

**THE UNIVERSITY OF THE WEST INDIES  
MONA CAMPUS**

**2010/2011  
UNDERGRADUATE  
FINANCIAL INFORMATION  
AND  
REGISTRATION GUIDELINES**

*The information contained in this booklet is accurate at the time of printing. The University reserves the right to make changes, without prior notice, to the information contained in this publication.*

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MONA CAMPUS**

**2010/2011 Financial Information & Registration Guidelines**

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# FINANCIAL INFORMATION

**All students are reminded of their responsibility to honour their financial obligations to The University of the West Indies in accordance with the specified payment deadlines.**

**Students who do not comply with the payment deadlines will not have completed their registration and will be given Compulsory Leave of Absence for the relevant semester(s). Such students will not be able to access facilities such as the Health Centre and the Library.**

## FEE PAYMENT POLICY

The Finance and General Purposes Committee (F&GPC) of The University of the West Indies, Mona Campus has approved a Fee Payment Policy for students attending the institution.

Under the terms of the fee payment policy, **all tuition, miscellaneous and residence fees will be due and payable at the start of each academic year. Students may opt to pay on a Semester basis.**

## PAYMENT BY SEMESTER

All tuition fees and miscellaneous fees will be due and payable at the start of each academic year, however, students may opt to pay on a Semester basis.

	Semester 1	Semester 2
Fees Due	August 29, 2010	January 23, 2011
Late payment penalties apply	September 6, 2010	January 31, 2011
Final date for payment	October 1, 2010	February 4, 2011

In recognizing the differing needs of students, we know some students may experience difficulties from time to time. As such, in verifiable cases of financial difficulty consideration will be given to allow payment beyond the dates specified. Students seeking such permission must submit their request online on the Bursary Online Student System (BOSS) within the first two weeks of the Semester, that is, by the second Friday of the Semester. In the case of residence fees, students must submit a written request to the Student Services and Development Manager in order to be considered for an extension of time to pay.

Cases that are approved will be given extensions for payment based on a clear

payment plan, which will not extend beyond the last working day of October in the case of Semester I, and of February in the case of Semester II.

## **Compulsory Leave Of Absence**

Any student who fails to pay in full by the dates set for Semester I or II will be required to take Leave of Absence for the relevant semester (except for those in either Semester who have been granted official extension for that Semester, in which case all tuition fees must be paid by the deadline in the agreed payment schedule, failing which the student will be given Compulsory Leave of Absence).

**All communication on the matter of tuition fees and compulsory Leave of Absence will be done via the University Campus Pipeline email address assigned to each student.**

## **INFORMATION ON FEES**

The financial information provided in this booklet outlines fees payable by students registering for undergraduate degree, diploma and certificate programmes at UWI, Mona.

The following student categories have been identified to facilitate fee assessment:

- i. Sponsored students from contributing countries
- ii. Non-sponsored students from contributing countries
- iii. Students from regional non-contributing countries
- iv. International Students (non-regional)

**Sponsored students from contributing countries (see Table 1)** will be charged a tuition fee equivalent to approximately 20% of the economic cost.

### **Table 1: Contributing Countries\***

#### **Campus Countries**

- Barbados
- Jamaica
- Trinidad & Tobago

#### **Non-Campus Countries**

- Anguilla
- Antigua & Barbuda
- The Bahamas
- Belize
- Bermuda
- British Virgin Islands
- The Cayman Islands
- Dominica
- Grenada
- Montserrat
- St. Kitts/Nevis
- St. Lucia
- St. Vincent & the Grenadines

\* Contributing Countries are those Caribbean Countries, which contribute to the budget of The University of the West Indies.

**Non-sponsored students from contributing countries** (non-campus countries only) will be charged tuition fees equivalent to approximately 33.33% of the economic cost, except for students pursuing the Bachelor of Medical Sciences/MBBS, Bachelor of Basic Medical Sciences who will be charged tuition fees equivalent to 100% of economic cost.

**Students from regional non-contributing countries** will be charged tuition fees equivalent to 100% of the economic cost.

**International students** (non-regional) will be charged tuition fees as stipulated in the relevant schedules.

## **Tuition Fees**

The tuition fees payable (inclusive of examination fees) will vary based on the following parameters:

- Student's country of origin
- Faculty
- Programme
- Number of credits
- Status (full-time or part-time) for Law, MBBS and BBMed Sci students
- Level of sponsorship provided by the student's government.

## **Miscellaneous Fees**

These fees are payable by students with a *full-time*, *part-time* or *specialty admitted* enrolment status. It allows students to access a wide range of services inclusive of Health & Dental Care, membership in the Guild of Students, participation in the various activities and access to the facilities offered by the Halls of Residence to which they are assigned.

## **Identification Card Fee**

An Identification Card (ID) is issued to all new students on the completion of their registration. The number on the ID Card will be the same as the student registration number.

## **Residence Fees**

Payment for accommodation must NOT be made until the student has been offered a room in one of the Halls of Residence. Payment for accommodation is not a requirement for registration; however, students must show proof that residence fees, for at least one semester, has been paid before they are permitted to take up residence.

## **REMINDER**

**A student who is in good financial standing is one who has paid all fees and fines that are due.**

### **REGISTRATION POLICY & PAYMENT OF FEES**

#### **Payment of Fees**

**All tuition, miscellaneous and residence fees will be due and payable at the start of each academic year.**

Students will be required to select courses for both semesters and the Summer Session (where applicable) at the start of the academic year. They will be charged for the full academic year or the expected period of registration but **may opt to pay on a Semester basis. Students paying fees by Semester must pay:**

- i. Semester I Tuition, Miscellaneous and Residence fees by August 29, 2010
- ii. Semester II Tuition, Miscellaneous and Residence fees by January 23, 2011

**Outstanding balances and charges based on a student's 2010/11 registration can be viewed online**

#### **Financial Penalties**

Failure to meet the payment deadlines will result in financial penalties as indicated below.

A late registration fine of J\$1000 will be charged from September 6, 2010 to students who fail to complete the registration process (which includes payment of fees) prior to this date. Late registration will be permitted up to the end of the second week of Semester I, i.e. Friday September 10, 2010. In addition a one per cent (1%) fine on balances due to the University will also be charged from September 13, 2010.

Additional fines will also be imposed by Academic Board from September 13, 2010 in Semester I and February 5, 2011 in Semester II (see Appendix II). Registration and adjustments to registration (add/drop) after these dates will only be allowed in exceptional circumstances.

## Allocation of Funds Paid to the University

The Campus will allocate payments to students' accounts, based on the hierarchy indicated below:

1. Outstanding balance brought forward from the 2009/10 academic year
2. Miscellaneous Fees
3. Semester I Tuition
4. Semester I Residence Fees
5. Semester II Miscellaneous Fees
6. Semester II Tuition
7. Semester II Residence Fees

## Statements of Account

Statements of Account can be viewed online at the SAS Web Site.

**Current Charges** - [Registration Fee Assessment](#) link in the SAS Registration Menu

**Previous Balances** - [Account Summary by Term](#) link in the SAS Student Records Menu

Charges appearing online will be based on a student's current profile. Any change in the profile, e.g. change of status, additional courses, etc., will result in an adjustment to fees charged.

**Note: All charges appearing online are subject to change.**

## Official Statements of Accounts and Tuition Fee Letters

You are able to view and print your statement of account online for free at your convenience. Alternatively, if you need an official Statement of Account to submit information to donors/sponsors/lending agencies or for personal use, please apply online on the Bursary Online Student System (BOSS) at <http://apps.mona.uwi.edu/bursary/account/login.php>. A charge of J\$100 will be charged against your account. You can pay that fee at any of our official payment outlets; the cashier, Paymaster, Bill Express, NCB or at our E-Commerce facility. You will be notified when the letter is ready. Students can collect these from Student Administrative Services Section (SASS).

Tuition fee letters stating your current charges are free of cost. Request online using BOSS and pick up the next day at Student Administrative Services Section (SASS). These letters are only issued before and during registration.

**Outstanding balances, in addition to current charges based on a student's Faculty, programme and enrolment status can be viewed online.**

## **PAYMENT GUIDELINES**

It is a good idea to make your payment a few days before the registration period to avoid the congestion and consequent delays at the bank and other payment locations. Payment of fees for the 2010/2011 academic year may be made at the locations indicated below.

### **Payment Locations**

Payments can be made online using the UWI **Mona E-Commerce** facility at <http://www.mona.uwi.edu/studinfo/fees>

Fees can also be paid at the following locations without a UWI generated payment voucher.

- Paymaster
- Bill Express
- UWI Bursary Cashier
- UWI (Mona) & Community Co-op. Credit Union Ltd
- National Commercial Bank (NCB) island-wide

Your payments will be reflected by the latest the morning after you have made your payments. Please check your account online to verify that the payment is on your account. If the payment is not reflected by the morning after you have paid, please bring evidence of your payment to Student Administrative Services Section (SASS) for us to investigate.

**You will be required to provide your student ID number and the amount you wish to pay to the cashier/teller. In addition, you may be required to complete a deposit slip at some locations.**

### **Payments at the Bursary Cashier**

The normal opening hours for the Bursary cashier are Monday to Friday, 9:00am to 3:00pm.

During the registration period the cashier will be opened as follows:

Aug 30 to Sep 3, 2010	9:00am to 5:00pm
Sept 6 to 10, 2010	9:00am to 5:00pm

Payments can be made using:

- Cash
- Debit Cards
- Keycard Cash Card
- Credit Cards - UWI accepts all major credit cards.
- Cheques –Manager’s Cheques and Certified Cheques are accepted.

**Personal cheques are NOT accepted by the University.**

## Currency And Cash Guidelines For Overseas Students

There is a 30 day holding period for cheques/drafts drawn on non- Jamaican Banks. Overseas students are advised to travel with money to cover at least one month's expenses in the form of traveller's cheques (in the student's name) which would ensure immediate access to funds.

### PERSONS PAYING FEES BY OVERSEAS TRANSFER OF FUNDS

- Use of Correspondent Banks listed below for completion of overseas transactions will result in a shorter turn around time.

#### COUNTRY

#### BANK

USA

New York - Barclays, Chemical Bank, Chase Manhattan Bank, Citibank,  
Bank of New York

Miami - Barclays

USA Wide - Bank of America, Nations Bank, First Union National

UK - Barclays Bank, National Bank, First Union National

CANADA - Toronto Dominion

GUYANA - Guyana Bank of Trade

CAYMAN - National Commercial Bank

- BARCLAYS BANK is the correspondent Bank in the following countries:

Antigua, Barbados, Belize, Cayman, Dominica, Grenada,  
St.Kitts/Nevis, St.Lucia and St. Vincent & the Grenadines.

- RECOMMENDED METHODS OF TRANSFER OF FUNDS

(a) Telegraphic Transfer - Immediate access to funds

(b) International Money Orders - Immediate access to funds  
issued by Barclays Bank

(c) Travelers' cheques (non-third party) - Immediate access to funds  
and cash

**Where fees are paid** by a student, sponsor, or sponsoring institution, **via telegraphic transfer** directly to the University, the remitting party should **contact the University for the appropriate bank routing details. Telegraphic transfer information should be copied to the University for the attention of the Billings & Receivables Unit** to facilitate prompt processing of the payment.

## STUDENT LOAN SCHEMES

Students using an approved student loan scheme for the payment of tuition fees must:

- Pay all Miscellaneous Fees.
- For non-Jamaican student loan schemes - present written information from the lending agency as proof that the loan was approved.
- Ensure that their tuition fees are paid to the University.

### Student Loan Bureau (SLB) Scheme

Students using the SLB scheme will be given Financial Clearance and Registrar's Approval for one semester once the loan has been approved and the approval communicated to the University by the Student Loan Bureau.

Students whose loan applications are pending, still being processed or awaiting the results of an appeal, will not be able to complete their registration. However, such students will be permitted to complete the academic process, i.e. select courses and obtain an ID card.

### Other Loan Schemes

Students using other approved non-Jamaican loan schemes will be given financial clearance for Semester I only, on the presentation of evidence of loan approval, with the understanding that the proceeds of their loans must be paid to the University by **October 31, 2010**.

Failure to comply with this payment deadline may result in the student not being permitted to write Semester I examinations.

**Students are reminded that it is their responsibility to ensure that their tuition fees are paid over to the University.**

## **POLICY ON REFUND OF TUITION, MISCELLANEOUS AND RESIDENCE FEES**

### **Refunds to Students**

Refunds to students of tuition fees will be processed in the following cases:

- Overpayment of fees
- Where requests for the following have been approved:
  - Leave of Absence (LOA)
  - Withdrawal
  - Deferral of Entry
  - Change of academic/registration status (Full-Time to Part-Time) - Reduction in course load (applicable to Part-Time undergraduate students)
- Where a donor has paid monies to UWI and authorized a refund to a student.

A student is not deemed to have been granted Deferral of Entry or Leave of Absence until written approval is given by Academic Board or the Campus Committee for Graduate Studies and Research. However, for the purpose of refunds, the amount/percentage will be dependent on the date of application or receipt of letter indicating withdrawal. Students are advised to apply as early as possible for Deferral of Entry and Leave of Absence.

### **Miscellaneous fees are non-refundable.**

Students who pay **residence fees** but do not take up residence will receive 100% refund. Students will not be refunded if they discontinue residence before the Semester ends unless another occupant is found. Refunds of residence fees will not be granted for the last three weeks of the semester.

**Refunds to students who have received scholarships, grants or any other financial assistance will not be processed until the funds have been received by the University.**

### **Refunds to Donors of Scholarships/Bursaries**

Excess funds remitted to the University will be refunded to donors unless otherwise stipulated terms and conditions of the relevant scholarship/grant.

### **Refund of Tuition Fees to the Students' Loan Bureau and Other Lending Agencies**

The amount of tuition fees refundable to the Students' Loan Bureau and other lending agencies will be based on the refund schedule below unless otherwise agreed with the Bureau or other lending agency.

## Refund Schedule

Students will be granted a refund of **tuition** fees for the relevant semester based on the time frame in which applications for Leave of Absence or Withdrawal are made **in writing** to the Faculty.

<u>Time Period</u>	<u>Refund of Semester Fees</u>
Within the first four weeks of the start of the semester	100%
After Week 4	65%
After Week 5	50%
After Week 6	40%
After Week 7	25%
After Week 8	0%

**Note: Students who have not paid fees and have applied for LOA or Withdrawal will be required to pay the fees due before they resume their programme of study, based on the schedule above.**

## REFUND PROCESS

Students are required to complete the **Refund/Payment Request Form**, online on the Bursary Online Student System (BOSS) <http://apps.mona.uwi.edu/bursary/account/login.php> Cheques will normally be available within five (5) working days from the date submitted of a completed **Refund/Payment Request Form online**.

## Administrative Charge

There is an administrative charge of \$2,000 for refunds based on LOA and Withdrawal. Students who request LOA and Withdrawal on medical grounds may be given special consideration based on documentation provided to Academic Board or the Campus Committee for Graduate Studies and Research.

## Communication

Our main method of communication to you our valued students will be email and text messaging. It is therefore important that you ensure that the cell numbers and emails that are on your students' record are correct and current. You can also email your comments, queries or questions to [bursary@uwimona.edu.jm](mailto:bursary@uwimona.edu.jm). You can also call us at 970-6735-6, 970-6738-40 and 970-6745. We are also on FACEBOOK; so please add us. Our user name is "UWI, Mona Bursary". This allows you to interact with us and other students and get live up-to-date information.

## **Direct Deposits**

Students requiring refunds from the campus will need to complete a **Direct Deposit Request Form** on the BOSS website and then come to the Student Administrative Services Section Unit (SASS) to complete the process. Please bring your ID along with a copy of it to complete the process. Only a national ID (passport, driver's licence or national II card) is accepted for the services.

Students are required to have an account with any branch of the National Commercial Bank or Bank of Nova Scotia to access the direct deposit facility. This allows students the convenience of having the refund deposited directly to their bank account without having the hassle of joining long lines to collect and deposit cheques..

**Refunds to students who have received scholarships, grants or any other financial assistance will not be processed until the funds have been received by the University.**

## MAINTENANCE COSTS

Costs for Books & Incidentals and Meals are not to be paid with tuition fees. This information is simply provided as a guide to students.

<b>Books and Incidentals</b>	<b>FULL-TIME</b>	<b>PART-TIME</b>
Estimate for all Faculties	J\$30,000	J\$20,000

  

<b>Meals</b> Estimate for the purchase of three meals daily	Approx. Cost per day J\$900
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### Settling-In Allowance

Students from outside Jamaica, particularly those who are holders of scholarships or other awards, are advised to travel with enough funds to cover settling-in costs and at least one month's expenses pending receipt of the scholarship disbursements.

### Maintenance Costs

Residence costs are based on charges in Halls of Residence. Rental for off-campus accommodation varies from J\$15,000 - J\$30,000 monthly. Meals are not provided by the University, but can be purchased in cafeterias on the campus or prepared at the facilities provided in the Halls of Residence. Students will need an average of J\$900 per day for meals.

### Additional Cost for Project/Field Trips, Theses etc.

B.Ed. Students will need at least J\$20,000 in the Second Year towards preparation of their theses. Other students may also require approximately J\$20,000 for actual expenses in relation to projects.

### B.A. Library Studies Students

These students will need additional funds to cover expenses for six weeks of field work during the summer vacation.

### Degree Nursing Students

This programme includes a six-week Practicum to be completed during the summer vacation. Funds will be required to cover expenses during this period.

### M.B.B.S. Clinical Students

These students continue their training in the summer period. They will therefore need funds to cover expenses for an additional 12 weeks.

## RESIDENCE CHARGES

Costs stated for Residence in Hall are for approximately 37 weeks of the academic year. Students must pay residence fees for Semester I or for the academic year to be given clearance to live in a hall of residence.

### 2010/11 RESIDENCE FEES

<b>Residence in Hall</b> (full-time students only)			
HALL & ROOM TYPE	Academic Year <i>[258 days]</i>	Semester I* <i>[147 days]</i>	Semester II <i>[111 days]</i>
Rex Nettleford Hall	\$158,928	\$90,552	\$68,376
A.Z. Preston Hall – Single Rooms	\$146,286	\$83,349	\$62,937
A.Z. Preston Hall –Double Rooms	\$123,582	\$70,413	\$53,169
Traditional Halls - Single Rooms	\$134,418	\$76,587	\$57,831
Traditional Halls –Double Rooms	\$113,778	\$64,827	\$48,951
Chancellor Hall (Block X)	\$178,794	\$101,871	\$76,923
<b>Western Jamaica Campus:</b>			
Buccaneer	\$187,308	\$106,722	\$80,586
600 Block Top Floor	\$187,308	\$106,722	\$80,586
600 Block Middle Floor	\$206,400	\$117,600	\$88,800
600 Block Ground Floor	\$130,032	\$74,088	\$55,944

\* Semester I includes the Christmas Break (32 days)

Please note that all figures in this table were rounded to the nearest dollar.

### 2010/11 MISCELLANEOUS FEES

Full-Time Students Residing On Hall *	J\$ 15,770
Full-Time Students Not Residing On Hall *	J\$ 11,370
Part-Time and Specially Admitted Students *	J\$ 10,070
ID Card First Issue/Renewal †	J\$ 500
ID Card Replacement	J\$ 750

\*\*Does not include ID Card fee

\*\* Miscellaneous Fees are **non-refundable**

† Applicable to all new students, transfer students and students that change their enrolment status.

# TUITION FEES - Faculty of Humanities & Education

## Full-Time Students

	Sponsored From Contributing Countries ✖ [J\$]	Non-Sponsored From Contributing Countries ✖ [J\$]	Students From Regional Non-Contributing Countries [J\$]	Students From Regional Non-Contributing Countries [US\$]	International Students (Non-Regional) [US\$]
<b>per annum</b>	208,361	335,224	1,005,773	11,297	15,000
<b>per semester</b>	104,181	167,612	502,887	5,649	7,500

## Part Time Students (registered for 11 credits or less)

	Sponsored Students From Contributing Countries ✖	Non-Sponsored Students From Contributing Countries ✖	Students From Regional Non-Contributing Countries	International Students (Non-Regional)
<b>per credit</b>	J\$ 7,717	J\$ 12,416	J\$ 37,251 US\$ 418	US\$ 555

## Other Full-Time/Part-Time Programmes

	<i>Students From Contributing Countries</i> [J\$]	<i>Students From Non-Contributing Countries</i> [J\$]
United Theological College B.A. Theology & Licentiate in Theology **	41,672	41,672
St. Michael's Theological Centre B.A. Philosophy with Minor in Theology **	41,672	41,672
Edna Manley School for the Visual & Performing Arts B.A. Visual Arts, Drama, Dance & Music **	104,181	502,887
UWI / MICO B.Ed. Special Education **	104,181	502,887
Shortwood Teachers' College B.Ed. Early Childhood Education **	104,181	502,887
UWI/Shortwood Teachers College B. Ed Early Childhood Education (Part-Time)	7,717 (per credit)	
B. Ed Literacy Studies Online	7,717 (per credit)	
Tertiary Level Institutions/Centres & Challenge	16,449 (per annum)	

\*\*Note: The tuition fees quoted in this schedule are applicable to the UWI component of the programme only.

## Exams Only & Occasional and Specially Admitted Students

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>
Exams Only & Occasional	J\$ 3,859 (per credit)	
Specially Admitted	J\$ 12,416 (per credit)	J\$ 37,251 (per credit) US\$ 418

## TUITION FEES - Faculty of Law

	Enrolment Status	Sponsored Students From Contributing Countries	Non-Sponsored Students From Contributing Countries	Students From Regional Non-Contributing Countries		International Students (Non-Regional)
		J\$	J\$	J\$	US\$	US\$
First year at Mona Campus and years 2 & 3 at Cave Hill [UGC Programme]	<b>Full-Time</b>	<b>226,740</b>	<b>340,783</b>	<b>1,022,451</b>	<b>11,485</b>	Not Applicable
	<i>Part-Time</i>	<i>113,370</i>	170,392	511,226	5,743	
Three years at Mona Campus	<b>Full-Time</b>	<b>890,264</b>	<b>890,264</b>	<b>890,264</b>	<b>10,000</b>	<b>15,000</b>

\*Also applicable to students from Contributing Countries offered as Full Fee Paying

### Exams Only & Occasional and Specially Admitted Students

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>	
Exams Only & Occasional	JA\$ 22,674		(per semester length course)
Specially Admitted	JA\$ 34,078	JA\$ 102,245 US\$ 1,148	

## TUITION FEES - Faculty of Medical Sciences

	Enrolment Status	Sponsored Students From Contributing Countries	Non-Sponsored Students From Contributing Countries	Students From Regional Non-Contributing Countries	
		J\$	J\$	J\$	US\$
- BSc Nursing (Post RN) - BSc Physical Therapy	<b>Full-Time</b>	<b>208,361</b>	<b>335,224</b>	<b>1,005,773</b>	<b>11,297</b>
	<i>Part-Time</i> <i>[11 or less credits]</i>	7,717 [per credit]	12,416 [per credit]	37,251 [per credit]	418 [per credit]
- MBBS Pre-Clinical [Admitted to the programme prior to 2006/07] - Bachelor of Medical Sciences (BMed Sci)	<b>Full-Time</b>	<b>348,793</b>	<b>1,607,621</b>	<b>1,607,621</b>	<b>18,058</b>
	<i>Part-Time</i>	174,397	803,811	803,811	9,029
- MBBS Clinical [Admitted to the programme prior to 2006/07]	<b>Full-Time</b>	<b>664,515</b>	<b>2,225,660</b>	<b>2,225,660</b>	<b>*25,000</b>
	<i>Part-Time</i>	332,258	1,112,830	1,112,830	12,500
- MBBS Pre-Clinical & Clinical [Admitted to the programme in or after 2006/07]	<b>Full-Time</b>	<b>501,479</b>	<b>2,225,660</b>	<b>2,225,660</b>	<b>*25,000</b>
	<i>Part-Time</i>	250,740	1,112,830	1,112,830	12,500
- Doctor of Dental Surgery (DDS)	<b>Full-Time</b>	<b>2,225,660</b>	<b>2,225,660</b>	<b>2,225,660</b>	<b>25,000</b>

### Other Full-Time/Part-Time Programmes

BSc Diagnostic Imaging (Radiography) **	
- Year 1	JAS 355,000
- Year 2	JAS 370,000
- Year 3	JAS 380,000
B.Sc. Nursing (Generic) UWI/UHWI	US\$ 5,000 (per annum) JAS 12,000 (per credit part-time)
MBBS Pre-Clinical & Clinical (Full Fee Paying)	US\$ 25,000 (per annum)
Doctor of Dental Surgery (DDS)	US\$ 25,000 (per annum)
Tertiary Level Institutions/Centres & Challenge	JAS 16,449 (per annum)

\*\*Note: In addition to tuition fees and Mona campus miscellaneous fees, students will be required to pay SMRT miscellaneous fees which are available from the School of Medical Radiation Technology

**Exams Only & Occasional and Specially Admitted Students**

<b>Exams Only &amp; Occasional</b>			
- BSc Nursing (Post RN) - BSc Physical Therapy	JAS 3,859 (per credit)		
- Pre-Clinical	JAS 34,879	(per semester length course)	
- Clinical	JAS 66,452		
- Pre-Clinical & Clinical	JAS 50,148		
<b>Specially Admitted</b>	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>	
- BSc Nursing (Post RN) - BSc Physical Therapy	JAS 12,416	JAS 37,251 US\$ 418	(per credit)
- Pre-Clinical	JAS 53,582	JAS 160,762 US\$ 1,806	(per semester length course)
- Clinical	JAS 112,959	JAS 338,912 US\$ 3,807	
- Pre-Clinical & Clinical	JAS 83,081	JAS 249,269 US\$ 2,800	

## TUITION FEES - Faculty of Pure & Applied Sciences

### Full-Time Students

	Sponsored From Contributing Countries ✖ [J\$]	Non-Sponsored From Contributing Countries ✖ [J\$]	Students From Regional Non-Contributing Countries [J\$]	Students From Regional Non-Contributing Countries [US\$]	International Students (Non-Regional) [US\$]
<b>per annum</b>	208,361	335,224	1,005,773	11,297	15,000
<b>per semester</b>	104,181	167,612	502,887	5,649	7,500

### Part-Time Students (registered for 13 credits or less)

	Sponsored Students From Contributing Countries ✖	Non-Sponsored Students From Contributing Countries ✖	Students From Regional Non-Contributing Countries	International Students (Non-Regional)
<b>per credit</b>	J\$ 7,717	J\$ 12,416	J\$ 37,251 US\$ 418	US\$ 555

### Other Full-Time/Part-Time Programmes

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>
Tertiary Level Institutions/Centres & Challenge	JA\$ 16,449 (per annum)	

### Exams Only & Occasional and Specially Admitted Students

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>
Exams Only & Occasional	JA\$ 3,859 (per credit)	
Specially Admitted	JA\$ 12,416 (per credit)	JA\$ 37,251 US\$ 418 (per credit)

## TUITION FEES - Faculty of Social Sciences

### Full-Time Students

	Sponsored From Contributing Countries ✖ [J\$]	Non-Sponsored From Contributing Countries ✖ [J\$]	Students From Regional Non-Contributing Countries [J\$]	Students From Regional Non-Contributing Countries [US\$]	International Students (Non-Regional) [US\$]
<b>per annum</b>	208,361	335,224	1,005,773	11,297	15,000
<b>per semester</b>	104,181	167,612	502,887	5,649	7,500

### Part-Time Students (registered for 11 credits or less)

	Sponsored Students From Contributing Countries ✖	Non-Sponsored Students From Contributing Countries ✖	Students From Regional Non-Contributing Countries	International Students (Non-Regional)
<b>per credit</b>	J\$ 7,717	J\$ 12,416	J\$ 37,251 US\$ 418	US\$ 555

### Other Full-Time/Part-Time Programmes

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>
<i>Centre for Hotel &amp; Tourism Management, Bahamas **</i>	US\$ 2,340	US\$ 11,297
Weekend School (BSc Programme)	JA\$ 12,416 (per credit)	
Tertiary Level Institutions/Centres & Challenge	JA\$ 16,449 (per annum)	

\*\*Note: The tuition fees quoted in this schedule are applicable to the UWI component of the programme only.

### Exams Only & Occasional and Specially Admitted Students

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>
Exams Only & Occasional	JA\$ 3,859 (per credit)	
Specially Admitted	JA\$ 12,416 (per credit)	JA\$ 37,251 US\$ 418 (per credit)

# 2010/2011 REGISTRATION GUIDELINES

Students should note carefully the registration procedures and rules, and pay particular attention to the registration schedules for their respective faculties. The dates and times for counselling and registration should be carefully observed.

## RULES GOVERNING REGISTRATION

### REGISTRATION INVOLVES THE FOLLOWING THREE COMPONENTS, ALL OF WHICH MUST BE DONE FOR REGISTRATION TO BE COMPLETE.

- Online Selection of & Approval of Courses
- Financial Clearance
- Registrar's Approval

#### Registration Dates

	Semester I	Semester II †
Registration & Add/Drop	August 23 to September 3, 2010	January 24 to 28, 2011
Late Registration & Add/Drop	September 6 to 10, 2010	-

†Students who have obtained financial clearance and registrar's approval for semester I only must complete registration for semester II.

A late registration fine of J\$1000 (Registry \$500 and Bursary \$500) will be charged from September 6, 2010 to students who fail to complete the registration process (which includes payment of fees) prior to this date. Late registration will be permitted up to the end of the second week of Semester I, i.e. Friday September 10, 2010. In addition a one per cent (1%) fine on balances due to the University will also be charged from September 13, 2010.

### REGISTRATION WILL NOT BE PERMITTED AFTER WEEK 2 OF SEMESTER I WITHOUT THE APPROVAL OF THE ACADEMIC BOARD.

Registration after September 10, 2010 in semester I and January 28, 2011 in semester II may be permitted in exceptional circumstances, at the discretion of the Academic Board acting on the recommendation of the Faculty Board. In such cases where the Academic Board approves late registration, students must be registered no later than 2 weeks from the date of the letter granting

permission for late registration.

**Note: Additional late registration fines will be imposed by the Academic Board. See Appendix 2.**

## Course Selection

All students will be required to select courses online. Students may complete the selection process from the on-campus sites indicated in the Faculty schedules or from any computer of their choice. Students can access the Student Administration System (SAS) Web site from the UWI Mona home page at <http://www.mona.uwi.edu/> by clicking on the SAS link located on the lower left-hand panel of the Web page under the caption Online Systems.

**Where a course is delivered using multiple schedule types (e.g. Lectures, Tutorials and Labs, or Seminars and tutorials) all schedule types are recorded on the Banner Student System. Students will be expected to register for all applicable schedule types.** Failure to do so will result in an error and the student will be unable to save his or her selection

Online selection guidelines are available at the website.

## Request for Change of Major and/or Enrolment Status

Students may request changes to:

- major(s)/minor(s)/option/special
- enrolment status (part-time/full-time)

Such requests can be made using the [“Request a Change of Major or Enrolment Status”](#) link in the Registration menu.

## Academic Approval

### Course Approval

The Student Administration System (SAS) will check the courses selected for the pre/co-requisites as defined by the relevant Departments. In addition to checking for pre/co-requisites, the SAS will impose:

- *Quota limits* as determined by the relevant Departments.
- *Credit limits* set by the Faculty. Students will only be able to select the number of courses/credits allowed by their enrolment status (full-time/part-time).
- *Linked sections requirements* – students must register for multiple sections of a course where applicable

- *Campus Restrictions* – Students must register for courses taught at the campus to which they were offered.

Mona	Courses not available to students in Bahamas, TLI, Weekend or Western Jamaica programmes
Mona – Bahamas	Students located in the Bahamas
Mona – Tertiary Level Inst	Students in TLI programmes
Mona – Weekend	Students in the Weekend Degree Programmes
Mona – Western Jamaica	Students in the Western Jamaica campus programmes

Once a student has satisfied the stated pre/co-requisite for a course as well as other stipulated criteria, the SAS will approve the course. Where students fail to meet the criteria (e.g. pre/co-requisites or quota limits) set by the Faculty or Department, the course will not be added to their records. Students must obtain permission from the Faculty to register for such courses by requesting an ‘Override’.

If the request is granted, the Department will give online approval (for the course) and the course (all applicable schedule types) will be added by the system to their record. Students can obtain information on the status of their request at the [Requests for Course Overrides](#) link in SAS.

Note: Students cannot obtain overrides for Campus Restrictions or Linked sections requirements

#### Approval for Change of Major

Requests for change of major(s)/minor(s)/option/special will need the approval of the Head(s) of Department(s)/Nominee(s).

#### Approval for Change of Status

A change of enrolment status will require the approval of the Dean/Nominee.

Decisions on requests for both change of major and status can be viewed at the [Request a Change of Major or Enrolment Status](#) link in the Registration menu.

## **Financial Clearance and Registrar's Approval**

Financial Clearance and Registrar's Approval will be given electronically, based on course selections or academic status (i.e. faculty, programme, and enrolment status) and payments made. Should a student change his/her course selections or academic status and by so doing be required to pay additional fees, then the clearance previously issued will be revoked and the student will no longer be registered. Clearance will not be re-issued until the outstanding fees have been paid and the student is again in good financial standing.

## **Students Who Do Not Complete Registration**

Where a student has not completed the registration process, i.e. have not obtained Financial Clearance & Registrar's Approval, the following sanctions will be imposed. The Student will be unable to:

- Borrow books from the library
- Represent clubs/societies/UWI in co-curricular activities
- Use the Health Centre
- Sit examinations

**Students who fail to complete registration by the deadline dates will be given Compulsory Leave of Absence** as stipulated in the Fee Payment Policy.

**REMINDER:**  
**YOU CAN VIEW YOUR RECORDS ONLINE FROM ANYWHERE IN THE WORLD VIA THE INTERNET. CHECK YOUR RECORDS REGULARLY TO ENSURE THAT THEY ARE ACCURATE AND UP TO DATE**

## **REGISTRATION STEPS**

### **STEP 1 OBTAIN 2010/2011 REGISTRATION INFORMATION**

Information can be obtained as follows:

- Online at the SAS Website which can be accessed at <http://www.mona.uwi.edu/>
- 2010/2011 Undergraduate Financial Information & Registration Guidelines

### **STEP 2 ACADEMIC COUNSELLING**

- Go to the Counselling area(s) indicated in the Faculty registration schedule.
- Obtain counseling

### **STEP 3 SELECTION OF COURSES**

- Proceed to the selection site indicated in the Faculty registration schedule. Alternatively, any computer, on or off campus, may be used for the selection of courses via the Internet.
- Use the counselling advice received, consult the information in the Faculty Handbook (Regulations & Syllabuses), time-table and online information to assist in making course selections or adjustments to selections.
- Log on to the Student Administration System and select the courses as directed in the Online Guidelines.
- Request course overrides (if necessary) as directed in the Online Guidelines.

**Note: Students are required to register for lectures, tutorials, laboratories and other schedule types where applicable.**

### **STEP 4 CHECK FOR APPROVAL (if applicable)**

- Students who have requested course overrides must check to determine if permission was granted.
- Check request status at the [Requests for Course Overrides](#) link

### **STEP 5 ADJUSTMENTS TO ACADEMIC PROGRAMME**

Adjustment to Course Selection (Add/Drop)

**Add Course**

- Log on to the Student Administration System and select the course(s) as directed in the Online Guidelines.

**Drop Course**

- Log on to the Student Administration System and drop the course(s) as directed in the Online Guidelines.

Change of Major and/or Enrolment Status (if applicable)

Students who wish to change their major(s)/minor(s)/option/special and/or

Enrolment Status should go to the [Request a Change of Major or Enrolment Status](#) link in the SAS Registration Menu

- Request changes as directed in the Online Guidelines.

## **STEP 6 PAYMENT OF FEES**

Pay fees online using the UWI Mona E Commerce facility at

<http://www.mona.uwi.edu/studinfo/fees>

### **OR**

Pay fees at any one of the following locations (simply provide your student ID number):

- Paymaster
- Bill Express
- UWI Bursary Cashier
- UWI (Mona) & Community Co-op. Credit Union Ltd
- National Commercial Bank (NCB) island-wide

### **OR**

Make adequate arrangements to pay fees through:

- Student loans
- Scholarships

## **STEP 7 FINANCIAL CLEARANCE & REGISTRAR'S APPROVAL**

### **Financial Clearance**

- Submit evidence of loan approval, scholarship letters, etc if applicable to Student Administrative Services Section.
- Go to the "[Registration Status and Financial Clearance](#)" link to check for Financial Clearance and Registrar's Approval. Financial clearance is normally granted within two working days after the payment of fees.

### **Registrar's Approval**

- Registrar's Approval will be granted on the receipt of Financial Clearance.
- Print the Registration Status page as an unofficial copy of the record, if desired, when registration has been completed.

### **ID CARDS**

- Proceed to the ID Centre to obtain your ID card. Students can obtain an ID card when course selection(s) have been made and the ID Card fee has been paid.

### **HEALTH CARDS**

- Collect your Health card at the ID Center. Students are advised to check their registration status online, to ensure that they have obtained Registrar's Approval, before proceeding to collect their Health Card.

## YOUR FINAL CHECKLIST

- Academic counselling received
- Academic programme selected/adjusted
- Financial Clearance and Registrar's Approval granted
- ID card obtained/renewed (if applicable)
- Health Card Collected (if applicable)

**NOTE:**  
**A STUDENT IS NOT REGISTERED UNTIL HE/SHE  
HAS RECEIVED REGISTRAR'S APPROVAL.**

## IDENTIFICATION CARD

All students are required to have a valid Identification (ID) card which must be in their possession at all times on the University Campus. The ID card will enable access to the facilities on campus. Students who attempt to write examinations without a valid University ID card will be required to pay a fine.

The ID card is the property of the University and is to be returned to the Office of the Campus Registrar, Admissions Section on completion of the programme or on withdrawal from the University.

**Students can obtain an ID card after they have made  
course selections and paid the ID Card fee.**

ID sessions will be held at the **ID Centre located in the Multifunction Room, UWI Main Library, Mona, from August 30 to September 3, 2010 between 9:00am and 6:30pm.** Thereafter, ID sessions will be held on the ground floor in the Administrative Annex to the Senate Building, daily, Monday to Friday, between 8:30am and 4:30pm.

**New ID card** - Required by all new students and students who have changed Faculty and/or enrolment status (full-time/part-time).

**Renewal of ID card** - Required when the card has expired. The expired ID is to be taken with proof of payment to the ID Centre.

**Replacement of ID card** - Required when the ID card has been damaged or lost. If an ID card is lost this must be reported immediately to the ID Centre. A student will be issued a new ID card when he/she presents the receipt for payment of the replacement cost (along with damaged ID if applicable) at the ID Centre.

## **SUMMER SCHOOL 2011**

During the period June to August, the Faculties of Humanities and Education, Pure and Applied Sciences and Social Sciences offer several courses in their Summer School Programme. Students must check with departments to determine which courses will be offered for summer 2011.

The following categories of persons are eligible for admission to and registration in the Summer School:

- A. Students of the University who have not yet completed requirements for the degree, diploma or certificate programme for which they are registered.
- B. Students of the University who have been granted (a) leave of absence for Semester I and/or II or part thereof preceding the Summer School, or (b) deferral of entry. Such students should register at the start of the Summer School only.
- C. Other persons, not students of the University, who are eligible to matriculate at either the normal or lower level, mature, or at the discretion of the Dean.

All persons who are not currently registered as UWI students will be required to complete an application form for “Special Admission” to summer school.

### **Application Process**

- Pay application fee at the Cashier in the Bursary.
- Collect application form from the Admissions Section.
- Complete application form and submit with supporting documents to the Admissions Section.
- Application form reviewed and accepted by the Admissions Section.
- Application processed by the Admissions Section.
- Offer letter prepared for successful applicant.

Registration for summer school normally begins at the end of Semester II. Information can be obtained from the Faculty Offices prior to the start of Summer School.

Students who register in the Summer School programme are subject to all Faculty and University regulations.

## **FACULTY REGISTRATION SCHEDULES**

The schedule of registration activities for each Faculty is provided on the pages hereafter.

**Registration Schedule**  
**Faculty of Humanities & Education (Education-Based)**  
**Bachelor of Education [B.Ed.]**

<b>Dates</b>	<b>Times</b>	<b>Activities</b>	<b>Who should be there</b>
<b>MONDAY</b> 30 <sup>th</sup> August	9:00 am – 10:30am	<b>Introduction to the Department of Educational Studies</b> Venue: The Philip Sherlock Centre	ALL new B.Ed Students (Includes 90 credits – 3 years)
	11:00 am – 12:00 noon	<b>Meeting with B.E.d 90- credit Coordinator</b> Venue: The Philip Sherlock Centre	ALL new B.Ed Students (90 credits – 3 years only)
	11:00 am – 12:30 pm	<b>Academic Advising</b> Venue: (Go to location assigned for your option)	ALL new B.Ed Students (meet in option groups. See key below)
	1:00 pm – 3:00 pm	<b>Academic Advising</b> Venues: (See key below)	Year I & II students (90 credits) (meet in option groups. See key below)
	1:00 pm – 4:00 pm	<b>Affiliated Institutions Registration: 1-2 pm Campus Tour: 2-3 pm Library Tour: Time to be advised</b>	<b>Group 1</b> - Moneague, Bethlehem <b>Group 2</b> - Shortwood
<b>TUESDAY</b> 31 <sup>st</sup> August	10:00 am – 11:30 am	<b>Academic Advising</b> Venues: (See key below)	ALL Final Year Students
	12:30 pm – 4:00 pm		Students needing additional academic advising
<b>WEDNESDAY</b> 1 <sup>st</sup> September	9:00am – 11:30 am	<b>(Students in groups)</b> <b>BA/B.Sc with Education Students/BA Linguistics and Language Education</b> (Meet option coordinators in their Department Offices)	ALL BA/B.Sc Students
	11:00 am – 12 noon & To be advised	<b>(Students in groups)</b> <b>Library Tour</b>	ALL new B.Ed Students (Includes 90 credits – 3 years)

<b>Dates</b>	<b>Times</b>	<b>Activities</b>	<b>Who should be there</b>
<b>THURSDAY</b> 2 <sup>nd</sup> September	11:00 am – 12 noon & To be advised	(Students in groups) <b>Library Tour</b>	ALL new B.Ed Students (Includes 90 credits – 3 years)

• Early Childhood Education (SR2)	• Language Ed: Literacy Studies (NELT)	• School Librarianship (LIS)
• Educational Administration (SR1)	• History Education (SLT)	• Science (Science Lab)
• Language Ed: English (O1)	• Information Technology (IT Lecturer's office)	• Geography/Social Studies (O2)
• Maths – (Math Room)		

### **KEY TO LOCATIONS**

<b>LIS</b> – Library & Information Studies
<b>NELT</b> – New Education Lecture Theatre
<b>OLT</b> – Old Education Lecture Theatre
<b>O1 &amp; O2</b> – (Lecture Rooms along spine facing library)
<b>SCI. LAB</b> – SMIT Building
<b>SLT</b> – School's Lecture Theatre (Ground Floor of Sch. of Education)
<b>SR1</b> – Seminar Room 1 & <b>SR2</b> – Seminar Room 2 (Top floor of Dept. of Ed Studies)

**Registration Schedule**  
**Faculty of Humanities & Education (Humanities-Based)**  
**Bachelor of Arts [B.A.]**

ACTIVITY	ALL NEW STUDENTS	LEVEL II STUDENTS & DIPLOMA STUDENTS IN MEDIA AND COMMUNICATION	FINAL YEAR STUDENTS
Dean's Address	<b>Monday, August 30, 2010</b> 9:00 a.m. – 10:00 a.m. <i>Venue: Room N1*</i>		
Academic Advising and Course Selection	<b>Monday, August 30, 2010</b> 10:00 a.m. – 1:00 p.m. & 2:00 p.m. – 6:00 p.m. <b>AND</b> <b>Tuesday, August 31, 2010</b> 9:00 a.m. – 1:00 p.m. & 2:00 p.m. – 6:00 p.m. <i>Venue: (See below)</i>	<b>Tuesday, August 31, 2010 &amp; Wednesday, September 1, 2010</b> 9:00 a.m. – 1:00 p.m. & 2:00 p.m. – 6:00 p.m. <i>Venue: (See below)</i>	<b>Thursday, September 2, 2010 &amp; Friday, September 3, 2010</b> 9:00 a.m. – 1:00 p.m. & 2:00 p.m. – 6:00 p.m. <i>Venue: (See below)</i>
Selection of Academic Programme (for students who have not already selected courses)	<p style="text-align: center;"><b>Monday, August 30, 2010 to Friday, September 3, 2010</b>            8:00 a.m. to 6:00 p.m.  <i>Computers available in the Ashcroft Computer Lab, (Old Arts Block, Faculty of Humanities and Education)</i></p> <p>Computers are available in the <b>Assembly Hall</b> on <b>Monday, August 30 to Tuesday, September 7 - 9:00am to 6:00pm (excluding weekends) &amp; Wednesday, September 8 – 9:00am to 1:00 pm</b></p>		
Approval of Academic Programme	<p style="text-align: center;"><b><u>Will begin on Monday, August 30, 2010</u></b> <i>(students requesting override, change of status)</i>  <b><i>All Students must view their approval on-line</i></b></p>		
Financial Clearance & Registrar's Approval	<p style="text-align: center;"><b>Students may view their Financial Clearance and Registrar's Approval on-line</b></p>		

\* N1 – Neville Hall Lecture Theatre

**Academic Advising and Course Selection Venues**

<b>DEPARTMENT</b>	<b>PROGRAMME</b>	<b>VENUE</b>
Caribbean Institute of Media and Communication	<ul style="list-style-type: none"> <li>❖ BA Media and Communication</li> <li>❖ Diploma in Media and Communication</li> </ul>	Room 03 (Old Arts Block) & Print and On-Line Journalism Lab (CARIMAC)
History and Archaeology	<ul style="list-style-type: none"> <li>❖ BA Archaeology</li> <li>❖ BA History</li> <li>❖ BA History and Archaeology</li> <li>❖ BA History and Heritage Studies</li> <li>❖ BA History Education</li> </ul>	Neville Hall Lecture Theatre (N1)
Institute of Caribbean Studies	<ul style="list-style-type: none"> <li>❖ BA Entertainment &amp; Cultural Enterprise Management</li> </ul>	Institute of Caribbean Studies Office
Language, Linguistics and Philosophy	<ul style="list-style-type: none"> <li>❖ BA Language, Communication &amp; Society</li> <li>❖ Special in Language and Linguistics</li> <li>❖ BA Linguistics</li> <li>❖ BA Linguistics &amp; Language Education</li> <li>❖ BA in Philosophy</li> <li>❖ Diploma in Caribbean Sign Language Interpreting</li> </ul>	Room 101 (New Arts Block) & The Writing Centre (New Arts Block)
Library and Information Studies	<ul style="list-style-type: none"> <li>❖ BA Library and Information Studies</li> </ul>	Department's Computer Lab
Literatures in English	<ul style="list-style-type: none"> <li>❖ BA Literatures in English</li> </ul>	Room 82 (Old Arts Block)
Modern Languages and Literatures	<ul style="list-style-type: none"> <li>❖ BA Spanish</li> <li>❖ BA French</li> <li>❖ BA French and Spanish</li> </ul>	Room 83 (Old Arts Block)

## Registration Schedule Faculty of Law

Dates & Times		Year 1	Year 2
Monday, August 30, 2010	9.00 am - 10:30 am	-	<b>Orientation &amp; Discussion</b> Venue: Law Lecture Theatre 6 Gibraltar Hall Road (opposite Mona Visitor's Lodge)
	11.30 am - 1.30 pm	-	<b>Academic Advising</b> Venue: Faculty Office
Tuesday, August 31, 2010	9:00 am – 11:00 am	<b>Orientation &amp; Discussion</b> Venue: Law Lecture Theatre 6 Gibraltar Hall Road (opposite Mona Visitor's Lodge)	-
	1.30 pm - 3.00 pm	<b>Individual Academic Advising</b> Venue: Faculty Office	-
Wednesday, September 1, 2010	9.00 am - 12.00 noon	<b>Individual Academic Advising</b> Venue: Faculty Office	

Note: Students will encounter difficulties without the necessary instruction

<b>Selection of Academic Programme (for students who have not already selected), Add/ Drop &amp; Viewing</b>	Computers are available in the <b>Assembly Hall</b> on <b>Monday, August 30 to Tuesday, September 7 - 9:00am to 6:00pm (excluding weekends) &amp; Wednesday, September 8 – 9:00am to 1:00 pm</b>
<b>Financial Clearance &amp; Registrar's Approval</b>	All Students can view Financial Clearance and Registrar's approval online

## Registration/Orientation Schedule Faculty of Medical Sciences

TIME	TUESDAY, AUGUST 24, 2010	WEDNESDAY, AUGUST 25, 2010	THURSDAY, AUGUST 26, 2010	FRIDAY, AUGUST 27, 2010
9:00 a.m.	<b>Dean's Address</b> (Venue: Interfaculty Lecture Theatre)	<b>BBMed Sci Programme Presentation</b> (Venue: Molecular Biology Seminar Room) <b>Physical Therapy Programme Presentation</b> (Venue: School of Physical Therapy) <b>MB BS Programme Presentation</b> (Venue: Interfaculty Lecture Theatre)	<b>UWI School of Nursing Programme Presentation</b> (Venue: UWI School of Nursing)  <b>MB BS Students Only – Intercultural Programme</b> (Venue: Mona Visitors' Lodge)	<b>MB BS Students Only – Intercultural Programme</b> (Venue: Mona Visitors' Lodge)
9:30 a.m.	Adjusting to University Life (Venue: Interfaculty Lecture Theatre)			
10:00 a.m.	Welcome (Guild Representative) (Venue: Interfaculty Lecture Theatre)			
10:30 a.m.	Break			
11:00 a.m.	Virtual Tour of UWI			
11:30 a.m.	Introduction to Registration Process (Venue: Interfaculty Lecture Theatre)			
12:00	Lunch			
1:00 p.m.	Tour of Faculty Facilities			
3:30 p.m.	Dean's Reception (Sunken Garden, UHWI)			

<b>Selection of Academic Programme</b> (students who have not already selected) <b>Add/ Drop &amp; Viewing</b>	Computers are available in the <b>Assembly Hall</b> on <b>Monday, August 30 to Tuesday, September 7 - 9:00am to 6:00pm</b> (excluding weekends) & <b>Wednesday, September 8 – 9:00am to 1:00 pm</b>
<b>Financial Clearance &amp; Registrar's Approval</b>	Students can view <b>Financial Clearance and Registrar's approval online</b>

## Registration Schedule

### Faculty of Pure & Applied Sciences

<b>Pre-Orientation &amp; Registration for New Students</b>	<b>Faculty New Student Pre-Orientation</b> <b>Week 1:</b> Monday, July 12 <sup>th</sup> , Wednesday 14 <sup>th</sup> and Friday 16 <sup>th</sup> 2010 <b>Week 2:</b> Monday, July 19 <sup>th</sup> 2010 and Wednesday, July 21 <sup>st</sup> , 2010 <b>10:00 a.m. – 12:30 p.m at Chemistry Lecture Theatre V (C5)</b> <b>1:00 – 3:00 Registration in Departments (see below)</b>					
<b>Dean's Session</b>	<b>Monday, August 30, 2010 (Surname A – M) and Tuesday, August 31, 2010 (Surname N – Z)</b> <b>9:00 a.m. – 11:00 a.m. at Chemistry Lecture Theatre V (C5)</b>					
<b>Counselling</b>	<b>All Final Year Students</b>	<b>New Students</b>	<b>New Students</b>	<b>Returning Students</b>	<b>Returning Students</b>	<b>ALL Students not yet counselled</b>
	<b>Friday, Aug. 27</b> 9:00a.m.-12:30p.m.  2:30p.m.–5:30p.m. <i>In respective Departments</i>	<b>Monday, Aug. 30</b> <b>Surname (A-M)</b> 11:00a.m.-1:00p.m. <b>Surname (A-M)</b> 2:30p.m.–5:30p.m. <i>C6/C7-Tutorial Room</i>	<b>Tuesday, Aug. 31</b> <b>Surname (N-Z)</b> 11:00a.m.-1:00p.m. <b>Surname (N-Z)</b> 2:30p.m.-5:30p.m. <i>C6/C7-Tutorial Room</i>	<b>Wednesday, Sept. 1</b> <b>Surname (A-M)</b> 9:00 a.m.–12:30 p.m. <b>Surname (N-Z)</b> 2:30 p.m. – 5:30 p.m. <i>Tutorial Room</i>	<b>Thursday, Sept. 2</b> <b>Surname (A-M)</b> 9:00a.m.–12:30p.m. <b>Surname (N-Z)</b> 2:30p.m. – 5:30p.m. <i>Tutorial Room</i>	<b>Friday, Sept. 3</b> <b>Surname (A-M)</b> 9:00 a.m. – 12:30 p.m. <b>Surname (N-Z)</b> 2:30 p.m. – 5:30 p.m. <i>In respective Departments</i>
<b>Selection of Academic Programme (students who have not already selected) Add/ Drop &amp; Viewing</b>	<b>Computers Available at:</b> • <i>Chemistry Resource Centre (next to C5)</i> • <i>Life Sciences Computer Lab # 1</i> • <i>Computer Science Laboratory</i> <b>Monday July 9<sup>th</sup> to Sunday Sept. 5, 2010 - 9:00 a.m. – 4:30 p.m.</b>  <b>Monday, August 30 to Tuesday, September 7 - 9:00am to 6:00pm (excluding weekends) &amp; Wednesday, September 8 – 9:00am to 1:00 pm - Assembly Hall</b>					
<b>Approval of Academic Programme</b>	<b>Friday, July 9, 2010 onwards</b> students who have not made a request for override, change of option or status. <b>Monday, July 9, 2010 onwards</b> – New students and students who have made a request for override, change of option or status. <b>All Students must view approval online</b>					
<b>Add/Drop Request(s)</b>	<b>ALL STUDENTS</b> Add/Drop request(s) can be made online once academic approval has been granted by the Dean. Add/Drop will close on Sunday Sept. 12, 2010					
<b>Financial Clearance &amp; Registrar's Approval</b>	<b>All students can view Financial Clearance and Registrar's Approval online</b>					

## Registration Schedule Faculty of Social Sciences

Department	Activities	New Full-time Students	New Part-time Students	Returning Full-time Students	Returning Part-time Students
<b>All Departments (New Students)</b>	Dean's Welcome Address	<b>Monday, August 30</b> 9am – 10:30am <b>Venue: SSLT</b>	<b>Monday, August 30</b> 6pm – 7pm <b>Venue: SSLT</b>		
<b>Department of Economics</b> Economics, Statistics, Business Economics and Social Statistics (BESS), Banking and Finance (Majors & Special)	Academic Advising & Course Selection	<b>Monday, August 30</b> 11am – 1pm, 2pm – 4pm <b>Venue: SR10</b>	<b>Tuesday, August 31</b> 1:30pm – 3:30pm <b>Venue: SSLT</b> <b>Wednesday, September 1</b> 10am – 12noon <b>Venue: SSLT</b>	<b>Thursday, September 2 – Friday, September 3</b> 5pm – 7pm <b>Venue: TR11</b>	
<b>Department of Government</b> International Relations, Public Sector Management, Political Sciences, Africa & African Diaspora (Majors)	Academic Advising & Course Selection	<b>Monday, August 30</b> 11am – 1pm, 2pm – 4pm <b>Venues: SR5, SR6, SR8</b>	<b>Tuesday, August 30</b> 1:30pm – 3:30pm <b>Venues: SR5, SR6, SR8</b> <b>Wednesday, August 31</b> 10am – 12noon <b>Venues: SR5, SR6, SR8</b>	<b>Thursday, September 2</b> 10am – 12noon 1pm – 4pm <b>Venues: SR5, SR6, SR8</b>	<b>Friday, September 3</b> 5pm – 7pm <b>Venues: SR5, SR6, SR8</b>
<b>Department of Management Studies (All Options)</b> Accounting, Entrepreneurship, General Human Resource Management, Marketing, Operations.	I <sup>st</sup> Year Students Transformation: "Taking Charge of your DOMS Experience"	<b>Monday, August 30</b> 11am – 1pm 2pm – 4pm <b>Venue SSLT</b>	<b>Monday, August 30</b> 5pm – 8pm <b>Venue SSLT</b>	<b>Wednesday, September 1 – Friday, September 3</b> 9am – 12noon, 1pm – 4pm 5pm – 7pm <b>Venue: SR10</b>	

Department	Activities	New Full-time Students	New Part-time Students	Returning Full-time Students	Returning Part-time Students
<b>Department of Management Studies</b>  Tourism Management (Specials)	1 <sup>st</sup> Year Students Transformation: "Taking Charge of your DOMS Experience"	<b>Monday, August 30</b> 11am – 1pm, <b>Venue: SR10</b>	N/A	<b>Wednesday, September 1 – Friday, September 3</b> 9am – 12noon, 1pm – 4pm 5pm – 7pm <b>Venue: SR10</b>	
	2 <sup>nd</sup> & 3 <sup>rd</sup> Year Students Transformation: "Maintaining the DOMS Experience"	<b>Monday, August 30</b> 2pm – 4pm <b>Venue SR10</b>			
<b>Department of Management Studies (All Options and Specials)</b>  Accounting, Entrepreneurship, General Human Resource Management, Marketing, Operations & Tourism and Hotel Management.	Academic Advising & Course Selection	<b>Tuesday, August 31</b> 11am – 1pm, 2pm – 4pm <b>Venue SR10</b>	<b>Tuesday, August 31</b> 5pm – 7pm <b>Venue: SR10</b>	<b>Wednesday, September 1 – Friday, September 3</b> 9am – 12noon, 1pm – 5pm, <b>Venue: SR16</b>	
<b>Department of Sociology, Psychology &amp; Social Work</b>  Psychology, Sociology, Demography, Labour & Employment, Social Anthropology, Social Policy & Development. (Majors)	Academic Advising & Course Selection	<b>Monday, August 30</b> 11am – 1pm 2pm – 4pm <b>Venue: GLT3</b>	<b>Tuesday, August 31</b> 1:30pm – 3:30pm <b>Venue: GLT 3</b>  <b>Wednesday, September 1</b> 10am – 12noon 1pm – 4pm <b>Venue: GLT 3</b>	<b>Thursday, September 2</b> 10am – 12noon 1pm – 4pm <b>Venue: GLT3</b>	<b>Friday, September 3</b> 5pm – 7pm <b>Venue: GLT 3</b>

Department	Activities	New Full-time Students	New Part-time Students	Returning Full-time Students	Returning Part-time Students
<b>Department of Sociology, Psychology &amp; Social Work</b>  Social Work (Special & Diploma)	Academic Advising & Course Selection	<b>Tuesday, August 31</b> 3pm – 5pm <b>Venue: GLT1</b>		<b>Friday, September 3</b> 10am – 12noon <b>Venue: GLT1</b>	<b>Thursday, September 2</b> 4pm – 6pm <b>Venue: GLT1</b>
<b>Faculty Office Information Centre (All Students)</b>	Enquiries/Requests relating to: Registration, Leave of Absence, Timetable, Exemptions, Studying Abroad, Credit Check, Change of Enrolment Status etc,	<b>Monday, August 30</b> 10:35am – 5pm <b>Venue: SR4</b>  <b>Tuesday, August 31 - Friday, September 3</b> 8:30am – 5pm <b>Venue: SR4</b>			
<b>All Departments (All Students)</b>	Online Registration Selection of Academic Programme (for students who have not already selected courses), Add/Drop & Viewing of Registration	Computers are available on the dates (excluding weekends) and at the locations indicated below: <b>Monday, August 30 to Friday, September 3 - 9am to 6pm</b> <ul style="list-style-type: none"> <li>• DOMS Computer Lab (Department of Management Studies)</li> <li>• Population Lab (Alister McIntyre Complex)</li> <li>• Computer Lab 6 (Alister McIntyre Complex)</li> </ul> <b>Monday, August 30 to Tuesday, September 7 - 9:00am to 6:00pm (excluding weekends) &amp; Wednesday, September 8 - 9:00am to 1:00 pm</b> <ul style="list-style-type: none"> <li>• Assembly Hall</li> </ul>			
<b>All Departments (All Students)</b>	Financial Clearance & Registrar's Approval	Students may view Financial Clearance and Registrar's Approval online.			

**Key to Location:**

SR – Seminar Room

TR – Tutorial Room

SSLT – Social Sciences Lecture Theatre

GLT1, GLT3, Population Lab, & Computer Lab 6 located within the Alister McIntyre

Complex

SR4, SR5, SR6, & SR8 located within the Faculty Office Building

SR10, SR16, DOMS Computer Lab located in the Department of Management Studies

TR11 located in the Department of Economics

## **ADDITIONAL INFORMATION**

### **COMPUTERS FOR SELECTION & VIEWING OF ACADEMIC PROGRAMME**

*In addition to the sites identified in the Faculty Schedules*, computers will be available to students for the Selection of Academic Programmes in the following locations at the dates and times identified below.

<b>Location</b>	<b>Date</b>	<b>Time</b>
Assembly Hall	Monday, August 30 to Tuesday, September 7 , 2010	9:00am to 6:00pm
	Wednesday, September 8 , 2010	9:00am to 1:00pm

Note: Computers in the Assembly Hall are not available on weekends.

### **Financial Clearance – Place & Time**

Customer Service Representatives will be available to assist students who have not received financial clearance within two working days after payment of fees.

<b>Location</b>	<b>Date</b>	<b>Time</b>
Assembly Hall	Monday, August 30 to Friday, September 3, 2010	9:00am to 6:00pm
Student Administrative Services Section (SASS)	Monday, September 6, 2010 onwards	8:30am and 4:30pm

## **SPECIAL ACTIVITIES FOR NEW STUDENTS**

### **Orientation**

Orientation activities for new students will be held during the period Sunday August 22 to Thursday August 26, 2010. Further information is available in the special orientation issue of Mona News and The Gleaner.

### **Library Tours**

All new students should attend the orientation sessions arranged by the campus' three libraries. At the beginning of each academic year the Library conducts hour-long Orientation Tours two or three times daily. Please consult the Library's Webpage or notice boards for the times.

### **Matriculation Ceremony**

#### **Matriculation Ceremony/Register**

All new students are required to attend a Matriculation Ceremony on Thursday, September 9, 2010, at 4:00pm in the Assembly Hall. The Matriculation Register must be signed at the Undercroft before students proceed to the Assembly Hall.

## **APPENDIX 1**

### **SEMESTER CALENDAR 2010/2011**

#### **SEMESTER I (2010)**

Semester I	Begins August 29, 2010
Registration (Normal)	August 23- September 3, 2010
Registration (Late)	September 6 – 10, 2010
Teaching Starts	September 6, 2010
Teaching Ends	December 3, 2010
Examinations Period	December 6 - 21, 2010

#### **SEMESTER II (2011)**

Semester II Begins	January 23, 2011
Registration*	January 24 – 28, 2011
Teaching Starts	January 24, 2011
Teaching Ends	April 21, 2011
Examinations Period	April 27 - May 13, 2011
Semester II	Ends May 13, 2011

\* Students who obtained Financial Clearance and Registrar's Approval for Semester I only must complete registration for Semester II.

## APPENDIX 2

### IMPORTANT DATES FOR STUDENTS TO NOTE

#### SEMESTER I 2010-2011

<b>Aug. 23, 2010</b>	<b>Normal</b> Registration begins	Registration is not complete until all tuition and miscellaneous fees are paid.
<b>Aug. 29, 2010</b>	Semester I starts	Tuition, Miscellaneous and Residence Fees (if applicable) are due.
<b>Sept. 3, 2010</b>	<b>Normal</b> Registration ends	Registration is not complete until all tuition and miscellaneous fees are paid.
<b>Sept. 6- 10, 2010</b>	Late Registration Period	<b>\$1,000</b> Penalty for late registration.
<b>After Sept. 10, 2010</b>	<b>Extraordinary requests</b> for late Registration and late adjustments to registration (add/drop)	Allowed only if approved by Academic Board. <b>Late fines will be charged by Academic Board.</b>
<b>Oct. 1, 2010</b>	<b>Final Date for payment of Semester I tuition fees or to be sent on Compulsory Leave of Absence</b>	<b>Sent on Compulsory Leave of Absence unless a payment schedule had previously been agreed to in writing with UWI.</b>
<b>Oct. 2, 2010</b>	Compulsory Leave of Absence Process Begins	
<b>Oct. 8, 2010</b>	<b>Final date</b> for Leave of Absence (LOA) applications	A late request fine of \$2000.00 will be charged after deadline date. Tuition refund allowed only as under the Refund Policy.

#### SEMESTER II 2010-2011

<b>Jan. 23, 2011</b>	Semester II starts	Tuition, Miscellaneous and Residence Fees (if applicable) are due.
<b>Jan. 24, 2011 - Jan. 28, 2011</b>	<b>Normal</b> Registration Period	Registration is not complete until all tuition and miscellaneous fees are paid.
<b>Jan. 31, 2011 – Feb. 4, 2011</b>	Late Registration Period	<b>\$1,000</b> Penalty for late registration.
<b>Feb. 4, 2011</b>	<b>Final Date for payment of Semester II tuition fees or to be sent Compulsory Leave of Absence</b>	<b>Sent on Compulsory Leave of Absence unless a payment schedule had previously been agreed to in writing with UWI.</b>
<b>Feb. 5, 2011</b>	Compulsory Leave of Absence Process Begins	
<b>After Feb. 5, 2011</b>	<b>Extraordinary requests</b> for late Registration and late adjustments to registration (add/drop)	Allowed only if approved by Academic Board. <b>Late fines will be charged by Academic Board</b>
<b>Feb. 11, 2011</b>	<b>Final date</b> for Leave of Absence (LOA) applications	A late request fine of \$2000.00 will be charged after deadline date. Tuition refund allowed only as under the Refund Policy.

## APPENDIX 3

### ONLINE REGISTRATION GUIDELINES

#### LOGON TO SAS

<p>1. Go to the SAS Web Site</p> <ul style="list-style-type: none"><li>The SAS Web site is accessed from the UWI Mona home page at <a href="http://www.mona.uwi.edu/">http://www.mona.uwi.edu/</a> Click on the <b>SAS</b> link in the <i>Online Systems</i> menu (in the left panel)</li></ul>
<p>2. Click on <i>Enter Secure Area</i></p>
<p>3. Type your <i>ID number</i> in the space provided e.g. 620000001</p>
<p>4. Enter your <i>Password</i>: The default is your date of birth in the format <b>YYYYMMDD</b>.</p>
<p>5. Click on Login</p>
<p>6. The “<i>MAIN MENU</i>” will be displayed</p> <ul style="list-style-type: none"><li>Personal Information</li><li>Student Services</li></ul>

#### SEARCH FOR COURSES

**Note: When selecting a course, you must use the CRN (Course Registration Number) instead of the course code to add the course to the Add/Drop worksheet.**

<p>1. Go to the Registration Menu Click on the Student Services link Click on Registration</p>
<p>2. Click on the <a href="#">Look-up Classes to Add</a> link</p>
<p>3. Select the appropriate term (choose from the drop down menu) and click <i>Submit</i></p>
<p>4. Identify what course or group of courses you are looking for.</p> <ol style="list-style-type: none"><li>Look for a specific course<ul style="list-style-type: none"><li>Click on the subject area and enter the course code. e.g. for ACCT1002, ACCT is the subject and 1002 is the course number</li></ul></li><li>Look for courses in specified subject area(s)<ul style="list-style-type: none"><li>Click on a single subject area, or</li><li>Select multiple subject areas by simultaneously pressing the Ctrl key and clicking on the areas</li></ul></li><li>Look for courses at a specified Campus<ul style="list-style-type: none"><li>There are six campus options</li></ul></li></ol>

- Mona
- Mona – Affiliates
- Mona – Bahamas
- Mona – Weekend
- Mona – Western Jamaica
- Mona – Tertiary Level Institutions

Note: You are offered to a programme at a specified campus and cannot register for courses at another campus without special permission.

- Mona – Affiliated  
Available to all students and include courses taught at the following institutions:
  - St. Michael’s Theological Center
  - United Theological College
  - Edna Manley School
  - MICO
  - Shortwood
  - Moneague
  - Bethlehem Moravian College

- Click on the campus you attend  
Note: “All” is selected by default and if you do not specify a single campus, the resulting report will show all courses offered at all the campuses. This can be a very long list!

iii) Look for a specific type of course

- “All” is selected by default and the resulting report will show all types, lectures, tutorials, labs, etc.
- Click on a single schedule type (lecture, tutorial, lab, etc)
- Select multiple schedule types by simultaneously pressing the Ctrl key and clicking on the type

**5. Click on *Class Search – to obtain information***

6. Identify courses you wish to select

i) Write down the CRN

OR

ii) Click the box in the *Select* column next to the course(s)

a) Click *Add to Worksheet* to place the CRN in the *Add/Drop* page

OR

b) Click Register to select the course(s)

**Note: A student can also use the [Class Search](#) link on the Add/Drop page and repeat steps 4-6.**

## REGISTRATION FOR MULTIPLE SCHEDULE TYPES

### [Lectures, Tutorials, Labs, Seminars, etc]

Students are required to register for lectures, tutorials, labs and any other schedule type(s) where applicable

### Examples

BIOL1261 has lecture, tutorial and laboratory components. Students registering for this course must therefore register for three streams/sections of the course:

1. Lecture: BIOL1261 (BL12B) Diversity of Organisms
2. Tutorial: BIOL1261 Tutorial BIOL1261
3. Lab: BIOL1261 Lab BIOL1261

GOVT1008 has lecture and tutorial components. Students registering for this course must register for two streams/sections of the course:

1. Lecture: GOVT1008 (GT12A) Intro to International Relations
2. Tutorial: GOVT1008 Tutorial GOVT1008

### Identifying lectures, tutorials and labs

CRN	All streams/sections, i.e. each lecture, lab or tutorial will have a unique CRN.
Course Code	Each section of the same course will have the same course code, i.e. the lecture, lab and tutorial sections all have the same course code.
Course Title	Lecture sections: Title of the course, e.g. (BL12B) Diversity of Organisms Tutorial sections: Tutorial ' <i>Course Code</i> ', e.g. Tutorial BIOL1261 Lab sections: Lab ' <i>Course Code</i> ', e.g. Lab BIOL1261

### Finding lectures, tutorials and labs

Use the Class Search feature, see guidelines on how to "Search for Courses".

You can view all the streams/sections for a course, which will include all the types, or you can search for one type only.

## ADD COURSES

**Note: Students are required to select courses for both Semesters I and II at the start of the Academic year, Course Selection for each Semester will have to be done separately.**

1. Go to the Registration Menu  
Click on the Student Services link  
Click on Registration

2. Click on the *Add/Drop Classes* link.

3. Select the appropriate term (choose from the drop down menu) and click *Submit*

4. In the Add Classes Worksheet area, enter the CRN for each course (NOT the course code).

i) Type in the CRN\* for each course if you know it  
OR

ii) Click on [Class Search](#) to look for courses and CRN

\* CRN- “Course Reference Number” is a unique code assigned by the system to each stream/section of a course.

**Note: Students are required to register for all applicable ‘schedule types’ associated with a course, i.e. lectures, tutorials, laboratories, etc. See ‘Registration for Multiple Schedule Types’ for further details.**

5. Click on *Submit Changes*

6. Review System Output

- **\*\*Web Registered\*\*** - Course Criteria Satisfied and the course selection is complete. (Courses added to record)
- **Registration Add Errors** - Course Criteria NOT Satisfied. Courses will **NOT** be added to record  
A message will appear listing all the courses where the course criteria were not satisfied. Before such courses can be added to the record, the student must receive permission from the Faculty by requesting a course override.
  - Student can :
    - a. Choose another course
    - OR
    - b. Request an Override

## REGISTRATION ADD ERRORS

When a Course Criteria is NOT Satisfied, a message will appear when the student attempts to add the course to their record. Course Criteria include the Departmental and Faculty criteria identified below.

Criteria	Description	Error Message
Pre-requisite	UWI Course(s) that the student must have already passed.	PREQ and TEST SCORE-ERROR
Test Score	Non-UWI Course(s) that the student must have already passed, e.g. CXC, A' Level, CAPE, etc.	PREQ and TEST SCORE-ERROR
Co-requisite	UWI Course(s) that the student must be registered for in the same semester.	CORQ_{Course Code} (CRN) REQ e.g. COREQ_MATH3130 11236 REQ
Faculty Credit Limits	Limit on the maximum number of credits a student can register for in a semester, without Faculty approval.	MAXIMUM HOURS EXCEEDED
Quotas	Limit on the number of students allowed to register in the stream/section of a course.	CLOSED SECTION
Student Restrictions	Stream/Section of the course restricted to a specified group of students, e.g. History Majors, Faculty of Social Sciences students, Final Year students, etc. There could be one of seven (7) possible error messages.	LEVEL RESTRICTION COLLEGE RESTRICTION DEGREE RESTRICTION PROGRAMME RESTRICTION MAJOR RESTRICTION CLASS RESTRICTION CAMPUS RESTRICTION
Repeat Course Already Passed	Students cannot register for courses they have already passed in their current programme	RPT HRS EXCEED
Linked Sections	Students are required to register for all applicable 'schedule types' associated with a course. Schedule types include the following: <ul style="list-style-type: none"> <li>• Lectures</li> <li>• Tutorials</li> <li>• Labs</li> <li>• Seminar</li> <li>• Clinical</li> <li>• Field Work</li> <li>• Internship</li> <li>• Workshop</li> </ul>	Please register for Lecture section simultaneously Please register for Tutorial section simultaneously Please register for Lab section simultaneously Please register for Seminar section simultaneously Please register for Clinical section simultaneously Please register for Field Work section simultaneously Etc  Note: The message "LINK ERROR" may also occur

**Departmental Override** is required for the following errors:

- PREQ and TEST SCORE-ERROR
- CORQ\_{Course Code} (CRN) REQ
- LEVEL RESTRICTION
- COLLEGE RESTRICTION
- DEGREE RESTRICTION
- PROGRAMME RESTRICTION
- MAJOR RESTRICTION
- CLASS RESTRICTION

**Capacity Override** is required for the following error:

- CLOSED SECTION (C)

**Faculty Credit Override** is required for the following error:

- MAXIMUM HOURS EXCEEDED

Note: Students cannot obtain an override for the following registration errors:

- 'CAMPUS RESTRICTION'
- 'RPT HRS EXCEED'
- 'LINK ERROR'

## **DROP COURSES**

<b>1.</b> Go to the Registration Menu Click on the Student Services link Click on Registration
<b>2.</b> Click on the <i>Add/Drop Classes</i> link.
<b>3.</b> Select the appropriate term (choose from the drop down menu) and click <i>Submit</i>
<b>4.</b> Select “ <b>++Web Drop++</b> ” in the Action column next to the course to be dropped.
<b>5.</b> Click on <i>Submit Changes</i>

**Note: Once the record is updated, the course remains on the screen with a status of ++Web Drop++.**

## REQUEST AN OVERRIDE

### 1. Go to the Request Course Override Page

i) Click on **Request Override** button on the Add/Drop page

OR

ii) Select the [Request for Course Error Overrides](#) link in the Registration Menu

Note: Students cannot request an override for a 'RPT HRS EXCEED', 'LINK ERROR' or 'CAMPUS RESTRICTION' registration errors.

### 2. Select Course from the drop down list. Only courses that the student previously tried to select that day will appear in the list.

### 3. Type message to Faculty (optional)

### 4. Submit Request

### 5. Check for Override Decision

- Select the [Request for Course Error Overrides](#) link from the Registration Menu
- Select Semester/Term and Submit
- View decisions at the bottom of the page in the Permit/Override Column

Permit/Override Message	Meaning
Departmental Override Approval	Override Request has been Approved by the Department
Departmental Override Declined	Override Request has NOT been Approved by the Department
Capacity Override Approved	Request to override quota has been Approved by the Department
Capacity Override Declined	Request to override quota has NOT been Approved by the Department
Faculty Credit Override	Override Request has been Approved by the Faculty
Faculty Credit Decline	Override Request has NOT been Approved by the faculty

- Pending override requests are listed at the top of the page

### 6. Add Approved Courses to Record

**Note: A course CANNOT be added to a record if the course criteria are not satisfied. Faculty Override must be granted before the course can be added to the record.**

- Once the approval has been granted, the course will be added to the students' record.

## **CHANGE OF MAJOR AND/OR ENROLMENT STATUS**

<p><b>1.</b> Go to the Registration Menu Click on the Student Services link Click on Registration</p>
<p><b>2.</b> Click on the “<a href="#">Request a Change of Major or Enrolment Status</a>” link.</p>
<p><b>3.</b> Select new major(s)/minor(s)/option/special being requested (if applicable).</p>
<p><b>4.</b> Select new enrolment status (full-time/part-time) being requested (if applicable).</p>
<p><b>5.</b> Submit request(s) electronically to the faculty for approval.</p>
<p><b>6.</b> Check for approval. Return periodically to the “<a href="#">Request a Change of Major or Enrolment Status</a>” link. A complete history of all requests made and decisions taken by the faculty will be retained on this page.</p>

## **VIEW RESULTS**

<p><b>1.</b> Go to the Registration Menu Click on the Student Services link Click on Student Records</p>
<p><b>2.</b> Click on <a href="#">View Un-Official Transcript (Examination Results)</a> link. A complete academic history at UWI for the student will appear.</p>

## NOTES



