



THE UNIVERSITY OF THE WEST INDIES
Mona Campus

Faculty of Science and Technology

Registration Guide



From the Dean,
Professor Paul B. Reese
To All New Students, 2014-2015

It is my pleasure to welcome you to the Faculty of Science and Technology. I congratulate you for choosing the University of the West Indies as your preferred institution to pursue Higher Education. We assure you that you have made the right decision and that we are here to facilitate the full realization of your potential.

Over the years the University in general, and the Faculty of Science and Technology in particular, have played a pivotal role in nation building throughout the Caribbean and beyond. You are here to continue to build on that tradition of excellence; however, I must hasten to warn you that it will take a tremendous amount of unremitting effort on your part, a well-trained mind, fixity of purpose, and hard work. We have no doubt that you are up to the challenge of fulfilling that expectation.

The Staff at the Dean's Office and Departmental Offices will assist you in making your transition to life at the University as smoothly as possible. Feel free to make your enquiries and to interact with the staff. Our Lecturers are among the best, and many have received prestigious awards for research and teaching. They are ready to provide you with the resources and the tools that can place you among the top achievers in the University.

I encourage you to listen keenly to the presentations during the Faculty's Pre-Orientation as well as the General Orientation Programme that will take place August 21-22, 2014. You should make every effort to understand how the Grade Point Average (GPA) programme works, as this will be used to determine your status at the University.

It is your responsibility to ensure that you are in good academic and financial standing with the University. The records show that students whose financial obligations are not met on a timely

basis subsequently suffer from poor performance and eventual withdrawal.

I wish you every success at the UWI, and I hope that your learning experience here will be exciting and rewarding. We are here to help you achieve this. Use every opportunity to your advantage.



From the Associate Dean,
Dr. Eric Hyslop
To All New Students, 2014-2015

Welcome to the Faculty of Science and Technology (FST). Thank you for accepting our invitation to pursue your higher educational goals with us. We are confident that you have made an excellent choice and that you will thoroughly enjoy the academic and social experience of studying in the FST, UWI.

You will be exposed to a range of disciplines and experiences embodied in the words "*Higher Education*". In order to fully benefit from this exposure you must actively participate in your own education. Education is about your curiosity, probing, analysis and arriving at your own conclusions. Rather than regurgitating information, you must seek to understand the concepts and theories which you will encounter. Never unquestioningly accept the teachings of lecturers or tutors and the "*facts that you see in print*". We are interested in developing scholars with inquiring minds. Learning is not only cognitive, but also social. There is much you will learn from your classmates.

The Faculty and staff are here to give advice, assistance and clarification on matters concerning your academic progress. I would like to advise you of the following: Please use all sources of information, read notice boards and electronic notes placed on your registration page carefully and ask for assistance and clarification if you are unsure of the information. Failure to seek advice and deal with problems as soon as they arise will lead to retardation of your progress in the Faculty and a waste of time and resources. Never forget, you owe it to your country to make the best of your opportunities here.

It is our firm belief that you have the ability to realize your full potential. We are confident that we will not only graduate scientists, but persons who are well rounded; ready to play their

part as a citizen and who will advance the human condition. Welcome again to the Faculty of Science and Technology where you will orchestrate your future.

REGISTRATION GUIDELINES

WHEN DO CLASSES BEGIN?

To find out when classes begin each semester, consult the **Academic Diary**. For Semester 1, academic year 2014–2015, teaching begins Monday, September 1, 2014.

HOW DO I REGISTER?

Before you register for classes, you must be admitted to the University of the West Indies, Mona Campus. Students can only register for their courses using the UWI Mona Student Administration System (SAS). It is advisable that you talk with your Department's Undergraduate Coordinator and seek academic advice.

WHAT ARE PRELIMINARY COURSES?

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 to Level I.

WHAT IS A LOWER LEVEL MATRICULATION?

Lower Level Matriculation (Preliminary Offer) is given to an applicant who does NOT have the two units of CAPE Science subjects or the requisite 'A' Level passes. This degree takes four years. This offer is normally made to applicants with CSEC (CXC) passes ***only or one 'A' Level or one unit of CAPE science subject.***

Note: Preliminary Credits do not count towards your degree credits.

WHAT IS UPPER LEVEL MATRICULATION?

This is referred to as Normal Matriculation. The applicant would have satisfied the University and the Faculty's requirements for matriculation. Upper Level Matriculation is offered to students who are qualified to do their degrees over three years.

Note: This offer is given to an applicant who has two units of CAPE/'A' Levels Science passes.

HOW MANY CREDITS CAN I REGISTER FOR EACH SEMESTER?

Full-time Student 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** (a combination of 3 and/or 6 credits courses) **AND** one (1) Foundation Course (3 credits) per year = **39 Credits (Max.)**

Part-time Student Registration: A part-time student can register for a **minimum of 18 credits and a maximum of 27** credits per year. That is **12 credits per semester** (a combination of 3 and/or 6 credits courses) **AND** one (1) Foundation Course (3 credits) per year = **27 Credits (Max.)**

Note: FST students MUST complete 3 Foundations Courses; EXCLUDING (FOUN1201/FD12A). It is also highly recommended that students complete their Foundation Courses in Semester 2 of each academic year.

COURSE LISTING

| SUBJECT | SEMESTER 1 COURSE CODES | SEMESTER 2 COURSE CODES |
|------------------------|-----------------------------------------------------|-----------------------------------------------------|
| Biochemistry | MICR 1010 MICR 1011 (L1) | BIOC 1020 BIOC 1021 (L1) |
| Computing | COMP1126 COMP1127 (L1) | COMP1210 & COMP1220 COMP 1161 (L1) |
| Geography | GEOG1131 GEOG1231 (L1) | GEOG1132 GEOG1232 (L1) |
| Geology | GEOL1101 GEOL1102 (L1) | GEOL1103 GEOL1104 (L1) |
| Chemistry | CHEM0901 (P) CHEM1901 (L1) | CHEM0902 (P) CHEM1902 (L1) |
| Biology | BIOL0011 (P) BIOL1017 & BIOL1018 (L1) | BIOL0012 (P) BIOL1262 & BIOL1263 (L1) |
| Mathematics | MATH0100 (P) MATH1141 & MATH1142 (L1) | MATH0110 (P) MATH1151 & MATH1152 (L1) |
| Physics | PHYS0411 & PHYS0412 (P) PHYS1411 & PHYS1412 (L1) | PHYS0421 & PHYS0422 (P) PHYS1421 & PHYS1422 (L1) |
| P = Preliminary | | L1 = Level 1 |

HOW DO I SELECT MY COURSES?

BIOLOGY

If you have
CSEC passes
only



BIOL0011 & BIOL0012

BUT

If you have
CAPE Unit 1 & 2
Or 'A' Level passes



BIOL1017 & BIOL1018
BIOL1262 & BIOL1263



CHEMISTRY

If you have CSEC
passes only



CHEM0901 & CHEM0902

BUT

If you have
CAPE Unit 1 & 2
Or 'A' Level passes



CHEM1901 & CHEM1902



Note: Students that are pursuing a major in Chemistry must register for MATH 1185 and either MATH 1141 or STAT1001 and PHYS0410 and PHYS0420 (or its equivalent) if pursuing a Major in Special Chemistry.

MATHEMATICS

If you have CSEC passes only → MATH0100 & MATH0110

BUT

If you have CAPE Unit 1 & 2
Or 'A' Level passes → MATH1141 & MATH1142
MATH1151 & MATH1152

Note: Students that have passed either CAPE or 'A' Level Mathematics along with CXC Physics can register for Level 1 Physics.

PHYSICS

If you have CSEC passes only → PHYS0411 & PHYS0412
PHYS0421 & PHYS0422

BUT

If you have CAPE Unit 1 & 2
Or 'A' Level passes → PHYS1411 & PHYS1412
PHYS1421 & PHYS1422

CAPE/ 'A' LEVEL
Mathematics
With CSEC Physics

Note: Students that are pursuing a major Medical Physics or Electronics major must register for ELET1400, ELET1405 and MATH1185.

BIOCHEMISTRY

CAPE/‘A’ LEVEL Chemistry & Biology \longrightarrow MICR1010 & MICR1011
BIOC1020 & BIOC1021

Note: Major in Biochemistry requires Level 1 Chemistry (Semesters 1 & 2) as well as the four courses mentioned above.

GEOGRAPHY and GEOLOGY

Geography

If you have CSEC Geography and any 2 pairs science CAPE/ ‘A’ Level \longrightarrow GEOG1131 & GEO1132
GEOG1231 & GEO1232

BUT

CAPE / ‘A’ Level Geography \nearrow

Geology

If you have any 2 pairs science CAPE / ‘A’ Level \longrightarrow GEOL1101 & GEOL1102
GEOL1103 & GEOL1104

COMPUTER SCIENCE/INFORMATION TECHNOLOGY

If you have any two science CAPE/'A' LEVEL subjects \longrightarrow COMP1210 & COMP1220
COMP1126 & COMP1127

Note: Students that are pursuing a major in Computer Science or Information Technology must register for COMP1161.

Credit Requirements

The table below indicates the minimum credits at the different levels that are needed for the awarding of a degree for the Faculty of Science and Technology. Please note that for the advanced level, the major pursued must be fulfilled.

| Level | Minimum Credit Requirement |
|--------------------|----------------------------|
| 1 | 24 |
| 2 and 3 (Advanced) | 60 |
| Foundation courses | 9 |
| TOTAL | 93 |

COURSE SELECTION GUIDELINES

STEP A

LOGGING ON TO THE STUDENT AUTOMATED SYSTEM (SAS)

1. Go to the SAS Website
 - The SAS Website is accessed from the UWI Mona home page at <http://www.mona.uwi.edu/>
 - Click on the **SAS link** in the **Online Systems** menu (in the left panel).
2. Click on **Enter Secure Area**
3. Type your **ID number** in the space provided e.g. **620000001**
4. Enter your **Password**: The default is your **Date of Birth** in the format
YYYY/MM/DD
eg. **January 15, 1991: 19910115**
5. Click on **Login**
6. The **'MAIN MENU'** will be displayed:
 - Personal Information
 - Student Services

STEP B

ADDING COURSES TO YOUR REGISTRATION RECORD

1. Click on the **Student Services link**
2. Click on **Registration**
3. Click on the **Add/Drop Classes link**
4. Select the appropriate term from the drop menu and click **Submit**.

5. Click on **Class Search** to select courses and their CRN* (**Course Registration Number**) or in the **Add Classes Worksheet** area, enter the CRN for each course **NOT** the course code.

****CRN-a unique code assigned by the system to each stream/section of a course.***

6. Click on **Submit Changes**

7. Review System Output

- *****Registered*****- Course criteria satisfied and the course selection is complete (Courses added to record).
- *****Registration Add Error*****- Course criteria **NOT** satisfied. Courses will **NOT** be added to your record. A message will appear listing all the courses where the course criteria were not satisfied. Before these courses can be added to your record, the student must receive permission from the Faculty by requesting a course override. Student can choose another course or request an Override.

Note: Students are encouraged to select courses for both semesters I and II at the start of the academic year.

REGISTRATION FOR MULTIPLE SCHEDULE TYPES

Students are required to register for **lecture, tutorial, laboratory** sessions and any other schedule type(s) where applicable.

Examples:

- **BIOL1262 & BIOL1263** have lecture, tutorial and laboratory components. Students registering for these courses must therefore register for all three components or streams.

| | |
|------------|--------------------------------------------|
| Lecture | BIOL1262 & BIOL1263 (Lectures) |
| Tutorial | BIOL1262 & BIOL1263 (Tutorials) |
| Laboratory | BIOL1262 & BIOL1263 (Lab) |

- **MATH1141 & MATH1142** have only lecture and tutorial components. Students registering for these courses must register for two components or streams:

| | |
|----------|------------------------------------------------|
| Lecture | MATH1141 & MATH1142 (Lectures) |
| Tutorial | MATH1141 & MATH1142 (Tutorials) |

IDENTIFYING LECTURES, TUTORIALS AND LABORATORY

| | |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title | This is the name of the courses e.g. Cell Biology |
| Course Code | <p>This is a special code assigned to each course e.g. Cell Biology, BIOL1017</p> <p>Each component of a course will have the same course code.</p> <ul style="list-style-type: none"> • Lecture sections: Courses Title '<i>Course Code</i>' Cell Biology, BIOL1017 Section: M11 or M12 • Tutorial sections: Tutorial '<i>Course Code</i>' Tutorial BIOL1017 Section: T01, T02 etc. • Laboratory sections: Laboratory '<i>Course Code</i>' Lab BIOL1017 Section: B01, B02 etc. |
| CRN | <p>All streams/sections, i.e. each lecture, laboratory or tutorial session will have a unique CRN.</p> <ul style="list-style-type: none"> • Cell Biology: BIOL1017:12646 • Lab BIOL1017:12646 • Tutorial BIOL1017:12661 |

HOW TO SELECT A CLOSED COURSE

1. Go to the **Registration Add/Drop** page
2. Go to **Class Search** to find the course and the CRN Number
Note: Make sure you select the correct semester
3. Write down the **CRN number for the course** you wish to select
4. Go back to **Registration Add/Drop** page
5. Type the **CRN number** into one of the boxes titled **Add Classes to Worksheet**
6. You will get a **Registration Error**
7. Select **Request Override** and leave the course for approval
8. Click **Submit**.

HOW TO DROP COURSES

This is the removal of course from your registration.

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Go to the Registration Menu Click on the Student Services link Click on Registration |
| <ol style="list-style-type: none"> 2. Click on the Add/Drop Classes link |
| <ol style="list-style-type: none"> 3. Select the appropriate term (choose from the drop down menu) and click Submit |
| <ol style="list-style-type: none"> 4. Select ++Web drop++ in the action column next to the course to be dropped. |
| <ol style="list-style-type: none"> 5. Click on Submit Changes. |

*Note: Once the your record is updated, the course remains on the screen with status of **++Web Drop++***

REGISTRATION ADD ERRORS

If a Course Criteria is NOT satisfied, a message will appear when you attempt to add the course to your record. Course criteria include the Departmental and Faculty criteria identified below:

| CRITERIA | DESCRIPTION | ERROR MESSAGE |
|-----------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Pre-requisite | UWI course(s) that the student must have already passed. | PREQ AND TEST SCORE-ERROR |
| Test Score | Non-UWI course(s) that the student must have already passed, e.g. CXC, 'A' Level, CAPE, etc. | PREQ AND TEST SCORE-ERROR |
| Co-requisite | UWI course(s) that the student must be registered for in the same semester. | CORQ_{COURSE CODE} (CRN} REQ E.G. COREQ_MATH3130 11236 REQ |
| Faculty Credit Limits | Limit on the maximum number of credits a student can register for in a semester without Faculty approval. | MAXIMUM HOURS EXCEEDED |

| | | |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quotas | Limit on the number of students allowed to register in the stream/section of a course. | CLOSED SECTION |
| Student Restrictions | Stream/Section of the course restricted to a specified group of students, e.g. History Majors, Faculty of Social Sciences students, Final Year students, etc. There could be one of seven (7) Possible error messages. | <ul style="list-style-type: none"> ✓ COLLEGE RESTRICTION ✓ DEGREE RESTRICTION ✓ RESTRICTION PROGRAMME ✓ MAJOR RESTRICTION ✓ RESTRICTION CLASS ✓ RESTRICTIO N CAMPUS |
| Repeat Course Already Passed | Students cannot register for courses they have already passed in their current programme | RPT HRS EXCEED |

| | | |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Linked Sections | <p>Students are required to register for all applicable 'schedule types' associated with a course. Schedule types include the following:</p> <ul style="list-style-type: none"> ✓ Lectures ✓ Tutorials ✓ Labs ✓ Seminar ✓ Clinical ✓ Field Work ✓ Internship ✓ Workshop | <ul style="list-style-type: none"> ✓ Please register for Lecture section simultaneously ✓ Please register for Tutorial section simultaneously ✓ Please register for Lab section simultaneously ✓ Please register for Seminar section simultaneously ✓ Please register for Clinical section simultaneously |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Departmental Override is required for the following errors:

- ✓ **PREQ and TEST SCORE-ERROR**
- ✓ **CORQ {Course Code} (CRN) REQ**
- ✓ **LEVEL RESTRICTION**
- ✓ **COLLEGE RESTRICTION**
- ✓ **DEGREE RESTRICTION**
- ✓ **PROGRAMME RESTRICTION**
- ✓ **MAJOR RESTRICTION**
- ✓ **CLASS RESTRICTION**

Capacity Override is required for the following error:
CLOSED SECTION (C)

Faculty Credit Override is required for the following error:
MAXIMUM HOURS EXCEEDED

Note: Students cannot obtain an override for the following Registration errors: CAMPUS RESTRICTION, RPT HRS EXCEED, LINK ERROR

For further assistance regarding registration visit the Office of the Campus Registrar website:

<http://www.mona.uwi.edu/registry/pdf/add.drop.pdf>

For Step by Step Registration visit:

http://sas.uwimona.edu.jm:9010/Web_for_Student_v1.pdf

To reset your *UWI password* contact:

- Mona Information Technology Services (MITS)
- The Student Records Unit (SRU)

GRADE POINT AVERAGE (GPA) SYSTEM

(Effective September 2014 for all incoming and returning students)

| GRADE | GRADE POINT | PERCENTAGE RANGE | GRADE DEFINITION |
|-------|-------------|------------------|------------------|
| A+ | 4.3 | 90-100 | Exceptional |
| A | 4 | 80-89 | Outstanding |
| A- | 3.7 | 75-79 | Excellent |
| B+ | 3.3 | 70-74 | Very Good |
| B | 3 | 65-69 | Good |
| B- | 2.7 | 60-64 | Satisfactory |
| C+ | 2.3 | 55-59 | Fair |
| C | 2 | 50-54 | Acceptable |
| F1 | 1.7 | 45-49 | Unsatisfactory |
| F2 | 1.3 | 40-44 | Weak |
| F3 | 0 | 0-39 | Poor |

The changes described above will change the way in which the Performance of students is represented on their transcripts.

*However, it will not change the standard of the UWI degree
Office of the Board for Undergraduate Studies,
Wednesday, 14th May 2014.*

Class of Degree

(Effective September 2014 for all incoming and returning students)

| OLD SCHEME | | NEW SCHEME | |
|-----------------------|------------------|----------------------|-----------------|
| GPA | Class of Degrees | GPA | Class of Degree |
| 3.60 and above | First Class | 3.6 and above | First Class |
| 3.00– 3.59 | Upper Second | 3.00 – 3.59 | Upper Second |
| 2.00 – 2.99 | Lower Second | 2.50 – 2.99 | Lower Second |
| 1.00 – 1.99 | Pass | 2.00 – 2.49 | Pass |

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

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?
- ✓ This is your Faculty, therefore set the right tone by displaying the appropriate behaviour 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 Lecturer theatres and laboratories.
- ✓ Ensure that you are aware of all the courses that are required for the completion of your selected *Option, Major(s) and or Minor(s)*.
- ✓ Ensure that you submit all assignments on time, as each Department reserves the right to refuse late assignments.
- ✓ Ensure that you are familiar with the Regulations for Undergraduate degrees.

- ✓ Seek immediate guidance from your Academic Advisors, Lecturers or the Associate Dean about matters concerning your degree.
- ✓ Check your online student portal (SAS) at least once per week for possible notes from lectures.
- ✓ Always check the notice boards for information from the Campus Registrar, Dean/Associate Dean or Departments.
- ✓ Utilize the University's Faculties such as the Health Centre and the Gym.
- ✓ Each year students are awarded for academic excellence by being on the *Dean's Honour Roll* or receiving *Commendations*.
- ✓ 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 man.
- ✓ Park your vehicle in the designated area, as 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.



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July 2014

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

Nelson Mandela