THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS

Bachelor of Laws

gateway to your legal career
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>5</td>
</tr>
<tr>
<td>Getting Started</td>
<td>7</td>
</tr>
<tr>
<td>Registration</td>
<td>9</td>
</tr>
<tr>
<td>LLB Courses</td>
<td>13</td>
</tr>
<tr>
<td>Paying for the Best Law Degree</td>
<td>17</td>
</tr>
<tr>
<td>Scholarships, Bursaries, Loans</td>
<td>19</td>
</tr>
<tr>
<td>Making Yourself at Home</td>
<td>21</td>
</tr>
<tr>
<td>Orientation</td>
<td>23</td>
</tr>
<tr>
<td>Meet Some of Your Lecturers</td>
<td>25</td>
</tr>
<tr>
<td>The Library</td>
<td>29</td>
</tr>
<tr>
<td>Faculty Advisors</td>
<td>31</td>
</tr>
<tr>
<td>Mooting</td>
<td>33</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>35</td>
</tr>
<tr>
<td>Information Technology</td>
<td>37</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>39</td>
</tr>
<tr>
<td>Practising Law</td>
<td>41</td>
</tr>
<tr>
<td>Western Jamaica Campus</td>
<td>42</td>
</tr>
<tr>
<td>Proposed Law Building</td>
<td>43</td>
</tr>
<tr>
<td>Ready to Eat?</td>
<td>45</td>
</tr>
<tr>
<td>Carnival</td>
<td>47</td>
</tr>
<tr>
<td>Staying Healthy</td>
<td>49</td>
</tr>
<tr>
<td>Student Services &amp; Development</td>
<td>51</td>
</tr>
<tr>
<td>Students with Special Needs</td>
<td>54</td>
</tr>
<tr>
<td>Commuting Students</td>
<td>55</td>
</tr>
<tr>
<td>Getting Involved</td>
<td>57</td>
</tr>
<tr>
<td>Clubs &amp; Societies</td>
<td>59</td>
</tr>
<tr>
<td>Security</td>
<td>63</td>
</tr>
<tr>
<td>Sports</td>
<td>65</td>
</tr>
<tr>
<td>Key Contacts</td>
<td>66</td>
</tr>
</tbody>
</table>
Welcome
to the UWI family!

And a special welcome to the LLB programme now being offered in its entirety here at the Mona Campus. I am glad you chose the UWI as the best institution to prepare you for your law career. This booklet designed just for you, will bring to your attention many of the important benefits that will be yours now that you have joined us.

You will be easily convinced that UWI’s impressive resources make it the most dynamic and stimulating tertiary institution in the Caribbean for the advancement of your career goals. It is up to you to take advantage of the excellent law lecturers, the growing list of cutting-edge law courses, and the culturally enriching activities all provided to support your academic and co-curricula development.

Orientation programmes at the commencement of each academic year complement this student handbook and other publications which together ensure that you are fully equipped to chart successfully your university journey. You will soon discover that the UWI prides itself on the high level of engagement provided for students with their lecturers to allow for ample interaction and guidance on the complex legal issues of the profession.

Develop your scholarship as you mingle and learn from the Caribbean’s brightest students and faculty, found right here at the UWI. But at the same time, promise me you will open your mind to some of the new and exciting experiences that our Office of Student Services & Development offers to all students.

Be assured that the administration is committed to a constant assessment of the tertiary education landscape with a view to giving you the finest law degree in the Caribbean.

Gordon Shirley
Pro Vice Chancellor
and Principal UWI, Mona
So you’ve decided to enroll at UWI Mona. There are a number of things that you will need to know as you prepare to come to the Mona Campus. Please travel with proof of your student status, such as a student ID card; if you are a new student, the official Letter of Entry from the University is acceptable.

**Coming to Jamaica**

If you are a resident of CARICOM as well as a citizen of the Commonwealth, you are allowed entry without a student visa. You will still be required, however, to submit your passport to the Lodgings Officer of the Office of Student Services & Development (OSSD) who will request a one-year renewable permit on your behalf from the Chief Immigration Officer.

**Non-Commonwealth Students**

If you are a citizen of a non-Commonwealth country, you will need to obtain a valid student visa before coming to Jamaica by making the request at the nearest Jamaican diplomatic mission or consulate. You should also ensure that your passport is valid at least up to the end of the academic year. For full details on student immigration requirements, consult your Undergraduate Student Handbook.
Registration

**Full-Time Student**
Now that you are a candidate for the LLB degree you are required to register as a full-time student.

Please note it is your responsibility to consult the Faculty Regulations to ensure that you are properly registered.

**Three Year Programme**
The LLB degree is a course of study extending over not less than three academic years and with a minimum value of ninety credits. You need to satisfy these requirements in order to be eligible for the award of the degree.

The course of study is in three parts. Unless otherwise permitted by the Board of the Faculty, Part 1 courses shall be taken in the first year, Part 2 courses in the second year and Part 3 courses in the third year.
Registration

Direct Entry
The Board of the Faculty may recommend to the Senate of the UWI that an applicant who possesses a degree with a cumulative GPA of 3.00 or above may be admitted directly into year 2 of the LLB programme.

Direct entrants are exempted from all foundation courses but are required to take a combination of Part 1 and Part 2 law courses. In the following year, direct entrants are required to take such combination of Part 2 and Part 3 law courses as prescribed for them.

Student ID Card
A must-have for all registered students is the identification card (ID) which is issued on completion of the registration process. The number on the ID card will be the same as your student registration number.

You should visibly display your ID on your person at all times on the campus.

Course Selection – Start of Academic Year
All students are required to select courses for both semesters at the beginning of the academic year. To register online or for further registration details, check at http://www.mona.uwi.edu/registration

While you will be charged for the full academic year or the projected period of registration, you may opt to pay on a semester basis.

If you decide to go this route, you will be required to meet certain mandatory payment deadlines.
Students in Part 3 are expected to choose 10 courses from the list of courses offered in Part 3. The course listing may be modified by the Faculty of Law.
LLB Courses

**Direct Entry – Second Year**
In the second year of study direct entrants are expected to read the following law subjects:

- Law of Torts II
- Law of Contract II
- Real Property II
- Commonwealth Caribbean Human Rights Law
- Independent Research Paper
- Five subjects from the list of optional subjects for Part 3

**EXEMPTIONS**
Be sure to check if you are eligible for any course exemptions. You may be granted exemptions in accordance with the university’s regulations.

**Foundation Courses**
Every first year student is required to read foundation courses unless exempted from doing so by the Board of the Faculty of Law under the terms of the Faculty Regulations.

Students may select up to two one-semester courses offered in a Faculty other than the Faculty of Law as approved by the Dean of the Faculty of Law
A UWI education is one of the best investments you can make. What each student pays may differ as some states subsidize fees and various other payment arrangements may apply. At Mona, your fees can be paid in a number of ways including online at http://www.mona.edu/studinfo/fees using the UWI, Mona E-Commerce facility.

Payment before the Deadline
Ideally, all payments should be made before the fee deadlines to avoid congestion, delays at payment locations and penalties. Students who have not met their financial obligation to the University will be given compulsory leave of absence.

Miscellaneous Fees
If you are utilizing an approved student loan scheme for tuition fees, you must pay all miscellaneous fees yourself. For non-Jamaican Student Loan Schemes:
   a) Be sure to have written proof from the lending agency that the loan was approved, and
   b) See to it that tuition fees are paid over to the University. Scholarship holders should submit the letter of award to Admissions Section.

Most Forms of Payment Accepted
Except for personal cheques, most forms of payment (including credit cards) are accepted. Pay attention to fee deadlines and consult your Undergraduate Student Handbook for details.

The Office of Student Financing (OSF)
The OSF provides financial advice and assistance to full-time UWI, Mona students as well as to Jamaican full-time undergraduates studying in the Bahamas. Assistance is available as scholarships, bursaries, book or cash grants, long- or short-term loans, as well as bus and meal subsidies.

The OSF also acts as a liaison with the Students’ Loan Bureau. Contact OSF at http://mySpot.mona.uwi.edu/osf
General Scholarships & Bursaries
Many scholarships and bursaries are available for the upcoming academic year to students who maintain a Grade Point Average (GPA) of at least 3.0 as well as active participation in co-curricula activities or other criteria prescribed by donors.

Non-Sponsored Students
Special bursaries are available for non-sponsored students.

Law Scholarships and Bursaries
There are, from time to time awards which are specifically for law students and which are advertised when available.

For information on the application process, criteria, terms and conditions please visit the website at http://myspot.mona.uwi.edu/osf/.

UWI Scholarship Examination
The University Scholarship Examinations are held over a period of two days in February of each year. Applicants for the examination must have applied or intend to apply to the University of the West Indies for the following academic year or are first year students. There is an application fee which is non-refundable.

Students’ Loan Bureau (SLB)
The SLB is a financial agency specifically charged with providing financing for tertiary studies in Jamaica. Students using this facility 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 SLB.

Payment Locations
Any branch of:
Bill Express
Paymaster
National Commercial Bank
UWI Credit Union

Part-time Employment on Campus
Student employment opportunities, while limited, are available through the Office of Placement and Career Services Job Placement Programme. This includes opportunities for part-time and summer employment.
Living in any one of the halls of residence on campus is an experience not to be missed.

Which type strikes your fancy, single sex or mixed-gender?

Mary Seacole Hall is all female and Chancellor Hall is all male.

The four other halls – Irvine Hall, Taylor Hall, Rex Nettleford Hall and A.Z. Preston Hall are mixed-gender residences. Information concerning lodgings in hall is available from the Office of Student Services & Development.

Lodgings Off-Campus

Assistance in finding housing off-campus is provided by the Lodgings Office on campus. Traditionally, homeowners in communities in close proximity to the UWI, Mona, such as Hope Pastures and Mona, rent rooms, studios or flats to UWI students. However, with increasing housing demand, it may be necessary for some students to live further away from campus than may be ideal.
Orientation

Typically, the second half of August is specially earmarked for orientation and new student activities. The orientation exercises are designed to familiarize new students with the university campus, student development programmes and activities and to assist students in adjusting to the university experience.

Your student magazine will publish relevant information in a special orientation issue, as will daily newspapers and the UWI, Mona’s website.

The orientation exercises are designed to familiarize new students with the university campus.
Mrs. Suzanne Ffolkes Goldson is an attorney at law and lecturer in law at the University of the West Indies, Faculty of Law, Mona, Jamaica.

Mrs. Ffolkes Goldson has a degree in economics from York University, Canada, an LLB degree from the University of the West Indies and a graduate degree in law (BCL) from the University of Oxford, England. She was called to the Bar in Barbados (1994) and Jamaica (1995).

She specializes in company law and corporate governance and is the course director for the LLM course on corporate governance. She also teaches criminal law, contract law at the Mona Campus and has taught private international law, equitable remedies and the law of trusts at the Faculty of Law, Cave Hill Campus. She has been an advisor to the CARICOM Committee on The Reform of Company Law in the Commonwealth Caribbean and The Joint Select Committee of Parliament on the Companies Act 2004. Mrs. Ffolkes Goldson is also a member of the Corporate Governance Committee of the Private Sector Organization of Jamaica, responsible for the drafting and dissemination of corporate governance principles for Jamaica and the Commonwealth Caribbean. She has served as a consultant to the law firm DunnCox.

Mrs. Ffolkes Goldson has published a number of articles in regional and international journals on Corporate Law and Corporate Governance and has presented papers at numerous conferences, locally, regionally and internationally. She is completing her book on Jamaican company law.

Currently, Mrs. Ffolkes Goldson is a visiting scholar at Osgoode Hall Law School, York University, Toronto, Canada.
Dr. Derrick McKoy is senior lecturer in law at Mona. He holds a doctorate in business administration, specialising in the new public management, an LLM in international and comparative law, the MBA and the LLB. He is also a graduate of the Norman Manley Law School. He was a Commonwealth Scholar, and in 1999 he participated in the US International Visitors Program on “The Role of Ethics in Business and Government.” He is also a member of the Jamaican Bar and the Jamaica Institute of Management. Dr. McKoy was Contractor-General of Jamaica from 1998 to 2005. He is the current chairman of the Fair Trading Commission and the Jamaica Antidumping and Subsidies Commission. He is a member of the All Island Electricity Appeal Tribunal, and he has also served on the Disciplinary Committee of the General Legal Council, Jamaica.

Dr. McKoy has consulted in Jamaica and the broader Caribbean in the areas of competition law and policy, utilities regulations, and public sector reform. He has lectured in the Faculty of Law in the LLB and LLM programmes, and as an adjunct in the Mona School of Business, the Institute of International Relations, the Norman Manley Law School, Barry University’s Andreas School of Business, and Nova Southeastern University’s Huizenga School of Business. He has participated in Penn State Management Development Courses, U.S. Coast Guard International Maritime Law Enforcement Training, and the Commonwealth Association of Corporate Governance’s course for directors.

Dr. McKoy has published in the areas of constitutional law, labour law, competition law, public management and governance, and the law of computers. His new book on corruption law is being published by Hansib Publications in the UK and scheduled for release in Jamaica in October.
The Library
A law student’s best friend

Law studies require frequent and intensive use of the library for reference to the basic source materials such as reported cases, statutes and texts.

The UWI, Mona Library boasts a modern library system consisting of:
• The Main Library, featuring collections in Humanities, Education, Law and the Social Sciences
• The Medical Branch Library, with collections in Medicine and Nursing
• The Science Branch Library, with collections in Pure and Applied Sciences and Pre-Clinical Medicine

The Main Library is open 22 hours daily on weekdays, 8:30 a.m. to midnight on Saturdays, and noon to 8:00 p.m. on Sundays. You can also access material electronically from the comfort of your room, or from wireless campus hotspots, using your student ID. Internet access is widely available in the libraries to enhance your research.

Library Computer Labs
Personal computers and laptops are available for use in the libraries’ computer labs.

Library’s Online Public Access Catalogue
Installation of a new integrated system (ALEPH) has made it easier to access the Library’s Online Public Access Catalogue, which significantly broadens the service options. You can verify which books you have on loan, reserve books online, save searches, and even send the results of your email account.
Each student is assigned a faculty advisor for the duration of the degree. The advisor will give help and advice on academic and non-academic matters if such help or advice is sought.
You have the opportunity to develop your skills at written and oral advocacy through mooting.

Mooting is part of the International Mooting course and is covered in the Legal Methods Research & Writing course.

With encouragement and support from the Faculty of Law, the students' law society has organized a programme of mooting. It involves the preparation and presentation of arguments and counter arguments on points of law in a simulated court situation.

Success lies not in the winning of the case but in the demonstration of legal skills in making the best argument from the materials available.

The Faculty of Law has an enviable record of success at international mooting in the Inter-American Human Rights Moot Court Competition and the Philip Jessup International Moot Court Competition. These competitions are keenly contested by the world's best law faculties and schools.
A student who for good reason wishes to be absent from the programme, must apply for formal leave of absence to the Faculty Board, through the Dean, stating the reasons for the application.

The length of absence, if granted, will be subject to approval by Academic Board, but will not normally exceed one year in the first instance.

Save in very exceptional circumstances, leave of absence may not be granted for more than two consecutive years.

The deadline for requests for leave of absence for any semester shall be the end of the third week of the semester and the third week of semester 1 for leave of absence for the academic year.
Mona Information Technology Services (MITS)

MITS has expanded the campus network infrastructure, making computer services and internet access widely available through wireless hotspots. Full video conferencing systems which have video and audio streaming capabilities put you in touch with other UWI campuses and international conferences to enhance your learning and research experience. These events can be viewed through the UWI TV at http://tv.mona.uwi.edu

Email Services

For each student MITS provides email and access to on-line courses via Our Virtual Learning Environment (OURVLE).

Student Internship Programme

MITS offers an internship programme to approximately 16 students.

They are trained to man the help desk which operates from 7:00 a.m. to 10:00 p.m. weekdays and on the weekend, 9:00 a.m. to 4:30 p.m.

Laptop Rental

Personal computers and laptops are available for rent from the Mona Information Technology Services (MITS).
University of Toronto/ UWI Student Exchange Programme

A maximum of four places per year are available for study at the University of Toronto under the University of Toronto/ UWI Student Exchange Programme. The programme is for one semester and students may attend the University of Toronto in either semester. To qualify to participate, students are required to maintain a ‘B’ average.

The students who are selected to participate are expected to follow a programme comprising courses totalling 13-15 credits. These courses must be approved by the Dean. No fees are payable to the University of Toronto. However, students must fund their own living expenses in Toronto for the semester. Students in need of financial assistance may apply to the UWI.

Students are required to pay their annual fees to the UWI as usual.

Grades obtained at the University of Toronto will be taken into account in the award of the UWI, LLB degree.
Legal Education Certificate Required
Since 1975, a Legal Education Certificate is normally required in order for the LLB holder to practise law. This certificate is granted by the Council of Legal Education which was established in April 1971. Students are certified on successful completion of a two-year course of full-time training at one of the Council’s three law schools located in Jamaica, Trinidad and Tobago and The Bahamas.

Practical Instruction
The students will be taught by a system of practical instruction designed to give training in the basic and essential skills of the practising lawyer.

Entry into Law School
Entry into one of the three law schools will normally be granted to any applicant holding the UWI, LLB degree.

Students who hold law degrees from other universities are required to sit an entrance examination which is held in July of each year. The deadline for applications to the law school is January 31 of the proposed year of study.

Three Law Schools
Norman Manley Law School
UWI, Mona Campus
Kingston 7
Jamaica

Eugene Dupuch Law School
P.O. Box SS-6394
Nassau
The Bahamas

Hugh Wooding Law School
P.O. Box 323
Tunapuna Post Office
Trinidad

Requirements in Addition to the Legal Education Certificate
Holders of a Legal Education Certificate will be regarded by all governments in the West Indies as having satisfied institutional and educational requirements for practise, but local legislation may add further requirements such as nationality, which must be satisfied before the right to practise is granted in a particular territory.
Western Jamaica Campus

Studying law at Mona gives you the opportunity of doing the first year at the Western Jamaica Campus (WJC) located in the resort city of Montego Bay. The WJC offers the same high quality programme and teachers.
Proposed Mona Law Building
A wide range of food is available for all palates. Choose from the selection of on-campus restaurants, fast food outlets, the supermarket located inside the Students' Union and the many shops found in the various halls of residence.
Ring Road is the true home of Carnival in Jamaica. Long before it became generally fashionable on the island, Trinidadian and Barbadian students had already sold their Jamaican and other counterparts on the spectacle. The colourful and joyous Mona Campus tradition continues each year in the second semester.
Staying Healthy

The Health Centre at UWI, Mona offers the following services:

- Medical & Psychiatric Consultations
- Pharmaceuticals
- Nursing Services
- Dental Services
- Family Planning Advice and Supplies
- Counselling for Personal and Mental Health issues

Don’t hesitate to get your health checked.

A Medical Insurance Scheme is also available to students
Headed by the Director of Student Services & Development, the OSSD provides programmes and activities that enhance the overall development of students, to complement the academic learning, in order to produce well-rounded students. Learning experiences are created and delivered through the units within the department. These include:

- Halls of Residence
- Commuting Students Office
- Placement and Career Services
- Sports
- Special Student Services (Students with Disabilities)
- Lodgings Office

**UWI Leadership Programme**

Designed to help all students develop leadership skills, the programme enhances self-esteem and self-worth as well as increases awareness of your responsibilities as future Caribbean leaders.

**Student Leaders Workshop**

The OSSD at UWI, Mona hosts an annual UWI Student Leaders Workshop at the end of the second semester. The agenda includes presentations and discussion on a variety of topics such as team building, managing conflict, communication, the role and expectations of the student leader and protocol.

The workshop is geared towards fostering the requisite leadership skills among UWI student leaders in order to facilitate effective leadership. All student leaders are required to attend.

**Mentorship Programme**

You can gain valuable professional and personal development insights by participating in the Mentorship Programme at UWI, Mona. You are matched with a mentor who facilitates counsel, structure, and participation in community projects or other voluntary activity. Mentoring by fellow students (peers) is also available. Contact the Office of Student Services & Development at 977-3880, ext. 2541 or 970-2739, ext. 2546 for further information.
Office of Placement & Career Services

Gain expert career guidance and assistance with appropriate job placement through the Office of Placement and Career Services at UWI, Mona. You are invited to seek career counselling before registration in order to select the best courses relevant to your career choice. Career counselling is also available throughout the academic year. You may also avail yourself of a range of career seminars, workshops and expositions, as well as pursue summer, part-time or graduate employment opportunities.

World of Work Seminar Series

The World of Work Seminar Series designed to provide career planning and preparation advice to UWI students hosts seminars on cover letter, resumé writing, interviewing techniques and other important aspects of preparing students for the world of work.

First Year Experience

The First-Year Experience (FYE) project aims to improve student performance and competitiveness through the acquisition of relevant skills, competencies and knowledge.

This is a non-credit course which helps first-year students adjust to the challenges of university life and maximise their potential for academic learning and success. Activities include visits to places of interest, social interactions, tours, seminars and discussion sessions and there is an end of year cultural trip to the other campuses.

Contact the Office of Student Services & Development to find out how you can participate.
The UWI provides facilities for students with special needs at the UWI, Mona Lions Club Centre for Students with Special Needs. This is in keeping with the University’s mandate to advance opportunities for persons with visual, hearing or physical impairment. The Centre is equipped with technologies such as a Kurzweil Reader, available at the library for use by blind students, Electronic Braille Embosser, Perkins Braille, Braille and Speak Machines, Type and Speak Machines and computers equipped with Jaws Speech Programme. It also boasts state-of-the-art facilities such as sound-proof exam/recording booths, a library area, a meeting/class room, reception area and embossing room. Additionally, the Office for Special Student Services and the Committee for Students with Disabilities are ensuring that all new buildings are designed with provisions for wheelchair users.
Commuting Students

Commuting students are the largest population on campus and are entitled to all the perks of campus life. All commuting students choose, and are attached to, that Hall of Residence and can participate fully in all University activities and competitions. They are encouraged to take part in the annual Commuting Students Day in September, as well as in other development programmes.

Lounge
A lounge dedicated to commuting students is located adjacent to the School of Education Building. Commuters can chill out, meet new friends, have refreshments, read a magazine or watch a movie. A study room equipped with computers is also available there.

Student Lockers
The Student Services & Development Manager, Commuting Students, manages the rental of lockers to 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.

Shuttle Bus Service
The Office of the Director of Student Services & Development (OSSD) operates a shuttle bus service for students. This valuable service is available to transport you around the campus every half hour and to connecting points in Liguanea, Papine, and along the main arteries of Mona Road and Hope Road. Between 9:00 p.m. to 2:00 p.m. there is an extended service from the Main Library to residences in the surrounding communities.
Community Service Programmes
Community service is undertaken by the halls of residence, clubs & societies, and students registered in the UWI Leadership Programme.

Other Service Activities
Through the Guild of Students, you can get involved in a wide range of activities that will deepen your awareness and ability to impact your community, as well as learn key life skills. The Guild’s Summer Employment Programme provides opportunities to travel and work abroad in areas such as tourism.

The Guild participates in outreach programmes. Other activities include producing campus publications, assisting students in pre-university studies, and organizing hall and Inter-Campus Games.

The Guild of Students
The Guild is the official body for student representation on the Mona Campus. All registered students at Mona are automatically full members of the Guild. It comprises 29 officers of which 28 are elected by the student body, while one is appointed by the elected members. It offers various services including a bus service to students and running the Students’ Union.

The Students’ Union (Gym, Nightclub, Shops, Services & Activities)
This multipurpose facility run by the Guild of Students is the centre of student entertainment and cultural life. The perfect spot to lyme or relax, it’s a hotbed of social activity, especially on Thursdays and Saturdays.
Clubs & Societies

A comprehensive list of the active student organizations is available at the Office of Student Services and Development and at www.mona.uwi.edu/oss

Advent Fellowship
Caters to Adventist students on campus by providing opportunities for fellowship and sharing. (Thursdays at 2:00 p.m., Room 04, FH&E)

Cameral Club
Is the organization for both practising and budding shutterbugs and is aimed at developing expertise and an appreciation for photography. Check them out at the Students’ Union.

Catholic Students Movement
Serves the Catholic student community and fosters fellowship and spiritual growth among campus Catholics. (Thursdays at 3:00-5:00 p.m. Chaplain’s Office)

Chess Society
Collaborates with the Magnificent Chess Foundation which hosts some of the largest chess tournaments in Jamaica. The tournament dubbed “The Magnificent Chess UWI Open” sees the advancement of the superb quality of chess played in Jamaica.

Circle K
A co-educational service, leadership development, and friendship organization is organised and sponsored by the Kiwanis Club on campus. Primarily aimed at developing projects designed to improve the lives of children and youth, Circle K meets at Sir Thomas Taylor Room, Taylor Hall (Thursdays at 3:30 p.m.)

Dramatic Arts Society
Attracts those students with an interest in the dramatic arts and participation in stage productions. The gathering point is the Philip Sherlock Centre.

Hindu Society
Satisfies the spiritual and social needs of Hindu students. The Society meets at the Students’ Union.

Management Studies Association
Is a student-run, pre-professional organization operating out of the Management Information Centre (MIC). It serves as a mini-library and provides students with texts, case studies, past examination papers and daily newspapers, among a host of other services.

Medical Students Association
Caters to medical students at Mona and is a member of the International Federation of Medical Students’ Associations.

National Associations
Are fellowship organizations for students from various territories of the region. Currently, there exist organizations for students from Antigua & Barbuda, the Bahamas, Barbados, Belize, Botswana, Dominica, Grenada, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines and Trinidad & Tobago.

Panoridim Steel Orchestra
Is for aficionados of the steel band, and offers students a chance to learn the art of playing pan at various events. (Tuesdays, Thursdays & Saturdays at 6:00 p.m., Students’ Union)
Tourism Society
Is an official organization under the Jamaica Tourist Board (JTB) Tourism Action Club programme and is dedicated to tourism awareness and building a focus on Caribbean pride, culture and history. The group may be contacted through the Department of Management Studies.

University Debating Society
Seeks to develop and popularise the art of debating among the student body including promoting inter-Hall debating as well as regional and international competition. Meets weekly.

University & Colleges Christian Fellowship
Offers Christian students the opportunity to share fellowship.

UWI Dance Society
Has dedicated itself to the cultivation of dance, and embraces traditional and creative expressions of the art form. This group is based at Philip Sherlock Centre.

University Singers
Enduring as a national institution, the University Singers represent the best musical talent at the Mona Campus. They are based at the Philip Sherlock Centre.

University and College Apostolic Ministries (UCAM)
Provides a forum for apostolic students to meet and explore Christian fellowship (meets on Thursdays in FHE 01).

Lunch Hour Concerts at the PSCCA
The Philip Sherlock Centre for the Creative Arts weekly Lunch Hour Concert features karaoke, guest artistes and lots more. Admission is free.

UWI, Mona Chapel
The building began life in 1799 as part of a sugar factory on the Gayle’s Valley Estate in Trelawny and was transferred, stone by stone, to its present site. The Chapel hosts 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.

It is the home of countless theatrical productions from Shakespeare to modern works. Named after one of the University’s founding fathers, Sir Philip Sherlock, the Centre hosts groups such as the University Chorale, the University Dramatic Arts Society, the University Singers, Panoridim Steel Orchestra and the University Dance Society, among others.
The UWI (Mona Campus) (Security) Act 2002
Campus security is covered by specific legislation, namely the UWI (Mona Campus) (Security) Act 2002. It gives powers to the police and private security providers on campus to ensure compliance with the provisions of the Act. There is a police post on campus. Activities such as vending, taxi access and parking are strictly regulated by the University, and everyone on campus is subject to search. Copies of the Act can be found on the UWI Web site and copies are available from the Campus Legal Officer.

You can contact Campus Security at 935-8748-9, ext. 2748-9

Security Escort Service
An escort service is provided for individual students or small groups working in the libraries, laboratories or any other on-campus centre at nights. An uniformed guard can escort you to your hall.

Sexual Harassment Policy
Any form of sexual abuse or harassment is never to be condoned. If you are being pestered or annoyed by unwanted sexual attention, or if you feel you are being sexually harassed, first ask the offender to stop.

If this is ignored, then ask for help from the Director of Student Services & Development, Counsellors and/or the Student Services Managers who will give independent and confidential advice. The University considers sexual harassment, particularly by staff, to be unacceptable and offers support to students who are subjected to it. Rape, it must be emphasised, is a criminal act and must be reported to the police.

Parking & Clamping
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.
UWI, Mona offers a range of sporting activities with top-rate facilities for team sports

The Sporting Life

With a fully staffed Sports Department managed by Jamaican Olympian, Grace Jackson, UWI, Mona offers a range of sporting activities with top-rate facilities for team sports including football, cricket, netball, volleyball, rugby, track and field and indoor hockey. For more individual sporting endeavors, there are facilities for karate/aerobics, weight training, gym and table tennis at the Students’ Union. Boasting several tennis and badminton courts all over campus, UWI, Mona also has an Olympic-sized swimming pool.

Inter-Campus Games
UWI Inter-Campus Games causes a buzz of excitement across the three main campuses, Cave Hill, Mona and St Augustine! These student games are held every other year, and are rotated among the three campuses. Mona was the champion in 2009 when the games were held at St. Augustine.

UWI Track and Field Invitational
The Sports Department at UWI, Mona organizes the UWI Track and Field Invitational. World Junior Champions, Olympians, World Championship medalists and other invited athletes take part in the Track and Field Meet. The event is used as preparation for the upcoming track and field season.
### Key Contacts

All telephone extensions can be reached through the UWI exchange 927-1660-9

**ADMINISTRATIVE OFFICES**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone/Ext.</th>
<th>Email/Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>935-8561; 927-2779 ext. 2651; 2947</td>
<td><a href="http://www.mona.uwi.edu/admissions/">www.mona.uwi.edu/admissions/</a></td>
</tr>
<tr>
<td>Bursary</td>
<td>977-9069/2865-6 ext. 2870</td>
<td><a href="http://www.mona.uwi.edu/bursary/about/index.htm">www.mona.uwi.edu/bursary/about/index.htm</a></td>
</tr>
<tr>
<td>Campus Registrar</td>
<td>977-1202</td>
<td><a href="mailto:campusregistraroffice@uwimona.edu.jm">campusregistraroffice@uwimona.edu.jm</a></td>
</tr>
<tr>
<td>Examinations</td>
<td>935-8272 ext. 2272; 2316</td>
<td><a href="http://www.mona.uwi.edu/exams/">www.mona.uwi.edu/exams/</a></td>
</tr>
<tr>
<td>Department of Sports</td>
<td>702-4473 ext. 2229</td>
<td></td>
</tr>
<tr>
<td>ID Processing Unit at the HR Division</td>
<td>927-2702; 970-2071; 2305; 2356 ext. 2680</td>
<td></td>
</tr>
<tr>
<td>Mona Information Technology Services (MITS)</td>
<td>927-2148; 977-4496; 977-4537</td>
<td><a href="http://www.mona.uwi.edu/mts">www.mona.uwi.edu/mts</a></td>
</tr>
<tr>
<td>Office of Placement &amp; Career Services</td>
<td>927-1650 ext. 2224; 2332; 2387</td>
<td><a href="http://www.mona.uwi.edu/placement/">www.mona.uwi.edu/placement/</a></td>
</tr>
<tr>
<td>Office of the Principal</td>
<td>927-2253</td>
<td><a href="mailto:principal.office@uwimona.edu.jm">principal.office@uwimona.edu.jm</a></td>
</tr>
<tr>
<td>Office of Special Student Services</td>
<td>935-8315 ext. 2315</td>
<td><a href="http://www.mona.uwi.edu/oss/">www.mona.uwi.edu/oss/</a></td>
</tr>
<tr>
<td>Office of the Director of Student Services &amp; Development (OSSD)</td>
<td>977-3880 ext. 2541; 2546 970-2739 ext. 2546</td>
<td><a href="http://www.mona.uwi.edu/oss/">www.mona.uwi.edu/oss/</a></td>
</tr>
<tr>
<td>Public Relations Office, Mona</td>
<td>977-5941; 977-7346</td>
<td><a href="http://www.mona.uwi.edu/proffice/">www.mona.uwi.edu/proffice/</a></td>
</tr>
<tr>
<td>Student Lodgings Office</td>
<td>702-3493</td>
<td></td>
</tr>
<tr>
<td>Student Records Unit</td>
<td>970-4472 935-8856 ext. 2856; 2747; 2126</td>
<td></td>
</tr>
<tr>
<td>Student Administrative Services Section</td>
<td>512-3733 ext. 3734-40</td>
<td></td>
</tr>
<tr>
<td><strong>BANKS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Commercial Bank</td>
<td>927-1898 ext. 2264</td>
<td></td>
</tr>
<tr>
<td>Scotiabank</td>
<td>702-2518 702-2552-3</td>
<td></td>
</tr>
<tr>
<td><strong>BOOKSHOP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CAMPUS SECURITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COUNSELLORS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CREDIT UNION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EATERIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FACULTY OFFICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities &amp; Education</td>
<td>977-3659</td>
<td><a href="http://www.mona.uwi.edu/humed/">www.mona.uwi.edu/humed/</a></td>
</tr>
<tr>
<td><strong>ID Processing Unit at the HR Division</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mona Information Technology Services (MITS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office of the Principal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Public Relations Office, Mona</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Lodgings Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Records Unit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Administrative Services Section</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BOOKSHOP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CAMPUS SECURITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COUNSELLORS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CREDIT UNION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EATERIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FACULTY OFFICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities &amp; Education</td>
<td>977-3659</td>
<td><a href="http://www.mona.uwi.edu/humed/">www.mona.uwi.edu/humed/</a></td>
</tr>
</tbody>
</table>
## Key Contacts

### Law
927-1855 927-1297
http://www.mona.uwi.edu/law/

### Medical Sciences
927-2556 ext. 7-2245; 7-2475
977-2565 ext. 7-2478; 7-2479
http://www.mona.uwi.edu/fms/

### Pure and Applied Sciences
977-1785 ext. 2401; 2961; 2962
http://www.mona.uwi.edu/fpas/

### Social Sciences
977-0640 ext. 2220-2927-2592
http://www.mona.uwi.edu/socsci/

### HALLS OF RESIDENCE
#### AZ Preston
977-6721-31 ext. 2411
http://www.mona.uwi.edu/halls/az-preston/

#### Chancellor
927-2780 ext. 2387; 2183
http://www.mona.uwi.edu/halls/chancellor/

#### Irvine
927-2793-4 ext. 2343; ext. 2347; 2443
http://www.mona.uwi.edu/halls/irvine/

#### Mary Seacole
927-2546 ext. 2452; 2483-4
http://www.mona.uwi.edu/halls/seacole/

#### Postgraduate Housing Complex
Through the Office of the Director of Student Services & Development (OSSD)

### Rex Nettleford
ext. 2130-2
http://www.mona.uwi.edu/halls/nettleford/

### Taylor
927-2533 ext. 2386; 2375-6
http://www.mona.uwi.edu/halls/taylor/

### HEALTH CENTRE
970-0017 ext. 2270; 2370
http://www.mona.uwi.edu/health-centre/index.php

### LIBRARIES
#### Main Library
935-8294 ext. 2294; 2296
512-3568/9 ext. 3568/9; 2479
http://www.mona.uwi.edu/library/

#### Medical Library
927-1073 ext. 2438
http://www.mona.uwi.edu/library/medical_library.html

#### Science Library
927-1068 ext. 2202-3
http://www.mona.uwi.edu/library/science_library.html

### Philip Sherlock Centre for The Creative Arts
927-1047 ext. 2383
http://www.mona.uwi.edu/campuslife/sherlock.htm

### POLICE
#### Campus Police
927-2298 ext. 2331; 2310

#### August Town
927-2047, 927-2223

### Matilda's Corner
926-6517, 927-5576

### Papine
927-2047, 977-4204

### POST OFFICE
977-0651

### STUDENTS’ UNION
702-2463 ext. 2168
Guild of Students
http://www.mona.uwi.edu/campuslife/guildofstudents/

### HI-LO MINI MART
977-0295

### SALON SPLURT
977-1438

### UNIVERSITY CHAPEL
935-8317, 935-8496
ext. 2496; 2301; 2540; 2943
Editor: Rose Marie Cameron

Designers: Gary Harris, Rose Marie Cameron

Published 2009 by the Office of the Principal, University of the West Indies, Mona Campus, Jamaica, W.I.

©2009 UWI, Mona
All Rights Reserved