

UNIVERSITY REGISTRATION 2009/2010

REGISTRATION GUIDEBOOK FOR ALL POSTGRADUATE STUDENTS

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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: Campus.Registrar@sta.uwi.edu

Examinations

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

Graduate Admissions

Tel: 1 868 662 2002 Exts. 2613/2616
Fax: 1 868 645 7327
Email: Post.Graduate@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. We trust that your academic year 2009/2010 will be both productive and rewarding.

ABOUT THIS BOOKLET

To give you all the vital information about the university registration, we have produced this information booklet, which outlines the 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 Office of Graduate Studies and Research at 662-2002 Exts: 2616/2613/4190/4367/4191 between 9:00am – 12:00noon and 2:00pm – 4:30pm.

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.

HOW TO REGISTER?

For the academic year 2009/2010 ALL students will be required to register Online using The Banner Student Administration System at <http://www.sta.uwi.edu/postgrad>. This means that students can register online via the web from anywhere, either on-campus or off-campus, using a computer with internet access between the hours of 6.00 a.m to 12.00 midnight Eastern Standard Time. The period of registration will be from August 17 to September 18, 2009 while Change of Registration (ADD/DROP) goes up to 18 September, 2009. Please access the online registration guide at <http://sta.uwi.edu/postgrad>.

NEW DEVELOPMENTS

You are asked to note specifically that a new feature of our registration process is the introduction of REGISTRATION BY SEMESTER ONLY. This means that:

- All students will be required to register by semester
- Students will be required to do on-line registration at the beginning of Semester I for ONLY semester I and Year Long courses. **Please ensure that you understand and are aware of what constitutes Year Long and whether any of your courses falls within this category.** When one registers for Year Long courses a semester 2 reading, however, will appear on the fee Assessment invoice. This is normal.
- If you have only Year Long course/s to register for you must register in Semester I and use REGS1000 for registering for the Year Long course/s.
- If you have other courses including year long courses to register for there would be no need to use REGS 1000 for the year long course. Register as normal.
- Students will be required to do on-line registration at the beginning of Semester II for ONLY semester II courses and similarly for Semester III. The dates for Semester III will be announced at a later date
- Students who have no Semester I courses will be required to formally apply for Leave of Absence.

The following dates are therefore important:

ONLINE REGISTRATION DATES:

Semester I:

August 17, 2009 to September 18th, 2009
Late fee applies from: September 14, 2009
Change of Registration (ADD/DROP) –
until September 18, 2009

Semester II:

January 18, 2010 to February 12, 2010
Late fee applies from: February 8th 2010
Change of Registration (ADD/DROP) –
until February 12, 2010

Semester III: Dates to be announced

NOTE: Registration will not be permitted after September 18, 2009 for Semester I and February 12, 2010 for Semester II without the approval of the Campus Committee for Graduate Studies and Research.

FINANCIAL CLEARANCE

Semester I

NB: Tuition fees are payable by semester

- Pay **All** Compulsory Fees in full at the beginning of the academic year
- Pay fees at any branch of the Republic Bank Ltd.
- Deposit receipt of payment of compulsory fees, the fee assessment invoice and proof of payment/scholarship/funding in boxes provided at the bursary, (Ground floor of the new student Administration building)
- Citizens of Trinidad and Tobago **ONLY** should deposit the GATE FORM, NEW T&T Birth Certificate (with PIN) and receipt of payment of compulsory fees in these boxes also
- Check online for financial clearance within three days.

Semester II

NB: Tuition fees are payable by semester. All students are therefore required to register in Semester II as well

- Pay fees at any branch of the Republic Bank Ltd.
- Deposit receipt of payment of compulsory fees, the fee assessment invoice and proof of payment/scholarship/funding in boxes provided at the bursary, (Ground floor of the new student Administration building)
- Citizens of Trinidad and Tobago **ONLY** should deposit the GATE FORM, NEW T&T Birth Certificate (with PIN) and receipt of payment of compulsory fees in these boxes also
- Check online for financial clearance within three days.

NOTE: Citizens of Trinidad and Tobago who are registering for the first time in Semester II of the 2009/2010 academic year must deposit the GATE FORM together with receipt of payment of compulsory fees and other documents identified above. Postgraduate students who are citizens of Trinidad and Tobago must submit a GATE FORM for each semester of registration.

NOTE: Postgraduate students who are registered in programmes covering three semesters will be required to pay their full fees within the first two semesters.



The step-by-step registration instructions are provided in detail in this booklet. Please pay particular attention to these registration instructions.

New students must also note the dates and times assigned for your Faculty Academic Advising.

[Refer to Faculty schedule on our website:
www.sta.uwi.edu/postgrad]

WHAT IS REGISTRATION?

In order to attend a class at UWI, a student must first register for the course. The registration process 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. Please refer to your Faculty Postgraduate Information Guide for assistance in determining the course requirements for the programme to which you have been accepted. You should also familiarize yourself with the Regulations for Graduate Diplomas and Degrees and the other booklets to guide you through your postgraduate years. These are all available on our website at www.sta.uwi.edu/postgrad.

For **New** students, Faculty Advisors will be available for consultation at your faculty academic advising session. Refer to your Faculty Advising Schedule on our website at www.sta.uwi.edu/postgrad.

Continuing students are expected to register every **SEMESTER** until they are awarded their degree.

WHERE TO REGISTER?

You may register using any PC with Internet access either at home, at an on-campus laboratory or at any internet café. The on-campus labs will be identified on our website www.sta.uwi.edu/postgrad.

Computer labs on campus will be available for registration from **17th August 2009 through 18th September 2009**. Please check availability on-line at www.sta.uwi.edu/postgrad. We encourage you to use off-campus facilities to avoid long queues and unnecessary delays at the on-campus computer lab(s).

RULES TO FOLLOW

New students must submit their medical certificate to the Medical Officer, UWI Health Service Unit. Failure to do so may affect your ability to register.

All students are required to register at the beginning of Semester I for Semester I courses and the beginning of Semester II for Semester II courses and similarly for Semester III.

Continuing students who are not registering for any courses during a particular semester are required to apply for leave of absence. Failure to do so will 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.

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

NOTE: Registration will not be permitted after registration closes without the approval of the Campus Committee for Graduate Studies and Research. Additional late registration fines will be imposed.

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.

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.

CORE/REQUIRED COURSES

Courses that you are required to complete to meet the requirements for the award of your degree.

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. LING 6404 or SOWK 6007. 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).

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.

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

Courses apart from the core but a selective number of which are required to complete the requirements for the award of your degree. 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.

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.

HOLD

A hold is a block placed on a student's record for failure to comply with obligations to the university. Examples of holds are: transcript holds, advising holds, immunization holds, accounts receivable holds etc

LEVEL

Denotes a student status as either POSTGRADUATE or Graduate.

my-STA (my ST. AUGUSTINE ONLINE)

A web service that can be reached directly (www.mysta.uwi.edu). For students, mySTA-My St. Augustine On-line provides access to on-line registration. St. Augustine online also has information on student accounts, final grades, degree audits and personal information.

PART-TIME STUDENT

A student registering for fewer than 24 credits in a given academic year.

PRE-REQUISITE

A course that needs to be taken before you can register for another course or a more advanced course.

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.

TRANSCRIPT

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

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 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:

ACADEMIC CALENDAR 2009-2010

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)	

This calendar is subject to change by the appropriate authorities

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

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

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

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

STEP 3	NEW STUDENT	CONTINUING STUDENT
<p>FINANCIAL CLEARANCE</p> <p>NOTE: A Student is deemed to have registered for a course when his/her financial obligations to the University have been fulfilled.</p> <p>REMINDERS:</p> <ul style="list-style-type: none"> • Fees are payable at the beginning of each semester. Please refer to the registration fee assessment invoice. (Also see financial information booklet for other fees payable). • Only tuition fees are payable by semester. • All compulsory fees are payable in full at the beginning of the academic year. • NB:Postgraduate students who are citizens or Trinidad and Tobago are required to submit GATE forms for each semester's registration • NB:STUDENTS IN PROGRAMMES THAT RUN OVER THREE SEMESTERS MUST PAY THEIR TUITION FEES WITHIN THE FIRST TWO SEMESTERS. IN OTHER WORDS TUITION FEES ARE NOT PAYABLE IN THE THIRD SEMESTER <p>QUALIFYING STUDENTS:</p> <ul style="list-style-type: none"> • Students who are required to read for undergraduate courses or are required to pass a special qualifying examination before registering for higher degrees, will pay per credit fees for their Faculty. In addition all compulsory fees and a qualifying examination fee of TT\$50 are payable upon registration at the beginning of the academic year. <p>PROJECT ONLY FEE:</p> <ul style="list-style-type: none"> • Nationals who are completing a project must pay a Project Only fee equivalent to 50% of the Annual Full-Time tuition fee, in addition to all compulsory fees. • Students not sponsored by the non-campus contributing governments must pay a Project Only fee equivalent to 20% of the higher tuition fee. • Students from other countries must pay a Project Only fee equivalent to 20% of the US dollar fee. • If you have been awarded a government or private scholarship, you must submit written proof of your award each year. This must be stapled to your registration form. 	<p>YOU MUST:</p> <ol style="list-style-type: none"> 1. Use the student deposit slip and pay the appropriate fees at any branch of Republic Bank Ltd. 2. Ensure that the bank teller returns 2 copies of the deposit slip to you. If accessing a bank loan: You will need a loan approval letter signed and stamped on the Bank's letterhead. The letter must state the amount of the loan and date your fees will be remitted to the University. 3. Staple the following documents together: <ul style="list-style-type: none"> • Official UWI Registration fee assessment invoice. • Evidence of payment of fees. (If you have not been admitted as a national of Barbados, Jamaica or Trinidad & Tobago you must also provide evidence of how your economic cost will be met). • Copies of letters showing evidence of funding e.g. bank loans, scholarships. • GATE form required for Citizens of Trinidad & Tobago ONLY with copy of the New T&T Birth Certificate with PIN attached • Receipt of payment of compulsory fees • Evidence of payment of any outstanding balance(s). 4. Deposit the stapled documents in your faculty's box (located on the Ground Floor of the Administration Building). Your registration fee assessment printout will be processed within 3 days of drop-off by our Bursary staff to ensure that you have paid the correct fees. If for any reason we are unable to process your registration form, we will contact you provided that you have given us a contact telephone number. 5. Check online for financial clearance within 3 days of submitting your registration fee assessment invoice by logging on to the secure area of the MYSTA website at http://www.mysta.uwi.edu. 	<p>SAME AS NEW STUDENT</p>

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

UWI STUDENT ID CARD ISSUE SCHEDULE

DATES: September 1st - 5th, 2009

VENUE: *JFK LECTURE THEATRE

TIME: 9:00 am to 6:00 pm

DATES: September 7th - 11th, 2009

VENUE: Temporary Class Room #3 (Along University Drive between Chemistry Bldg. and CARIRI)

TIME: 9:00 am to 6:00 pm

Science and Agriculture

Wednesday September 2nd and
Saturday September 5th, 2009

Social Sciences

Thursday September 3rd and
Saturday September 5th, 2009

Humanities and Education

Wednesday September 2nd, 2009

Law and Specially Admitted/Exchange

Thursday September 3rd, 2009

Medical Sciences

Thursday September 3rd, 2009

Engineering

Tuesday September 1, 2009

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 4 steps outlined above. **With effect from semester 1-2009/2010 academic year, any student who writes an examination(s) for a course (s) for which he/she is not registered will not be credited for such course/s.**

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 examination schedule
- access the student medical/health records
- use the Health Service Unit
- Access your elearning account
(more about elearning can be found at <http://myelearning.sta.uwi.edu/>)
- represent clubs/societies/UWI in co-curricular activities

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**. If you require assistance registering online during the registration period, you may also consult any of the Student Assistants stationed 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.

If you forget your password (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**.

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

AV – Advising Hold
Contact your faculty advisor

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

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

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 his/her 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	BANNER ACTION
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 FSA student attempting to register for a course restricted to FSS students will receive a message that they do not meet the college requirement.
LEVEL RESTRICTION	Courses may be limited to POSTGRADUATE 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 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.

CHANGE OF PROGRAMME/OPTION AND/OR ENROLMENT STATUS [FULL-TIME/PART-TIME/EVENING]

Students will be required to submit written requests for a change of programme/option and/or enrolment status i.e. full-time or part-time or evening. This letter must be submitted to the Chairman, Campus Committee for Graduate Studies and Research at the Office of Graduate Studies and Research.

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 Senior Assistant Registrar, Office of Graduate Studies and Research.



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

All Faculties Orientation:

7th September - 19th September, 2009

Monday - Saturday

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

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

Information Literacy:

21st September to 3rd October, 2009

Monday to Friday

10:30 a.m. - 11:30 a.m.

6:00 p.m. - 7:00 p.m.

Saturday 10:30 a.m. - 11:30 a.m.

For further information or submit requests for additional sessions to:

Mrs. Arlene Dolabaille

E-mail: arlene.dolabaille@sta.uwi.edu

Tel: 662- 2002 Exts. 2336/2132

Ms. Floris Fraser

Email: floris.fraser@sta.uwi.edu

Tel: 662-2002 Exts. 4026/2132
