

UNIVERSITY REGISTRATION 2009/2010

REGISTRATION GUIDEBOOK FOR ALL UNDERGRADUATE STUDENTS

TABLE OF CONTENTS

UWI Contact information	2
Welcome	3
Registration dates	3
About this booklet	3
my St. Augustine vocabulary	5
What is registration?	8
How to select courses for your academic programme?	8
How to register	8
Where to register	8
Rules to follow	8
Academic calendar	9
The 6-step registration process	10
UWI Student ID card issue schedule	13
Reasons to complete the process	13
Need help?	14
Registration hold definition guide	14
Online registration course restriction guide	15
Pre-requisite error	15
Changing registration information	15
Changing major/option and/or enrolment status	16
Changing personal information	16
Submission of leave of absence forms	16
Special activities for new students	16
Main Library orientation tours	16

ST. AUGUSTINE CAMPUS, ADMINISTRATIVE DEPARTMENTS CONTACT INFORMATION

THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE CAMPUS
TRINIDAD & TOBAGO WEST INDIES
1 868 662 2002
www.sta.uwi.edu

Office of the Campus Registrar

Tel: 1 868 662 2002 Ext. 2001
Fax: 1 868 645 3275
Email: Campreg@sta.uwi.edu

Office of the Deputy Campus Registrar

Tel: 1 868 662 2002 Ext. 3018
Fax: 1 868 662 3792 Or 645 3275
Email: Dpreg@sta.uwi.edu

Undergraduate Admissions

Tel: 1 868 662 2002 Exts. 2154/3012
Fax: 1 868 645 4611 Or 663 9684
Email: Admis@sta.uwi.edu

Examinations

Tel: 1 868 662 2002 Ext. 2155
Fax: 1 868 645 8649
Email: Exams@sta.uwi.edu

Graduate Admissions

Tel: 1 868 662 2002 Exts. 2613/2616
Fax: 1 868 645 7327
Email: grad@sta.uwi.edu

Student Accounts, Bursary

Tel: 1 868 662 2002 Exts. 3380/3381/3382
Fax: 1 868 662 3854

Student Advisory Services

Tel: 1 868 662 2002 Ext. 2097
Fax: 1 868 662 663 0052
Email: student.advisoryservices@sta.uwi.edu

Student Health Service Unit

Tel: 1 868 662 2002 Ext. 2153
Fax: 1 868 662 2002 Ext. 2153

Help Desk

Online Help
Tel: 1 868 662 2002 Exts. 3969, 3970, 3971, 3972
Email: support@mysta.uwi.edu

WELCOME

Welcome to all new students and welcome back to continuing students. Whether you are starting out on your University career or returning to continue your studies, our step-by-step guide will help you get the most out of your higher education journey.

REGISTRATION

ALL STUDENTS will be required to register online using the Banner Student Administration System. This means that students can register online via the web from anywhere, either on-campus or off-campus, simply using a computer with internet access between the hours of 6:00 am and 12:00 midnight Eastern Standard Time.

- All students will be required to register by semester
- All students will be required to register at the beginning of the academic year for Semester I, and Year Long courses ONLY where applicable, in Semester 1 registration period.
- To register for Year-Long course(s) if you have no other course registration in Semester 1, you must register for course REGS 1000 in semester 1.
- Students will be required to register on-line at the beginning of Semester II for ONLY semester II courses, and similarly for Semester III.
- 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.
- Students who are not required to read any Semester I or Year-Long course(s) MUST apply for leave of absence for Semester I.

ONLINE REGISTRATION DATES

Semester 1: August 17th, 2009 to September 18th, 2009; Change of registration (ADD/DROP) until 14th September, 2009

Semester 2: January 18th, 2010 to February 12th 2010; Change of registration (ADD/DROP) until February 12, 2010

Semester 3: to be announced

NOTE: A late fee of TT\$200.00 applies from September 18th 2009 - Semester I; February 08th, 2010 - Semester II.

Registration instructions are provided in detail in this booklet. Please pay particular attention to these instructions.

NEW STUDENTS: Please note the dates and times assigned for Faculty Orientation and Academic Advising. [Refer to faculty schedules in this booklet]

NOTE: Registration will not be permitted after September 18th, 2009 for semester I and February 12th, 2010 for Semester II, without the approval of the Academic Board. Additional late registration fines will be imposed by Academic Board.

ABOUT THIS BOOKLET

We have produced this information booklet to give you all the vital information about University registration and registration procedures. We advise 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, Exts. 2154/3012 between 10:00 am to 12:00 noon and 2:00 pm to 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 to 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

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:

- Banner Section codes
S01- St. Augustine – Undergraduate Full-time and Part-time Students
E02- St. Augustine – Undergraduate Evening students
- **the banner course codes must be used to register.**
example: ECON 2000: Intermediate Micro Economics; HIST 1703: introduction to history

REGISTRATION FOR YEAR LONG COURSES

- Pay particular attention to the Section 'Year Long courses' when registering for a year-long course(s).
- Students registering for Year Long course(s) and have no other course registration in Semester I, must register for course REGS 1000 in semester I registration period."

DISABLED STUDENTS

Disabled students, please contact our

Academic Advising & Disabilities Liaising Unit (AADLU)

at 1 868 662 2002 Exts. 3921, 3023, 3866;

Email: aadlu.office@sta.uwi.edu;

FAX: 1 868 662 2002 Ext. 3922 so arrangements can be made to assist you.

REGISTRATION FOR CO-CURRICULAR ACTIVITIES

There would be no online registration for these courses. Students wishing to pursue co-curricular activities should first seek the approval from the Office of Student Advisory Services for Leadership/Service, Debating and Microsoft Office, the Office of Sport & Physical Education for Minding SPEC, and the Dean's Office, Faculty of Social Sciences for Workplace Protocol for Students and then to your Faculty for final approval from the Dean or Co-curricular Coordinator .

MY ST. AUGUSTINE VOCABULARY

These are some common terms you will hear as you start your UWI experience. It is a good idea to make sure you know what they mean. Take some time to review and familiarize yourself with them.

ACADEMIC ADVISING

The process where your faculty's 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.

ACADEMIC YEAR: August 1st to July 31st

ACCEPTANCE PACKAGE

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

ADVISING HOLD

An Advising Hold may be placed on your record if you are in a faculty that requires academic advising prior to registration. You must attend an advising session before your faculty advisor will clear you to register.

ADD/DROP

The period during which students may add or drop a course without penalty.

CRN (COURSE REFERENCE NUMBER)

The number assigned to designate a specific class/section of a course.

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 COURSES

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

COURSE LOAD

The number of credit hours carried each semester.

COURSE CODE

An alphanumeric code (combination of letters and numbers) used to identify a course e.g. HIST 2004 or ECON 1001. The letter part of the code identifies the subject (e.g. History or Economics), while the first digit of the number part of the code identifies the level of the course (e.g. 2004-Level 2 or 1001 Level 1).

COURSE LEVEL

Defines the level of a course. For example, HIST 1001 denotes that History 1001 is a Level 1 course (at UWI marked by the first digit in a course number).

CREDIT/CREDIT HOURS

A unit which represents the number of hours a student spends in a class each week over the course of the semester. E.g. A student enrolled in MGMT 2003 (3 credits) will spend approximately 3 hours in class for approximately 13 weeks.

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

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).

ELECTIVES

Any course not required as part of your major. Course(s) which you may choose from a list provided by your department/faculty in your respective Faculty Regulations and Syllabuses booklet.

EVENING STUDENT

A student who is registered to pursue a course of study for which classes are timetabled in the evenings from Mondays to Fridays from 5:00 pm to 10:00 pm and on Saturdays from 8:00 am to 8:00 pm.

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.

FEE ASSESSMENT INVOICE

Printout of the courses for which you have registered that lists each specific course. The amount of tuition and fees due for all courses registered and the payment deadline date are also indicated on the printout.

FINANCIAL CLEARANCE

Approval given by Bursary officials when you have paid all the fees for which you are liable.

FINANCIAL HOLD

Your registration will not be processed if you are indebted to the University. If you have any questions regarding your account, you may visit the Student Accounts Office, The Bursary located on the Ground Floor, Student Administration Building.

FULL-TIME STUDENT

A student who is registered for not more than 15 /18 and no fewer than 12 credits per semester in accordance with prescribed faculty regulations.

GPA

Grade Point Average (GPA) is the average obtained by dividing the total grade point earned by the quality of hours for which the student is registered for any stated period of time, excluding hours on the Foundation courses, audited courses and courses taken for preliminary credit.

HOLD

A hold is a block placed on a student's record for failure to comply with obligations to the University. If you have a hold on your records, you may not register, or in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (i.e. unpaid tuition and fees, unpaid library fines), academic or disciplinary reasons. Examples of holds are: transcript holds, advising holds, dean's holds, immunization holds, accounts receivable holds, etc. If you have not cleared your holds before the start of the academic year, you will be unable to register until the hold is cleared.

LEVEL

Denotes a student status as either Undergraduate or Graduate.

MAJOR/MINOR

A major is the area in which you choose to concentrate most of your studies e.g. French, History, Physics, Management Studies. A minor is 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 your faculty's Regulations and Syllabuses booklet.

my-STA (my ST. AUGUSTINE ONLINE)

A web service for students that can be reached directly at <http://www.mysta.uwi.edu>. For students, mySta – My St. Augustine online provides access to online registration, my-STA also has information on student accounts, final grades, degree audits and personal information.

OPTION

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

PART-TIME STUDENT

A student registering for fewer than 24 credits in a given academic year. These courses may be scheduled at any time of the day on the timetable.

PRE-REQUISITE

A course that needs to be taken before you can register for another course or a more advanced course. Students are responsible for completing all prerequisites prior to enrolling in courses. The student registration system will prevent students from registering if prerequisites have not been completed.

PROGRAMME

A selection of courses designed to achieve pedagogical goal(s) the taking of which is governed by certain regulations and the satisfactory completion of which (determined by such regulation) makes a candidate eligible for the award of a degree/diploma/certificate.

REQUIRED/CORE COURSE(S)

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

SEMESTER

Half-year term in a school year; normally a 13-week period of instruction.

SEMESTER GPA

GPA computed on the basis of all courses done in a semester, without reference to weighting except in terms of credits. (The terms Grade Point, GPA, Quality Hours, Honours GPA, Cumulative GPA and Quality Points are defined in the UWI Grade Point Average Regulations booklet).

SPECIAL

A prescribed combination of courses offered which leads to a degree.

TRANSCRIPT

Official record of coursework and grades housed in the Office of the Campus Registrar.

UNDERGRADUATE STUDENT

A student pursuing a bachelor's degree. Undergraduate students cannot enroll in graduate level classes. An undergraduate (bachelor's) degree can be a stepping stone to postgraduate programmes, such as Master's, MBA, PhD programmes.

UWI STUDENT ID CARD

The University's 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 in the format yymdd. This number, which can be found on your offer letter, gives you access to the St. Augustine online system, and identifies you as a UWI student while you are here.

UWI STUDENT E-MAIL ADDRESS

All students once registered and received financial clearance are automatically assigned a UWI student email account which can be accessed via the www.mysta.uwi.edu link. This account must be used for all future email communications with the UWI.

YEAR-LONG COURSE

A course that spans Semesters I and II. You must register for this course at the beginning of the academic year i.e. in Semester 1 registration period.

WHAT IS REGISTRATION?

Registration is the formal process of becoming a member of the University, enabling you to attend lectures, receive tuition, sit exams, use the library and other facilities and be a member of the Guild of Students. In order to attend a class at UWI, a student must first register for the course. Registration involves a series of steps that a student must follow to officially register for a course.

HOW TO SELECT COURSES FOR YOUR ACADEMIC PROGRAMME?

All programmes and courses offered have already been defined and approved by your faculty under the Curriculum Advising and Programme Planning (CAPP) module in the Banner Student Administration System.

For NEW STUDENTS, Faculty Advisors will be available for consultation at your faculty orientation and academic advising session. Refer to your faculty's Orientation and Advising Schedule in this booklet.

CONTINUING STUDENTS You can view CAPP compliances in Banner Web that will list all courses already passed and those required to fulfill your programme requirements.

HOW TO REGISTER?

ALL STUDENTS will be required to register online at <http://www.sta.uwi.edu/registration>

This means that students can register from anywhere, either on-campus or off-campus, simply using a computer with internet access between the hours of 6:00 am and 12:00 midnight Eastern Standard Time.

To access the online registration instruction guide go to <http://sta.uwi.edu/registration> and click on "Online Registration Instructions" in the left-hand menu.

CHECKLIST

- Read this Guide carefully
- Remember to keep your offer letter/acceptance letter with you (New Students)
- Attend your Faculty Orientation and Advising Session (New Students)
- Complete your online registration
- Pay approved fees

WHERE TO REGISTER?

You may register using any PC with Internet access either at home, at an on-campus computer laboratory or at any internet café.

Computer kiosks located in the lobby area of the Student Administration Building will be available from August 24, 2009 through September 18th, 2009.

We encourage you to use off-campus facilities to avoid long queues and unnecessary delay at the on-campus computer lab.

RULES TO FOLLOW

- All students are required to register by semester
- All students are required to register by the end of the 1st week of the first semester and by the end of the 2nd week of the second semester.
- Late registration shall be permitted up to the end of the 4th week of the first semester on payment of a late registration fee.
- Late registration and changes in registration after the deadline date may be facilitated only in exceptional circumstances at the discretion of the Academic Board.

NEW STUDENTS if you have not submitted your medical certificate to the Medical Officer, UWI Health Service Unit you will not be able to register.

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 18, 2009 for Semester I, and February 12, 2010 for Semester II.

If you are a **CONTINUING STUDENT** and fail to register by September 18, 2009 for Semester I and February 12, 2010 for Semester II, it will be assumed that you have withdrawn from the University.

NOTE: Registration will not be permitted after September 18, 2009 without the approval of the Academic Board. Additional late registration fines will be imposed by the Academic Board.

CHECK YOUR RECORDS REGULARLY TO ENSURE THAT THEY ARE ACCURATE AND UP-TO-DATE

UWI ST. AUGUSTINE ACADEMIC CALENDAR 2009/2010

An Academic Calendar announces University registration, academic deadlines and dates of campus events. UWI's Academic Calendar is updated regularly. Here are the important dates you should be aware of:

ACTIVITY	SEMESTER 1	SEMESTER 2
REGISTRATION WEEK	AUGUST 30 – SEPTEMBER 5, 2009	
UWILIFE (Orientation & Icebreaker)	September 04, 2009	
SEMESTER BEGINS	AUGUST 30, 2009	JANUARY 24, 2010
Teaching Begins	September 07, 2009	January 25, 2010
Matriculation Ceremony	September 17, 2009	
Applications for Leave of Absence	September 18, 2009	February 12, 2010
Change in Registration (ADD/DROP)	September 18, 2009	February 12, 2010
Late Fee of TT\$200.00 applies	September 14, 2009	February 08, 2010
Applications for Credits and Exemptions for Academic Year:	September 18, 2009	February 08, 2010
Teaching Ends	December 04, 2009	April 23, 2010
Examinations Begin	December 07, 2009	April 26, 2010
Examinations End	December 22, 2009	May 12, 2010
Semester Ends	December 22, 2009	May 12, 2010
Graduation Dates	October 24, 2009 (Cave Hill) October 30 & 31, 2009 (St. Augustine) November 06 & 07, 2009 (Mona)	

SUMMER SCHOOL SESSION – 2009 / 2010		
	BEGINS	ENDS
Teaching	May 17, 2010	July 10, 2010
Change in Registration (ADD/DROP)	June 05, 2010	
Late Fee of TT\$150.00 applies	June 08, 2010	
Examinations	July 15, 2010	July 30, 2010

APPLICATION DEADLINES – 2010 / 2011			
	BEGINS	ENDS	
FULL-TIME Applications (UG) Degree Programmes	November 15, 2009	January 28, 2010	
PART-TIME Degree Programmes, Evening University Programmes, All (UG) Certificate and Diploma Programmes	November 15, 2009	March 31, 2010	
	SEMESTER 1	SEMESTER 2	ENTIRE ACADEMIC YEAR
Specially Admitted/Occasional	June 25, 2010	January 08, 2011	June 25, 2010

TRANSFERS – 2010 / 2011	
Inter-Faculty and Inter-Campus Transfers	Faculties of Medical Science and Law - January 29, 2010
	All other Faculties: - March 31, 2010

THIS CALENDAR IS SUBJECT TO CHANGE BY APPROPRIATE AUTHORITIES.

REGISTRATION PROCESS

The following section details UWI's 6-step registration process.

STEP 1: OBTAIN 2009/2010

REGISTRATION INFORMATION

Information can be obtained –

- Online at the UWI website at <http://www.sta.uwi.edu/registration>
- 2009/2010 Registration Guidebook for All Undergraduate Students

STEP 2: OBTAIN ACADEMIC ADVISING

- a. Attend your Faculty Orientation and Academic Advising session. It is **COMPULSORY for New Students and OPTIONAL for Continuing Students**.

Faculty Academic Advising schedule information can be obtained via the Web at <http://www.sta.uwi.edu/registration/schedules.asp>

- b. Consult your Faculty Advisor for information on courses for which you must register.

STEP 3: REGISTER FOR COURSES

- a. Read the Online Registration Instruction Guide available at
- b. <http://sta.uwi.edu/registration/BannerRegistrationManual.pdf>.
- c. Follow the instructions to register for your courses. **Note:** At the BEGINNING of each academic year you are required to register for:
 - All **Semester I** 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.

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 Student Affairs 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.

SECTION CODE	CAMPUS	LEVEL	STATUS
CFB	Clarence Fitzroy Bryant	UG	CFB Campus students only
CLC	Cipriani College of Labour & Cooperative Studies	UG	CLC 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 - FSA Evening Students only
EXC		UG	Exchange, Study Abroad and Inter-Campus Exchange students
FSA	St. Augustine	UG	FSA students registering for FEN & FSS Courses
LAS	St. Augustine	UG	Liberal Arts Students 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
S02	St. Augustine	PG	a. Undergraduate students registering for Postgraduate courses b. Graduate & Qualifying Graduate students registering for Undergraduate courses
SOA	St. Augustine	UG	FOUN 1102 - All FHE students except Bachelor of Education majors
SOB	St. Augustine	UG	FOUN 1102 - ALL FHE & LAW Students except Literatures in English, English Language and Literatures with Education majors
SOC	St. Augustine	UG	FOUN 1102 - FSA Full-time students
SAL	Sir Arthur Lewis (SALISES)	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

- a. Print your Registration Fee Assessment Invoice which is required to complete the financial clearance process.

STEP 4: PAY FEES

Pay fees at any branch of Republic Bank Ltd. using the bank deposit slip. Ensure that the bank teller returns 2 copies of the deposit slip to you.

STEP 5: OBTAIN FINANCIAL CLEARANCE

- a. Staple the following documents together:
 - i. Official UWI Registration Fee Assessment Invoice printout
 - ii. Evidence of payment of fees OR copies of letters showing evidence of funding e.g. scholarship,
***GATE Form**
- b. Deposit stapled documents in your Faculty Box located on the Ground Floor, Bursary, Student Administration Building
- c. Check online for financial clearance three (3) days after submitting the documents above by logging on to the secure area of the mySTA UWI website at <http://www.mysta.uwi.edu>. **Select 'Registration Map and Guide' and select 'Check Financial Clearance'**.

If you have not received financial clearance after 72 hours, visit the Bursary Representatives, Ground Floor, Student Administration Building for clarification.

***GATE Form:** Citizens of Trinidad & Tobago are required to submit the following documents only at the beginning of the academic year i.e. during registration period of Semester I:

- GATE form
- **New T&T Birth Certificate (with PIN)**
- Registration Fee Assessment Invoice
- Receipt for payment of compulsory fees

STEP 6: GET YOUR UWI ID CARD

Financial clearance is required for the issuance of a new or revalidation of UWI ID Card.

New ID cards are only issued to NEW and RETURNING students who have changed faculty.
CONTINUINING STUDENTS' ID cards are automatically revalidated upon receipt of financial clearance.

You must produce picture identification (i.e. valid passport or National ID card) to obtain your UWI Student ID Card.



UWI STUDENT ID CARD ISSUE SCHEDULE

DATES: September 01- 05, 2009

VENUE: *JFK LECTURE THEATRE

TIME: 9:00 am to 6:00 pm

Science and Agriculture

Wednesday September 2nd, 2009 and Saturday September 5th, 2009

Social Sciences

Thursday September 3rd, 2009 and Saturday September 5th, 2009

Humanities and Education

Wednesday September 2nd, 2009 and Saturday September 5th, 2009

Law and Specially Admitted/Exchange

Thursday September 3rd, 2009

Medical Sciences

Thursday September 3rd, 2009

Friday August 28th, 2009 – Medical Sciences Library/Faculty Board Rooms, Building 40, EWMSC, Mount Hope

Engineering

Saturday September 1st, 2009

**From September 7th-11th, 2009, relocated to Temporary Classroom No. 3
(Along the University drive between the Chemistry Building and CARIRI).*

REASONS TO COMPLETE THE REGISTRATION PROCESS

You only become a registered student of The University of the West Indies (UWI) after you have completed the 5 steps outlined above.

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 your Student ID Card
- borrow books from the Campus Library and make use of the Main Library's Computer Lab
- access your student records
Access your myelearning account
(more about myelearning can be found at <http://myelearning.sta.uwi.edu>)
- access your examination schedule
- access the student medical/health records
- use the Health Service Unit
- represent clubs/societies/UWI in co-curricular activities
Seek candidacy or run for office 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 Main Library. 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.

Members of the UWI community who have been granted access to the Main Library should be aware that acceptance of library membership constitutes in itself an undertaking to accept the regulations, rules and ordinances of the library and university.

Library Fine (LI) holds will be placed on students accounts in Banner. These holds will only be removed when overdue items are returned and the fine is paid at the Main Library Accounts Unit.

The Campus Libraries are authorized to levy a fine upon all users who fail to return library material within the prescribed period. The fine for late return of books in the General Collection is one dollar (\$1.00) for each day the loan is overdue. The fine for late return of books in the Reserve Collection is one dollar (\$1.00) per hour or part thereof.

The maximum for each overdue item in all categories is five hundred dollars (\$500.00), after which further disciplinary action may be taken. Users are blocked from borrowing once items on loan become overdue and/or they have fines outstanding.

Notices will be dispatched to users via email notifying them of their outstanding items and/or fines. Items which are not returned after due notice will be presumed lost and treated accordingly.

When, after due notice, a fine or replacement cost has not been paid, the Librarian is authorized to arrange for the amount of the fine/replacement cost to be recovered by the University.

NEED HELP?

Students who have difficulty registering should contact our Help desk at 1(868) 662-2002 ext. 3969, 3970, 3971, 3972 or email support@mysta.uwi.edu You may also consult any of the Student Assistants stationed at your faculty computer lab between the hours of 9.00a.m. to 6.00p.m. Monday to Friday.

These assistants can be identified by their blue coats.

Students can also contact us by email at support@mysta.uwi.edu.

If you forget your password (PIN), go to <http://www.sta.uwi.edu/registration>, click on Online Registration Instructions to download the Online Registration Instruction Guide and follow the instructions to reset your PIN or email support@mysta.uwi.edu.

If you are locked out from mysta, it means that you have entered your password more than 3 times. Contact our Help Desk at 1 (868) 662-2002 Exts. 3969, 3970, 3971, 3972 or email support@mysta.uwi.edu.

Refer to the Online Registration Instruction Guide (click on the link in the left-hand menu on the registration page) for instructions on:

- How to search for a course
- How to add/drop a course
- How to view CAPP

REGISTRATION HOLD DEFINITION GUIDE

There are administrative restrictions called "holds", which, when put on your Banner student records, will prevent you from registering for courses. Detailed below are the various types of administrative holds and the department that you must contact if you encounter such a hold(s) while attempting to register:

AR – Accounts Receivable Hold
 Fee obligation outstanding
 Contact the Student Accounts Section, Bursary, Administration Building, Ext. 2143/3382

AR – Financial Hold
 Contact the Student Accounts Section, Bursary, Administration Building, Ext. 2143/3382

AV – Advising Hold
 Contact your faculty advisor

DH – Dean's HOLD
 Contact: Dean of your faculty

EI – Examination Irregularities
 Contact the Examinations Section, Administration Building, Ext. 2155

LI – Library Fine
 Fee or fine obligation outstanding
 Contact the Library, Accounts Section

MD – Medical Hold
 Medical Certificate not submitted
 Contact the Student Medical Officer, UWI Health Service Unit

RH – Registrar's Hold
 Contact the Campus Registrar or Deputy Campus Registrar, Administration Building

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.

ONLINE REGISTRATION COURSE RESTRICTIONS GUIDE

Banner will apply faculty approved course restriction filters during the registration and add/drop processes. Each restriction may apply singly or in combination with other restrictions. Faculty approval is required to "override" all course restrictions except duplicate courses or repeated courses.

TYPE OF RESTRICTION

ENROLMENT LIMIT

Students will be permitted to register up to the specified enrolment limit. Once the enrolment limit is reached, students will receive a message that the course is closed.

CAMPUS RESTRICTION

Courses may be limited to one or more campuses - St. Augustine (mainstream), Evening and Distance. For example, a St. Augustine (mainstream) student attempting to register for a course offered only at Evening University will receive a message that they do not meet the campus requirement.

COLLEGE RESTRICTION

Courses may be limited to one or more faculties. For example a Faculty of Science & Agriculture student attempting to register for a course restricted to Faculty of Social Sciences students will receive a message that they do not meet the college requirement.

LEVEL RESTRICTION

Courses may be limited to undergraduate or graduate students.

MAJOR RESTRICTION

Courses may be limited to students in one or more specified majors. Students who have not declared a major or are not in the specified major will receive a message that they do not meet the major requirement.

PROGRAMME RESTRICTION

Courses may be limited to students in one or more specified programmes. Students who are not in the specified programme(s) will receive a message that they do not meet the programme requirement.

PRE-REQUISITES

Banner has the capacity to check specified course pre-requisites or required test scores. Students who do not have the specified course requisite will receive a message that they do not meet the pre-requisite requirement.

DUPLICATE COURSE

Students may not register for more than one section of the same course number. (In Banner, topics courses are independent courses. Therefore, the restriction does not apply.)

PRE-REQUISITE ERROR

If you attempt to register for a course(s) and do not have the necessary pre-requisite(s) or if a class is full, you will receive an error message after trying to register for it.

Only the Dean of the Faculty or his/her designated representative(s) will be authorized to do overrides or give approvals.

CHANGING REGISTRATION INFORMATION [ADD/DROP]

Students will be able to make changes to their registration (add or drop courses) online during the registration period. After the end of the registration period i.e. September 19, 2008 for Semester I and February 13, 2009 for Semester II no changes will be permitted.

NOTES:

1. A late registration fee of TT\$200 will be applied from September 14th, 2009 for Semester I and February 8th, 2010 for Semester II.
2. 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 payment of additional fees. Alternatively depending on the number of courses you may have dropped you may be entitled to a refund of fees.
3. Adding or dropping courses also affect your student loan status.

CHANGING MAJOR/OPTION AND/OR ENROLMENT STATUS (FULL-TIME/PART-TIME/EVENING)

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

CHANGING PERSONAL INFORMATION

Students are advised to view their personal information online 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).

SUBMISSION OF LEAVE OF ABSENCE FORMS

Leave of absence forms must be submitted by September 18th, 2009 for Semester I and by February 12th, 2010 for Semester II.

SPECIAL ACTIVITIES FOR NEW STUDENTS ORIENTATION

Orientation activities for NEW STUDENTS will be held during the period September 1st to 5th, 2009.

LIBRARY TOURS

All NEW STUDENTS should attend the orientation sessions arranged by the Main Library. 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 17th, 2009 at 5:00 pm in the JFK Quadrangle. The Matriculation Register must be signed before students proceed to the Ceremony.

MAIN LIBRARY ORIENTATION TOURS

The Main Library (<http://www.mainlib.uwi.tt>) conducts orientation tours for NEW STUDENTS which allow them to better utilize the services and resources of the Main Library. These 30-minute tours are conducted in groups of no more than 25 students. Students should assemble at the entrance of the Main Library approximately 5 minutes before the tour's starting time.

MAIN LIBRARY ORIENTATION SCHEDULE

7th September - 19th September, 2009

Monday - Saturday

10:00a.m. - 12:00noon &

2:00p.m. - 4:00p.m.

For further information or to submit requests for additional sessions please contact

**Rabia Ramlogan,
Head - General Reference & Loans
Division**

**Email: Rabia.Ramlogan@sta.uwi.edu or at
extension 2336.**