



THE UNIVERSITY OF THE WEST INDIES

ST AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

FACULTY OF ENGINEERING

Engineering Summer School 2023 Registration Procedures

Registration Begins: Thursday 18th May, 2023 **Registration Ends:** Wednesday 7th June, 2023

1. All students must complete and submit online the “**2023 Summer Programme Registration JotForm**” available online at <https://sta.uwi.edu/eng/faculty-engineering-summer-programme-registration>.
2. After submission, all applications must be approved by the respective Head of Department or designate as well as the Faculty’s Deputy Dean, for Undergraduate Student Matters.
3. After approval students will receive an email from the Dean’s Office instructing them to proceed to register for the approved course/s.
4. **Clearance to pursue courses examined in Semester II 2022/2023 would be granted only after the results are official.**

For more information on summer programmes and to view the courses being offered by the Faculties, visit: https://sta.uwi.edu/admissions/undergrad/summer_programme.asp and <https://sta.uwi.edu/eng/faculty-engineering-undergraduate-summer-programme>.

For a detailed guide on registering steps, view the following: https://sta.uwi.edu/resources/documents/banner_registration_guide_ug.pdf

The Registration process will continue to include enrolment in *the FEE PAY system*. FEE PAY allows students to **gain instantaneous financial clearance by enrolling in a Payment plan**.

Some key points to note about FEE PAY:

- This is now a **mandatory part of the registration process**; each student will be required to enroll. Even if the student intends to pay all fees and tuition costs upfront, they will still be required to enroll in a payment plan to access financial clearance. Enrolling in FEE PAY will incur a charge of \$35 per semester
- FEE PAY is a fully automated online system; however, **all the usual channels for paying fees are still available**: online using a credit card or chip debit card, at any branch of Republic Bank or via wire transfer. Even though financial clearance is now granted automatically, to maintain this clearance students will still be required to submit proof of payment documents via the **online eCourier platform**, [which can be accessed here](#)
- We encourage you to read the **FEE PAY FAQs** to learn more, [click here to access](#). For a step-by-step tutorial on how to maneuver the FEE PAY system, students can view the [FEE PAY tutorial video here](#)
- To maintain financial clearance and to complete the registration process, all the required documents must be submitted to the Courier platform. For a list of the required documents [click here](#)
- For assistance with any financial matters, students can contact the Bursary via their online Service Desk platform. [Click here](#) to access For assistance with any part of the registration process contact one of the following:

Helpdesk/BANNER-Related Queries BannerStudentSupport@sta.uwi.edu

Assistance with Student Portal, PIN Reset, myeLearning servicedesk@sta.uwi.edu Student Affairs (Admissions) admis@sta.uwi.edu

16th May, 2023
Office of the Dean
Faculty of Engineering

NOTE: *If problems are experienced registering online*, please contact the Dean's Office at tianna.lewis@sta.uwi.edu.