

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

**2014/2015
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.

*Prepared by: The Student Records Unit, Registry
in collaboration with the Bursary*

August 2014

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

2014/2015 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. Such students will not be able to access facilities such as the Health Centre, the Library and Our Virtual Learning Environment (OURVLE).

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; however the non-refundable miscellaneous fees MUST be paid in full at the start of the academic year.**

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. Please see Appendix 4 Regulations Governing the Payment of Fees for Academic Year 2014-2015.

	Semester 1	Semester 2
Fees Due	September 1, 2014	January 25, 2015

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.

All communication on the matter of tuition fees will be done via the University Campus Mona Messaging (Students Portal) 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 Pan Caribbean countries
- iv. Students from non-contributing countries
- v. International Students

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

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

Pan Caribbean will be charged 25% above fees for non-sponsored students from contributing countries.

Table 2: Pan Caribbean Countries

• Aruba	• Costa Rica	• Panama
• Bonaire	• Curacao	• Suriname
• Brazil	• French Guiana	• Venezuela
• Colombia	• Guyana	

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 *specialy 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 payment of miscellaneous fees. 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 whatever they have opted (annually, per semester, monthly) have 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 and Residence fees by September 1, 2014
- ii. Semester II Tuition and Residence fees by January 25, 2015

Outstanding balances and charges based on a student's 2014/15 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 15, 2014 to students who fail to complete the registration process prior to this date. Late registration will be permitted up to the end of the second week of Semester I, i.e. Sunday September 14, 2014. A late fee penalty will also be applied for students who do not pay their tuition fees in full by the deadline specified. Additional fines will also be imposed by Academic Board from September

15, 2014 in Semester I and January 25, 2015 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 2013/14 academic year
2. Miscellaneous Fees
3. Semester I Residence Fees
4. Semester I Tuition
5. Semester II Miscellaneous Fees*
6. Semester II Residence Fees
7. Semester II Tuition

***Applicable to students who begin their programme in Semester II.**

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 registration 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 an unofficial copy of 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, UWI Credit Union or at our E-Commerce facility. You will be notified via the email address that you provided in your application as to when the letter is ready for collection. Students can collect these from Student Administrative Services Section (SASS).

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

DELINQUENT ACCOUNTS

Delinquent accounts will be subject to a charge of 1% per month on the outstanding balance until the matter giving rise to delinquency has been addressed.

A student's account shall be categorised as delinquent for Semester 1, 2014-2015 if any one of the following situations exist:

- Miscellaneous Fees have not been paid in FULL by September 30, 2014.
- Tuition fees for Semester One have not been paid and there is no approved payment plan in place by September 30, 2014
- Payments on a payment plan are in arrears for one month or more.
- The Student Loan Bureau's application process is incomplete as at September 30, 2014. The account will remain delinquent, and will attract the penalty for delinquent accounts, until the Campus has been advised that all application requirements have been fulfilled. If the Student Loan is approved, the student will be responsible for payment of the penalty charges.
- Government Assisted Tertiary Education (GATE) Programme application process is incomplete as at September 15, 2014. The account will remain delinquent, and will attract the penalty for delinquent accounts, until the application process is completed. If GATE funding is received, the student will be responsible for payment of the penalty charges.

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 2014/2015 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> using credit card. 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 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).

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, 9:00 am to 3:00 pm.

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

Aug 30 to Sep 3, 2014	9:00am to 5:00pm
Sept 6 to 10, 2014	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 turnaround 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, 2014.

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 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 Leave of Absence or withdrawal. Students are advised to apply as early as possible for 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 there are 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 fifteen (15) working days from the date submitted of a completed **Refund/Payment Request Form online**.

Administrative Charge

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 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. You can also call us at 970-6735-6, 970-6738-40 and 970-6745.

Direct Deposits

Students requiring refunds from the campus will need to complete a **Direct Deposit Request Form**. **These forms are available at the** Student Administrative Services Section Unit (SASS). Please bring your student ID along with a copy of it to complete the process.

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.

Books and Incidentals	FULL-TIME	PART-TIME
Estimate for all Faculties	J\$35,000	J\$22,000

Meals	Approx. Cost per day
Estimate for the purchase of three meals daily	J\$1,200

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\$30,000 - J\$45,000 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\$1,200 per day for meals.

RESIDENCE CHARGES

Costs stated for Residence in Hall are for approximately 38 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.

2014/2015 RESIDENCE FEES

Residence in Hall (full-time students only)				Rate per day
HALL & ROOM TYPE	Academic Year [265 days] J\$	Semester I* [147 days] J\$	Semester II [118 days] J\$	
Mona Campus:				
ABC - Single Rooms	\$201,930	\$112,014	\$89,916	\$762.00
A.Z. Preston Hall - Single Rooms	\$207,760	\$115,248	\$92,512	\$784.00
A.Z. Preston Hall - Double Rooms	\$175,165	\$97,167	\$77,998	\$661.00
Chancellor Hall (Block X)	\$253,870	\$140,826	\$113,044	\$958.00
Elsa Leo-Rhynie Hall - Single Rooms	\$233,200	\$129,360	\$103,840	\$880.00
Elsa Leo-Rhynie Hall - Double Rooms	\$198,220	\$109,956	\$88,264	\$748.00
Marlene Hamilton Hall – Studio	\$37,300 per month			
Marlene Hamilton Hall – Super Studio	\$42,000 per month			
Marlene Hamilton Hall – Studio with A/C	\$60,904 per month			
Marlene Hamilton Hall – Super Studio with A/C	\$71,994 per month			
Traditional Halls - Single Rooms	\$191,330	\$106,134	\$85,196	\$722.00
Traditional Halls - Double Rooms	\$161,650	\$89,670	\$71,980	\$610.00
Rex Nettleford Hall - Single	\$226,840	\$125,832	\$101,008	\$856.00
Western Jamaica Campus:				
Buccaneer	\$242,210	\$134,358	\$107,852	\$914.00
600 Block Top Floor	\$242,210	\$134,358	\$107,852	\$914.00
600 Block Middle Floor	\$290,705	\$161,259	\$129,446	\$1,097.00
600 Block Ground Floor	\$179,935	\$99,813	\$80,122	\$679.00

NOTE: Traditional Halls – Chancellor, Irvine, Mary Seacole & Taylor

* Semester I includes the Christmas Break (29 days)

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

2014/2015 MISCELLANEOUS FEES

Full-Time Students Residing On Hall *	JA\$20,092
Full-Time Students Not Residing On Hall *	JA\$14,092
Part-Time and Specially Admitted Students *	JA\$14,092
ID Card First Issue/Renewal †	JA\$500
ID Card Replacement	JA\$750

*Does not include ID Card fee
Miscellaneous Fees are **non-refundable and must be paid in full at the beginning of the Semester.**

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

TUIITION FEES – Faculty of Gender & Development Studies

A. Full-Time Students (registered for 12 or more credits in a semester)

	Sponsored Students From Contributing Countries [J\$]	Non-Sponsored Students From Contributing Countries [J\$]	Students From Pan Caribbean Countries* [J\$]	Students From Non-Contributing Countries [J\$] [US\$]		International Students [US\$]
per annum	259,901	433,126	541,408	1,299,507	11,300	15,000
per semester	129,951	216,563	270,704	649,754	5,650	7,500

B. Part Time Students (registered for 11 credits or less in a semester)

	Sponsored Students From Contributing Countries	Non-Sponsored Students From Contributing Countries	Students From Pan Caribbean Countries*	Students From Non-Contributing Countries		International Students
per credit	J\$8,663	J\$14,438	J\$18,047	J\$43,317	US\$ 377	US\$555

C. Exams Only & Occasional and Specially Admitted Students

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>
Exams Only & Occasional	JA\$ 4,332 (per credit)	
Specially Admitted	JA\$14,438 (per credit)	JA\$43,317 US\$377 (per credit)

See Tables 1 & 2 for list of Contributing & Pan Caribbean Countries

TUITION FEES - Faculty of Humanities & Education

A. Full-Time Students (registered for 12 or more credits in a semester) – applicable to all degree and diploma programmes except those listed in section C

	Sponsored From Contributing Countries [J\$]	Non-Students Sponsored From Contributing Countries [J\$]	Students From Pan Caribbean Countries* [J\$]	Students From Non-Contributing Countries [J\$] [US\$]		International Students [US\$]
per annum	259,901	433,126	541,408	1,299,507	11,300	15,000
per semester	129,951	216,563	270,704	649,754	5,650	7,500

B. Part Time Students (registered for 11 credits or less in a semester)) – applicable to all programmes except those listed in section C

	Sponsored Students From Contributing Countries	Non-Sponsored Students From Contributing Countries	Students From Pan Caribbean Countries*	Students From Non-Contributing Countries	International Students
per credit	J\$8,663	J\$14,438	J\$8,047	J\$43,317 US\$377	US\$555

C. Full-Time/Part-Time Programmes

	<i>Students From Contributing Countries [J\$]</i>	<i>Students From Non-Contributing Countries † [J\$]</i>
United Theological College B.A. Theology & Licentiate in Theology **	51,980	51,980
St. Michael's Theological Centre B.A. Philosophy with Minor in Theology **	51,980	51,980
Edna Manley School for the Visual & Performing Arts B.A. Visual Arts, Drama, Dance & Music **	129,951	649,754
UWI/Shortwood Teachers College B. Ed Early Childhood Education (Part-Time)	JA\$8,405 (per credit)	
B. Ed Literacy Studies Online	JA\$8,405 (per credit)	
Diploma in Media & Communication	JA\$208,361 (per annum)	
Bachelor of Fine Arts in Film Production	US\$8,500 (per annum)	
Bachelor of Fine Arts in Animation	US\$8,500 (per annum)	

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

D. Exams Only & Occasional and Specially Admitted Students

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>
Exams Only & Occasional	JA\$4,332 (per credit)	
Specially Admitted	JA\$14,438 (per credit)	JA\$43,317 US\$377 (per credit)

See Tables 1 & 2 for list of Contributing & Pan Caribbean Countries

TUITION FEES - Faculty of Law

A. Full-Time and Part-Time

	Enrolment Status	Sponsored Students From Contributing Countries	Non-Sponsored Students From Contributing Countries	Students from Pan Caribbean Countries	Students From Non-Contributing Countries		International Students
		J\$	J\$	J\$	J\$	US\$	US\$
Bachelor of Laws (LLB) <i>[**UGC Programme]</i>	Full-Time	281,478	469,083	586, 354	1,407,390	12,238	Not Applicable
	<i>Part-Time</i>	140,739	234,542	293,177	703,695	6,119	
Bachelor of laws (LLB) (Self-Financing Programme)	Full-Time	US\$10,000					
	per credit – <i>Part-Time</i>	US\$367					

**All three years of the UGC programme will be done at the Mona Campus. Students will no longer complete years 2 & 3 at the Cave Hill Campus.

B. Exams Only & Occasional and Specially Admitted Students

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>	
Exams Only & Occasional	JA\$28,148		(per semester length course)
Specially Admitted	JA\$46,908	JA\$140,739 US\$ 1,224	

See Tables 1 & 2 for list of Contributing & Pan Caribbean Countries

TUITION FEES - Faculty of Medical Sciences

A. Full-Time and Part-Time Students in Medical Sciences Undergraduate Programmes

	Students From All Countries	
Associate Degree in Child Development	per course	US\$303
B.Sc. Diagnostic Imaging**	per annum	J\$446,250
B.Sc. Diagnostic Imaging (Completion)**	per credit	J\$10,000
B.Sc. Nursing Admitted in and after 2013/2014	per annum	J\$575,000 US\$5,000
B.Sc. Nursing Admitted prior to 2013/2014	per annum	J\$431,250 US\$3,750
B.Sc. Nursing (Post RN)	See section B below	
B.Sc. Physical Therapy		
Bachelor of Basic Medical Sciences (BBMS)		
Medicine & Surgery (MBBS)		
Doctor of Dental Surgery (DDS)	per annum	US\$28,000

B. Full-Time and Part-Time Students in Medical Sciences Undergraduate Programmes

		Sponsored Students From Contributing Countries	Non- Sponsored Students From Contributing Countries	Students from Pan Caribbean Countries	Students From Non- Contributing Countries	
		J\$	J\$	J\$	J\$	US\$
- BSc Nursing (Post RN) - BSc Physical Therapy	per annum	259,901	433,126	541,408	1,299,507	11300
	per credit	8,663	14,438	18,047	43,317	377
- Bachelor of Basic Medical Sciences (BBMS)	per annum	456,328	760,468	950,585	2,281,633	19,840
- Medicine & Surgery (MBBS) [admitted to the programme prior to 2011/12]	per annum	624,605	2,875,000	2,875,000	2,875,000	25,000
- Medicine & Surgery (MBBS) [admitted to the programme in or after 2011/12]	per annum	624,605	3,220,000	3,220,000	3,220,000	28,000

| See Tables 1 & 2 for list of Contributing & Pan Caribbean Countries |

C. Exams Only & Occasional and Specially Admitted Students

Exams Only & Occasional			
- BSc Nursing (Post RN)	JA\$4,332 (per credit)		
- BSc Nursing	JA\$5,031 (per credit)		
- MBBS Pre-Clinical & Clinical	JA\$62,461	(per semester length course)	
Bachelor Basic Medical Sciences	JA\$45,633		
Specially Admitted	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries*</i>	
- BSc Nursing (Post RN)	JA\$14,438	JA\$43,317 US\$377	(per credit)
- BSc Nursing	JA\$5,031 US\$44		(per credit)
-MBBS Pre-Clinical & Clinical	JA\$104,115	JA\$312,303 US\$2,716	(per semester length course)
-Bachelor Basic Medical Sciences	JA\$76,047	JA\$228,163 US\$1,984	

*Includes Pan Caribbean Countries

See Tables 1 & 2 for list of Contributing & Pan Caribbean Countries

TUITION FEES - Faculty of Science & Technology

A. Full-Time Students (registered for 14 or more credits in one semester) – applicable to all programmes except those listed in section C

	Sponsored Students From Contributing Countries [J\$]	Non-Sponsored Students From Contributing Countries [J\$]	Students from Pan Caribbean Countries [J\$]	Students From Non-Contributing Countries [J\$] [US\$]		International Students [US\$]
per annum	259,901	433,126	541, 408	1,299,507	11,300	15,000
per semester	129,951	216,563	270, 704	649,759	5,650	7,500

B. Part-Time Students (registered for 13 credits or less in one semester) – applicable to all programmes except those listed in section C

	Sponsored Students From Contributing Countries	Non-Sponsored Students From Contributing Countries	Students from Pan Caribbean Countries	Students From Non-Contributing Countries	International Students
per credit	J\$8,663	J\$14,438	J\$18,047	J\$43,317 US\$377	US\$555

C. Full-Time/Part-Time Programmes

	<i>Students From Non-Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>
BSc Computer Systems Engineering	JA\$1,000,000 (per annum)	
BSc Civil Engineering	JA\$1,000,000 (per annum)	
BSc Electronics Engineering	JA\$1,000,000 (per annum)	
Tertiary Level Institutions (TLI) Centres & Challenge ***	JA\$20,535 (per annum)	

***Note: Fees payable to UWI only and does not include the amount payable to the TLI

D. Exams Only & Occasional and Specially Admitted Students

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>
Exams Only & Occasional	JA\$4,332 (per credit)	
Specially Admitted	JA\$14,438 (per credit)	JA\$43,317 US\$377 (per credit)

| See Tables 1 & 2 for list of Contributing & Pan Caribbean Countries |

TUITION FEES - Faculty of Social Sciences

A. Full-Time Students (registered for 12 or more credits in a semester) – applicable to all programmes except those listed in section C

	Sponsored From Contributing Countries [J\$]	Non-Sponsored From Contributing Countries [J\$]	Students from Pan Caribbean Countries [J\$]	Students From Non-Contributing Countries [J\$] [US\$]		International Students [US\$]
per annum	259,901	433,126	541, 408	1,299,507	11,300	15,000
per semester	129,951	216,563	270, 704	649,759	5,650	7,500

B. Part-Time Students (registered for 11 credits or less) – applicable to all programmes except those listed in section C

	Sponsored Students From Contributing Countries	Non-Sponsored Students From Contributing Countries	Students from Pan Caribbean Countries	Students From Non-Contributing Countries	International Students
per credit	J\$8,663	J\$14,438	J\$18, 047	J\$43,317 US\$377	US\$555

C. Full-Time/Part-Time Programmes

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>	<i>Students from Pan Caribbean Countries</i>
<i>Centre for Hotel & Tourism Management, Bahamas ** Level II BSc Hotel/ Tourism Management</i>	US2,260	US\$11,300	US\$4,708
Weekend School (BSc Programme)	JA\$10,000 (per credit)		
Tertiary Level Institutions/Centres & Challenge***	JA\$20,535 (per annum)		

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

***Note: Fees payable to UWI only and does not include the amount payable to the TLI

Exams Only & Occasional and Specially Admitted Students

	<i>Students From Contributing Countries</i>	<i>Students From Non-Contributing Countries</i>
Exams Only & Occasional	JA\$ 4,332(per credit)	
Specially Admitted	JA\$ 14,438(per credit)	JA\$ 43,317 US\$377 (per credit)

| See Tables 1 & 2 for list of Contributing & Pan Caribbean Countries |

2014/2015 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 TWO COMPONENTS, ALL OF WHICH MUST BE DONE FOR REGISTRATION TO BE COMPLETE.

- Online Selection of & Approval of Courses
- Financial Clearance

Registration Dates

	Semester I	Semester II †
Registration & Add/Drop	August 24 to 31, 2014	August 24, 2014 to January 18, 2015
Late Registration & Add/Drop	September 1 to 14, 2014	January 19, 2015 to January 24, 2015

† Students who have obtained financial clearance for semester I only must complete registration for semester II.

A late registration fine of J\$1000 will be charged from September 15, 2014 to students who fail to complete the registration process prior to this date. Late registration will be permitted up to the end of the second week of Semester I, i.e. Sunday September 14, 2014. A late fee penalty will also be applied for students who do not pay their tuition fees in full by the deadline specified.

REGISTRATION WILL NOT BE PERMITTED AFTER WEEK 2 OF SEMESTER I WITHOUT THE APPROVAL OF THE ACADEMIC BOARD & PAYMENT OF THE STIPULATED PENALTIES.

Registration after September 14, 2014 in Semester I and January 18, 2015 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 the late penalty process will be in effect. This means that students will be required to adhere to the late penalty guidelines and procedures; which is available on the Student Administration System (SAS) homepage.

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 must register for all applicable schedule types. Failure to do so will impact your access to Examinations and results.

Online selection guidelines are available at the website and in Appendix 3.

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. In exceptional cases the Faculty may facilitate registration for courses at other campuses by granting a *Campus Preapproval*. In such cases the student must receive a preapproval from the Faculty offering the course prior to completing course selection.

Mona	Courses not available to students in Bahamas, TLI, Weekend or Western Jamaica programmes
Mona – Bahamas	Students located in the Bahamas
Mona – Bethlehem Teachers' College	Students in affiliated programmes
Mona – Brown's Town Comm. College	Students in TLI programmes
Mona – Church's Teachers' College	Students in TLI programmes
Mona – EXED Comm. College	Students in TLI programmes
Mona – Jamaica Constabulary Staff College	Students in TLI programmes
Mona – MIND	Students in TLI programmes
Mona – Moneague Multi-Disciplinary College	Students in affiliated programmes
Mona – Montego Bay Comm. College	Students in TLI programmes
Mona – Sam Sharpe Teachers' College	Students in TLI programmes
Mona – Shortwood Teachers' College	Students in BEd affiliated 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 Linked sections requirements or Campus Restriction

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), payments made and approved installment plans with the Bursary. 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.

Note: A student is only considered fully registered if, in addition to selecting courses, (s)he is in Good Financial Standing. Good Financial Standing means that either:

- a. Tuition and Miscellaneous Fees are paid in full, or**
- b. An approved payment plan is in place for which payments are up to date.**

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 may be unable to:

- Borrow books from the library
- Represent clubs/societies/UWI in co-curricular activities
- Use the Health Centre
- Sit examinations
- Access course material on Our Virtual Learning Environment (OURVLE)

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 2014/2015 REGISTRATION INFORMATION

Information can be obtained as follows:

- Online at the SAS Website which can be accessed at <http://www.mona.uwi.edu/>
- 2014/2015 Undergraduate Financial Information & Registration Guidelines

STEP 2 ACADEMIC COUNSELLING

- Go to the Counseling 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 counseling 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

Process to Obtain Financial Clearance

- Payments made will be reflected within 24 hours of the payment. Please check your account online to verify that the payment is on your account.
- Submit evidence of loan approval, scholarship letters, etc. if applicable to Student Administrative Services Section (SASS).
- 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.
- 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 miscellaneous fees for the Academic year have been paid.

HEALTH CARDS

- Health Cards may be collected at the HRMD Customer Service Section on the Ground Floor of the Main Administrative Annex Building upon payment of the full Miscellaneous Fees. Proof of payment must be seen.

YOUR FINAL CHECKLIST

- Academic counselling received
- All courses 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
paid full miscellaneous fees for the academic year**

ID sessions will be held at the **Assembly Hall during the hours of 9:00am and 6:00pm**. The dates and schedule for ID processing will be announced at a later date. Following the registration period, 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 for ID renewal to the ID Centre. The cost for an ID renewal is \$500 payable at the Bursary – Cashier.

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 replacement ID card will take 3-5 business days to process and students will be instructed accordingly upon report to the ID room. The cost of a replacement ID card is \$750 payable at the Cashier.

SUMMER SCHOOL 2015

During the period June to August, the Faculties of Humanities and Education, Science and Technology 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 2015.

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) 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

- Download Application Form from the UWI website, <http://www.mona.uwi.edu/admissions>
- Complete Application Form.
- Pay application fee at the Cashier in the Bursary.
- Get approval for course(s) from the relevant Faculty Department and Dean.
- Submit approved Application Form 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 and sent electronically to 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/ORIENTATION SCHEDULES

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

Dates	Times	Activities	Who should be there
MONDAY 25 th August	9:00 am – 11:30 am	Introduction to the School of Educational Venue: New Education Lecture Theatre (NELT)	ALL new B.Ed. Students (90 credits and 66 credits)
	11:30 am – 1:30 pm	Academic Advising Venue: (Go to location assigned for your option- see key below)	ALL new B.Ed Students (90 credits – 3 years only)
	1:30 pm – 3:00 pm	Academic Advising Venue: (Go to location assigned for your option)	ALL new B.Ed Students (66 credits – 2 years only) {meet in option groups. See key below}
		Affiliated Institutions Registration and Academic Advising: 1:00 - 2:00 pm Library Tour: 2:00 - 3:00 pm Campus Tour: Time to be advised	Group 1 - Moneague Group 2 - Shortwood
TUESDAY 26 th August	10:00 am – 12:00pm	Academic Advising Venue: (Go to location assigned for your option)	ALL Year 2 and Final Year Students
	1:00 pm – 2:00 pm	Counselling Session Venue: NELT	ALL New and Returning Students
	2:30 pm – 4:00 pm	Academic Advising Venue: (Go to location assigned for your option)	Students needing additional academic advising
WEDNESDAY 27 th August	10:00 am – 12: 00 pm	BA/B.Sc with Education Students/BA Linguistics and Language education (Meet option coordinators in their Department Offices)	ALL BA/B.Sc Students
	11:00 am – 12:00 pm & to be advised	Students in groups Library Tour	ALL new B.Ed Students
THURSDAY 28 th August	11:00 am – 12:00 pm & to be advised	Students in groups Library Tour	ALL new B.Ed Students

VENUES for Options

• Early Childhood Education (SR2)	• Language Ed: Literacy Studies - Face to Face (SLT 1)	• School Librarianship (LIS)
• Educational Administration (SR1)	• History Education (SLT2A)	• Science (Science Lab)
• Language Ed: English (NELT)	• Information Technology (IT Lecturer's office)	• Geography/Social Studies (SLT2B)
• Mathematics (Math Room)	• Language Ed: Literacy Studies - Affiliated (Old Education Lecture Theatre)	

KEY TO LOCATIONS

LIS – Library & Information Studies
NELT – New Education Lecture Theatre
OELT – Old Education Lecture Theatre
SCI. LAB – SMIT Building
SLT & SLT 2A & 2B – School's Lecture Theatre (Ground Floor of Sch. of Education)
SR1 – Seminar Room 1 & SR2 – Seminar Room 2 (Top floor of Dept. of Ed Studies)

COURSE SELECTION/REGISTRATION SITES

Site	Dates
Assembly Hall	August 19 to August 22, 2014 9:00 am – 4:00 pm August 25 to September 2, 2014 8:30 am – 6:00 pm September 3, 2014 8:30 am – 12:00 noon September 5 to September 12, 2014 8:30 am – 6:00 pm <u>N.B. These dates excludes weekends</u>

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

ACTIVITY	ALL NEW STUDENTS	RETURNING STUDENTS
Dean's Address	Monday, August 25, 2014 9:00 am – 10:00 am <i>Venue:</i> Room N1*	
Academic Advising and Course Selection	Monday, August 25, 2014 10:00 am – 1:00 pm & 2:00 pm – 6:00 pm AND Tuesday & Wednesday August 26 & 27, 2014 9:00 am – 1:00 pm & 2:00 pm – 6:00 pm <i>Venue:</i> (See below)	Wednesday, Thursday & Friday August 27, 28 & 29, 2014 9:00 am – 1:00 pm & 2:00 pm – 6:00 pm <i>Venue: (See below)</i>
Selection of Academic Programme (for students who have not already selected courses)	Monday, August 25, 2014 to Friday, August 29, 2014 <i>8:00 am to 6:00 pm</i> <i>Computers available in the Ashcroft Computer Lab, (Old Arts Block, Faculty of Humanities and Education)</i>	
Approval of Academic Programme	<u>Will begin on Monday, August 25, 2014</u> <i>(students requesting override, change of status)</i> <i>All Students must view their approval on-line</i>	
Financial Clearance & Registrar's Approval	Students may view their Financial Clearance and Registrar's Approval on-line	

* N1 – Neville Hall Lecture Theatre

Academic Advising

DEPARTMENT	PROGRAMME	VENUE
Caribbean Institute of Media and Communication (CARIMAC)	<ul style="list-style-type: none"> ❖ BA Journalism ❖ BA Integrated Marketing Communication ❖ Diploma in Media and Communication 	CARIMAC Annex 2 & Print and On-Line Journalism Lab (CARIMAC)
History and Archaeology	<ul style="list-style-type: none"> ❖ BA African Diaspora Studies ❖ BA History ❖ BA History and Archaeology ❖ BA History and Heritage Studies 	Neville Hall Lecture Theatre (N1)
Institute of Caribbean Studies	<ul style="list-style-type: none"> ❖ BA Entertainment and Cultural Enterprise Management 	Institute of Caribbean Studies Office (Department's Main Office)
Language, Linguistics and Philosophy	<ul style="list-style-type: none"> ❖ BA Language, Communication & Society ❖ BA Language & Linguistics ❖ BA Linguistics ❖ BA Linguistics & Language Education ❖ BA Philosophy ❖ BA Caribbean Sign Language Interpreting ❖ Diploma in Caribbean Sign Language Interpreting 	Room N4 & The Writing Centre (New Arts Block)
Library and Information Studies	<ul style="list-style-type: none"> ❖ BA Library and Information Studies 	Department's Computer Lab
Literatures in English	<ul style="list-style-type: none"> ❖ BA Literatures in English 	Room 31-31A (formerly Room 82- Old Arts Block)
Modern Languages and Literatures	<ul style="list-style-type: none"> ❖ BA Spanish ❖ BA French ❖ BA French and Spanish 	Room 32 (formerly Room 83)
Interdisciplinary Programme	<ul style="list-style-type: none"> ❖ BA Liberal Studies 	Dean's Conference Room (Faculty Office)
Cross Faculty Programmes	<ul style="list-style-type: none"> ❖ BA Computer Science ❖ BA Geography ❖ BA Mathematics 	Chemistry Lecture Theatre 6 (C6)
Affiliated Programme	<ul style="list-style-type: none"> ❖ BA Theology 	United Theological College of the West Indies (UTCWI)
Affiliated Programmes	<ul style="list-style-type: none"> ❖ BA dance ❖ BA Drama ❖ BA Music ❖ BA Visual Arts 	Edna Manley College for the Visual & Performing Arts (EMCVPA)

Registration/Orientation Schedule

Faculty of Gender & Development Studies

First Year Students

TIME	MONDAY, AUGUST 25, 2014 VENUE: UWI, Mail Library Multifunctional Room
10:00 am – 10:10 am	Welcome, Introductions and Overview of the BSc Programme
10:10 am – 10:15 am	Greetings from IGDS
10:15 am – 10:35 am	Why Gender? Why Development?
10:35 am – 10:45 am	Experiences of Past/Current Students
10:45 am – 11:05 am	Getting Involved: First Year Experience
11:05 am – 11:30 am	Registration Matters
11:30am – 11:45 am	Student's Expectations Questions and Answers
11:50 am – 11:55 am	Closing Remarks
11:55 am – 12:00 pm	Meet, Greet & Refreshments

COURSE SELECTION/REGISTRATION SITES

Site	Dates
Assembly Hall	August 19 to August 22, 2014 9:00 am – 4:00 pm August 25 to September 2, 2014 8:30 am – 6:00 pm September 3, 2014 8:30 am – 12:00 noon September 5 to September 12, 2014 8:30 am – 6:00 pm <u>N.B. These dates excludes weekends</u>

Registration/Orientation Schedule Faculty of Law

Time	Monday, August 25, 2014	Tuesday, August 26, 2014		
	ALL NEW STUDENTS	ALL NEW STUDENTS	2 nd Year Students	Final Year Students
9:15 am	Welcome & Opening Remarks			
9:30 am	Dean’s Address & Introduction of Lecturers (Venue: Lecture Theatre 2)			
10:00 am	Entertainment		‘Sources of Funding – How to Honour your Obligations’	
10:15 am	Presentations: Guest Speaker (To Be Announced) ‘Sources of Funding – How to Honour your Obligations’ The Law Library Steps to Becoming a Practicing Lawyer in the Caribbean	Academic Advising Venues: (To Be Announced) & **Selection of Courses (Venue: Seminar Rooms 1 & 2)		
12:30 pm	BREAK	Law Library System Training Session (Venue: Lecture Theatre 2)	BREAK	
1:35 pm	Meet & Greet Your Student Leaders ‘The UWI Guild of Students, Mona Law Society & Student Life’		Law Library System Training Session (Venue: Lecture Theatre 2)	

**Course Selection scheduled for 10:15am – 4:30pm

Registration/Orientation Schedule

Faculty of Medical Sciences*

Monday, August 25, 2014

All New Students – FMS Programmes

Venue: Main Medical Lecture – Hospital Grounds

- 9:00 **Chair & Opening Remarks**
Dr. Annette Crawford-Sykes
- 9:05 **Greetings/Welcome**
- Professor Wayne McLaughlin, BBMedSci
 - Dr Steve Weaver UWI School of Nursing
 - Dr. Carron Gordon, School of Physical Therapy
 - Miss Carol Townsend, School of Medical Radiation Technology
 - Dr. Thaon Jones, Programme Director Dentistry (DDS)
 - Prof. Russell Pierre, Programme Director Medicine (MBBS)
 - Mr. Phillip Coombs -Medical Sciences Guild Representative
- 9:30 **Dean's Address**
Professor Horace Fletcher
- 9:40 **Entertainment (2K18)**
- 10:00 **Adjusting to University Life**
Dr Angella Gordon-Stair, UWI Health Centre
- 10:20 **Introduction to Student Records – Registration Process (all programme)**
SRU Representative
- 10:40 **BREAK**
- 10:50 **English Language –Foundation Courses**
Dr. Caroline Dyche, Humanities and Education
- 11:00 **Medical Education & Health Science Information: UWI Libraries & the Internet**
Mrs. Faith McKoy-Johnson
- 11:30 **Modern Languages**
Repositioning Foreign Languages
Miss Nadine Bennett
- 11: 45 **LUNCH**
- 12:45 **Introduction to JAMSA**
- 2:00 **Registration Assistance**
(FMS - Teaching & Research Complex)

Tuesday, August 26, 2014

All New Students – FMS Programmes

Venue: Main Medical Lecture – Hospital Grounds

- 9:00 **Chair: Dr. Marina Scarlett**
- 9:05 **The Examination Section and You**
Exams Representative
- 9:30 **The Billings & Receivable Section and You**
Mrs. Kamile Campbell
- 9:55 UWISERT
- 10:10 Entertainment (2k18)
- 10:20 **Student Records Unit –The ASRM**
SRU Representative
- 10: 35 Meet the MBBS Class of 2K18**
- 11:00 **Registration Assistance**
(FMS - Teaching & Research Complex)
- 12:00 Lunch
- 1:00pm **Registration Assistance**
(FMS - Teaching & Research Complex)

MBB/DDS Students ONLY

- 2:00 **Tour of Hospital, Pre- Clinical Facilities & Campus hotspots**

BSc. Diagnostic Imaging Student Only

- 2:00 **Tour of relevant facilities**

Wednesday, August 27, 2014

MBBS, BBMedSci & DDS Students Only

Venue: Main Medical Lecture – Hospital Grounds

- 9:00** **Introduction to Programme**
- Chair:** Dr. Thaon Jones
- 9:05** **Programme Presentation (General Overview)**
Presenter: Prof Russell Pierre
(Including Introduction to Academic Staff)
- 9:20** **Programme Presentation (Detailed)**
Presenter: Dr Lauriann Young
- 9:50** **Presentation - UWI Medical Alumni Association (Jamaica Chapter)**
Presenter: Prof. Howard Spencer
- 9:55** **Presentation - Dr. Keisha Smith**
 DDS Staff
- 10:00** **Presentation - Ms Peta-Gaye Thomas**
 BBMedsci Graduate

BScN Students Only

Venue: UWI School of Nursing

- 9:00** **Presenter:** Dr. Steve Weaver

Registration Schedule

Faculty of Science and Technology

Pre-Orientation for New Students	<p style="text-align: center;">New Student Pre-Orientation Tuesday, July 22(Surname A – L), and Thursday, July 24 (Surname M – Z) 2014 9:30 am – 12:30 pm at Chemistry Lecture Theatre V (C5) 1:00 pm – 2:00 pm Question and Answer, Touring of the Faculty etc.</p>					
Dean's Session to New Students	<p style="text-align: center;">General Orientation Monday, August 25, 2014 (Surname A – M) and Tuesday, August 26, 2014 (Surname N – Z) 9:00 am – 11:00 am at Chemistry Lecture Theatre V (C5)</p>					
Counselling	All Final Year Students	New Students	New Students	Returning Students	Returning Students	ALL Students not yet counselled
	<p style="text-align: center;">Friday, Aug. 22 9:00 am-12:30 pm 2:30 pm – 5:30 pm <i>In respective Departments</i></p>	<p style="text-align: center;">Monday, Aug. 25 Surname (A-M) 11:00 am - 1:00 pm Surname (A-M) 2:30 pm– 5:30 pm C6/ C7- Tutorial Room</p>	<p style="text-align: center;">Tuesday, Aug. 26 Surname (N-Z) 11:00 am- 1:00 pm Surname (N-Z) 2:30 pm - 5:30 pm C6/ C7- Tutorial Room</p>	<p style="text-align: center;">Wednesday, Aug. 27 Surname (A-M) 9:00 am– 12:30 pm Surname (N-Z) 2:30 pm – 5:30 pm C6/ C7- Tutorial Room</p>	<p style="text-align: center;">Thursday, Aug. 28 Surname (A-M) 9:00 am– 12:30 pm Surname (N-Z) 2:30 pm – 5:30 pm C6/ C7- Tutorial Room</p>	<p style="text-align: center;">Friday, Aug. 29 Surname (A-M) 9:00 am – 12:30 pm Surname (N-Z) 2:30 pm – 5:30 pm <i>In respective Departments</i></p>
Selection of Academic Programme (students who have not already selected) Add/ Drop & Viewing	<p>Computers Available at:</p> <ul style="list-style-type: none"> Department of Chemistry, Chemistry Resource Centre (next to C5) Department of Life Sciences, Computer Lab # 1 Department of Computing, Computer Science Laboratory <p style="text-align: center;">Monday, August 25 to Friday, August 29, 2014: 9:00 am – 4:30 pm</p> <p style="text-align: center;">➤ Sunday, August 24 to Friday, September 12, 2014: 9:00 am to 6:00 pm Assembly Hall - (excluding weekends)</p>					
Approval of Academic Programme	<p>Sunday, August 24, 2014 onwards – New students & returning students, who have made a request for override, change of option or status. All Students must view approval online</p>					
Add/Drop Request(s)	<p style="text-align: center;">ALL STUDENTS SAS closed for registration on Saturday, September 13, 2014; Late Registration Period, All requests for Add/Drop must be via the Late Registration Penalty Process Sunday, September 14– Friday, October 3, 2014</p>					
Financial Clearance & Registrar's Approval	<p><u>Note:</u> All students can view Financial Clearance and Registrar's Approval online</p>					

COURSE SELECTION/REGISTRATION SITES

Site	Dates
Assembly Hall	<p>August 19 to August 22, 2014 9:00 am – 4:00 pm</p> <p>August 25 to September 2, 2014 8:30 am – 6:00 pm</p> <p>September 3, 2014 8:30 am – 12:00 noon</p> <p>September 5 to September 12, 2014 8:30 am – 6:00 pm</p> <p><u>N.B. These dates excludes weekends</u></p>

Registration Schedule Faculty of Social Sciences

Department	Activities	New Full-time Students	New Part-time Students	Returning Full-time Students	Returning Part-time Students
All Departments (Attendance mandatory for New Students)	Dean's Welcome Ceremony	Monday, August 25 9:00 am – 10:30 am & 5:00 pm – 6:30 pm Venue: SSLT			
	Q & A with Deputy Dean	Monday, August 25 3:00 pm – 5:00 pm Venue: SSLT		Wednesday, August 27 4:00 pm – 7:00 pm Venue: SSLT	
Department of Economics: Economics, Statistics, Banking and Finance	Presentations and Academic Advising	Monday, August 25 11:00 am – 1:00 pm & 2:00 pm – 4:00 pm Venue: SR10, SR16		Wednesday, August 27 & Friday, August 29 9:00 am – 12:00 pm & 1:00 pm – 3:00 pm	
		Tuesday, August 26 9:00 am – 12:00 pm & 1:00 pm – 4:00 pm Venue: SSLT <u>AND</u> Wednesday, August 27 9:00 am – 12:00 pm & 1:00 pm – 3:00 pm Venue: TR11		Thursday, August 28 9:00 am – 12:00 pm & 4:00 pm – 7:00 pm Venue: TR11	

Department of Government: International Relations, Public Sector Management, Political Sciences, Africa & African Diaspora	Presentations and Academic Advising	<p>Monday, August 25 11:00 am – 1:00 pm & 2:00 pm – 4:00 pm Venues: SR5, SR6, SR8</p> <p>Tuesday, August 26 9:00 am – 12:00 pm & 1:00 pm – 4:00 pm Venues: SR5, SR6</p> <p>Wednesday, August 27 9:00 am – 12:00 pm & 1:00 pm – 3:00 pm Venue: SR5</p>		<p>Wednesday, August 27 & Friday, August 29 9:00 am – 12 pm & 1:00 pm – 3:00 pm</p> <p>Thursday, August 28 9:00 am – 12:00 pm & 4:00 pm – 7:00 pm Venue: SR5</p>
Mona School of Business & Management (All Options) Accounting, Entrepreneurship, General, Human Resource Management, Marketing, Operations, Tourism Management, Hotel Management	Presentations and Academic Advising	<p>Monday, August 25 11:00 am – 1:00 pm & 2:00 pm – 4:00 pm Venue: SSLT</p> <p>Tuesday, August 26 9:00 am – 12:00 pm & 1:00 pm – 4:00 pm Venue: SR10</p> <p>Wednesday, August 27 9:00 am – 12:00 pm & 1:00 pm – 6:00 pm Venue: SR10</p>		<p>Wednesday, August 27 9:00 am – 12:00 pm & 1:00 pm – 6:00 pm</p> <p>Thursday, August 28 9:00 am – 12:00 pm & 4:00 pm – 7:00 pm</p> <p>Friday, August 29 9:00 am – 12:00 pm & 1:00 pm – 3:00 pm Venue: SR10</p>
			<p>Monday, August 25 6:35 pm – 8:00 pm</p> <p>Tuesday, August 26 5:00 pm – 7:00 pm Venue: SR10</p>	

Department of Sociology, Psychology & Social Work Psychology, Sociology, Demography, Labour & Employment, Social Policy & Development, Social Anthropology, Social Work (SOWK)	Presentations and Academic Advising	<p>Monday, August 25 11:00 am – 1:00 pm Venue: I102/GLT3& 2:00 pm – 4:00 pm Venue: I101/GLT2, I102/GLT3</p> <p>Tuesday, August 26 9:00 am – 12:00 pm Venue: I102/GLT3 & 1:00 pm – 6:00 pm Venue: I101/GLT2, I102/GLT3</p> <p>3:00 pm – 6:00 pm (Social Work Students) Venue: D101/GLT1</p> <p>Wednesday, August 27 9:00 am – 12:00 pm Venue: GLT3 & 1:00 pm – 6:00 pm Venue: GLT2, I102/GLT3</p>	<p>Wednesday, August 27 9:00 am – 12:00 pm Venue: GLT3 & 1:00 pm – 6:00 pm Venue: GLT2, I102/GLT3</p> <p>Thursday, August 28 9:00 am – 12:00 pm Venue: GLT3 & 1:00 pm – 4:00 pm Venue: GLT2, I102/GLT3</p> <p>4:00 pm – 6:00 pm (Social Work Students) Venue: D101/GLT1</p> <p>Friday, August 29 9:00 – 12:00 pm & 1:00 pm – 3:00 pm Venue: GLT2</p> <p>10:00 am – 12:00 pm (Social Work Students) Venue: D101/GLT1</p>
Customer Service and Information Centre (All Students)	See Below	<p>Monday, August 25 - Friday, August 29 8:30 am – 4:30 pm Venue: SR4 (Note: These services will not be handled in the Faculty Office during this period)</p>	
ACTIVITIES	<p>Enquiries/Requests relating to: Exemptions, Course Load, Registration, Voluntary & Involuntary Withdrawal, Leave of Absence, Timetable, Studying Abroad/ Exchange Programme, Change of status (full-time to part-time & vice versa), Examination Matters, Credit Check, Academic Advising etc. Monday, August 25 to Friday, August 29 8:30 am – 4:30 pm</p> <p>Enquiries/Requests relating to: Acceptance/Deferral, Tuition Fees, Transfers, Identification Card (ID), Fee Payment Plan, Financial Clearance Mondays – Fridays 8:30 am – 4:30 pm (in Admissions Section, Bursary)</p>		

Course Selection Centres (All Students)	See Below	Monday, August 25 to Friday, August 29 9:00 am – 6:00 pm VENUES: <ul style="list-style-type: none"> • MSBM Computer Lab • Population Lab (Alister McIntyre Complex) • Computer Lab 6 (Alister McIntyre Complex)
ACTIVITIES	Online Registration, Selection of Academic Programme (for students who have not already selected courses), Add/Drop & Viewing of Registration <u>Note:</u> Students may view Financial Clearance and Registrar's Approval online.	

Key to Location:

SR – Seminar Room

TR – Tutorial Room

SSLT – Social Sciences Lecture Theatre

GLT – Graduate Lecture Theatre

Venue Location Guide

DI01/GLT1, 101/GLT3, Population Lab, & Computer Lab 6 located within the Alister McIntyre

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

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

COURSE SELECTION/REGISTRATION SITES

Site	Dates
Assembly Hall	August 19 to August 22, 2014 9:00 am – 4:00 pm August 25 to September 2, 2014 8:30 am – 6:00 pm September 3, 2014 8:30 am – 12:00 noon September 5 to September 12, 2014 8:30 am – 6:00 pm <u>N.B. These dates excludes weekends</u>

Registration Schedule Western Jamaica Campus

Faculty/ Department	Activities	New Full-time Students	New Part-time Students	Returning Full-time Students	Returning Part-time Students
All Departments (Attendance mandatory for New Students)	Registration	Sunday, August 24 10:30 am – 11:00 am Venue: SR22			
		Opening Ceremony	Sunday, August 24 11:00 am – 12:10 pm Venue: SR22		
Mix, Mingle & Networking		Sunday, August 24 12:10 pm – 12:25 pm Venue: SR22			
Afternoon Session		Sunday, August 24 12:30 pm – 2:00 pm Venue: SR22			
		Monday, August 25 10:00 am – 12:00 pm Venue: SR22			
		Monday, August 25 12:00 pm – 2:30pm Venue: SR22			
		Tuesday, August 26 9:30 am – 12:00pm Venue: SR22			
		Tuesday, August 26 12:00pm – 5:00pm Venue: SR22			
Attendance mandatory for New Social Sciences Students	Western Jamaica Campus Director’s Address	Thursday, August 28 10:00 am – 10:05 am Venues: SR22	Thursday, August 28 6:00 pm – 6:05 pm Venues: SR22		

Faculty/ Department	Activities	New Full-time Students	New Part-time Students	Returning Full-time Students	Returning Part-time Students
Attendance mandatory for New Social Sciences Students	Social Sciences Dean's Address	Thursday, August 28 10:05 am – 10:20 am Venues: SR22	Thursday, August 28 6:05 pm – 6:20 pm Venues: SR22		
Attendance mandatory for New Social Sciences Students	MSBM Director's Address	Thursday, August 28 10:20 am – 10:30 am Venues: SR22	Thursday, August 28 6:20 pm – 6:30 pm Venues: SR22		
Mona School of Business & Management Majors: Management Studies (General), Management Studies (Accounting), Management Studies (Marketing), Management Information Systems, Banking & Finance	Academic Advising	Thursday, August 28 10:30 am – 11:30 am Venues: SR22	Thursday, August 28 5:00 pm – 7:00 pm Venues: SR22	Friday, August 29 10:00 am – 11:00 am Venues: SR22	Friday, August 29 5:00 pm – 7:00 pm Venues: SR22
Dept. of Sociology, Psychology & Social Work Major: Psychology	Academic Advising	Thursday, August 28 10:30 am – 11:30 am Venues: SR22	Thursday, August 28 7:00 pm – 8:00 pm Venues: SR22	Friday, August 29 10:00 am – 11:00 am Venues: SR22	Friday, August 29 5:00 pm – 7:00 pm Venues: SR22
Nursing	Academic Advising	Thursday, August 28 11:00 am – 12:00 pm Venues: SR22		Friday, August 29 10:00 am – 11:00 am Venues: SR22	

Faculty/ Department	Activities	New Full-time Students	New Part-time Students	Returning Full-time Students	Returning Part-time Students
Attendance mandatory for new students	Science and Technology Dean's Address	Thursday, August 28 11:00 am – 12:00 pm Venue: SR27			
Science and Technology	Academic Advising <i>All Majors</i>	Thursday, August 28 12:00 pm – 1:00 pm Venue: SR27		Friday, August 29 11:00 am – 12:00 pm Venue: SR27	
Attendance mandatory for New Humanities & Education Students	Western Jamaica Campus Director's Address	Thursday, August 28 1:00 pm – 1:05 pm Venues: SR21			
Attendance mandatory for New Humanities & Education Students	Humanities & Education Dean's Address	Thursday, August 28 1:05 pm – 1:20 pm Venues: SR21			
Attendance mandatory for New Humanities & Education Students	CARIMAC Director's Address	Thursday, August 28 1:20 pm – 1:30 pm Venues: SR21			
CARIMAC Major: Integrated Marketing Communication, Digital Media Production	Academic Advising	Thursday, August 28 1:30 pm – 2:30 pm Venues: SR21			
				Friday, August 29 10:00 am – 11:00 am Venues: SR22	

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.

Location	Date	Time
Assembly Hall	Tuesday, August 19 to Friday, August 22, 2014	9:00am to 4:00pm
	Monday, August 25 to Tuesday, September 2, 2014	8:30am to 6:00pm
	Wednesday, September 3 , 2014	8:30am to 12:00noon
	Friday, September 5 to Friday, September 12, 2014	8:30am to 6:00pm

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.

Location	Date	Time
Student Administrative Services Section (SASS)	August 25 th to September 5, 2014	9:00am to 6:00pm

SPECIAL ACTIVITIES FOR NEW STUDENTS

Orientation

Orientation activities for new students will be held during the period Sunday August 24 to Thursday August 28, 2014. Please refer to the OSSD website <http://myspot.mona.uwi.edu/oss/> and <http://myspot.mona.uwi.edu/firstyear/> for further information.

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 4, 2014, 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 2014/2015

SEMESTER I (2014)

Semester I Begins	August 24, 2014
Registration (Normal)	August 24 – August 31, 2014
Registration (Late)	September 1 – 13, 2014
Teaching Begins	September 01, 2014
Teaching Ends	November 28, 2014
Examinations Begin	December 03, 2014
Examinations End	December 19, 2014
Semester I Ends	December 19, 2014

SEMESTER II (2015)

Semester II Begins	January 18, 2015
Registration*	August 24, 2014 - January 18 2015
Teaching Begins	January 19, 2015
Teaching Ends	April 17, 2015
Semester Break	April 19 – 26, 2015
Examinations Begin	April 27, 2015
Examinations End	May 15, 2015
Semester II Ends	May 15, 2015

* 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 2014-2015

Aug. 24, 2014	Semester I starts	Tuition, Miscellaneous and Hall Fees, (if applicable) are due.
Aug. 25- 31, 2014	Normal Registration Period	Registration is not complete until all tuition and miscellaneous fees are paid.
Sept. 1 - 13, 2014	Late Registration Period	\$1,000 Penalty for late registration.
After Sept. 13, 2014	Late Registration and late adjustments to registration (add/drop). All requests for Add/Drop must be via the Late Registration Automated Penalty Process.	Late Penalty Period begins with minimum Fine of \$1000. Students will gain access to Banner after paying the stipulated fine. Courses CANNOT be DROPPED once mid semester examinations begin.
Sept. 30, 2014	Final Date for payment of Semester I tuition fees	
Oct. 4, 2014	Final date for Leave of Absence (LOA) and Voluntary withdrawal applications	A late request fine of a MINIMUM of \$2000.00 will be charged at the discretion of the ABSCSM after deadline date. Only extraordinary cases will be considered. Tuition refund allowed only as under the Refund Policy on pages 10 - 12.

SEMESTER II 2014-2015

Jan. 18, 2015	Semester II Starts	Tuition, Miscellaneous and Hall Fees, (if applicable) are due.
August 24, 2014 - Jan. 18, 2015	Normal Registration Period	Registration is not complete until all tuition and miscellaneous fees are paid.
Jan. 19-25, 2014	Late Registration Period	\$1,000 Penalty for late registration.
Jan. 25, 2015	Final Date for payment of Semester II tuition fees.	
After Jan. 25, 2015	Late Registration and late adjustments to registration (add/drop). All requests for Add/Drop must be via the Late Registration Automated Penalty Process.	Late Penalty Period begins with minimum Fine of \$1000. Students will gain access to Banner after paying the stipulated fine. Courses CANNOT be DROPPED once mid semester examinations begin.
Feb 23, 2015	Final Date for Leave of Absence (LOA) applications and Voluntary withdrawal applications	A late request fine of a MINIMUM of \$2000.00 will be charged at the discretion of the ABSCSM after deadline date. Only extraordinary cases will be considered. Tuition refund allowed only as under the Refund Policy on pages 10 - 12.

APPENDIX 3

ONLINE REGISTRATION GUIDELINES

LOGON TO SAS

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

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.

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

- Mona – Affiliates
- Mona – Bahamas
- Mona – Weekend
- Mona – Western Jamaica
- Mona – Brown’s Town Comm. College
- Mona – Church’s Teachers’ College
- Mona – EXED Comm. College
- Mona – Jamaica Constabulary Staff College
- Mona – MIND
- Mona – Montego Bay Comm. College
- Mona – Sam Sharpe Teachers’ College

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	<p>Students are required to register for all applicable 'schedule types' associated with a course. Schedule types include the following:</p> <ul style="list-style-type: none"> • Lectures • Tutorials • Labs • Seminar • Clinical • Field Work • Internship • Workshop • Practicum 	<p>Please register for Lecture section simultaneously</p> <p>Please register for Tutorial section simultaneously</p> <p>Please register for Lab section simultaneously</p> <p>Please register for Seminar section simultaneously</p> <p>Please register for Clinical section simultaneously</p> <p>Please register for Field Work section simultaneously</p> <p>Etc</p> <p>Note: The message "LINK ERROR" may also occur</p>
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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

1. Go to the Registration Menu Click on the Student Services link Click on Registration
2. Click on the <i>Add/Drop Classes</i> link.
3. Select the appropriate term (choose from the drop down menu) and click <i>Submit</i>
4. Select “++Web Drop++” in the Action column next to the course to be dropped.
5. 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’, ‘CAMPUS RESTRICTION’ or ‘LINK ERROR’ 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. <ul style="list-style-type: none"> ○ Once the approval has been granted, the course will be added to the students' record. 	

CHANGE OF MAJOR AND/OR ENROLMENT STATUS

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

VIEW RESULTS

1. Go to the Registration Menu Click on the Student Services link Click on Student Records
2. Click on View Un-Official Transcript (Examination Results) link. A complete academic history at UWI for the student will appear.

APPENDIX 4

THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS

OFFICE OF THE CAMPUS REGISTRAR

TO ALL NEW AND RETURNING STUDENTS (UNDERGRADUATE AND GRADUATE)

REGULATIONS GOVERNING THE PAYMENT OF FEES FOR ACADEMIC YEAR 2014-2015

TUITION FEES

1. All Fees are due and payable by September 1, 2014 and may be paid per Semester.
2. Returning students with outstanding balances must settle these as a pre-condition for registration. **Students with outstanding balances will NOT BE ALLOWED to select courses for the new academic year and will be denied access to all facilities of the Campus.**
3. Students who have been verified as being approved for Student Loans or other scholarships/grants will be able to select courses and will have full access to all facilities of the Campus.
4. Students may apply online to The Bursary Online Student System (BOSS), at <https://apps.mona.uwi.edu/bursary/admin/login.php> for consideration for Installment plans. **Please note that installment plans will not be available for servicing outstanding balances.**
5. Every student must either have paid fees in full or have an approved Installment Plan in place for which payments must be up to date.
6. In order to access an Installment Plan:
 - a. **Miscellaneous Fees must be paid in full.**
 - b. **A minimum deposit of 25% of the Semester's fee must be paid.**

7. The deadline for Installment Plans to be in place is **September 30, 2014.**

HALL FEES

1. Hall Fees are due and payable once a student moves onto a Hall of Residence.
2. Students may opt to pay Hall Fees on a monthly basis. In such cases the following will be required:
 - a. Before entering the Hall, one month's fee must be paid as a security deposit for the year or period for which accommodation has been secured;
 - b. Payment of an upfront administrative charge of \$7,500 per semester.
 - c. Payment of the sum due for each month must be done on or before the first day of the month.
3. Students who enter the Halls before the semester begins will be required to pay the Hall's daily rate until the semester rates (monthly, annually or by semester) apply.
4. Students who opt to pay on a monthly basis **must** pay as per the monthly schedule.
5. At the end of the academic year, or the period for which the accommodation is secured, the security deposit will be applied to any outstanding balance on the student's account and any unapplied portion of the deposit will be refunded.

IMPORTANT NOTES:

- I. STUDENTS WHO DO NOT PAY TUITION FEES IN FULL AT THE START OF A SEMESTER WILL BE LIABLE TO A PENALTY.

- II. FURTHER INFORMATION ON OBTAINING AN INSTALLMENT PLAN MAY BE OBTAINED FROM THE STUDENT ADMINISTRATIVE SERVICES SECTION (SASS) OF THE BURSARY.
- III. **A STUDENT IS ONLY CONSIDERED FULLY REGISTERED IF, IN ADDITION TO SELECTING COURSES, (S)HE IS IN GOOD FINANCIAL STANDING. GOOD FINANCIAL STANDING MEANS THAT EITHER:**
TUITION AND MISCELLANEOUS FEES ARE PAID IN FULL, OR
AN APPROVED PAYMENT PLAN IS IN PLACE FOR WHICH PAYMENTS ARE UP TO DATE.
- IV. ALL PROSPECTIVE AND RETURNING STUDENTS WHO NEED ADVICE ON FINANCING OPTIONS SHOULD VISIT THE STUDENT ADMINISTRATIVE SERVICES SECTION (SASS) OR THE OFFICE OF STUDENT FINANCING (OSF).

Office of the Campus Registrar, UWI Mona
July 8, 2014