

**FOR COMPLETION BY MA ARCHIVES & RECORDS MANAGEMENT (MA ARCM)
MAJORS ONLY!**

**THE UNIVERSITY OF THE WEST INDIES
DEPARTMENT OF LIBRARY AND INFORMATION STUDIES**

REGISTRATION FORM
MASTER OF ARTS IN ARCHIVES & RECORDS MANAGEMENT (MA ARCM)
2017 / 2018

Student ID Number: _____ **Date of Entry to UWI:** _____

Name: Mr./Miss/Mrs. _____
Surname First Name Middle Name

Present Address	Permanent Address	Work Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Telephone Number: _____
Cell Home Work/Other

Email: 1. _____ 2. _____

Nationality: _____ **Status:** Full-time [] Part-time [] Face-to-face [] Online []

First Degree obtained at: _____

Title of Degree: _____

Class of Degree: _____

Start and completion date of Degree: _____ / _____

Most Recent Employment:

<u>Organisation and Address</u>	<u>Position</u>	<u>Date</u>	<u>Supervisor</u>
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Library Experience:

<u>Organisation & Address</u>	<u>Position</u>	<u>Date</u>	<u>Supervisor</u>
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SEMESTER 1 Year 1**Core Courses: (3 credits each)**

ARCM6001 - Fundamentals of Archives and Records	[]
LIBS6106 - Management of Library & Information Units	[]
LIBS6501 - Information Technology 1	[]

SEMESTER II Year 1**Core courses: (3 credits each)**

ARCM6002 - Acquisition, Organization and Access of Archival Materials	[]
ARCM6003 - Preservation of Archival Materials in Tropical Environments	[]
ARCM6004 - Records Management in the Digital Age	[]

SUMMER Year 1

ARCM6005 - A Practicum in an approved archives/records management facility 3 credits	[]
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SEMESTER I YEAR 2

ARCM6006 - Memory and Recordkeeping in the Caribbean	[]
ARCM6008 - Digital Curation <i>(Not offering in Semester 1 2017/18)</i>	[]

Electives

LIBS6002 - Information Communication and Society	[]
ARCM6007 - Preserving and Managing Sound and Visual Media	[]

SEMESTER II YEAR 2

LIBS6401 - Research Methods in Information Work	[]
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SEMESTER I YEAR 3

ARCM6009 - Research Paper (10,000—15,000 words) 6 Credits	[]
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SEMESTER II YEAR 3

ARCM6009 - Research Paper (10,000—15,000 words) 6 Credits	[]
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Student's Signature

Date

(Signature of HOD or nominee)

Date