



## ONLINE COURSE REGISTRATION FREQUENTLY ASKED QUESTIONS

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### 1. What courses are currently on offer?

All courses are subject to minimum student enrolments. Our language courses for this semester are:

- Chinese – Levels 1B, 2B
- French – Levels 1A, 1B, 2B, 3B
- German – Level 1B
- Japanese – Levels 1B, 2B
- Portuguese – Level 1A
- Spanish – Levels 1A, 1B, 2A, 2B, 3B
- Yoruba – Levels 1B, 2A

### 2. What are the pre-requisites for the language courses?

- There are no pre-requisites to enter the first part of Level 1 courses, e.g.: Level 1A Chinese, Level 1A Spanish, etc.
- Students wishing to register for the second course in a level or a course at a higher level must have successfully completed the preceding course.
  - Example 1: to register for Level 1B Chinese a student must have successfully completed Level 1A Chinese.
  - Example 2: to register for Level 3A French a student must have successfully completed Level 2B French.

### 3. When does registration for this semester end?

- Registration ends on **January 12<sup>th</sup> 2024**.

### 4. What are the dates for this semester?

- Classes will take place during the period **January 15<sup>th</sup> – April 27<sup>th</sup> 2024**.

### 5. Can I do more than one course?

- Yes, depending on the semester and the level for which you are registering.

### 6. Can I do levels A and B of the same language course?

- No.

### 7. Can the course for which I am registering be cancelled?

- Yes, class offerings are subject to demand. If an insufficient number of students register for a particular course, this course will be cancelled.

### 8. How can I choose my course level?

- View the Self-Assessment Grid to help you identify your course level, available on our website [Non-University Students | UWI STA Centre for Language Learning](#)
- For help choosing between Level 1A and 1B Spanish or Level 1A and Level 1B French, take the relevant placement test available on our website [Non-University Students | UWI STA Centre for Language Learning](#)

### 9. What fees do I have to pay?

- All courses are subject to a **TT\$75.00\*** non-refundable registration fee, in addition to the cost of tuition (which varies according to student status) and course textbooks.
- The following fees apply to language courses offered this semester:
  - UWI St. Augustine students – TT\$75.00 (Level 2A and above)
  - UWI St. Augustine staff – TT\$475.00
  - Member of the Public – TT\$700.00
  - 60+ – TT\$575.00

### 10. How soon do I have to pay tuition fees?

- After receiving payment instructions, you will have **1 business day** to pay tuition fees.
- Course fees **do not** include the cost of textbooks.

### 11. Where do I pay tuition fees?

- Fees can be paid online via credit card, subject to a 3% surcharge; via direct transfer through online banking; or direct deposit at a local bank. Send an email to [CLL.FHE@sta.uwi.edu](mailto:CLL.FHE@sta.uwi.edu) to request payment instructions.

**12. Do I have to purchase my textbook(s) when I pay tuition fees?**

- No. Textbooks can be purchased at the University's Bookshop. Kindly contact them for more information at 662-5837 or via their Facebook page:  
<https://www.facebook.com/uwi.sta.edu.uwi.bookshop>

**13. What do I do after I register online?**

- Once proof of payment has been received, you will be sent a welcome email within 2 business days. **Reminder: kindly forward your proof of payment to [CLL.FHE@sta.uwi.edu](mailto:CLL.FHE@sta.uwi.edu).**
- Prior to attending your first session, whether in-person or online, please consult the documents on the Student Information section of our website [Non-University Students | UWI STA Centre for Language Learning](#)
- For information regarding **refunds**, please consult the Student Fact Sheet online.

**14. Can I get help with registering online?**

- Yes, please view the tutorial video for help with completing the registration form, available here: <https://www.youtube.com/watch?v=12XZ1ihr-tM>
- Or kindly complete the Contact Us form available here: [Contact Us | UWI STA Centre for Language Learning](#) to be contacted via email for assistance with registering. Select "Online registration issues".

**FOR FURTHER INFORMATION:**

Email: [cll.fhe@sta.uwi.edu](mailto:cll.fhe@sta.uwi.edu) Website: [www.sta.uwi.edu/fhe/cll](http://www.sta.uwi.edu/fhe/cll)

Facebook: [www.facebook.com/CLUWISTA](https://www.facebook.com/CLUWISTA) | Twitter: @CLUWI | Instagram: [centreforlanguagelearning](#)