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FOREWORD

On behalf of all staff, I welcome all new and returning students in the Faculty of Law

You are among a privileged few to have this wonderful opportunity to embark on the exciting journey that is legal studies. It is the first leg of what is for many an illustrious and rewarding path, but with it comes tremendous responsibilities – to your community, your future clients, your country and for some of you, the world.

Our experienced and internationally recognized staff in the Faculty are eager to assist and facilitate your journey towards completing your degree successfully and becoming capable and ethical practitioners that are needed in the region.

This Guide has been compiled to enable you to quickly access and understand some of the rules and regulations that you must adhere to throughout your stay in the Faculty and must be read alongside the Faculty’s Handbook which provides additional information of the Faculty’s Regulations and Syllabi. Web-Links are provided to documents which contain the complete set of rules and regulations.

Best wishes for a rewarding and dynamic experience in the Faculty.

ROSE-MARIE BELLE ANTOINE

Dean
Faculty of Law
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"The Faculty of Law, St. Augustine, the University of the West Indies, in communion with its counterparts at Mona and Cave Hill, has as its principal mission, the provision of high quality legal education, cultivating in the prospective law graduate the art of critical thought and reasoned exposition as they apply to the growth and functioning of the legal systems in the Commonwealth Caribbean and to the advancement of a more just and humane West-Indian society. The Faculty of Law is an integral part of the regional development strategy and aims to facilitate this developmental purpose by providing a rich intellectual academic foundation in law for legal practitioners. A collateral purpose of the Faculty of Law, St. Augustine, is to engage in legal research and publication to contribute to a high calibre worldwide jurisprudence and more specifically, further the goal of building an indigenous jurisprudence. The Faculty also aims to enhance continuing legal education in the region and to elevate the standard of public debate and education on issues of relevance to the community that it serves".

1. INTRODUCTION

The Faculty of Law was established at The University of the West Indies in 1970 and was initially based only at the Cave Hill Campus. Its primary objective is to provide for an
academic qualification which is a compulsory prerequisite to professional legal training for lawyers in the Commonwealth Caribbean. However, the traditional basic legal skills of concise and pertinent oral argument, systematic and relevant presentation of essential issues, clarity and precision of written opinions and detached and balanced judgment are also useful and reliable skills for other professions such as the Civil and Police Service, Accountancy, Banking and Commerce.

The Faculty of Law offers both undergraduate and postgraduate programmes. The undergraduate programme is offered only to students from territories which contribute to the Faculty, except in special circumstances. The programme is divided into 3 parts - Part I - III and is offered at all three campuses of The UWI, St. Augustine, Cave Hill and Mona.

Graduate studies in the Faculty lead to the Graduate Diploma, the UWI LLM, MPhil and PhD. The UWI LLM is a regional program offered simultaneously across the campuses utilising blended learning methodology. It includes specialisations in the areas of Corporate and Commercial Law; Legislative Drafting; and Public Law. A General LLM Degree is also offered when subjects in the abovementioned categories are combined.

The MPhil and PhD by research are available to suitably qualified candidates.

Full details on these graduate programmes are contained in the St. Augustine Faculty’s Graduate Handbook, the Faculty of Law office and the website [https://sta.uwi.edu/law/postgraduate.asp](https://sta.uwi.edu/law/postgraduate.asp).
The following table lists key office holders for your information:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
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### FULL-TIME FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>TEACHING AREAS</th>
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<tbody>
<tr>
<td>Dr. Sharon Le Gall</td>
<td>Intellectual Property, Law of Trusts; Real Property I; Equitable Remedies</td>
</tr>
<tr>
<td>Mrs. Alicia Elias-Roberts</td>
<td>Oil and Gas Law, International Environmental Law, International Mooting, Administrative Law</td>
</tr>
<tr>
<td>Deputy Dean</td>
<td>Constitutional Law, Caribbean &amp; International Human Rights Law; Criminal Law; Law and Legal Systems; Legal Methods, Research and Writing</td>
</tr>
<tr>
<td>(Events &amp; Outreach)</td>
<td>Jurisprudence, International Trade, Caribbean Environmental Law, International Environmental Law, International Human Rights, Constitutional Law, International Law, First Amendment...</td>
</tr>
<tr>
<td>Dr. Arif Bulkan</td>
<td>Corporate Insolvency Law, Banking Law and Tort</td>
</tr>
<tr>
<td>Mr. John Knechtle</td>
<td>Contract Law, Public International Law, Legal Methods, Research and Writing, International Mooting, Supervised Independent Research</td>
</tr>
<tr>
<td>Dr. Chumah Amaefule</td>
<td>Family Law 1 (law related to intimate relationships), Family Law 2 (law related to children), Alternative Dispute Resolution and Discrimination in Employment</td>
</tr>
<tr>
<td>Mr. Timothy Affonso</td>
<td>Company Law; Law of Corporate Management; Law of Corporate Finance; Law of Corporate Insolvency; Tort and Advanced Corporate Insolvency</td>
</tr>
<tr>
<td>Mrs. Afiya B. France</td>
<td>Law and Legal Systems, Advanced Constitutional Law, Gender and the Law and Commonwealth Caribbean Constitutions</td>
</tr>
<tr>
<td>Mr. John Jeremie, SC</td>
<td>Intellectual Property Law, Revenue Law, Administrative Law, Real Property</td>
</tr>
</tbody>
</table>
2. STUDENT’S RESPONSIBILITIES

It is the responsibility of each student to:

1. READ THE UNDERGRADUATE STUDENTS’ GUIDE and LAW FACULTY BOOKLET – Undergraduate Regulations & Syllabuses— in addition to other relevant documents (available at the University’s website: http://sta.uwi.edu/) thoroughly. These publications are intended to provide details of University regulations and other useful information for compliance and success at the University.

2. Bring any issues/problems as they arise, to the attention of relevant person – tutors, lecturers or Dean, as the case may be.

3. Be aware of and engage the various facilities of the Student Support Services as illustrated in Section 3 (pp.4).

4. Endeavour to attend all classes, tutorials, and laboratory sessions.

5. IT IS INCUMBENT ON EACH STUDENT TO READ THE NOTICE BOARDS AND LOGIN TO THE MYELEARNING PORTAL regularly to access information regarding class and laboratory schedules; in-course examinations; assignment deadlines; examination timetables; consultations with staff and other information, including changes necessary for the proper conduct of the academic programmes.

6. Adhere to appropriate codes of conduct particularly in classrooms.

7. Endeavour to be present and on time for all classes, tutorials, examinations and submit all assignments by the stipulated deadline.

As the most important stakeholders of the University, students are expected to seek the welfare and advancement of the institution and to protect it from misuse, abuse and all other detrimental activities and influences.
3. ORGANISATIONAL STRUCTURE OF THE DIVISION OF STUDENT SERVICES AND DEVELOPMENT

The Division of Student Services and Development (DSSD) provides a number of support opportunities/services for current students and alumni of the UWI St. Augustine Campus. Below is a graphical representation outlining the various student support services offered by the DSSD.

[Diagram of organisational structure]
4. FACULTY SUPPORT COMMITTEES & SYSTEMS

Within the Faculty there are also specific committees and systems to be of benefit to the students. These include:

4.1 Office of the Dean
All students have access to the Dean if they have difficulties in resolving issues with their respective lecturers.

4.2 Student – Staff Liaison Committee
The Student – Staff Liaison Committee meets at least once a semester and provides a platform for dialogue on matters/issues of concern toward enhancing the delivery of the programmes within the Faculty. This committee comprises a group of students (including Student Representatives) and staff.

4.3 myeLearning
The myeLearning platform is available to all registered students. The myeLearning portal provides access to:
- Course materials,
- Class announcements and other important information,
- Uploading of assignments,
- Turnitin software,
- Other resources stipulated by individual course lecturers.

4.4 Turnitin
The University has a strong policy against plagiarism: https://sta.uwi.edu/resources/documents/Exam_Regulations_Plagiarism.pdf . Student assignments/projects will be processed through Turnitin software and results will be dealt with according to University policy as stipulated on plagiarism.

4.5 Campus Library Services
The Campus has a Main Library which not only provides the required teaching books for the various courses in the programmes but also provides reading space, past examination papers, newspapers, databases, journals, e-Journals, as well as West Indiana and other Special Collections of academic materials required by students.

4.6 Student Feedback/Course Evaluation
Student feedback is integral to improving the delivery of the programmes within the Faculty. In addition to having a voice at the Student-Staff Liaison Committee meetings, each student has the opportunity to provide feedback on the delivery of each course undertaken via a Student Feedback/Course Evaluation Form distributed
at the end of each semester. These forms are analyzed by the Centre for Excellence in Teaching and Learning (CETL) and results are sent to the HOD and the respective lecturers. Any issues/concerns raised by the students are addressed and measures are taken to resolve these issues.

5. REGISTRATION & EXAMINATION GUIDELINES

It is the responsibility of each student seeking to register in the Faculty of Law to ensure that the courses for which he/she is registered, are in accordance with the regulations of the Faculty of Law. Where such regulations are not adhered to, the Faculty will take appropriate action.

In addition, the Faculty has imposed its own constraints on the registration and examination process. These are listed below along with the more significant Faculty Regulations:

5.1 Orientation and Academic Advising
The Faculty strongly advises all new students to attend the Orientation Seminar (which takes place before the start of the academic year) while both new and returning students are required to attend the respective Academic Advising sessions (which take place before the start of each semester). The dates of these sessions are posted on the Faculty’s website and are also circulated via the respective Class Representatives.

5.2 Trailing Courses
Students must register in the first instance, for all courses being carried forward i.e. trailing courses. Students are required to attend Academic Advising and consult the respective Faculty Advisors for details.

5.3 Supplemental Examinations
The current Policy of the Faculty of Law (St Augustine) is that a student should only be awarded a supplemental examination where he or she has failed two or less examinations and where these failures are ‘F1’ failures. However, the award of supplemental examinations remains at the full discretion of the Board of Examiners, as approved by Faculty Board.
5.4 Students on Grade Boundaries
Examinations at the University of the West Indies are subject to a system of second examination. Thus, scripts of students which fall just short of the passing mark have been scrutinised separately by two examiners.

After this process, there is no further consideration for “grade boundaries”. Students who have not achieved the pass mark in a specific course are deemed to have failed the course and are required to repeat it. However, the University allows students to appeal for review of the examination script with the examiner or re-mark of the examination script by an independent examiner (neither the original first nor second examiner). [As per item 141 of The Examinations Regulations: http://sta.uwi.edu/resources/documents/Exam_and_GPA_regulations.pdf].

5.5 Leave of Absence
In cases where a student needs to leave campus before completing the semester or needs to be away from campus for a period of time, please refer to the following University guidelines: https://sta.uwi.edu/admissions/undergrad/faqs_absence.asp

5.6 Required to Withdraw (RTW) from the programme of study
A student with a GPA of less than 2.00 in any given semester, is placed on warning and if his/her GPA does not increase to 2.00 or above in the subsequent semester, the student is automatically required to withdraw from the system for a period of one (1) academic year.

It is the responsibility of the student (who is required to withdraw) to re-apply to the Admissions Office, at least three (3) months prior to the time they are supposed to return to the University.

5.7 Grade Point Average
For details of the University’s Grading Scheme and the Faculty’s Award Classification: http://sta.uwi.edu/resources/documents/GPAbooklet.pdf

5.8 Graduation Requirements
The following credit ranges are required for graduation:
(i) Bachelor of Law (LLB) - 93 credits

The requisite number of courses indicated in the schedule for the LLB programme in the FACULTY OF LAW BOOKLET – Undergraduate Regulations & Syllabi http://sta.uwi.edu/faculty-booklet-archive, must also be passed.
(ii) All the prescribed courses must be passed before graduation. All core/compulsory courses must be completed. Students who have failed an elective course can choose to repeat the failed course or do another elective course instead. Students who, in the first semester, have failed elective courses are encouraged to register for make-up elective courses in the second semester if they have not registered for the maximum number of courses already.

5.10 Level 3 Schedule
The Level 3 schedule of courses for the LLB programme in Faculty is specified in the FACULTY OF LAW BOOKLET – Undergraduate Regulations & Syllabi [http://sta.uwi.edu/faculty-booklet-archive](http://sta.uwi.edu/faculty-booklet-archive). Note that students are allowed course options (electives) at Level 3. Students must attend Academic Advising to ensure that their chosen electives are currently being offered. Dean’s approval must be granted for those courses chosen outside of the Faculty, prior to registration for the identified course.

6. REGULATIONS FOR THE SUPERVISED INDEPENDENT RESEARCH PAPER COURSE

1. (a) A candidate registered in Part III of the LLB degree programme may submit an original research paper of between 8,000 to 10,000 words, properly documented with footnotes and bibliography. Two copies of the research paper in typewritten form shall be submitted for assessment. The research paper shall be typed on 8½ x 11 paper or A4 paper.

(b) A candidate may register for the Independent Research Paper Course in any Semester of Year III and shall submit the paper not later than the last day of classes for the Semester in which he or she is registered for the course.

(c) The candidate shall choose a topic which is capable of legal analysis in its broader social context. Where appropriate to the topic chosen, an inter-disciplinary approach may be adopted and is encouraged. All topics must be approved by the Faculty Board.

(d) The candidate shall, at the beginning of the Semester of registration of the course, submit an abstract of his or her research topic indicating the coverage, the inter-disciplinary consideration and method of approach. In the preparation of the abstract,
the candidate is expected to consult teachers in the appropriate disciplines on the Campus and may suggest a teacher who is willing to supervise his or her research paper.

(e) The Supervisor shall normally be a member of the Faculty of Law (St. Augustine). Law teachers on other Campuses of The University of the West Indies may be involved in guiding any work conducted at those campuses. Where an interdisciplinary approach is taken, an additional supervisor from another Faculty may be selected.

(f) The candidate is expected to consult at regular intervals with his or her Supervisor and, in any case, at least once a fortnight during the semester.

(g) The research paper shall represent one full three-credit course in the final examination.

(h) The research paper shall be assessed separately by two examiners, who shall be the assigned Supervisors. Where only one Supervisor is assigned, a second examiner will be appointed.

(i) The candidate who for good and sufficient reason fails to submit a research paper at the designated time may be granted permission by the Board of Examiners to submit the paper as a Supplemental Examination, or at a later date without penalty.

(j) The candidate who receives a failing grade for his or her research paper may, in a borderline case, be given a viva voce examination or may be granted permission by the Board of Examiners to re-submit the paper as a Supplemental Examination.

(k) The candidate who has successfully completed the Independent Research Paper Course, but who is required to repeat Part III of the LLB programme, shall be credited with the grade he or she has received in that Course.

(l) A copy of each research paper shall be retained by the University. The second copy may be returned to the candidate.

(m) Copies of selected research papers will be placed permanently in the Library and may be consulted in accordance with the rules of the Library.
SOME TERMS YOU SHOULD BE FAMILIAR WITH:

ACADEMIC ADVISING: refers to the process where your Faculty Dean or his/her nominee provides information on courses for which you must register and assists, where necessary, in the selection of courses. The purpose of academic advising is to help students, particularly new students, in planning, monitoring and successfully managing their chosen field of study in relation to clear career objectives. Students are guided to accept responsibility for their learning; to be informed of the services provided for them; to access information, and to be managers of their time.

ACADEMIC YEAR: August 1st to July 31st

ACCEPTANCE PACKAGE: once you’ve been accepted, you will receive a package from Administration (Student Admissions). It will include your offer letter with your student registration number; information on fees, medical form, travel/passages information.

ADD/DROP: period during which students may add or drop a course without penalty.

ADVISING HOLD: An Advising Hold may be placed on your record if you are in a Faculty that requires academic advising prior to registration. You must attend an advising session before your Faculty/Faculty advisor will clear you to register.

CRN (COURSE REFERENCE NUMBER): number assigned to designate a specific class and the specific time/format in which it will be offered.

CORE/REQUIRED COURSE(S): Refer to courses that you are required to complete in order to be awarded a major or a minor.

COURSE LOAD: the number of credit hours carried each semester.

COURSE CODE: A numeric number and letter combination used to identify a course e.g. HIST 2004 or ECON 1001. The letter part of the code identifies the subject (e.g. History or Economics), while the first digit of the number part of the code identifies the level of the course (e.g. 2004-Level 2 or 1001 Level 1)

COURSE LEVEL: Defines the level of a course. For example, HIST 1001 denotes that History 1001 is a Level 1 course (at UWI marked by the first digit in a course number).

CREDIT /CREDIT HOUR: a unit which represents the number of hours a student spends in a class each week over the course of the semester e.g. A student enrolled in mgmt 2003 (3 credits) will spend approximately 3 hours in class for approximately 13 weeks.

DEAN’S HOLD: A Dean’s hold is placed on a student’s account when his or her GPA is below 2. The student is then required to visit the respective Faculty Office or Administrative Office for academic advising. The student would not be able to register or view grades until the hold is removed.

DEGREE EVALUATION /AUDIT /OR CURR ICULUM ADVISING AND PROGRAMME PLANNING (CAPP) MODULE: An online tool to help students and their advisors compare the student’s academic record to the requirements of a specific programme. Prior to a meeting with their academic advisor or any time throughout the year, students with access to degree evaluation can easily review their progress
within their current programme. Or, if thinking about a change, they can try a ‘what-if’ comparison of their record against the requirements of another programme.

**DEPARTMENTS:** are units that make up a Faculty and have a specific specialisation under the broader area represented by the Faculty (for example, Food Production is a department within the Faculty of Science & Agriculture, Management Studies is a department in the Faculty of Social Sciences; Liberal Arts is a department in the Faculty of Humanities & Education).

**ELECTIVE(S):** any course not required as part of your major. Course(s) which you may choose from a list provided by your department/Faculty which is listed in your respective Faculty Regulations and Syllabuses booklet.

**EVENING:** A student who is registered to pursue a course of study in an Evening University Programme for which classes are timetabled in the evenings from Mondays to Fridays from 5:00 p.m. to 10:00 p.m. and on Saturdays from 8.00 a.m. to 8:00 p.m.

**FACULTY:** Lecturers are known as Faculty members. Departments are grouped into divisions called faculties. For example- the Faculty of Social Sciences consists of the departments of Management Studies, Economics and Behavioural Sciences; the Faculty of Science & Agriculture consists of departments of Agricultural Economics and Extension, Food Production, Physics, Chemistry and Life Sciences.

**FEES INVOICE:** A printout of the courses for which you have registered that lists each specific course. The amount of tuition and fees due for all courses registered and the payment deadline date is also indicated on the printout.

**FINANCIAL CLEARANCE:** This refers to the approval given by bursary officials when you have paid all the fees for which you are liable.

**FINANCIAL HOLD:** Your registration will not be processed if you are indebted to the University. If you have any questions regarding your account, you may visit the Student Accounts Office, The Bursary located in the Ground Floor, New Student Administration Building.

**FULL-TIME STUDY:** A student who is registered for not more than 15/18 and not less than 12 credits per semester in accordance with prescribed Faculty regulations.

**G.P.A.:** Grade Point Average is the average obtained by dividing the total grade point earned by the quality of hours for which the student is registered for any stated period of time, excluding hours on audited courses and courses taken for preliminary credit.

**HOLD:** A hold is a block placed on a student’s record for failure to comply with obligations to the university. If you have a hold on your records, you may not register, or in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (i.e. unpaid tuition and fees, unpaid library fines), academic or disciplinary reasons. Examples of holds are as follows: transcript holds, advising holds, immunisation holds, accounts receivable holds etc. If you have not cleared your holds before the start of the academic year, you will be unable to register until the hold is cleared.

**LEVEL:** A state in a programme for which courses are designed (at UWI marked by the first digit in a course number).
MAJOR/MINOR: A major is the academic discipline that each student chooses for a specific focus of study (e.g., French, History, Physics, or Management). A minor is a secondary area of a concentrated study that relates to the major or is of purely personal interest. Minors are not mandatory and limited in number from which students can choose at UWI. For more information on minor programmes, please check the *Faculty of Humanities and Education Regulations & Syllabuses* booklets.

MY.UWI.EDU: A web service that can be reached directly (http://my.uwi.edu/web/mycampus/home). For students, mySTA-My St. Augustine On-line provides access to on-line registration. St. Augustine online also has information on student accounts, final grades, degree audits and personal information.

OPTION: A prescribed combination of courses within a Faculty or across faculties leading to a degree.

PART-TIME: A student registering for less than 24 credits of courses in a given academic year. These courses may be scheduled at any time of the day on the timetable.

PRE-REQUISITE: A course that needs to be taken before you can register for another course or a more advanced course. Students are responsible for completing all prerequisites prior to enrolling in courses. The student registration system will prevent students from registering if prerequisites have not been completed. Make sure you belong in the class.

PROGRAMME: A selection of courses (designed to achieve pedagogical goals) the taking of which is governed by certain regulations and the satisfactory completion of which (determine by such regulations) makes a candidate eligible for the award of a degree/diploma/certificate.

REQUIRED/CORE COURSE(S): An essential course(s) which must be done, in order to fulfil the requirements of your specific degree programme.

SEMESTER: half-year term in a school year – normally a 13 week period of instruction.

SEMESTER GPA: GPA computed on the basis of all courses done in a semester, without reference to weighting except in terms of credits. (the terms grade point, GPA, Quality hours honours GPA, Cumulative GPA and Quality points are defined the UWI grade point Average regulations booklet).

SPECIAL: A prescribed combination of courses offered which leads to a degree.

TRANSCRIPT: Official record of a student’s academic standing listing coursework and grades for all courses attempted and completed at UWI.

UNDERGRADUATE STUDENT: An undergraduate student pursuing a bachelor’s degree. Undergraduate students cannot enrol in graduate-level classes. An undergraduate degree (Bachelor’s) can be a stepping stone to postgraduate Programmes, such as Master’s, MBA, PH.D.

UWI STUDENT ID CARD: Your university identification card. The UWI card has many functions aside from identification; it serves as a library card and an access card to other buildings on campus.

UWI STUDENT REGISTRATION NUMBER: Is a 9-digit or 8-digit identification number in the format YYMMDD. That number which can be found on your offer letter is used to gain access to the St. Augustine on-line system, and to identify you as a UWI student while you are here.
FAQs

What is BANNER?
BANNER is an electronic database.

What are CRNs?
CRN are groups of numbers that allows the electronic system to recognize each course and the Faculty responsible for the course. It also identifies the number of students allowed to register for each course and what prerequisites they must possess to do so.

Why do I have to view my electronic transcript every month?
By viewing your electronic transcript every month http://mysta.UWI.edu/ it assists you in keeping track of your registration status, thereby assisting you in avoiding any unexpected registration problems at the end of the semester that may debar you from viewing your grades.

What is ‘de-registration’ and how is that done?
‘De-registration’ is the act of de-registering oneself from a course you have already registered for. This must be done during the ‘drop and add’ period and must be done online. There are guidelines available at every step that would assist you to ‘de-register’.

If I fail a course, what is my next step?
If you fail a course you must register for it again at the next offering of that course and timetable issues can be sorted out with the respective B. Ed. Level coordinator.

What are GPA points, ‘WARNINGS’ and ‘REQUIRED TO WITHDRAW’ notices?
GPA points are the points earned from marks gained (see grid below). ‘Warnings’ are notices generated automatically from the electronic database BANNER for students who fail to maintain a GPA average of .75 for the semester. At this point the affected student must meet with the Dean of the Faculty for further advice. If the problem persists for a second semester, a ‘Required to Withdraw’ (RTW) notice is generated. Students on ‘RTW’ can re-apply to their choice of programmes after one academic year.

How does the deadline for entry of marks affect me, the student?
BANNER has very strict deadline dates for lecturers to enter marks. Failure of students to honour the assignment due dates may result in the assignment mark not being entered on the electronic system BANNER before it closes.