



Summer  
COURSES  
2019

## REGISTRATION PROCEDURE

**The period of registration will be from May 20 – June 15, 2019**

**The period for late registration will be from June 10, 2019**

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

NOTE 2: 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

To access the online registration go to the Student Portal at [my.uwi.edu](http://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 `yyyymmdd`.

1. Proceed with the YELLOW copy of the approved Registration Form to SELECT COURSES ONLINE 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

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## UWI STUDENTS (St. Augustine Campus ONLY)

### CURRENTLY ENROLLED STUDENTS

#### STEP 1: SELECT COURSES ONLINE

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](http://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 `yyyymmdd`

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 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. 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.

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## STEP 4: SUBMIT DOCUMENTS TO OBTAIN FINANCIAL CLEARANCE

### NEW AND CONTINUING STUDENTS

To submit the following documents to: The Students and Receivables Section, Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building. May 20 to June 14, 2019, 9:00 a.m. to 4:30 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
3. \*Signed eGATE Application form. **\*For Citizens of Trinidad & Tobago ONLY**

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](http://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 2018 to August 2019**

**Academic Year: 2018/2019**

**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:

1. 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
2. Citizens of Trinidad & Tobago who are pursuing a degree programme in the Evening University OR the Bachelor of Education (BEd) –
  - (i) Who have registered for courses in 2018/2019 Semester I & II courses  
OR
  - (ii) Who are registering for the first time for academic year 2018/2019 must complete and submit the following documents:
    - a. Student copy of the E-GATE application form
    - b. Registration Fee Assessment Invoice
    - c. Receipt for payment of Compulsory Fees

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## 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 (Except weekends and Public Holidays)

May 27 to June 07, 2019 | 9:00 am. 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

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

<http://sta.uwi.edu/resources/documents/StudentBannerRegistrationManual.pdf>

### About Electronic Faculty Overrides

Detailed information about Electronic Faculty Overrides is available at

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

## GETTING HELP

### Registration Assistance

1. Computer Kiosks located in lobby area of the Lloyd Brathwaite Student Administration Building.
2. Helpdesk BANNER-Related Queries - via telephone and e-mail during the hours 8:30AM – 4.30 p.m. from May 20 to June 14, 2019 Monday to Friday  
a. Telephone Number (868) 662-2002 – extensions. – 83969, 83970, 83971 and 83972 OR b. Email – support@sta.uwi.edu
3. Financial Clearance Queries: Tel. (868) 662 2002 Ext. 82143, 83382, 83379, 82137
4. Assistance with Student Portal and/or PIN Reset: a. Call (868) 663-1334/662-4304 EXT HELP (84357) OR b. E-mail: servicedesk@sta.uwi.edu

Students requiring assistance from Student Affairs (Admissions) can call TEL 1 (868) 662 2002 Ext. 83012/82157/82154/84224