SECTION 5

2004/2005
REGISTRATION
GUIDELINES &
FACULTY SCHEDULES

2004/2005 REGISTRATION

*STUDENTS SHOULD NOTE CAREFULLY THE REGISTRATION PRO-
CEDURES 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 THREE COMPONENTS, ALL OF
WHICH MUST BE DONE FOR REGISTRATION TO BE COMPLETE:

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

Registration	- Aug. 30 - Sept. 3, 2004
Late Registration	- Sept. 6 - 10, 2004

Students who fail to complete the registration process (**which includes
payment of fees**) by September 3, 2004 will be charged a fine of J$1000
(Registry $500 and Bursary $500). A 1% fine on the amount of fees out-
standing will also be charged from September 4, 2004.

**REGISTRATION WILL NOT BE PERMITTED AFTER WEEK 2
OF SEMESTER I WITHOUT THE APPROVAL OF THE ACADE-
MIC BOARD.**

Registration after September 10, 2004 may be permitted in exceptional
circumstances, at the discretion of the Academic Board acting on the rec-
ommendation of the Faculty Board. In such cases where the Academic
Board approves late registration, students must register no later than 2
weeks from the date of the letter granting permission for late registration.

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

Course Selection

All students will be required to select courses online, using an electronic registration form, and to submit their selections electronically to the Dean for academic approval. **Paper-based registration forms will not be used, however, students will be able to print a copy of their selections.**

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 Records website at **http://srs.uwimona.edu.jm:1104** and make course selections using *'Course Registration Semesters 1 & 2 (2004/2005)'* in the main menu. Online selection guidelines are available at the website and on page 106 of this handbook.

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 *'Request for Change of Major, Option, Status*, Thesis Title, Etc' in the main menu at the Student Records web-site.

Academic Approval

The Student Records System (SRS) 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 SRS 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 allowed by their enrolment status (full-time/part-time).
- Any other restrictions as defined by the Faculties.

Once a student has satisfied the stated pre/co-requisite for a course as well as other stipulated criteria, the SRS will approve selection of that course. Where a student fails to meet the criteria (e.g. pre/co-requisites or quota limits) set by the Faculty or Department, he/she can request, electronically, permission to register for the course. If the request is granted, the Department will give online approval (for the course). If the request is denied the course will be removed electronically from the student's registration record.

Requests for change of major(s)/minor(s)/option/special will need the approval of the Head(s) of Department(s)/Nominee(s). A change of enrolment status will require the approval of the Dean/Nominee.
The Dean will also give final approval of a student's academic programme.

Dates on which Faculties will commence online Academic approval are provided in the Faculty Schedules on pages 92 to 103.

Adjustments To Academic Programme (Add/Drop)

During the registration period students will be permitted to request adjustments to their academic programme once they have obtained academic approval. **Students who wish to change their academic programme will be required to make their requests by using the Semester I electronic Add/Drop form.**

Students may request changes to course selections using *'Add/Drop Semester 1 (2004/2005)'* and *'Add/Drop Semester 2 (2004/2005)'* in the main menu. Requests for changes to course selection will only be accepted by the SRS from students who have obtained academic approval. These requests must be submitted by Friday, September 10, 2004. Changes after this period will require permission from the Academic Board.

Students can also make requests for changes to enrolment status and/or major(s)/minor(s)/option/special using *'Request for Change of Major, Option, Status, Thesis Title, Etc'* in the main menu.

Financial Clearance and Registrar's Approval

Financial Clearance and Registrar's Approval will be given electronically, based on an approved academic status (i.e. faculty, programme, and enrolment status) and payments made. Should a student change his/her academic status (e.g. transfer from one faculty to another or change from part-time to full-time) 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. Where the change of status does not require the payment of additional fees, the student's record will be electronically adjusted and Financial Clearance and Registrar's Approval given based on the new academic status.

Certificate of Registration

An official Certificate of Registration will be printed and kept on each student's file in the Registry.

Students may print an unofficial Certificate of Registration once they have completed the registration process. This can be done using *'Registration Status and Financial Clearance Screen (Semesters I and II)'* in the main menu.

Financial Clearance -Loan Schemes

Student Loan Bureau (SLB) Scheme
Students using the SLB scheme will be given Financial Clearance and Registrar's Approval for the academic year, once the loan has been approved and the approval communicated to the University by the 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 registration. However, such students will be permitted to complete the academic process, i.e. select courses and obtain approval for their academic programmes.

<u>Other Loan Schemes</u>

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 November 1, 2004. Failure to comply with this payment deadline may result in the student not being permitted to write Semester I examinations. These students will be required to sign an agreement to this effect.

Students Who Do Not Complete Registration

Where a student has completed the Academic process but has failed to complete the Administrative process (Financial Clearance & Registrar's Approval) the following sanctions will be imposed.
The student will be unable to:

      Obtain or renew an ID card
      Borrow books from the library
      Represent clubs/societies/UWI in co-curricular activities
      Use the Health Centre
      Obtain an examination card and sit examinations

<u>REMINDER</u>

VIEW YOUR RECORDS REGULARLY ONLINE TO ENSURE THAT THEY ARE ACCURATE AND UP TO DATE.

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. 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 Admissions Section of the Registry on completion of the programme for which the student is registered or on withdrawal from the University.

Students are advised to check their registration status online, to ensure that they have obtained Registrar's Approval, before proceeding to the ID Centre.

ID sessions will be held at the ID Centre located in the Conference Room of the Human Resource Management Division (formally the Personnel Office), 4 Gibraltar Camp Way, from August 30 to September 10, 2004 between 9:00am and 6:00pm. Thereafter, sessions will be held daily, Monday to Friday, at the ID Centre between 9:00am and 4:30pm.

Only students who have obtained Registrar's Approval will be permitted to obtain an ID card.

New ID card - Required by all new students and students who have changed Faculty and/or enrolment status (full-time/part-time). On **completion** of the registration process students may proceed to obtain their ID card.

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

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

REGISTRATION PACKAGE

Your registration package should include:

- Payment Voucher
- Revised 2004/05 Undergraduate Tuition, Miscellaneous & Residence Fees
- 2004/05 Faculty Schedule
- Policy on Refund of Tuition, Miscellaneous and Residence Fees
- Appointment or Change of Beneficiary Form
- 2004/2005 Undergraduate Student Handbook (New Students Only)
- The Code of Principles and Responsibilities for Students (New Students Only)

If an item is missing from the package please contact the Admissions Section. Personnel from the Section will be available to assist you in the Assembly Hall from August 30 to September 8, 2004.

NOTE

Any outstanding balances, in addition to current charges based on a student's Faculty, programme and enrolment status can be viewed online from August 23, 2004. Go to the *Personal Student Billing Information* link at the Student Main Menu. Charges appearing online will be based on a student's current profile. Any change in the profile, e.g. change of status, additional courses, etc., will result in an adjustment to fees charged.

PAYMENT OF FEES

Consult the Financial Information Section of this Handbook for details on payment of fees.

- Use the Payment Voucher provided in the package for payment of fees.
- Payments can be made at any of the specified branches of the National Commercial Bank listed in the Financial Information Section.

REGISTRATION STEPS

BEFORE LEAVING HOME ON REGISTRATION DAY, CHECK TO
ENSURE THAT YOU TAKE ALONG THE FOLLOWING:

- Offer of Entry (if applicable)
- Stamped Payment Voucher(s) (proof of payment)
- Revised 2004/05 Undergraduate Tuition, Miscellaneous & Residence
  Fees leaflet
- 2004/05 Faculty Schedule
- 2004/2005 Undergraduate Student Handbook (New Students Only)
- Scholarship/Sponsorship Letter (if applicable)
- Evidence of loan approval for non-Jamaican schemes (if applicable)

STEP 1 ACADEMIC COUNSELLING

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

STEP 2 SELECTION OF ACADEMIC PROGRAMME

- Consult the information in the Faculty Handbook (Regulations &
  Syllabuses), time-table and online guidelines to assist in making
  course selections or adjustments to selections.
- Log on to the Student Records site and select the courses as directed
  in the Online Course Selection Guidelines.
- Submit selection electronically for Dean's approval.

STEP 3 APPROVAL OF ACADEMIC PROGRAMME

- Log on to the Student Records site, using a computer of your choice either on or off campus, to check for approval of your academic programme. See Faculty schedule(s) for details on approval dates.
- Print an unofficial copy of the approved academic programme, if desired.

STEP 4 ADJUSTMENTS TO ACADEMIC PROGRAMME

Adjustment to Course Selection (Add/Drop)
- Log on to the Student Records site and select the menu items *Add/Drop Semester 1 (2004/2005)'* and/or *'Add/Drop Semester 2 (2004/2005)'.*
- Select courses to be added/dropped.
- Submit request(s) electronically to the Dean for consideration and final approval.
- Log on to the Student Records site to check for approval. Approval of add/drop requests will begin on September 3, 2004.
- Print an unofficial copy of the approved academic programme, if desired.

Change of Major and/or Enrolment Status (if applicable)
- Log on to the Student Records site and select the menu item *'Request for Change of Major, Option, Status, Thesis Title, Etc'.*
- Select new major(s)/minor(s)/option/special being requested (if applicable).
- Select new enrolment status (full-time/part-time) being requested (if applicable).
- Submit request(s) electronically to the faculty for approval.
- Log on to the Student Records site to check for approval.

STEP 5 FINANCIAL CLEARANCE & REGISTRAR'S APPROVAL

- Submit proof of payment of fees (stamped vouchers, evidence of loan approval, scholarship letters, etc.) to Customer Service personnel at the following locations:

Customer Service Section, Bursary	-	Before August 30, 2004
Assembly Hall	-	August 30 to 12 noon on Sept. 8, 2004
Dramatic Theatre	-	After 12 noon, September 8, to September 17, 2004
Customer Service Section, Bursary	-	After September 17, 2004

  All dates Exclude Weekends and Holidays

- Customer Service representative stamps all copies acknowledging receipt of the documents.
- A copy is returned to the student.
- Check online for Financial Clearance and Registrar's Approval. Financial clearance is normally granted two working days after submission of your payment documents. Registrar's Approval will be granted as soon as both Dean's approval of academic programme and Financial Clearance have been received.
- Call or see a Customer Service representative if Financial Clearance is not granted within a week of submission of payment documents.
- Students who have registered by September 3, 2004 can call or check with the Faculty Office if Dean's approval has not been received by September 10, 2004. Students who register after September 3, 2004 will normally receive Dean's approval within a week of the date of submission of their academic programme to the Dean.
- Print an unofficial copy of the Certificate of Registration, if desired, when registration has been completed.

Note: **It is the student's responsibility to ensure that he/she has paid correctly before submitting proof of payment to the Bursary. Any outstanding balances, in addition to current charges based on a student's Faculty, programme and enrolment status can be viewed online from August 23, 2004. Go to the *Personal Student Billing Information* link at the Student Main Menu. Charges appearing online will be based on a student's current profile. Any change in the profile, e.g. change of status, additional courses, etc., will result in an adjustment to fees charged.**

<u>**STEP 6**</u> ID CARD

- Proceed to the ID Centre to obtain your ID card after you have obtained Registrar's Approval. **Students are advised to check their registration status online, to ensure that they have obtained Registrar's Approval, before proceeding to the ID centre.**
- Have your photograph taken and sign the Electronic Signature pad.
- Present proof of payment for the ID card and collect the ID card.

Note: Students with queries about the ID process can call or email the ID Processing Unit at The Human Resource Management Division (formerly the Personnel Office).

Direct Line:	876-927-2702/970-2071
Extensions:	2305, 2356, 2406, 2680
E-mail:	personl@uwimona.edu.jm

<u>**STEP 7**</u> **YOUR FINAL CHECKLIST**
- Academic counselling received
- Academic programme selected/adjusted
- Payment documents (Proof of Payment) submitted
- Academic Approval, Financial Clearance and Registrar's Approval granted
- ID card obtained/renewed

CONGRATULATIONS!
**YOU ARE NOW A REGISTERED
STUDENT AT THE UNIVERSITY OF THE WEST INDIES,
MONA CAMPUS FOR SEMESTER I OR SEMESTER I & II
OF THE 2004/2005 ACADEMIC YEAR.**

SEMESTER II REGISTRATION

STUDENTS WHO HAVE OBTAINED FINANCIAL CLEARANCE AND REGISTRAR'S APPROVAL FOR SEMESTER I ONLY MUST COMPLETE REGISTRATION FOR SEMESTER II.
Payment of fees for Semester II must be made by January 16, 2005 and copies of payment documents submitted to the Customer Service Section of the Bursary.

Students must:
- Submit payment documents (stamped vouchers, evidence of loan approval, scholarship letters, etc.) to Customer Service personnel at the following locations:

    Customer Service Section, Bursary - Before January 17, 2005
                                                   and after January 21, 2005
    Assembly Hall   - January 17 to 21, 2005

- Check online for Financial Clearance and Registrar's Approval. Financial clearance is **normally** granted two working days after submission of your payment documents. Registrar's Approval will be granted as soon as both Dean's approval of academic programme and Financial Clearance have been received.
- Call or see a Customer Service representative if Financial Clearance is not granted within a week of submission of payment documents.
- Students who do not receive Dean's approval within a week of the date of submission of their academic programme to the Dean should call or check with the Faculty Office.
- Print an unofficial copy of the Certificate of Registration, if desired, when registration has been completed.

Note: It is the student's responsibility to ensure that he/she has paid correctly before submitting payment documents to the Bursary. Any outstanding balances, in addition to current charges based on a student's Faculty, programme and enrolment status can be viewed online.

ADJUSTMENTS TO REGISTRATION (Semester II)

Faculties will begin processing requests for adjustments to academic pro-
grammes from Monday, January 17, 2005.
All requests for adjustments must be submitted by Friday, January 21,
2005. Any changes after this period will require permission from the
Academic Board.

Adjustment to Course Selection (Add/Drop)
- Students who wish to change their course selections (add/drop) may
  request such changes from Wednesday, January 12 to Friday, January
  21, 2005 using an electronic add/drop form.
- Log on to the Student Records site, using a computer of your choice
  either on or off campus and select the menu item *'Add/Drop for
  Semesters 2 (2004/2005)'.*
- Select courses to be added/dropped
- Submit request(s) electronically for consideration and approval.
- Log on to the Student Records site to check for final approval.

Change of Major(s)/Minor(s)/Option/Special and/or Enrolment Status

- Students who wish to change their major(s)/minor(s)/option/special and/or Enrolment Status should log on to the Student Records site and select the menu item *'Request for Change of Major, Option, Status, Thesis Title, Etc'*.
- Select new major(s)/minor(s)/option/special being requested (if applicable)
- Select new enrolment status (full-time/part-time) being requested (if applicable)
- Submit request(s) electronically to the faculty for approval.
- Log on to the Student Records site to check for approval.

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.

SUMMER SCHOOL

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

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

A.   Students of the University who have not yet completed requirements for the degree, diploma or certificate programme for which they are registered.

B.   Students of the University who have been granted (a) leave of absence for Semester I and/or II or part thereof preceding the Summer School, or (b) deferral of entry. Such students should register at the start of the Summer School only.

C.   Other persons, not students of the University, who are eligible to matriculate at either the normal or lower level, mature or at the discretion of the Dean.

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

Application Process

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

Registration for summer school begins at the end of Semester II. Registration packages, which include a Summer School Handbook can be obtained from the Faculty Offices prior to the start of Summer School. The tuition fee for the 2004/05 Summer School is $4,500 per credit.

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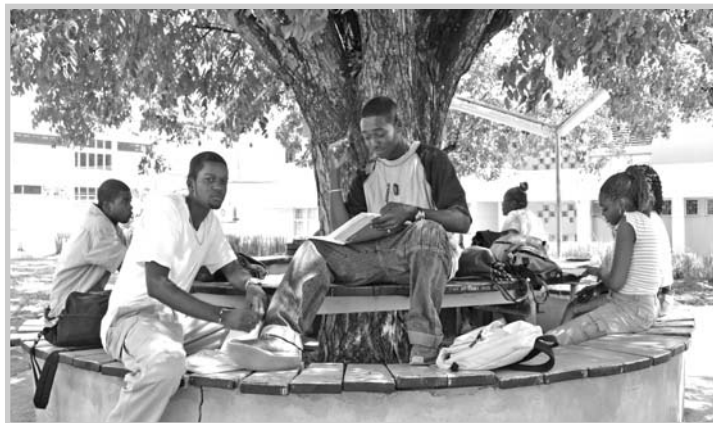
FACULTY REGISTRATION SCHEDULES

The schedule of registration activities for each Faculty is provided on the following pages 92 to 103.

FACULTY OF HUMANITIES AND EDUCATION – Humanities Based Programmes, Bachelor of Arts [B.A. & Diploma]

Activity	All New Students	Returning Students (Level II and Part-Time Completing Level I) (other than final year)	All Final Year Students	Diploma in Mass Communication Students
Dean's Address	**Monday, August 30** 9:00 a.m.-10:00 a.m. **New students Only** *Neville Hall Lecture Theatre (N1)*	-	-	-
Counselling	**Monday & Tuesday August 30 & 31** 10:00 a.m.-12:30 p.m. & 2:00 p.m.-6:00 p.m. **Wednesday Sept. 1** 9:00 a.m.-1:00 p.m. & 2:00 p.m.- 6:00 p.m. *O1 to O4*	**Monday & Tuesday August 30 & 31** 9:00 a.m.-1:00 p.m. 2:00 p.m.-6:00 p.m. *O1 to O4*	**Thursday & Friday August 26 & 27** 9:00 a.m.-4:00 p.m. *O1 to O4*	**Monday &Tuesday August 30 & 31** 10:00 a.m.-12:30 p.m. *O1 to O4*
Selection of Academic Programme [for students who have not already selected]	**Monday, August 23 to Friday, September 3, 2004** **9:00 a.m. – 6:00 p.m.** 🖥 **Computers Available in the** *Faculty of Humanities & Education Ashcroft Computer Lab*			

92

Approval of Academic Programme ✱	**Will begin on Monday August 23, 2004** **All Students** must view approval online.
Add/Drop Request(s)	**All Students** Add/Drop request(s) can be made online once academic approval has been granted by the Dean. Add/Drop will close on Friday, September 10, 2004
Add/Drop Approval	**All Students** **Thursday, September 2 to Friday, September 10, 2004**
Financial Clearance & Registrar's Approval	**All students can view Financial Clearance and Registrar's Approval online.** **See Pages 85 & 104 - 105 for details**

✱ Academic Approval will be given between August 23 and September 10, 2004, with emphasis on the special categories as indicated.

KEY TO REGISTRATION LOCATIONS

O1 to O4 - Old Arts Lecture Room - Nos. 1,2,3 & 4   *N1* - Neville Hall Lecture Theatre

☐ Note: On campus computers for selection of academic programme are **not available on weekends.**

FACULTY OF HUMANITIES AND EDUCATION - Education Based Programmes, Bachelor of Education [B.Ed.]

	New B.Ed. (90credit) Students [Year 1]	New B.Ed. 2 [2 year prog.] & Year II (90 credit) Students	All Final Year Students
Dean's Address Introduction to the Department of Educational Studies	**Monday August 30** 9:00 a.m. -10:30 a.m. **New B.Ed. Students Only** *At the Philip Sherlock Centre*		-
Counselling	**Monday August 30** **All Options** 11:00 a.m. – 12:30 p.m. *NELT* **Wednesday September 1** 2:00 p.m. – 4:00 p.m. Meet in Option Groups ✱	**Monday August 30** 11:00 a.m.-12:30 p.m. Go to the location assigned for your option. [✱ See Option Groups]	**Wednesday September 1** 11:00 a.m.-12:30 p.m. Meet Option Coordinators in Option Groups* **Thursday September 2** 9:00 a.m.-10:30 a.m. B.A/B.Sc. with Education students Meet Option Coordinators in the Faculty Offices
UWI Health Services	**Monday August 30** 2:00 p.m. – 4:00 p.m. *NELT (All New Students)*	-	-
Introduction to the Documentation Centre	**Students in Groups** **Tuesday August 31** - 1:00 p.m.-4:00 p.m. **Wednesday September 1** – 9:00 a.m.-12:00 p.m. & 1:00 p.m. – 4:00 p.m. *NELT*		
Selection of Academic Programme [for students who have not already selected]	**Monday August 23 to Friday September 3, 2004** 9:00 a.m. – 4:00 p.m. ▭ Computers Available at: *Maths & Science Centre in the Department of Educational Studies*		

Approval of Academic Programme	Approval of Academic Programme will begin on August 23, 2004. **Students who need counselling on Monday and Tuesday, August 30 & 31 will have their programmes approved from Wednesday September 1. 2004 All Students must view approval online.**
Add/Drop Request(s)	**All Students** Add/Drop request(s) can be made online as soon as the Dean has approved your Academic Programme. Add/Drop will close on Friday, September 10, 2004.
Add/Drop Approval	**All Students** **Thursday September 2 to Friday, September 10, 2004** Students can view approval online two working days after the request was made.
Financial Clearance & Registrar's Approval	**All students can view Financial Clearance and Registrar's Approval online.** **See Pages 85 & 104 - 105 for details**

* Option Groups

Early Childhood Education (**Room. 101**)
Educational Administration (**OLT**)
History (**NELT**)
Language Ed: English (**01**)
Language Ed: Literacy Studies (**103**)

Managing Learning Difficulties (**SR2**)
Mathematics (**Lect. Theatre**)
Modern Foreign Languages (**SLT**)
Primary Education (**ACR**)

School Librarianship (**LIS**)
Science (**Sci. Lab**)
Social Studies (**04**)
Special Education (**SRI**)

SR1 –Seminar Room 1 (Dept. Edu. Studies)
SR2 – Seminar Room 2 (Dept. Edu. Studies)
LIS - Library & Information Studies (Library)
Math & Sci - Mathematics & Science Centre

Rm. 101 – Classroom (**New Arts Block**)
(Ground floor)
NELT - New Education Lecture Theatre

ACR – New Arts Block
OLT - Old Education Lecture Theatre
01 & 04 – On Spine parallel to Main Library

Note: On campus computers for selection of academic programme are **not available on weekends.**

95

FACULTY OF HUMANITIES AND EDUCATION - Diploma in Education

Counselling	**Tuesday August 31, 2004** 9:00 a.m. to 10:30 a.m. - **OLT** (All Options) 10:30 a.m. to 12:00 Noon – Meeting with Option Coordinators *
Introduction to the Documentation Centre	**Tuesday August 31** - 1:00 p.m.-4:00 p.m. (By groups) *(NELT)* **Wednesday September 1** – 9:00 a.m.-4:00 p.m.
Selection of Academic Programme [for students who have not already selected]	**Monday August 23 to Friday September 3, 2004 - 9:00 a.m. – 4:00 p.m.** ⊑Computers Available: *Maths & Science Centre in the Department of Educational Studies and NELT (All Options)*
Approval of Academic Programme	Approval of Academic Programme will begin on August 23, 2004. Students who need counselling on Monday and Tuesday, August 30 & 31, 2004 will have their programmes approved from Wednesday September 1, 2004. **All Students must view approval online.**
Add/Drop Request(s)	**All Students** Add/Drop request(s) can be made online as soon as the Dean has approved your Academic Programme. Add/Drop will close on Friday September 10, 2004.
Add/Drop Approval	**All Students** **Thursday September 2 to Friday September 10, 2004**
Financial Clearance & Registrar's Approval	**All students can view Financial Clearance and Registrar's Approval online.** **See Pages 85 & 104 - 105 for details**

* Counselling Locations for the Options

Geography & Social Studies - **SR2**   Language Education (English) - **NELT**   Mathematics & Science - **Math & Sci**
History - **SR1**   Modern Foreign Languages

KEY TO LOCATIONS

DBO - Dr. Bankay's Office   **NELT** - New Education Lecture Theatre   **SR2** - Classroom in the Dept. Educational Studies
Math & Sci - Mathematics & Science Centre   **OLT** - Old Education Lecture Theatre   **SR1** - Classroom in the Dept. Educational Studies

FACULTY OF LAW

Orientation & Discussion Students will encounter difficulties without the necessary instructions.	**Tuesday, August 31, 2004** 9:00 a.m. – 11:00 a.m. *Graduate Lecture Theatre 1 (GLT1)McIntyre Complex*
Counselling	**Tuesday, August 31, 2004** 11:00 a.m. – 12:00 Noon *Graduate Lecture Theatre 1 (GLT1) McIntyre Complex*
Selection of Academic Programme [for students who have not already selected]	**Monday, August 23 to Friday, September 3, 2004** **9:00 a.m. – 4:30 p.m.** Computers Available in the *Assembly Hall*
Approval of Academic Programme	**Tuesday, August 31 to Friday, September 3, 2004** **All Students** can view approval online.
Add/Drop Request(s)	**All Students** Add/Drop request(s) can be made online once academic approval has been granted by the Dean. Add/Drop will close on Friday, September 10, 2004.
Add/Drop Approval	**All Students** **Friday, September 3 to Friday, September 10, 2004** Students can view approval online two working days after the request was made.
Financial Clearance & Registrar's Approval	**All students can view Financial Clearance and Registrar's Approval online.** **See Pages 85 & 104 - 105 for details**

Note: On campus computers for selection of academic programme are **not available on weekends.**

97

FACULTY OF MEDICAL SCIENCES

	Advanced Nursing Students	Bachelor of Basic Medical Sciences	New MBBS Students	New Physical Therapy Students	Returning MBBS	Returning Physical Therapy Students
Introduction to Staff		**Wednesday, September 1** 1:30 p.m.–2:30 p.m. *Pre-Clinical Lecture Theatre*			-	-
Tour	Tour of Basic Medical Sciences, Community Health, Advanced Nursing Education, Hopwood Centre, Dean's Office		**Wednesday, September 1** 3:00 p.m.–4:30 p.m.		-	-
Dean's Reception		**Wednesday, September 1** 5:00 p.m. – 6:00 p.m. *Lawns of Physiology*			-	-
Introduction to Programmes	**Wednesday, September 1** 9:00 a.m.–12:00 Noon *Department of Advanced Nursing Education*	**Thursday, September 2** 9:00 a.m.–12:00 Noon *Pre-Clinical Lecture Theatre*	**Thursday September 2** 9:00 a.m.–12:00 Noon **Friday September 3** 9:00 a.m.–1:00 p.m. *Main Medical Lecture Theatre*	**Wednesday, September 1** 9:00 a.m.–12:00 Noon *School of Physical Therapy*	Introduction to Programmes is not applicable to Returning Students, however, they MUST register online.	

98

Selection of Academic Programme [for students who have not already selected]	Monday, August 30 to Friday, September 3, 2004 9:00 a.m. – 4:30 p.m. ⌨ Computers Available : • *Assembly Hall* • *HD Hopwood Centre (Medical Library)*
Approval of Academic Programme	Will begin on Monday August 30, 2004 All Students can view approval online.
Add/Drop Request(s)	All Students Add/Drop request(s) can be made online once academic approval has been granted by the Dean. Add/Drop will close on Friday, September 10, 2004
Add/Drop Approval	All Students Friday, September 2 to Friday, September 10, 2004 Students can view approval online two working days after the request was made.
Financial Clearance & Registrar's Approval	All students can view Financial Clearance and Registrar's Approval online. See Pages 85 & 104 - 105 for details

⌨ Note: On campus computers for selection of academic programme are **not available on weekends**

99

FACULTY OF PURE & APPLIED SCIENCES

	All Final Year Students	New Students Prelim & Level I	Returning Students Prelim & Level I	Returning Students Part II (excluding final year)
Counselling	**Friday, August 27** 9:00 a.m.–12:30 p.m. & 2:30 p.m. – 5:30 p.m. *C6/C7-Tutorial Room*	**Monday, Aug. 30** **Surname (A-M)** 9:00 a.m.–12:30 p.m. **Surname (N-Z)** 2:30 p.m. – 5:30 p.m. *C6/C7-Tutorial Room*	**Tuesday, Aug. 31** **Surname (A-M)** 9:00 a.m.–12:30 p.m. **Surname (N-Z)** 2:30 p.m. – 5:30 p.m. *C6/C7-Tutorial Room*	**Wednesday, Sept. 1** **Surname (A-M)** 9:00 a.m.–12:30 p.m. **Surname (N-Z)** 2:30 p.m. – 5:30 p.m. *C6/C7-Tutorial Room*
Selection of Academic Programme [for students who have not already selected]	**Monday, August 23 to Friday, September 3, 2004** **9:00 a.m. – 4:30 p.m.** ▢ Computers Available at: • *Chemistry Resource Centre (next to C5)* • *Life Sciences Computer Lab #1* • *Computer Sciences Laboratory*			
Approval of Academic Programme	**Monday, August 9, 2004 onwards** students who have not made a request for override, change of option or status. **Friday, August 20, 2004 onwards –** New Students and students who have made a request for override, change of option or status. **All Students must view approval online**			

		Thursday, Sept. 2	
Dean's Address	-	11:00 a.m. *C5*	-
Add/Drop Request(s)		**All Students** Add/Drop request(s) can be made online once academic approval has been granted by the Dean. Add/Drop will close on Friday, September 10, 2004.	
Add/Drop Approval		**All Students** **Thursday, September 2 to Friday, 10, 2004** Students can view approval online two working days after the request was made.	
Financial Clearance & Registrar's Approval	**All students can view Financial Clearance and Registrar's Approval online.** **See Pages 85 & 104 - 105 for details**		

💻 Note: On campus computers for selection of academic programme are **not available on weekends.**

101

FACULTY OF SOCIAL SCIENCES

	New Full-Time Students †	New Part-Time Students †	Returning Full-Time Students ¥	Returning Part-Time Students ¥
Dean's Address	Monday, August 30 9:00 a.m.-10:00 a.m. *SSLT*	Monday, August 30 6:00 p.m. – 7:00 p.m. *SSLT*	-	-
Counselling Economics, Statistics, B.E.S.S., Banking & Finance (Majors & Specials)	Monday, August 30 12:00 - 2:00 p.m. & 3:30 p.m. – 5:00 p.m. *SSLT*		Tuesday, August 31 10:00 a.m.-12:00 Noon Thursday, September 2 1:30 p.m. – 3:30 p.m. *SSLT*	Wednesday, Sept. 1 5:00 p.m. – 7:00 p.m. *SSLT*
Counselling Management Studies (Concentrations) Tourism & Hotel Management (Special)	Monday, August 30 12:00 - 2:00 p.m. & 3:30 p.m. – 5:00 p.m. *SR10*		Tuesday, August 31 to Thursday September 2 10:00 a.m. - 12:00 noon & 2:00 p.m. – 4:00 p.m. *SR10*	5:00 p.m. – 7:00 p.m.
Counselling International Relations, Public Sector Management, Political Science, Africa & African Diaspora (Majors)	Monday, August 30 12:00 -2:00 p.m. & 3:30 p.m. – 5:00 p.m. *SSLT*		Tuesday, August 31 1:30 p.m. – 3:30 p.m. Wednesday, September 1 10:00 a.m.-12:00 Noon *SSLT*	Thursday, September 2 5:00 p.m. – 7:00 p.m. *SSLT*
Counselling Psychology, Sociology, Demography (Majors)	Monday, August 30 12:00 -2:00 p.m. & 3:30 p.m. – 5:00 p.m. *SR5*		Wednesday, September 1 1:30 p.m. – 3:30 p.m. Thursday, September 2 10:00 a.m.-12:00 Noon *SSLT*	Tuesday, August 31 5:00 p.m. – 7:00 p.m. *SSLT*
Counselling Social Work (Special)	Monday, August 30 – 3:30 p.m. – 5:00 p.m. *SR6*		Wednesday, Sept. 1 - 3:30 p.m. – 5:00 p.m. *SR6*	

		Wednesday, Sept. 1 4:00 p.m. – 7:00 p.m. Distance Education Sites		Tuesday, August 31 5:00 p.m. – 7:00 p.m. Distance Education Sites
Counselling UWIDEC	-		-	
Selection of Academic Programme [for students who have not already selected]		**Monday, August 23 to Friday, August 27, 2004** 9:00 a.m. - 4:30 p.m. **Monday, August 30 to Friday, September 3, 2004** 9:00 a.m. - 7:00 p.m. ▯ Computers Available at : • *DOMS Computer Lab* • *Population Lab* • *Graduate Lab*		
Approval of Academic Programme		**Will begin on Monday, August 23, 2004** **All Students** can view approval online.		
Add/Drop Request(s)		**All Students** Add/Drop request(s) can be made online once academic approval has been granted by the Dean. Add/Drop will close on Friday, September 10, 2004		
Add/Drop Approval		**All Students – Thursday, September 2 to Friday, September 10, 2004** Students can view approval online two working days after the request was made.		
Financial Clearance & Registrar's Approval		**All students can view Financial Clearance and Registrar's Approval online.** **See Pages 85 & 104 - 105 for details**		

✝ Includes Transfer Students from UWIDEC, other Faculties and Campuses.

¥ **Returning Students – students completing Level I and registering for Levels II & III.**

Key to registration Sites

SSLT – Social Sciences Lecture Theatre   *DOMS Computer Lab* - Department of Management Studies Computer Laboratory

▯ Note: On campus computers for selection of academic programme are **not available on weekends.**

103

ADDITIONAL INFORMATION

The information provided below is applicable to all students as indicated.

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 at the following locations:

Location	Date	Time
Assembly Hall	August 30 to September 7, 2004 September 8, 2004	9:00am to 6:00pm 9:00am to 12:00noon
Dramatic Theatre	September 8, 2004 September 9 to 17, 2004	12:00noon - 4:30pm 9:00am to 4:30pm

Note: On campus computers for selection of academic programme are not available on weekends.

Financial Clearance - Place & Time
All new and returning students must submit proof of payment, e.g. stamped voucher or scholarship letter, to the Customer Service Representative at the locations identified below.

Location	Date	Time
Customer Service Section, Bursary	Before August 30, 2004 After September 17, 2004	9:00am to 4:00pm
Assembly Hall	August 30 to September 7, September 8, 2004	9:00am to 6:00pm 9:00am to 12:00noon
Dramatic Theatre	September 8, 2004 September 9 to 17, 2004	12:00noon - 4:30pm 9:00am to 4:30pm

All dates exclude weekends and holidays.

Financial Clearance will be given electronically. **Normally**, students will be able to view Financial Clearance online 2 working days after submission of payment documents.

Registrar's Approval - Place & Time

Registrar's Approval will be given electronically. **All new and returning students** can view Registrar's Approval online and may choose to print an unofficial copy of the Certificate of Registration.

SPECIAL ACTIVITIES FOR NEW STUDENTS

ORIENTATION

Orientation activities for new students begin at 9:00am each day during the week of August 23 to 27, 2004. Further information is available in the special orientation issue of Mona News and The Gleaner.

LIBRARY TOURS

All new students should attend the orientation sessions arranged by the three campus libraries. *See Section 6, page 113* for details on the library tours.

MATRICULATION CEREMONY
Matriculation Ceremony/Register

All new students are required to attend a Matriculation Ceremony on Thursday, September 9, 2004, at 3:00pm in the Assembly Hall. The Matriculation Register must be signed at the Undercroft before proceeding to the Assembly Hall.

ONLINE COURSE SELECTION GUIDELINES

ALL ON CAMPUS STUDENTS WILL BE REQUIRED TO SELECT COURSES ONLINE VIA THE INTERNET.

System Requirements

> Browser: Microsoft Internet Explorer 6 SP1
>
> Operating System: Windows XP, Windows 2000, Windows ME

1.   Go to Student Records System (SRS) site at
        http://srs.uwimona.edu.jm:1104
2.   Log on to the Main Menu:
        Type your ID number in the space provided e.g. 99321211
        Click on ENTER STUDENT SITE
3.   The STUDENT MENU OF ACTIVITIES, will be displayed and
        consists of a number of items from which you can choose.
        The following menu items will be required to complete the
        registration process:

Menu Item		**Description**
◉ Course Registration Semesters 1&2 (2004/2005)	-	To make course selections.
◉ Add/Drop Semesters 1 (2004/2005)	-	Adjust course registration for Semesters I. Available for the Semester I add/drop period.
◉ Add/Drop for Semester 2 (2004/2005)	-	Adjust course registration for Semester II. Available for the Semester I & II add/drop period.
◉ Registration Status and Financial Clearance Screen (Semesters I and II)	-	View Registration Status - Academic & Financial
◉ Request for Change of Major, Option, Status, Thesis Title, Etc	-	Use to submit a request for change in Major, Enrolment Status and/or Thesis Title.