SUMMER UNIVERSITY REGISTRATION PROCEDURE

The period of registration will be from **May 16 – June 17, 2016**
The period for late registration will be from **June 13 - June 17, 2016**

**NOTE:** Late registration/late payment attracts an additional fee of TT$150. Students who register in the Summer School Programme are subject to all University and Faculty Regulations.
Non-UWI Students & UWI Students Other UWI Campus

STEP 1  OBTAIN FACULTY APPROVAL

1. Collect and complete the Summer Programme Application/Registration Form available from the respective Faculty Summer Programme Office.

2. Submit the completed form with all necessary documents, including a photocopy of each document to the Faculty Summer Programme Office.

3. Have the form signed by the Dean or his representative(s).

The YELLOW copy of the Application/Registration form would be returned to you with your UWI Student ID number indicated.

NB. UWI STUDENTS FROM OTHER CAMPUSES MUST RETAIN THEIR HOME CAMPUS UWI ID NUMBER

STEP 2  SELECT COURSES ONLINE

To access the online registration go to the Student Portal at my.uwi.edu Your user ID is your 8-digit or 9-digit student registration ID number and your initial password

i.e. Date of birth yyyyymmdd

1. Proceed with the YELLOW copy of the approved Registration Form to SELECT COURSES ONLINE and do your own data entry.

2. You may do your own online selection of courses using any PC with internet access (at home, at an internet café or elsewhere) OR Proceed to any on-campus Computer Lab to do your own data entry

3. FOLLOW INSTRUCTIONS FROM STEP 3 BELOW
UWI STUDENTS St. Augustine Campus ONLY
CURRENTLY ENROLLED STUDENTS

STEP 1 SELECT COURSES ONLINE

1. Check the Course offerings webpage or Faculty notice boards and timetables for a list of courses being offered in the Summer School before seeking to select course(s) online.

   To access the online registration go to the Student Portal at my.uwi.edu. Your user ID is your 8-digit or 9-digit student registration ID number and your initial password i.e. Date of birth yyyyrmdd

2. You may do your own online selection of courses using any PC with internet access [at home, at an Internet café or Elsewhere] OR Proceed to any on-campus computer lab to do your own data entry

STEP 2 PRINT

1. Your completed registration fee assessment/invoice to be used to complete financial clearance.

   Your Registration Fee Assessment/Invoice printout will also indicate the fees payable based on your course load and must be used to complete financial clearance.

STEP 3 PAYMENT OF FEES

NB. All fees (including any applicable late charges) must be paid by the last working day of June 2016.

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

1. Payment must be made on the UWI student bank deposit slip
2. Your name, address and UWI Student ID number are entered on the bank deposit slip
3. The Bank Teller returns 2 copies of the deposit slip to you. One to be submitted with the course Registration Fee Assessment Invoice and the other for the student record
4. Faculty of Medical Sciences students who are non-nationals are required to pay tuition fees in US$ currency.
5. Students from non-contributing countries are required to pay tuition in US$ currency.
ONLINE PAYMENT
1. Log on to your Mysecure Area
2. Select Student Services & Financial Aid
3. Click Student Records
4. Select Online Payments
5. Please note that only VISA credit cards are currently accepted for online payments
6. Print a copy of your online payment receipt and attach it to your course Registration Fee Assessment Invoice.

STEP 4 SUBMIT DOCUMENTS TO OBTAIN FINANCIAL CLEARANCE

Deposit the following documents in your Faculty’s box located on the Ground Floor The Lloyd Braithwaite Student Administration Building during the period 16 May to 17, June, 2016; 9:00 a.m. to 6:00 p.m.

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

*For Citizens of Trinidad & Tobago ONLY

NOTE:
Students accessing GATE funding must register for the GATE e-Service ID at the GATE Registration Centre (GRC) or via GATE website www.e-gate.gov.tt or call 800-GATE for information.
The eGATE Application Form must be signed at the top ensuring the following information is included:

- Period: September 2015 to August 2016
- Academic Year: 2015/2016
- Semester: 3

NOTE:
If the above information on the eGATE Application Form is incorrect, it will not be accepted.
- Students can check online for access to My-elearning within 24 hours.
- If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.
NOTES:
1. Citizens of Trinidad & Tobago who are pursuing a Summer Certificate/Diploma Programme, Evening University programme OR the Bachelor of Education (BEd) must REGISTER FOR GATE

2. Citizens of Trinidad & Tobago who are pursuing a degree programme in the Evening University OR the Bachelor of Education (BEd) –
   (i) Who have registered for courses in 2015/2016 Semester I & II courses

   OR
   (ii) Who are registering for the first time for academic year 2015/2016 must complete and submit the following documents:

        a. Student copy of the E-GATE application form
        b. Registration Fee Assessment Invoice
        c. Receipt for payment of Compulsory Fees

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**STEP 5**

**GET YOUR UWI STUDENT ID CARD/SMART CARD**

1. **NEW STUDENT**
   If you have obtained financial clearance proceed to the Daaga Lecture Room I to have your ID photo taken.

   **Monday - Friday**: May 23-June 10, 2016
   **Except weekends and Public Holidays**
   9:00 am. to 6:00 p.m.

   New ID cards/Smart Cards are only issued to NEW/Re-Entry Students/Students from other UWI campuses.

   **NOTE:**
   a. You must obtain financial clearance in order to obtain a UWI Student ID Card/Smart Card.
   b. You must produce picture identification (i.e. valid passport or National ID card) to obtain your UWI Student ID Card/Smart card.

2. **CONTINUING STUDENTS:**
   a. If you received financial clearance your UWI Student ID Card/Smart Card is automatically revalidated
   b. If your previous UWI ID card has not been replaced with the new Smartcard ID card, you must obtain a new UWI Smart Card. Please produce the old ID card to the ID Card Office for immediate replacement.
   c. If your UWI ID Card has expired you would be required to have your photograph taken to obtain a new UWI Smart Card.
ONLINE REGISTRATION INSTRUCTION GUIDE

A detailed instruction guide for online registration is available on the Web at


ABOUT ELECTRONIC FACULTY OVERRIDEs

Detailed information about Electronic Faculty Overrides is available at

http://sta.uwi.edu/registration/overrides.asp

GETTING HELP

REGISTRATION ASSISTANCE

1. Computer Kiosks located in lobby area of the Lloyd Brathwaite Student Administration Building.

2. Helpdesk BANNER-Related Queries - via telephone and e-mail during the hours 8:30AM – 4.30 p.m.
   from May 16 to June 17, 2016 Monday to Friday
   Telephone Number (868) 662-2002 – extensions. – 83969, 83970, 83971 and 83972 OR
   Email – support@sta.uwi.edu

3. Financial Clearance Queries: Tel. (868) 662 2002 Ext. 82143, 83382, 83379, 82137

4. Assistance with Student Portal and/or PIN Reset:
   Call (868) 663-1334/662-4304 EXT HELP (84357) OR E-mail: servicedesk@sta.uwi.edu

Students requiring assistance from Student Affairs (Admissions) can call TEL 1 (868) 662 2002 Ext.
83012/82157/82154.

LIBRARY SERVICES:

Opening hours for the Alma Jordan Library during Summer School Session 2015/2016

   Mondays – Thursdays  8.30am – 10.00 p.m.
   Fridays              8.30am – 5.00 p.m.
   Saturdays            8.30am – 5.00 p.m.
   Sundays              CLOSED

Students pursuing summer courses with valid UWI IDs will be granted Library access from 16 May to 22 July
2016.
FACULTY SUMMER PROGRAMME OFFICES

Engineering: Engineering Institute, 2nd Floor, Block 1, Faculty of Engineering
Tel: Direct line: 1 (868) 662-6267, (868) 662-2002 EXTS: 82197 & 82175
E-mail: Eng.Inst@sta.uwi.edu OR continuing.education@sta.uwi.edu

Food & Agriculture: Room 230, Student's Reception Area,
Dean's Office, Faculty of Food & Agriculture, Frank Stockdale Building
Tel: (868) 662 2002 EXTS. 82600, 83903, 82113

Humanities & Education: Post Graduate Computer Laboratory,
Third Floor, School of Humanities Building
Tel: (868) 662 2002, EXTS 82399

Office of the Dean, Faculty of Humanities & Education
School of Humanities Building
Tel: (868) 662 2002 EXTS 82288, 83762

Science & Technology: Dean's Office, Faculty of Science and Technology, Chemistry Building #2
Tel: (868) 662 2002 EXTS. 84480, 84481, 84483, 84478
Email: fst@sta.uwi.edu

Social Sciences: Dean's Office, Faculty of Social Science, Summer Programme Office
Direct line: 1 (868) 645 5383; 1 (868) 662 2002, ext. 83048, 82408, 82405
Fax: 1 (868) 662-6295
E-mail: fss@sta.uwi.edu

BANNER AVAILABILITY FOR REGISTRATION
1. 6:00 a.m. – 11:00 p.m. - Sunday to Saturday during registration period

REGISTRATION LABS
1. There will be no designated on-campus registration lab.
2. Students are advised to use any faculty computer laboratory during the registration period once they are available.

REGISTRATION ASSISTANCE PROVIDED
1. Computer Kiosks located in lobby area of The Lloyd Braithwaite Student Administration Building.
2. Helpdesk - BANNER-Related Queries- via telephone and e-mail during the hours of 8:30 a.m. – 4:30 p.m.
   Monday to Friday from May 16 to June 11, 2016.
   a. Telephone Number (868) 662-2002 – extensions – 83969, 83970, 83971 and 83972
   b. Email – support@mysta.uwi.edu
3. Financial Clearance Queries - Call (868) 662 2002 Exts. 82143; 83382; 83379
4. Assistance with Student Portal and/or PIN Reset:
   a. Call (868) 663-1334/662-4304 EXT HELP (84357) OR
   b. E-mail - servicedesk@sta.uwi.edu