

The University of the West Indies St. Augustine

Summer School 2011 May 16 -July 09, 2011

Summer School Calendar 2011

Date	Activity
May 9 – June 5	ONLINE REGISTRATION Period
May 16	ALL Classes BEGIN
June 6- June 11	Late REGISTRATION - <i>Late Registration fee/Late Payment Penalty of TT\$150 is applied PLUS Registration fee TT\$100</i>
June 11	Registration/Adjustments beyond this date to be submitted to Academic Board; application should be made through Summer Programme Office. <i>There is NO guarantee that late requests will be granted.</i>
JULY 09	<u>ALL CLASSES END</u>
July 18-29	Summer School Examinations
August 10	Deadline Date for entry of marks/grades in grade book
August 16-19	Campus Examiners Meetings

GENERAL GUIDELINES

The Summer School Session will be held during the period **May 16– July 09, 2011.**

Students who register in the Summer School are subject to ***all***

University and Faculty Regulations and General Regulations for students.

Students are reminded that the Summer School Session is **OPTIONAL**.

Registration in the summer session 2010/2011 will carry a non refundable registration fee of TT\$100.00 per faculty.

Late Registration fee/Late Payment Penalty of TT\$150 is applied PLUS non-refundable Registration fee of TT\$100

Courses not dropped by the stipulated deadline will be counted and the student would be billed accordingly.

Academic Integrity

Students have the responsibility to know and observe the Regulations of The University of the West Indies and Faculty. Additionally, the regulations prohibit plagiarism, falsification of information and academic dishonesty. All regulations are in force during the Summer School Session.

1. Who Can Register

The following categories of students are eligible for admission to the Summer School:

- a. Registered students of the University who have to repeat any of the course(s) offered.
- b. Registered students of the University who have not taken the course(s) previously but fall into one of the following categories:-
 - Students of the University who have not yet completed the requirements for the degree, diploma or certificate programme for which they are registered.
 - Registered UWI students from other UWI campuses.
- c. Students of the University who have been granted (a) leave

of absence for Semester I and/or 2 preceding the Summer School, or (b) permission to Write "Examinations Only".

- d. Other persons, not students of the University, who are eligible to matriculate at either the Normal or Lower level or as a Mature student.

NOTE: Students will only be permitted to register for "EXAMINATIONS ONLY" if she/he has failed one or two of the final courses needed to complete degree/certificate/diploma requirements. Such students are marked out of 100%. Only those students who have been notified in writing by Student Affairs (Admissions) that they are allowed to do **Exams Only** can register in this category. Application should be made, through the Dean of the Faculty, to the Assistant Registrar, Student Affairs (Admissions).

2. Applications

Applications for admission to a Summer School to pursue single course(s) by persons [not students of the University], must be made on the appropriate form available from the respective Faculty Summer Programme Office.

3. Attendance

MINIMUM ATTENDANCE OF 75% of Lectures/Tutorials is required.

4. Course Selection and Registration

Persons pursuing single course(s) are required to check the website at http://sta.uwi.edu/admissions/apply/summer_courses.asp or consult faculty notice boards and timetables for a list of courses being offered in the Summer School before seeking to register.

All registration will be conducted online using The University of the West Indies St. Augustine Campus website. Students will be required to register using any PC with internet access [at home, at an internet cafe or

elsewhere] or at any on-campus computer lab from **8.30 a.m. to 11.00 p.m.**

The period of registration will be from **May 9, 2011 To June 5, 2011; Late registration/late payment form June 6 to June 11, 2011.**

5. LATE REGISTRATION

Students may be permitted to register up to the end of the **2nd week of the Summer School Session [June 11, 2011]** on payment of a late registration fee of TT\$150 PLUS the non-refundable registration fee of TT\$100.

Students who are awaiting results of the Semester II Examinations, which may be declared after **June 5, 2011** will only be allowed to register for any courses failed in these examinations. **No late registration fee will be charged.**

NB. Course load will apply

6. CHANGE OF REGISTRATION [ADD/DROP]

Summer School students will be able to make changes to their registration [ADD/DROP] on the web up to **June 11, 2011**. After the end of the registration period i.e. June 11, 2011 no changes will be permitted.

NOTE: 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.

7. Examinations & Course Load

Examinations for courses taught in the Summer School shall be conducted in accordance with the University Examinations Regulations.

Students shall not normally be permitted to register for **more than THREE one-semester courses [usually 9 credits]** in any given Summer School. **Students are advised to check the timetable before registering.**

Finalizing students may apply to the Faculty Dean to do a fourth course.

A student is deemed as **finalizing** if that student has only 3 or 4 courses left to complete the degree/certificate/diploma requirements.

Students who are not in their Final year of study may apply for **permission to do a fourth course** which he/she had failed at a previous sitting i.e. Semester I or Semester II, **no later than June 3rd, 2011.**

Students may request **permission to carry forward coursework marks** for courses pursued in Semester I and/or II to the Summer School session.

All requests must be submitted, through the Faculty Dean, to the Assistant Registrar, Student Affairs (Admissions).

Permission must be granted in writing from the Office of Student Affairs (Admissions) before the student is allowed to register.

NOTE: Registration for a course offered in the Summer School implies registration for the examination of that course.

8. CREDIT/EXEMPTION

Credits for courses successfully completed in the Summer School shall be granted to **Registered Students of the University**, including those on approved leave of absence.

Persons wishing to pursue a course(s) to be considered as **Not for Credit (NCR)** must seek approval **prior to registering for the course**. All such requests must be made, in writing, or in the required form, to the Dean of the Faculty. Students will not subsequently have such credit altered.

Summer School students who have not been offered a place at the University have no automatic right of acceptance into any Faculty of the University.

Persons who are accepted into the University may be granted credit/exemption for courses successfully completed in the Summer School provided that five (5) years have not elapsed since the completion of the relevant course(s).

Students without normal matriculation may not use the credits gained in the Summer School for both matriculation and degree purposes.

9. Withdrawal

Students may withdraw from a course by notifying the Campus Registrar in writing, and copying the respective Faculty's Summer School Coordinator. The student should clearly state the reason for the withdrawal and complete the required ***application form for refund*** where applicable.

Applications for withdrawal from a course must reach the Campus Registrar no later than two (2) weeks after teaching has begun. Students who wish to withdraw from a course **after June 11, 2011**, must apply to Academic Board, through their respective Faculty Office. Adjustment to registration will ***only be allowed in exceptional***

circumstances **beyond June 11, 2011.**

10. Payment of Fees

- Part payment of fees is NOT allowed. All fees must be paid upon registration for course(s).
- Fees must be paid at any Branch of Republic Bank Ltd. using the **bank deposit slip provided.**
- Registration in the summer session will carry a **non refundable registration fee of TT\$100.00.**
- Courses not dropped by the **deadline of June 11, 2011** will be counted and the student would be billed accordingly.
- 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.

11. Fee Schedule

ALL STUDENTS

Registration Fee per Faculty [Non-Refundable]	TT\$100
Late Registration Fee/Late Payment Penalty [Non-Refundable]	TT\$150

***Examinations ONLY** fee- [normal faculty per credit fee in accordance with published Undergraduate Financial Information 2010-2011]

***NOTE:** This fee category applies for students who have been granted official approval by Academic Board.

FACULTY	UWI STUDENTS (ALL CAMPUSES)	NON UWI STUDENTS FROM CONTRIBUTING COUNTRIES	NON UWI STUDENTS FROM NON-CONTRIBUTING COUNTRIES
	TT\$	TT\$	US\$
Humanities & Education	1,200.00	1,500.00	900.00
Science & Agriculture	1,200.00	1,500.00	900.00
Social Sciences	1,200.00	1,500.00	900.00
Engineering (remedial only)	1,200.00	-	
Medical Sciences- School of Pharmacy School of Advanced Nursing	1,200.00	1,200.00	

Compulsory Fees applicable to Non-UWI Students, UWI Students-OTHER CAMPUSES [including Open Campus]

Caution Fee (except UWI St. Augustine students)	300.00 (refundable)
ID Card	20.00
Guild Fee	50.00
Accident Insurance	20.00

12. Registration Procedure

The period of registration will be **from May 9, 2011 to June 11, 2011; Late registration/late payment fee from June 6 to June 11, 2011.**

Non-UWI Students & UWI Students Other Campuses [including Open Campus]

STEP 1: OBTAIN FACULTY APPROVAL

1. Collect and Complete the Summer Programme Application 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.

Step 2: SIGN UP FOR COURSES

To access the online registration go to the secure area at <http://www.mysta.uwi.edu> Your user ID is your 8-digit or 9-digit student registration ID number and your initial password will be your date of birth in the format YYMMDD.

1. Proceed with the YELLOW copy of the approved Registration Form to register and do your own data entry.
2. You may register 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 2 BELOW**

UWI STUDENTS [St. Augustine Campus ONLY]

[Currently enrolled students]

STEP 1: SIGN UP FOR COURSES

- (i) 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 register.

To access the online registration go to the secure area at <http://www.mysta.uwi.edu> Your user ID is your 8-digit or 9-digit student registration ID number and your password.

- (ii) You may register using any PC with internet access [at home, at an Internet café or Elsewhere]
OR
Proceed to the any on-campus computer lab to do your own data entry

STEP 2: Print 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: OBTAIN FINANCIAL CLEARANCE

- (i) Pay your fees at any Branch of Republic Bank Ltd. using the bank deposit slip provided.

Ensure that the bank teller returns 2 copies of the deposit slip to you.

(ii) Staple the following documents together: -

Official UWI Registration Fee Assessment/Invoice printout

Evidence of payment of fees

Evidence of payment of any outstanding balance(s)

Copies of letters showing evidence of funding e.g. scholarships,

GATE Forms

[Copy of Electronic Birth Certificate](#)

(iii) Deposit the printout and the receipt for payment made at Republic Bank Ltd. in your faculty's Box located on the Ground Floor, New Student Administration Building.

NB. Your Registration Fee Assessment will then be processed by the Bursary.

(iv) Check on-line for FINANCIAL CLEARANCE – Three (3) days after submitting the UWI Registration Fee Assessment/Invoice printout in the boxes provided in the Bursary, Ground Floor of the Administration Building by logging on to the secure area of the mySTA website at <http://www.mysta.uwi.edu> from any PC with internet access [at home, at an internet cafe or elsewhere].

NOTES:

1. Citizens of Trinidad & Tobago who are pursuing a Summer Certificate/Diploma Programme **MUST** attach your GATE form to your Registration Fee Assessment/Invoice together with receipt for payment of compulsory fees.

2. Citizens of Trinidad & Tobago who are pursuing a degree programme in the Evening University, the Bachelor of Education (BED) or the BSc Nursing degree -

(a) Who have **registered for 2010/2011**

Semester I & II courses -

No Registration Fee Assessment Invoice OR GATE Form is required

(b) Who are **registering for the first time for**

academic year 2010/2011 must complete and

submit the following documents:

a. GATE form

b. Compulsory Fees Payment Receipt

c. Registration Fee Assessment Invoice

d. [Copy of Electronic Birth Certificate](#)

STEP 4: GET YOUR UWI STUDENT ID CARD

(i) **NEW STUDENT** - if you have obtained financial clearance proceed to the **ID Room, Student Administration Building** to have your ID photo taken.

Monday-Friday: May 16-May 31, 2011

8.30 a.m. to 11.45a.m.

and

1.15 p.m. to 5.00 p.m.

June 1-10, 2011

8.30 a.m. to 11.45a.m.

and

1.15 p.m. to 6.00 p.m.

NOTE: You **MUST** provide picture identification [i.e. passport or national ID Card] to obtain your UWI ID.

- (ii) **RETURNING STUDENT** - Your UWI Student ID will be automatically re-validated when financial clearance has been obtained.
- (iii) If you have not received financial clearance – visit the Bursary Representatives, Ground Floor, Student Administration Building for clarification.

14. Online Registration Instruction Guide

A detailed instruction guide for online registration is available on the Web at <http://sta.uwi.edu/registration/documents/BannerRegistrationManual0708.pdf>.

About Faculty Overrides

Detailed information about Faculty Overrides is available at <http://sta.uwi.edu/registration/overrides.asp>.

15. Getting Help

Registration Assistance

1. Computer Kiosks located in lobby area of New Student Administration Building.
2. Helpdesk via telephone and email during the hours of 8:30AM – 4.30PM from **May 9 to June 10, 2011, Monday to Friday.**
 - a. Helpdesk Telephone Number 662-2002 – extensions. – 3969, 3970, 3971 and 3972 OR
 - b. Email – support@mysta.uwi.edu
3. **Financial Clearance Queries: Tel. 662 2002 Ext. 2143; 3382; 3379**

Students requiring assistance from Student Affairs (Admissions) can call TEL 1 868 662 2002 Ext. 3012/2157

Faculty Summer Programme Offices

- ❖ Engineering : Engineering Institute,
2nd Floor, Block 1, Faculty of
Engineering Tel: 868 662 2002
[Extensions: 2197 & 2175;](#)
[E.mail: Enginst@eng.uwi.tt,](mailto:Enginst@eng.uwi.tt)
ceec@eng.uwi.tt

- ❖ Humanities & Education: Computer Lab,
School of Education,
ARCON II Building
(Works Dept. Compound);
- [Post Graduate Computer
Laboratory, Third Floor, School
of Humanities Building –
telephone extension 2399;](#)
- [Summer Programme Office,
Third Floor, School of
Humanities Building –
telephone extension 3769,
2288](#)

- ❖ Science & Agriculture: Room 230, Student's
Reception Area, Dean's Office,
Faculty of Science &
Agriculture, Frank Stockdale
Building
Exts. 2600, 3525, 2956

- ❖ Social Sciences : Dean's Office, Faculty of Social
Sciences Summer
Programme Office,
Direct line: 868 645-5383;
1 (868) 662 2002, ext. 3048,
2408, 2405
Fax: 1 (868) 662-6295;
E-mail: fss@sta.uwi.edu

The Registry
UWI St. Augustine
April 11 2011 (updated)