WHERE TO REGISTER
You may register using any laptop or PC with Internet access either at home, at any on-campus computer laboratory or at any on-campus online registration venue.
Computer labs located in the lobby area of the Lloyd Braithwaite Student Administration Building are available during the hours of 8:30am to 6:00pm Monday to Thursday & 8:30am to 4:00pm on Friday excluding weekends and Public Holidays.
Use off-campus facilities to avoid long queues and unnecessary delays at the on-campus registration venues.

REGISTRATION PROCEDURE

GET YOUR 2014/2015 REGISTRATION INFORMATION
Information can be obtained:

- 2014/2015 Registration Guidebook at http://sta.uwi.edu/registration
- 2014/2015 Registration Guidebook for ALL Undergraduates

GO TO ACADEMIC ADVISING
a. Semester 1: Attend your Faculty Orientation and Academic Advising session. It is compulsory for new and re-entry students and optional for continuing students.

- Semester 2: Consult your Faculty Advisor for information on courses for which you must register.

- Faculty Academic Advising schedule information can be obtained via the Web at http://sta.uwi.edu/registrations/advising/index.asp

TRINIDAD & TOBAGO CITIZENS ONLY REGISTER FOR GATE
1. Firstly, you must register for the GATE e-Service at the GATE Registration Centre (GRC). (Visit GATE website - www.gate.govtt.or call GATE for information.)

In order to successfully register, you must present original copies of your birth certificate and one other form of identification (National ID or passport ONLY) and a valid e-mail address for receiving notifications.

After registering at the Gate Registration Centre, you will receive an email informing you that a GATE e-Service account has been created for you, along with an activation code, GATE e-Service ID and password. After activation, the ID and password will be used to log in to your account on the GATE e-Service website (www.gate.govtt.or), and apply to GATE online.

To complete your online GATE application form, you must have saved (or accessed) copies of the following:

- [Your acceptance letter for new students only]
- Electronic birth certificate and one other form of identification (National ID or passport ONLY)
- Payment slip (postgraduate students only)
- Management/motion form (for married/except students)
- Latest results slip
-ゴールド(9金 ceiling name change)

Complete, edit or re-submit your application as necessary.

On completion, print and sign a Student Copy of the electronic application form and attach to it your UWH photo.

REGISTER FOR COURSES
2. Be careful to ensure that courses are offered at the same time. The system does not check for time conflicts.

- Follow the online registration to register for your courses.

Note: At the beginning of each academic year you are required to register for:

- All Semester 1 courses.
- All Year-long courses (where applicable).

Registration for Semester 2 courses takes place at the beginning of Semester 2 normally in January of each year.

- Prior to your Registration Fee Assessment Invoice. This is required to complete the financial clearance process.

- Choose CAREFULLY to ensure that the courses for which you registered online are listed on your Registration Fee Assessment Invoice.

NB. It is the student's responsibility to ensure that he/she has met pre-requisites for each course in which he/she has registered.

MAKE SURE YOU REGISTER FOR THE CORRECT SECTION OF A COURSE

| CODE | CAMPUS | LIST | CFB | SAVANNAH | CAMPUS students only
|------|--------|-----|-----|---------|
| CFB  | Campus fees are levied at the GATE Registration Centre (GRC).
| SAVANNAH | GATE e-Service is open until 6:00pm
| CFB  | GATE e-Service is open until 6:00pm
| SAVANNAH | GATE e-Service is open until 6:00pm
| CFB  | GATE e-Service is open until 6:00pm
| SAVANNAH | GATE e-Service is open until 6:00pm

PAY FEES
Payment of any branch of Republic Bank Ltd. using the bank deposit slip. Ensure that:

- Your name, address and UWI Student ID number are entered on the bank deposit slip.
- Your Student ID number is entered on the deposit slip.

Please submit copy of bank deposit slip to "COPP for REG. FORM.

NB. All fees (including any applicable late charges) must be paid by the last working day of Semester 1 and by the last working day of February in the case of Semester 2 by the last working day of February in the case of Summer session.

PENALTIES FOR NON-PAYMENT OF FEES

- A fee of five percent of the current semester fees may be added to the student's account at this time.
- The student will be de-registered from all courses.

FINISHING UP BY 15TH FEBRUARY
- You must complete this step by February 15, 2015
- If you fail to complete this step, your UWI student ID card will be automatically invalidated.

OBTAIN FINANCIAL CLEARANCE

- A staple the following documents together:
  - Your Student Registration Fee Assessment Invoice.
  - Evidence of payment of fees or copies of letters showing evidence of funding e.g.
  - Scholarship GATE forms
  - Copies of GATE printed document (Trinidad & Tobago Citizens only)

- You must complete this step by February 15, 2015

- Bank deposit slips in your Faculty Box located on the Ground Floor, Battery, The Lloyd Braithwaite Student Administration Building.

- Check online for financial clearance (5 working days after submitting the documents above by logging on to the secure area of the UWI website at http://my.uwi.edu/Select. Registration Fee Assessment Invoice.

- If you have not received financial clearance after the 5 working days, visit the Bursary Registrations Office, Ground Floor, The Lloyd Braithwaite Student Administration Building for clarification. REFER TO THE ADMINISTRATIVE HANDOUTS FOR GUIDANCE.

GET YOUR UWI ID CARD
- Your UWI ID Card is required for the issuance of UWI ID Card.

- New ID cards are only issued to NEW/Re-Entry Students ONLY.

CONTINUING STUDENTS
- You must re-register each academic year. If you have not re-registered, your UWI Student ID Card is automatically invalidated.

- If your previous UWI ID Card has not been replaced with the new smartcard ID Card, you must obtain a new UWI ID Card. Please produce the old ID Card to the ID Card Office for immediate replacement.

DATES: August 25 to September 6, 2014
VENUE: DAAGA LECTURE ROOM - 1 (Ground Floor)
TIME: 9:00 a.m. to 6:00 p.m.

FACULTY DATES
ENGINEERING MONDAY AUGUST 25, 2014
FOOD & AGRICULTURE WEDNESDAY AUGUST 27, 2014 AND SATURDAY AUGUST 30, 2014
HUMANITIES AND EDUCATION TUESDAY AUGUST 26, 2014
LAW THURSDAY AUGUST 28, 2014
MEDICAL SCIENCES THURSDAY AUGUST 28, 2014
SOCIAL SCIENCES TUESDAY AUGUST 26, 2014 AND SATURDAY AUGUST 30, 2014

SUMMER BREAK/EXCHANGE THURSDAY AUGUST 28, 2014

SEMESTER 2
If you registered in Semester 1 - 2014/2015 and received financial clearance your UWI student ID card is automatically invalidated for Semester 2.

Students requiring UWI cards for Semester 2 - 2014/2015 MUST visit the ID Photo Room, Ground Floor, The Lloyd Braithwaite Student Administration Building. Lewis Avenue during the period January 13, 2015 to February 06, 2015 from 8:30am to 6:00pm.
Students must check the status of their override application online by logging in to My Student Area at http://sta.uwi.edu/login.

Students who did not receive GATE Funding. Students will re-apply for GATE funding by the 10th of August, 2014.

1. Help Desk
   a. Computer-Kiosk located in lobby area of The Lloyd-Braithwaite Student Administration Building.
   b. Bursary/Financial Aid Officers – in the respective small rooms/office hours during the hours 8:00 a.m. – 4:30 p.m.

2. Visa Office
   a. Visa Services Unit, The Lloyd-Braithwaite Student Administration Building, Ext. 82153

3. Financial Services
   a. Visa Services Unit, The Lloyd-Braithwaite Student Administration Building, Ext. 82153

4. Library
   a. Library-Information desk located on the ground floor of the Administration building from the hours of 8:00 a.m. to 6:00 p.m. Monday to Friday. These assistants can be identified by their blue coats.
   b. Email – servicedesk@sta.uwi.edu
   c. Tel: 1 (868) 663-1334/662-4304 Ext. HELP (84357) OR 662-2002 Exts. 82143; 83382; 83379

5. Helpdesk BANNER-Related Queries - via telephone and email during the hours 8:30 a.m. – 4.30 p.m. Monday to Friday

6. Helpdesk
   a. Tel: 1 (868) 662-2002 Exts. 82143; 83382; 83379
   b. Email address: helpdesk@sta.uwi.edu

7. Undergraduate Office
   a. Tel: 1 (868) 662-2002 Exts. 82143; 83382; 83379
   b. Email address: helpdesk@sta.uwi.edu

8. Library
   a. Tel: 1 (868) 663-1334/662-4304 Ext. HELP (84357) OR 662-2002 Exts. 82143; 83382; 83379
   b. Email – servicedesk@sta.uwi.edu
   c. Tel: 1 (868) 663-1334/662-4304 Ext. HELP (84357) OR 662-2002 Exts. 82143; 83382; 83379

9. Bursary
   a. Bursary Office, The Lloyd-Braithwaite Student Administration Building, Ext. 82153
   b. Email – bursary@sta.uwi.edu

10. Student Affairs (Admissions)
    a. Tel: 1 (868) 662-2002 Exts. 82143; 83382; 83379
    b. Email – helpdesk@sta.uwi.edu

11. Student Affairs (Bursary)
    a. Tel: 1 (868) 662-2002 Exts. 82143; 83382; 83379
    b. Email – bursary@sta.uwi.edu

12. Office of the Registrar
    a. Tel: 1 (868) 662-2002 Exts. 82143; 83382; 83379
    b. Email – registrar@sta.uwi.edu