



THE UNIVERSITY OF THE WEST INDIES,  
MONA CAMPUS

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THE OFFICE OF THE PRINCIPAL  
WWW.MONA.UWI.EDU



THE UNIVERSITY  
OF THE WEST  
INDIES, MONA

WESTERN  
JAMAICA  
CAMPUS

Great Choice

You've made the right decision in selecting the Western Jamaica Campus of the University of the West Indies, Mona. It is our sincerest hope that you will embark on a life-changing experience here while gaining a world-class education. This is your chance to shine.

At the Western Jamaica Campus of the UWI, Mona, you will have the chance to study a range of Social Sciences with a particular emphasis on Management Sciences, as well as Psychology and Media & Communication disciplines.

In a distinctive and resort-like setting, you will have valuable opportunities to hone your proficiency in your field(s) of choice, before embarking on what we sincerely hope will be a lifelong journey to both a fuller understanding of your environment and a meaningful contribution to making our world a better place.

Choosing UWI already puts you in the elevated company of great leaders who have emerged from our University, including thirteen of our regional Prime Ministers. It is our earnest wish that you will make use of every opportunity to develop new passions and friendships and broaden your

horizons outside the classroom. Be mindful also that you are entering university at a time of exciting global change and challenge.

Whatever your course of study, the benefits of being here will extend beyond any academic qualifications you would have gained. The Campus is a melting pot of cultures, ideas, issues, personalities, trends and belief systems, and has contributed in many ways to the development of the regionally-aware and conscious individual who is intellectually and socially prepared to lead. Enjoy the journey.

Prof. Gordon Shirley,  
Pro Vice Chancellor & Principal,  
University of the West Indies,  
Mona Campus

# Welcome to UWI, Mona WJC

## Great choice.



# A Guide to your WJC Journey

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View from the Hall of Residence

# Coming to UWI, Mona-WJC



You are embarking on a great journey of discovery. At the Western Jamaica Campus of the UWI Mona, you will be immersed in the quest for knowledge and understanding.

## STUDENTS FROM CARICOM

For those of you who are residents of CARICOM countries as well as citizens of Commonwealth countries, you are allowed entry without a student visa. However you will be required to submit your passport to the Student Services & Development Manager who will request a one-year renewable permit on your behalf from the Chief Immigration Officer.

## NON-COMMONWEALTH STUDENTS

Citizens of non-Commonwealth countries will need to obtain a valid student visa before coming to Jamaica. Such persons should make their request at the nearest Jamaican diplomatic mission or consulate. You should also

ensure that your passport is valid at least up to the end of the academic year.

You should also travel with proof of your student status i.e. a student ID card or if you are a new student, the official Letter of Entry from the University. For full details on student immigration requirements, consult your Undergraduate Student Handbook.

## UWI, MONA GUILD OF STUDENTS

The organization is the official body for student representation on the UWI Mona Campus. All registered students at Mona are automatically full members of the Guild. It comprises 29 officers, of which 28 are elected by the student body while one is appointed by the elected members. The Mona-WJC Steering Committee President sits on the Guild.



## FIRST-RATE AMENITIES

- Centrally located Hall of Residence in Montego Bay, facing the sea
- Central telephone on all floors
- 24-hour computer room
- Wireless Internet throughout the Campus
- 90,000 gallon swimming pool
- Lifeguard on duty Wed.-Sun.
- Student gym
- Kitchen and laundry access
- Round-the-clock security
- In-suite bathroom, hot/cold water
- 20-inch cable-ready TV
- Double rooms with double beds for 102 students



## ORIENTATION AND NEW-STUDENT HIGHLIGHTS

The week of August 29 to September 2 is specially earmarked for orientation and new student activities. A matriculation ceremony and registering on-line for courses are among the highlights. Your student newsletter, *Mona News* will publish relevant information in a special orientation issue as well as the *Gleaner* newspaper.

## REGISTRATION

All students are required to select courses for both semesters at the beginning of the academic year. To register online or for further registration details, check at <http://www.mona.uwi.edu/registration>

While you will be charged for the full academic year or the projected period of registration, you may opt to pay on a semester basis.

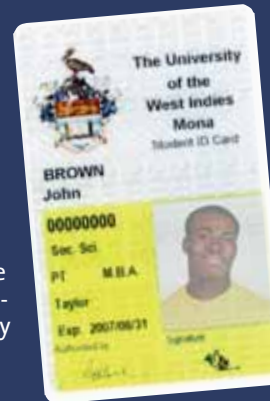
If you decide to go this route, you will be required to meet certain mandatory payment deadlines.



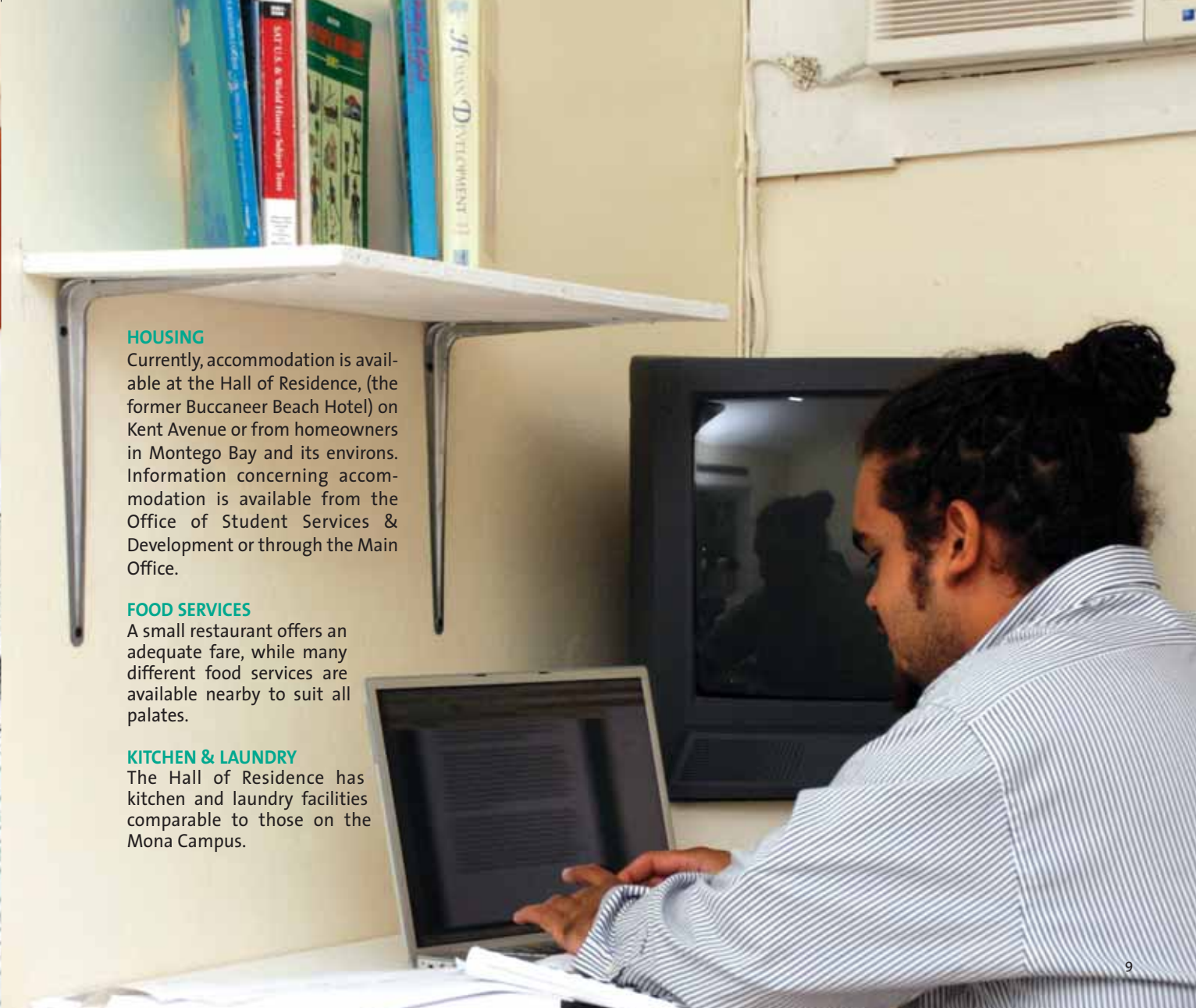
## STUDENT ID CARD

A must-have for all registered students, the identification card (ID) is issued on completion of the registration process. The number on the ID card will be the same as your student registration number.

**You should wear your ID at all times on the Campus.**



# A Place to Call Home



## HOUSING

Currently, accommodation is available at the Hall of Residence, (the former Buccaneer Beach Hotel) on Kent Avenue or from homeowners in Montego Bay and its environs. Information concerning accommodation is available from the Office of Student Services & Development or through the Main Office.

## FOOD SERVICES

A small restaurant offers an adequate fare, while many different food services are available nearby to suit all palates.

## KITCHEN & LAUNDRY

The Hall of Residence has kitchen and laundry facilities comparable to those on the Mona Campus.

# Paying for the Education of a Lifetime



A UWI education is one of the best investments you can make. What each student pays may differ as some states subsidise fees. At Mona-WJC, University fees can be paid in a number of ways including online at <http://www.mona.edu/studinfo/fees> using the UWI, Mona E-Commerce facility.

Ideally, all payments should be made before the fee deadlines to avoid congestion and consequent delays at payment locations.

If you are utilizing an approved student loan scheme for tuition fees, you must pay all miscellaneous fees yourself. For non-Jamaican Student Loan Schemes:

- Be sure to have written information from the lending agency as proof that the loan was

- approved, and
- Ensure that tuition fees are paid over to the University. Scholarship holders should submit the letter of award to Admissions Section, UWI, Mona or Main Office, WJC.

Except for personal cheques, most forms of payment (including credit cards) are accepted. Pay attention to fee deadlines and consult your Undergraduate Student Handbook for details.

## THE OFFICE OF STUDENT FINANCING (OSF)

The OSF provides financial advice and assistance to WJC students as well as to Jamaican full-time undergraduates studying in the Bahamas. Assistance is available as scholarships, bursaries, book or cash grants, long- or short-term loans, as well as bus and meal subsidies.



Addressing Student Queries

## SCHOLARSHIPS & BURSARIES

Additionally, many scholarships and bursaries are available for the upcoming academic year to students who maintain a Grade Point Average (GPA) of at least 3.0 as well as active participation in co-curricular activities or other criteria prescribed by donors.

The OSF also acts as a liaison with the Students' Loan Bureau. Contact OSF at <http://mona.uwi.edu/osf/index.php>

## STUDENTS' LOAN BUREAU (SLB)

The SLB is a financial agency specifically charged with providing financing for tertiary studies in Jamaica. Students using this facility will be given financial clearance and Registrar's approval for the academic year, once the loan has been approved and the approval communicated to the University by the SLB.

## PART-TIME CAMPUS EMPLOYMENT

Student employment opportunities, while limited, are available through the Main Office. This includes opportunities for both summer employment and part-time employment.

# UWI Life in the Resort Capital



Multi-Purpose court

A multi-purpose court and a swimming pool are available for a range of sports. The Hall of Residence's swimming pool has a trained life guard who is on duty from 2:00 p.m. each afternoon to 10:00 p.m., Wednesdays to Sundays. Swimming lessons are

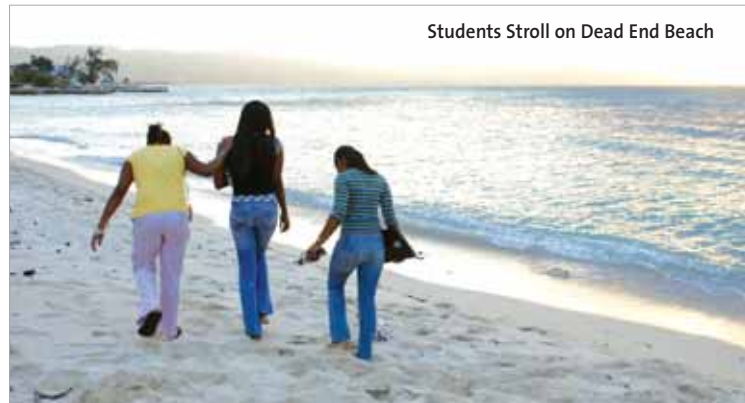
offered free to students who want to learn how to swim. There is a gym with basic equipment.

## STUDENT DEVELOPMENT

Students who live at the WJC Hall of Residence share in a variety of development programmes with the general WJC student population. These include sports, seminars on topics of interest to the students, field trips, clubs and societies and social outreach. Programmes are aimed at maintaining and increasing communal living within the context of a living and learning environment. There are some activities that are specific to residents in hall.



Montego Bay's Hip Strip at Night



Students Stroll on Dead End Beach



Red Devils, the Mixed-Gender Six-a-Side Football Team

# Academic Facilities & Resources

## LIBRARY

The modern Campus Library features collections in Humanities, and the Social Sciences.

The Library is open 9:00 a.m. to 9:00 p.m. Mondays-Thursdays, 9:00 a.m. to 7:00 p.m. on Fridays and 10:00 a.m. to 5:00 p.m. on Saturdays. You can also access material electronically from the comfort of your room (or from wireless Campus hotspots) using your student ID. Internet access is widely available in the Library to enhance your research requirements.

## LAPTOPS

Laptops are available for use in the Library.

## ONLINE CATALOGUE

Installation of a new integrated system (ALEPH) has made it easier to access the Library's Online Pub-

lic Access Catalogue, which significantly broadens the service options. You can verify which items you have on loan, reserve books online, save searches, and even send the results of your email account.

## OVERSEAS STUDY & CONFERENCES

You can elect to participate in exchange or 'study abroad' programmes and overseas conferences to expand your horizons. With the approval of the respective Head of Department, you may participate in courses and earn grades towards the completion of your degree, with the University reserving the right to adjust the grades received at the overseas institution. Permission must be sought and received from the Campus Registrar before you embark on your programme.





#### THE UNIVERSITY BOOKSHOP

Provides for faculty, students and others a wide variety of texts, journals, stationery and memorabilia to support the academic programmes as required by the teaching departments.



UWI, Mona-WJC Library



Computer Lab

# Technology Today for Tomorrow's Professionals



#### STATE-OF-THE-ART COMPUTER LABS AND SEMINAR ROOMS

With nine modern multimedia seminar rooms on Campus, world-class academic materials and presentations are at your fingertips.

The Mona Information Technology Services (MITS) has expanded the Campus network infrastructure, making computer services and Internet access widely available through new wireless hotspots.

Additionally, a new nursing lab and television/radio studio are proposed, along with other lab and lecture theatre facilities.



Caution here

UWI, Mona-WJC Students  
Visiting the Mona Campus

# WJC – A Gateway to Professional Dreams

## UNDERGRADUATE STUDIES

The range of programmes offered to you at UWI, Mona-WJC reflects the demand for quality tertiary education based on areas of significant economic growth and development in western Jamaica. Consequently, the core curricula is heavily weighted in favour of management studies including hospitality, banking and finance, management information systems, psychology and media and communications.

The development of the UWI, Mona-WJC will take place in phases. When complete, the Campus will offer a broader menu of courses as well as increased residential accommodation, expanded library services, increased computer services, and broadened access to health, wireless Internet and transportation services.

**B.S.C. MANAGEMENT STUDIES (GENERAL)**  
Be equipped with the technical, administrative and organizational skills to manage 21st-century organizations (PT/FT)

**B.S.C. MANAGEMENT STUDIES (MARKETING)**  
Build customer demand profitably, manage modern creative resources and put products/services in front of motivated buyers (PT/FT)

**B.S.C. MANAGEMENT STUDIES (HUMAN RESOURCES)**  
Prepare yourself with the skills needed to manage human capital in modern business. (PT/FT)

**B.S.C. MANAGEMENT STUDIES (ACCOUNTING)**  
Appreciate and execute advanced planning, control, decision-making, performance evaluation and external reporting processes (PT/FT)

**B.S.C. MANAGEMENT INFORMATION SYSTEMS**  
Be empowered with modern information technology-based management skills (PT/FT)

**B.S.C. BANKING AND FINANCE**  
Get the knowledge and tenacity to understand and execute the latest banking and financial systems (PT/FT)

**B.S.C. HOSPITALITY & TOURISM MANAGEMENT**  
(Prerequisite: ASsc. Tourism Management)  
Apply the latest management techniques and systems in resort and hospitality organizations (PT)

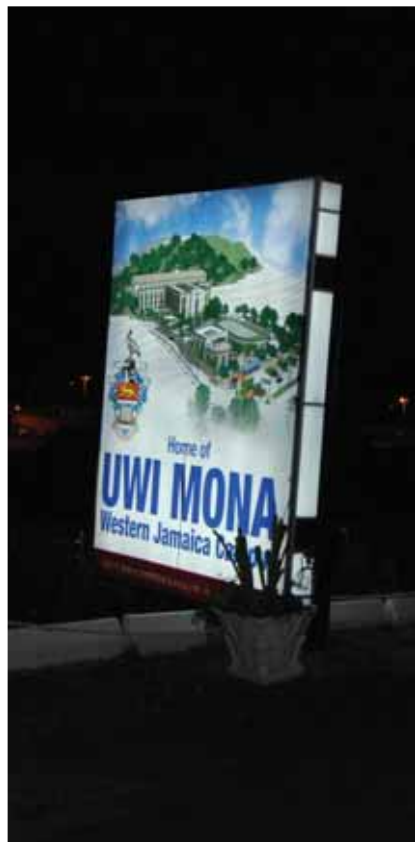
**B.S.C. PSYCHOLOGY**  
Strengthen your insight into human psychology, understand motives and increase your capacity to develop motivational methodologies in organizations (PT)

**B.A. MEDIA & COMMUNICATIONS (PUBLIC RELATIONS)**  
Gain command of media and communication techniques and their application in modern organizations (FT)



### GRADUATE & PROFESSIONAL STUDIES

The Mona School of Business' Graduate Management Programmes at the University of the West Indies, Mona, Western Jamaica Campus are designed to produce the highest performing skills and analytical capacities required by modern managers for application globally.



#### EXECUTIVE MASTER IN BUSINESS ADMINISTRATION (EMBA)

Designed for senior level managers and entrepreneurs, this course will empower you with the technical, administrative and organizational skills and knowledge that are required to compete successfully in today's global competitive business environment

#### MASTER IN BUSINESS ADMINISTRATION (MBA)

Equip yourself with professional skills benchmarked against the standards of the world's leading business schools



#### DIPLOMA IN BUSINESS ADMINISTRATION

Get a sound foundation in the modern theory and practice of administering modern organizations

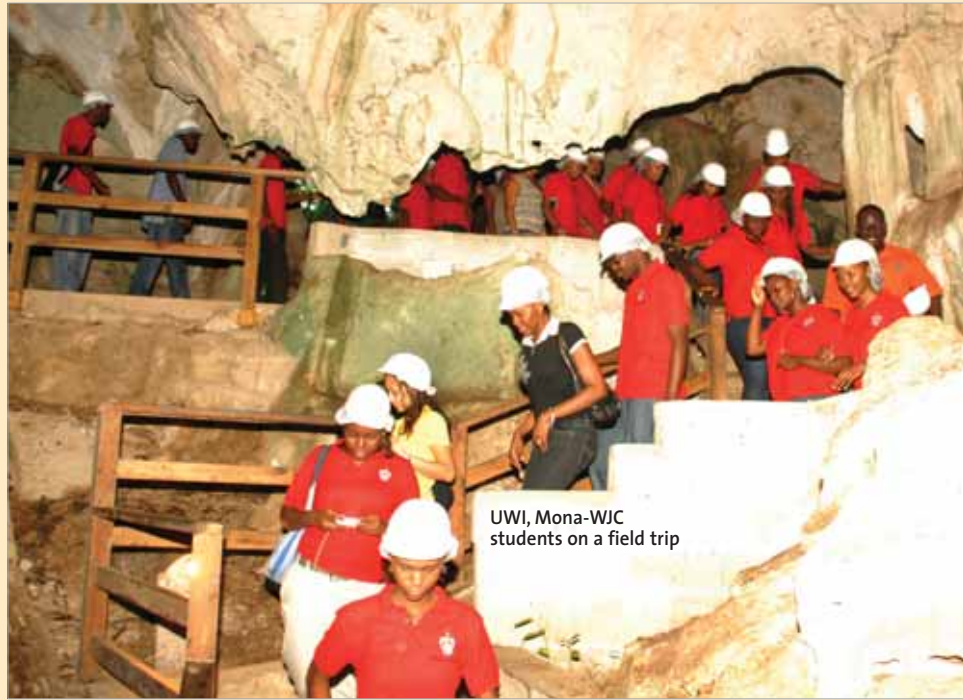
#### EXECUTIVE DEVELOPMENT COURSES

Develop your leadership acumen and the approach to management and decision-making in modern organizations



Lecture in Session

# UWI, Mona-WJC Office of Student Services & Development



UWI, Mona-WJC students on a field trip

## UWI, MONA-WJC OFFICE OF STUDENT SERVICES & DEVELOPMENT

This office is directed by the Director of Student Services & Development. The WJC, OSS&D offers programmes and activities that seek to enhance the overall development of students through the delivery of meaningful student-centred engagement.

### THE FIRST-YEAR EXPERIENCE

The First-Year Experience (FYE) programme aims to improve student performance and competitiveness through the acquisition of relevant skills, competencies and knowledge. This is a non-credit course which helps first year students adjust to the challenges of University life and maximize their

potential for academic learning and success. Activities include visits to places of interest, social interactions, tours, sports, seminars and discussion sessions.

Contact the WJC Office of Student Services and Development to find out how you can get involved.

### SHUTTLE BUS SERVICE

The WJC, Office of Student Services operates a shuttle bus service for students who live in the Hall of Residence. This service also assist commuting students by picking up and dropping them off at central transportation points



in Montego Bay during specific times of the school day. The shuttle service operates according to a schedule so punctuality is encouraged.

### STUDENT LOCKERS

A limited number of lockers are provided free of cost for students who wish to use them. These lockers are located next door to the library. To secure your belongings, you will need to buy or rent a padlock. Padlocks can be rented from the Library.

### COMMUTING STUDENTS

All commuting students are attached to the WJC, Hall of Residence. In addition to accessing wireless Internet service from their lap-tops

from most parts of the property, commuting students are allowed to use the 90,000 gallon swimming pool during designated periods when the life guard is on duty. They can also sign up for free swimming lessons at the Student Services & Development Manager's Office.

### SEXUAL HARASSMENT POLICY

Any form of sexual abuse or harassment is never to be sanctioned. If you are being pestered or annoyed by unwanted sexual attention, or if you feel you are being sexually harassed, first ask the offender to stop. If this is ignored, then ask for help from the Office of Student Services & Development. The University of the West Indies considers sexual harassment to be unacceptable and offers support to students who are subjected to it.

### STUDENT RECOGNITION

An annual UWI, WJC Student Awards Ceremony will be held to recognize academic and co-curricular achievement.

### PLACEMENT & CAREER ASSISTANCE

The Office of Student Services & Development at the WJC facilitates career guidance. There are some part-time and summer employ-

ment opportunities available. Additionally, career counselling is organized via selected workshops and seminars for all students. The OSS&D office also works with companies such as JOYST and International Hospitality Services to assist students who desire to access overseas employment.

### CAMPUS SECURITY

The Campus is protected by one of Jamaica's most reputable security firms, on a twenty-four hour basis. The security arrangement is complemented by regular patrols



and checks by the local police. Additionally, the entire property is fenced.

For more information, please contact the OSS&D at 971-4783/416-9320

### CAMPUS PARKING

There are designated parking areas for students and visitors on Campus.

### HEALTH SERVICES AT THE WJC

A small health centre is available on Campus in the Office of Student Services & Development where students who feel ill can recline while they receive first aid assistance.

A Medical Insurance Scheme serves participating students. All benefits are in accordance with the UWI Students' Health Plan which currently has Blue Cross of Jamaica as the provider. Each student will be enrolled on the plan and issued a swipe card.

Basic consultations and counselling services will be provided at The Montego Bay Hospital and Urological Centre (MBHUC) 1 Mt. Salem Road Montego Bay. This facility is open 24 hours, seven days per week. Prescriptions written by the medical doctor from the MBHUC or the Cornwall Regional Hospital may be

filled at the J&J pharmacy at 82 Barnett Street.

The medical doctor or counsellor at the medical facility (MBHUC) will refer students to the Cornwall Regional Hospital (CRH) for any additional treatment, including laboratory and other investigations, where this is necessary.

The approved medical facility (MBHUC) will maintain a detailed medical record for each student seen under this arrangement and provide duplicates and updates of these records to the University Health Centre at Mona.

Students who require the services of the counsellor may call 876-518-4108, 876-953-8112 or 876-877-6733.



**IMPORTANT POINTS  
TO REMEMBER**

- Remember to bring your offer letters to registration
- Scholarship holders are asked to keep scholarship offer letters for registration
- Remember your responsibility to honour all financial obligations to the University in accordance with the specified payment deadlines to avoid deregistration
- All fees must be paid in advance of registration
- Always wear ID on Campus
- Should you lose your ID card, immediately contact the HR Division for advice on arrangements for the issue of a new card
- Normal opening hours for the Main Office are Monday to Thursday, 9:00 a.m. to 6:00 p.m. and Friday, 9:00 a.m. to 5:00 p.m.
- If you do not write an examination, you will be deemed to have failed unless you have permission to withdraw
- Check your faculty and registry notice boards on a regular basis
- View your records (available online) regularly to ensure that they are accurate and current.

## Key Contacts

UWI, MONA-WJC VITAL  
TELEPHONE & INTERNET  
LISTINGS

UWI, Mona-WJC  
Tel: 876-940-4349  
Fax: 971-1283

**ADMINISTRATION**

**Principal**  
principal.office@uwimona.edu.jm

**Campus Registrar**  
Campusregistraroffice@uwimona.edu.jm

**Dean, Faculty of Social Sci.**  
fssdean@uwimona.edu.jm

**Acting Director, CARIMAC**  
carimac@uwimona.edu.jm

**Director, Office of Student Services & Development**  
977-3880  
970-2739 ext 2541;2546  
student.services@uwimona.edu.jm

**Student Services & Development Manager, OSSD Mona-WJC**  
971-4783, 889-1145 (cell)

**Library**  
940-6665

**Mona School of Business**  
940-5561

**Hall of Residence**  
952-9201

**Admissions**  
935-8651; ext. 2651;  
927-2779 2947

fax: 927-2272  
<http://www.mona.uwi.edu/admissions/admissns@uwimona.edu.jm>

**Bursary**  
977-9069/2865-6 ext. 2870

<http://www.mona.uwi.edu/bursary/about/index.htm>

**Examinations**  
935-8272 ext. 2272;  
2316  
<http://www.mona.uwi.edu/exams/>

**Department of Sports**  
702-4473 ext. 2229

**ID Processing Unit at the HR Division**  
927-2702; 970-2071  
2305; 2356 ext. 2680

**Mona Information Technology Services (MITS)**  
927-2148; 977-4496;  
977-4537  
<http://www.mona.uwi.edu/mits>

**Office of Placement & Career Services**  
927-1650 ext. 2224;  
2332; 2387  
<http://www.mona.uwi.edu/placement/>

**Office of Special Student Services**  
935-8315 ext. 2315  
<http://www.mona.uwi.edu/oss/>

**Public Relations Office, Mona**  
977-5941; 977-7346  
<http://www.mona.uwi.edu/proffice/>

**Student Lodgings Office**  
702-3493

**Student Records Unit**  
970-4472 935-8856  
ext. 2856;  
2747; 2126  
<http://www.mona.uwi.edu/sru>

**Student Administrative Services Section**  
512-3733 ext. 3734-40

**BOOKSHOP (MONA)**  
977-1401 ext. 2269  
<http://bookshop.uwimona.edu.jm/>

**CAMPUS SECURITY (MONA)**  
935-8748-9 ext. 2748-9

**COUNSELLORS (MONA)**  
927-2520 ext. 2270;

**CREDIT UNION (MONA)**  
927-2211 ext. 2360;  
2766-8



Accessing Mona-WJC Wireless Internet from the Beach

# Key Contacts

## FACULTY OFFICES (MONA)

### Humanities & Education

977-3659  
<http://www.mona.uwi.edu/humed/>

### Law

927-1855, 927-1297  
<http://www.mona.uwi.edu/law/>

### Medical Sciences

927-2556 ext. 7-2245;  
7-2475  
977-2565 ext. 7-2478;  
7-2479  
<http://www.mona.uwi.edu/fms/>

### Pure and Applied Sciences

977-1785 ext. 2401;  
2961; 2962  
<http://www.mona.uwi.edu/fpas/>

### Social Sciences

977-0640 ext. 2220-2  
927-2592  
<http://www.mona.uwi.edu/socsci/>

### HEALTH CENTRE (MONA)

970-0017 ext. 2270;  
2370  
<http://www.mona.uwi.edu/healthcentre/index.php>

## LIBRARIES (MONA)

### Main Library

935-8294 ext. 2294;  
2296  
512-3568/9 ext. 3568/9;  
<http://www.mona.uwi.edu/library/>

### Medical Library

927-1073 ext. 2438  
[http://www.mona.uwi.edu/library/medical\\_library.html](http://www.mona.uwi.edu/library/medical_library.html)

### Science Library

927-1068 ext. 2202-3  
[http://www.mona.uwi.edu/library/science\\_library.html](http://www.mona.uwi.edu/library/science_library.html)

### PHILIP SHERLOCK CENTRE FOR THE CREATIVE ARTS

927-1047 ext. 2383  
<http://www.mona.uwi.edu/Campuslife/sherlock.htm>

### POLICE (MOBAY AREA)

Barnett Street  
952-2333, 952-3781

### Coral Gardens

953-2229

### Mount Salem

952-3572, 952-4997

### POST OFFICE (MONA)

977-0651

UWI, Mona-WJC  
cheerleader

### STUDENTS' UNION

Guild of Students  
702-2463 ext. 2168  
<http://www.mona.uwi.edu/Campuslife/guildofstudents/>

### UNIVERSITY CHAPEL (MONA)

935-8317  
935-8496 ext. 2496;  
2301; 2540;  
2943



Proposed New Buildings  
for UWI, Mona-WJC

