THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE CAMPUS

REGISTRATION 2015/2016

ACADEMIC YEAR 2015/2016:   August 23, 2015 to May 13, 2016

Semester I: August 23, 2015 to December 18, 2015
Semester II: January 17, 2016 to May 13, 2016
Summer School Session: May 15, 2016 to July 22, 2016

On-line Course Selection - via web from anywhere, either on-campus or off-campus; 6.00 a.m. to 12 midnight

ONLINE REGISTRATION DATES:

Semester 1:	**August 17, 2015 to September 11, 2015** Late registration/late payment fee applies from: **September 07, 2015** Change of Registration (ADD/DROP) – There is no SPECIFIED ADD/DROP PERIOD. Registration will remain open until **September 11, 2015**
Semester 2:	**January 11, 2016 to February 05, 2016** Late registration/late payment fee applies from: **February 01, 2016** Change of Registration (ADD/DROP) – There is no SPECIFIED ADD/DROP PERIOD. Registration will remain open until **February 05, 2016**
Summer School Session:	**May 09, 2016 to June 04, 2016** Late registration/late payment fee applies from: **May 30, 2016** Change of Registration (ADD/DROP) – There is no SPECIFIED ADD/DROP PERIOD. Registration will remain open until **June 04, 2016**

NOTE: On-Line course selection will not be permitted after: **September 11, 2015 - Semester I**
                                                    February 05, 2016 - Semester II
                                                    June 04, 2016 for Summer Session

without the approval of the Academic Board. Additional late registration fines will be imposed by the Academic Board.

<u>Registration Assistance</u>

1. Computer Kiosks located in lobby area of The Lloyd Braithwaite Student Administration Building, Lewis Avenue.

2. **Helpdesk - BANNER-Related Queries** - via telephone and email during the hours 8:30 AM – 4.30 PM **Monday to Friday**

    <u>Semester 1</u>:   August 17 to September 11, 2015

    <u>Semester 2</u>:   January 11 to February 05, 2016

    Telephone Number 662-2002 – extensions. – 83969, 83970, 83971 and 83972 **OR**
    > b.   Email – support@sta.uwi.edu

3. **Financial Clearance Queries: Tel. 662 2002 Ext. 82143; 83382;**

Food & Agriculture: 84173; 84174	**Law:** 83379
Science & Technology: 84173; 84174	**Engineering:** 84181; 83380
Humanities & Education: 84175; 84176; 84180	**Medical Sciences:** 84136; 84179; 84137
Social Sciences: 83370; 83381; 82356	

4. Students requiring assistance from Student Affairs (Admissions) can call TEL 1 868 662 2002 Ext. 83012/82157
    OR
    Visit the Customer Service Representatives, The Lloyd Braithwaite Student Administration Building, Lewis Avenue

5. For assistance with Student Portal and/or PIN reset:
    a.   Call 663-1334 or 662-4304 Ext. HELP (84357) OR
    b.   E-mail servicedesk@sta.uwi.edu

NB.   **Faculties requiring Student Assistants to service faculty computer labs are to contact Student Advisory Services via email Nandi.Mitchell@sta.uwi.edu or Ext. 82098 for a listing of available students.**

Faculties would be responsible for bearing the cost of this service.

DESIGNATED COMPUTER LABS: MONDAY TO FRIDAY

FACULTY	LABS	DATES AVAILABLE		TIME AVAILABLE
		FROM	TO	
Medical Sciences	Nursing	August 17th	Sept 4th	Monday to Friday 9:00am-3pm
	Pharmacy			
	Veterinary			
	Dental			
	School of Medicine			
Humanities and Education	PG Lab, Top Floor, School of Humanities Bldg.	August 17th	Sept 11th	Monday to Friday 8:30am – 4:30 pm
Social Sciences	East Lab – **Returning Students only**			
	West Lab			
Engineering	Systems Lab Blue Room	Aug 17th	Aug. 31st	Monday to Friday 8:30am – 4:30 pm
The Lloyd Braithwaite Student Administration Building	Lobby	Aug 17th	Sept 11th	**8:30 am – 6:00 pm (Mon – Thur) 8:30 am – 4.30 pm (Friday)**
Science & Technology	FST CSL1 FST CSL2	Aug 17th	Aug 28th	Monday to Friday **8:00 am to 4:00pm**
Food & Agriculture	Frank Stockdale	Aug 17th	Sept 11th	Monday to Friday **9:00 am - 6:00 pm**

RULES FOR REGISTRATION:

- **Trinidad and Tobago Citizens ONLY** must register for the GATE e-Service at the GATE Registration Centre (GRC) or via GATE website www.e-gate.govt.tt

- Trinidad and Tobago Citizens must apply for GATE every semester.

- All students will be required to select courses on-line by semester.

- All students will be required to select courses online at the beginning of the academic year for semester I, and Year Long courses ONLY where applicable, in Semester I registration period.

- To register for Year-Long course(s) if you have no other course to read in semester I, you must select the **course REGS 1000** in semester 1.

- All Faculty of Engineering **Continuing students** must select the course registration section **ENC** only.

- Evening University students –NAPS site (South)–Naparima College must select courses online in the **E02 course** registration section.

- Students will be required to select courses on-line at the beginning of semester II for ONLY semester II courses

- Students, where applicable, will be required to select courses on-line at the beginning of the Summer School Session for courses.

- Late registration/Change in Registration (ADD/DROP) shall be permitted up to the end of the **4th week of Semester 1**; AND the 3rd week of Semester 2, from the start of online registration for the respective semesters, on payment of a late registration fee.

- Students who are **not required** to read any Semester I or Year-Long course(s) MUST apply for leave of absence for Semester I.

- All Compulsory fees are payable in full at the beginning of the academic year.

- Only tuition fees and Halls of Residence fees are payable by semester.

NOTE: Year-Long course(s) registration and fees will appear on your Registration Fee Assessment Invoice under semester 2.

PROCESS

ACADEMIC ADVISING
- ALL NEW students required to attend-**Compulsory**
- Continuing Students – **Highly Recommended**
- Faculty Academic Advising Worksheet/Form – This Form should indicate the required courses to be read by a student in each semester for which the student can select on-line. This will assist and guide the student in his/her on-line selection of courses. The Form will be for guidance only and will be retained by the student.

REGISTRATION – by Semester
Semester I
- Students will be required to do on-line selection of courses at the beginning of semester I for ONLY semester I courses and Year-Long courses.
- Select courses online which are listed on faculty academic advising worksheet/form
- Print Registration fee assessment invoice – used for financial clearance

Semester II
- Students will be required to do on-line selection of courses at the beginning of semester II for ONLY courses in semester II
- Select courses online which are listed on faculty academic advising worksheet/form
- Print Registration fee assessment invoice – used for financial clearance

For Year Long Courses:

- Registration for Year-Long courses must also be done in semester I registration period.
- To select Year Long course(s) online if you have no other course(s) to read in semester I, you must select **REGS 1000** in semester I.

NOTE: Year Long course(s) registration and fees will appear on your Registration Fee Assessment Invoice under semester II.

FINANCIAL CLEARANCE

Semester I
- Tuition fees and Halls of Residence fees are payable at the beginning of each semester
- Compulsory fees are payable in full at the beginning of the academic year
- Fees can be paid as follows:
    - At any branch of Republic Bank Ltd using the UWI Student Bank Deposit slip **OR**
    - Using the U.W.I Online Payment System (Master or VISA credit card **only**) –please see link https://secure.touchnet.net/C24203_tsa/web/index.jsp

- **NEW STUDENTS**
    Please drop the following documents in boxes provided at Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building during the period 17th August – 11th September, 2015 - 9:00am – 6:00pm:
    1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
    2. Proof of payment/ Scholarship letter
    3. *Signed eGATE Application form.

- **CONTINUING STUDENTS**
    Please submit the following documents at ***Conference Room, 2nd Floor, The Lloyd Braithwaite Student Administration Building*** during the period August 17th – September 11th, 2015 - 9:00am – 6:00pm
    1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
    2. Proof of payment/ Scholarship letter
    3. *Signed eGATE Application form.

*For Citizens of Trinidad & Tobago ONLY

NOTE: Students accessing GATE funding must register for the GATE e-Service ID at the GATE Registration Centre (GRC) or via GATE website www.e-gate.govt.ttor call 800-GATE for information.

The eGATE Application Form must be signed at the top ensuring the following information is included:
Period: September 2015 – August 2016

Academic Year: 2015/2016

Semester: I

NOTE: If the above information on the eGATE Application Form is incorrect, it will not be accepted.

- Students can check on line for access to My-elearning within 24 hours.
- If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.

Semester II

- Tuition fees and Halls of Residence fees are payable at the beginning of each semester

  Compulsory fees are payable in full if you are registering for the first time in Semester II.

- Fees can be paid as follows:

  - At any branch of Republic Bank Ltd using the UWI student bank deposit slip **OR**
  - Using the U.W.I Online Payment System (Master or VISA credit card **only**) –please see link

    https://secure.touchnet.net/C24203_tsa/web/index.jsp

NEW STUDENTS

Please drop the following documents in boxes provided at Bursary Ground Floor, The Lloyd Braithwaite Student Administration Bldg.

1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment/ Scholarship letter
3. *Signed eGATE Application form.

CONTINUING STUDENTS

Please drop the following documents in boxes provided at Bursary Ground Floor, The Lloyd Braithwaite Student Administration Bldg.:

1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment / Scholarship letter
3. *Signed eGATE Application form.

*For Citizens of Trinidad & Tobago ONLY

NOTE: Students accessing GATE funding must register for the GATE e-Service ID at the GATE Registration Centre (GRC) or call 800-GATE for information.

The eGATE Application Form must be signed at the top ensuring the following information is   included:
Period: September 2015 – August 2016

Academic Year: 2015/2016

Semester: II – **the semester remains as II, even if it is the first semester of enrollment for the academic year.**

NOTE: If the above information on the eGATE Application Form is incorrect, it will not be accepted.

- Students can check on line for access to My-elearning within 24 hours.
- If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.

SUMMER SESSION

- Tuition fees and Halls of Residence fees are payable at the beginning of each semester
- Compulsory fees are payable in full at the beginning of the academic year
- Fees can be paid as follows:
    - At any branch of Republic Bank Ltd using the UWI student bank deposit slip **OR**
    - Using the U.W.I Online Payment System (Master or VISA credit card **only**) –please see link https://secure.touchnet.net/C24203_tsa/web/index.jsp

- **CONTINUING STUDENTS**

    Please submit the following documents:

    1 Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
    2 Proof of payment/ Scholarship letter
    3 *Signed eGATE Application form.

    ### *For Citizens of Trinidad & Tobago ONLY

    An eGATE Application Form must be submitted by the following students **ONLY**:
    - Evening University students OR students pursuing the Bachelor of Education (BEd)
    - Students registering for the following courses: AGRI 1000: Practical Skills, AGBU 3008:Internship, AGRI 2000: Internship-summer; GEOM 1050:Surveying Project, GEOM 2050: Mapping Project; and TOUR 3088:Internship in the SUMMER SESSION ONLY
    - Summer Certificate/Diploma Programme students

    The eGATE Application Form must be signed at the top ensuring the following information is included:

    Period: September 2015 – August 2016
    Academic Year: 2015/2016
    Semester: 3

    NOTE: If the above information on the eGATE Application Form is incorrect, it will not be accepted.

    - Students can check on line for access to My-elearning within 24 hours.
    - If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.

FOR SEMESTER I REGISTRATION

*GATE Form: Citizens of Trinidad & Tobago are required to submit the following documents:-

- Student copy of signed Electronic GATE Application Form
- Course Registration Fee Assessment Invoice
- Receipt for payment of compulsory fees

*GATE: APPLICABLE TO CITIZENS OF TRINIDAD AND TOBAGO ONLY

FOR SEMESTER II REGISTRATION

*CITIZENS OF TRINIDAD & TOBAGO- STUDENTS REGISTERING FOR SEMESTER II 2015/2016

1. Who have *registered for 2015/2016 Semester I courses* are REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTS for **Semester II registration**:

   - Student copy of signed Electronic GATE Application form
   - Course Registration Fee Assessment Invoice

OR

2. Who are *registering* **for the first time for academic year 2015/2016** must complete and submit the following documents :

   a. Student copy of signed Electronic GATE Application form
   b. Compulsory Fees Payment Receipt
   c. Course Registration Fee Assessment Invoice

GOVERNMENT ASSISTANCE FOR TUITION EXPENSES (GATE) FUNDING

I.   Persons who are citizens of Trinidad & Tobago and accept an offer to attend The University of the West Indies must register for a GATE e-Service ID at any of the GATE Registration Centres (GRC). You must also submit your application for GATE funding online using your GATE e-Service ID.

Students are asked to refer to our website at http://sta.uwi.edu/GATE for full details and instructions on applying for GATE.

II.   The GATE Policy of the Government of the Republic of Trinidad and Tobago, states that, effective January 2015, *"GATE no longer covers students whose cumulative Grade Point Average (GPA) is below 2.0".*

For the purposes of this policy the relevant GPA is the cumulative GPA appearing on your transcript as at the end of the academic year – 2014/2015 and includes Semesters I, II and Summer session (where applicable) for full-time/part-time students and for students enrolled in Evening programmes. This means that students who have not maintained a minimum cumulative GPA of 2.0 as at the end of the academic year 2014/2015 will be unable to access continued GATE Funding for the 2015/2016 academic year and would be required to pay their own tuition fees. However, if the cumulative GPA improves at the end of Semester I 2015/2016, the student can apply for GATE funding for Semester II-2015/2016 and must submit a copy of the academic transcript to GATE e-Service for approval.

Students who are not eligible for continued GATE funding (low GPA less than 2.0 or exhausted GATE limit) must make arrangements to pay their tuition fees before they can select courses online for the upcoming semester, **recognizing that registration cannot be effected unless they can fully meet their financial obligation to the University**.

PENALTIES FOR NON-PAYMENT OF FULL FEES

Definition of a REGISTERED STUDENT
A student is deemed to have registered for a course when his/her financial obligations to the University have been fulfilled within the required time period. In other words, the registration process will only be complete once all necessary fees (compulsory, tuition and hall fees, where applicable) have been paid in full.

FEE PAYMENT
Deadline for payment of fees

Tuition and hall fees are due in full by the following dates:

- Semester I – September 11, 2015
- Semester II – February 05, 2016
- Semester III – June 03, 2016

Compulsory fees are to be paid in full at the beginning of each academic year.
Automatic Accounts Receivable (AR) holds will be placed on all students who have not submitted the necessary registration documents and/or have not paid fees in full on the following dates:

- Semester I – September 14, 2015
- Semester II – February 08, 2016
- Semester III – June 06, 2016

Students who do not meet payment deadlines will be considered to have not completed the registration process. Such students will be unable to attend classes, write exams and access facilities such as the Health Service Unit, Myelearning, the Library and Halls of Residence.

Failure to meet the payment deadlines will result in the suspension of these services and the following actions:

- ➢ For a New First-Time student – **de-registration** (see below for details)
- ➢ For a Continuing/Returning student – automatic placement on **Compulsory Leave (CL)** (see below for details)

A New First-Time student: A student who is new to undergraduate level or graduate level studies.

A Continuing/Returning student: A student who is continuing from year to year or semester to semester within the same programme, including a student who was on approved Leave of Absence.

New First-Time Students
Selected courses online – A new first-time student who has selected courses online but has not paid ALL required fees by the last working day of September for Semester I, the last working day of February for Semester II, and last working day of June for the Summer session, will have all courses removed from his/her record and the offer of a place will be withdrawn. Such students will have to **re-apply for admission** at a future date.

No courses selected online – A new first-time student who did not select any courses online and therefore has not paid ALL required fees by the aforementioned deadlines, will be considered to no longer have an interest in his/her programme and the offer of a place will be withdrawn. Such students will have to **re-apply for admission** at a future date.

Continuing/Returning Student

Selected courses online - A continuing/returning student who has selected courses online but has not paid ALL required fees by the last working day of September for Semester I, the last working day of February for Semester II, and last working day of June for the Summer session, will have all courses removed from his/her record and automatically placed on a Compulsory Leave of Absence (CL) for the semester in question.

No courses selected online - A continuing/returning student who did not select any courses online and therefore has not paid ALL required fees by the specified deadlines, will be placed on Compulsory Leave of Absence (CL).

NB: Continuing/returning students who may have paid fees but have **not** selected courses online by the end of the registration period for the respective semester would be required to seek the approval of their Faculty and the Academic Board/Campus Committee for Graduate Studies and Research for late registration no later than mid-October for Semester I, mid-March for Semester II and mid-June for the summer session.
Additional **late registration fines**, as specified by the Academic Board, will be imposed.

Policy Matters which Impact on Registration

➢ Any student who writes an examination(s) for a course (s) for which he/she was not registered will not be credited for such course/s.

➢ **Registration for a course constitutes registration for the examination in that course**. If you register for a course(s) and you do not attend classes or write examinations and fail to de-register from the course(s) by the official registration deadline, your record would reflect a failing grade.

➢ **Late de-registration/Withdrawal from a course**: If a student is granted permission to withdraw from a course after the official registration period has ended but before the end of the 6th week of teaching in semesters 1 & 2 and before the end of the 4th week of teaching in the summer session, a final grade definition of **LW** shall be assigned. This would not impact negatively on the student's GPA.

➢ If a student stops attending class and does not officially withdraw, a final grade definition of **F** will be assigned and will have a negative impact on GPA.

➢ Withdrawal/de-registration from a course is not permitted once grades have been posted for the semester. If a student has documentable, extenuating circumstances, a petition may be submitted for review.

➢ Withdrawing from class(es) does not relieve the student from financial liability

Late/Administrative registration
- No later than October 15 for semester 1; March 15 for semester 2 and June 15 for Summer session.
- No late/administrative registration would be effected once examination period has begun.

UWI ID

New ID cards are only issued to **NEW/Re-Entry Students ONLY**.

CONTINUING STUDENTS:
- If you received financial clearance your UWI Student ID Card is automatically revalidated

- If your **previous** UWI ID Card has not been replaced with the new smartcard ID card, you must obtain a new UWI ID Card. Please produce the old ID Card to the ID Card Office for immediate replacement.

NOTE: You must obtain financial clearance in order to obtain a UWI Student ID.
You must produce picture identification (i.e. valid passport or National ID card) to obtain your UWI Student ID card.

UWI ID CARD SCHEDULE

FROM: AUGUST 24, 2015 TO SEPTEMBER 05, 2015
TIME: 9.00 a.m. to 6.00 p.m.
VENUE: Daaga Lecture Room 1 (Ground Floor)

FACULTY	DATES
Engineering	MONDAY AUGUST 24, 2015
Food & Agriculture	WEDNESDAY AUGUST 26, 2015 & SATURDAY AUGUST 29, 2015
Humanities And Education	TUESDAY AUGUST 25, 2015
Law	THURSDAY AUGUST 27, 2015
Medical Sciences	THURSDAY AUGUST 27, 2015
Science & Technology	WEDNESDAY AUGUST 26, 2015 & SATURDAY AUGUST 29, 2015
Social Sciences	THURSDAY AUGUST 27, 2015 & SATURDAY AUGUST 29, 2015
Specially Admitted/Exchange	THURSDAY AUGUST 27, 2015

Continuing Students:

❖ If received financial clearance the UWI student ID card is automatically revalidated.

❖ If your UWI ID card date has expired you would be required to visit the ID Card Office, Daaga Lecture Room 1 to have your photograph taken to obtain a new UWI ID Card.

REGISTRATION FOR CO-CURRICULAR ACTIVITIES

Undergraduate students can register for co-curricular courses after their first semester of year one. This is with the exception of Technology Literacy which is available to eligible students from the beginning of year one.

Up to three (3) COCR credits can be substituted for three level one credits as a part of a student's degree programme.

You can select courses for co-curricular courses online. For information on how to do online selection of co-curricular courses refer to http://sta.uwi.edu/cocurricular/registration.asp

For quick steps to register for co-curricular courses refer to link http://sta.uwi.edu/resources/documents/COCR-QuickRegistrationGuide.pdf

Banner Functionalities

DEFINITION GUIDE

Detailed below are the various types of administrative holds and the department to be contacted should a student encounter such a hold(s) while attempting to register:

Hold Description	Meaning	Whom to Contact
AR – Account Receivable	Fee obligation outstanding	**Students Accounts Section Bursary Administration Bldg., Ext. 82143/83382**
ALJ –Arthur Lok Jack	Applicable to ALL students in the Arthur Lok Jack School of Business	**Arthur Lok Jack Academic Unit TEL: 645 6700 Ext. 114**
AV – Advising	Academic advising requirement outstanding	**Student's Faculty Advisor**
DH – Dean's	Academic matter that requires student to contact Dean's office	**Faculty Office or designated Faculty Representatives i.e. Heads of Departments**
EI – Examination Irregularities	Examination issue that requires student to contact Examination Section	**Examinations Section Administration Bldg., Ext. 82155**
GQ -	Electronic GATE form query	**Students Accounts Section, Bursary The Lloyd Braithwaite Student Administration Bldg. Exts. 82143, 83382, 83379**
LF – Library Fine	Books, Fee or Fine obligation outstanding	**Circulation and Access Services Library, Ext. 82132. 84030**
MD – Medical	Medical certificate outstanding	**Student Medical Officer UWI Health Service Unit, Ext. 82153**
IM – Immunization	Medical certificate outstanding	**Student Medical Officer UWI Health Service Unit, Ext. 82153**
TB – Tuberculosis	ALL students in the Faculty of Medical Sciences required to submit evidence of Tuberculosis screening.	**Student Medical Officer UWI Health Service Unit, Ext. 82153**
RB – Rabies	DVM students required to submit evidence of Rabies immunization.	**Student Medical Officer UWI Health Service Unit, Ext. 82153**
RH – Registrar's	Academic matter that requires student to contact the Campus Registrar's Office/Assistant Registrar (Admissions)	**Deputy Campus Registrar/ Assistant Registrar (Admissions) Student Administration Bldg., Ext. 83012/82154/82157**
GT- GATE GPA HOLD	UG students with GPA below one (1.0) and those who have exceeded their GATE limits will not received GATE Funding. Students will be required to pay their own tuition fees.	**Student Accounts Section, Bursary The Lloyd Braithwaite Student Administration Bldg, Exts. 82137, 82143, 83382, 83379**
GX- GATE Exhausted	Students who have exceeded their GATE limits will not receive GATE Funding. Students will be required to pay their own tuition fees.	**Student Accounts Section, Bursary The Lloyd Braithwaite Student Administration Bldg, Exts. 82137/83382/84178/82356/83379**

NOTE: A student may have more than one hold placed on their Banner student record thus requiring them to contact all relevant departments associated with holds.

Banner Functionalities (Cont'd)

1. *Medical Hold (MD)/Immunization HOLD (IM)* – placed on all NEW students (undergraduate ONLY). In addition to these holds Medical Sciences students also have a *Tuberculosis Hold (TB)* and DVM students have a *Rabies HOLD* placed on their records.

   This HOLD would not affect the registration process. Via a message, the student would be informed that if the Medical is not submitted to the Medical Officer, UWI Health Service Unit by   a   specific   date: **October 15th, 2015** a Block/ HOLD would be put on their Banner account preventing further access to the online system.

   The **Rabies HOLD for DVM Students** would be removed by the Medical Officer on receipt of a listing of students from the School of Veterinary Medicine indicating those students who have received the required shots.

2. *Academic Advising (AV) Hold* – placed on the accounts of –

   - ALL **NEW Undergraduate** students and **Re-Entry** students;
   - Graduate students at **Arthur Lok Jack School of Business, Departments of Mathematics & Computer Science, Chemistry and Management Studies ONLY**.

   All new and re-entry undergraduate students are required to attend faculty orientation and academic advising before proceeding to do their on-line selection of courses. After the scheduled date the Advising Hold would be removed in Block for the Faculty of Law. For the **Faculties of Engineering, Food & Agriculture, Humanities & Education, Medical Sciences, Science & Technology and Social Sciences** authorized personnel would be responsible for removing the advising holds on the individual student accounts.

3. *Library HOLD (LF):* Library Fine (LF) Hold will be placed on students accounts in Banner. These holds will only be removed when overdue items are returned and the fine is paid at the Library where the items were borrowed or the fines incurred.

4. *Dean's HOLD***:** to be placed on the records of candidates who have been placed on **Warning with a GPA <2.0**   This HOLD would provide greater control to faculties to provide counseling to candidates above; restrict registration and enable registration for reduced course load(s).

   Only the Dean of the Faculty or his/her designated representative(s) – authorized to remove Dean's HOLD.

5. *Accounts Receivable (AR) HOLD:* placed on the accounts of students who have not paid fees and submitted the Registration Fee Assessment Invoice to Student Accounts, Bursary. This HOLD prevents registration, access to grades and transcripts and can only be removed by the Student Accounts, Bursary Representative(s).

6. *Arthur Lok Jack Accounts Receivable (ALJ) HOLD:* placed on the accounts of all new and returning Arthur Lok Jack Graduate School of Business students prior to registration. Students must pay tuition fees to Arthur Lok Jack before hold is removed by an Arthur Lok Jack Representative(s). This HOLD prevents registration, access to grades and transcripts.

7. **Registration for AGRI 1000:Practical Skills, AGBU 3008:Internship, AGRI 2000: Internship-summer; GEOM 1050:Surveying Project, GEOM 2050: Mapping Project; and TOUR 3088:Internship**

   Students will be required to register and pay the appropriate per credit fees for **AGRI 1000, AGBU 3008**, **AGRI 2000, GEOM 1050 and GEOM 2050 and TOUR 3088: Internship** in the **Summer School session using the SO1 section.**

8. **Course Registration/Fee Assessment Invoice has been** amended to include the following statements relating to GATE e-Service and funding:-

   (a) **Citizens of Trinidad & Tobago:** You must obtain a GATE e-Service ID before you can apply for GATE funding. You must also submit your application for GATE funding online using your GATE e-Service ID.

   Failure to do so will result in your being unable to access GATE tuition funding for the academic year. Please refer to our website at http://sta.uwi.edu/GATE for full details and instructions on applying for GATE.

   (b) *Declaration* on the Course Registration Fee Assessment Invoice to be signed by student.

9. **<u>Faculty Overrides Features</u> –** The Faculty Overrides function allows the faculty to give discretionary overrides of course restrictions such as <u>pre-requisites for specific courses</u>, level, campus, major or programme for a student.

Override requests will be submitted and processed online through SSB. For further information visit <u>https://intranet.sauwi.uwi.tt/it/docs/EFOS.pdf</u>.

<u>FACULTY OVERRIDE DATES FOR 2015/2016</u>

ACTIVITY	Semester I 2015/2016	Semester II 2015/2016	Summer Session
Submission of Override	8:30 a.m. August 17 to September 8, 2015 at 4:00 p.m.	8:30 a.m. January 11 to February 02, 2016 at 4:00 p.m.	8:30 a.m. May 09, 2016 to June 01, 2016 at 4:00 p.m.
Deadline for Processing overrides in Banner by Faculty	4:00 p.m. on September 11, 2015	4:00 p.m. on February 05, 2016	4:00 p.m. on June 04, 2016

10. ***Add/drop***: There is no SPECIFIED ADD/DROP PERIOD. Students will be able to make changes to their registration [add or drop courses] on the web during the registration period for the respective semesters. At the end of the respective registration periods viz. Semester I, Semester II and summer session (where applicable) no changes will be permitted.

THE REGISTRY
UWI ST. AUGUSTINE
AUGUST 12, 2015 [UPDATED]