



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

## **FACULTY OF SCIENCE AND TECHNOLOGY**

**(Formerly Faculty of Pure & Applied Sciences)**

**FREQUENTLY ASKED  
QUESTIONS  
2012/2013**

## Frequently Asked Questions

***Q: How can the Faculty of Science and Technology, Dean's Office help me?***

**A:** The mission of the Faculty of Science and Technology 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 make representations on behalf of the students to various University bodies.

***Q: How is the Faculty of Science and Technology different from any other Faculty?***

**A:** The Faculty of Science and Technology is an oasis; this is where the world of technology meets that of experimental and applied science. We take our students on a journey to discover and increase their knowledge and understanding of the various disciplines under the guidance of brilliant lecturers and researchers.

## ADMISSION

***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.

***Q. What is the difference between Regular Offer and Early Offer/Decision?***

**A:** Regular Offers: given to candidates that has satisfied the normal University requirements for matriculation. That includes 2 pairs of requisite CAPE/‘A’ Level passes, plus the required CSEC/CXC subjects or an approved Associate Degree with a GPA of 2.5 from a tertiary level institution.

Early Offers: given to candidates that have partially satisfied the University requirements for matriculation. They have passes (Grade I –IV) in 2 requisite CAPE Science subjects at Unit 1 and are registered to sit examinations for Unit II of the respective subject. The student **must** also be qualified for entry into the Preliminary Programme.

***Q: Can I defer my acceptance?***

**A:** A student has the option of deferring their offer of acceptance until the next academic year.

However, this should be done in online or in writing before the beginning of the new academic year, or by November of the said academic year.

## **REGISTRATION**

***Q: What are Preliminary Courses?***

**A:** Preliminary Courses are equivalent to the Caribbean Advanced Proficiency Examinations (CAPE) and ‘A’ Levels. However, the credits that are accumulated from these examinations will not be counted as part of your general degree requirements. These credits can be used to advance students to Level I.

***Q: What are Foundation Courses?***

**A:** Foundation Courses are offered by the University to make the students more rounded. There are three (3) mandatory Foundation Courses each of which are three credit courses. It is recommended that students register for only one foundation course per academic year.

***Q: How many credits can a Level 1 student register for?***

**A: Full-time Registration:** A full -time student can register for a minimum of **33 credits** and a maximum of **39 credits** per year: **18 Credits** per semester i.e. (a

combination of 2, 3, and/or 6 credits courses) **AND** one (1) Foundation Course (3 credits) per year = **39 credits (Max.)**

**Part-time Registration:** A part-time student can register for a minimum of **18 credits** and maximum of **27 credits** per year: **12 credits** *per* semester i.e. (a combination of 2, 3, and/or 6 credits courses) **AND** One (1) Foundation Course (3 credits) per year = **27 credits (Max.)**

***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.

***Q: Can I do a major or minor in another Faculty?***

**A:** Yes. In addition to the Faculty's major a student can do a major or one or two minors from other Faculties. Out-of-Faculty majors and minors are governed by the regulations of the Faculty which offers the programme.

***Q: Is there a deadline for changing my courses/ registration (adding and/or dropping courses)?***

**A:** Yes. After the official registration period has closed, you have an additional two (2) weeks to add

or drop courses online. This is known as the Add/Drop Period.

***Q: Can I change my registration 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 have to be given by the Dean or his Nominee.

***Q: Why can't I just take the courses that interest me?***

**A:** A student can register for any course once they have satisfied the pre-requisites for the course. However, please bear in mind the courses that are necessary for successful completion of your degree programme.

***Q: What do I do if I am having timetable clashes?***

**A:** Students are expected to select their courses carefully and where there are clashes, speak to a Department/Course representative to ascertain what alternate arrangements can be made.

***Q: Where can I get information about the content of the courses?***

**A:** You can get information about courses offered by visiting the University's website at <http://www.mona.uwi.edu/>, click on the Faculty's webpage and select the Department that offers the course.

***Q: How Do I 'Voluntarily Withdraw' from the University?***

**A:** By completing a **Faculty Student Request Form** which is available in the Dean's Office or by writing a letter; and then submit the form or letter to the Dean's Office for action.

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

**A:** Yes. This can be done for one academic year. However, if you do not return after that period, you will be required to apply for re-admission.

***Q: What are the procedures for taking Leave of Absence (LOA) for the semester?***

A student who wishes to be absent from the Faculty for a semester or more must make the request online via SAS or write a letter to the Associate Dean making the request for the LOA. In both cases, the reason(s) for the application must be stated. The request is then processed by the Academic Board for final decision.

***Q: Is it possible to apply for LOA in the middle of the semester?***

**A:** Yes. Again, students are required to state the reason (s) for the request.

***Q. What are the differences between Undergraduate and Graduate courses?***

**A:** Undergraduate courses are required for the completion of a Bachelor's or Associate Degree.

Graduate courses involve study for a higher level qualification which has an undergraduate degree as a pre requisite requirement.

**Note:** Associate and Bachelor degrees are referred to as undergraduate degrees, while Master's and Doctoral degrees are referred to as graduate degrees.

***Q. What are the Classes of Degrees that are offered by the University to students in the Faculty of Science and Technology?***

**A.** First degrees awarded by the UWI, can be classified by:

- **First Class Honours**



(Weighted/Programme GPA 3.60 and Above)

- **Upper Second Class Honours**  
(Weighted/Programme GPA 3.00 – 3.59)
- **Lower Second Class Honours**  
(Weighted/Programme GPA 2.00 – 2.99)
- **Pass**  
(Weighted/Programme GPA 1.00 – 1.99)

## **EXAMINATION**

***Q: When do we have exams?***

**A:** During the Semester students are given In-Course Tests and Practical Examinations, which are scheduled by the departments. Final examinations, organized by the Examinations Section are given at the end of the Semester.

***Q: How do I know the schedule for my examination?***

**A:** The Final Examination Schedule is posted on the official Notice Board of the Examinations Section at least one month prior to the start of examinations. For in-course tests and practical exams please check with the respective Departments.

***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: <http://www.mona.uwi.edu/exams/#>

***Q: What are the different types of Examinations in the Faculty of Science and Technology?***

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

- (a) Written Examinations
- (b) Oral Examinations
- (c) Practical Examinations
- (d) Coursework (which shall include written incourse tests, practical work, dissertations, essays, projects, studies and other forms of coursework exercise as approved by the Faculty Board, or the Campus Committee on Examinations or Board for Undergraduate Studies as appropriate).

***Q: Does the Faculty offer a summer programme for students who wish to complete the programme early?***

**A:** Yes. The Faculty offers a number of courses in the summer during the period of May to July. This information will be posted online and on the Faculty's *notice boards*.

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

**A: If you:**

- are registered as a full-time undergraduate student who has spent at least one academic year at the UWI
- are not in the last semester of your final year of study
- have proficiency in the host country's language (if necessary)
- have attained at least a Grade 'B' average, GPA 3.0 or the equivalent
- 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 Student Office website at

<http://www.mona.uwi.edu/iss/faq.php>

***Q: What is the purpose of the GPA?***

**A:** The acronym *GPA* stands for Grade Point Average. The University of the West Indies (UWI) uses this mechanism to allow its students and graduates to be able to link easily with programmes in other institutions around the world.

The GPA is the mechanism used for determining the Class of Degrees and Prizes.

For further information visit the website <http://www.mona.uwi.edu/studinfo/gpa.pdf>

***Q: How is Grade Point Average (GPA) calculated?***

**A:** Grade Point Average is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, courses taken for preliminary Credits and courses for which the designation I or IP is awarded under Regulation 6(iv). For further information, please visit: <http://www.mona.uwi.edu/studinfo/gpa.pdf>

***Q: When is a student considered to be on Academic Warning ?***

- A.** A student whose GPA in Semester 1 or 2 is less than or equal to 1.00 will receive a warning notification. If a student is warned for any two successive semesters he/she will be required to withdraw from the University at the end of that academic year.

***Q. Will I need textbooks?***

**A.** Yes. Textbooks are needed to maximize your performance. These can be purchased at the University Bookshop.

***Q. What is an academic year?***

**A.** Normally the year begins in the last week of August and ends the second week in May.

### **FINANCIAL INFORMATION (FEES AND TUITION PAYMENT)**

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

**A.** All students will be expected to contribute to the cost of their education at UWI. However, the Government of the contributing countries subsidizes the education of their students.

***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, UWI (Mona) & Community Co-op. Credit Union Ltd and National Commercial Bank (Island wide). Payment made at any of the payment outlets (Paymaster, Bill Express, and National

Commercial Bank) take approximately two working days to be posted to the students' accounts.  
<http://apps.mona.uwi.edu/bursary/faq/>

***Q: Can I register for courses before payment?***

**A:** No. Payments must be done before registration.

***Q: How do I get Financial Clearance?***

**A:** Financial Clearance is granted under the following conditions:

- All miscellaneous fees and at least half the tuition must be paid by the given deadline if the student is self sponsored.
- If the student is using the Students Loan Bureau (SLB) scheme, the miscellaneous 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.
- A student must pay the necessary fees (for example miscellaneous fees, residence, and the difference in tuition) that are not covered by the scholarship.

- Students who are nationals of Trinidad and Tobago must pay their miscellaneous fees and submit a completed GATE form.
- Barbadian nationals are required to pay their miscellaneous fees.
- Students who have been granted residence on hall must pay at least the semester's charge for the room.

For further information visit:

<http://apps.mona.uwi.edu/bursary/faq/>

**Note:** All payments must be made by the given deadline for each semester. If not, late fees will be accrued.

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

**A:** In terms of fee payment, students have the following options:

- They can pay for the academic year and this must be done by the given deadline for the first semester of the relevant period.
- They can pay per semester and this must be done by the given deadline for each semester. To pay per semester, a minimum

of half the tuition plus all of the miscellaneous fees must be paid.

Only in exceptional and verifiable cases of financial difficulty will consideration be given to allow payment beyond the dates specified.  
<http://www.mona.uwi.edu/admissions/fees/fees.pdf>

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

**A:** To get an ID card, a student must be fully registered. That is, having the Dean's Approval, Financial Clearance, and Registrar's Approval.

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

**A:** Students using the SLB scheme 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. However, such students will be permitted to complete the academic process, i.e. select courses.



For further information please contact the Student Administrative Office.

***Other Loan Schemes***

Students using other approved non-Jamaican loan schemes will be given financial clearance for Semester I only, on the evidence that the loan has been approved. The proceeds of their loans must be paid to the University by **November 1, 2012**. Failure to comply with this payment deadline may result in the student not being permitted to write Semester I examinations. These students will be required to sign an agreement reflecting this arrangement.

***Q: What are the policies governing the refund of tuition, miscellaneous and residence (hall) fees to students?***

**A:** A refund of student tuition may be considered in the following cases:

- Overpayment of fees
- Where requests for the following have been approved:
  - Leave of Absence (LOA)
  - Withdrawal
  - Deferral of Entry
  - Change of academic/registration status

- Full-Time to Part-Time Registration: Reduction in course load (applicable to part-time students)
- Where a donor has paid monies to UWI and authorized a refund to student.

A student is not deemed to have been granted Deferral of Entry or Leave of Absence until written approval is 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 or receipt of letter indicating withdrawal. Students are advised to apply as early as possible for Deferral of Entry and Leave of Absence. For further information visit <http://www.mona.uwi.edu/admissions/fees/fees.pdf>

**Note:** Students on Leave of Absence cannot use the benefits and rights given by the University throughout the duration of their leave.

***Q. Can I get back the tuition fee for that semester if I cancel my enrolment?***

**A.** If the application for withdrawal 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 to get the refund, students should not have any unpaid balance to the University. In

order for the fees to be refunded, the students should have no obligation to the University.

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

**A:** All payments are expected to be paid by the deadline stipulated. Late accounts will be subject to late fees. Non-payment of fees will lead to compulsory leave of absence/ deregistration.

***Q: Does the University offer student loan or financial aid programmes?***

**A:** Payment of all tuition fees is entirely the responsibility of the student. However, the Office of Student Financing may be contacted for special assistance.

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

**A:** Please consult the Office of Student Financing for guidance.

## **COURSE SELECTION GUIDELINES**

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

**A:** Registration components and rules are as follows:

1. Online Selection of & Approval of Courses
2. Financial Clearance
3. Registrar's Approval
  - Registration
  - Late Registration

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.

***Q: How do I register for my Course Selection?***

**A:** All students are required to select courses online. Students may complete the selection process from any computer of their choice. Students can access the Student Administration System (SAS) website from the UWI Mona home page at <http://www.mona.uwi.edu/> 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.*

## **SCHOLARSHIPS**

***Q: Are there any scholarships for new students?***

**A:** No, not to finance your first year. The Scholarships and Bursaries that are offered by the Office of Student Financing are designed for applicants when entering second and third year. New Students can apply during their first year by May 31.

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

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

***Q: What are the requirements for a scholarship? When are applications for scholarship evaluated? Where should I apply?***

**A:** Contact the Office of Student Financing for scholarship deadlines and criteria.

Or visit their website:

<http://myspot.mona.uwi.edu/osf/>

***Q: What scholarship opportunities exist during my education at University?***

**A:** Select link for detailed:

<http://myspot.mona.uwi.edu/osf/scholarship/faculty>.

***Q: If I withdraw from a course, will my scholarship be cut off or interrupted?***

**A:** No, assuming that the student is registered for several other courses and is still a full-time student.

## **OTHER QUESTIONS**

### **AWARDS**

***Q: Does the Faculty of Science and Technology award students for academic excellence?***

**A:** Yes. The Faculty hosts an Annual Awards Ceremony to honor students who have obtained scholarships and have received commendations on the basis of their academic performance in the previous academic year. Please see the Dean's Office for further information.

### **EMPLOYMENT**

***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 University's Office of Placement and Career Services.

## **HEALTH**

***Q: If I am emotionally distorted where can I turn?***

**A:** Academic Advising and counseling services are provided by both the Faculty the University Health Centre. For further information kindly contact the relevant department.

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

**A:** First year students face numerous challenges and some struggle at first. We advise that they give it a little time, get engaged with their academic work, eat the right foods, engage in regular exercise, get enough sleep, invest in their relationships with their roommates, join a club or organization, and establish a good working relationship with their advisor or another faculty or staff member. If this continues, please consult the Counseling Unit at the University Health Centre.

## **HOLIDAYS**

***Q: When do we get holidays?***

**A:** Students are generally given the normal public holidays; in addition, they normally receive academic break at the third week of December until

the third week of January and summer holidays from the third week of May until the third week of August.

## **CLUBS**

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

**A:** Yes. Each department has clubs and societies to which you can be involved. These include:

### *Department of Chemistry*

- Chemical Society
- Chemical Alumni Staff and Friends (CHEMSAF)

### *Department of Computing*

- Higher Achievers Commanding Knowledge Enabling Research Sharing (Hackers Club)

### *Department of Physics*

- The Radio Ham Club
- The Electronics Club
- Alternative Energy Research Society

### *Department of Geography & Geology*

- UWI Geographical Society
- Jamaica Geographical Society



- UWI Geological Society
- Jamaica Geological Society
- Geology Society of Trinidad & Tobago

*Department of Mathematics*

- Actuarial Science Club

***Q: Why Do I Need a Photo-ID for Everything?***

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

### **GENERAL QUESTIONS**

***Q: How many campuses are there at the University of the West Indies?***

**A:** The University of the West Indies has four (4) campuses, all of which are located in the Caribbean:

- 1) UWI Mona, Jamaica
- 2) UWI St. Augustine, Trinidad and Tobago
- 3) UWI Cave Hill, Barbados
- 4) Open Campus

***Q: Who is the Dean of the Faculty of Science and Technology?***

**A:** Professor Ishenkumba Kahwa

**Q:** *Who is the Deputy Dean of the Faculty of Science and technology?*

**A:** Professor Ralph Robinson

**Q:** *Who is the Associate Dean responsible for Undergraduate Matters in the Faculty of Science and technology?*

**A:** Dr. Eric Hyslop

Email address: [eric.hyslop@uwimona.edu.jm](mailto:eric.hyslop@uwimona.edu.jm)

**Q:** *Who is the Administrative Officer for the Faculty of Science and Technology?*

**A:** Mrs. Miriam Lindo

**Q:** *Who is the Chancellor of the University of the West Indies?*

**A:** Sir George Alleyne

**Q:** *Who is the Vice-Chancellor of the University of the West Indies?*

**A:** Professor E. Nigel Harris

**Q:** *Who is the Principal of the University of the West Indies, Mona Campus?*

**A:** Professor Gordon Shirley

***Q: Is UWI a Religious University?***

**A:** No. 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.

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.

***Q: What does the University's motto "Oriens Ex Occidente Lux" means?***

**A:** “Light Rising from the West.”

***Q. Where can I find a map of the University?***

**A:** <http://myspot.mona.uwi.edu/proffice/mona-virtual-campus>

***Q: What is the contact information for the University of the West Indies, Mona Campus?***

**A:** The University of the West Indies is located at:

Mona, Kingston 7  
Jamaica W.I.

***Q: What is the contact information for the Faculty of Science and Technology, Dean's Office, Mona Campus?***

**A:** The Faculty of Science and Technology, Dean's Office is located at:

5 Anguilla Close  
Mona Campus  
Mona, Kingston 7  
Jamaica W.I.

# **DATES TO REMEMBER**

## **Semester 1**

Semester 1 Begins.....	August 26, 2012
Teaching Begins.....	September 3, 2012
Teaching Ends.....	November 30, 2012
Examinations Begin.....	December 5, 2012
Examinations End.....	December 21, 2012
Semester 1 Ends .....	December 21, 2012

## **Semester 2**

Semester 1 Begins.....	January 20, 2013
Teaching Begins.....	January 21, 2013
Teaching Ends.....	April 19, 2013
Semester Break.....	April 22-26, 2013
Examinations Begin.....	April 29, 2013
Examinations End.....	May 17, 2013
Semester II Ends .....	May 17, 2013







## The Dean's Office, Faculty of Science and Technology

**Tel. No. :** (876) 977-1785/618-0924

**Website:** <http://myspot.mona.uwi.edu/fpas/>

**Email:** fpas@uwimona.edu.jm