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## FREQUENTLY ASKED QUESTIONS FOR UWI STUDENTS

**1. Do I need to register on the CLL's website if I am pursuing a course for credit?**

Yes, credit-bearing students must complete the CLL's online registration form before registering on Banner.

**2. Do I have to register on banner if learning a language is a requirement for my degree?**

No, UWI students fulfilling language requirements are only required to complete the CLL online registration.

**3. Is there an extended registration period for UWI STA Students?**

Yes, UWI STA Students can register for our courses up until the last day of the University's 'Add and Drop' period. However, by that time it is likely that certain courses will be filled.

**4. What do I do in the event that I am prompted to submit an override when attempting to register on banner for a CLL course?**

Email the Administrative Assistant (Student Matters), Mrs. Mandy McVorrان at [Mandy.McVorrان@sta.uwi.edu](mailto:Mandy.McVorrان@sta.uwi.edu) for assistance.

**5. Do I receive a certificate at the end of the course if I am a credit-bearing student?**

No, your results are reflected on your transcript as per standard UWI-Policy.

**6. As a credit-bearing student, will I receive an official record or certificate?**

No. The marks and grades of a credit bearing student will be uploaded on banner and reflected on your transcript.

**7. Can I take a course for credit on Saturdays?**

No, credit-bearing courses are only available during the week in Semesters I and II. Credit-bearing courses are not offered in the May-July period.

**8. Can I change my class time after completing the registration process?**

- Once the registration staff has received proof of payment, students wishing to change their class times must send their requests via email to [CLL.FHE@sta.uwi.edu](mailto:CLL.FHE@sta.uwi.edu).
- Requests for changes to class times will be responded to from **February 1, 2021**.
- All class time-related changes must be approved by registration staff since approval depends on enrolment numbers.

**9. What should I do in the event that I have a clash and need to switch groups?**

- Students are asked to contact the CLL's registration staff via email to request placement in another group.
- Switches are not guaranteed.
- Requests for changes to class times will be responded to from **February 1, 2021**.

**10. As an International Relations student do I have to inform the CLL and the IIR if I decide to withdraw?**

Yes

**11. Can I pay online?**

Yes. Due to the COVID-19 Pandemic UWI Students are now able to pay online.

**FOR FURTHER INFORMATION:**

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Website: [www.sta.uwi.edu/fhe/cll](http://www.sta.uwi.edu/fhe/cll) Facebook: [www.facebook.com/clluwista](https://www.facebook.com/clluwista) Twitter: @CLLUWI