Bank Ltd. using the bank deposit slip. Ensure that

- Your name, address and UWI Student ID number are entered on the bank deposit slip
- The Bank Teller returns 2 copies of the deposit slip to you. Please submit copy of bank slip stated **"COPY FOR REG. FORM"**

**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 2 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)

### STEP 6

#### OBTAIN FINANCIAL CLEARANCE

- Staple the following documents together:
  - Official UWI Registration Fee Assessment Invoice printout
  - Evidence of payment of fees OR copies of letters showing evidence of funding e.g. scholarship, **\*GATE Form**
  - Copies of E-GATE printed document [Trinidad & Tobago Citizens only]
  - Valid letters of sponsorship from Governments or institutions
- Deposit stapled documents in your Faculty Box located on the Ground Floor, Bursary, The Lloyd Braithwaite Student Administration Building
- Check online for financial clearance 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'.

If you have not received financial clearance after five (5) working days, visit the Bursary Representatives, Ground Floor, The Lloyd Braithwaite Student Administration Building for clarification. **REFER TO THE ADMINISTRATIVE HOLDS/CONTACTS FOR GUIDANCE.**

**NB. STUDENTS WHO DO NOT SUBMIT A COPY OF THE GATE ELECTRONIC APPLICATION BY THE REQUIRED DEADLINE DATE WILL NOT BE CONSIDERED REGISTERED.**

#### FOR SEMESTER 2 REGISTRATION

##### \*CITIZENS OF TRINIDAD & TOBAGO

**UNDERGRADUATE STUDENTS Registering for SEMESTER 2 2014/2015 who:**

- would have registered for 2014/2015 Semester 1 courses are **NOT REQUIRED TO SUBMIT ANY PRINTOUT OR DOCUMENTS** for Semester 2 registration

#### OR

- who are registering for the first time for academic year 2014/2015 must complete and submit the following documents:
  - **copies of E-GATE printed document {Trinidad & Tobago Citizens ONLY}**
  - Fees Payment Receipt
  - Registration Fee Assessment Invoice
  - Copy of Electronic T&T Birth Certificate

### STEP 7

#### GET YOUR UWI ID CARD

**Financial clearance is required for the issuance of UWI ID Card.**

##### SEMESTER 1

New ID cards are only issued to NEW/Re-Entry Students ONLY.

##### CONTINUING STUDENTS:

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

**DATES: AUGUST 25 TO SEPTEMBER 6, 2014**

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

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

FACULTY	DATES
ENGINEERING	MONDAY AUGUST 25, 2014
FOOD & AGRICULTURE	WEDNESDAY AUGUST 27, 2014 AND SATURDAY AUGUST 30, 2014
HUMANITIES AND EDUCATION	TUESDAY AUGUST 26, 2014
LAW	THURSDAY AUGUST 28, 2014
MEDICAL SCIENCES	THURSDAY AUGUST 28, 2014
SCIENCE & TECHNOLOGY	WEDNESDAY AUGUST 27, 2014 AND SATURDAY AUGUST 30, 2014
SOCIAL SCIENCES	THURSDAY AUGUST 28, 2014 AND SATURDAY AUGUST 30, 2014
SPECIALLY ADMITTED/EXCHANGE	THURSDAY AUGUST 28, 2014

##### SEMESTER 2

If you registered in **Semester 1 - 2014/2015** and received financial clearance your UWI student ID card is automatically revalidated for Semester 2.

Students requiring UWI ID cards for **Semester 2 - 2014/2015** MUST visit the **ID Photo Room, Ground Floor, The Lloyd Braithwaite Student Administration Building, Lewis Avenue** during the period **January 12, 2015 to February 06, 2015 8.45a.m. to 6.00p.m.**



**UWI**  
ST. AUGUSTINE  
CAMPUS

**UNDERGRADUATE STUDENTS  
(EXCEPT EVENING AND B.ED.)**



# REGISTRATION QUICK REFERENCE GUIDE 2014/2015

The **2014/2015 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  
Email: [admis@sta.uwi.edu](mailto:admis@sta.uwi.edu)



## 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 Departments
EI – Examination Irregularities	Examination issue that requires student to contact Examination Section	Examinations Section The Lloyd Braithwaite Student Administration Bldg., Ext. 82155
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

**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.

## 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.

## 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.**

## 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.

## 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 2014/2015

#### SEMESTER 1

**Submission of Override:** 8.30 a.m. August 18, 2014 - 4.00 p.m. September 09, 2014  
**Deadline for entry of overrides in Banner:** 4.00 p.m. September 09, 2014

#### SEMESTER 2

**Submission of Override:** 8.30 a.m. January 12, 2015 - 4.00 p.m. February 03, 2015  
**Deadline for entry of overrides in Banner:** 4.00 p.m. February 03, 2015

## 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.

## 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

## SPECIAL ACTIVITIES FOR NEW STUDENTS

### FIRST YEAR EXPERIENCE ACTIVITIES

First Year Experience Activities for **NEW STUDENTS** will be held during the period **August 25 to August 29, 2014.**

### 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 18, 2014 at 5.00 p.m. in the JFK Quadrangle.**

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

## 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 2014/2015
  - Registration venues
  - Rules to follow
  - Definitions
  - Changing your online information
  - Academic Calendar 2014/2015
  - 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 1: August 18 - September 12, 2014**  
**Semester 2: January 12 - to February 06, 2015**  
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.
  - c. Visit Customer Service Representatives, The Lloyd Braithwaite Student Administration Bldg., 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)
3. 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

## CHECKLIST

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

## REGISTRATION REMINDERS

- All students will be required to register by Semester
- SEMESTER 1 - Register online for Semester 1 and Year Long courses ONLY where applicable. If you have no new course registration for Semester 2, you MUST register for REGS 1000 in Semester 1.
- Students who are not required to read any Semester 1 or Year-Long course(s) MUST apply for leave of absence for Semester 1.
- SEMESTER 2 - Register online for Semester 2 courses ONLY.
- SUMMER SESSION - Register 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 1 and by the last working day of February in the case of Semester 2.
- 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.
- Withdrawal 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**