FINANCIAL SERVICES/UNIVERSITY BURSARY

What fees are payable to the University on registration?
The fees payable are tuition and compulsory fees. If the student lives in a Hall of residence, then the
Hall fees is also payable to the University.

The compulsory fees are (in TTD):

<table>
<thead>
<tr>
<th>Fees Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
</tr>
<tr>
<td>Hall fees</td>
<td></td>
</tr>
<tr>
<td>Accident Insurance</td>
<td>20.00</td>
</tr>
<tr>
<td>Caution Money</td>
<td>500.00 (year of entry only)</td>
</tr>
<tr>
<td>ID card</td>
<td>20.00 (first issue only)</td>
</tr>
<tr>
<td>Registration</td>
<td>20.00</td>
</tr>
<tr>
<td>Students Group Health Insurance</td>
<td>100.00 per academic year</td>
</tr>
</tbody>
</table>

If I register by Semester, what fees do I pay?
As a full-time student, you pay Tuition and Hall fees for that Semester. Also, the total compulsory
fees must be paid at the beginning of Semester 1.

Can I pay my fees in installments?
No. Fees are payable in advance and must be paid at the start of each Semester.

When can I get financial clearance and my ID card?
As a full-time student, you pay Tuition and Hall fees for that Semester. Also, the total compulsory
fees must be paid at the beginning of Semester 1.

Who is eligible for coverage under the Students Group Health Plan?
Students who have paid the premium as part of their compulsory fees are eligible.

What financial assistance is available to students?

- **Tuition**: Second and final year students with a good academic record may have access to a Hardship loan. Applications for the loan are made to the Student Services Department. The student must have the Faculty's approval and must provide a Guarantor for the loan. The Government of Trinidad and Tobago also provides a student loan through the HELP programme. Contact your local banking institution to apply for HELP. Other financial assistance is available in the form of bursaries and scholarships.

- **Students Group Health Insurance**: Students who have paid the premium as part of their compulsory fees are eligible.

Where can one obtain information on Scholarships and Bursaries?
Information on these awards and application forms is available from the Student Affairs (Admissions) section of the Registrar's Office.

ACADEMIC SUPPORT/DISABILITIES LIASION UNIT (ASDLU)

How do I register at ASDLU?
- Visit ASDLU to make an appointment to meet with the Co-ordinator.
- Complete the required Registration Form. Students with disabilities must submit a medical report from a qualified medical professional.
- An assessment of the students needs will be conducted.
- The required assistance will be provided.

To make an appointment one could visit the office, during the hours of 8:30am to 4:30pm
on Mondays, Wednesday and Fridays and 8:30am to 6:00pm on Tuesdays and Thursdays
for accommodate part time and evening students.

What Academic Support is Available?
ASDLU provides academic support to all students in terms of:
- Educational Assessment – LADS and LASSI Tests
- Tutoring
- Time Management Techniques
- Examinations Strategies
- Workload Management
- Academic Workshops
- Career Planning
- Study Skills

Support is also provided to the Faculties and Staff of UWI in terms of provision of information and guidelines which will enable staff to identify and assist students who are facing difficulties on the campus. They also host workshops on disabilities and issues of disabilities.

How can ASDLU meet the needs of students with disabilities?
ASDLU provides special support to students with disabilities based on their needs in terms of:
- Provision of Aids and Devices such as laptops, USB drives, tape recorders and special software – which can be located at the Ground Floor of the Alma Jordan Main Library.
- Liaison with Faculties and Departments regarding the special needs of certain students.
- Special Accommodations for Examinations such as a separate room, extra time, scribe or reader.
- Classroom Accommodations such as changing the venue of a lecture from the top floor to the ground floor.
- Special Arrangements for Parking Accommodation.

Academic Support/Disabilities Liaison Unit
Exts: 83866, 83927, 83923 or 84254
Email: ASDLU.Office@sta.uwi.edu
Registration Forms are available at the office or at our website: www.sta.uwi.edu/asdlu
CAMPUS IT SERVICES (CITS)
What is myUWI?
MyUWI is your student portal to your online registration, online courses, student records, academic history, student e-mail and timetable. Visit myUWI directly at www.myUWI.edu. The student portal allows single sign-on to access your Banner Student system, E-Learning Management System and Email (MS Exchange and Live@edu). Single Sign-On (SSO) enables a user to log in once and gain access to all participating systems without being prompted to log in again.

Where can I find academic support material online?
Through myElluminate, the UWI online eLearning environment, you can take part in online learning activities, access course material, take exams, submit assignments electronically, and communicate with classmates and lecturers at any time and from any part of the world. You can access myElluminate from your myUWI homepage http://myUWI.edu by clicking the myElluminate tab or directly from: http:// myelearning.sta.uwi.edu/. When you log in, enter the myElluminate101 course for videos and guides to using the system.

Is there a wireless network on the campus?
Yes. The UWI wireless network, which is accessible through a range of wireless compatible devices, gives you free wireless internet access from almost anywhere on the campus. For further information or for assistance with network configuration, contact the LAN Administrator or PC Support Technician attached to your faculty, or call the UWI CITS Help Desk at 662-2002 Ext. 84357 (HELP) or by e-mail at helpdesk@sta.uwi.edu (Only your UWI email account will be recognised and used to communicate with you).

Can I get reduced prices on computers through UWI?
Through UWI Campus IT Service (CITS), students can get reduced prices on PCs and laptops, as well as favourable bank rates on purchases. From CITS the following are available to you:
- Dell Personal Computers and Laptops
- Wireless Laptops from vendors

1-3 year warranty and technical support

ALMA JORDAN LIBRARY (AJL)
How do I join the Library?
Students are not required to join the library. Library accounts are created for them when their registration is approved by the university.

How many items can I borrow?
Undergraduate students may borrow no more than twelve (12) items, including serials. Postgraduate students may borrow no more than fourteen (14) items, including serials. All students can borrow four (4) Reserve items at a time, either for use in the Library or on overnight loan.

What services are available at AJL?
Users at the AJL Library can access the following services: loans/returns/renewals; inter-library-loan/document delivery; research consultations, reference inquiries; dissertation/thesis checking; information literacy training; reprouphography and tours.

In addition, the AJL provides computing services and support services for the visually impaired. Two computer laboratories (STARRS and UEC) and one Assistive Technologies Lab provide access to the Internet, the Microsoft Office Suite, SPSS for statistical analysis as well as Endnote, Reference Manager and Procite for managing citations. During the semester, the "24/7" service gives users access to STARRS and the adjoining Reading Room after the Library closes.

What resources are available at the AJL?
The library's website is http://www.libraries.sta.uwi.edu/almajordan. In addition to print resources, remote access is provided to some 200 online databases containing millions of e-documents in all disciplines. The library also has a multimedia collection, digital online collections and e-reserves.

Can patrons bring laptops into the AJL?
Yes. There is wireless connectivity throughout the Library. Laptop computers on battery power may be used and a limited number of electrical outlets providing access to power are available. Laptop bags are also available at the Help Desk for frequent users.

Are there other Libraries serving the Campus?
Several special libraries serve the information needs of the St Augustine Campus community. These include: The Medical Sciences Library; the Republic Bank Library of the Arthur Lok Jack Graduate School of Business; the Institute of International Relations Library; the School of Education Library; the Seismic Research Unit Library; the School of Continuing Studies Library; the Hugh Wooding Library; and the Patience-Theunissen Memorial Library at the Regional Seminary St John Venney & the Uganda Martyrs, at Mount St Benedict. There is also a library located at the Caribbean Industrial Research Institute (CARIIR), and there are also collections at both the Department of Creative and Festival Arts and the Centre for Language and Learning.

Can bags be brought into the AJL?
Bags not exceeding 10" x 6" x 4" OR 20cm x 15cm x 10cm maybe brought inside the library.

STUDENT ADVISORY SERVICES
Where should I go for Career information and Advice?
The Student Advisory Services career information and Advising sessions on campus. Students may schedule an individual or group session with the Career Coordinator to answer questions on career planning, choice of major or job search skills. Additionally, the Career Advice Programme (CAP), is designed to assist students with Career Planning and Development. CAP workshops are usually held during the first semester of the academic year. Information on these workshops can be obtained from the Student Advisory Services Office, or your Faculty main office.

How can I get help finding jobs?
SAS has developed UWI Temps, a programme designed to help students from all faculties to earn extra income while they study. To be considered for a UWI Temps position, students should visit SAS at the beginning of the academic year (August/September), and complete a UWI Temps application form. Temporary placements are available both on and off campus. SAS also coordinates a Graduate Employment Programme, which is aimed at helping final year students secure internships or employment with leading local and regional companies. In order to qualify for our Graduate employment opportunities, students must register and attend the World of Work Programme.

Student Advisory Services (SAS)
Exts. 82097, 82098, 82360 student.advisory@sta.uwi.edu

HEALTH SERVICES
Is there a Health Service Unit on Campus?
Yes. The Health Service Unit (HSU) which is located about 50 metres north of Trinity Hall, houses a walk-in medical clinic and pharmacy, and provides counselling services. Opening hours are 8.30 am - 7.00 pm. daily and Saturday 9:00 a.m.-1:00 p.m. during the semester and 8:30 a.m to 4:30 p.m. during vacations. For more information call the UWI Health Service at 662-2002 Ext. 82153/82152/82449/82149 or email: pharmacy@sta.uwi.edu

Is there a student health plan?
Yes. All full time registered students (not for evening students) have access to the UWI Student Health Plan. For more information call 662-2002 Ext. 82149.

Are the counselling services free?
Yes. Counselling and Psychological Services (CAPS) provides free counselling to all registered students. To make an appointment, please call Ms Kim Samaroo Roopchan at 662-2002 Ext. 82491. Students may also join the UWI Peer Counsellors Association.

Will my information be kept confidential?
Yes. Medical information will not be released without your written consent. Parents and University Faculty and Administration do not have access to your confidential medical records.

CAMPUS SECURITY
Is there secure parking on campus?
Yes. Your main parking area is the TGR car park, which is adequately manned by security personnel. The TGR car park is located on the western side of the campus and open from 6:30 a.m. to 10:00 p.m. On the Main Campus, University traffic regulations will be in effect and any violation may result in the vehicle being towed away or clamped and the owner or operator being required to pay an assessed fee and charges or a fee of TT$100 respectively, to secure its release.

How do I use the Shuttle Service?
All you need to use the UWI Shuttle Service is a valid Student ID Card. For further details regarding shuttle and arrival and departure times and drop-off points, contact the Estate Police at 662 2002 Ext. 82120, 83510.

Is it safe to study on campus late at night?
Yes. In addition to their mobile, bicycle and foot patrols, inclusive of Canine, the UWI Estate Police offer an Escort Service to students leaving the campus between the hours of 6:00 p.m. and 6:00 a.m. and headed for areas in close proximity to the University. In cases of emergency, you can use the Emergency Telephones and Hot Line 662-4123, which are linked directly to the Charge Room at the UWI Estate Police Headquarters. Once you lift the Emergency Telephone receiver, a direct connection is made to the Charge Room and the Estate Police will make an immediate response.

Is the Campus well lit at nights?
Yes. The Security and Works Departments, together with T&TEC, have embarked on an ongoing illumination exercise on the Campus. While we expect that you will make full use of the well lit Campus at nights, you are advised to be vigilant as you go about your business, especially at night, both on and off the Campus.

Estate Police
Exts. 82120, 82121, 83510, 83511 and 83512