



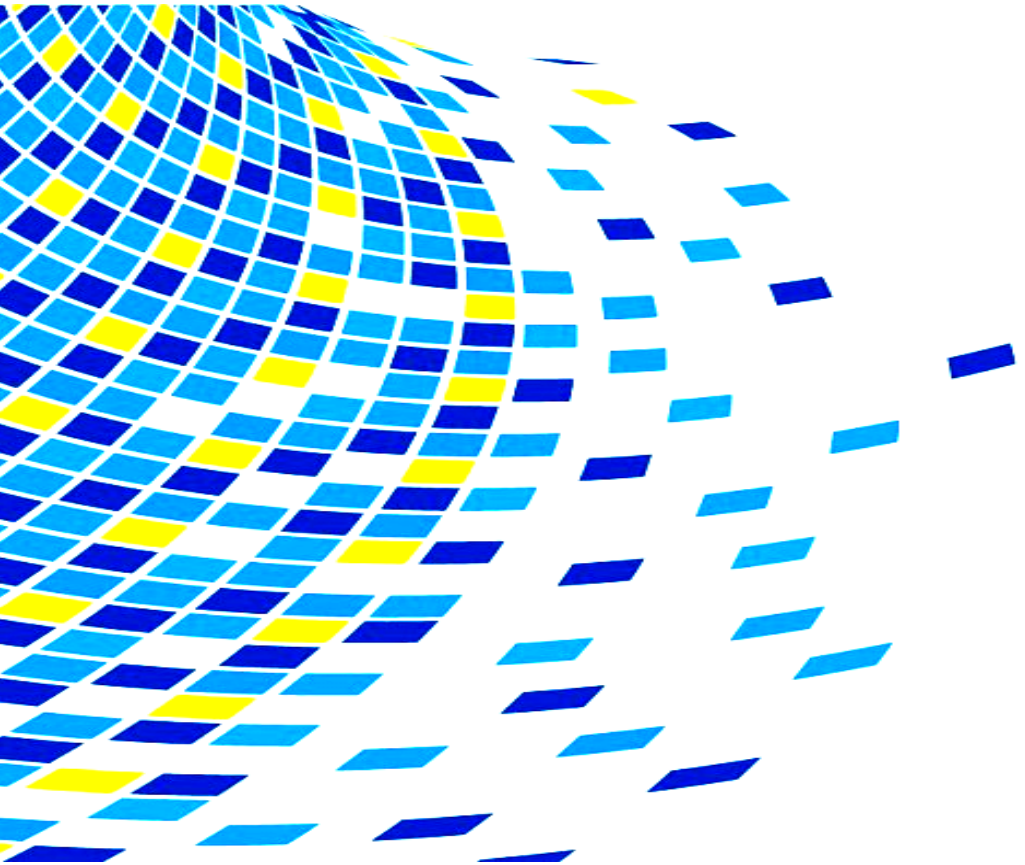
THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS

FACULTY OF SCIENCE AND TECHNOLOGY

FAQ

Frequently Asked
Questions

UNDERGRADUATE STUDENTS
2017 - 2018



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

Q: Why should I attend General Orientation?

A: Reasons for attending General Orientation:

- You receive assistance in your transition to the new University space;
- You become familiar with your new environment as you are taken on Campus tours;

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

Retrieved from:

https://www.mona.uwi.edu/firstyear/why_should_first_year_students_attend_orientation

REGISTRATION

Q. When does the academic year begins?

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

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 enrollment status from full-time to part-time and vice versa?

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

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 read for a major or minor in another Faculty?

A: Yes. In addition to the Faculty's major, a student can read for 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 usually have an additional two (2) weeks to add or drop courses online. This is known as the Add/Drop Period. This information is readily available on the Student Administrative Area via the Student Administration System (SAS).

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/fst/> 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. Please note that new students cannot request a LOA for semester 1; however, he/she can request a ‘Deferral of Offer.’

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

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

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)**

EXAMINATION

Q: When do I have examinations?

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 (usually six weeks after the semester has started) that are scheduled by the Examinations Section. Final examinations are organized by the Examinations Section and are scheduled in December for semester 1 and between April and May for semester 2.

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. Each student is provided with a personalized examination time table that is accessible via SAS. This timetable is also sent to the primary email address for each student.

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

Q. Will I need textbooks?

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

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

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

FINANCIAL INFORMATION

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. Student are not considered as registered students until financial obligations have been met.

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 may 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 may 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 happens if I do not pay my fees by the given deadline?

A. All payments are expected to be made by the deadline stipulated. If you realized that you will not meet the stipulated deadline, seek financial counseling at SAS. Also, kindly note that once fees are outstanding for the current semester a late fine of 1% will be applied for each month that the balance remains outstanding.

Additionally, once the balance is not cleared at the end of the semester, students will not be able to access sections of SAS and particularly register for semester 2.

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. Failure to pay will also prevent you from registering for further courses.

Q: Does the University offer a payment plan?

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

- Payment plans are not provided for miscellaneous fees (which are non-refundable and must be paid in full), but are available for hall fees.
- 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, Guild of Students Office or SAS.

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 requested within the stipulated time frame).
 - Withdrawal (once requested 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%

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 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/AWARDS

Q: Are there any scholarships for new students?

A: The Scholarships and Bursaries that are offered by the Office of Student Financing are primarily designed for applicants entering second and third year. However, there are scholarships that are given by external agencies, but are facilitated the Office of Student Financing. Deadline for application is usually May 31.

Q: How do I qualify for the Dean's Honour Roll?

A: A Student who receives a Grade Point Average of 3.60 and above for both semesters of an academic year; however, the student must not receive a letter grade lower than a B⁺ (*conditions apply*). Additionally, if a student only satisfies the criterion for one semester, he or she will receive a *Letter of Commendation*.

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: Are there awards that are offered by the Faculty?

A: Each department within the Faculty offers Departmental Awards to students that are usually course and or major specific.

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 honour 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 disturbed 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 that they have nutritionally balanced meals, engage in regular exercise, get enough sleep, invest in a healthy relationship with their roommates, join a club or society, and establish a good working relationship with their 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 Ham Radio 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 all activities?

A. A photo-ID is a means 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 four (4) major campuses, all of which are located in the Caribbean:

- 1) Mona Campus, Jamaica
- 2) Open Campus
- 3) St. Augustine Campus, Trinidad and Tobago
- 4) 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.”

OFFICES TO KNOW

Personal Office of the Vice-Chancellor, Tel: 927-2406

Vice Chancellor: Prof. Hilary Beckles

Email: hilary.beckles@uwimona.edu.jm

Office of the Principal, Tel: 927-2253

Principal: Prof. Archibald M^cDonald

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Campus Registrar: Dr. Camille Bell-Hutchinson

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IN-FACULTY

DEAN'S OFFICE

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- Professor Paul Reese
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Associate Dean, Undergraduate Studies, Tel: 977-1785

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Associate Dean, Graduate Studies and Research, Tel: 977-1828

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Geography and Geology Department, Tel: 927-2129

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- Head of Department: Dr. Tannecia Stephenson
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OUT-FACULTY

Office of the Campus Registrar, Tel: 977-1202

- Campus Registrar: Dr. Camille Bell-Hutchinson
- Email: camille.bellhutchinson@uwimona.edu.jm

Admissions Section, Tel: 927-2779

- Senior Assistant Registrar: Mrs. Marsha Morgan-Allen
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Bursary-Billings & Collections, Tel: 977-4352

- Manager: Mr. Ruel Reid
- Email: ruel.nelson@uwimona.edu.jm

Campus Security, Tel: 935-8748-9

- Manager: Mr. Karl Brown
- Zone Chief: Mr. Laten Gayle
- Email: brownk@guardsmangroup.com

Examinations Section, Tel: 977-3544

- Assistant Registrar: Mr. Kevin Tai
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Health Centre [University Health Services], Tel: 970-0017

- Clinical Director: Dr. Blossom Anglin-Brown
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Office of Student Services & Development, Tel: 970-2739

- Director: Mr. Jason McKenzie
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Placement and Career Services, Tel: 927-1650

- Student Services Manager: Mrs. Merrit Henry
- Email: merrit.henry@uwimona.edu.jm

Student Records Unit, Tel: 970-4472

- Assistant Registrar: Mrs. Elecif Arthurs
- Email: elecif.arthurs@uwimona.edu.jm

ACADEMIC DIARY (PROPOSED)

2017-2018

Semester 1

- Semester 1 Begins.....August 27, 2017
- Teaching Begins.....September 04, 2017
- Teaching Ends.....December 01, 2017
- Examinations Begin.....December 04, 2017
- Examinations End.....December 22, 2017
- Semester 1 EndsDecember 22, 2017

Semester 2

- Semester II Begins.....January 21, 2018
- Teaching Begins.....January 22, 2018
- Teaching Ends.....April 20, 2018
- Semester Break.....April 22-29, 2018
- Examinations Begin.....April 30, 2018
- Examinations End.....May 18, 2018
- Semester II EndsMay 18, 2018



BE REWARDED FOR YOUR ACADEMIC EXCELLENCE

Through

DEAN'S HONOUR ROLL

LETTERS OF COMMENDATION

DEPARTMENTAL PRIZES & SCHOLARSHIPS

REQUIREMENTS

DEAN'S HONOUR ROLL

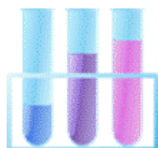
- Semester GPA greater than or equal to 3.60 for both Semesters in the same academic year.
- Letter grades must be 'B+' and above for courses within selected major and/or minor.

LETTERS OF COMMENDATION

- Semester GPA greater than or equal to 3.60 for one Semester in an academic year.
- Letter grades must be 'B+' and above for courses within your major or minor.

DEPARMENTAL PRIZES/SCHOLARSHIPS

- Highest grade in selected courses or programmes. For further information please contact your Department.



The Sciences

Find the words listed at the bottom.



ANATOMY
ANTHROPOLOGY
ARCHEOLOGY
ASTRONOMY
BIOLOGY
BOTANY
CHEMISTRY
COMPUTER SCIENCE
ECOLOGY

ELECTRONICS
ENGINEERING
ENTOMOLOGY
FORESTRY
GENETICS
GEOLOGY
MATHEMATICS
MEDICINE
METEOROLOGY

OCEANOGRAPHY
PALEONTOLOGY
PHYSICS
PHYSIOLOGY
SEISMOLOGY
TAXONOMY
ZOOLOGY



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UWI

MONA CAMPUS
JAMAICA, WEST INDIES

Inspiring Excellence, Producing Leaders

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Website: <http://myspot.mona.uwi.edu/fst>
Email: fst@uwimona.edu.jm**