

The background image shows several anatomical models of the human muscular system. There are two tall, thin models of the torso and arms, and several smaller models of the head and neck. They are placed outdoors in front of a building with a white railing and green foliage. The text is overlaid on a semi-transparent white rectangular area.

# **SECTION 7**

## **APPENDICES**

**APPENDIX 1**  
**SEMESTER CALENDAR 2004/2005**

**SEMESTER I (2004)**

Semester I Begins	August 29, 2004
Registration	August 30- September 3, 2004
Teaching Starts	September 6, 2004
Teaching Ends	December 3, 2004
Examinations Period	December 6 -22, 2004
Semester I Ends	December 22, 2004

**SEMESTER II (2005)**

Semester II Begins	January 16, 2005
Registration*	January 17 - 21, 2005
Mid - Semester Break	March 27- April 3, 2005
Teaching Ends	April 22, 2005
Examinations Period	April 27 - May 13, 2005
Semester II Ends	May 13, 2005

\* Students who obtained Financial Clearance and Registrar's Approval for Semester I only must complete registration for Semester II.

**APPENDIX 2**  
**IMPORTANT DATES FOR STUDENTS TO NOTE**  
**SEMESTER I 2004-2005**

<b>Aug. 29, 2004</b>	Semester I starts	Tuition & Miscellaneous Fees (and Hall Fees, if applicable) are due.
<b>Aug. 30 - Sept. 3, 2004</b>	<b>Normal</b> Registration Period	Registration not complete until all fees are paid.
<b>Sept. 6-10, 2004</b>	Late Registration Period	<b>\$1,000</b> Penalty for late registration.
<b>After Sept. 11, 2004</b>	<b>Extraordinary requests</b> for late Registration and late adjustments to registration (add/drop)	Allowed only if approved by Academic Board. <b>Late fines will be charged by Academic Board.</b>
<b>Oct. 11, 2004</b>	<b>Final date</b> for Leave of Absence (LOA) applications	A late request fine of \$2000.00 will be charged after deadline date. Tuition refund allowed only as under the Refund Policy on pages 64 - 66.

**SEMESTER II 2004-2005**

<b>Jan. 16, 2005</b>	Semester II Starts	Tuition Fees (and Hall Fees, if applicable) due.
<b>Jan. 17-21, 2005</b>	<b>Normal</b> Registration Period	Registration not complete until all fees are paid.
<b>Jan. 24-28, 2005</b>	Late Registration Period	<b>\$1,000 Penalty</b> for late registration.
<b>Jan. 31- Feb. 26, 2005</b>	<b>Extraordinary requests</b> for late Registration and late adjustments to registration (add/drop)	Allowed only if approved by Academic Board. <b>Late fines will be charged by Academic Board.</b>
<b>Feb 21, 2005</b>	Final Date for Leave of Absence (LOA)	A late request fine of \$2000.00 will be charged after deadline date. Tuition refund allowed only as under the Refund Policy on pages 64 - 66.

**APPENDIX 3**  
**IMPORTANT POINTS TO REMEMBER**

Remember to bring your Offer Letter to Registration

Scholarship holders are asked to keep their scholarship offer letters at hand for registration.

All students are reminded of their responsibility to honour their financial obligations to the University in accordance with the specified payment deadlines

All fees must be paid in advance of registration.

Always carry your ID card while you are on campus

Should you lose your ID card, immediately contact the HR Division for advice on arrangements for the issue of a new card.

Normal opening hours for the Cashier in the Bursary are  
Monday to Friday  
9:00 a.m. - 3:00 p.m.

Normal opening hours for the Admissions Sections are  
Mon to Thurs. -  
8:30 a.m. to 7:30 p.m.  
Fri. - 8:30 a.m. to 4:30 p.m.

If you do not write an examination you will be deemed to have failed unless you have permission to withdraw from that examination.

Check your Faculty and Registry Notice Boards regularly.

View your records, that are available online, regularly to ensure that they are accurate and up to date.

**APPENDIX 4**  
**DIRECTORY OF TELEPHONE NUMBERS**  
**All Telephone Extensions can be reached through**  
**the UWI Exchange 927-1660-9.**

	Direct Line/ Fax	Extension
<b>ADMINISTRATIVE OFFICES</b>		
Admissions	935-8651 935-8287	2651; 2287; 2947
Customer Service Department, Bursary	977-9069	2865-6; 2870
Examinations	935-8272	2272; 2316
Department of Sports	702-4473	2229
ID Processing Unit at the HR Division	927-2702 970-2071 Fax: 970-2072	2305; 2356; 2406; 2680
Mona Information Technology Services (MITS) - Help Desk	935-8739-40 935-8981	2739-40; 2981
Office of Placement & Career Services	927-1650	2224; 2332
Office of Special Student Services	977-3880	2654
Office of Student Financing	935-8315 Fax: 702-4647	2315
Office of the Director of Student Services	977-3880	2541; 2546
Outreach	927-2271	2649; 2850
Public Relations Office, Mona	977-5941 977-7346 Fax: 977-6669	2348; 2692
Student Accommodation Office (Lodgings)	702-3493	2248
Student Records Unit	935-8856	2856; 2747

<b>BANKS</b> <ul style="list-style-type: none"> <li>• National Commercial Bank, University Branch</li> <li>• Scotia Bank, University Branch</li> </ul>	927-1898 927-1057 Fax: 927-0463 702-2518 702-2522-3	2264
<b>BOOKSHOP</b>	977-1401	2269
<b>CHAPEL</b> (University Chapel)	935-8317 935-8496	2496; 2301; 2540; 2943
<b>COUNSELLORS</b> (Health Centre)	927-2520 970-0017	2270; 2370
<b>CREDIT UNION</b>	927-2211 935-8360 935-8037-8 Fax: 970-1832	2360; 2766-8
<b>FACULTY OFFICES</b> Humanities & Education Law Medical Sciences  Pure & Applied Sciences Social Sciences	977-3659 927-1855 927-1297 927-2556 977-2565 977-1785 977-0640 927-2592	2365 2405 2245; 2475; 2481; 2478-9  2401; 2961; 2962  2220-2
<b>FAST FOOD RESTAURANTS</b> Kentucky Fried Chicken Pages Café Social Welfare Training Centre Cafeteria Submerge	970-1186 970-2370 977-7321  977-5860, 702-3491	- -  -
<b>GUILD OF STUDENTS</b>	935-8250	2168

<b>HALLS OF RESIDENCE</b> A.Z. Preston	977-6721-3/ 977-6808	2411
Chancellor Irvine Mary Seacole Postgraduate Housing Complex Block A Block B Block C Rex Nettleford Taylor	927-2780 927-2793-4 927-2546    927-2533	2387; 2183 2343; 2347; 2443 2452; 2483-4  2326  2338 2130-2 2386; 2375-6
<b>HEALTH CENTRE</b>	927-2520	2270; 2370;
<b>LIBRARY</b> Main Library	935-8294 935-8369 935-8479	2294; 2296; 2369; 2479
Medical Library	927-1073	2438
Science Library	927-1068	2202-3
<b>POST OFFICE</b> (Mona Post Office)	977-0651	
<b>SECURITY</b> (Mona Police Post)	927-2298	2331; 2310
<b>STUDENT SERVICES MANAGERS</b>	(See Halls of Residence)	
<b>THE PHILIP SHERLOCK CENTRE FOR THE CREATIVE ARTS</b>	927-1047	2383

**APPENDIX 5**  
**THE UNIVERSITY OF THE WEST INDIES**  
**WEB SITES & E-MAIL ADDRESSES**

**The University of the West Indies**

<http://www.uwicentre.edu.jm>

This site includes:

- Information About UWI
- The Contributing Territories
- Links to the three UWI Campuses
- Undergraduate Studies
- Graduate Studies
- Academic Diary
- Scholarships, etc.

**The University of the West Indies, Mona Campus**

<http://www.mona.edu>

This site includes:

- Faculties and Academic Departments
- Academic Centres and University Support Units
- Academic Facilities
- Halls of Residence
- Staff Information
- Student Information
- Special Activities
- Useful Internet Guides
- Campus Wide Information Services
- Internet Resources
- The University Library

**Student Records Unit**

<http://srs.uwimona.edu.jm:1104>

This site includes:

- Online Registration
- Academic Records
- Timetables
- Course Offerings
- Verify and/or Change your Address
- Registration Guidelines
- Tuition & other Fee Schedules



**The Office Of Student Financing**

<http://www.mona.edu./osf>

Provides information on the programmes of financial assistance which are available at the Mona campus of the University of the West Indies

**The University Library**

<http://www.library.uwimona.edu.jm:1104/>

Web site for the library at the University of the West Indies, Mona, Jamaica.

**The Credit Union**

[www.monacreditunion.com.jm](http://www.monacreditunion.com.jm)

Web site for the UWI (Mona) & Community Co-op. Credit Union Ltd.

**E-Mail Addresses**

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Admissions	<a href="mailto:admissns@uwimona.edu.jm">admissns@uwimona.edu.jm</a>
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UWI (Mona) & Community	
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Co-op. Credit Union Ltd.	
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<a href="mailto:credit@uwimona.edu.jm">credit@uwimona.edu.jm</a>
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ID Processing Unit	
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The Personnel Office	
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<a href="mailto:personl@uwimona.edu.jm">personl@uwimona.edu.jm</a>
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The Library	
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<a href="mailto:manlibry@uwimona.edu.jm">manlibry@uwimona.edu.jm</a>
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MITS Help Desk	
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(Mona Information Technology Services)	
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<a href="mailto:helpdesk@uwimona.edu.jm">helpdesk@uwimona.edu.jm</a>
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Office of Student Financing	
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<a href="mailto:stufinc@uwimona.edu.jm">stufinc@uwimona.edu.jm</a>
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The Office of Placement and	
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Career Services	
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<a href="mailto:placemnt@uwimona.edu.jm">placemnt@uwimona.edu.jm</a>
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The Public Relations Office	
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<a href="mailto:proffice@uwimona.edu.jm">proffice@uwimona.edu.jm</a>
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Department of Sports	
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<a href="mailto:sports@uwimona.edu.jm">sports@uwimona.edu.jm</a>
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<a href="mailto:uwisports@yahoo.com">uwisports@yahoo.com</a>
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Student Records Unit	
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<a href="mailto:registry@uwimona.edu.jm">registry@uwimona.edu.jm</a>
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UWI Web Site	
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<a href="mailto:webadmin@uwimona.edu.jm">webadmin@uwimona.edu.jm</a>
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