

Advanced students: second
semester

TOPICS COVERED

- Credit checks
- Majors and faculty requirements for graduation
- Foundation Courses
- Where you ought to be now
- Options for failed courses
- Go-through/Remark
- Supplementary Oral examinations
- Warning/Requirement to withdraw
- Deans List/Commendation/Prizes
- GPA
- Summer school
- Study Skills workshop
- Projects/Internships
- FST Experience

Second Semester 2018/19

- Semester begins on **21st January 2019**
- All New students are supposed to have paid their second semester fees by this date or entered into an approved payment plan.
- Courses can be added or dropped **free** up until **January 28th**

Add/Drop until 3rd March (with Fine)

Add only until May 17th (with Fine)

Fine 1000-8000 Ja dollars depending on time

Doing a Credit check

- This presentation is geared to returning students who are in their second and third years of study.
- At this point in second semester, especially if you are in your graduating year it is recommended that you do a credit check to ensure that you have all the necessary requirements for graduation and/or are on the correct path for the same.
- Currently we do this process manually but we are working towards developing an automated self-use system. Currently you can attend the Faculty Office any day and request a credit check
- There are two sets of requirements for graduation: those towards the Major and Faculty requirements

Doing a Credit check II: Major

- In order to graduate you require at least a major from a department in FST. Preferably by the time you reach your second year you should have declared this (see later slide)
- You may also request a second major within or outside FST but we do not generally recommend this
- You may request one or more minors either in FST or from another Faculty.
- The mechanism for declaring or requesting a change of major/minor is a link called “request a change of major or enrolment status” on your SAS page

Doing a Credit check III: Major

- Different majors have different requirements and numbers of credits, so Faculty advice regarding whether you are progressing correctly towards your selected major/minor is to seek confirmation from the undergraduate coordinator(s) in the appropriate department(s)
- Similarly, you may be registered for a B.Sc. Programme like Actuarial Science, Environmental Biology, or OESH where all courses from level 1 onwards are specified.
- Again advice on courses which you require for graduation should be sought from the programme coordinators if appropriate or departmental undergraduate coordinators

Majors and minors

- Note:

- 1. You need only register for a major; minors are not compulsory**
2. You can request one or two minors either from FST or another Faculty or both.
3. Where a major and a minor are from the same department the required advanced courses for both may overlap.
4. These courses cannot be “counted” twice and substitute courses, as advised by the department concerned, must be taken to satisfy the requirements for both major and minor

Doing a Credit check IV: Faculty requirements

Level 1

- A student requires to have passed at least 24 level one credits before graduation. Normally this is at the end of the first year, but progress is possible with passes in less level 1 credits
- Of these 24 at least 18 must be from within FST.

Advanced Courses (Levels 2 and 3)

A student requires to have passed a minimum of 60 advanced credits including all those advanced credits required for the major/minor(s) in order to graduate.

Note that ALL majors in FST (excluding B.Sc. Programmes) require less than 60 credits, so you will be required to pass courses outside of those necessary for your major. This does not apply if you are registered for a B.Sc. Programme where all courses are specified.

Doing a Credit check V: Faculty requirements

- NB Additional credits may be required even if you are taking a major and a minor.

Foundation courses

- in order to graduate in FST you need passes in three FOUN courses or their equivalent (see below) .
- The required FOUN courses are:
- Either FOUN 1019 or FOUN1014
- FOUN 1101 Caribbean Civilisation
- FOUN1301 Law Governance and Society

Foundation courses II

One of the last two may be substituted with a modern language at your level of ability

- This means that if you passed CAPE Spanish at school then you can take Spanish at the next level at UWI
- The Modern Languages department can assist you with choosing the correct course (but see below for general rules).

Modern Languages

- Spanish
- French
- Portuguese
- Chinese
- Japanese
- **NOT** Caribbean Sign Language (LING1819)

French and Spanish

- **French:** Students without CSEC French do Basic French(FREN0100 or Beginners' French I(FREN 0101)
Students with CSEC French do Beginners' French II (Intermediate) (FREN0102)
Students with CAPE French do French Language IA
- (FREN1002)
- **Spanish:** students without CSEC Spanish do Basic or Beginners' Spanish(SPAN0001 or SPAN 0101)
Students with CSEC Spanish do Intermediate Spanish (SPAN1000)
Students with CAPE Spanish do SPAN1001

Portuguese, Chinese and Japanese

- Portuguese: ALL students are eligible to do Beginners Portuguese
- Chinese: ALL students are eligible to do Beginners Chinese
- Japanese: ALL students are eligible to do Beginners Japanese

FOUN 1014 and 1019

- Both of these courses deal with writing specifically for science students
- It is better to take them at the beginning of your academic career as you can benefit from the writing skills acquired
- FOUN1014 is a 3 credit course and can be taken in the second semester. FOUN1019 is a 6-credit course and runs over 2 semesters, therefore CANNOT be started in the second semester

FOUN 1014 and 1019 II

- Which one you take depends on the level of pass in CAPE Communication Studies and/or the English Language Proficiency Test (ELPT)
- Generally a 1 in CAPE is required for FOUN1014
- Either one of these courses is a prerequisite to CHEM 2010 and 2011.

Where you ought to be in terms of credits in semester II: Level 2

- **Level 2**

1. You should have passed at least 12 (15 for Computing) level one credits which are prerequisites for your major, best case scenario you should have all 24 credits (with 18 minimum from FST)
2. You should have passed at least one FOUN course (preferably FOUN 1014 or FOUN 1019) perhaps with a second FOUN course or a modern language substitute.
3. You should have passed between 15-18 advanced credits (including at least some towards your major). If part time this number should be between 3-12.

Where you ought to be in terms of credits in semester II: Level 3

- **Level 3**

1. You should have passed the 12 (15) level one credits which are prerequisites for your major, and all other level 1 credits to make up 24 level 1 credits at least 18 credits from the faculty.
2. You should have passed at least two FOUN courses (FOUN 1014 or FOUN 1019 with either FOUN 1101 or FOUN 1301 or a modern language substitute for either.
3. With FT registration ideally you should have passed between 45- 54 advanced credits (including most of those towards your major).If part time this number should be between 9-36.

Please note :

- These levels are not binding, they are intended to give you an idea of where exactly you should be at this stage
- Progress is possible with a lesser number of courses and/or different combinations(especially if you take courses in summer school).
- Preferably you should have declared your major and minor(s) by the end of semester 1, level 2 and as far as possible these should have been approved by the appropriate departments.

Semester Credit Limits

- The normal semester credit limits in FST are as follows
- Full time (FT) semester 1- **18 credits**
semester 2 - **21 credits**
- Part time (PT) semesters 1 and 2- **12 credits.**
- It is possible to exceed these limits with a faculty credit override from the associate dean (undergraduate matters).
- You must request this online **and** by indicating on a sheet at the front desk of the Faculty Office (downstairs).
- You need to justify why you need this and extensions to the credit limits for full time students in semester two are rarely given unless the student is graduating that semester

So how were your results in semester 1?

- Hopefully you passed everything.
- Maybe you didn't pass all the courses which you registered for.
- This is not a disaster
- If you failed a course, particularly one that is a requirement for your major and/or graduation, you have options

Options on failing a course

- Retake the course at the next opportunity
- Supplementary oral exam
- Go-through and/or remark of failing examination paper
- To some extent your options are guided by how badly you failed the course

Retake the course

- This is your only option if you require the course for your major and/or you failed badly or you failed course work, if appropriate.
- FST generally requires a pass in the final examination and a pass in course work. A pass is normally defined as 50% or more. If your overall mark is >45% and you have passed the course work and you have 40% or above in the examination then you may be eligible for a supplementary oral (later slide)
- If these criteria do not all apply then you will likely have to resit the course.
- If you passed the course work you should be able to carry that to your next attempt and only retake the final examination (MEX or MLX)

How to retake a failed course

1. Some first semester courses are offered MEX in the second semester. You will require departmental approval of your registration. Please request this when you register
2. Some courses are offered MEX in summer school only. You will require departmental approval of your registration.
3. Some first semester courses can only be taken in the first semester of the following academic year You can register MEX but you will require departmental approval of your registration.
4. In some cases the department may require you to register MLX instead of MEX-you are required to retake the in-course assessment apart from labs.

If you failed a course and failed the course work

- In this instance you will possibly have to take the entire course over again, but it is better to discuss your options with the department concerned.

If you think that you failed unfairly

- You can request a go-through of the paper and/or a remark through Examinations section.
- You must apply online at the Examinations page
- A go-through is just that ,you can go through the paper with the lecturer at a specified time to see where you lost marks/went wrong
- You apply for a re-mark from Examinations up to two days after you have had the go-through.
- This means that your paper is remarked by another independent examiner

Go-through/Re-mark

- Firstly everyone thinks that they should have passed!
- The go-through should indicate whether you have grounds for requesting a remark
- There is a J\$2000 fee for the re-mark but this is refundable if your mark is increased.
- Go-through /re-mark can only be requested if you fail
- **Period of application for first semester 2018/19**
21st January to 1st February 2019

You may be eligible for a supplementary oral exam

- In certain circumstances the department concerned will request from the Faculty permission to offer a student a supplementary oral in a failed course.
- The criteria for this are: a pass in the final examination and a pass in course work. A pass is normally defined as 50% or more. If your overall mark is >45% and you have passed the course work and you have 40% or above in the examination you may be eligible.

Other criteria

- The failed course must be required by the student either to progress in the programme AND/OR be a requirement for graduation.
- Normally, a student is limited to gaining 8 credits through supplementary orals.
- Normally, this amounts to two 3 or 4 credit courses

Exceptional circumstances

- A third supplementary oral may be requested where:
 1. A student requires only one course to complete all requirements for graduation
 2. The student has already used credits approaching the 8 credit limit such that they could not be granted a third oral under the existing regulation.
 3. The student satisfies the aforementioned criteria with regard to the failed course in which the third supplementary oral will be offered.

Supplementary oral exams

- The idea of a supplementary oral, if awarded, is to allow the student to show that they can perform better than they did in the final exam.
- Departments conduct oral examinations in slightly different ways.
- If the student passes the supplementary oral The grade for the course changes to 50 CO
- In other words the maximal achievable grade is 50% overall, irrespective of performance or course-work grade attained.

If you failed all or most of your courses

- You can still register for courses in semester 2
- You could retake the exams in the courses which you failed in semester 1 in summer school (see below)
- Failing a course will affect your semester GPA.
- Normally this should be 2.0 or greater

If your Semester GPA is less than 2.0

- You will automatically be placed on Warning at the end of semester 1
- This is an indication that you need to improve your performance in the second semester and raise the semester GPA for semester 2 above the 2.0 mark.
- If your semester GPA is <2.0 in semester 2 as well as semester 1 you will be required to withdraw from the Faculty (RTW)

Required to Withdraw (RTW)

- If you are placed on RTW and wish to continue at UWI then you have three options:
- A) you can be granted a waiver on the requirement if you can show why you performed poorly and have taken measures to ameliorate the causes of your failure
- B) you can transfer to another Faculty
- C) you can sit out for one year and re-apply

Returning after being required to withdraw

- Attend study skills workshop(s) as offered by the faculty office
- Be judicious when selecting courses – after selecting courses which are necessary for your major/degree, consider selecting some out-of-faculty courses
- Seek academic advice frequently from the faculty office or undergraduate coordinator or a lecturer as required
- Become part of a study group and otherwise improve your study habits

Commendations, Deans List, Departmental Prizes

- **A commendation** is awarded in either semester 1 or 2 when a student records a semester GPA of 3.6 or greater in that semester with no grade lower than a B+.
- A student is placed on **the Deans list** when (s)he gains a commendation in semesters 1 and 2 within the same academic year.
- Most departments offer **departmental awards or prizes**. These have specific criteria. Details are available from the respective departmental websites

Implications of low semester GPA

- The main one concerns funding . Many scholarship and funding agencies withdraw funding if you have a sub - 2.0 GPA
- Whether you pass or fail advanced (level II or III) courses affects your degree GPA and the class of degree that you are awarded.
- Note that the impact of just a few F grades (especially F3's) in advanced courses is to significantly lower the degree GPA and this is often difficult to “recover” from.

GPA and Class of degree

- Your Degree GPA determines the class of degree you graduate with:
 - First Class Honours (GPA 3.60 or greater)
 - Upper Second Class Honours (GPA 3.00 - 3.59)
 - Lower Second Class Honours (GPA 2.50 – 2.99)
 - Pass (GPA 2.00 – 2.49)

Degree GPA is calculated based on ALL advanced courses which you register for (PASS or FAIL)

GPA calculation

- GPA is determined by the total number of grade points earned for the number of credits registered
- Only Advanced Level Courses determine degree GPA

Course	Credits	Grade = QP	Total QP
MATH3155	3	C = 2.0	3 x 2.0 = 6
CHEM3612	6	B- = 2.7	6 x 2.7 = 16.2
PHYS3385	4	A+ = 4.3	4 x 4.3 = 17.2
Total	13		39.4

$$GPA = \frac{39.4}{13} = 3.03$$

Summer school

- Summer school runs in the June/July period each year.
- It is optional and you have to pay separately for any courses which you take.
- It can be used to take entire courses or to resit exams for courses in which you have previously passed course work.
- Registration is limited to 12 credits in total.

Summer school II

- Registration opens for summer school once the second semester is finished.
- You register online in the same way that you register for courses during the semester
- Examinations are held end of July/ early August.
- Results are released before the beginning of semester 1 of the next academic year.

Study Skills workshops

- The Faculty of Science and Technology host a series of workshops for students wishing to improve their study skills techniques throughout the year.
- These are open to anyone but are mandatory for students placed on warning at the end of the first semester

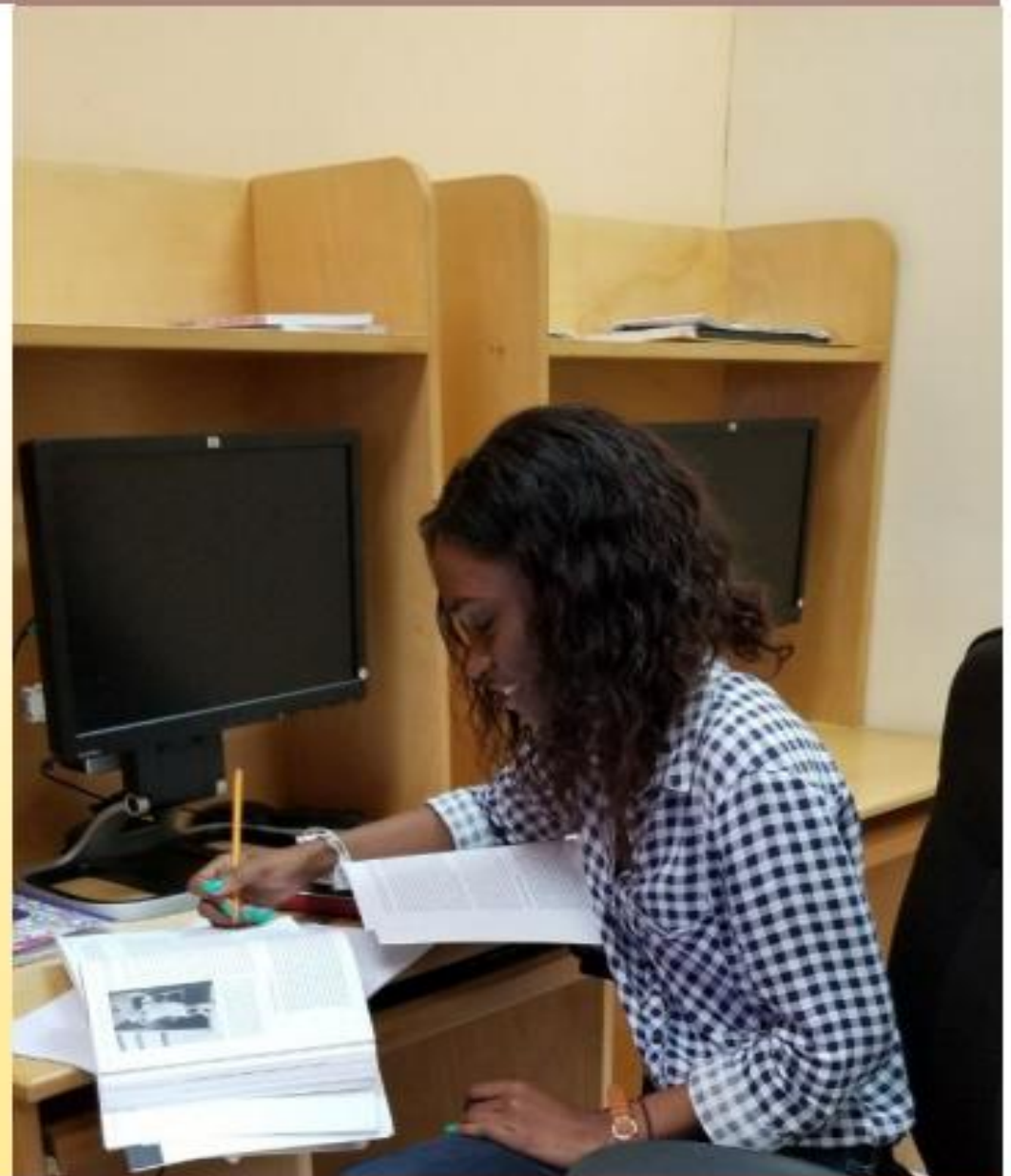


Faculty of Science
and
Technology

STUDY SKILLS WORKSHOP

A+

**SCIENCE LECTURE THEATRE (SLT3)
THURSDAY, FEBRUARY 15 & 22, 2018
2PM - 4PM**



Scholarships, Awards and Student Exchange programmes

- Check Departmental webpages and the Office of Student Financing for available scholarships.
- Scholarships primarily target 2nd and 3rd year students and the deadline for application is usually May 31st of the previous year.

Research projects

- All departments in FST offer **research projects**. These are not taught courses but the student undertakes a specific piece of research in a semester or over the academic year. This is written up as a thesis which is examined by at least two examiners.
- This is a good choice if you are interested in pursuing a research degree at postgraduate level.
- Initially you need to approach a potential supervisor and discuss a potential project with him or her.
- Projects are worth 3,4, or 6 credits depending on the department and are usually undertaken in the student's final year

Internships

- Internships are offered by some departments in FST
- They normally run in the summer period
- They involve placement of a student with a company or institution which is involved in the specific area of specialisation
- They are a good opportunity for students to acquire work experience and may offer potential employment after graduation
- Students are allocated to a particular company institution and work there for a number of weeks. The student may be required to provide a report/presentation on what they did and their performance is assessed by their employer

FST Experience-Some upcoming events

- Mentorship Pilot Intervention: A programme to foster the academic improvement of FST students.
- FST Week: February 10 - 16, 2019 organized by the FST Guild of Students focused on the Spiritual, Physical, Mental and Emotional Health of students.
- Volunteering Opportunities: Research Days 2019 will be held in February 2019 with displays on the spine and in the Main Tent. Student volunteers needed to assist at various departmental booths.
- Relay for Life: Join Team FST in raising funds and raising awareness of cancer as we partner with the Jamaica Cancer Society at Relay for Life in June 2019.

For advice: Consult with the following

- **Dr. Eric Hyslop Associate Dean, Undergraduate Matters**
- **eric.hyslop@uwimona.edu.jm**
- Dr. Winklet Gallimore Associate Dean, FST experience
- **Undergraduate coordinators:**
 - Dr. Lisa Lindo/Dr. Icolyn Amarakoon –Biochemistry
 - Dr. Nadale Downer-Riley/ Dr. Michael Coley –Chemistry
 - Dr. Paul Gaynor/Dr. Simon Ewedafe – Computing
 - Dr. David Miller /Dr. Thomas Stemann – Geography/Geology
 - Dr. Gale Persad /Dr. Philip Rose – Life Sciences
 - Sam McDaniel / Mrs. Fisher / Howard Hines(Ac. Sci.) – Mathematics
 - Dr. Tanya Kerr/Dr. Louis-Ray Harris- Physics