



# UNIVERSITY REGISTRATION 2015/2016

## 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](http://www.sta.uwi.edu)

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**Office of the Campus Registrar**

Tel: 1 868 662 2002 Ext. 82001  
Fax: 1 868 645 3275  
Email: [Campus.Registrar@sta.uwi.edu](mailto:Campus.Registrar@sta.uwi.edu)

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**Examinations**

Tel: 1 868 662 2002 Ext. 82155  
Fax: 1 868 645 8649  
Email: [Examinations@sta.uwi.edu](mailto:Examinations@sta.uwi.edu)

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**Graduate Admissions**

Tel: 1 868 662 2002 Exts. 82613/82616  
Fax: 1 868 645 7327  
Email: [Post.Graduate@sta.uwi.edu](mailto:Post.Graduate@sta.uwi.edu)

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**Student Accounts, Bursary**

Tel: 1 868 662 2002 Exts. 83380/83381/83382  
Fax: 1 868 662 3854

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**Student Advisory Services**

Tel: 1 868 662 2002 Ext. 82097  
Fax: 1 868 662 663 0052  
Email: [student.advisoryservices@sta.uwi.edu](mailto:student.advisoryservices@sta.uwi.edu)

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**Student Health Service Unit**

Tel: 1 868 662 2002 Ext. 82153  
Fax: 1 868 662 2002 Ext. 82153

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**Service Desk**

Online Help  
Tel: 1 868 662 2002  
Exts. 83969, 83970, 83971, 83972  
Email: [servicedesk@sta.uwi.edu](mailto:servicedesk@sta.uwi.edu)

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## WELCOME

We wish to extend a special welcome to all our students both new and returning. We trust that your academic year 2015/2016 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: 82616/82613/84190/84367/84191 between 9:00am – 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?

ALL students are required to register Online using the Banner Student Administration System at **<http://sta.uwi.edu/registration>**. 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 6.00am to 12.00midnight Eastern Standard Time.

## RULES FOR REGISTRATION

You are asked to note specifically that **REGISTRATION IS BY SEMESTER ONLY**. This means that:

- All students are required to register by semester
- Students are required to register on-line 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 the courses would appear under Semester 2 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 REGS1000 for the year long course. Register as normal.
- Students will be required to register on-line at the beginning of Semester II for ONLY semester II courses and similarly for Semester III.
- Continuing students who have no Semester I courses will be required to formally apply for Leave of Absence the third week of the first semester (Visit **[my.uwi.edu](http://my.uwi.edu)** to apply on line for Leave of absence). Failure to do so will result in your being considered to have withdrawn from the University. New Students who have no Semester I or Year Long courses should seek deferral of their registration to the next semester.
- If you are a Continuing/Returning student and fail to register by September 11, 2015 for Semester I and February 05, 2016 for Semester II, you will be deemed to have withdrawn from the University.
- Leave of Absence on-line applications must be submitted by September 11, 2015 for Semester I and February 05 2016 for Semester II.
- 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.
- If a student stops attending class and does not officially withdraw, a final grade definition of F will be assigned.

**New** students must submit their medical certificate to the Medical Officer, UWI Health Service Unit. This requirement is applicable to students who have not submitted a medical certificate for entry to the University within the last five years. Failure to do so may affect your ability to access your academic records in the future.

**CHECK YOUR RECORDS REGULARLY TO ENSURE THAT THEY ARE ACCURATE AND UP-TO-DATE.** PLEASE VISIT [http://sta.uwi.edu/resources/documents/deregistration\\_fees.pdf](http://sta.uwi.edu/resources/documents/deregistration_fees.pdf) TO VIEW THE NEW POLICY ON DE-REGISTRATION OF STUDENTS FOR NON-PAYMENT OF FEES.

## WHEN TO REGISTER

### ONLINE REGISTRATION DATES:

#### **Semester I:**

August 17, 2015 to September 11, 2015  
Late registration/late payment fee of TT\$200 applies from: September 07, 2016

Change of Registration (ADD/DROP) –  
Courses can be added or dropped anytime within the specified Registration Period ie. until September 11, 2015

#### **Semester II:**

January 11, 2016 to February 05, 2016  
Late registration/late payment fee of TT\$200 applies from: February 05, 2016

Change of Registration (ADD/DROP) –  
Courses can be added or dropped anytime within the specified Registration Period ie. until February 05, 2016.

#### **Semester III:**

May 09, 2016 to June 04, 2016

**NOTE: Registration will not be permitted after September 11, 2015 for Semester I and February 05, 2016 for Semester II without the approval of the Campus Committee for Graduate Studies and Research.**

## FINANCIAL CLEARANCE

### **Semester I and Semester II**

NB: Tuition fees and Halls of Residence fees are payable in full at the beginning of each semester

- Pay **All** Compulsory Fees in full at the beginning of the academic year
- Pay fees as follows:
  - At any branch of the Republic Bank Ltd. using the UWI student Bank deposit slip OR
  - Using the UWI Online Payment System (Master or VISA credit card only) via the student portal ([my.uwi.edu](http://my.uwi.edu))

### **NEW STUDENTS**

Deposit in boxes provided at the Bursary (Ground Floor of the Lloyd Braithwaite Student Administration Building) the following documents:

- Receipt of payment of compulsory fees
- Fee assessment invoice (student agreement at bottom of invoice must be signed)
- Proof of payment/scholarship/funding
- Signed eGATE application form (applicable to citizens of Trinidad and Tobago only)\*
- Check online for financial clearance within five working days.

**NOTE: Persons registering for the first time in Semester II must follow the above instructions**

### **CONTINUING STUDENTS**

Submit to Bursary Representatives, at a location to be announced, the following documents:

- Receipt of payment of compulsory fees
- Fee assessment invoice (student agreement at bottom of invoice must be signed)
- Proof of payment/scholarship/funding
- Signed eGATE application form (applicable to citizens of Trinidad and Tobago only)\*
- Check online for access to my-e-learning within 24 hours

**\*FOR CITIZENS OF TRINIDAD AND TOBAGO ONLY**

Students accessing GATE funding must register for the GATE e-Service ID at any of the GATE Registration Centres (GRC) or call 800-GATE for information. You may visit the GATE website at **[www.e-gate.gov.tt](http://www.e-gate.gov.tt)**

The printed copy of the e-GATE Application Form must be signed at the top. Please see an example below of the responses expected when completing the following sections of the form to avoid rejection of your application:

**Period:** September 2015 – August 2016

**Academic Year:** 2015/2016

**Semester:** I

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.

**WHAT IS REGISTRATION?**

In order to attend a class at UWI, students must first select their courses online, pay their fees and receive financial clearance. 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](http://www.sta.uwi.edu/postgrad)**.

For **New** students, Faculty Advisors will be available for consultation at your faculty academic advising session. New students must **NOTE THE DATES AND TIMES ASSIGNED FOR THEIR FACULTY ACADEMIC ADVISING..** Refer to your Faculty Advising Schedule on our website at [www.sta.uwi.edu/postgrad](http://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 laptop or PC with Internet access either at home, at an on-campus laboratory or at any internet café.

Computer kiosks located in the lobby area of the Student Administration Building will also be available during the hours of 8.30 a.m to 6.00 p.m Monday to Thursday and 8.30 a.m to 4.30 p.m on Friday excluding weekends and Public Holidays.

Computer labs on campus will be available for registration from August 17 to September 11, 2015. Please check their availability online **[www.sta.uwi.edu/postgrad](http://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).

**FOUR STEP REGISTRATION PROCESS FOR UWI ON LINE REGISTRATION FOR 2015/2016.**  
Please read the following carefully and carry out the instructions detailed therein. This will assist you greatly in registering for your courses and avoiding 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><b>ACADEMIC ADVISING</b></p> <p>ALL NEW STUDENTS MUST ATTEND FOR ACADEMIC ADVISING BEFORE BEGINNING THE 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 <a href="http://www.sta.uwi.edu/postgrad">www.sta.uwi.edu/postgrad</a>)</p> <p><b>YOU must:</b></p> <ol style="list-style-type: none"> <li>1. Consult your faculty advisor for information on courses for which you must register</li> <li>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.</li> <li>3. Ensure you are given a faculty academic advising form with the courses for which you must register <b>AT THE END OF THE ADVISING SESSION.</b> Keep for your information.</li> </ol>	<p>Optional</p> <ul style="list-style-type: none"> <li>• Documents to be submitted to bursary representatives at a location to be announced</li> <li>• Check online for access to my-e-learning within 24 hours</li> </ul>

**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 University will be sent. It is in the form *firstname.lastname@my.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><b>SELECT YOUR COURSES ONLINE</b></p> <p>REMINDERS:</p> <ul style="list-style-type: none"> <li>• All students are required to register at the beginning of the academic year for both Semester I and year long courses, where applicable.</li> <li>• Year-Long Courses: When selecting your year-long courses select registration option for Year-Long courses. (Registration Road Map will say Enter Year-Long Courses).</li> <li>• If you have no other course registration in Semester I but only Year-Long course(s) you must register during semester 1 registration for course REGS 1000.</li> <li>• 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.</li> <li>• 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</li> </ul> <p><b>NB. CHECK YOUR RECORDS REGULARLY TO ENSURE THAT THEY ARE ACCURATE AND UP-TO-DATE.</b></p>	<p>Before you begin your online registration, carefully study the Online Registration Instruction Guide. The link to the guide is located at <a href="http://sta.uwi.edu/registration/BannerRegistrationManual.pdf">http://sta.uwi.edu/registration/BannerRegistrationManual.pdf</a></p> <p><b>YOU MUST:</b></p> <ol style="list-style-type: none"> <li>1. Do your own data entry.</li> <li>2. Register for courses listed on your faculty advising worksheet/form.</li> <li>3. Print your registration fee assessment invoice which is used to complete the financial clearance process.</li> </ol>	<p>Before you begin your online registration, carefully study the Online Registration Instruction Guide. The link to the guide is located at <a href="http://sta.uwi.edu/registration/">http://sta.uwi.edu/registration/</a></p> <p><b>YOU MUST:</b></p> <ol style="list-style-type: none"> <li>1. Do your own data entry.</li> <li>2. Print your registration fee assessment invoice which is used in the financial clearance process.</li> </ol>

STEP 3	NEW STUDENT	CONTINUING STUDENT
<p><b>FINANCIAL CLEARANCE</b></p> <p>NOTE: A Student is deemed to be a duly registered student when his/her financial obligations to the University have been fulfilled.</p> <p>REMINDERS:</p> <ul style="list-style-type: none"> <li>Tuition fees and Halls of Residence fees are payable in full at the beginning of each semester. Please refer to the registration fee assessment invoice. (Also see financial information booklet for other fees payable).</li> <li>All compulsory fees are payable in full at the beginning of the academic year.</li> <li>NB: Postgraduate students who are citizens of Trinidad and Tobago are required to apply for GATE funding every Semester. This is also applicable to persons registering in Semester II for the first time.</li> <li>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.</li> </ul> <p>QUALIFYING STUDENTS:</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>PROJECT ONLY FEE:</p> <ul style="list-style-type: none"> <li>Full-time students who are Trinidad &amp; Tobago nationals and who are completing a project over an entire academic year have the option to change their status to part-time and pay part-time fees in addition to all compulsory fees.</li> <li>Students not sponsored by the non-campus contributing governments must pay a Project Only fee equivalent to 20% of the higher tuition fee.</li> <li>Students from other countries must pay a Project Only fee equivalent to 20% of the US dollar fee.</li> <li>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 other documents submitted to the Bursary.</li> </ul> <p><b>NB: ALL FEES (INCLUDING ANY APPLICABLE LATE CHARGES) MUST BE PAID BY THE LAST WORKING DAY OF SEPTEMBER FOR SEMESTER I AND BY THE LAST WORKING DAY OF FEBRUARY FOR SEMESTER II. PLEASE VISIT <a href="http://sta.uwi.edu/resources/documents/deregistration_fees.pdf">http://sta.uwi.edu/resources/documents/deregistration_fees.pdf</a> TO VIEW THE NEW POLICY ON DE-REGISTRATION OF STUDENTS FOR NON-PAYMENT OF FEES.</b></p>	<p><b>YOU MUST:</b></p> <ol style="list-style-type: none"> <li>Use the student bank deposit slip and pay the appropriate fees at any branch of Republic Bank Ltd. OR pay online using the UWI Online Payment System (Master or VISA credit card only) via the student portal <b>my.uwi.edu</b></li> <li>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.</li> <li>Staple the following documents together: <ul style="list-style-type: none"> <li>Official UWI Registration fee assessment invoice.</li> <li>Evidence of payment of fees. (If you have not been admitted as a national of Barbados, Jamaica or Trinidad &amp; Tobago you must also provide evidence of how your economic cost will be met).</li> <li>Copies of letters showing evidence of funding e.g. bank loans, scholarships.</li> <li><b>Copy of e- GATE application form required for Citizens of Trinidad &amp; Tobago ONLY</b></li> <li>Receipt of payment of compulsory fees</li> <li>Evidence of payment of any outstanding balance(s).</li> </ul> </li> <li>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 5 working 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.</li> <li>Check online for financial clearance within 5 working days of submitting your registration fee assessment invoice by logging on to the secure area of the UWI website at <b><a href="http://my.uwi.edu/">http://my.uwi.edu/</a></b>. Select 'Registration Map and Guide' and select 'Check Financial Clearance.'</li> </ol>	<p>SAME AS NEW STUDENT</p>





STEP 4	NEW STUDENT	CONTINUING STUDENT
<p><b>UWI STUDENT ID CARD</b></p>	<p>Financial Clearance Received: If you received financial clearance proceed directly to <b>THE DAAGA LECTURE ROOM 1 (GROUND FLOOR)</b> on the date designated for your Faculty to get your Student ID Card (NEW SMART 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, the Lloyd Braithwaite Student Administration Building for clarification.</p> <p>NOTE: You <b>MUST</b> 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 (SMART Card) will be automatically revalidated.</p> <p>No Financial Clearance Received: If you did not receive financial clearance please check with our Bursary Representatives, Ground Floor, the Lloyd Braithwaite Student Administration Building for clarification.</p> <p><b>If you registered in Semester I 2015/2016 and received financial clearance your UWI STUDENT ID card is automatically revalidated for Semester II.</b></p> <p>For additional queries, please contact the ID Card Office at 662-2002 ext 83007</p>

## 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 Food & Agriculture consists of departments of Agricultural Economics and Extension and Food Production.

**FEE ASSESSMENT INVOICE**

Printout of the courses which you selected online that lists each specific course. The amount of tuition and fees due for the courses selected 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.UWI.EDU**

The UWI Student Web Portal serving students on all four campuses. The portal provides access to online registration as well as information on student accounts, final grades, degree audits and personal information.

**PART-TIME STUDENT**

A student registering for 12 credits per semester.

**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.

**QUALIFYING COURSE**

A course that you are required to successfully complete before firm acceptance to a particular Graduate 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 (SMART 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 ID CARD ISSUE SCHEDULE

**DATES:** August 24 – September 05, 2015

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

**TIME:** 9:00 am to 6:00 pm

**ENGINEERING**

August 24, 2015

**HUMANITIES AND EDUCATION**

August 25, 2015

**FOOD AND AGRICULTURE &  
SCIENCE AND TECHNOLOGY**

August 26 and 29, 2015

**LAW AND SPECIALLY ADMITTED/EXCHANGE**

August 27, 2015

**MEDICAL SCIENCES**

August 27, 2015

**SOCIAL SCIENCES**

August 27 and 29, 2015

## 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. **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 Alma Jordan Library's Computer Lab
- access your student records
- access your examination schedule
- access the student medical/health records
- use the Health Service Unit
- access myelearning account  
(more about elearning can be found at <http://myelearning.sta.uwi.edu/>)
- 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

## NEED HELP?

Students with Banner-related Queries should contact our Help Desk at 1 868 662 2002 exts. 83969, 83970, 83971, 83972 between the hours of 8.30am - 4.30pm Monday to Friday OR email [support@sta.uwi.edu](mailto:support@sta.uwi.edu).

For assistance with Student Portal and/or PIN reset call 663-1334 or 662-4304 Ext. HELP (84357) OR email [servicedesk@sta.uwi.edu](mailto:servicedesk@sta.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 are locked out from mysta, it means that you have entered your password more than 3 times. Contact our Service Desk at: 1 (868) 662-2002 Exts. 83969, 83970, 83971, 83972 or email: [servicedesk@sta.uwi.edu](mailto:servicedesk@sta.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, Exts. 82143/83382

**AV – Advising Hold**  
Contact your faculty advisor

**EI – Examination Irregularities**  
Contact the Examinations Section, Administration Building, Ext. 82155

**FH – Financial Hold**  
Contact the Student Accounts Section, Bursary, Administration Building, Exts. 82143/83382

**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.

### 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. 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

### 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 07, 2015 for Semester I and February 01, 2016 for Semester II.
2. Adding or dropping courses may affect 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 may 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.

## 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. DETAILED INFORMATION ABOUT FACULTY OVERRIDES IS AVAILABLE AT <http://www.sta.uwi.edu/registration/overrides.asp>

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 FFA 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.)



ACTIVITY	SEMESTER 1 AUGUST – DECEMBER 2015	SEMESTER 2 JANUARY – MAY 2016	SUMMER MAY – JULY 2016
Semester <b>BEGINS</b>	August 23, 2015	January 17, 2016	May 15, 2016
Registration <b>BEGINS</b>	August 17, 2015	January 11, 2016	May 09, 2016
Registration <b>ENDS</b>	September 11, 2015	February 05, 2016	June 04, 2016
Teaching <b>BEGINS</b>	September 01, 2015	January 18, 2016	May 16, 2016
Teaching <b>ENDS</b>	November 27, 2015	April 15, 2016	July 08, 2016
Late registration/late payment fee of TT\$200.00 applies	September 07, 2015	February 01, 2016	May 31, 2016
<b>Examinations BEGIN</b>	December 02, 2015	April 25, 2016	July 12, 2016
<b>Examinations END</b>	December 18, 2015	May 13, 2016	July 22, 2016
<b>Semester ENDS</b>	December 18, 2015	May 13, 2016	July 22, 2016
<b>Application to Carry forward Coursework ENDS</b> <b>Change in Registration (ADD/DROP) ENDS</b> <b>Application for Leave of Absence ENDS</b> <b>Application for Credit and Exemptions ENDS</b>	September 11, 2015	February 05, 2016	June 03, 2016
<b>Faculty Overrides</b> Submission of Overrides Deadline for Entry of overrides in Banner	August 17, 2015 September 8, 2015	January 11, 2016 February 02, 2016	
<b>UWILIFE</b>	<b>August 28, 2015</b>		
<b>Semester II - Break</b>	<b>April 17 - 24, 2016</b>		
<b>ELPT TEST:</b> Scheduled for the following dates	August 17, 2015 and October 15, 2015	February 18, 2016	
<b>SPECIALLY-ADMITTED 2015/2016</b>	<b>SEMESTER I</b>	<b>SEMESTER 2</b>	<b>ENTIRE ACADEMIC YEAR</b>
Application for Specially Admitted <b>OPENS</b>	November 10, 2014	November 10, 2014	November 10, 2014
Application for Specially Admitted <b>ENDS</b>	June 30, 2015	December 18, 2015	June 30, 2015
<b>CEREMONIES</b>			
Matriculation Ceremony	September 17, 2015		
Graduation Dates	October 10, 2015 (Open Campus) October 17, 2015 (Cave Hill) October 22 – 24, 2015 (St. Augustine) October 30 - 31, 2015 (Mona)		
<b>APPLICATION PERIOD 2016/2017</b>			
	<b>OPENS</b>	<b>ENDS</b>	
<b>FULL-TIME</b> Applications (UG) Degree Programmes <b>PART-TIME</b> Degree Programmes, Evening University Programmes, All (UG) Certificate and Diploma Programmes	November 9, 2015	March 31, 2016	
Scholarships and Bursaries [tenable in 2016/2017]	March 01, 2016	30 June, 2016	
<b>SPECIALLY-ADMITTED 2016/2017</b>	<b>SEMESTER I</b>	<b>SEMESTER 2</b>	<b>ENTIRE ACADEMIC YEAR</b>
Application for Specially Admitted <b>OPENS</b>	November 9, 2015	November 9, 2015	November 9, 2015
Application for Specially Admitted <b>ENDS</b>	June 30, 2016	December 16, 2016	June 30, 2016
<b>TRANSFERS - 2015/2016</b> Inter-Faculty and Inter-Campus Transfers			
All other Faculties	November 9, 2015	March 31, 2016	

THIS CALENDAR IS SUBJECT TO CHANGE BY THE APPROPRIATE AUTHORITIES

