The period of registration will be from May 21 – June 16, 2018
The period for late registration will be from June 11 - June 16, 2018
TIME: 6.00 a.m. to 11.00 p.m.

NOTE: Late Registration Fee/Late Payment Penalty of TT$150 is applied PLUS Registration fee TT$100
Students who register in the Summer School Programme are subject to all University and Faculty Regulations.
Non-UWI Students & UWI Students Other UWI Campus

**STEP 1  OBTAIN FACULTY APPROVAL**

1. Collect and complete the Summer Programme Application/Registration 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.

**NB. UWI STUDENTS FROM OTHER CAMPUSES MUST RETAIN THEIR HOME CAMPUS UWI ID NUMBER**

**STEP 2  SELECT COURSES ONLINE**

For the 2017/2018 Summer School session all registration will be conducted online using The University of the West Indies St. Augustine Campus website at:

https://sta.uwi.edu/admissions/undergrad/summer_programme.asp

To access the online registration go to the Student Portal at my.uwi.edu. Your user ID is your 8-digit or 9-digit student registration ID number and your initial password i.e. Date of birth \textit{yyyymmdd}

1. Proceed with the YELLOW copy of the approved Registration Form to SELECT COURSES OLINE and do your own data entry.

2. You may do your own online selection of courses 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 3 BELOW
UWI STUDENTS St. Augustine Campus ONLY
EVENING (E01 SECTION) STUDENTS REGISTERING FOR SUMMER (SUM SECTION) COURSES

1. Submit written request to the Office of the Dean of the respective Faculty to register for the course(s).

2. Await phone/e-mail notification from faculty [3-5 working days] of approval to select course(s) online and make payment for course.

3. Pay your fees at any Branch of Republic Bank Ltd. using the bank deposit slip provided.

4. Present payment slip (copy) to Dean’s office.

5. FOLLOW INSTRUCTIONS FROM STEP 1 BELOW

Only students pursuing Summer Certificate/Diploma programmes or programmes in the Evening University/B.Ed are eligible for GATE funding.

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.

Students in the Evening University or students registered in the BED programme who were previously registered for Semester I/II 2017/2018 academic year will be required to submit a Student copy of the e-GATE application form for registration in the 2017/2018 summer session.
**UWI STUDENTS St. Augustine Campus ONLY**
CURRENTLY ENROLLED STUDENT

**STEP 1  SELECT COURSES ONLINE**

For the 2017/2018 Summer School session all registration will be conducted online using The University of the West Indies St. Augustine Campus website at:
https://sta.uwi.edu/admissions/undergrad/summer_programme.asp

1. 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 select course(s) online.
   To access the online registration, go to the Student Portal at my.uwi.edu. Your user ID is your 8-digit or 9-digit student registration ID number and your initial password i.e. Date of birth yyyyymmdd

2. You may do your own online selection of courses 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

**STEP 2  PRINT**

1. 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  PAYMENT OF FEES**

NB. All fees (including any applicable late charges) must be paid by the last working day of June 2018.

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

The Registry | UWI St. Augustine | May 2018 (updated)
Examinations ONLY fee- Examinations Only students registering in the summer session are required to pay the TT$100 registration fee, in addition to normal faculty per credit fee, in accordance with published Undergraduate Financial Information 2017-2018.

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

### TABLE 1: FEE SCHEDULE

<table>
<thead>
<tr>
<th>FEES</th>
<th>UWI STUDENTS (ALL CAMPUSES) TT$(per course)</th>
<th>NON-UWI STUDENTS FROM CONTRIBUTING COUNTRIES TT$(per course)</th>
<th>NON-UWI STUDENTS FROM NON-CONTRIBUTING COUNTRIES US$(per course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY OF SOCIAL SCIENCES</td>
<td>1,600.00</td>
<td>1,900.00</td>
<td>965.00</td>
</tr>
<tr>
<td>FACULTY OF FOOD &amp; AGRICULTURE</td>
<td>1,600.00</td>
<td>1,900.00</td>
<td>965.00</td>
</tr>
<tr>
<td>FACULTY OF SCIENCE &amp; TECHNOLOGY</td>
<td>1,600.00</td>
<td>1,900.00</td>
<td>965.00</td>
</tr>
<tr>
<td>FACULTY OF HUMANITIES &amp; EDUCATION</td>
<td>1,600.00</td>
<td>1,900.00</td>
<td>965.00</td>
</tr>
<tr>
<td>FACULTY OF ENGINEERING</td>
<td>1,600.00</td>
<td>1,900.00</td>
<td>965.00</td>
</tr>
<tr>
<td>FACULTY OF MEDICAL SCIENCES</td>
<td>1,600.00</td>
<td>1,900.00</td>
<td>965.00</td>
</tr>
</tbody>
</table>

Compulsory Fees applicable to Non-UWI, 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

Fees must be paid at any Branch of Republic Bank Ltd. using the bank deposit slip provided or using the UWI Online Payment system.

Registration in the summer session will carry a non-refundable registration fee of TT$100.00 per Faculty.

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.

Students can pay fees at any branch of Republic Bank Ltd. using the bank deposit slip or using the Online Payment System as follows:

1. Payment must be made on the UWI student bank deposit slip
2. Your name, address and UWI Student ID number are entered on the bank deposit slip
3. The Bank Teller returns 2 copies of the deposit slip to you. One to be submitted with the course Registration Fee Assessment Invoice and the other for the student record
4. Faculty of Medical Sciences students who are non-nationals are required to pay tuition fees in US$ currency.
5. Students from non-contributing countries are required to pay tuition in US$ currency.

ONLINE PAYMENT

1. Log on to your Mysecure Area
2. Select Student Services & Financial Aid
3. Click Student Records
4. Select Online Payments
5. Please note that only VISA credit cards are currently accepted for online payments
6. Print a copy of your online payment receipt and attach it to your course Registration Fee Assessment Invoice.
STUDENT PAYMENT PLAN (SPP)

The Student Payment Plan is available to the following:

a. Any National of Trinidad and Tobago pursuing either Undergraduate or Postgraduate programmes at UWI, St. Augustine Campus.

b. Any national of another contributing territory apart from Trinidad and Tobago who is not on scholarship support from their respective Government.

NB: The Payment plan is applicable to students whose tuition fee is more than $2,600.

Once accepted for the SPP, students are required to make payments in line with stipulated deadline dates below:

<table>
<thead>
<tr>
<th>Payment Plan for Tuition Fees</th>
<th>Semester 2</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Installment (down payment)</td>
<td>Last working day January</td>
<td>Last working day May</td>
</tr>
<tr>
<td>2nd installment</td>
<td>Last working day February</td>
<td>Last working day June</td>
</tr>
<tr>
<td>3rd installment</td>
<td>Last working day March</td>
<td>-</td>
</tr>
</tbody>
</table>

STEP 4 SUBMIT DOCUMENTS TO OBTAIN FINANCIAL CLEARANCE

NEW AND CONTINUING STUDENTS

Please submit the following documents to The Students and Receivables Section, Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building. May 21 to June 15, 2018, 9:00 a.m. to 6:00 p.m.

1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment/Scholarship letter

*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 www.e-gate.govt.tt or call 800-GATE for information.

The eGATE Application Form must be signed at the top ensuring the following information is included:
Period: September 2017 to August 2018
Academic Year: 2017/2018
Semester: 3

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

- 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 Bursary Representatives.

NOTES:

2. Citizens of Trinidad & Tobago who are pursuing a Summer Certificate/Diploma Programme, Evening University programme OR the Bachelor of Education (BEd) must REGISTER FOR GATE

3. Citizens of Trinidad & Tobago who are pursuing a degree programme in the Evening University OR the Bachelor of Education (BEd) –
   a. Who have registered for courses in 2017/2018 Semester I & II courses, OR
   b. Who are registering for the first time for academic year 2017/2018

   must complete and submit the following documents:
   i. Student copy of the E-GATE application form
   ii. Registration Fee Assessment Invoice
   iii. Receipt for payment of Compulsory Fees

STEP 5 GET YOUR UWI STUDENT ID CARD/ SMART CARD

NEW STUDENT - if you have obtained financial clearance visit the following link https://idcard.sta.uwi.edu to receive further instructions on how to access your UWI Student ID/Smart card. For further information, contact us at IDCARD.Help@sta.uwi.edu or call 662-2002 Ext. 83120

ID card Collection

ID card office, The Centre for Workforce Research and Development Building, (opp. UWI, The Health Service Unit).

Monday-Friday : May 21-June 08, 2018
(Except weekends and Public Holidays) : 9:00 a.m. to 4:30 p.m.
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.

**CONTINUING STUDENTS:**

- ✔ If you received financial clearance your UWI Student ID Card/Smart Card is automatically revalidated.
- ✔ If your previous UWI ID card has not been replaced with the new Smartcard ID card, you must obtain a new UWI Smart Card. Please produce the old ID card to the ID Card Office for immediate replacement.
- ✔ If your UWI ID Card has expired, you would be required to have your photograph taken to obtain a new UWI Smart Card.

**ONLINE REGISTRATION INSTRUCTION GUIDE**


**ABOUT ELECTRONIC FACULTY OVERRIDES**

Detailed information about Electronic Faculty Overrides is available at [http://sta.uwi.edu/registration/overrides.asp](http://sta.uwi.edu/registration/overrides.asp)

**GETTING HELP**

1. Computer Kiosks located in The Customer Service Centre (Lobby area), The Lloyd Braithwaite Student Administration Building.

2. Helpdesk - BANNER-Related Queries- via telephone and e-mail during the hours of 8:30 a.m. – 4.30 p.m. Monday to Friday from **May 21 to June 15, 2018**.
   
   i. Telephone Number (868) 662-2002 – extensions – 83969, 83970, 83971 and 83972
   
   ii. Email – [support@sta.uwi.edu](mailto:support@sta.uwi.edu)

3. Financial Clearance Queries - Call (868) 662 2002 Exts. 82143; 83382; 83379
4. Assistance with Student Portal and/or PIN Reset:
   i. Call (868) 663-1334/662-4304 EXT HELP (84357) OR
   ii. E-mail - servicedesk@sta.uwi.edu

**LIBRARY SERVICES**

Opening hours for the Alma Jordan Library during Summer School Session 2015/2016

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8.30 am – 6.30 pm</td>
</tr>
<tr>
<td>Tuesday – Friday</td>
<td>8.30 am – 5.00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8.30 – 12.30pm</td>
</tr>
<tr>
<td>Sundays</td>
<td>closed</td>
</tr>
</tbody>
</table>

Students pursuing summer courses with valid UWI IDs will be granted Library access from 14 May to 28 July 2018.

**FACULTY SUMMER PROGRAMME OFFICES**

**Engineering**

Engineering Institute, 2nd Floor, Block 1,
Faculty of Engineering
Tel: Direct line: 1 (868) 662-6267;
(868) 662-2002 EXTS: 83637, 82197, 82197 and 82175;
E-mail: engineering.institute@sta.uwi.edu OR continuing.education@sta.uwi.edu

**Food & Agriculture**

Room 230, Student’s Reception Area,
Dean’s Office,
Faculty of Food & Agriculture
Frank Stockdale Building
Tel: (868) 662 2002 EXTS. 82600, 83903; 82113

**Humanities & Education**

Post Graduate Computer Laboratory,
Third Floor, School of Humanities Building,
Tel: (868) 662 2002, EXTS 82399

Office of the Dean
Faculty of Humanities & Education
School of Humanities Building
Tel: (868) 662 2002 EXTS 82288,
83762 and 82034.
Science & Technology: Dean’s Office  
Faculty of Science and Technology  
Chemistry Building #2  
Tel: (868) 662 2002 EXTS. 84480, 84481, 84483, 84478  
Email: fst@sta.uwi.edu

Social Sciences: Dean’s Office, Faculty of Social Science  
Summer Programme Office,  
Direct line: 1 (868) 645 5383;  
1 (868) 662 2002, ext. 83048, 82408, 82405, 82748  
Fax: 1 (868) 662-6295  
E-mail: fss@sta.uwi.edu

BANNER AVAILABILITY FOR REGISTRATION

6:00 a.m.– 11:00 p.m.- Sunday to Saturday during registration period

REGISTRATION LABS

1. There will be no designated on-campus registration lab.  
2. Students are advised to use any faculty computer laboratory during the registration period once they are available.