

## 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



To have a quality experience ensure there is an internet connection



Access through:  
Smart phone, Tablet,  
Laptop, PC



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
- Get Transcript
- Attend your booked appointment with 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
- 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)

