



**UWI**  
ST. AUGUSTINE  
CAMPUS

FACULTY OF HUMANITIES  
AND EDUCATION

## Information for Accessing the Faculty of Humanities and Education VIRTUAL ORIENTATION & ACADEMIC ADVISING SESSIONS

### 4 SIMPLE STEPS

1

**Attend  
Faculty &  
Department  
Orientation**

2

**Get  
Department  
Academic  
Advising**

3

**Get  
Faculty  
Academic  
Advising**

4

**Register &  
go to  
Lectures**

### GETTING STARTED



#### Internet Connection

To have a quality experience  
ensure there is an internet  
connection



#### A Device

Access through:  
Smart phone, Tablet,  
Laptop, PC



#### Speakers or a headset

For clear communication  
ensure you have a speaker,  
built in microphone or headset.



#### A Web Browser

Go to the Faculty Website to  
<https://sta.uwi.edu/fhe>  
Academic Advising to book  
an appointment.

## 1 Orientation

**Faculty Orientation 19th August 2021**  
**Time: 10:00 am - 11:00 am**

Select Faculty Orientation Button



Register for Faculty Orientation Session

**Department Orientation 20th August 2021**  
**Time: 10:00 am 12:00 noon**

Select Department Orientation Button



Register for Department Orientation Session

## 2 Department Academic Advising

### NEW STUDENTS

**23rd -27th August 2021**

**Time: 9:00 am - 12:00 noon**  
**1:00pm - 4:30pm**

- Go to the Faculty Website
- Click Academic Advising icon
- Select your Department
- Book Your Appointment
- Attend your booked appointment with your Academic Advisor.
- Removal of holds (done by Faculty Office)
- Register for Courses
- Go to Lectures

### LATE ACCEPTANCE & CONTINUING STUDENTS

**30th August - 3rd September 2021**

**Time: 9:00 am - 12:00 noon**  
**1:00pm - 4:30pm**

- Go to the Faculty Website
- Click Academic Advising icon
- Select your Department
- Book Your Appointment
- Get Transcript
- Attend your booked appointment with Academic Advisor
- Removal of holds (done by Faculty Office)
- Register for Courses
- Go to Lectures

## 3 Faculty Academic Advising

- Go to the Faculty Website
- Click Academic Advising icon
- Click on Step 3 Faculty Academic Advising
- Get Transcript
- Degree Evaluation (compulsory for all Final Year Students)
- Special Matters (RTW, Leave of Absence, Holds, Change of Major, Credit Exemption)

4

**Register & Go to Lectures**

NOTE: For queries please send email to [fhe.academicadvising@sta.uwi.edu](mailto:fhe.academicadvising@sta.uwi.edu)

