



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE CAMPUS, TRINIDAD & TOBAGO, WEST INDIES
OFFICE OF THE CAMPUS REGISTRAR

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June 15, 2020

Dear Students,

Office of the Campus Registrar Advisory #4

As I write, many of you are completing your final assessments at the end of an unprecedented Semester II, while the University is engaged in planning for the 2020–21 academic year. The educational aspirations of our student body, along with the health and safety of students, staff, and Faculty, remain the University's highest priorities and I hope you and your families are keeping well.

Following the previous advisory on May 11, I write formally to provide an update on the **Summer Semester 2019/2020**. Registration for the Summer Semester begins today, **Monday June 15, 2020**. Please be advised of the following

- All Faculty schedules with the listing of the summer courses are being finalised and will be available on the [Summer Programme website](#) momentarily. Students pursuing senate approved programmes where summer is part of their programme will follow the guidance from their Faculty Programme Coordinator.
- All Summer Semester course instruction and assessment will be conducted **remotely**.
- **All Registration Fees have been waived:** This includes the standard fee as well as the late registration fee. Compulsory Fees applicable for non-UWI students as well as UWI students from other campuses will still apply.

Key Dates for the Summer Session

- **Registration Period: June 15 – July 3, 2020**
- **Teaching Begins (Online): June 22, 2020**
- **Teaching Ends (Online): August 7, 2020**
- **Final Assessments Period: August 10 – 21, 2020**

Payment of Fees

Fees can be paid in the following ways:

1. At **any branch of Republic Bank Ltd.** using The UWI pink bank deposit slip titled “*Deposit For Summer School Only.*”
2. Using the **UWI Online Payment system** (using a visa or master card), see details below. system by logging in to **mySecureArea** and following the instructions as follows:
 - The navigation to the student online payments link is as follows: Student Portal > mySecureArea > Student Services & Financial Aid > Student Records> Online Payments
 - Follow steps from there to complete payment.
 - You can click in the field with the amount and change it to the desired figure.
 - Once the payment is completed you will receive an email to your UWI email account confirming payment.
 - Please forward this email to the requisite email address as indicated below.
3. Through **online internet banking or wire transfer** using the following details:
 - Republic Bank Limited
 - UWI, St. Augustine,
 - Trinidad
 - Swift Address RBNKTPX
 - Account: 160 284 581 001
 - Account Name: The University of the West Indies
 - Reason For Payment - Provide details e.g. Student ID #, Name, Reference #, etc.

Students are encouraged to use the electronic payment options and ensure that receipts are obtained as proof of payment.

Financial Clearance

Students registering for the Summer Semester are required to scan and email **ONE pdf attachment with the following documents (where applicable)** for Financial Clearance to the relevant contacts listed below:

- Signed fee assessment sheet
- Signed e-GATE form (where applicable)
- Scholarship letter (where applicable)
- Bank slip (front and back) (where applicable)
- Submission receipt (where applicable)
- Online confirmation Receipt (where applicable)

Indicate your student ID, name and programme in the subject field of the email. The PDF document should be re-named using your ID number and name.

Faculty	Email Address
Social Sciences – Arthur Lok Jack Graduate School of Business	Studentaccounts.Alj@sta.uwi.edu
Social Sciences - Postgraduate	StudentAccounts.PG-SocialSciences@sta.uwi.edu
Social Sciences - Undergraduate	StudentAccounts.UG-SocialSciences@sta.uwi.edu
Evening University - Undergraduate	StudentAccounts.UG-Evening@sta.uwi.edu
Engineering - Postgraduate	StudentAccounts.PG-Engineering@sta.uwi.edu
Engineering - Undergraduate	StudentAccounts.UG-Engineering@sta.uwi.edu
Food & Agriculture	StudentAccounts.FFA@sta.uwi.edu
Pre-Science	Studentaccounts.Pre-Science@sta.uwi.edu
Science & Technology	StudentAccounts.FST@sta.uwi.edu
Humanities	StudentAccounts.Humanities@sta.uwi.edu
Education	StudentAccounts.Education@sta.uwi.edu
Medical Sciences - Postgraduate	StudentAccounts.PG-MedicalSciences@sta.uwi.edu
Medical Sciences - Undergraduate	StudentAccounts.UG-MedicalSciences@sta.uwi.edu
Medical Sciences - Nursing	Studentaccounts.Nursing@sta.uwi.edu
CLE (Hugh Wooding Law School)	studentaccounts.cle@sta.uwi.edu
Law	StudentAccounts.Law@sta.uwi.edu
Sport	StudentAccounts.Sports@sta.uwi.edu

Postgraduate Research and Final Year Students

As we look to the phased resumption of operations on the Campus in the coming weeks, special consideration will be given to the resumption of postgraduate research as well as the needs of final year students. Where research projects or laboratory sessions are required, Faculty Deans will guide this process. All students are encouraged to liaise with their Lecturers, Course Coordinators or Head of Department to be guided in this regard as information becomes available.

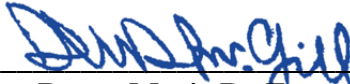
Key Faculty Summer School Contacts

- **Engineering** continuing.education@sta.uwi.edu
tianna.lewis@sta.uwi.edu
- **Food & Agriculture** sonja.joseph@sta.uwi.edu
- **Humanities & Education** fhe.summerapplication@sta.uwi.edu
- **Medical Sciences**
School of Pharmacy
maria.brooks@sta.uwi.edu
melanie.boxil@sta.uwi.edu
School of Nursing
shadiwsh.bailey@sta.uwi.edu
- **Science & Technology** FST.Undergraduate@sta.uwi.edu
- **Social Sciences** FSS-Business.unit@sta.uwi.edu

Applications for Admission

You are reminded that undergraduate and postgraduate applications for the 2020/2021 academic year remain open, with a current deadline of **July 10, 2020**. Prospective students can access additional information at <https://sta.uwi.edu/covid19/prospects.php>

As always, I thank you for your ongoing patience and commitment to helping ensure the University's ability to navigate the current realities. Do stay safe and look out for the additional updates.



Dr. Dawn-Marie De Four-Gill
Campus Registrar