

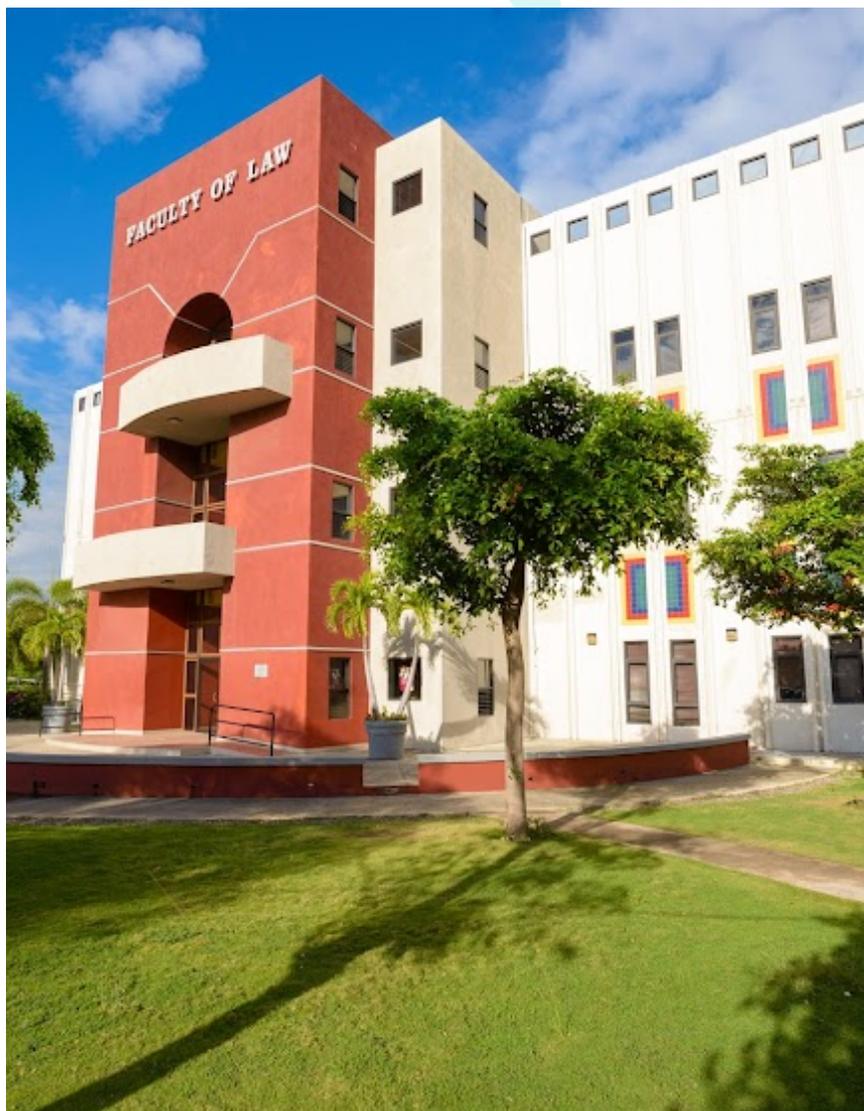
## ORIENTATION GUIDE 2023

### Contents:

- Orientation Programme
- Meet the Principal & Interim Dean
- Frequently Asked Questions
- Important SAS Tools
- Exemption Request
- Direct Entry Year 1
- Direct Entry Year 2
- Directory
- Setting the Record Straight

### Reminders:

- Course materials will be available on OurVLE (Our Virtual Learning Environment)
- Lectures officially commence on **September 4**; tutorials will commence as directed by the lecturer



#### Faculty of Law

The University of the West Indies, Mona  
1-3 West Road, P.O. Box 148, Kingston 7

 (876) 927-1855/972-4860

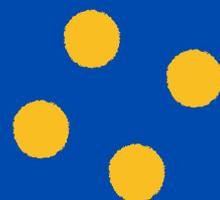
 monalaw@uwimona.edu.jm

 <https://www.mona.uwi.edu/law>

 Faculty of Law, UWI Mona

 (876) 890-6686

 [uwimonalaw](https://www.instagram.com/uwimonalaw)

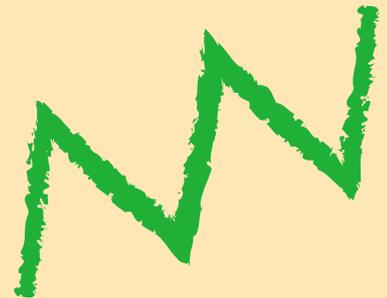


# Orientation Schedule 1st Year Students

Monday, August 28, 2023 10:00 a.m. - 4:00 p.m. in Law Lecture Theatre 2

**Moderator: Dr. Coleen Lewis**  
**Deputy Dean, Undergraduate Studies and Student Success**

- 10:00 a.m. **Welcome & Opening Remarks**  
Dr. Coleen Lewis, Deputy Dean,  
Undergraduate Studies & Student Success
- 10:05 a.m. **Dean's Address & Introduction of the Mona Law Team**  
Mrs. Suzanne Ffolkes Goldson, Interim Dean
- Presentation**
- 10:20 a.m. **Introduction of Guest Speaker**  
Moderator
- 10:25 a.m. **Guest Speaker**  
Mr. Alexander Williams, Immediate Past President, The Jamaican Bar Association (JAMBAR)
- 10:55 a.m. ***Entertainment: MonaLaw's Got Talent***
- Presentations**
- 11:00 a.m. **Brief Overview of Year 1 Courses**  
Dr. Christopher Malcolm, Deputy Dean, Graduate Studies and Research
- 11:25 a.m. **Critical Matters for Year 1**  
Dr. Coleen Lewis, Deputy Dean and Mrs. Peta-Gaye McEwan-Lewis, Administrative Officer
- Interactive Sessions**
- 11:45 a.m. How to Honour your Financial Obligations  
Mr. Ruel Nelson, Manager, Billings & Receivables, Bursary
- 12:00 p.m. **Special Presentation**  
Students' Loan Bureau
- 12:15 p.m. ***Lunch Break/Courtyard Entertainment***
- 1:20 p.m. **UWISTAT**
- 1:30 p.m. **Studying & Keeping Good Health: Balancing Law & Life**  
Dr. Tina Hylton Kong, Clinical Director, The University Health Centre
- 2:00 p.m. **Quiz Time!**  
Professor Stephen Vasciannie, Professor of International Law
- 3:00 p.m. **Making the Best of your Student Experience: Meet & Greet Your Student Leaders**  
Mona Law Society (MLS)



# Orientation Schedule

## 2nd Year & Direct Entry Students

Tuesday, August 29, 2023 10:00 a.m. - 3:30 p.m. in Law Lecture Theatre 2

**Moderator: Dr. Coleen Lewis**  
**Deputy Dean, Undergraduate Studies and Student Success**

10:00 a.m.      **Welcome & Opening Remarks**  
Mrs. Suzanne Ffolkes Goldson, Interim Dean

### **Presentations**

10:10 a.m.      **The Road Map for Year 2**  
Dr. Coleen Lewis, Deputy Dean  
Undergraduate Studies & Student Success

11:00 a.m.      **Placement and Career Services**  
Dr. Ann-Marie Williams  
Students Services & Development Manager

11:30 a.m.      **“Path to Success and Avoiding Pitfalls”**  
MonaLaw Alumni

12:00 p.m.      ***Entertainment: Year 2’s Got Talent***

12:05p.m.      **Lunch/Courtyard Entertainment**

### **Concurrent Interactive Sessions**

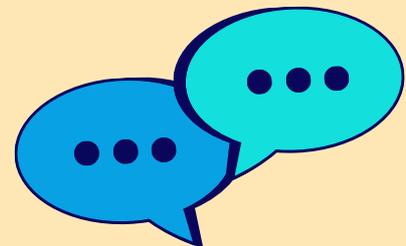
1:05 p.m.      **Direct Entrants Rap Session**

1:05 p.m.      **UWISTAT**

1:35 p.m.      **Special Presentation**  
Financial Institution

1:50 p.m.      **Quiz Time!**  
Professor Stephen Vasciannie, Professor of International Law

2:30 p.m.      **MLS Engagement Session**



# Orientation Schedule Final Year Students

Wednesday, August 30, 2023 10:00 a.m. - 3:30 p.m. in Law Lecture Theatre 2

**Moderator: Dr. Coleen Lewis**  
**Deputy Dean, Undergraduate Studies and Student Success**

10:00 a.m.           **Welcome & Opening Remarks**  
Mrs. Suzanne Ffolkes Goldson, Interim Dean

## **Interactive Sessions**

10:10 a.m.           **Helpful Facts for Final Year**  
Dr. Coleen Lewis, Deputy Dean  
Undergraduate Studies & Student Success

10:30 a.m.           ***Entertainment: Year 3's Got Talent***

10:40 a.m.           **The Courses, The Lecturers...Your Selection**  
Dr. Natalie Corthésy, Associate Dean, Outreach & Continuing Legal  
Education

11:30 a.m.           **Preparing for the Norman Manley Law School**  
Ms. Carol Aina, Principal, NMLS

12:15 p.m.           **Your Career Path - Life After the LLB**  
MonaLaw Alumni

12:45 p.m.           **Special Presentation**  
Financial Institution



1:00 p.m.           **Placement and Career Services**  
Dr. Ann-Marie Williams, Student Services & Development Manager

1:20 p.m.           **Quiz Time!**  
Professor Stephen Vasciannie, Professor of International Law

2:00 p.m.           **Lunch/Courtyard Entertainment**

2:20 p.m.           **MLS Engagement Session**

**MEET THE PRINCIPAL,  
INTERIM DEAN & DEPUTY DEAN**



**Professor Densil Williams  
BSc, MSc (UWI), PhD (Manc)  
Pro Vice Chancellor and Principal**



**Suzanne Ffolkes Goldson  
BA (Econ.) (York), LLB Hons (UWI),  
BCL (Oxon), Attorney-at-Law  
Interim Dean**



**Dr Coleen B. Lewis  
BA Hons (UWI), PGDip in Law (Exeter),  
LLM (Strathclyde), Phd(Leicester),  
Attorney-at-Law,  
Deputy Dean, Undergraduate Studies &  
Student Success**

### What do I do if I have an error when registering online?

The Student Administrative Services Section (SASS) provides guidelines on how to register for courses online. Information on what to do if you receive an error message during registration, and other registration guidelines can be viewed at <https://sas.mona.uwi.edu/banndata1-srv.mona.uwm.adm.get.resource?name=guideug>

### Are courses offered in the summer?

The Faculty presently does not have summer classes, however, Supplemental Examinations are offered (usually in the final 2 - 3 weeks of July) for students who failed courses during Semesters I and II of the current Academic Year (subject to the approval of the Dean).

### Where can I get academic advice?

The Faculty has a system of academic advising for students, beginning in their first year, where each student is assigned to an Academic Advisor. This person provides career advice, assistance with academic matters; and directs to helpful resources when necessary. The name of each student along with their academic advisor can be found on the Faculty Notice Board.

### Can I participate in the 'Study-Abroad' Programme?

Yes. MonaLaw students can participate in the Study Abroad/Student Exchange programme for a Semester or Academic Year during Level II and Semester I of Level III. Please visit the International Students Office (ISO) website at <https://www.mona.uwi.edu/iso/> for information on participating Universities.

## Course Offerings

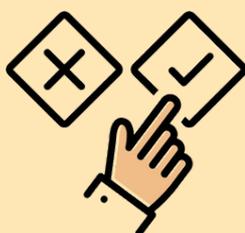
### LEVEL I COURSES

#### Semester I

LAW1010	Law & Legal Systems
LAW1110	Criminal Law I
LAW1231	Legal Methods Research & Writing I
FOUN1101	Caribbean Civilization
FOUN1201	Science, Medicine & Technology in Society

#### Semester II

LAW1020	Constitutional Law
LAW1120	Criminal Law II
LAW1232	Legal Methods Research & Writing II
LAW1310	Law of Torts I
LAW1410	Law of Contract I
FOUN1002	Language Argument



### LEVEL II COURSES

#### Semester I

LAW2010	Law of Torts II
LAW2110	Law of Contract II
LAW2210	Real Property I
LAW2310	Public International Law I
LAW2510	Jurisprudence

#### Semester II

LAW2220	Real Property II
LAW2320	Public International Law II
LAW2710	Administrative Law
LAW2810	Equitable Remedies
LAW2910	Commonwealth Caribbean Human Rights Law

### LEVEL III COURSES

#### Semester I

LAW3020	Employment Law
LAW3150	Revenue Law
LAW3210	Family Law I (Husband & Wife)
LAW3280	International Mooting
LAW3290	Supervised Independent Research Paper
LAW3460	International Environmental Law
LAW3630	Caribbean Integration Law
LAW3645	Commonwealth Caribbean Sports Law
LAW3760	Intellectual Property Law
LAW3765	Law, Technology & the Internet
LAW3840	Alternative Dispute Resolution
LAW3865	Introduction to International Investment Law
LAW3930	International Courts and Tribunals

#### Semester II

LAW3010	Industrial Relations Law
LAW3050	Law of the Sea
LAW3110	Company Law
LAW3220	Family Law II (Children)
LAW3290	Supervised Independent Research Paper*
LAW3330	Law of International Trade
LAW3400	Insurance Law
LAW3450	Caribbean Environmental Law
LAW3550	General Principles of Private International Law
LAW3660	Caribbean Securities Regulation
LAW3720	International Human Rights Law
LAW3840	Alternative Disputes Resolution*
LAW3940	Entertainment Law

*N.B. Please note that Level III courses may not be offered in the semester listed.*

*\*These courses are offered in Semester I and II*

# Frequently Asked Questions

## ***Why choose MonaLaw?***

The Faculty of Law, Mona provides quality education in a modern state-of-the-art facility through a team of committed Academic and Administrative staff. Additionally, UWI Bachelor of Laws (LLB) graduates are guaranteed entry to the Norman Manley Law School.

## ***What are the matriculation requirements for the Faculty of Law?***

Candidates must possess a minimum of five (5) CSEC, including two (2) 2-Unit CAPE subjects; or a First Degree with a Grade Point Average (GPA) of 3.0 and above. Please note there are NO special subject requirements in addition to those necessary for Matriculation. Candidates with a first degree (First or Upper Second Class Honours) may request to be considered for Direct Entry to Part II of the LLB programme, by putting their request in writing to the Dean. The competition for places in the Faculty is such that very high CAPE scores and averages in undergraduate degrees are required for an applicant to stand a reasonable chance of gaining admission.

## ***What is the duration of the Bachelor of Laws (LLB) Programme?***

The Full-Time programme is for three (3) years while the Part-Time programme is for five (5) to six (6) years. Direct Entry, however, is a Full-Time, two-year programme.

## ***Are there scholarships/bursaries available?***

Students in the Faculty will be eligible for scholarships and bursaries available at the University. In some cases, applicants will have to compete with students of other Faculties for general University awards. A list of scholarships/ bursaries available may be obtained from the Office of Student Financing at <https://www.mona.uwi.edu/osf/scholarships-bursaries>

## ***What is the cost of the Programme?***

The tuition fee is US \$10,000 per Academic Year for those in the Full-Time programme while Part-Time students pay US \$1,100 per three-credit course.



## ***What are the payment options available, if any?***

Tuition fee for Semester I and miscellaneous fees are due early in the Semester with a notification in the offer letter. Individuals who are unable to make payments by the stipulated date may apply online, for consideration for installment plans, using the Bursary Online Student System (BOSS) at <https://apps.mona.uwi.edu/bursary/admin/login.php>.

## ***Am I eligible for a student loan from the Students' Loan Bureau (SLB)?***

All students are eligible to apply for the SLB loan. However, the SLB may not cover all the tuition for Full-Fee paying MonaLaw students. Successful loan applicants will be advised by the SLB of the percentage to be covered.

## ***Am I eligible for accommodation on Campus?***

Yes; applications for accommodation in the Halls of Residence should be submitted with your online application or via the Admissions portal.

## ***How do I access the booklist?***

The list of prescribed and recommended texts are posted on the Notice Boards within the Faculty, and on the Faculty's website. Students may also be informed in their respective lectures of the texts to be used for the particular course.

## ***May I request Leave of Absence from the LLB programme?***

Yes, except for the first semester of Year 1. New students, upon recognizing that they would not be able to continue in the programme, may request a deferral or reject the offer of admission through the Admissions Portal.

## ***What do I do if I am absent from an examination due to medical reasons?***

You must visit/contact the University Health Centre at the earliest possible time. After you have been attended to by a Medical Practitioner, information regarding the courses, classes or exams missed, will be sent to the Examinations Section from the Health Centre. However, if you visit a private practitioner, you should ensure that a medical report is submitted to the University Health Centre within seven (7) days so that the relevant checks can be made.

# Important SAS Tools

## Registration Procedure:

- Go to The UWI website at <http://www.mona.uwi.edu/>
- Select Online Systems option
- Select Student Administration System (SAS)
- Enter Secure Area and Insert ID Number and Password
- Click on the Student Services link
- Click on Banner 9 Registration link
- Select Term from the drop down menu
- Click inside the subject area search bar and type the **course subject (LAW) only.**
- Click the course number field and type the **course number (e.g. 1234) only.**
- By clicking on the course title the class details will be displayed. Proceed to register base on your convenient schedule.

## Finding your Academic Advisors

- Log in to [SAS](#)
- Select Student Services Select
- Student Records
- Then Student Unofficial Transcript



## Types of Requests made on the 'Automated Student's Request System'

- Late Adjustment to Registration
- Late Registration

### Course Adjustment

- Exemption(s) Only
- Credit Exemption

### Student Status

- Leave of Absence
- Late Leave of Absence

### Waiver of Penalties for Late Registration

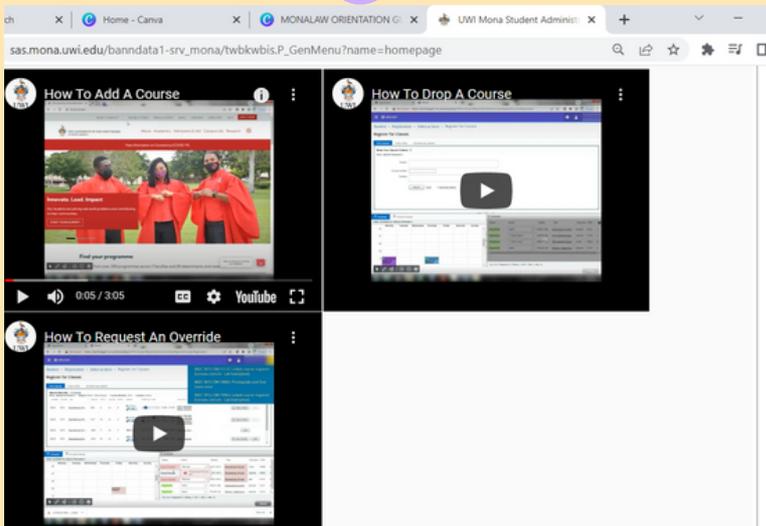
- Waiver of Requirement to Withdraw
- Voluntary Withdrawal

### Study at another UWI Campus

- Cave Hill/ St Augustine
- Open Campus (formerly) UWIDEC

### Study at another University

- Participate in Exchange Programme



# Faculty Exemptions

## Exemptions from the English Foundation Course

The Faculty of Law Regulations and Syllabuses state:  
10.

*(i) The Board of the Faculty may recommend to the Senate of the University that a candidate who is a graduate of another University whose degrees are recognised by the Senate as conferring eligibility for matriculation for entry to degree programmes be exempted from the required Foundation English Course in any part of the LLB programme.*

*(ii) The Board of the Faculty may recommend to the Senate of the University that a candidate who has a Foundation English Course pass be exempted from the required Course in any part of the LLB programme.*

The circumstances under which a student may be exempted from Foundation Courses are as follows:

### Exemption from FOUN1002: Language Argument:

- Has a first degree from UWI or another University
- Already passed the same course at UWI or another English course which the Dean may determine allows an exemption

### Exemption from FOUN1101: Caribbean Civilisation

- Already passed the same course at UWI
- Possesses a history degree from UWI only
- Has taken several history courses at UWI which the Dean may determine, allows for exemption

### Exemption from FOUN1201: Science Medicine and Technology in Society

- Students must have passed the exact course at UWI only
- Possesses a first degree from the Faculty of Science & Technology

***DO NOT REGISTER for a Foundation Course for which you intend to request an exemption.***

## How to apply for an exemption:

1. Visit The UWI Mona homepage (<http://www.mona.uwi.edu>)
2. Below Online Systems, click the SAS link
3. Select Enter Secure Area, submit ID and Password as per guidelines on page
4. Select Student Services
5. Select the option Automated Student Request System
6. Select the request type Credit Exemption from the list of options
7. Select the applicable semester
8. Below the Add Course option, enter Course Registration Number (CRN), or click Class Search to find CRN
9. Click Submit once the request is complete

NB – You may view the progress of a pending request using steps 1 - 6, then select the option View Request(s).

## The ELPT Requirement & FOUN1019

Effective September 2023, students who attained a Grade 3 or below in CSEC English Language, and who **did NOT obtain a Grade I or II in CAPE Communication Studies**, are advised to register for the Language Foundation course FOUN1019, 'Critical Reading and Writing in the Disciplines', upon entry to The University of the West Indies, Mona campus.

These students will, however, have the OPTION of sitting the ELPT (but they are no longer **required** to do so).

Likewise, students who attained **Levels IV and V in CAPE Communication Studies** should be register for FOUN1019 upon entry to The UWI, while also being given the option of sitting the ELPT.

Note also that students who attained a CSEC English Language Grade 3 or below who have not sat the ELPT before the start of their programme - i.e. **who have missed the ELPT sittings** - should be directed to register for FOUN1019.

# Direct Entry Year 1

## Course Selection

**\*If you have not been interviewed and given an offer for the Direct Entry Programme, do not register for this schedule of courses**

### *Semester I*

LAW1010	Law & Legal Systems
LAW1110	Criminal Law I
LAW1231	Legal Methods, Research & Writing I
LAW2210	Real Property I
LAW2310	Public International Law I
LAW2510	Jurisprudence

### *Semester II*

LAW1020	Constitutional Law
LAW1120	Criminal Law II
LAW1232	Legal Methods, Research & Writing II
LAW1310	Law of Torts I
LAW1410	Law of Contract I
LAW2320	Public International Law II

# Direct Entry Year 2

## Course Selection

### *Semester I*

**LAW2010      Law of Torts II**

**LAW2110      Law of Contract II**

**AND**

**Five (5) courses chosen from the \*List of Optional Courses stated in Regulation 17 (c)**

### *Semester II*

**LAW2220      Real Property II**

**LAW2710      Administrative Law**

**LAW2810      Equitable Remedies**

**LAW2910      Commonwealth Caribbean Human Rights Law**

**AND**

**Three (3) LAW courses chosen from the \*List of Optional Courses stated in Regulation 17 (c)**

**\*List of Optional Courses as listed in the Level III course offering**

# Useful Contact Information

## **Examinations Section**

Services include administering of examinations, provision of transcripts and status letters for graduates, and facilitating applications for remark and go-through

[www.mona.uwi.edu/exams/](http://www.mona.uwi.edu/exams/) or 876-977-3544

## **Admissions Section**

Admissions is responsible for acceptance and processing of all applications and transfers for undergraduate study.

[www.mona.uwi.edu/admissions/](http://www.mona.uwi.edu/admissions/)  
or 876-878-0047, 890-1579, 852-0160

## **Registry Information System (RIS)**

RIS, previously Student Records Unit (SRU), coordinates registration activities & maintains academic data.

[www.mona.uwi.edu/sru/](http://www.mona.uwi.edu/sru/) or 876-970-4472

## **Mona Information Technology Services (MITS)**

MITS deals with all information technology (IT) matters which range from permitting access to the Campus network to general troubleshooting including password resetting.

For the MITS Help Desk, please call  
876-977-6973/ 876-927-2148 or WhatsApp 876-455-210  
or visit [www.mona.uwi.edu/mits/](http://www.mona.uwi.edu/mits/).

## **Bursary - Student Administrative Services Section (SASS)**

SASS functions as the liaison between students and Faculties with respect to student related financial and relevant administrative issues.

[www.mona.uwi.edu/bursary/sass1](http://www.mona.uwi.edu/bursary/sass1)  
or 876-935-8330

## **Bursary - Cashier**

The cashier, located on the Ground Floor of the Annex Building, is one of the many avenues through which payments can be made to The University.

Opening hours: Mondays - Fridays, 9am – 3pm.

## **Office of Student Financing (OSF)**

The Office administers a number of programmes of financial assistance, including scholarships, bursaries and grants.

[www.mona.uwi.edu/osf/](http://www.mona.uwi.edu/osf/) or 876-702-4646



# *Setting the Record Straight*

**If I have query or a request,  
where should I go to get help?**

**Go to the Faculty Regulations  
<https://www.mona.uwi.edu/law/faculty-regulation>  
and the Faculty First Year Guide. If you are still  
unclear, your queries should be directed to our  
Customer Service team via email:  
monalaw@uwimona.edu.jm or 876-927-1855**

**Does MonaLaw have a  
customer service section?**

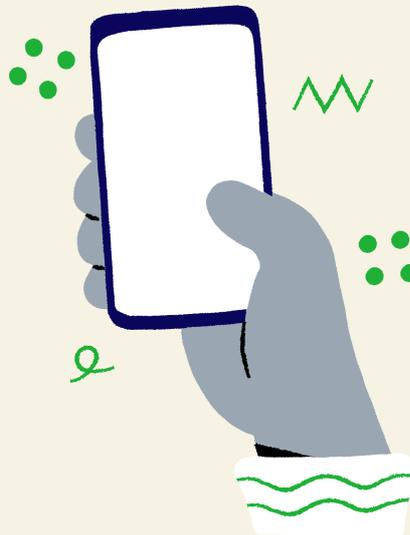
**Yes, our Customer Service section is  
located on the 2nd Floor of the  
Faculty of Law.**

**Who are its customers?**

**Students, prospective students  
and other stakeholders of the  
Faculty of Law.**

**What services does the customer service section of Monalaw offer?**

- It takes care of the needs of its customers including:
- Granting approvals for status change (FT to PT and vice versa) (excluding at level 1)
  - Granting approvals for overrides
    - Re-sitting exams
    - Special circumstances which will be explained later.



**What services don't we offer at Monalaw?**

- We don't prepare Status Letters (letter confirming that you are a student at UWI and providing other details)
- We don't inform students of examination dates or their grades
- We do not process requests for status change (FT to PT and vice versa) for level 1 students

**How do I access the customer service section of Monalaw?**

**We are accessible via email: [monalaw@uwimona.edu.jm](mailto:monalaw@uwimona.edu.jm) or telephone: 876-927-1855 and WhatsApp: 876-890-6686**

**How long is a semester and how many of them are there in a year?**

**A semester is usually 13 weeks long. There are 2 semesters in an academic year – Semester I usually runs from August to December and Semester II from January to May.**

**How many courses do I have to do in each semester of my first year and do I get to choose which ones I do in my first year?**

**Year 1 students will have a total of 11 compulsory courses to write. There are 5 courses in semester I and 6 in semester II.**

**Do I get credits for each course?**

**Yes; credits are assigned to all courses.**

**What if I fail a course?  
What happens to those credits?**

**Credits are only earned on the successful completion of a course.**



**What does the term GPA mean and why is it important to me?**

**GPA means Grade Point Average. It is a numerical way of assessing your academic performance. GPA allows you to keep track of your performance throughout your degree programme. It also enables your Faculty to identify your academic needs and provide advice and guidance.**

**If I fail a course how does that failure impact my GPA?**

**Failure in a course will result in the lowering of your GPA.**

**What is the maximum number of courses I can fail in semester I, level 1 and still be allowed to proceed to semester II, level 1?**

**A student whose GPA falls below 2.0 at the end of semester I will be placed on warning. The student will however be allowed to proceed to semester II.**

**What is the maximum number of courses I can fail in level I and still be allowed to proceed to level 2?**

**Regulation 31(a) -**

**“A candidate who has failed in not more than two courses at the end of Part I**

**[Level 1] may, with the permission of the Board of the Faculty, enter for the examinations for Part II [Level 2]..., trailing the courses he or she has failed”.**



**Are there any year long courses in level 1?**

**No; Legal Methods Research & Writing was once a year-long course, it has since been structured into two semesters you should register for LAW1231 in semester 1 & LAW1232 in semester 2 .**

**You will require an override when you register for LAW1232 in semester II.**

Do I have to register for my courses even though they are all compulsory? How often do I register?

Yes, each semester you should ensure that you are registered for the courses listed for that semester. We recommend that you register for both semesters at the beginning of the year. However, the Bursary will deregister you for any semester that you do not pay your fees.



Explain how registration is done?

Here are useful links to register for your courses:

[How to add a course](#)

[How to drop a course](#)

[How to request an override.](#)

For more information, [here is a quick guide.](#)

**What is an override and how and when do I request it in my first year?**

**When registering you may receive an error notification on the screen. It could mean possibly:**

**1. A pre-requisite is not satisfied (e.g. requirement for registering for FOUN1002 Language Argument)**

**2. Exceed maximum number of credits (e.g. registering for LAW1232 in semester 2 will automatically result in you exceeding the programmed credit limit).**

**Requesting and receiving an override will allow you to complete your registration.**

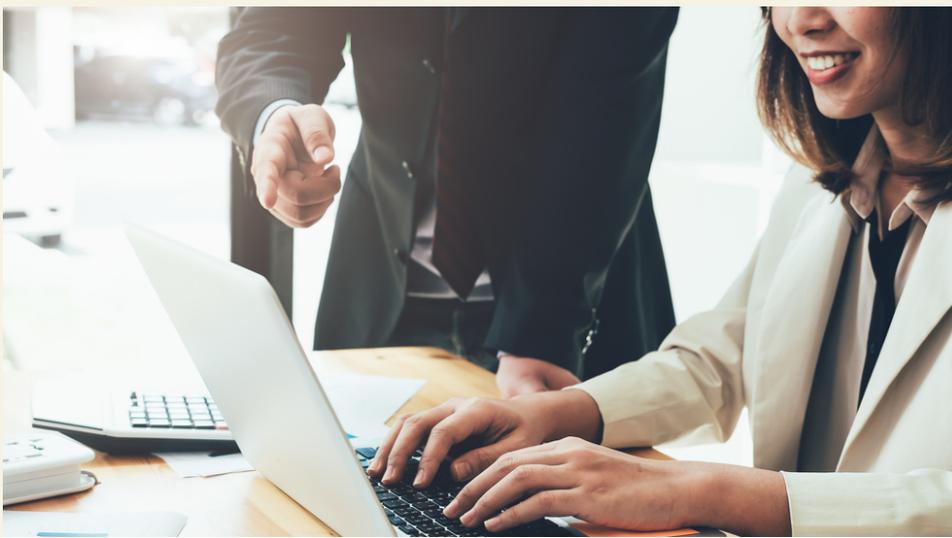


**Where do I go to get financial information and services?**

**All information relating to financial matters must be directed to the Bursary, specifically Student Administrative Services Section/SASS within the Bursary.**

**To whom do I go to speak about help with paying my fees?**

**All information relating to financial matters must be directed to the Bursary, specifically Student Administrative Services Section/SASS within the Bursary.**



**Do I ever write to any member of MonaLaw staff about my financial issues?**

**No! All information relating to financial matters must be directed to the Bursary, specifically the Student Administrative Services Section/SASS within the Bursary.**

**Do I make an appointment with customer service or any member of the Monalaw staff to seek financial advice or to share my payment arrangements?**

**No, all information relating to financial matters must be directed to the Bursary, specifically Student Administrative Services Section/SASS within the Bursary.**

**Are there bursaries, grants or scholarships available to MonaLaw students? Where do I get the info?**

**Yes! Information on bursaries, grants and/or scholarships may be obtained from the Office of Student Financing.**

**<https://www.mona.uwi.edu/osf/>**



**Is there a code of conduct for MonaLaw?**

**Yes; there is a code of conduct for MonaLaw students. It can be found in the Faculty Handbook as [‘MonaLaw Guidelines for Students’](#).**



**Am I assigned an academic advisor and what is his/her role?**

**Yes. Students are each assigned to a academic advisor for the duration of their undergraduate career in the Faculty. The advisor will give help and advice on matters of an academic nature if such advice is sought. The academic advisor is to be regarded by students as an important Faculty resource.**

**You will be informed of your advisor during semester I of level**

**Am I allowed to change my status from full-time to part-time or vice versa if there is a change of my circumstances which may require it?**

**Level I students are not permitted to request a change of enrolment status. However, at the time of accepting the offer to commence the programme, you may make a request to the Admissions Section to change your status.**

**This is not handled by the Faculty.**

**Is leave of absence available to me in level 1 and for what duration?**

**Leave of Absence is not available in semester I of year 1, however it may be considered for semester II of year 1.**

**A student who does not wish to commence studies during the semester he/she was admitted, readmitted or transferred to the Faculty is not eligible for leave of absence. Such students are encouraged to contact the Admissions Section in the Registry regarding the options available to them.**

*Thank  
you for  
choosing*

**MONALAW**

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