

SUMMER REGISTRATION GUIDELINES

SUMMER SCHOOL, 2022/ 2023 MAY 21 TO JULY 28, 2023

The University of the
West Indies St.
Augustine Campus



CALENDAR

DATE	ACTIVITY
May 18 – June 13	Online Registration (Add/ Drop) period Changes beyond this period must be submitted to Academic Board, through the Faculty. <i>There is NO guarantee that late requests will be granted.</i>
June 8	Late Registration Fee of TT\$150 [Non-Refundable] applies
May 22	Teaching Begins
June 10 at 4:00p.m.	Deadline for submission of override requests by students
June 13 at 4:00p.m.	Deadline for processing of overrides by Faculties
July 7	Teaching Ends
July 17-28	Summer School Examinations
August 4 at 4:00 p.m.	Deadline for submission/ upload of results in Grade Book
August 14-18	Faculty Boards of Examiners' Meetings
Payment Deadline Dates	
May 31	1 st Installment
June 30	2 nd Installment

FINANCIAL INFORMATION

1. Only students pursuing Senate approved programmes with a third term are eligible for GATE funding. The internships offered by the Faculties of Food and Agriculture and Science and Technology are not eligible for GATE funding.
2. Evening University students who wish to register for an out-of-Faculty elective summer course(s) would be required to pay the registration fee and tuition fee for the relevant Faculty.
3. Students in Senate approved programmes with a third term who were previously registered for Semester I/II, 2022/2023 will be required to submit a student copy of the e-GATE application form for registration in the 2022/2023 Summer School.

Fee Schedule

ALL STUDENTS

Registration Fee per Faculty [Non-Refundable]	TT\$100
Late Registration Fee [Non-Refundable]	TT\$150
Examinations ONLY fee (Examinations Only students) NOTE: This fee category applies to students who have been granted official approval	TT\$100 (in addition to normal Faculty per credit fee, in accordance with current published Undergraduate Financial Information)

TABLE 1

FEES	UWI STUDENTS (ALL CAMPUSES) TT\$(per course)	NON-UWI STUDENTS FROM CONTRIBUTING COUNTRIES TT\$(per course)	NON-UWI STUDENTS FROM NON-CONTRIBUTING COUNTRIES US\$(per course)
FACULTY OF SOCIAL SCIENCES			
	1,600.00	1,900.00	965.00
FACULTY OF FOOD & AGRICULTURE			
	1,600.00	1,900.00	965.00
FACULTY OF SCIENCE & TECHNOLOGY			
	1,600.00	1,900.00	965.00

FACULTY OF HUMANITIES & EDUCATION			
	1,600.00	1,900.00	965.00
FACULTY OF ENGINEERING			
	1,600.00	1,900.00	965.00
FACULTY OF MEDICAL SCIENCES			
	1,600.00	1,900.00	965.00
FACULTY OF LAW			
	1,600.00	1,900.00	965.00

Compulsory Fees applicable to Non-UWI Students, UWI Students-Other Campuses

(TT\$)

Caution Fee	300.00 (refundable)
ID Card	120.00
Guild Fee	50.00
Accident Insurance	20.00
Replacement I.D./Smart card	180.00

Payment of Fees

1. Fees can be paid at any Branch of Republic Bank Ltd. using The UWI bank deposit slip provided, FeePAY or via Internet Banking. **Students are encouraged to use the electronic payment options and ensure that receipts are obtained as proof of payment.**
2. Registration in Summer School will carry a **non-refundable registration fee of TT\$100 per Faculty** (not applicable to students registered in Senate approved programmes with a third term).
3. Late registration fee/late payment penalty **MUST** include the non-refundable registration fee of TT\$100 PLUS the late registration fee/late payment penalty of TT\$150.

FEE PAY- Payment Plan

An automated Payment Plan is available through FEE PAY:

- a. Enrolment in FEE PAY is mandatory for ALL students in order to gain Financial Clearance.

Students are required to make payments in line with the stipulated deadline dates and amounts as stated below:

Payment Plan for Tuition Fees	Deadline Date for Payment	Percentage of Fees Due
1 st Installment (down payment)	May 31	50%
2 nd installment	June 30	50%

NB. All fees (including any applicable late charges) must be paid by the last working day of June 2023.

REGISTRATION PROCEDURE

Registration: **May 18 – June 13, 2023**

Late registration: **from June 8, 2023**

NOTE 1: Late registration attracts an additional fee of TT\$150.

NOTE 2: Students who register in Summer School are subject to all University and Faculty Regulations.

Online Registration Instruction Guide

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

https://sta.uwi.edu/resources/documents/banner_registration_guide_ug.pdf

About Electronic Faculty Overrides

Detailed information about Electronic Faculty Overrides is available at

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

Non-UWI Students & UWI Students [Other UWI Campus]

STEP 1: OBTAIN FACULTY APPROVAL

1. Download the Summer School Application/ Registration form at: <http://sta.uwi.edu> using the respective Faculty link.
2. Submit the completed form together with scanned copies of all supporting documents to the respective Faculty email address, for Faculty's approval.
3. Faculty decision forwarded via email. Once approved, a UWI **Student ID** and **password** will be provided and student can proceed with registration.

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. User ID is 8-digit or 9-digit UWI Student ID number and initial password i.e. Date of birth **yyyymmdd**.

1. Select courses online and click register to complete registration. Please refer to the online registration guide at the link below for assistance with registration:

https://sta.uwi.edu/resources/documents/banner_registration_guide_pg.pdf

2. FOLLOW INSTRUCTIONS FROM STEP 3 BELOW FOR PAYMENT OF FEES

UWI STUDENTS [St. Augustine Campus ONLY] **[Currently enrolled students]**

STEP 2: SELECT COURSES ONLINE

1. Check the course offerings webpage for a list of courses being offered in Summer School before seeking to select course(s) online.

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

STEP3: PRINT COMPLETED REGISTRATION FEE ASSESSMENT/INVOICE

The Registration Fee Assessment/Invoice printout will indicate the fees payable based on the course load and must be used to obtain financial clearance.

STEP4: ENROLL IN FEE PAY TO OBTAIN FINANCIAL CLEARANCE (NEW AND MANDATORY)

- i. Log into the Student Portal to register for Fee Pay.
- ii. Click "mySecureArea".
- iii. Follow the order of activities under the heading 'Registration Road Map'
 1. Select the semester with an active status to enrol for courses online
 2. Print Fee Sheet
 3. Select 'Fee Pay' to enroll in a payment plan. See tutorial video:-
<https://sta.uwi.edu/bursary/fee-pay>

Refer to the [Frequently Asked Questions \(FAQs\)](#) about FEE Pay.

NB. All fees (including any applicable late charges) must be paid by the last working day of June 2023.

Students can pay fees using any **ONE** of the following methods:

1. **Online** - Mastercard or Visa Credit Cards, International Debit Chip Cards, and Trinidad & Tobago Debit Chip Cards accepted.
 - a. Log on to the Student Portal at <https://my.uwi.edu>.
 - b. Log on to **mySecure Area**
 - c. Select **Student Services & Financial Aid**
 - d. Click **Student Records**
 - e. Select **FEE PAY**

- f. From there, follow steps to complete payment.

NOTE: Click in the “amount” field to change it to the desired payment figure. Once the payment is completed an email conformation will be received.

2. At any branch of Republic Bank Ltd.

- a. Use The UWI student bank deposit slip or general deposit slip to make a payment to **Account Number: 160 284 581 001 CHQ.**
- b. Make sure that the student’s **name, address, and UWI Student ID number** are entered on the bank deposit slip.
- c. You must receive one of the following from the bank teller: **either** 2 copies of the UWI deposit slip **or** a validated print of transaction.

3. Through Internet Banking to the following bank account

Republic Bank Limited
UWI, St. Augustine, Trinidad
RT Number: 010100903
Account Number: 160 284 581 001 CHQ
Account Type: CHQ
Account Name: The University of the West Indies
Reason for Payment: *Provide details e.g. Student ID #, Name, Reference #, etc.*

4. Through Wire Transfer

TTD Deposits ONLY

Republic Bank Limited
UWI, St. Augustine, Trinidad
Swift Address RBNKTPX
Account: 160 284 581 001 CHQ
Account Name: The University of the West Indies
Reason for Payment: Provide details e.g. Student ID #, Name, Reference #, etc.

USD Deposits ONLY

Intermediary Bank (Pay-Thru Bank) FW 026 009 593
Bank of America
100 West 33rd Street
New York
New York 10001
USA
Swift Address: BOFAUS3N

Receiving Bank

(Holder of the recipient’s account) Account #65503 52163
Republic Bank Limited

FOREX Trinidad
Swift Address: RBNKTPX
Account No. / Beneficiary Customer for Account #0002/110/10635 CHQ
The University of the West Indies, St Augustine
Reason for Payment: *Provide details e.g. Student ID #, Name, Reference #, etc.*

STEPS: **MAINTAIN FINANCIAL CLEARANCE**

1. Submit Registration Documents

These must be submitted via e-Courier at <https://e-courier.ca/aQ?is=Zjkl33oH3Y8e> using your UWI student email before the instalment payment deadline dates.

You are required to scan and upload the following documents (where applicable) as ONE PDF document.

- a. Signed fee assessment sheet
- b. Signed e-GATE application form (where applicable)
- c. Scholarship letter (where applicable)
- d. Proof of payment (where applicable)
 1. Bank Deposit Slip (Front and Back)
 2. Online Transfer
 3. Wire transfer
- e. Final Project/Thesis Submission receipt (where applicable)
- f. Approved Tuition Waiver Forms (where applicable)

The PDF documents should be re-named using::

1. Student ID number
2. Student's full name (first name and last name)
3. Faculty (Choose from: FSS, FST, FMS, FOE, FHE, FFA, FOL, AOS-Academy of Sport)

Eg. 816000430SamPaulFSS

***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 <http://www.e-gate.gov.tt/gate-app/login> or call 800-GATE for information.

The eGATE Application Form must be signed at the top ensuring the following information is included:

Period: September 2022 to August 2023

Academic Year: 2022/2023

Semester: 3

NOTE: If the above information on the eGATE Application Form is incorrect, it will not be accepted.

NOTES:

1. Citizens of Trinidad & Tobago who are pursuing a **Senate approved programme with a third term must REGISTER FOR GATE**

2. Citizens of Trinidad & Tobago who are pursuing a **Senate approved programme with a third term –**

(i) Who have **registered for courses in 2022/2023 Semester I & II**

OR

(ii) Who are **registering for the first time for academic year 2022/2023** must complete and submit the following documents:

- a. Signed e-GATE application form
- b. Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice
- c. Proof of payment of Compulsory Fees

- Students can check 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 representatives of the Bursary Students Accounts & Receivables Section-

Note

Registration documents submitted after the deadline date for payment of the last instalment i.e. July 01 2023 may experience a delay in updating of your student records and an AR Hold on your account.

After submission of registration documents, students are encouraged to check their emails frequently for responses from ecourier on the status.

STEP6: GETYOURUWISTUDENTIDCARD/SMARTCARD

- (i) **NEW STUDENTS** having obtained financial clearance visit the following link <https://idcard.sta.uwi.edu> to receive further instructions on how to access the UWI Student ID/Smartcard. For further information, contact us at IDCard.Help@sta.uwi.edu

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.

(ii) CONTINUING STUDENTS

- ✓ On receiving financial clearance the UWI Student ID Card/Smart Card is automatically revalidated
- ✓ If previous UWI ID card has not been replaced with the **new Smartcard** ID card, a new UWI Smart Card must be obtained. Please produce the old ID card to the ID Card Office for immediate replacement.
- ✓ If the UWI ID Card has expired, students are required to have your photograph taken to obtain a new UWI Smart Card.

II. LIBRARY SERVICES

Opening hours for the Alma Jordan Library

Mondays 8:30 a.m. – 6:30 p.m.
Tuesdays – Friday 8:30 a.m. - 5:00p.m.
Saturdays and Sundays CLOSED

Circulation and Access Services: 662-2002 ext. 82132, 84030
cas@sta.uwi.edu

Head, User Services: 82261

Remote off-campus access to online library resources will be available to all registered students, via the following link: <https://libraries.sta.uwi.edu/ajl/>

Useful links

Know your Library Video Series: https://libguides.uwi.edu/ajl_know_your_library

Ask a Librarian: <https://uwi-sta.libanswers.com/>

Online Chat Service: Monday – Friday 10:00 a.m. – 4:00 p.m. <https://rb.gy/nieqeu>

III. GETTING HELP

1. Helpdesk BANNER-Related Queries

Email: BannerStudentSupport@sta.uwi.edu

2. Financial Clearance Queries

FEE Pay/ Financial Clearance Queries

Service Desk at: <https://sta.uwi.edu/bursary/service-desk>

3. Assistance with Student Portal, PIN Reset, myeLearning

Email: servicedesk@sta.uwi.edu

4. Student Affairs (Admissions)

Email: admis@sta.uwi.edu

5. Graduate Studies & Research

Email: postgrad@sta.uwi.edu

IV. FACULTY SUMMER SCHOOL CONTACT

- ❖ Engineering : tianna.lewis@sta.uwi.edu
- ❖ Food & Agriculture : sonja.joseph@sta.uwi.edu
- ❖ Humanities & Education : fhe.summerapplication@sta.uwi.edu
- ❖ Law : law@sta.uwi.edu
- ❖ Medical Sciences :
School of Pharmacy: [Jane.Sookdhan Browne@sta.uwi.edu](mailto:Jane.Sookdhan_Browne@sta.uwi.edu);
melanie.boxill@sta.uwi.edu
School of Nursing: lu-ann.caesar@sta.uwi.edu
School of Medicine (MBBS):
fmsugdesk.deanoffice@sta.uwi.edu
- ❖ Science & Technology : FST.Undergraduate@sta.uwi.edu.
- ❖ Social Sciences : STA-FSS.SummerSchool@sta.uwi.edu

The Registry
The UWI, St. Augustine
May 12, 2023