

FREQUENTLY ASKED QUESTIONS

ADMISSIONS AND ORIENTATION

1. Q: How can the Faculty of Engineering, Dean's Office help me?

A: The mission of the Faculty Engineering is to offer the students, the University Community and visitors the highest standard of service. We aim to provide accurate and complete information on the Faculty's policies and procedures. We also offer academic advice and counseling and represent the students at various University bodies.

2. Q: What does it mean to matriculate?

A: When you have satisfied the entry requirements for the University and have actually enrolled in a programme.

3. Q: Can I defer my acceptance?

A: A student has the option of deferring his/her offer of acceptance until the next academic year. However, this should be done online before the beginning of the academic year. On the other hand, if a student decides to defer after registration, this should be done by October 31st. Subsequent to this, the request should be made through the Dean.

4. Q: Why should I attend General Orientation?

A: Reasons for attending General Orientation:

- You receive assistance in your transition to the new University space;
- You become familiar with your new environment as you are taken on Campus tours;
- You are given tips about managing finances, living in hall, finding off campus accommodation, keeping safe and time management;
- You learn of opportunities to get involved. The UWI experience is more than academics - you are encouraged to become actively engaged in out-of-classroom activities. There are several co-curricular activities, clubs and societies and student development programmes available for you to get involved;
- You are introduced to the registration process and registration requirements;
- Through faculty orientation, you are offered academic advising. It is critical that you take advantage of academic counselling so that you can make informed choices that are in line with your career goals;
- You learn about the availability of scholarships and bursaries;
- You are introduced to employment opportunities on campus;
- You can register for the First Year Experience (FYE) programme. It is the premier co-curricular activity EXCLUSIVELY for FIRST YEAR students;
- You make final arrangements for accommodation and registration;
- You meet old friends, restoring old friendships; and
- You also start the journey of forming new lifelong friendships.

REGISTRATION

5. Q: When does the academic year begin?

A: Normally, the academic year begins in the last week of August and ends the second week in May.

6. Q: Why do I need a Photo-ID for all activities?

A: A photo-ID is a means of protecting your records and preventing unlawful access to your academic information.

7. Q: What are Preliminary Engineering Courses?

A: The Preliminary Engineering programme is a 1-year programme that serves as a qualifying year for students seeking to access any one of the 3-year BSc engineering programmes. The existing BSc. Engineering programmes have a minimum entry requirement of passes in CAPE mathematics and physics (or equivalent). Students who do not meet this requirement will now have the opportunity for admissions to the preliminary year. However, the credits that are awarded from these examinations will not be counted as part of your general degree requirements. These credits can be used to advance to Level I.

8. Q: What are Foundation Courses?

A: Foundation Courses are offered by the University to make the students' education more rounded. All students within the Faculty are required to complete three (3) Foundation Courses. A student will not be qualified for the awarding of a degree if any of these courses are outstanding. It is also recommended that students register for only one foundation course per academic year.

9. Q: Can I change my enrollment status from full-time to part-time and vice versa?

A: Yes. A request for a change of status can be done via the Student Administration System (SAS). Final approval will then be given by the Dean or his Nominee.

10. Q: Can I register for courses in other Faculties?

A: Yes. However, approval will only be granted by the Faculty in which the course is offered.

11. Q: Can I read for a major or minor in another Faculty?

A: No. Due to the requirements of the Faculty's programs, a student cannot read for a major or minor from other Faculties.

12. Q: Is there a deadline for making adjustments to my registration (adding and/or dropping courses)?

A: Yes. After the official registration period has closed, you usually have an additional two (2) weeks to add or drop courses online. This is known as the Add/Drop Period. This

information is readily available on the Student Administrative Area via the Student Administration System (SAS).

13. Q: What do I do if I am having timetable clashes?

A: Students are expected to select their courses carefully and where there are time conflicts, speak to the Head of Program /Faculty office to ascertain what alternate arrangements can be made.

14. Q: Where can I get information about the outline for courses offered within the Faculty?

A: You can get information about course offered by visiting the Faculty's website as well as the Faculty's Undergraduate Handbook.

15. Q: How do I 'Voluntarily Withdraw' from the University?

A: By making an online request through SAS via the Automated Student Request Module (ARSM).

16. Q: If I withdraw (voluntarily or mandatory) from the University, will I be allowed to return?

A: Yes. You can return after one academic year. However, you must reapply to the University.

17. Q: How do I make a Leave of Absence (LOA) request for the semester or academic year?

A: By making an online request through SAS via the ARSM. Students are encouraged to make their application within the stipulated time frame to avoid a late penalty. In completing the online application, all supporting documents must be uploaded where applicable. In cases where supporting documents are medical reports, it must be submitted to and certified by the University Health Centre. LOA will not be granted for more than two consecutive semesters in the first request. Students may apply for an extension of leave; however, leave will not be granted for more than four semesters. All LOA requests must be made on a per semester basis. Students granted a LOA cannot use the benefits and rights given by the University throughout the duration of their leave. Please note that new students cannot request a LOA for semester 1; however, he/she can request a 'Deferral of Offer.'

18. Q: What are the differences between undergraduate and graduate courses?

A: Undergraduate courses are required for the completion of a Bachelor or Associate Degree, while graduate courses use an undergraduate degree as a pre-requisite requirement.

19. Q. What are the Class of Degrees that are awarded by the University to students in the Faculty of Engineering?

A: The Class of Degrees:

- a. First Class Honours (GPA 3.60 & Above)
- b. Upper Second Class Honours (GPA 3.00 – 3.59)
- c. Lower Second Class Honours (GPA 2.50 – 2.99)
- d. Pass (GPA 2.00 – 2.49)

COURSE SELECTION

20. Q: What are the registration components and the rules that govern it?

A: Registration components and rules are as follows:

- a. Online Selection of & Approval of Courses
- b. Financial Clearance
- c. Registrar’s Approval
 - i. Registration
 - ii. Late Registration
- d. A late registration fine will be charged to students who fail to complete the registration process (which includes payment of fees) prior to the deadline.

21. Q: How do I know which courses to register for?

A: Students should visit the Faculty’s Office for academic counselling.

22. Q: How do I register for my courses?

A: All students are required to select courses online. Students may complete the course selection process from any computer of their choice. Students can access the SAS website from The UWI Mona home page by clicking on the SAS link located on the lower left-hand panel of the Web page under the caption ‘Online Systems’. See Registration Guidelines for further information.

23. Q: Where can I get information about the English Language Proficiency Test?

A: Please contact the English Language Proficiency Test Unit, Department of Language, Linguistics and Philosophy in the Faculty of Humanities and Education.

ONLINE TEACHING AND LEARNING

24. Q: Are there tips for online learning?

A: Yes, for each class:

- i. Ensure your environment has good connectivity.
- ii. Ensure you are muted during the class.

- iii. Don't be afraid to ask questions in lecture: either by chat, or by audio after raising your hand and being acknowledged.
- iv. If a presentation is anticipated ensure you are prepared to turn on your video.

25. Q: What are the computer requirements for online learning?

A: Minimum Requirements:

Laptop/desktop: 8 GB of RAM, 128 GB of hard drive and Intel i5 (or equivalent) Processor
Screen Size: 12" (laptop); 15" (desktop) *Software:* each course will have their own software requirements, however, The UWI Mona will provide Microsoft Office for students.
Connectivity: A stable internet connection (minimum speed 2Mbps down and 1Mbps up)

EXAMINATIONS

26. Q: When do I have examinations?

A: Examinations are governed by the Examinations Section. During the semester, students are given in-course tests and practical examinations, which are scheduled by the faculty. In some cases, there are mid-semester examinations (usually six weeks after the semester has started) that are scheduled by the Examinations Section. Final examinations are organized by the Examinations Section and are scheduled in December for semester 1 and between April and May for semester 2.

27. Q: How do I know the schedule for my mid-semester and final examinations?

A: Mid-semester examination schedule is posted on the Official Notice Board for the Examinations Section. The final examination schedule is also posted on the Official Notice Board for the Examinations Section at least one month prior to the start of examinations. Each student is provided with a personalized examination timetable that is accessible via SAS. This timetable is also sent to the primary email address of each student.

28. Q: What happens if I missed an examination?

A: Candidates who are absent from an examination are asked to check with the Examinations Section. For further information visit the Examinations Section.

29. Q: What are the different types of Examinations in the Faculty of Engineering?

A: All examinations shall be conducted by any one or more of the following:

- a. Written Examinations
- b. Oral Examinations
- c. Practical Examinations
- d. Coursework

30. Q: Does the Faculty offer a summer programme / summer school for students who wish to complete the programme early?

A: Yes. The Faculty offers a number of courses in the summer during June and July. This information is accessible through the Faculty's notice boards and website.

31. Q: How do I participate in the University's Student Exchange Programme?

A: If you:

- a. are registered as a full-time undergraduate student who has spent at least one academic year at the UWI;
- b. are not in the last semester of your final year of study;
- c. have proficiency in the host country's language (if necessary);
- d. have attained at least a Grade 'B' average, GPA 3.0 or the equivalent; and
- e. have not been the subject of any disciplinary action and have no such action pending against him/her. For further information visit The Office of Campus Registrar International Students Office.

32. Q: What is the purpose of the Grade Point Average (GPA)?

A: The GPA is the mechanism used for determining the Class of Degrees. It allows students and graduates to link easily with programmes in other institutions around the world. For further information visit Grading Point Average Regulations.

33. Q: Can I calculate my GPA on my own?

A: Yes. To reassure themselves about the conversion process and become familiar with applying the formulae, students are encouraged to use the GPA Calculator to calculate their degree and cumulative GPAs. The GPA calculator is available in the SAS portal.

34. Q: When is a student on Academic Warning or Required to Withdraw?

A: Student with a GPA in semester 1 or 2 that is less than 2.00 will receive a warning notification. If a student is warned for any two successive semesters for an academic year, he/she will be required to withdraw from the University at the end of that academic year. However, a Waiver of Requirement to Withdraw can be granted, usually once, and at the discretion of the Dean. However, if not granted, the student will be required to sit out for at least one year, after which he/she would be required to re-apply in order to be re-admitted to the University.

35. Q. Will I need textbooks?

A: Yes. Textbooks are needed to maximize your performance. These can be purchased or rented at the University Bookshop or borrowed from the Science & Engineering Branch Library.

36. Q. What must I do if I have missed an examination, laboratory exercise or other graded assignments due to medical reasons?

A: If you have missed an examination, laboratory exercise or other graded assignments due to medical reasons, you should submit a medical report from your attending physician to the UWI Health Centre as soon as possible where you will be further advised.

FINANCIAL INFORMATION

37. Q. Are students required to pay fees to attend the UWI?

A: All students are expected to contribute to the cost of their education at The UWI. However, the Government of the contributing countries subsidizes the education of their students. Students are not considered as registered students until financial obligations have been met.

38. Q: How and where should I pay the fees?

A: Payments can be made through The UWI Bursary Cashier, Paymaster, Bill Express, UWI Online System, EDUCOM Credit Union, Jamaica National and National Commercial Bank (Island wide). Payments made at any of the payment outlets (Paymaster, Bill Express, Jamaica National and National Commercial Bank) are posted to the students' accounts the evening of the same day payment is made.

39. Q: Can I register for courses before payment?

A: Yes. However, payment of fees must be made within the stipulated time frame given by the University.

40. Q: How do I get Financial Clearance?

A: Financial Clearance is granted under the following conditions:

- a. All financial obligations to the University must be cleared for at least the first semester.
- b. If the student is using the Students Loan Bureau (SLB), the miscellaneous fees and other fees must be paid by the student. In addition, information from SLB that the loan process has been completed must be conveyed to the University.
- c. Students who are nationals of Trinidad and Tobago must pay their miscellaneous fees and submit a completed GATE form.

41. Q: What are the fee payment options that are available to students?

A: In terms of fee payment, the following options are available:

- a. Students may pay for the academic year in one payment for tuition, miscellaneous and residence. This must be done by the given deadline for the first semester of the relevant period.
- b. Students may pay per semester for tuition, miscellaneous and residence and this must be done by the stipulated deadline for each semester.

42. Q: If I am paying my tuition fees via Student Loan Bureau (SLB) or other Loan Schemes, when do I get financial clearance?

A: Students using the SLB will be given Financial Clearance and Registrar's Approval for one semester once the loan has been approved and the approval communicated to the University by the Student Loan Bureau. Students whose loan applications are pending, still being processed or awaiting the results of an appeal will not be able to complete their registration.

43. Q: Can I pay for my miscellaneous fees and get my ID?

A: Yes. However, students are encouraged to have their receipt in their possession.

44. Q: What happens if I do not pay my fees by the given deadline?

A: All payments are expected to be made by the deadline stipulated. If you realized that you will not meet the stipulated deadline, seek financial counselling at Student Administrative Services Section (SASS). Also, kindly note that once fees are outstanding for the current semester a late fine of 1% will be applied for each month that the balance remains outstanding. Additionally, once the balance is not cleared at the end of the semester, students will not be able to access sections of the UWI system, in particular, the ability to register for semester 2.

45. Q. Please note the following:

A: If you have registered but cannot pay for the courses and are still within the period that you can "web drop" courses, then "web drop" all courses. If the time for dropping courses has passed and you are still registered for them, but are unable to pay, request a "leave of absence" for that semester using the ASRM as soon as possible. The longer you wait the greater the possibility of a late penalty (academic board fine) being applied to your account. Even if you do not attend classes, you will be expected to pay for them. Failure to pay will also prevent you from registering for further courses.

46. Q: Does the University offer a payment plan?

A: Yes. Payment plans are available on a per semester basis where students are granted a three-month period to clear all balances. The criteria are as follows:

- a. Payment plans are not provided for miscellaneous fees (which are non-refundable and must be paid in full) but are available for hall fees.
- b. 25% of the tuition fee must be paid at the time of application.
- c. There should be no prior monies owed to the University.

47. Q: Where do I go if I am faced with financial difficulties?

A. Please consult the Office of Student Financing, Guild of Students Office or Student Administrative Services Section (SASS).

48. Q: What are the policies governing the refund of fees to students?

A: MISCELLANEOUS FEES ARE NON-REFUNDABLE, however a refund of fees may be considered in the following cases:

- a. Overpayment of fees.
- b. Where a donor has paid monies to UWI and authorized a refund to student.
- c. Where requests for the following have been approved:
- d. Leave of Absence (once requested within the stipulated time frame).
- e. Withdrawal (once requested within the stipulated time frame).
- f. Deferral of Entry.
- g. Reduction in the credit load (applicable to part-time students).
- h. A student is not deemed to have been granted Deferral of Entry or Leave of Absence until written approval has been given by Academic Board Sub-Committee on Student Matters. However, for the purpose of refunds, the amount/percentage will be dependent on the date of application.

49. Q. Can I be refunded the tuition fee for the semester that I cancelled my enrolment?

A. If the application for withdrawal or LOA from the University is made by the students from the start date of the semester until the end of course registrations period they will be eligible for a refund. In order for the fees to be refunded, the students should have no financial obligation to the University. Students will be granted a refund of tuition fee for the relevant semester based on the time frame in which application for LOA or withdraw is made via ASRM. Time Period Refund of Semester's fee

Time Period	Refund of Semester's fee
Within the first 4 weeks of the start of the Semester	100%
After 4 weeks	65%
After 5 weeks	50%
After 6 weeks	40%
After 7 weeks	25%
After 8 weeks	0%

SCHOLARSHIPS/AWARDS

50. Q: Are there any scholarships for new students?

A: The Scholarships and Bursaries that are offered by the Office of Student Financing are primarily designed for applicants entering second and third years. However, there are

scholarships that are given by external agencies, but are facilitated by the Office of Student Financing. Deadline for application is usually May 31st.

51. Q: How do I qualify for the Dean's Honour Society?

A: A Student who receives a Grade Point Average of 3.50 and above for both semesters of an academic year with a letter grade not lower than a B+ will be eligible for the Dean's Honour Society. The failure of any course will automatically disqualify students from receiving any of the awards.

52. Q: If I am unable to maintain the required GPA for my Scholarship, will it be revoked?

A: A scholarship may be revoked if the student performance is below the required GPA (cumulative) for the academic year.

53. Q: Are there awards that are offered by the Faculty?

A: There is a Bursary which is available to all students enrolled in the Preliminary and BSc. Programmes. This Bursary is facilitated by the Office of Student Financing. Visit the Office of Student Financing website at www.mona.uwi.edu/osf/scholarships-bursaries for more details.

54. Q: Does the Faculty of Engineering award students for academic excellence?

A: Yes. The Faculty hosts an Annual Awards Ceremony to honour students who have obtained academic excellence.

OTHER QUESTIONS

55. Q: How can I get a part-time job on Campus?

A: As a full-time student you can seek part-time employment through the Office of Placement and Career Services.

56. Q: If I am emotionally disturbed where can I turn?

A: Counseling services are provided by the University Health Centre.

57. Q: What should a student do if he/she becomes homesick?

A: First year students face numerous challenges. We advise that that they have nutritionally balanced meals, engage in regular exercise, get enough sleep, invest in a healthy relationship with their roommates, join a club or society, and establish a good working relationship with their Head of Program or another Faculty member. However, if you are constantly homesick, please consult the Counseling Unit at the University Health Centre.

58. Q: When do we get holidays?

A: Students are generally given the normal public holidays. In addition, they receive academic break between the third week of December and the third week of January. Summer breaks ranges from the third week of May to the third week of August.

59. Q: Are there clubs and societies in the Faculty and how can I be a part of it?

A: Yes. There are clubs or societies to which you can be involved. These include:

- Mona Engineering Society (MES)
- Jamaica Institute of Engineers (JIE) Student chapter
- Institute of Electrical and Electronics Engineers (IEEE)
- Institute of Civil Engineers (ICE)

60. Q: How many major campuses are there for the University of the West Indies?

A: The University of the West Indies has five (5) major campuses, all of which are located in the Caribbean:

- a. Mona Campus, Jamaica
- b. Cave Hill Campus, Barbados
- c. Five Islands Campus, Antigua and Barbuda
- d. Open Campus
- e. St. Augustine Campus, Trinidad and Tobago

61. Q: Is The UWI a Religious University?

A: No. The UWI is a secular institution of higher education embracing no religion or creed and open to men and women of all faiths and traditions, or no religious beliefs, purely on the basis of merit. The UWI operates within a framework of values that espouses academic excellence, individual rights and security, responsibility to community and public service, and ethical and transparent operations of government and business.

62. Q: What does the University's motto "Oriens Ex Occidente Lux" mean?

A: "Light Rising from the West."

POINTS TO REMEMBER

- Students are encouraged to attend all lecture sessions.
- Avoid 'academic fatigue' by exercising proper time management and working consistently.
- Always aim for an A+, why settle for less? Each year students are awarded for academic excellence by becoming a part of the ***Dean's Honour Society***.
- This is your Faculty, therefore set the right tone by displaying the appropriate behavior, especially in dress and speech.
- Be punctual for all lecture, tutorial and laboratory sessions as this exhibits respect for self, lecturers and your colleagues.
- Avoid using cell-phones during lecture, tutorial and laboratory sessions.
- Eating or drinking is not allowed in the lecture theatres and laboratories.
- Ensure that you are aware of all the courses that are required for the completion of your selected *programme*.
- Ensure that you submit all assignments on time, as each lecturer reserves the right to refuse late assignments.
- Ensure that you are familiar with the regulations for your Undergraduate degree.
- Seek immediate guidance from your Head of Programme, Lecturers or the Deputy Dean for Undergraduate Studies about matters concerning your degree.
- Check your online student portal (SAS) and ENGVLE at least once per week for possible notes from lectures and to ensure that your registration is up to date.
- Always check the notice boards for information from the Campus Registrar, Dean/Deputy Deans or Head of Programme.
- Utilize the University's Facilities such as the Health Centre and the Gym.
- Though campus security is present, be aware of your surroundings and keep your personal items in your care.
- Confirm your registration status at least two weeks before your final examination.
- While learning, have fun, but do so in a responsible manner as the University caters to the development of the whole person.

- Park your vehicle in the designated area(s). Failure to do so will attract a financial penalty.
- Take responsibility for your school work. You can share information with your colleagues, but don't be naïve about it.
- Avoid plagiarism at all times.
- Equip yourself with information regarding scholarships and student exchange programmes and submit your applications.