



UWI
ST. AUGUSTINE
CAMPUS

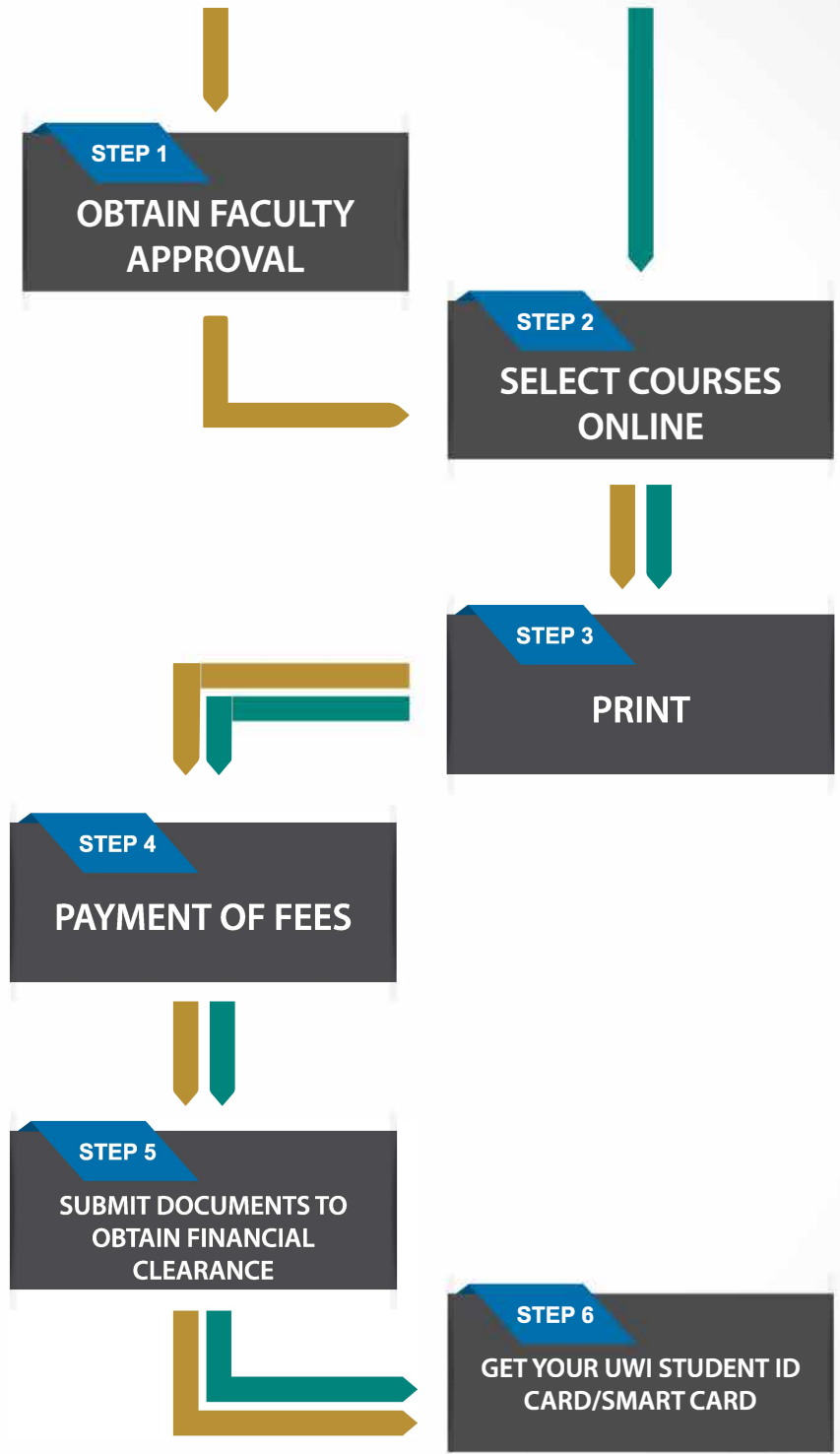
SUMMER UNIVERSITY

REGISTRATION PROCEDURE

The Registry
UWI St. Augustine
May 2017 (updated)

**NON-UWI STUDENTS
& UWI STUDENTS
OTHER UWI CAMPUS**

**UWI STUDENTS
ST. AUGUSTINE CAMPUS ONLY**
CURRENTLY ENROLLED STUDENTS



The period of registration will be from **May 27 – June 17, 2017**

The period for late registration will be from **June 12 - June 17, 2017**

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

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. Your user ID is your 8-digit or 9-digit student registration ID number and your initial password i.e. Date of birth yyymmdd

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 2017.

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.

STEP 4**SUBMIT DOCUMENTS TO OBTAIN FINANCIAL CLEARANCE**

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**

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.ttor call 800-GATE for information.

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

Period: September 2016 to August 2017

Academic Year: 2016/2017

Semester: 3

NOTE:

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

- Students can check on line 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 2016/2017 Semester I & II courses

OR

- (ii) Who are registering for the first time for academic year 2016/2017 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

STEP 5**GET YOUR UWI STUDENT ID CARD/SMART CARD****1. NEW STUDENT**

If you have obtained financial clearance proceed to the ID Card Office at the Centre for Workforce Research and Development (CWRD) to have your ID photo taken.

Monday - Friday:

Except weekends and Public Holidays

9:00 am. to 6:00 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.

2. CONTINUING STUDENTS:

- a. If you received financial clearance your UWI Student ID Card/Smart Card is automatically revalidated
- b. 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.
- c. 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 Monday to Friday

Telephone Number (868) 662-2002 – extensions. – 83969, 83970, 83971 and 83972 **OR**

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:

Call (868) 663-1334/662-4304 EXT HELP (84357) **OR** E-mail: servicedesk@sta.uwi.edu

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

LIBRARY SERVICES:

Opening hours for the Alma Jordan Library during Summer School Session

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|---------------------|---------------------|
| Mondays – Thursdays | 8.30am – 10.00 p.m. |
| Fridays | 8.30am – 5.00 p.m. |
| Saturdays | 8.30am – 5.00 p.m. |
| Sundays | CLOSED |

Students pursuing summer courses with valid UWI IDs will be granted Library access.

FACULTY SUMMER PROGRAMME OFFICES

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|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Engineering: | Engineering Institute, 2nd Floor, Block 1, Faculty of Engineering Tel: Direct line: 1 (868) 662-6267; (868) 662-2002 EXTS: 82197 & 82175 E-mail: Eng.Inst@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 |
| 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 Fax: 1 (868) 662-6295 E-mail: fss@sta.uwi.edu |

BANNER AVAILABILITY FOR REGISTRATION

1. 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.

REGISTRATION ASSISTANCE PROVIDED

1. Computer Kiosks located in lobby area of 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
 - a. Telephone Number (868) 662-2002 – extensions – 83969, 83970, 83971 and 83972
 - b. Email – support@mysta.uwi.edu
3. Financial Clearance Queries - Call (868) 662 2002 Exts. 82143; 83382; 83379
4. Assistance with Student Portal and/or PIN Reset:
 - a. Call (868) 663-1334/662-4304 EXT HELP (84357) OR
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