

The image features a semi-circular frame containing a photograph of a campus scene. Three students are sitting on a wooden bench in a grassy area, surrounded by trees. The student on the left is wearing a pink shirt and blue pants, the middle student is in a white shirt and dark shorts, and the student on the right is in a blue and white school uniform. The background shows more trees and a utility pole. The text 'SECTION 6' is overlaid in a semi-transparent white box with a blue border.

SECTION 6

CAMPUS LIFE

THE LIBRARY

OVERVIEW

The collections of The University of the West Indies Mona Library form the largest information resource in Jamaica. These collections are divided among 3 buildings on the Mona campus:

- The Main Library - collections in Humanities, Education and the Social Sciences.
- The Medical Branch Library - collections in Medicine and Nursing.
- The Science Branch Library - collections in Pure & Applied Sciences and Pre-Clinical Medicine and include books, pamphlets, periodicals, theses, manuscripts, maps, and audiovisual material.



Campus Librarian
Deputy Campus Librarian
Actg. Librarian i/c Medical Library
Librarian i/c Science Library

To be appointed
Mrs. N. Amenu-Kpodo
Mrs. S. Bandara
Mrs. E. Brown

SERVICES AND FACILITIES

- Orientation Tours
- **RBC** -- The Reserve Book Collection
- **E-reserves** -- On-line reserve material
- Reference assistance
- Photocopying & Laminating
- **MERIC** -- The Mona Electronic Reference Information Centre in the Main and Science Libraries is the Library's computer-based reference and research facility. It offers access to the Internet, CD ROM products, electronic journals, full-text data bases, printing, and word processing. The H.D. Hopwood Medical Centre (Medical Library) offers similar services.
- Examination Papers (hard-copy & online)
- Databases (in-house & international online databases)
Off-campus access to subscription databases and electronic journals is available to UWI students and staff only.
- **Overnight Reading Room** (Main Library) equipped with computers
- **West Indies and Special Collections**
- Information Literacy Instruction -- The Mona Information Literacy Unit (**MILU**) offers training courses on the use of the OPAC, the Internet and databases, etc. The training schedules are advertised on the Webpage and the Library's notice boards.
- **VISTAS** - (Main Library) with facilities for visually impaired users
- Services to Distance Students
- **Post-Graduate Reading Room** (Main Library)
- Group Study Rooms
- Interlibrary Loan for academic staff and postgraduates
- Exhibitions and displays

MEMBERSHIP

All registered undergraduate and graduate students, Academic, Research and Senior Administrative Staff of the University are entitled to membership in the Library.

You **MUST** show your University Identification Cards to enter the Library and to borrow material.

REGISTRATION

As soon you have completed UWI registration -- i.e., you have obtained online financial clearance and the Registrar's approval -- your name will appear on the Library's database of registered users.

LIBRARY TOURS

At the beginning of each academic year, the Library conducts hour-long Orientation Tours.

SCHEDULE OF TOURS

Main Library	September 6 - September 17, 2004
Medical Library	September 6 - September 10, 2004
Science Library	September 6 - September 10, 2004

Two to three tours will be held daily. Please check the Library's notice boards or the Webpage for the times.



On these tours, you will find out about:

- The services the Library offers and location of the collections
- How to use the Library's catalogues
- How to find material on your reading lists
- How to borrow material from the various collections
- The Library's rules and regulations

An hour spent on a tour at the beginning of the academic year will save you a lot of time when you are ready to use the Library!

OPENING HOURS

DURING EACH SEMESTER AND SEMESTER BREAK	Monday - Friday: Saturday:	8:30 a.m. - 10:00 p.m. 8:30 a.m. - 4:00 p.m.
CHRISTMAS BREAK	Monday - Friday: Saturdays:	8:30 a.m. - 5:00 p.m. 8:30 a.m. - 12:00 noon
SUMMER SCHOOL SESSION	Monday - Thursday: Friday Saturday:	8:30 a.m. - 10:00 p.m. 8:30 a.m. - 6:30 p.m. 8:30 a.m. - 12:00 noon
SUMMER VACATION	Monday - Friday: Saturday:	8:30 a.m. - 6:30 p.m. 8:30 a.m. - 12:00 noon
OVERNIGHT READING ROOM (ground floor of the Main Library)	Monday - Friday: Saturday:	10:00 pm - 6:00am the following morning 4:30pm - Monday 6:00am.

The Library is closed on:

- **Public and University holidays** throughout the year.
- The Saturday before **Easter** and **Independence Day**.
- On **Christmas Eve** and **New Year's Eve** at noon.

CONTACT NUMBERS

Main Library

927-2123; 935-8294-6

On campus --Ext: 2294-6

Email

manlibry@uwimona.edu.jm

Medical Library

9271073

On campus -- Ext: 2437-8

Science Library

927-1068

On campus -- Ext: 2202-3

Visit our website at <http://www.library.uwimona.edu.jm:1104/>

The University of the West Indies
at Mona, Jamaica

Student Info Academic News & Events Administration Home

The Library

Search | Catalogue | Databases | Electronic Journals | Libraries | Library News | Subject Portals | Home

Electronic Resources	Services & Facilities	Library Information
Library Catalogue	Computer Services	About Us
Databases	Reference Services	Opening Hours
Journals	Information Literacy Unit (MILU)	Policies
Subject Portals	Photocopying Facilities (RESU)	Library Brochures
Jamaican and Caribbean Resources	Information for:	Staff Directory
General Reference Resources	Students with Special Needs Floor Plans	
Search Engines	Distance Learners	
	Undergraduate & Graduate Students	
	Academic Staff	

News !!!

- Vice Chancellor's Award for Excellence
- Exhibition In Honour of Stuart Hall
- Summer School Opening Hours
- Library Inaugural Awards Presentation Ceremony
- Academic Staff Reading Room
- Research for Development on CD ROM
- Course/Lecturer Assessment
- Damaged UWI Cards

More news ...

From the collection of the UWI, Mona Library - Red Sorrel (*Hibiscus sabdariffa*) reproduced from painting in "a selection of West India Fruits and Flowers" 1819.

Contact Us
© 2004 The University of the West Indies. All rights reserved. Disclaimer | Privacy Statement
Telephone: (876) 927-2123 Fax: (876) 927-1926
Site best viewed at 800 x 600 resolution or higher.

ADMINISTRATIVE OFFICES

ADMISSIONS

The Admissions Section, Student Affairs, the Registry, is responsible for the acceptance and processing of all applications and transfers for undergraduate study at The University of the West Indies. 'Offers of Entry' to successful applicants, registration packages to new and returning students and status letters are also issued from this Office. Requests for status letters received throughout each week are processed on the Friday for distribution on Tuesday of the following week.

The Section is also responsible for the administration of all Distance Education Programmes taken by students registered at the Mona Campus of the University. This includes, not only Jamaican residents but, students resident in Belize, the Bahamas, Cayman Islands and Turks & Caicos Islands. In addition, the Section coordinates the International Student Exchange Programme with overseas universities.

This section of Student Affairs is located on the ground floor of the Senate Building. Office hours are:

Monday to Thursday	-	8:30 a.m. to 7:30 p.m.
Friday	-	8:30 a.m. to 4:30 p.m.

For the convenience of Evening Students the Admissions Section will remain open Monday to Thursday until 7:30 p.m. These opening hours are observed during the entire year except for the month of July and the first week of August when the hours are 8:30 a.m. to 4:30 p.m.

Senior Assistant Registrar

(Student Affairs)

Mr. Winston Davis

Assistant Registrar (Admissions)

Mrs. Marjorie Bolero-Haughton

Senior Administrative Assistant,

Admissions

Ms. Hermine Tyrell

Senior Administrative Assistant

Mrs. Huldah Williams

Ext: 2651, 2704

E-mail: admissns@uwimona.edu.jm

For more detailed information on the work of the section, please visit the Web site at www.mona.uwi.edu/admissions/

CUSTOMER SERVICE UNIT, BURSARY

The Customer Service Unit is the first point of contact in the Bursary for students with respect to financial matters and also acts as the "front door" to the Billings & Receivables Unit. The Unit also functions as the liaison between students, Faculties, the Registry and other departments on the Campus with respect to student related financial and relevant administrative issues.

The Unit's primary functions include the following:

- (i) Responding to students' queries regarding financial issues.
- (ii) Verifying and coordinating the flow of documents/ correspondence relating to financial issues, e.g. refund forms and support documents, Students' Loan Grant-In-Aid Forms, Scholarship and Bursary payments.
- (iii) Distributing refunds (Hood & Gown refunds, etc.), Students' Loan Grant-In-Aid payments, and any special batch payments to students from time-to-time.
- (iv) Scheduling appointments with the Billings Officers, where queries relate to students' accounts.
- (v) Distributing invoices and collecting payments receipts (invoices, cashier's receipts).

The Unit is located on the ground floor of the Bursary, which is a part of the Senate Building.

DIVISIONAL MANAGER Mr. Selvin Goldson

SUPERVISOR Mrs. Sandra Ebanks
Ext: 2865-6/2870

EXAMINATIONS SECTION

This section is responsible for conducting all University Examinations and issuing examination cards (without which a student will not be allowed to write examinations).

Students are advised to read very carefully the **Instruction to Candidates Booklet** which is issued with their examination cards, to abide by the examination regulations and adhere to the deadline dates published on the notice boards.

Students who are uncertain about the interpretation of a regulation should request assistance from the Assistant Registrar (Examinations) or the Administrative Assistant.

All matters which affect a student's performance in his/her examinations must be reported to the Assistant Registrar.

ASSISTANT REGISTRAR: Mr. Cordel Nelson Ext. 2272
SENIOR ADMIN. ASSISTANT: Mrs. Joy Patel Ext. 2589

MONA INFORMATION TECHNOLOGY SERVICES

Mona Information Technology Services (MITS) provides access to and support for all information communication technologies on the Mona Campus. We can be contacted by way of the HelpDesk at:

Telephone numbers: (876) 927-2148; 935-8739, 935-8740,

Telephone extensions: 2739, 2740, 2981, 2982, 2436, 2442

E-mail address: helpdesk@uwimona.edu.jm

The hours of operation are: 7:00am - 7:00pm Monday to Friday.

Some of the facilities and services we provide our students include:

- . **E-Mail**
- . **Internet Access**
- . **Personal Internet Account**
- . **Managing the Multimedia Lecture Theatres**
- . **Providing Video Conferencing Systems for symposia and work shops and for co-operation between research groups separated at a distance**
- . **Facilitating Computer Purchase**
- . **Getting Help With Computer Related Issues**
- . **Computer training**

E-Mail

The University of the West Indies, Mona Campus encourages the use of the Campus electronic mail services to share information, to improve communication, and to exchange ideas. E-MAIL and other Electronic Material should reflect careful, professional and courteous drafting, particularly since it is easily forwarded to others. Visit the Campus' Website and read the policy on email.

Email accounts are provided free of cost to all registered UWI Mona students and staff members. Your account is accessible through Campus Pipeline. Campus Pipeline is accessible from the home page of the campus website. Simply click on the Online Systems menu option at the top of the web page.

Your 8 digit UWI identification number is your username and your date of birth (YYYYMMDD) is your password to log on for the first time. Change your password on your first entry.

Internet Access

Internet access is available to all persons connected to the Campus Area Network (CAN). All faculties, halls of residence, libraries and computer labs are some of the places serviced by the CAN. In addition, private internet access for both staff and students may be established.

Personal Internet Account

The University of the West Indies offers high-speed dialup Internet Services, which is referred to as the UWIMonaNet. There are currently ninety-six (96) digital 56 Kbps lines. The UWIMonaNet dial-up number is 980-7500 within Kingston and St. Andrew. For other parishes it is 1-980-7500. Information regarding the configuration of dialup services on an individual's personal computer can be found on our website.

To obtain a personal internet account the student first has to obtain a dial-up account through MITS. The cost is J\$250.00 per academic year which is paid at the Bursary. The receipt is taken to MITS as proof of payment along with your UWI identification card. This account is valid for the academic year and must be renewed for each subsequent academic year by the same process.

Multimedia Lecture Theatres

There are nine state of the art multimedia lecture theatres campus wide.

These are as follows:-

- (i) Chemistry 5 lecture theatre (C5)
- (ii) Science lecture theatre (SLT)
- (iii) Pre-clinical lecture theatre
- (iv) Biology lecture theatre
- (v) SR-10 lecture theatre
- (vi) Social Sciences lecture theatre (SSLT)
- (vii) New Education lecture theatre (NELT)
- (viii) Neville Hall lecture theatre (N1)

The following lecture theatres are also being developed for full multimedia delivery:

- (i) The Interfaculty lecture theatre (IFLT)
- (ii) Chemistry/ Physics lecture theatre (Chem/Phys)
- (iii) The Professor William Barkley Inorganic Lab
- (iv) The Pathology Lab
- (v) The Physiology Lab

Video Conferencing Systems

The UWI at Mona now provides full videoconferencing facilities for intra-campus use as well as linking our sister campuses and international points. These facilities are principally provided to support teaching, learning and research but are also intended to be used for campus outreach purposes on a cost recovery basis. The addition of this platform to the teaching tools of the campus is intended to extend and enrich our academic programme.

Purchasing A Computer

In the course of managing and maintaining the campus Information & Communication Technology (ICT) infrastructure MITS has developed partnerships with several of our IT suppliers. The campus purchasing power has provided opportunities for volume pricing which results in attractive prices for PC systems. Staff and students may benefit from these arrangements by accessing PCs at these same prices. You may contact the Purchasing Officer at MITS for further details.

Getting Help With Computer Related Issues

The MITS Help Desk provides a single location and point of contact for all campus information technology support. The Help Desk offers a wide range of user services including:

- *Registration Issues*
We give support to current students, staff and official visitors of The University of the West Indies.
- *Application issues:* we create and manage accounts for centrally managed computer-based facilities such as email, enterprise applications (Banner and PeopleSoft) and dialup network access.
- *Internet/Email* (passwords, accounts etc)
We provide registered students and staff with email (Campus Pipeline) and Internet
- *Dial-up Access.*
- *General computing advice and information*
- *Training* on the use of campus IT facilities
One-to-one training to help users overcome a particular difficulty

Computer Training

MITS provides training in the use of campus IT assets to ensure the basic skills required to utilize the increasingly technology-enabled learning environment provided by the University. Computers and technology have become an integral part of the everyday existence, indeed, of Campus life and students are encouraged to acquire the appropriate skills for the effective utilization of these tools. Training is available during the Orientation / Registration period. Visit the MITS stand during this period to obtain a training schedule or call our Help Desk.

Continue to visit our Web Site at <http://www.mona.uwi.edu/mits/> during the academic year for information on training programmes available to students and for other events and bits of information which may be of interest to you.

STUDENT RECORDS UNIT

The Student Records Unit (SRU) is responsible for the functional development and management of the Student Records System (SRS), a computerized database that houses students' records. The SRU is also responsible for the coordination of registration activities at the Mona Campus. The Unit acts as a hub for all academic and administrative departments involved in the student administration activities. Examples of the functions carried out by the Unit are outlined below.

- o Maintenance of academic data, approved by the Academic Board Sub-Committee on Student matters. This includes:
 - Leave of Absence
 - Voluntary Withdrawal
 - Credit/Exemptions
- o Adjustment to course registrations
- o Maintenance of students' biographic data.
- o Distribution and maintenance of access to the online SRS data base for staff of the different units/departments.
- o Assistance to students who forget their password to the online student Web site.
- o Preparation and maintenance of the course database approved by the academic departments.
- o Preparation of reports on student statistics.

Assistant Registrar, Student Records Unit	Mrs. E. Arthurs
Telephone:	935-8856
Extensions:	2856, 2747
Fax:	977-0665
E-mail:	registry@uwimona.edu.jm

ID CENTRE

The ID Centre is a sub-unit of the Registry that is administered through the Human Resources Management Division which is situated in the **Personnel Office** building at 4 Gibraltar Camp Way. It is the function of this Centre to process ID cards and issue them to students.

At Mona, a student is not a registered student unless he/she has been processed for ID card. In the Student Registration Process, the ID Centre acts as the final point of contact that signals the completion of your registration as students. It is only after you have completed all other requirements for registration, and have received Registrar's Approval, that you would be eligible for ID card.

At the ID Centre, you will find the procedure for obtaining your ID card simple and quick. Right after you are processed, you will almost instantly receive your ID card.

Through the service of the ID Centre, you will be able to access the campus and its facilities.

The ID Centre remains open to serve you daily, Monday to Friday.

Senior Assistant Registrar (Employee Relations, Compensation, Environment and Health & Safety)	-	Mr. Raymond A. Eytel
Telephone:		(876) 927-2702 / 970-2071
Ext:		2305/2356/2406/2680
E-mail:		personl@uwimona.edu.jm

THE OFFICE OF STUDENT FINANCING

The Office of Student Financing (OSF) was established to provide financial assistance to full-time students pursuing an undergraduate degree programme at the Mona Campus and Jamaican nationals who are full-time undergraduates in the Bahamas.

Financial assistance from the OSF is available in the form of scholarships, bursaries, book or cash grants, long or short term loans, bus and meal subsidies. **Application forms for financial assistance are available at our website: <http://www.mona.uwi.edu/osf/>**

The grants, loans and subsidies are available to students enrolled in at least level II. Selection of students is based on the following: (i) good academic performance and; (ii) inability to meet the maintenance budget as prescribed by UWI.

In February of each year, the scholarships and bursaries that are available for the upcoming academic year are advertised on our website. The basic requirements include:

(i) a Grade Point Average (GPA) of at least 3.0; (ii) participation in co-curricular activities; in addition, there will be other requirements as specified by the donors.

The Office also offers financial counselling to both current and prospective students and organizes workshops for guidance counsellors, prospective students and their parents on financial preparation for University.

In addition to the above, the Office acts as liaison between the University and the Students' Loan Bureau. This provides an opportunity for students to make queries as it relates to the Bureau.

For further information please visit our website, the OSF notice boards or pay a visit to the Office. You may also contact:

Manager:	Miss Joy Dickenson
Telephone:	935-8315
Fax:	702-4647
E-mail:	stufinc@uwimona.edu.jm

OFFICE OF STUDENT SERVICES

The Office of Student Services, headed by the Director of Student Services provides programmes and activities that enhance the affective learning and development of students, to complement the academic learning, in order to produce well-rounded students.

Thus learning experiences are created and delivered through the units within the department. These include:

- Halls of Residence
- Commuting Students Lounge
- Placement and Career Services
- Sports
- Special Student Services (Students with disabilities)
- Accommodations Office (Lodgings for off-campus students)

The department also has special responsibilities for - the Guild of Students; Clubs and Societies; managing students' conflicts and dealing with students' concerns.

Office of the Director Student Services

The Office of the Director of Student Services co-ordinates and provides creative leadership in co-curricular programmes and services on campus, to facilitate the total development of the student. It also serves as the main point of contact for students seeking assistance with personal, financial, physical or educational problems, or just to provide general information to our students.

Members of Staff:

Mr. Carlton Lowrie	Actg. Director of Student Services
Ms Paulene Richards	Administrative Officer
Ms Marcia Bishop	Senior Administrative Assistant
Ms Pauline Parnell	Senior Secretary
Telephone:	977-3880
Ext:	2541/2546

The Office for Special Student Services

The Office for Special Student Services facilitates the work of the Committee for Students with Disabilities. Since its inception, the office has lobbied to ensure that all new buildings are designed with some provision for wheel-chair users.

Equipment available

- A Kurzweil Reader is available at the Library for use by blind students.
- Electronic Braille Embosser
- Perkins Brailers
- Braille & Speak Machines
- Type and Speak Machines
- Computers equipped with Jaws Speech Programme

An Association of Students with Disabilities has been formed. Volunteers are needed to assist students with disabilities. Interested persons should contact the Office, which is located on the Ring Road, beside Chancellor Hall.

Contact Person

Mr. Peter O'Sullivan
Student Services Manager
Taylor Hall

Telephone: 927-1660-9
Ext.: 2654, 2549

The Accommodations Office (Off-Campus Lodgings)

The Accommodations Office assists students who are not offered a place on campus, to find suitable accommodation off-campus. Traditionally, a number of home owners in areas in close proximity to the University rent rooms, studios or flats to UWI students. However, UWI students are in competition with students from the Norman Manley Law School and The University of Technology (UTech) for these limited spaces. This means that, of necessity, some UWI students will have to live farther away from the Campus than is desired.

Students from overseas and rural areas of Jamaica who have not made arrangements for off-campus accommodation prior to arrival, are advised to prepare themselves financially to stay at a hotel or guest house until more permanent accommodation can be found.

The Office of Placement and Career Services

The Office is located upstairs Graduate Studies and Research, opposite the Philip Sherlock Centre for the Creative Arts on the Ring Road.

The office provides services in the areas of Career Development and Job Placement.

The Career Development programme includes:

- (i) Individual Career Counselling
- (ii) Career Seminars/Workshops
- (iii) Annual Career Exposition
- (iv) Self Assessment
- (v) Peer Advising
- (vi) Careers Club

The Job Placement Programme includes:

- (i) Summer Employment
- (ii) Part-Time Employment
- (iii) Annual Graduate Recruitment Programme
- (iv) Alumni Placement

Students, new and returning, are invited to seek career counselling before registration in order to help choose courses relevant to their career choices. Career counseling is also available throughout the academic year.

At the beginning of the academic year students are invited to register at the Office for the part-time, summer employment and peer advisors programmes as well as the careers club.

Please look out for the notices regarding the various programmes and activities.

STUDENT SERVICES MANAGER

PLACEMENT AND CAREER SERVICES	Mrs. Merrit Henry
SENIOR ADMIN. ASSISTANT	Ms. Charlene Hewitt
Direct Line	927-1650 / 935-8224 / 935-8332
Ext:	2224/2332
E-mail	placemnt@uwimona.edu.jm

Department Of Sports

The Department of Sports Office is located beside the Public Relations Office, upstairs the Office of the Director of Student Services, next to the University Printery.

There is an elected representative from the student body who is a part of the Guild Executive and elected representatives from each hall who together form the Games Committee. This Committee acts as the liaison between the student body and the sports office

The Mona Bowl, which is the main sports complex, facilitates these activities. There is an Olympic size swimming pool, cricket, football and rugby fields, basketball, volleyball, tennis, badminton and netball courts and a track. Karate/aerobics and table tennis are facilitated at the Students' Union and indoor hockey at the gymnasium.

STUDENTS SERVICES

Manager, Sports	Ms. Grace Jackson
Direct lines	702-4473, 935-8229
Ext	2229
Email	sports@uwimona.edu.jm / uwisports@yahoo.com
Mona Bowl	935-8719/ ext. 2719 935-8609/ ext. 2609

THE PUBLIC RELATIONS OFFICE

The Public Relations Office is broadly responsible for marketing the University by developing public awareness of the Mona Campus' teaching, research and outreach activities so as to achieve understanding and appreciation of the institution and its contribution to national and regional development.

It is responsible internally for facilitating the flow of information between the administration, staff and students so as to build morale and encourage a sense of community and identity with the organization.

The Office will assist with promoting guild/hall/club/association activities. Its existing programmes include the **UWI Notebook** which is circulated on campus and also available online at <http://www.uwimona.edu.jm/proffice/uwinotebook.asp>; **On Campus**, a weekly 15 minute news magazine programme aired on Sundays at 4:00 p.m. on RJR Supreme '94 and on Radio Mona 93 FM on Mondays at 2:00 p.m.; **Campus Report**, a newscast aired daily at 7.30 a.m. on Radio Mona; and **UWI IN The 21st CENTURY**, an interview feature focusing on research at Mona which airs every other Monday at 7.15 a.m. on Power 106 FM during Independent Talk. Listen also to the **Young Achievers** programme aired on the second Wednesday of each month from 10.00 a.m. - 11.00 a.m. on KLAS FM 89 and **Student in Studio**, aired on Radio Mona during Potluck on Saturdays at 12 noon.

The Office produces an on-line news letter **Mona News**, and issues news releases on activities on Campus to local and regional media. A Mona Information Booklet provides a general guide to the University as a whole and the Mona Campus, in particular. Information kits include material tailored to meet the needs of individual visitors.

The Public Relations Office coordinates the annual Commemoration Celebrations and Alumni Week held in mid-February. The Office also works with various departments of the Mona Campus to plan and implement a number of events that serve both our internal and external stakeholders. These events, which are designed to highlight the work and achievements of the institution and to recognize excellent work being done by both students and staff, include the annual Graduation ceremonies, the Matriculation ceremony for new students, the Long Service Awards ceremony for members of staff, and various conferences spearheaded by individual departments.

The Office also arranges tours for visitors to the campus and participates in expositions and mounts exhibitions on the work of the University.

The Public Relations Office is located at 4 Gibraltar Hall Road, next to the Printery, behind CARIMAC.

PUBLIC RELATIONS OFFICER: Mrs. Carroll Edwards

(Actg.) ASSISTANT PUBLIC

RELATIONS OFFICER: Mrs. Ealane Livingston-Smith

Exts : 2348, 2692
Direct Line : 977-5941 / 935-8348
Fax : 977-6669
E-mail : proffice@uwimona.edu.jm
Website : <http://www.uwimona.edu.jm/proffice>

LIFE ON CAMPUS

STUDENT ACCOMMODATION

All full-time students of the University are assigned to Halls of Residence. When applying for admission, students must indicate their preference for a particular Hall. Assignment to a Hall does not mean that a student is offered residence. Only full-time students of the University are eligible to apply for accommodation on Campus and only a small percentage of those applying can be housed.

Halls of Residence

There are six Halls of Residence on the Mona Campus: two uni-sex, - Mary Seacole and Chancellor Hall, housing females and males respectively and four co-ed - Aston Preston, Irvine, Taylor, and the new Rex Nettleford Hall. Approximately 2,200 students are accommodated each year. Each hall of Residence is administered by a Student Services Manager who is assisted by Resident Advisors, a Hall Operations Supervisor and Service Staff.

The Hall of Residence is a learning community which offers opportunities for affective learning and development, and which creates occasions for students to practise their classroom learning, enjoy and appreciate cultural diversity and participate in intellectual discourses. Healthy competitions in sports, drama, debate and other related activities bring out the natural endowments of our students.

Students' Hall government provides the opportunity for practical leadership development and creates the opportunity for a structured communal life. Hall Committee members are elected by members of the respective Halls and any student attached to a given hall is eligible to run for any office on that Hall committee.



Application forms for returning students including commuting students who desire Hall accommodation may be collected from the respective Student Services Managers in March of the preceding year.

The Student Services Managers for the Halls are listed below:

ASTON PRESTON HALL: Mr. Horton Dolphin
Deputy Student Services Manger: Miss Donna Mae Jackson
Ext. 2113, 2691; Direct Line 977-6721-3, 977-6808

CHANCELLOR HALL: Mr. Michael Clarke
Ext. 2378, 2384; Direct Line: 927-2788-9

IRVINE HALL: Mr. Carlton Lowrie
Ext. 2343, 2347, 2443; Direct Line: 927-2793-4

MARY SEACOLE HALL: Mrs. Dorothy Hudson-McGhie
Ext. 2542, 2483-4; Direct Line: 927-2546

TAYLOR HALL: Mr. Peter O'Sullivan
Ext. 2386, 2375-6; Direct Line: 927-2782-3

REX NETTLEFORD HALL: Mr. Horton Dolphin
Deputy Student Services Manger: Miss Donna Mae Jackson
Ext. 2130-2, 2136-7; Direct Line: 977-0214, 977-6083

UNIVERSITY CENTRAL LAUNDROMAT

Operated by the Office of the Director of Student Services, the Laundromat is located at Irvine Hall. Tokens for washing and drying machines cost \$100 per token and are sold at the Laundromat only. Students must present their ID cards when purchasing tokens. Opening hours are 2:00pm to 9:00pm on weekdays and 6:00am to 10:00pm on weekends. Note the last wash load is accepted no later than 8:00pm daily.

CAMPUS FOOD SERVICES

Cafeteria Services

Concessionaires provide cafeteria services in locations at Mary Seacole Hall, Taylor Hall and A.Z. Preston Hall on a daily basis.

Opening hours:

Monday - Friday - 7:00 a.m. to 7:00 p.m.

Weekends - 8:00 a.m. to 7:00 p.m.

In addition, Social Welfare Training Centre Cafeteria opens Monday to Friday from 8:00am - 3:00pm.



Kiosks

Quick snacks and light meals may be purchased from authorized Kiosks at the following locations:

- Faculty of Pure and Applied Sciences
- Faculty of Humanities & Education
- Faculty of Social Sciences

In addition, the following fast food restaurants are located on campus:

Kentucky Fried Chicken



Mon - Thu 10:00 am to 12 pm

Fri - Sun 10:00 am to 1:00am

Tel: 970-1186

Pages Café

Mon - Fri 8:00am to 7:30pm

Sat 11:00am to 4:30pm

(Open on Saturdays in Semester I & II only)

Tel: 970-2370

Submerge

Mon - Thu 7:30 am to 7:30pm
Fri 7:30 am to 6:30pm
Sat 10:00am to 5:00pm
Tel: 977-5860; 702-3491



Hi-Lo Mini Mart

Located at the Students' Union, students can satisfy all their grocery needs. Western Union and Bill Express services are also offered.

Opening hours: 10:00 a.m. to 8:00 p.m.

UNIVERSITY BOOKSHOP



The University Bookshop, Mona Campus provides for the Faculties, Students and Academia, a wide variety of texts, journals and stationery for the academic programmes as required by the teaching departments.

Also available are the U.W.I. memorabilia, including T-shirts, mugs, watches, pens; cards for every occasion; gift certificates; audiocassettes and music CDs; a wide variety of magazines and newspapers as well as selected convenience items.

Opening Hours Monday - Friday: 8:30 a.m. to 6:00 p.m.

Contact: (876) 977-1401, 702-2304, 702-2305

(876) 927-1660-9 ext. 2269/2325

Fax: (876) 702-2303

E-mail: bookshop@uwimona.edu.jm

Website: <http://bookshop.uwimona.edu.jm>

THE UNIVERSITY HEALTH CENTRE

The services offered by the Health Centre include: medical consultations and referrals, pharmaceuticals as required, nursing services, family planning advice and supplies, and counselling for personal and mental health issues.

OPENING HOURS

MONDAY - FRIDAY - 8:30 a.m. - 7:30 p.m.

SATURDAY - 8:30 a.m. - 12:30 p.m.

SCREENING HOURS

MONDAY - FRIDAY 8:30 a.m. - 11:00 a.m.

2:00 p.m. - 3:00 p.m.

All students, full-time and part-time, are required to join the Health and Personal Accident Insurance Scheme for students attending UWI, Mona Campus. Details of the scheme and the schedule of benefits are set out on pages 142 to 143 of this handbook.

Only students, who are registered, having paid their miscellaneous fees and tuition fees for at least the current semester, will be able to receive medical services.

Appointments

Appointments may be made during official working hours by speaking with the Senior Records Officer or other members of the reception staff either by telephone or by visiting the Centre.

Telephone: 927-2520/970-0017/927-1660-9, ext: 2270 & 2370

Facsimile: 970-1993.

**N.B.: PLEASE REMEMBER TO TAKE YOUR ID &
APPOINTMENT CARD WITH YOU**

Screening

A Screening System is used so as to reduce a student's waiting time and give very ill patients the benefit of seeing a doctor on the same day of their visit to the Health Centre. The procedure is simple and is as follows:-

- (1) If you do not have a pre-booked appointment, on arriving at the Health Centre, you will be required to take a number and await assistance. Numbers are issued for the afternoon screening session from 1:45 p.m.
- (2) The Customer Service Representative will deal with all queries and problems.

You may be treated immediately, if necessary. If not, the doctor will ask another Medical Officer to see you during that particular session. The earlier you arrive, the earlier will be your time of consultation. If however, the Medical Officers are fully booked and your problem is not urgent, the doctor will ask you to make an appointment to be seen within a 24 - 48 hour period.

N.B. Only patients with urgent problems should access the screening process. Patients with non-urgent problems should make appointments.



Emergencies

All emergencies will be dealt with immediately. After 7:00pm on weekdays and 12:00 noon on Saturdays, as well as anytime on Sundays, students residing in Halls of Residence should first contact their Student Services Managers when there is an emergency. Other students should proceed to access medical services in accordance with the terms of the Health & Personal Accident Insurance Scheme set out on pages 141-144 of this Handbook.

Pharmacy Services

There is a fully stocked Pharmacy where Pharmacists will fill all prescriptions, following your consultation with a Medical Officer at the University Health Centre. The Pharmacy is open during the official opening hours of the Centre.

Nursing Services

The Nursing Sister and other members of the nursing staff will deal with all your nursing care while at the Centre. The Public Health Nurse will have all your immunizations completed. Please feel free to discuss these with her at any time.

Family Planning Advice

Family planning advice and supplies are available. Please speak with any member of the Nursing Staff or any Medical Officer about this.

Counselling Services

Counselling services are provided through the University Counselling Service (UCS) located in the Health Centre. The Service is staffed by a team of highly qualified professionals with backgrounds in counselling and psychology. Currently there are three full-time counsellors and one part-time counsellor. Services are available to assist students in dealing with emotional, social or academic problems they may experience while at the University. All matters are handled confidentially. No information will be disclosed to other persons or agencies within or outside the university, without your written permission except in situations where you may be in danger of hurting yourself or someone else. No information discussed in your sessions with a counsellor goes on your academic record. Psychiatric care is also provided by a full-time consultant psychiatrist.

UCS provides individual and group counselling, as well as psycho-educational workshops which are provided throughout the academic year. Students consult us on many issues including, but not limited to, matters such as:

- anxiety and stress management
- depression
- problems in interpersonal relationships
- marital and family concerns
- concerns about romantic relationships
- study skills/academic difficulties
- issues regarding self esteem
- issues of loss and bereavement
- trauma/crisis management
- sexual harassment and/or sexual assault

Counselling services are available by appointment, made through the Secretary in the Unit by calling us at 970-1992 or Ext.2270 and 2370. Our opening hours are Monday to Friday 8.30 am - 4.30 pm. To access the services, you will have to complete a set of forms which can be obtained from the office of the Counselling Service or from the website at www.mona.uwi.edu/healthcentre/counsellingunit . You must complete

these forms and submit them to set up an initial intake appointment. The completed forms allow us to determine the urgency with which this appointment needs to be scheduled. They also assist your counsellor to make a well-informed assessment of your needs. During the initial appointment, the counsellor will explore your needs and discuss appropriate avenues for receiving help for your concerns. If you are experiencing an emergency/emotional crisis, you will be seen as soon as possible and the required paperwork completed at a later time.

Psychoeducational workshops are normally held on Thursday afternoons 2.00 pm - 4.00 pm. Topics covered include Study skills, Stress Management, Time Management and Intimate Relationships. Other workshops are presented as the need arises. Please visit our website for further information about workshops.

The staff of UCS is willing to work with student organizations to develop a meaningful programme tailored to their needs. Such requests should be made six weeks in advance.

Peer Counsellors are students specially trained to provide support, information and referrals for other students. They provide support by giving students an opportunity to talk about personal, social and educational issues as well as provide referrals to various resources on the campus including UCS. They also facilitate discussion groups for students on a number of topics.

If you are interested in becoming a peer counsellor, further information and an application form can be had from the Receptionist in the unit, located in Room 14 in the Health Centre. Applications are accepted up to Week 6 of Semester I.

Staff

The Medical Officers employed at the Health Centre are:

- Dr. B. Anglin-Brown (Clinical Director)
- Dr. A. Standard-Goldson
- Dr. J. Anthony-Branday
- Dr. A. Kiddoe
- Dr. F. LaHee (Consultant Psychiatrist)
- Dr. Karen Foster-Williams

Counsellors

Dr. A. Gordon-Stair

Mrs. S. Williams-Brown

Dr. P. Weller

Administration

Mr. Harris Allen (Administrative Manager)

Mrs. Paula Creary (Administrative Assistant)



**HEALTH & PERSONAL ACCIDENT INSURANCE
FOR ALL U.W.I. STUDENTS**

1. The Health and Personal Accident scheme is mandatory for all students, including part-time students.
2. Every student will be required to pay \$2490.00 which is a percentage of the annual premium, the balance of which is paid by the University.
3. The scheme will not require the use of health cards. Students must, instead, present their identification cards to access health services. Claims numbers will be the students' ID numbers.
4. **Only students, who are registered, having paid their miscellaneous fees and tuition fees for at least the current semester, will be able to receive medical services.**
5. To receive benefits, students **MUST** visit UWI Health Centre first for treatment & evaluation.
This requirement is waived if
 - a. treatment is required for a Medical Emergency
 - b. the UWI Health Centre is closed and illness or injury requires immediate treatment.
7. The UWI Health Centre will refer students for any medical care not provided at the Centre.
8. All prescriptions must be filled at the University Health Centre, where prices are much lower than at private pharmacies. Allowance will be made for prescription drugs urgently required in the emergency situations envisaged at (a) and (b) above. In such situations purchases shall be limited to 3 days' supply.
9. Claims for reimbursement shall be submitted through the UWI Health Centre and will be paid by cheques, which will be delivered to the Health Centre, for collection by the student.
10. The turnaround time for reimbursement (payment of claims) by the insurance company shall not exceed 10 (ten) working days after receipt by the company.
11. Students may access emergency care at all public hospitals and at the Andrews Memorial Hospital. A copy of expenses incurred at

these facilities must be presented to the University Health Centre for verification.

12. The opening hours of the University Health Centre will be as follows:
Monday to Friday : 8.30 a.m. to 7.30 p.m.
Saturday : 8:30 a.m. to 12.30 p.m.

13. Students who have had elective and emergency surgery should come to the University Health Centre as soon as possible after discharge from the hospital for reconciliation of all expenses incurred.

SCHEDULE OF MEDICAL BENEFITS (2004/05)

Usual, Customary and Reasonable charges (abbreviation 'UCR') means charges which do not exceed the general level of fees usually charged for similar services or materials by other professionals or institutions within the community where the fee is charged.

BENEFITS	
HOSPITAL CONFINEMENT Daily Room and Board Maximum (semi-private) (Maximum 120 days)	\$800.00
Hospital Services Maximum per day	80% of Cost
Nursing Care with the recommendation of the attending physician (and subject to approval of the Medical Director of The Company)	80% of UCR
Hospital Visits-non-surgical episode (max. 120 days) Out-Patient Service (post surgical episode)	\$700.00 100% of UCR to a max. of \$6,000.00
Intensive Care	80% of UCR
SURGICAL Surgical Maximum	100% of UCR to a max. of \$30,000.00
Assistant Surgeon (% of surgeon's fees)	100% of UCR to a max. of \$12,000.00
ANAESTHESIA Conversion Factor (% of surgical fees paid)	100% of UCR to a max. of \$12,000.00
Thereafter, Major Medical	80% of UCR
OUTPATIENT MEDICAL Office Visits	\$350.00 per visit
Specialist Consultant (max. 5 visits per disability) (upon referral)	\$1,500.00 per visit
Diagnostic Laboratory & X-ray of Surface Ambulance Service Co-Insurance	100% of Cost to max. \$3,000 80% of UCR 20%

Prescribed Drugs (out of hospital)	100% of Cost
Credit Limit	\$6,000.00
Major Medical	80% of remaining charges
Coinsurance	20%
Direct access Gynecologist (max. 2 visit p.a.)	\$1,000.00 per visit
Specialized Diagnostic Procedures	
• Ultra Sounds	80% of UCR
• Chemotherapy	80% of UCR
• MRI	80% of UCR
• X-ray (Requires pre-authorization)	80% of UCR
Radiotherapy	\$600.00 per session
Renal Dialysis (In and Out of Hospital)	\$1,000.00 per session
Physiotherapy (on referral)	\$800.00 per visit
OTHER	
Treatment of Mental or Nervous disorders	First 3 visits \$1,500.00
Maximum # of visits per calendar year	Next 17 visits \$500.00
MAXIMUM LIFETIME	\$ 5,000,000.00

STUDENTS' PERSONAL ACCIDENT SCHEDULE

Accidental Loss of:

Life	\$ 500,000
Both Hands	\$ 500,000
Both Feet	\$ 500,000
Both Eyes	\$ 500,000
Both Ears (Hearing)	\$ 500,000
Speech	\$ 500,000
One Hand & One Foot	\$ 500,000
Either Hand or Foot	\$ 250,000
Sight of one eye	\$ 250,000
Thumb and Index Finger	\$ 125,000
Dental Maximum (per accident)	\$ 10,000
Optical - replacement of lens broken as a result of an accident	\$ 5,000
Death from natural causes	\$ 200,000

COMMUTING STUDENTS

Each commuting student is attached to the Hall of Residence of his/her choice and is eligible to use the 'public' facilities in the chosen Hall. These students are encouraged to participate in Campus competitions through the Hall to which they are assigned.

The Commuting Students' Lounge, located adjacent to the School of Education Building, gives commuting students a niche on campus, and provides an ideal place to get information, meet new friends or relax, have a cup of tea and watch a movie. A study room equipped with computers is also available.

Be sure to participate in the annual Commuting Students Day in September and the other development programmes offered at the lounge.

Student Lockers

The Office of the Director of Student Services provides lockers for commuting students. These lockers are located at the New Education Lecture Theatre (NELT), Faculty of Humanities and Education, Management Studies Building, Faculty of Social Sciences and the Commuting Students Lounge. The cost for renting the Lockers is \$500.00. From this amount, \$300.00 will be used as Caution Fee and will be refunded at the end of the year when the keys are returned, if the Lockers are found to be in satisfactory condition. To secure a locker, contact Miss Marcia Bishop in the Office of the Director of Student Services at: Ext. 251, 2546 or at 977-3880

PARKING

There are designated parking areas for students and visitors. The main parking lot is located behind Mary Seacole Hall and the Philip Sherlock Centre for the Creative Arts. Illegally parked vehicles will be clamped or towed away.

Students are expected to obtain parking stickers for their vehicles. The charge of \$195.00 should be paid at the Bursary cashier and the receipt

taken to the Human Resource Division (formally the Personnel Office), with the necessary vehicle documentation, in order to collect the stickers.

THE SHUTTLE BUS SERVICE

The Office of the Director of Student Services operates a shuttle bus service for students. This service transports students around the campus every half hour.

Students are also transported to connecting points - Liguanea and Papine, along the main transport arteries of Mona Road and Hope Road. The bus operates between 7:00 a.m. and 10:30 p.m. Be prepared to show your Student Identification Card before you board the bus.



The bus service may be withdrawn on Thursdays from 1:00pm to 6:00pm to facilitate co-curricular activities.

THE GUILD BUS SERVICE

The Guild of Students Bus Service is arguably the flagship of the Guild of Students. The daily Guild buses offer efficient and reliable transportation for UWI students. Students are encouraged to support and take care of these buses.

The following is a list of the **routes and departure times** scheduled for Academic Year 2004/2005.

Morning

Greater Portmore to Campus	6:00am
Edgewater to Campus	6:00am
Gregory Park to Campus	6:00am
Duhaney Park to Campus	6:00am
Spanish Town to Campus	6:00am
Harbour View to Campus	6:00am
Half Way Tree	7:30am, 8:30am and 9:30am

Evening

Campus to Spanish Town	4:30, 7:30 and 9:30pm
Campus to Portmore areas	4:30, 7:30 and 9:30pm

Campus to Duhaney Park 4:30, 7:30 and 9:30pm
Campus to Harbour View 7:30pm

The times scheduled are the times the buses depart from the bus bay; not the time that boarding commences. For more information on the Guild Bus Service contact:

Marc Thomas, Guild Vice President of Properties and Special Initiatives and Bus Committee Chairperson at the Guild Office at 702-2463 or ext.: 2168.

ESCORT SERVICE

Escort Service is provided for individuals or small groups working in the libraries, laboratories or any other on-campus centre.

Students may call the **Police Post at 935-8748(9) or extension 2748/2749** and a member of the Campus Security will escort such students to any of the Halls of Residence or to the car park.

BANKING SERVICES

The National Commercial Bank (NCB) operates a Branch on the Mona Campus. The opening hours are:

Monday to Thursday : 8:30 a.m. to 3:00 p.m.
Friday : 8:30 a.m. to 4:30 p.m.

The Bank also operates an Automated Teller Machine (ATM) with twenty-four hour service.



Scotia Bank offers 24 hour banking with 3 full-service Automated Banking Machines (ABMs) on the Mona Campus.

The opening hours are:

Monday to Thursday :10:00am to 8:00pm
Friday :10:00am to 4:00pm
Saturday :10:00am to 2:00pm

STUDENTS ARE ADVISED TO EXERCISE EXTREME CAUTION WHEN USING THE MACHINE OUTSIDE OF THE NORMAL BANKING HOURS.

CREDIT UNION

UWI (Mona) & Community Co-op. Credit Union Ltd. is located on Gibraltar Camp Way beside the Human Resource Management Division where students IDs are processed. For this reason students may find the Credit Union a convenient place to pay their fees. It has a Cambio and provides remittance services from the United States through the VIGO and RIA Express brands, from the United Kingdom through the First Remit brand and the Cayman Islands through Money Express.

The Credit Union also offers attractive savings rates to students which may be accessed twenty-four hours using the 'Easi Access' Multi Link debit card.

The opening hours are:

Monday to Friday: 8:00 a.m. to 3:30 p.m.

Telephone: 927-2211, 935-8360, 935-8766-8

Email: monacreditu@uwimona.edu.jm

Web Site: www.monacreditunion.com.jm



THE CHAPEL

The affairs of the Chapel are managed by the Chapel Management Committee with Mrs. Rodina Reid as the Secretary. The Committee comprises the Chaplains, the Director of Music, staff and student representatives.

Regular Services

The Anglican Eucharist is celebrated at 7:15 a.m. every Sunday. During the semester, Inter-denominational services are conducted in rotation by the Methodist, United Church, Baptist and Moravian Chaplains at 9:00 a.m.

Special Services

During the academic year, there are four official services: the Welcome Service in September, the Carol Service in December, the Commemoration Service in February and the Valedictory Service in April.

The Chapel is made available for special commemorative services at the request of members of the campus community and others who have close connections with the University.

The Chaplains

There are seven Chaplains: Rev. Garth Minott - Anglican; Rev. Trevor Edwards - Baptist; Rev. Fr. Jim Webb - Roman Catholic; Pastor Manley Phillips - Seventh Day Adventist; Rev. Dr. Roderick Hewitt - United Church of Jamaica and the Cayman Islands; Rev. Philip Robinson - Methodist; Rev. Dr. Livingstone Thompson - Moravian.

The Chaplains' office is located adjacent to the Office of Special Student Services (opposite the main entrance to the Library on Ring Road). At least one Chaplain is available between 2:00 p.m. and 4:00 p.m. on Mondays to Thursdays. However, all Chaplains are on call for special appointments (three are residents of the United Theological College of the West Indies, UTCWI).

The Chapel is open to you and the Chaplains are willing to serve you.

Chaplains:	Ext.: 2654
Chapel (Bookings/Information):	Ext.: 2317
Chapel (Attendant):	Ext.: 2496

THE PHILIP SHERLOCK CENTRE FOR THE CREATIVE ARTS

The Philip Sherlock Centre for the Creative Arts (PSCCA), formerly the Creative Arts Centre (CAC), was founded in February 1968 with the assistance of the Gulbenkian Foundation and the Friends of Canada.

This was the brainchild of Sir Philip Sherlock, former Vice Chancellor and Founding Father of the University who believed that the Campus should have a space for the development of the creative imagination. In 1993 the Centre was renamed the Philip Sherlock Centre for the Creative Arts in honour of the life and work of Sir Philip.



The PSCCA now holds a central position in the Cultural Studies Initiative in the office of the Vice Chancellor, Prof. Rex Nettleford.

The activities of the Centre are organized by Management Council consisting of the Staff and Presidents of all the Societies attached to the Centre. A Student Co-ordinator acts as the liaison between the students and the Administration of the Centre.

The Student Societies attached to the Centre are:

- The University Chorale
- The University Dramatic Arts Society (UDAS)
- The University Singers
- The UWI Panoridim Steel Orchestra
- The UWI Camera Club
- The UWI Dance Society

In order to achieve its mandate, which is to provide an enriched cultural life for the University Campus and the wider community, the PSCCA organizes lectures, symposia, exhibitions and cultural events throughout the year.

The regular calendar events include:

- Free Lunch Hour Concerts on Thursdays at 1:00 p.m. (during semester)
- Sunday Morning Readings (last Sunday of each month during semester)
- KUUMBA - Seasonal marketplace of creative works in art and craft.
- "LYMELIGHT"- all societies fundraising concert in January/February
- TALLAWAH, a tertiary level Drama Competition in November
- Philip Sherlock Centre Anniversary Week Celebrations - end of February
- The Annual Philip Sherlock Distinguished lecture on February 25 - Sir Philip Sherlock's birth date
- UDAS' annual major production in March
- Annual Concert of the UWI Dance Society in March
- Annual Photographic Exhibition of the UWI Camera Club in April
- Annual Concert of the University Chorale on Holy Thursday
- Annual Concert of the University Singers in April and June
- The Annual Fashion Show in May
- Concert by the UWI Panoridim Steel Orchestra

These events are complemented by cultural activities mounted by individual artistes and cultural groups from the wider community locally, regionally and internationally. The Vice Chancellor's Distinguished Lectures are also held at the PSCCA and the Centre endeavours to work closely in collaboration with the Faculties of the University, enhancing intellectual pursuits via the Performing Arts.

The Centre and the Music Unit offer the following courses in the Faculty of Humanities & Education:

CA20M	-	Jamaican Theatre 1655-1900
CA30M	-	Story Drama
MU100	-	Introduction to Music
MU200	-	Music in the English-speaking Caribbean

As part of its outreach activity the Centre offers the following Part-time (non-credit) courses:

- Fashion Designing and Pattern-Making
- Interior Decorating
- Creative Writing: Writing Stories For Children, Short Story Writing, Article Writing and Poetry Writing.
- Voice and Speech Training
- Professional Nail Technology
- Floral Arrangement
- Sign Language

The MUSIC UNIT, housed in the Philip Sherlock Centre also offers:

- Drum Workshop: Technique of playing hand drums, Repertoire Playing in Ensemble, Creating Rhythm Score
- Voice: Placement, Break control, Diction, Resonance
- Guitar
- Keyboard/Piano

For further information

Telephone:	927-1047
Fax:	927-1935
E-mail:	pscca@uwimona.edu.jm



GETTING INVOLVED AT UWI, MONA

There are a variety of out-of-classroom learning experiences that are awaiting your participation. These organized activities are much more than fun ways to spend your non-class time.

The activities provide opportunities to enhance your leadership, communication and interpersonal skills, develop your organizational ability and help to develop your time management, decision making, and problem solving abilities. Prospective employers expect a University graduate to possess these competencies. So, get involved!! See page 154-156 for a list of the clubs and societies. You may also contact the Office of the Director of Student Services at 977-3880 for information on how to become a member of the clubs and societies.

Involvement in Campus activities is your opportunity to build friendships and to make your 'mark' and contribute to your personal growth and development and to the development of this honourable institution. Your involvement will be recorded in the history of Mona through our Annual Student Awards Ceremony, where students are recognized for their involvement and through the Co-curricular attachment that will form a vital part of your transcript.

THE GUILD OF STUDENTS

The Guild of Students is the official body for student representation on the Mona Campus of The University of the West Indies. It was established in 1951 as the Guild of Undergraduates and in 1996 was changed to the Guild of Students so as to include not only undergraduate students as full members, but graduate students as well. All registered students pursuing a course of study at The University of the West Indies, Mona Campus, are full members of the Guild of Students.



The Guild of Students is made up of a total of 29 officers, 26 are elected by the student body while 3 are later appointed by those elected.

The main objectives of the Guild Council include:

- The furtherance of the common interest of members of the Guild of Students.
- The advancement and promotion of unity and fraternity among members of the Guild.
- The furtherance of educational and social purposes of The University of the West Indies.

Guild Motto : "TOGETHER WE CAN MAKE IT HAPPEN"

2004/2005 Guild President : Damion Crawford (Mobile: 312-3783)

For more information contact the **GUILD OF STUDENTS** at the Students Union, **Telephone: 702-2463 or Ext: 2168.**

The Guild - Orientation Events

Highlighted below are some major activities we are sure incoming new students, both commuting and residential, would find beneficial to attend during the Orientation period.

Orientation Activities

Freshers Concert

Freshers Quiz

Freshers Dinner

The Guild-Students' Union

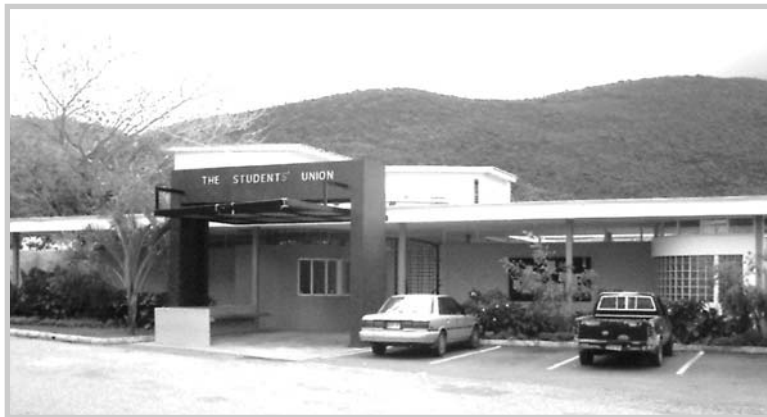
The Students' Union is a multi-purpose facility run by the Guild of Students. It is the centre for the hub of student activities (cultural and entertainment) and the perfect spot on campus to lyme, relax and unwind. On Thursdays and Saturdays especially, the Students' Union will come alive, as activities will be planned for these days, so come and have some fun.

For further information, contact Andrew Bellamy CEAC.

CLUBS, SOCIETIES & ASSOCIATIONS

Management Studies Association (MSA)

The MSA is a student run, pre-professional organization run by students for students. The MSA operates the Management Information Centre (M.I.C.) located on the ground floor of the Management Studies Building. The MIC serves as a mini-library and provides students with texts, case studies, past examination papers and access to daily newspapers. Other activities include: community service work at the Mona Primary School, hosting of seminars, public lectures and panel discussions to keep members informed of current management issues, and representation of members in areas of conflict or uncertainty. Membership requires a JA\$20 membership fee which is payable upon registration at the MIC. Student membership is from the Faculties of Humanities & Education, Social Sciences and Pure and Applied Sciences.



Community Service

Community service is undertaken by Halls of Residence, Clubs and Societies, and students in the Leadership Programme. All such community service is co-ordinated by the Community Service Committee. For further information, contact Mr. Carlton Lowrie, Irvine Hall.

Island Territory Associations

These are fellowship organizations for persons coming from various territories of the region. There are currently organizations at Mona for students from Antigua & Barbuda, The Bahamas, Barbados, Belize, Dominica, Guyana, St. Kitts & Nevis, St. Lucia, St. Vincent & The Grenadines and Trinidad & Tobago.

Advent Fellowship

Advent Fellowship meetings are held on the days and times specified below.

<u>Day</u>	<u>Time</u>	<u>Location</u>
Wednesday	7:15 p.m.	On individual Halls of Residence
Thursday	1:15 p.m.	Room O1, Faculty of Humanities & Education
Friday	7:15 p.m.	Nurses' Residence, University Hospital (UHWI) grounds

Catholic Student Movement

It is a religious organization recognized by The University of the West Indies, and set up to encourage fellowship and spiritual growth.

Our motto summarizes our vision-mission:

"Together We Are Christ's Body"

CSM - Catholic Student Movement

Schedule of Meetings/Activities: Every Thursday at 5:00p.m. - 7:00p.m.

Other Clubs and Societies

- 1) Circle K - Meets on Thursday at 3:30 p.m. at Sir Thomas Taylor Room, Taylor Hall
- 2) Hindu Society, c/o Students' Union
- 3) Camera Club c/o Students' Union or Philip Sherlock Centre
- 4) University Singers, c/o Philip Sherlock Centre
- 5) UWI Dance Society, c/o Philip Sherlock Centre
- 6) Panoridim Steel Orchestra, c/o Lawrence Nelson (Captain), Irvine Hall
- 7) University Dramatic Arts Society (UDAS), c/o Philip Sherlock Centre
- 8) University and Colleges Christian Fellowship (UCCF)
- 9) University Debating Society meets every 2nd and 4th Thursdays-venue will be announced prior to meetings.
- 10) University and College Apostolic Ministries (UCAM) Meeting time Thursday 2-4 in O1

UWI LEADERSHIP PROGRAMME

This programme was designed to develop leadership skills, enhance self-esteem and self-worth, foster an appreciation for quality and create awareness among students of their responsibilities as future leaders of the Caribbean.

HOW THE PROGRAMME WORKS

Students are divided into groups which have responsibility for conceptualizing and implementing commuting-based projects with the guidance of UWI advisors. They receive training in Total Quality Management (TQM) techniques, proposal writing, project management, budgeting and time management. Training is also provided in personal development and communication skills.

To be selected students must:

- **Be registered in a full-time undergraduate degree programme;**
- **Be in Level II or Level III of their programme;**
- **Have at least a B average;**
- **Not be presently involved in the Mentorship Programme**

MENTORSHIP PROGRAMME

The Mentorship Programme was designed to enable students at the UWI to strengthen their leadership and management skills and develop linkages with UWI staff and leaders in Jamaica's corporate community.

HOW THE PROGRAMME WORKS

Each student is matched with a Mentor who provides counsel regarding professional and personal development. The Mentor will arrange for the student to attend an officers' or executive meeting, and Mentors will provide opportunities for students to participate in or assist with a community service project or voluntary activity. Opportunities will be provided for the students to attend a company-sponsored social event and on other occasions to meet University academic staff and administrators representing faculties and departments related to the student's academic interest and career goals.

To be selected, students must be:

- registered in a full-time degree programme;
- in level II or Level III of their programme;
- between the ages of 18 and 25.

For further information please contact The Office of the Director of Student Services :Telephone: 977-3880 or Ext. 2541/2546