



THE UNIVERSITY OF THE WEST INDIES
Mona Campus

Faculty of Science and Technology

Frequently

Asked

Questions



Admission

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 represent the students at 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 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.

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: 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 online before the beginning of the academic year.

Registration

Q: What is an academic year?

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

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. 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.

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

A: 1). Full-time Registration: A full-time student can register for a minimum of 33 credits and a maximum of 39 credits per year, that is 18 credits per semester AND one (1) Foundation Course (3 credits) per year = 39 credits (Max.)

2). 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 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 be given by the Dean or his Nominee.

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 making adjustments to my 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. This information is readily available on the Student Administrative Area via the Student Administration System (SAS).

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 a Department/Course representative to ascertain what alternate arrangements can be made.

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 at <http://myspot.mona.uwi.edu/fpas/> as well as the Faculty's Handbook.

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

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

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.

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.

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 undergraduate degree as a pre-requisite requirement.

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

A. The Class of Degrees:

- **First Class Honours (GPA 3.60 & Above)**
- **Upper Second Class Honours (GPA 3.00 – 3.59)**
- **Lower Second Class (GPA 2.50 – 2.99)**
- **Pass (GPA 2.00 – 2.49)**

***S*examination**

Q: When do we have exams?

A: During the semester students are given In-course tests and practical examinations, which are scheduled by each department. In some cases there are mid-semester examinations 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.

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

A: The final examination schedule is posted on the official Notice Board for the Examinations Section at least one month prior to the start of examinations. In addition, each student is provided with a personal examination time table that is accessible through their online registration.

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 at:

<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 and other forms of In-course Tests, Practical Work, Dissertations, Essays, Projects, and coursework exercises as approved by the Faculty Board, or the Campus Committee on Examinations or Board for Undergraduate Studies as appropriate).

Q: Does the Faculty offers 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 is accessible through the Faculty's notice boards and website.

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

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 the website:

<http://www.mona.uwi.edu/studinfo/gpa.pdf>

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

A: The 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 on Academic Warning ?

A. A student whose GPA in Semester 1 **or** 2 is less than or equal to 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 at the discretion of the Dean and Academic Board. However, if not granted the student will be required to sit out for at least one year before they become eligible for re-entry to the University.

Q. Will I need textbooks?

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

Financial Information

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.

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

Q: How do I get Financial Clearance?

A: Financial Clearance is granted under the following conditions:

- All financial obligations to the University must be cleared for at least the first semester.
- If the student is using the Students Loan Bureau (SLB) scheme, 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.
- 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.

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

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

- Students can pay for the academic year in one payment. This must be done by the given deadline for the first semester of the relevant period.
- Students can pay per semester and this must be done by the stipulated deadline for each semester.

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.

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.

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 a donor has paid monies to UWI and authorized a refund to student.
- Where requests for the following have been approved:
 - Leave of Absence (once done within the stipulated time frame)

- Withdrawal (once done within the stipulated time frame)
- Deferral of Entry
- Reduction in the credit load (applicable to part-time students).

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.

Q. Can I get back 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 SAS.

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%

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. Students that have not paid their tuition fee will not be able to sit there final examinations. Additionally, a financial hold will also be placed on the student’s account, thus preventing him/her from accessing online systems such as *Our Virtual Learning Environment (OURVLE)* and particular sections of SAS.

Please note the following:

1. *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.*
2. *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 more money the university will deduct from your account.*
3. *Even if you do not attend classes you will be expected to pay for them. This will also prevent you from registering for further courses, if you return in the next academic year.*

Q: Does the University offers a payment plan?

A: Yes. Payment plans are available on a per semester basis where students are granted a three months period to clear all balance. The Criteria are as follows:

- Payment plan is not provided for miscellaneous and halls fees. Thus, these must be paid in full before the application is made.
- 25% of the tuition fee must be paid at the time of application.
- There should be no prior monies owed to the University.

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

A: Please consult the Office of Student Financing for guidance, Guild of Student Office or Billings.

Course Selection

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 know which courses to register for?

A: All students are provided with a course listing which indicates the courses that they are to register for. Additionally, they can visit the Departments or Dean's Office for academic counselling.

Q: How do I register for my courses?

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.*

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

A: Please contact the Department of Language, Linguistics and Philosophy in the Faculty of Humanities and Education or visit their homepage at <http://www.mona.uwi.edu/dllp/language/elptu/>

Scholarships

Q: Are there any scholarships for new students?

A: No. 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.

Other Questions

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 academic excellence.

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.

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

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

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

A: First year students face numerous challenges. We advise that they have a nutritionally balanced meal, 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 advisor or another Faculty member. However, if you are constantly homesick, please consult the Counseling Unit at the University Health Centre.

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.

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

A: Yes. Each department has club(s) or 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 a mean of protecting your records and preventing unlawful access to your academic information.

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:

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

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" mean?

A: "Light Rising from the West."

Persons to Know

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DEAN'S OFFICE

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- Manager: Mr. Karl Brown
- Zone Chief: Mr. Laten Gayle
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Academic Diary

Semester 1

- Semester 1 Begins.....August 24, 2014
- Teaching Begins.....September 01, 2014
- Teaching Ends.....November 28, 2014
- Examinations Begin.....December 03, 2014
- Examinations End.....December 19, 2014
- Semester 1 EndsDecember 20, 2014

Semester 2

- Semester II Begins.....January 18, 2015
- Teaching Begins.....January 19, 2015
- Teaching Ends.....April 17, 2015
- Semester Break.....April 19-26, 2015
- Examinations Begin.....April 27, 2015
- Examinations End.....May 15, 2015
- Semester II EndsMay 15, 2015



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"Everyone can rise above their circumstances and achieve success if they are dedicated to and passionate about what they do."

Nelson Mandela