# UNIVERSITY REGISTRATION 2007/2008

## REGISTRATION GUIDEBOOK FOR ALL UNDERGRADUATE STUDENTS

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ST. AUGUSTINE CAMPUS, ADMINISTRATIVE DEPARTMENTS
CONTACT INFORMATION

ST. AUGUSTINE CAMPUS
The University of the West Indies
St. Augustine Campus
Trinidad & Tobago West Indies
TEL: 1 868 662 2002
WEB: 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

UNDERGRADUATE ADMISSIONS
TEL: 1 868 662 2002 Ext. 2154/3012
FAX: 1 868 663 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 Ext. 2613/2616
FAX: 1 868 645 7327
Email: grad@sta.uwi.edu

STUDENT ACCOUNTS, BURSARY
TEL: 1 868 662 2002 Ext. 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
TEL: 1 868 662 2002 Exts. 3969, 3970, 3971, 3972
Email: support@mysta.uwi.edu
UWI ST. AUGUSTINE ACADEMIC CALENDAR 2007-2008

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:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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<tbody>
<tr>
<td>SEMESTER BEGINS</td>
<td>AUGUST 26, 2007</td>
<td>JANUARY 13, 2008</td>
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<tr>
<td>REGISTRATION WEEK</td>
<td>AUGUST 27, 2007 - SEPTEMBER 01, 2007</td>
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<tr>
<td>Orientation &amp; Icebreaker</td>
<td>August 30, 2007</td>
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<tr>
<td>Teaching Begins</td>
<td>September 03, 2007</td>
<td>January 14, 2008</td>
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<td>Matriculation Ceremony</td>
<td>September 13, 2007</td>
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<td>Applications for Leave of Absence</td>
<td>September 14, 2007</td>
<td>February 01, 2008</td>
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<td>Change in Registration (ADD/DROP)</td>
<td>September 14, 2007</td>
<td>January 25, 2008</td>
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<tr>
<td>DECLARATION OF MAJORS/MINORS</td>
<td>FEBRUARY 01, 2008 - END OF CHANGE OF REGISTRATION PERIOD OF SEMESTER IN WHICH STUDENT INTENDS TO GRADUATE</td>
<td></td>
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Late Fee of TT$200.00 applies

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<thead>
<tr>
<th>APPLICATION DEADLINES 2008 / 2009</th>
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<tbody>
<tr>
<td>BEGINNS</td>
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<tr>
<td>FULL-TIME Applications (UG) Degree Programmes</td>
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<tr>
<td>PART-TIME Degree Programmes, Evening University Programmes, All UG Certificate and Diploma Programmes</td>
</tr>
<tr>
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SPECIALS Admitted/Occasional

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<td>SEMESTER 1</td>
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<td>BEGINNS</td>
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<td>Teaching</td>
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<tr>
<td>Change in Registration (ADD/DROP)</td>
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<td>Late Fee of TT$150.00 applies</td>
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<td>Examinations</td>
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PAGE 3
WELCOME
Welcome to all new students and welcome back to continuing students. We trust that your academic year 2007/2008 will be both productive and rewarding.

For this academic year registration for ALL STUDENTS will be conducted 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. The registration period will run from August 13 to September 07, 2007, with change of registration (ADD/DROP) permitted until 14 September, 2007.

NOTE: A late registration fee of TT$200.00 applies from September 10, 2007.

Detailed registration instructions are provided in this booklet. Please pay particular attention to these instructions.

NEW STUDENTS are asked to also note the dates and times assigned for your Faculty Orientation and Academic Advising. [Refer to Pages 18-26]

NOTE: Registration will not be permitted after September 14, 2007 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, Ext. 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.
**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.

**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.

**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 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.

**EVERNING 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
A printout of the courses for which you have registered listing each specific course, the amount of tuition and fees due for all courses registered and the payment deadline date.

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 to 18 and not less 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 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 accessible at http://www.mysta.uwi.edu. In addition to providing 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 less 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.

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 YYMMDD. 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.
WHAT IS REGISTRATION?
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. [Pages 18-26]

CONTINUING STUDENTS 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?
For the 2007/2008 academic year, ALL STUDENTS will be required to register online at http://www.mysta.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/guide.pdf

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. The designated on-campus registration facility is:

Computer Lab,
Department of Mathematics & Computer Science
2nd Floor, Natural Sciences Building

Opening Hours
9:00 am to 6:00 pm
Monday to Friday

The Computer lab will be available for registration from August 13 through September 14, 2007.

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 at the beginning of the academic year for both Semester I and Semester II courses, and Semester III courses where applicable.

NEW STUDENTS who have not submitted medical certificates to the Medical Officer, UWI Health Service Unit 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 14, 2007 for Semester I, and February 1, 2008 for Semester II.

If you are a CONTINUING STUDENT and fail to register by September 14, 2007 for Semester I and February 1, 2008 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 the week of September 14, 2007 without the approval of the Academic Board. Additional late registration fines will be imposed by the Academic Board.
REGISTRATION PROCESS
The following section details UWI’s 5-step registration process.

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<th>STEP 1</th>
<th>NEW STUDENT</th>
<th>CONTINUING STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY ORIENTATION</td>
<td>All NEW STUDENTS are required to attend this programme. Attending Orientation will help you better understand our campus.</td>
<td>NOT REQUIRED</td>
</tr>
<tr>
<td></td>
<td>At Orientation you will:</td>
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<td></td>
<td>• have the opportunity to meet new and current students</td>
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<tr>
<td></td>
<td>• get to know more about the UWI St. Augustine campus</td>
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<tr>
<td></td>
<td>• learn about academic requirements and policies</td>
<td></td>
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<tr>
<td></td>
<td>• meet with faculty and academic advisors</td>
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<td></td>
<td>• receive information on a variety of University services</td>
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<tr>
<td>YOU MUST:</td>
<td>1. Refer to your FACULTY ORIENTATION AND ACADEMIC ADVISING SCHEDULES for dates and locations of your faculty’s Orientation and Academic Advising programme. [Pages 18-26]</td>
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<td></td>
<td>2. Attend your faculty’s Orientation.</td>
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</table>
### ACADEMIC ADVISING

The purpose of academic advising is to enable you to define your educational goals, inform you about specific classes required and recommended for programmes, plan your degree and help you with academic difficulties.

**As a NEW STUDENT** you will have questions relating to programme choices. **First year advising** provides information you may find useful about course choice and registration. Faculty academic advisors are available to meet with you year-round.

Academic advisors can help you:
- choose classes and programmes of study
- develop strategies for academic success from first-year to graduation

Think of academic success as a shared responsibility. The best approach is to work with your advisors, your instructors and others to achieve your educational and career goals.

Refer to **FACULTY ORIENTATION AND ACADEMIC ADVISING SCHEDULES** for dates and locations of your faculty’s Orientation and Academic Advising programme. [Pages 18-26]

**YOU MUST:**
1. Consult your faculty advisor for information on courses for which you must register
2. Ensure that you are given a faculty academic advising worksheet/form with the courses for which you must register at the end of the advising session.

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### STEP 2

<table>
<thead>
<tr>
<th>NEW STUDENT</th>
<th>CONTINUING STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMIC ADVISING</strong></td>
<td><strong>OPTIONAL</strong></td>
</tr>
<tr>
<td>The purpose of academic advising is to enable you to define your educational goals, inform you about specific classes required and recommended for programmes, plan your degree and help you with academic difficulties.</td>
<td></td>
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</tbody>
</table>
### Register for Courses

**Reminders:**
- All students are required to register at the beginning of the academic year for both Semester I and Semester II courses, and Semester III courses where applicable.
- Pay particular attention to the Section ‘Year Long Registration’ if you are registering for year long courses.
- Check your records regularly to ensure that they are accurate and up-to-date.

**New Student**

Before you begin your online registration, carefully study the Online Registration Instruction Guide located at [http://sta.uwi.edu/registration/guide.pdf](http://sta.uwi.edu/registration/guide.pdf)

**You Must:**
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.

**You Should:**
1. View CAPP compliances in Banner Web (Self Service Banner (SSB)) which will list courses you have already passed and those still required to fulfill your programme requirements. Record the courses you are still required to take. *(HOW TO VIEW CAPP? Refer to the CAPP Compliance Section of Online Registration Instruction Guide)*
2. Consult with your faculty advisors.

**Continuing Student**

Before you begin your online registration, carefully study the Online Registration Instruction Guide located at [http://sta.uwi.edu/registration/guide.pdf](http://sta.uwi.edu/registration/guide.pdf)

**You Must:**
1. Do your own data entry.
2. Using your CAPP compliance as a guide, register for your courses.
3. Print your registration fee assessment invoice which is used in the financial clearance process.

**Or**
2. Consult with your faculty advisors.

**You Must:**
1. Do your own data entry.
2. Using your CAPP compliance as a guide, register for your courses.
3. Print your registration fee assessment invoice which is used in the financial clearance process.
### Financial Clearance

**NOTE:** A Student is deemed to have registered for a course when his/her financial obligations to the University have been fulfilled.

**Reminders:**
- Fees are payable at the beginning of the academic year or by semester. You are required to pay tuition fees on a per-credit basis. 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.
- 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.
- All fees must be paid at Republic Bank.

### Step 4

<table>
<thead>
<tr>
<th><strong>NEW STUDENT</strong></th>
<th><strong>CONTINUING STUDENT</strong></th>
<th><strong>SAME AS NEW STUDENT</strong></th>
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</thead>
<tbody>
<tr>
<td>YOU MUST:</td>
<td></td>
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</tr>
<tr>
<td>1. Use the student deposit slip and pay the appropriate fees at any branch of Republic Bank Ltd.</td>
<td></td>
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<tr>
<td>2. Ensure that the bank teller returns 2 copies of the deposit slip to you.</td>
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<tr>
<td><strong>If accessing a bank loan:</strong> 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.</td>
<td></td>
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</tr>
<tr>
<td>3. Staple the following documents together:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Official UWI Registration fee assessment invoice.</td>
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<tr>
<td>• 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).</td>
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<tr>
<td>• Copies of letters showing evidence of funding e.g. bank loans, scholarships.</td>
<td></td>
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<tr>
<td>• GATE form and receipt of payment of compulsory fees for <strong>Citizens of Trinidad &amp; Tobago ONLY</strong>.</td>
<td></td>
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<tr>
<td>• Evidence of payment of any outstanding balance(s).</td>
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<tr>
<td>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.</td>
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<tr>
<td>5. Check online for financial clearance <strong>within 3 days of submitting your registration fee assessment invoice</strong> by logging on to the secure area of the MYSTA website at <a href="http://www.mysta.uwi.edu">http://www.mysta.uwi.edu</a>.</td>
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### STEP 5

<table>
<thead>
<tr>
<th>UWI STUDENT ID CARD</th>
<th>NEW STUDENT</th>
<th>CONTINUING STUDENT</th>
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<tbody>
<tr>
<td><strong>Financial Clearance Received:</strong> If you received financial clearance, proceed to the JFK Lecture Theatre to have your photo taken on the date designated for your faculty to get your Student ID Card [Refer to UWI Student ID Card Issue schedule on Page 13 in this booklet]</td>
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<tr>
<td><strong>No Financial Clearance Received:</strong> If you did not receive financial clearance, please check with our Bursary representatives, Ground Floor, Administration Building for clarification. You MUST produce picture identification (i.e. passport or National ID card) to obtain your UWI Student ID Card.</td>
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</tr>
<tr>
<td><strong>Financial Clearance Received:</strong> If you received financial clearance, your Student ID Card will be automatically revalidated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Changed Faculty or Enrolment Status:</strong> (Full-time to Part-Time or Evening or vice versa?) If you received financial clearance and you have changed faculty or enrolment status, proceed to the JFK Lecture Theatre in accordance with the UWI ID Issue Schedule [Refer to Page 13 of this booklet] to get your picture taken for a NEW ID Card.</td>
<td></td>
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</tr>
<tr>
<td><strong>No Financial Clearance Received:</strong> If you did not receive financial clearance, please check with our Bursary representatives, Ground Floor, Administration Building for clarification.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**UWI STUDENT ID CARD ISSUE SCHEDULE**

**DATES:** August 27 to September 1, 2007  
**VENUE:** JFK LECTURE THEATRE  
**TIME:** 9:00 am to 6:00 pm

- **Science and Agriculture**  
  Monday August 27, 2007

- **Social Sciences**  
  Wednesday August 29, 2007  
  and Saturday September 1, 2007

- **Humanities and Education**  
  Wednesday August 29, 2007

- **Law and Specially Admitted/Exchange**  
  Thursday August 30, 2007

- **Medical Sciences**  
  Thursday August 30, 2007

- **Engineering**  
  Saturday September 01, 2007

**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.

From the beginning of the 2007/2008 academic year 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.

**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 Library
- access your student records
- access your examination schedule
- access the student medical/health records
- use the Health Service Unit
- represent clubs/societies/UWI in co-curricular activities
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 the designated on-campus Registration Lab located at:

Computer Lab,
Department of Mathematics & Computer Science
2nd Floor, Natural Sciences Building

Opening Hours
9:00 am to 6:00 pm
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 Page 25 of 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 and so your account will be locked. Contact our Help Desk at 1 (868) 662-2002 Ext. 3969, 3970, 3971, 3972 or email support@mysta.uwi.edu.

Refer to the Online Registration Instruction Guide located at http://sta.uwi.edu/registration/guide.pdf 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, 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 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.

<table>
<thead>
<tr>
<th>Type of Restriction</th>
<th>Banner Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrolment Limit</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Campus Restriction</strong></td>
<td>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 meet the campus requirement.</td>
</tr>
<tr>
<td><strong>College Restriction</strong></td>
<td>Courses may be limited to one or more faculties. For example a Faculty of Science &amp; Agriculture student attempting to register for a course restricted to Faculty of Social Sciences students will receive a message that they do meet the college requirement.</td>
</tr>
<tr>
<td><strong>Level Restriction</strong></td>
<td>Courses may be limited to undergraduate or graduate students.</td>
</tr>
<tr>
<td><strong>Major Restriction</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Programme Restriction</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Pre-requisites</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Duplicate Course</strong></td>
<td>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.)</td>
</tr>
</tbody>
</table>
**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 14, 2007 no changes will be permitted.

**NOTES:**
1. A late registration fee of TT$200 will be applied from September 10, 2007.

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 Admissions Office, 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 14, 2007 for Semester I and by February 1, 2008 for Semester II.

**SPECIAL ACTIVITIES FOR NEW STUDENTS**

**ORIENTATION**
Orientation activities for NEW STUDENTS will be held during the period August 23, 2007 to August 30, 2007.

**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 13, 2007 at 5:00 pm in the JFK Quadrangle. The Matriculation Register must be signed at the Undercroft 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

MONDAY AUGUST 27
TO SATURDAY SEPTEMBER 15, 2007

ALL FACULTIES
Mondays – Fridays
10:00 am to 12:00 pm
2:00 pm to 4:00 pm
(Friday August 31 is a Public Holiday)

Saturdays
10:30 am to 11:30 am
3:30 pm to 4:30 pm
(On Saturday September 1, 2007
there will be one session at 10:30 am)

MONDAY SEPTEMBER 17
TO SATURDAY SEPTEMBER 29, 2007

ALL FACULTIES
Mondays to Fridays
6.00 pm to 7.00 pm

Saturdays
10:30 am to 11:30 am
3:30 pm to 4:30 pm

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

Allison Dolland
Head, General Reference & Loans Division
(adolland@library.uwi.tt) at extension 2336.
## FACULTY OF ENGINEERING

### FACULTY ACADEMIC ADVISING

#### NEW STUDENTS

**DATE:** Thursday August 23, 2007  
**TIME:** 9.00 am – 12.00 noon  
**VENUE:**  
- Chemical Engineering ......................... Room 5, Block 6  
- Petroleum Geoscience ........................ Room 7, Block 6  
- Civil Engineering ............................. Room 10, 2nd Floor, Block 2  
- Electrical & Computer Engineering .......... Room 101, Block 1  
- Industrial Engineering ....................... Room 103, Block 1  
- Mechanical Engineering ..................... Room 103, Block 1  
- Surveying and Land Information ............ Room SV110, Block 10

#### CONTINUING STUDENTS

**DATE:** Friday August 24, 2007  
**TIME:** 1.30 pm – 4.30 pm  
**VENUE:**  
- Chemical Engineering ......................... Room 5, Block 6  
- Petroleum Geoscience ........................ Room 7, Block 6  
- Civil Engineering ............................. Room 10, 2nd Floor, Block 2  
- Electrical & Computer Engineering .......... Room 101, Block 1  
- Industrial Engineering ....................... Room 103, Block 1  
- Mechanical Engineering ..................... Room 103, Block 1  
- Surveying and Land Information ............ Room SV110, Block 10

### ISSUE OF UWI STUDENT ID CARDS

**DATE:** Saturday September 1, 2007  
**TIME:** 9:00 am to 6:00 pm  
**VENUE:** JFK Lecture Theatre

#### NEW STUDENTS

Check website for Financial Clearance, proceed for photo for ID Card

#### CONTINUING STUDENTS

Automatic Validation
FACULTY OF ENGINEERING

FACULTY ORIENTATION PROGRAMME

NEW STUDENTS

DATE: Monday August 27, 2007
VENUE: Room 101, Block 1
TIME: 9.00 am – 9.15 am
Dean’s Address to ALL NEW UNDERGRADUATE STUDENTS
and Introduction of Heads of Departments and Deputy Deans

TIME: 9.15 am – 9.30 am
Address by Deputy Dean
(Undergraduate Student Affairs)

TIME: 9.30 am – 9.45 am
Presentation by President, APETT

TIME: 9.45 am – 10.00 am
Address by a Representative, Engineering Students’ Society

TIME: 10.00 am – 10.15 am
Address by Library Representative

TIME: 10.15 am – 10.30 am
Presentation by Student Counsellor

Departmental Activities

TIME: 11.00 am – 11.30 am
Address by Head of Department and Introduction to Members of Staff

TIME: 11.30 am – 12.30 pm
Departmental Consultation

VENUES:

Chemical Engineering ......................... Room 5, Block 6
Petroleum Geoscience ....................... Room 7, Block 6
Civil Engineering ............................. Room 10, 2nd Floor, Block 2
Electrical & Computer Engineering ......... Room 101, Block 1
Industrial Engineering ........................ Room 103, Block 1
Mechanical Engineering ..................... Room 103, Block 1
Surveying and Land Information ............ Room SV110, Block 10
FACULTY OF ENGINEERING

YEAR 2 STUDENTS
TIME: Tuesday August 28, 2007
VENUE: Room 101, Block 1

YEAR 3 STUDENTS
TIME: Wednesday August 29, 2007
VENUE: Room 101, Block 1

The Programme structure is the same for Years 2&3:

TIME: 9.00 am - 9.30 am
Address by Dean

TIME: 9.30 am – 9.45 am
Presentation by Student Counselor

TIME: 9.45 am – 10.00 am
Address by a Representative, Engineering Students’ Society

TIME: 10.00 am – 10.15 am
Address by a Library Representative

Departmental Activities
TIME: 10.45 – 11.30 am
Address by Head of Department and Introduction to Members of Staff

VENUES:
Chemical Engineering ......................... Room 5, Block 6
Petroleum Geoscience .......................... Room 7, Block 6
Civil Engineering .............................. Room 10, 2nd Floor, Block 2
Electrical & Computer Engineering .......... Room 101, Block 1
Industrial Engineering ........................ Room 103, Block 1
Mechanical Engineering ..................... Room 103, Block 1
Surveying and Land Information .......... Room SV110, Block 10

Please check our website http://www.sta.uwi/registration for updates to the Faculty Orientation and Academic Advising Schedules.
FACULTY OF HUMANITIES & EDUCATION

FACULTY ACADEMIC ADVISING

B.A. DEGREE AND CERTIFICATE PROGRAMMES

NEW STUDENTS
FULL-TIME B.A. Degree and Certificate Level I students (SURNAMES A-M)
DATE: Monday August 20, 2007
TIME: 10.00 am – 12.00 noon
VENUE: FHE New Building Rooms 1, 2 & 3

FULL-TIME B.A. Degree and Certificate Level I students (SURNAMES N-Z)
DATE: Monday August 20, 2007
TIME: 1.30 pm – 4.30 pm
VENUE: FHE New Building Rooms 1, 2 & 3

PART-TIME B.A. Degree and Certificate Level I students (SURNAMES A-M)
DATE: Tuesday August 21, 2007
TIME: 10.00 am – 12.00 noon
VENUE: FHE New Building Rooms 1, 2 & 3

PART-TIME B.A. Degree and Certificate Level I students (SURNAMES N-Z)
DATE: Tuesday August 21, 2007
TIME: 1.30 pm – 4.30 pm
VENUE: FHE New Building Rooms 1, 2 & 3

CONTINUING STUDENTS
B.A. Degree and Certificate students (SURNAMES A-L)
DATE: Wednesday August 22, 2007
TIME: 10.00 am – 12.00 noon & 1.00 pm – 4.30pm
VENUE: FHE New Building Rooms 1, 2 & 3

B.A. Degree and Certificate students (SURNAMES N-Z)
DATE: Thursday August 23, 2007
TIME: 10.00 am – 12.00 noon & 1.00 pm – 4.30pm
VENUE: FHE New Building Rooms 1, 2 & 3

B.A. Degree and Certificate students
DATE: Friday August 24, 2007
TIME: 10.00 am – 12.00 noon
VENUE: FHE New Building Rooms 1, 2 & 3

B.ED. PROGRAMMES

NEW STUDENTS
DATE: Monday August 20, 2007
TIME: 10.00 am – 1.00 pm
VENUE: Auditorium, 2nd Floor, New School of Education Building

CONTINUING STUDENTS (Level 2 ONLY)
DATE: Monday August 27, 2007
TIME: 10.00 am – 2.00 pm
VENUE: Auditorium, 2nd Floor, New School of Education Building

CONTINUING STUDENTS (Level 3 ONLY)
DATE: Tuesday August 28, 2007
TIME: 10.00 am – 2.00 pm
VENUE: Auditorium, 2nd Floor, New School of Education Building

Please check our website http://www.sta.uwi/registration for updates to the Faculty Orientation and Academic Advising Schedules.
FACULTY OF HUMANITIES & EDUCATION

ISSUE OF UWI STUDENT ID CARDS
DATE: Wednesday August 29, 2007
TIME: 9:00 am – 6:00 pm
VENUE: JFK Lecture Theatre

NEW STUDENTS
Check website for Financial Clearance, and proceed for photo for ID Card

CONTINUING STUDENTS
Automatic Validation

FACULTY ORIENTATION PROGRAMME

NEW STUDENTS
Address by Dean to ALL NEW Humanities & Education students (Full-time and Part-time)
(Compulsory attendance)
DATE: Monday August 20, 2007
TIME: 9.00 am
VENUE: Learning Resource Centre, UWI

CONTINUING STUDENTS
Address by Dean to ALL CONTINUING students
(Full-time and Part-time)
(Compulsory attendance)
DATE: Tuesday August 21, 2007
TIME: 9.00 am
VENUE: Learning Resource Centre, UWI

Please check our website http://www.sta.uwi/registration for updates to the Faculty Orientation and Academic Advising Schedules.
FACULTY OF MEDICAL SCIENCES

FACULTY ACADEMIC ADVISING

YEAR 1 STUDENTS - ALL SCHOOLS (LOCAL CANDIDATES)
TIME: 9.00 am – 12.00 noon • 1.00 pm – 5.00 pm
VENUES:
- School of Dentistry: Director’s Conference Room, Dental School, Bldg. 44
- School of Veterinary Medicine: Director’s Conference Room, Veterinary School
- School of Pharmacy: Building 39, Ground Floor – Pharmacy School
- School of Nursing: School of Nursing, EWMSC, Mt. Hope
- School of Medicine: Amphitheatre A, EWMSC, Mt. Hope

YEAR 1 STUDENTS - ALL SCHOOLS (FOREIGN/OVERSEAS CANDIDATES)
DATE: Wednesday August 22, 2007 to Friday August 24, 2007
TIME: 9.00 am – 12.00 noon • 1.00 pm – 5.00 pm
VENUES:
- School of Dentistry: Director’s Conference Room, Dental School, Bldg. 44
- School of Veterinary Medicine: Director’s Conference Room, Veterinary School
- School of Pharmacy: Building 39, Ground Floor – Pharmacy School
- School of Nursing: School of Nursing, EWMSC, Mt. Hope
- School of Medicine: Amphitheatre A, EWMSC, Mt. Hope

RETURNING/CONTINUING STUDENTS - ALL SCHOOLS (LOCAL & FOREIGN/OVERSEAS)
DATE: Wednesday August 15, 2007 to Friday August 17, 2007
TIME: 9.00 am – 12.00 noon • 1.00 pm – 5.00 pm
VENUES:
- School of Dentistry: Director’s Conference Room, Dental School, Bldg. 44
- School of Veterinary Medicine: Director’s Conference Room, Veterinary School
- School of Pharmacy: Building 39, Ground Floor – Pharmacy School
- School of Medicine: Amphitheatre A, EWMSC, Mt. Hope

NOTE: Students who are repeating Phase 1A, 1B or 1C in August 2007 should register only after the Provisional examination results have been posted in September 03, 2007.

DROP-OFF DATE FOR OFFICIAL REGISTRATION FEE ASSESSMENT/INVOICE PRINTOUT (IN BOXES PROVIDED)
DATE: Thursday August 23, 2007
TIME: 9.00 am – 12.00 noon • 1.00 pm – 5.00 pm
VENUE:
- Office of the Dean, Building 39, 1st Floor, EWMSC
- OR Ground Floor, Administration Building

Please check our website http://www.sta.uwi/registration for updates to the Faculty Orientation and Academic Advising Schedules.
FACULTY OF MEDICAL SCIENCES

ISSUE OF UWI STUDENT ID CARDS

DATE: Friday August 24, 2007
TIME: 9.00 am – 12.00 noon
1.00 pm – 3.00 pm
VENUE: Medical Sciences Library,
Building 40, EWMSC, Mount Hope

NEW STUDENTS
Check website for Financial Clearance,
and proceed for ID Card photo

CONTINUING STUDENTS
Automatic Validation

After AUGUST 24, 2007
FACULTY ACADEMIC ADVISING

All Programmes and Years
TIME: 9.00 am – 12.00 noon
1.00 pm – 4.00 pm
VENUE: School of Dentistry
Director’s Conference Room,
Dental School, Bldg. 44

School of Veterinary Medicine
Director’s Conference Room,
Veterinary School

School of Pharmacy
Building 39, Ground Floor
Pharmacy School

School of Nursing
School of Nursing,
EWMSC, Mount Hope

School of Medicine
Office of the Dean, Building 39,
1st Floor, EWMSC

ISSUE OF UWI STUDENT ID CARDS

DATE: Thursday August 30, 2007
TIME: 9.00 am – 6.00 pm
VENUE: JFK Lecture Theatre

NEW STUDENTS
Check website for Financial Clearance,
and proceed for ID Card photo

CONTINUING STUDENTS
Automatic Validation

FACULTY ORIENTATION
PROGRAMME

NEW STUDENTS and YEARS 2 & 3 STUDENTS
(ALL SCHOOLS)
Dean’s Address and Introduction of Academic and
Administrative Staff
DATE: September 03, 2007
TIME: 8.45 am – 10.15 am
VENUE: Amphitheatre A, EWMSC

Please check our website http://www.sta.uwi/registration for updates to the
Faculty Orientation and Academic Advising Schedules.
FACULTY OF SCIENCE & AGRICULTURE

FACULTY ACADEMIC ADVISING

NEW STUDENTS (INCLUDING EVENING STUDENTS)
DATES: Wednesday August 22 – Thursday August 30, 2007
TIME: 9.00 am – 6.00 pm
VENUE: Main Foyer & Room 27, Frank Stockdale Building

CONTINUING STUDENTS (INCLUDING EVENING STUDENTS)
Academic Advising would be conducted in individual Department Offices*. Check Notice Boards for further information.

DATES: Monday August 13 – Friday August 24, 2007
TIME: 9.00 am – 11.00 pm
VENUE: Academic Advising would be conducted in individual Department Offices*.

DATES: Monday August 27 – Thursday August 30, 2007
TIME: 9.00 am – 11.00 pm
2.00 pm – 6.00 pm
VENUE: Academic Advising would be conducted in individual Department Offices*.

* Department Extensions
Dept. of Agricultural Economics & Extension .................. Ext. 2094
Dept. of Food Production .......................................... Ext. 2090
Dept. of Chemistry ................................................. Ext. 3570
Dept. of Life Sciences ............................................. Ext. 3111, 2047
Dept. of Mathematics & Computer Science ............ Ext. 2049, 2048
Dept. of Physics ...................................................... Ext. 2051

ISSUE OF UWI STUDENT ID CARDS
DATE: Monday August 27, 2007
TIME: 9.00 am – 6.00 pm
VENUE: JFK Lecture Theatre

NEW STUDENTS
Check website for Financial Clearance, and proceed for ID Card photo

CONTINUING STUDENTS
Automatic Validation

FACULTY ORIENTATION PROGRAMME
Orientation & Address to ALL B.Sc. Level I Students by Dean, Deputy Deans & Heads of Departments. ATTENDANCE IS COMPULSORY. This is an opportunity for you to interface with and meet key academic and administrative staff in the Faculty.

DATE: Thursday September 6, 2007
TIME: 2.00 pm
VENUE: Lecture Room A, Dudley Huggins Building

Please check our website http://www.sta.uwi/registration for updates to the Faculty Orientation and Academic Advising Schedules.
FACULTY ACADEMIC ADVISING & ORIENTATION PROGRAMME

NEW STUDENTS
DATE: Tuesday August 21, 2007
TIME: 4:30 pm – 6:00 pm
VENUE: Learning Resource Centre Auditorium

CONTINUING STUDENTS:
DATE: Monday August 20 – Friday August 24, 2007
TIME: 9:00 am – 6:00 pm
VENUE: Department of Behavioural Sciences’ Administrative Office
Department of Economics’ Administrative Office
Department of Management Studies’ Administrative Office

ISSUE OF UWI STUDENT ID CARDS

DATE: Wednesday August 29, 2007 & Saturday September 01, 2007
TIME: 9:00 am to 6:00 pm
VENUE: JFK Lecture Theatre

NEW STUDENTS
Check website for Financial Clearance, proceed for photo for ID Card

CONTINUING STUDENTS
Automatic Validation

Please check our website http://www.sta.uwi/registration for updates to the Faculty Orientation and Academic Advising Schedules.