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Welcome

Thank you for choosing to study abroad at The University of the West Indies, Mona!

While at Mona, you will interact with some of the Region’s most outstanding researchers, who are involved in groundbreaking discoveries. You are entering an institution with a rich and longstanding tradition; however, not only are we dedicated to giving you the best academic experience but also intend to unlock your creative potential through special programmes offered by our Office of Student Services and Development.

The purpose of this handbook is to help you settle into university life and Jamaica. It touches on both academic and non-academic matters. It is hoped that it will also help to better prepare you to leave your home country and what to expect after your arrival to Jamaica.

I hope you will be inspired by the learning environment here at Mona and wish you every success in your endeavours at The UWI!

Sincerely,

[Signature]

Althea Gordon-Clennon
Senior Assistant Registrar
International students Office
About The UWI, Mona

OVERVIEW
Founded in 1948, The University of the West Indies (UWI), Mona is known for its distinguished reputation for scholarship and research, and offers world class, accredited higher education programmes to Jamaica, the region and the globe.

HERITAGE
Built on lands which once housed two sugar estates, the Mona and Papine sugar estates, more than 200 years ago, today remnants of that bygone era are well-preserved in the form of the UWI stone aqueduct, distillery, bookkeeper’s cottage, and Ruins, to be found in the University Chapel gardens. Both the chapel gardens and aqueduct are declared heritage sites by the Jamaica Heritage Trust, making sure The UWI, Mona holds a special place in history, even whilst it continues producing graduates that are shaping the future of countries in the region and around the globe.

CAMPUS
Known for its high quality teaching, cultural and intellectual environment, as well as for its long history of academic excellence, The UWI, Mona is distinctly a Caribbean university with an ever-expanding international reach. Located in the parish of St Andrew and nestled at the foothills of the Blue Mountains, the Mona campus is spread over a picturesque 653 acres.

PROGRAMMES
The UWI, Mona offers over 300 majors in undergraduate and postgraduate degree options across 5 faculties: the Humanities & Education, Law, Medical Sciences, Science & Technology, and Social Sciences. The campus also has 38 departments and over 60 research institutes.

ACCESSIBILITY
The Mona Campus is proud of its diverse student population. Here students come from over 50 countries worldwide. Our students come from places such as Botswana, Burma, Fiji and the Solomon Islands, among others. The University continues to be a popular choice amongst international students opting to study abroad in the Caribbean.

SELECTED HONORS
In addition to graduating numerous distinguished academics, researchers, legal luminaries, poets and authors, and renowned media personalities, the University can also count among its alumni 3 Nobel Laureates, 16 heads of state and over 60 accomplished Rhodes Scholars.
About this **Handbook**

The information presented in this handbook has been primarily prepared for our non-Jamaican students. All information inside the guide has been researched and confirmed as accurate up to the date of publication.
The International Students Office (ISO) and UWI Exchange Partners

The International Students Office (ISO) has several international partnerships with top-ranked universities worldwide. Our students come from over 50 countries including the following:
Brazil
- Pontifica Universidade Catolica de Sao Paulo (PUC-SP)
- University of Campinas
- Universidade Federal de Pernambuco

Canada
- Brock University
- Concordia University
- McGill University
- McMaster University
- Nippising University
- Queens University at Kingston
- Ryerson University (Social Work)
- University of Alberta (Nursing)
- University of Calgary
- University of New Brunswick
- University of Toronto
- University of Waterloo
- York University

China
- China University of Political Science and Law
- Shanghai University
- Taiyuan University of Technology

Costa Rica
- University of Costa Rica

Columbia
- Universidad del Tolima
- Universidad de la Sabana

England
- King’s College (Medical electives)
- Kingston University
- Middlesex University
- London Metropolitan
- University of Birmingham

Finland
- University of Jyvaskyla
- University of Tampere

France
- Institut d’etudes Politiques de Toulouse (IEP)

Germany
- Freie Universitat of Berlin
- Leibniz Universitat Hannover
- Philipps-Universitat Marburg
- University of Flensburg

Guadeloupe
- Universite des Antilles et de la Guyane

Italy
- Roma Tre University
- The Universita Cattolica del Sacro Cuore
- University for Foreigners of Perugia

Japan
- Dokkyo University

Sweden
- Malmo University (Literatures)
- Stockholm University
- Sophiahemmet University

USA
- Geneseo--SUNY
- Florida International University
- Florida State University
- North Carolina Central University
- St. John’s University
- University of Richmond
- University at Albany—SUNY
- University of Massachusetts Boston
- Yale University (Medical electives)

Note:
This is not a complete listing of all our Exchange Partners. For a more comprehensive list please visit our website at www.mona.uwi.edu/iss/
Section A: TRAVELLING TO JAMAICA

Make sure you:
• Accept your offer of entry www.mona.uwi.edu/content/student-administration-area.
• Check your Jamaican visa requirements info@pica.gov.jm.
• Procure all necessary documents including your UWI, Mona Acceptance Letter.
• Apply for residence on campus or secure off-campus accommodation uwilodgings@yahoo.com.
• Book your flight to arrive in time for orientation at least a week before the semester starts.
• Schedule your airport pick-up uwilodgings@yahoo.com at least two business days before your arrival.
• Pack two months’ supply of your prescription medicine, as well as copies of your relevant medical records

Note:
Before you travel, make two or more copies of all your documents, ensuring your passport and visa are valid. Your passport and visa must be valid for at least one year after your study abroad period is expected to end.

Important to remember:
Your UWI, Mona Acceptance Letter is important. You should never travel without it; otherwise, you may be denied entry into the island. Jamaica has three major international airports, The Norman Manley International Airport, in Kingston; The Sangster International Airport, in Montego Bay; and, The Ian Fleming International airport, in St. Ann. We recommend you fly into Norman Manley or Sangster International airport for the Mona and Mona Western Jamaica Campus, respectively.
What to Pack —

The Essential Items to Bring

Label your luggage with your full name, UWI, Mona address, and overseas address. Put prescription medicine you cannot do without and one change of clothes in your carry-on luggage. Do not forget the following items:

**TRAVEL DOCUMENTS**

- Valid visa (if required)
- Certified copy of birth certificate and other forms of identification
- UWI Mona Acceptance Letter
- Round-trip ticket
- Health and travel insurance
- Proof of financial support
- Written prescription
- Three passport size photographs
- Contact information for the International Students Office
- Copy of the address for your accommodation (especially if living off-campus)

**PERSONAL ITEMS**

- Light clothing (sportswear, swim wear and formal wear)
- Comfortable shoes
- Laptop and universal adapter
- Inexpensive camera
- Brochures and promotional material (to present at the ISO Study Abroad Fair)

**HEALTH & MEDICAL SUPPLIES**

- Eyeglasses and/or contact lenses
- Prescription medicine (at least two months’ supply)
- Doctor’s letter and personal medical history
- Other items such as insect repellant (containing DEET) and sunscreen

**THINGS NOT TO BRING**

- Bedding, towels and toiletries. (since they are heavy and can be bought locally)
- Expensive jewelry and cosmetics (or anything you cannot afford to lose)

**Note:**
The official voltage in Jamaica is 110 volts/60 Hertz. If you do not have a North American plug, you may need to purchase an adapter which fits the sockets.
Section B: TRAVELLING TO THE UWI MONA

Driving Directions to the Mona Campus:

- Head to the round-a-bout (at the end of the Palisadoes Rd.) and turn left onto Sir Florizel Glasspole Blvd.
- Continue north on Sir Florizel Glasspole Blvd onto Norman Manley Blvd, then onto South Camp Road.
- Turn right onto Tom Redcam Ave; continue to the intersection of Old Hope Rd and Oxford Rd.
- Turn right onto Old Hope Rd and continue to intersection (just beyond the Office of the Police Commissioner).
- Then turn right onto Munroe Rd; continue to the intersection of Wellington Dr and Mona Rd.
- Turn right onto Mona Rd (which changes to Hermitage Road at the aqueduct).
- The UWI, Mona will be on your left, with an entrance at the Queen’s Way gate. Go past this gate to the University’s second entrance at Gibraltar Camp Way, or the “Post Office gate” as it is commonly called.

Note:

The Irvine Hall gate entrance off John Golding Rd for the UWI, Mona Campus closes at 11:00 p.m. Students arriving after this time are advised to use the Post Office gate. Also students arriving at the Donald Sangster International airport for the Western Jamaica Campus (WJC) must make a U-turn on the A1 to get to the campus which is across the road from the airport.
AIRPORT PICK-UP

At the start of the academic year, the Lodgings Office runs an airport pick-up service—free of charge. This runs from the first week in August to the first week in September for both new and returning students, between the hours of 8:30 a.m. to 4:30 p.m.

After this period you must make your own transportation arrangements. And, if you request this service, you will be picked up at the airport and taken directly to your Hall by UWI staff. On campus, students are met by their Resident Advisors. Note, however, if you are not living in Hall, you must make your own transportation arrangements to your private housing.

To book airport pick-up, make your submission at least two business days before, and make sure to indicate the following with your request:

- Name
- Student ID No.
- Airline Carrier
- Flight Number
- Date & Time of Arrival
- Hall of Residence

Important to remember:
If your travel plans change, you miss your connecting flight, were not picked up at the airport or are delayed for any reason, contact the Lodgings Office or the ISO.

For the Lodgings Office:
uwilodgings@yahoo.com; (876) 704-3493.

For the ISO:
isomona@uwimona.edu.jm; (876) 702-3737

Please note it is a 3.5 hr ride by car (or 35 minute transfer by plane) from Montego Bay to Kingston. Flying into Montego Bay is an inconvenient option if you intend to study at the Mona Campus, in St. Andrew.

RECOMMENDED SHUTTLE AND TAXI SERVICES
If you will not be picked up, and must make your way to the Mona Campus, we advise you use the following services:

- JUTA—a reliable taxi service at the airport that can take you directly to the campus
- The Knutsford Express—a private shuttle which travels from Montego Bay and unloads at a terminal in New Kingston. (New Kingston is roughly a 15-minute drive away from the Mona Campus).

Note:
If you arrive outside of normal working hours (after 4:30 p.m. on weekdays, or anytime on weekends), arrangements will be made for you to be met in your Residence Hall and given the key to your room. However, please report to the International Students Office the next working day following your arrival to campus.
The Extension of Stay visa process:

- Visit the International Students Office for advice on what to pay.
- Complete the application forms—the Extension of Stay Application, Alien Registration Card if applicable (submitting where necessary two passport-size photographs) and the Re-entry Visa Application. Note: A Re-entry visa is “issued to nationals of non-Commonwealth countries as well as citizens of Commonwealth countries on whom a visa requirement has been imposed…”
- Pay at the bursary cashier and hand in your passport, along with the accompanying documents, to the International Students Office.

ISO PASSPORT COLLECTION

The ISO facilitates the Extension of Stay process on campus, through a streamlined arrangement with the Passport, Immigration and Citizenship Agency (PICA). Your passport is collected and processed by immigration officials during the months of October and February.

Importantly, notifications are sent to all students via their UWI email account, as well as posted online at www.mona.uwi.edu/iso/, so that you do not miss this process.

Note:
You require an extension of stay once your status changes from visitor to student. For further guidance on immigration matters, contact the PICA at info@pica.gov.jm or the nearest Diplomatic mission www.embassypages.com/jamaica.
STUDENT VISA CONDITIONS

In accordance with immigration regulations, your student visa:

- Has a maximum duration coinciding with your programme of study at The UWI;
- Does not permit employment, unless you receive “Unconditional Landing”; and,
- Can be extended if you change your major, have to spend extra time, or your passport expires before your programme ends.

Important to remember:
Payment is required for the Extension of Stay visa and applies every time you must renew your application.

For transfers, where passports are renewed before your programme ends, you pay an additional cost as determined by the PICA. Should you fail to submit your passport in time for any reason, you must then visit either PICA office in Kingston or Montego Bay, as convenient.

Failure to apply within the allotted time may find you in breach of immigration rules and regulations, which may attract a hefty fine.

For the PICA in Kingston:
25c Constant Spring Rd, Half-Way Tree.

For the PICA in Montego Bay:
49 Union Street, Overton Plaza
Section D:
LIVING IN JAMAICA

Bienvenida! Bienvenue! Wilkommen! Wha a Gwaan!

About Jamaica:
- Geography: 90 miles south of Cuba and 100 miles west of Haiti; largest English-speaking island in the Caribbean; divided into 14 parishes and 3 counties
- Capital: Kingston
- Form of Government: Parliamentary Democracy in the British Commonwealth
- Head of Government: Prime Minister, The Hon. Portia Simpson Miller
- Ethnic Make-Up: 76.3% African descent, 15.1% Afro-European, 3.4% East Indian and Afro-East Indian, 3.2% Caucasian, 1.2% Chinese and 0.8% Other
- Currency: Jamaican Dollar (written as JA$ or JMD)
- In coins we have the 25c, $1, $5, $10 and $20
- In notes we have the $50, $100, $500, $1000 and $5000
- Exchange rate: US$1.00 = J$ 120.00 (January 2016)
- Time Zone: Eastern Standard Time; GMT -5
- Phone Code: Regional code (876) plus the local number
- Weather: Jamaica enjoys a tropical climate, which means it is mostly sunny all year round; cooler temperatures prevail during the wet season, and the wettest months are September and October. Short burst of heavy showers can occur during the months of May and November.
- Temperature: In winter, the average temperature in Jamaica is about 75 degrees Fahrenheit. In summer, the average temperature may be about 80 degrees.
It is not hard to feel the vibrations of Kingston—a lively sprawling metropolis. The birthplace of reggae, the city can be traced within the Liguanea Plain, unfurling south towards the harbour (the world’s seventh largest natural harbor) or melding with the parish of St. Andrew (to the north, east and west) forming what is known as the Corporate Area.

Nearly climbing into the Blue Mountains in some places, Kingston has galleries, museums, seaside attractions and awesome live entertainment areas, not to mention smaller offshore islands such as Maiden Cay and Lime Cay, where you can get away by boat, if you like. This is what makes it a great city for students.

LIVING IN THE CORPORATE AREA
For housing there are six traditional Halls of Residence at Mona to choose from—Irvine Hall, Mary Seacole Hall (all female), Chancellor Hall (all male), Rex Nettleford Hall, Taylor Hall and A.Z. Preston Hall. There are two new Halls, the Marlene Hamilton and Elsa-Leo-Ryhnie Halls of Residence, commonly called The Towers and Postgraduate Flats, respectively.

For further information on the Halls, visit www.mona.uwi.edu/content/student-accomodation. Note that off-campus rentals are also available through the Lodgings Office uwilodgings@yahoo.com.

LIVING EXPENSES
Have enough money to cover expenses during the first few weeks. Credit cards, especially Visa and Mastercards, are accepted in most places throughout Jamaica. Banks and ATMs are located on campus at The UWI, and it is recommended you open a local bank account as soon as you can. Some key expenses include:

- Tuition Fees (except if on Exchange)
- Miscellaneous fees (to include access to

Welcome to Kingston & St. Andrew
Around Kingston & Beyond

There are several ways to get around in the Corporate Area. These include:

**THE UWI SHUTTLE BUS SERVICE**

The university shuttle works between the hours of 7:30 a.m. and 10:35 p.m. daily. In addition, an extended service runs between the hours of 9:00 p.m. and 2:00 a.m., directly from the Main Library, into the surrounding communities of Elletson Flats, Tavern, Mona Heights, Wellington Drive, Pines of Karachi, Hermitage, and along the Gordon Town main Road, leading up to the Gordon Town square. The shuttle bus can also be used by students as a quick way to get to their Faculties and Halls of Residence as well as nearby groceries, pharmacies, stores and places within the abovementioned communities.

*Important to remember:*

There is no campus bus service on Sundays, public holidays and during semester breaks. On Saturdays the buses run from 9:00 a.m. to 4:00 p.m. (For further details on the Shuttle Bus service, see the Office of Student Services & Development (OSSD) brochure: The Student Shuttle Bus Service Schedules).

**PUBLIC TRANSPORTATION**

**TRAVEL BY BUS**

For a list of bus routes and times visit the Jamaican Urban Transit Company (JUTC) website: www.jutc.com/busterminals.php.

**TRAVEL BY ROUTE TAXI**

Take exclusively—licensed or red plate—taxis bearing The UWI, Mona (Corporate Area) sticker. Taxis with white plates, commonly called “robots”, are NOT recommended as a means of transportation.

**PRIVATE TRANSPORTATION**

**TRAVEL BY CHARTER TAXI**

The Charter Taxi Service can be easily found by using the Jamaica Yellow Pages (a directory) www.jamaicayp.com.

Note that taxis in Jamaica do not use a metering system: The cost is usually agreed beforehand, over the phone, or after stopping such cabs on the road.

**MAXIMIZING YOUR EXPERIENCE**

Tip: There are so many things to do while in Jamaica:

- Want to rest your legs? Then relax at Emancipation Park, or make a visit to Devon House and enjoy Devon House ice cream.
- Love museums? Visit Liberty Hall, the Institute of Jamaica, the Bob Marley Museum and, especially, the National Gallery
- Fancy a change of scenery? Take a boat ride to Lime Cay

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**Note:**

Living expenses will vary based on your study abroad programme, as well as personal interests. For a rough guide to the cost of living in Jamaica (and other relevant expenses) consult your Undergraduate Financial Information and Registration Guidelines.
or Maiden Cay (and escape the soundscape of the city)

- Want to explore our history? Visit Port Royal to learn about Jamaica’s enchanting past
- Wish for show? There is always something showing in Jamaica. So, see a play at the UWI, Mona Philip Sherlock Centre, or the Little Theatre or any other theatres around the city
- Crave jerk? Eat jerk at the Boston Jerk Centre in Portland or nearby at Scotchies in Kingston
- Love festivities? See and take part in the Independence Day Grand Gala Celebrations
- Care for a trek? Then take a hike up to the Blue Mountain Peak, or up the slopes of the famous Dunn’s River Falls

**Important to remember:**
Travelling in Jamaica is generally safe; however, as with anywhere else in the world, it is always important to be careful, especially if you are unfamiliar with an area. When you go out, try always to travel with friends; make it a point to arrange transportation, or try not to stay out too late.
THE JAMAICAN CULTURE AND CUSTOMS
Jamaica is a rich blend of African, Caribbean, English, Spanish and Indian cultures. These cultures are generally expressed through art forms and religious practices (for example, the Rastafarian movement, which has come to define aspects of the Jamaican culture). Major ethnic groups presently in Jamaica include people of African descent, Chinese, East Indians and Caucasians—all of which result in different variations to many of Jamaica’s traditional forms.

THE JAMAICAN (JAMIEKAN) LANGUAGE
The official language in Jamaica is English; however, most Jamaicans speak a localized dialect; it is this dialect which is known as Patois or Jamaican Creole. The Jamaican Creole pulls heavily from English, but is also defined by a makeup of Spanish and mostly West African Languages.

Introduced at orientation in a special segment called “Introduction to Jamaican (Jamiekan) Talk”, although not a comprehensive session, students benefit from and learn to interact with Jamaicans in the dialect, during different role play sessions. Below is a sampling of some useful Jamaican words:

<table>
<thead>
<tr>
<th>English</th>
<th>Jamaican</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello</td>
<td>Wha a gwaan?</td>
</tr>
<tr>
<td>Good Morning</td>
<td>Mawnin</td>
</tr>
<tr>
<td>Later/Goodbye/</td>
<td>Likkle More/Tek Kier</td>
</tr>
<tr>
<td>Take Care</td>
<td></td>
</tr>
</tbody>
</table>

CULTURE SHOCK
Every culture has its own social norms (and even some idiosyncrasies as well). So too aspects of Jamaican culture may differ markedly from your own—the food, the language, the weather, the approach to gender issues, ways of expressing self, appreciating differences, types of religion, and various “taboos”.
You may need time to negotiate these differences. The term “Culture Shock” is used to describe the process of learning to adjust—to a new culture, amidst the feelings of discomfiture, confusion, frustration, nervousness and sadness that sometimes generally characterizes the process of adjusting to a change of environment. Not all students experience culture shock. Though, for some, it may be vivid and overwhelming. Common symptoms include:

- Extreme homesickness
- Feelings of helplessness/ dependency
- Disorientation and isolation
- Hyper-irritability (may include inappropriate anger and hostility)
- Sleep and eating disturbances (too little or too much)
- Revulsion towards host culture/stereotyping
- Depression and sadness

**TIPS TO COMBAT THE EFFECTS OF CULTURE SHOCK:**

**KEEP A JOURNAL**
Record all memorable activities. Take photos, glue them inside, and write down your thoughts on how you feel at the particular moment. This will help you express your feelings, keep track of the people you’ve met, and friends you’ve made, the events you attended while at Mona and, ultimately, will become an invaluable souvenir of your trip, when you return home. What could be better than that?

**KEEP ACTIVE**
Find a positive routine and stick to it. This could range from sporting activities to becoming a member of a club or society. A consistent routine can help to assuage certain feelings of irritability, keeping you occupied with immediate goal-oriented endeavours.

**REMEMBER TO HAVE FUN/LEARN THE LINGO**
Patois is fun to speak (and believe it or not, there are many different versions). Make the effort to use it, and use it well. Words are the building blocks of communication. So learn the language. And try to keep your sense of humour. You will likely make many friends this way. Jamaicans love to laugh.

**BE OPEN-MINDED ABOUT NEW EXPERIENCES**
Strike a balance between your personal and academic life. Do this by thoroughly exploring and enjoying the island, or discovering the intricacies of the local etiquette/customs, or learning the quickest routes to interesting places close to the campus—if you have time, try to take advantage of the weekends!

**WATCH YOUR HEALTH**
It is extremely important to take good care of yourself: Eat well. Try to keep an active routine that incorporates regular exercise. Do not spend all your money on fast food. Get into the habit of preparing your own meals and try out a few Jamaican recipes; although, you may also wish to carry a few spices from home to make the food taste more familiar.

**SET PERSONAL DEVELOPMENT GOALS FOR YOURSELF**
Try to keep in mind that you are not only here to learn about the Jamaican culture—but also to share your culture with others as well. Important to remember: If you feel you are experiencing any of the symptoms (whether mild or severe) of culture shock, please visit the Counseling Unit or contact the International Students Office at once. The Counseling Unit, located inside the University Health Centre, promotes personal growth and development through the provision of evaluation, counseling, therapy, referrals, and psycho-education in a caring, respectful, non-judgmental and
confidential environment. The service is free of cost and is covered under your student health insurance plan. Issues related to culture shock, integration, and adapting to the Jamaican culture are also handled during the ISO orientation for non-Jamaican students by trained psychologists from the Counseling Unit.
Section F:
SETTLING IN AT THE UWI, MONA

Adjusting to a New Academic System

First steps:
• Settle in at your Hall of Residence or off-campus housing
• Attend special orientation and go for Academic Advising
• Register for your course(s) online; pay your bills and buy your books
• Pick up your UWI, Mona ID card
• Open a new bank account; purchase supplies including a cell phone
• Visit MITS to arrange access to campus Wi-Fi
• Visit the ISO and meet the team
• Take some time to explore Kingston

ISO ORIENTATION
The ISO orientation (usually held a week before the start of the semester) provides essential information, covering immigration matters, an introduction to The UWI, Mona support services, an introduction to patois, the Jamaican currency and money management, the Jamaican music and dance culture as well as examination tips. It is an opportunity for you to acquaint yourself with campus services, the ISO team, meet key departmental heads and directors, members of the student guild and other international students like yourself; learn, get involved in and feel a part of The UWI, Mona.

ACADEMICS
A UWI education is rigorous yet rewarding. Important to your study at The UWI, Mona are the following systems and processes that we advise you become thoroughly acquainted with:

REGISTRATION
During orientation week, a registration centre is erected with running tutorials, computers and...
tutors to help you choose your courses. Make sure to attend your Faculty’s Academic Advising sessions and be informed of the courses for which you should be registered. For a copy of the registration guideline please visit www.uwimona.edu.jm/registration.

ACADEMIC ADVISING
Many counseling sessions are held during the first and second week to enhance your understanding of the university’s academic culture. Policies relating to the use of appropriate resources (accessing accurate information and materials), course assessment, course structure and general teaching methods are dealt with during orientation. These sessions are usually organized separately by each Faculty and are scheduled on a departmental basis. You are advised to speak with an academic advisor at the scheduled time arranged by your Faculty.

ACADEMIC CALENDAR
At The UWI the academic year is split into two semesters, the first semester beginning in September (semester 1) and the second semester starting in January (semester 2). You may view a copy of the academic calendar at www.mona.uwi.edu/marcom/sites/default/files/marcom/uploads/uwiacademicdiary2014-2015e-version.pdf

EXAM DATES
Your examination dates are in December for semester 1 and in April and May for semester 2. Timetables are posted on the Examinations Section’s notice board (located by the Undercroft of the Senate Building) and online. All queries concerning examination regulations should be directed to the Examinations Section at www.mona.uwi.edu/exams/. For further information contact georgia.chambers@uwimona.edu.jm (876) 935-8272 or (876) 977-3544.

THE LIBRARY SYSTEM
The library system extends over three physical locations: the Main Library, the Medical Branch Library and the Science Branch Library. The Main Library houses the University Collection, Government Serials, collections in the Humanities and Social Sciences, as well as the flagship West Indies and Special Collections. The World Bank’s Public Information Centre is also located here—as are United Nations documents for which the Library is a partial depository.

The Medical Branch Library houses titles related to Clinical Medicine and Nursing. It is the focal point for the Med-Carib network—a sub-regional network for the English-speaking Caribbean countries within the Latin America and Caribbean Health Sciences Information Network. The library is also a participant in the Jamaica Virtual Health Library.

The Science Branch Library notably houses collections in science and technology and the basic medical sciences; it is also the focal point for the Caribbean Disaster Information Network (CARDIN).

Note: The Library of the Spoken Word Collection, which is now housed at the University Archives at the University’s Regional Headquarters, is an innovation which widens the scope of our research capabilities. This non-print Audio Library is perhaps one of the most comprehensive in the Commonwealth Caribbean with a collection of over 5,000 reels and cassette tapes dating from the 1950s.

INFORMATION TECHNOLOGY SERVICES
The Our Virtual Learning Environment (OURVLE) tool is an online teaching-learning system. It comprises a vast number of tools and specialized applications, which allow for aspects of any course to be extended onto the web. OURVLE helps students gain immediate access to lecture
notes, assignments, interactive sessions (live chat with lecturers, librarians and other staff), as well as gives access to an archive of frequently asked questions (FAQs) pertaining to any course or programme.

To use The UWI, Mona’s IT services, you will be provided with a registered user ID by the Mona Information Technology Services (MITS) section. You can connect to the internet or UWI, Mona intranet using the UWI, Mona Hot Spots, in all the Halls and at designated places around Campus.

Note: The MITS section provides students with all IT-related services— internet connectivity, computer virus removal, troubleshooting solutions, advice on how to login and other related issues. You can contact MITS by calling 977-4537 or by emailing the Help Desk at helpdesk@uwimona.edu.jm.

THE MONA BOOKSHOP
The Mona Bookshop is a resource centre for students and staff while also catering to the general public. At the Mona Bookshop, students are able to purchase recommended texts, a broad range of Caribbean literature, stationery, periodicals, magazines, electronic top-ups for mobile phones, gift items and also UWI-branded memorabilia.

YOUR UWI, MONA EMAIL ACCOUNT
Each student at Mona is given a free email account and is expected to check emails on a regular basis to remain abreast of all campus-related communications. From time to time, the ISO will communicate with all its non-Jamaican students through this medium. It is therefore strongly advised that you check your email consistently. To access your email account, use your default password in the format YYYYMMDD. Your email address is in the form username@mymona.edu.jm, where your username is your first and last name separated by a dot. If you have
forgotten your password, or your password does not work, please contact the MITS Help Desk helpdesk@uwimona.edu.jm.

STUDENT ID
All UWI, Mona students are issued a personal student ID card from the ID Centre on campus. The card is used as your proof of identity. Once the appropriate ID card fee has been paid and you are fully registered for your courses, you can typically obtain your ID card within a day after your registration has been approved.

Your ID card serves as a pass to access the libraries, Health Centre, Shuttle Bus service, gyms, and computer labs on campus. The card must always be presented prior to sitting examinations and may also be used to access special discounts, which are granted to students by off-campus entities. Your student ID number is printed on the front of your card. Should you lose the card, you are asked to report it to the ID centre, but will be required to pay a replacement fee towards generating a new ID card.

For more information on miscellaneous fees and your ID card fee, please go to www.uwimona.edu.jm/registration.

ENGLISH LANGUAGE REQUIREMENT
If your first language is not English, you must provide satisfactory evidence of your competence in the language. You should have:

- Scored a minimum total of 6.5 on the University of Cambridge IELTS (International English language Testing System) OR

- Scored a minimum of 500 (paper-based) or 82* (computer-based) on the test of English as a Foreign Language (TOEFL)

*Note: Breakdown—

MINIMUM SCORE
Writing 22
Reading 20
Listening 20
Speaking 20

THE ISO ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) SUMMER PROGRAMME
If you are a non-native English speaker, the ISO offers the English for Speakers of Other Languages (ESOL) programme, which runs for approximately six (6) weeks during the summer. The programme is designed to immerse students in the use of English in a variety of contexts, using as one component role play as well as real-life situations.

The aim of the programme is to teach students the structure of the language, and to develop their competence in the use of the English Language through taught sessions, that is, in Target English (using English in impromptu simulations), Grammar and Mechanics and English for Special Purposes.

Students will also get an opportunity to engage in English Language conversations and conduct transactions in English outside the classroom, on field trips.

If you need further information about the ESOL summer programme, or would like to enroll, please contact the ISO. (See appendix for ISO contact information).
Section G: YOUR HEALTH & SAFETY

THE UNIVERSITY HEALTH CENTRE
The University Health Centre (UHC) provides general health care and counseling services for students, as well as basic dental health care. All UWI, Mona students are covered under the University Health Insurance Plan (UHIP) once they have paid miscellaneous fees.

With your UWI-issued Health Card, you are able to access all services provided by the University Health Centre, by simply walking in and presenting your student ID along with the Health Card. The Health Card may be used at any public hospital throughout Jamaica.

Important to remember:
You will receive your Health Card after you have paid your miscellaneous fees. The Health card may be collected at the Customer Service section, located on the ground floor, in the Annex Building.

EMERGENCY PLAN
In case of an emergency (inclusive of natural disasters), please call the Campus Security and your Student Services & Development Manager (SSDM). See all emergency contact numbers at the back of this manual for reference.

DISABILITY SERVICES
If you require disability-related services, it is important to contact the Office of Special Student Services (OSSS). The office provides support for persons within the campus community with a disability, whether temporary or otherwise. Some of the provisions in place for disabled persons include specialized computer facilities, reader-writers, special exam papers produced in Braille and large print, Braille and Speak, and Type and Speak Machines, as well as Kurzweil Readers.
CHAPEL SERVICES AND CHAPLAINCY
There may be times when you need a quiet space to reflect, or someone to share personal feelings on sensitive matters with or get answers to certain questions you may have—to this end, the University Health Centre’s Counseling Unit, the University Chapel or the Chaplain’s Office are all available.

You can arrange to see a chaplain by visiting the Chaplain’s Office located on the Ring Road (between the Page’s Café and the Jamaica National Building Society). Visit www.mona.uwi.edu/healthcentre/counsellingunit/ for more information on the Counseling Unit.

CAMPUS SECURITY
We have a range of services to keep you safe on campus: uniformed security guards, a regular system of patrols, 24hr security at each Hall of Residence, a security escort (that is, safe walk and transportation) service at nights, a lost and found service, and emergency dispatch services. There is a police post on Campus which, along with the Campus Security Unit, ensures compliance with the UWI, Mona’s policy on security. Both the Mona Police and Campus Security are responsible for providing a safe environment, for all students, staff, and visitors to the Mona Campus.

To get further information on security, visit http://myspot.mona.uwi.edu/security/
Section H: PRE-DEPARTURE

Returning Home

Things to Do Before You Go:
- Attend a pre-departure briefing.
- Organize your belongings and start packing early.
- Get your travel documents together.
- Pay all outstanding fees.
- Close your bank account
- Make your travel arrangements:
  As before:
  - Check your visa requirements for the countries you may need to pass through and baggage allowance for your airline have not changed.
  - Ensure your flight and flight times are confirmed, and
  - Arrive at the airport in good time and check whether any departure tax is to be paid.

Requesting Your Transcript
Ensure that you tell us where your transcript is to be sent. For exchange/study abroad students, The UWI, Mona typically does this promptly after your programme has ended and without need for a formal request.
Tip: Check the student copy of your transcript to ensure that there are no anomalies; if you identify any discrepancies, have these investigated before you leave.

**Withdrawal from Programme/Early Return**

If you wish to withdraw from the Exchange/Study Abroad programme—for academic or personal reasons—you must, IMMEDIATELY, contact the International Students Office at (876) 702-3737 OR isomona@uwimona.edu.jm as well as your International Office back home before making any arrangements to leave.

**Extending Your Study Abroad Period beyond a Semester**

Many students opt to extend their study abroad experience at Mona after spending one semester. To do this, The UWI, Mona and your home university must agree that you can remain in Jamaica; and, you must again go through the application process.

The International Students Office would be pleased to have you stay; yet, if or when you must leave, the ISO wishes you a safe journey home—looking forward to welcoming you back to Mona, in the near future!
# Appendices

## Academic Calendar

### General Semester Dates

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<th>Dates</th>
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<td>August – December</td>
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<tr>
<td>Semester 2 (Spring Semester)</td>
<td>January – May</td>
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<tr>
<td>Summer Period</td>
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</tbody>
</table>

### Holidays Celebrated in Jamaica

<table>
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<tr>
<th>Holiday</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Ash Wednesday</td>
<td>TBA</td>
</tr>
<tr>
<td>Good Friday</td>
<td>TBA</td>
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<tr>
<td>Easter Monday</td>
<td>TBA</td>
</tr>
<tr>
<td>Labour Day</td>
<td>May 23</td>
</tr>
<tr>
<td>Emancipation Day</td>
<td>August 1</td>
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<tr>
<td>Independence Day</td>
<td>August 6</td>
</tr>
<tr>
<td>National Heroes’ Day</td>
<td>October 18</td>
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<tr>
<td>Christmas</td>
<td>December 25</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>December 26</td>
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</tbody>
</table>

### Events

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Research Days</td>
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<tr>
<td>Homecoming Week</td>
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<tr>
<td>Valedictory Service</td>
<td>April</td>
</tr>
<tr>
<td>Matriculation Ceremony</td>
<td>September</td>
</tr>
<tr>
<td>Graduation Ceremony</td>
<td>November</td>
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<tr>
<td>UWI, Mona Carol Service</td>
<td>December</td>
</tr>
</tbody>
</table>
## Contact Information

### International Students Office Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Althea Gordon-Clennon</td>
<td>Senior Assistant Registrar/ ISO Head</td>
<td>1 (876) 702-3737</td>
</tr>
<tr>
<td>Ms. Hermine Tyrell</td>
<td>Senior Administrative Assistant/ Study Abroad Coordinator</td>
<td>1 (876) 702-3737</td>
</tr>
<tr>
<td>Ms Shantal Cover</td>
<td>Administrative Secretary/ Medical electives Coordinator</td>
<td>1 (876) 702-3737</td>
</tr>
<tr>
<td>Mr. Lorne Matthews</td>
<td>Special International Groups Coordinator</td>
<td>1 (876) 702-3737</td>
</tr>
</tbody>
</table>

### Mailing Address:

International Students Office  
Office of the Campus Registrar  
The University of the West Indies, Mona  
Kingston 7, Jamaica

### On Campus:

The Administrative Annex Building

### Phone:

(876) 702-3737

### Fax:

(876) 977-4178

### E-mail:

isomona@uwimona.edu.jm

### Office Hours:

Monday-Friday, 8:30 am to 4:30 pm

### Emergency Contact Numbers

- **Campus Security**  
  - Tel: (876) 935-8748/9 Ext. 2748

- **Mona Police**  
  - Tel: (876) 927-2298/977-7418 Ext. 2310/2331

- **Office of the Director of Security**  
  - Tel: (876) 970-6700 or 512-3700

- **University Security**  
  - Ext. 2748-9
  - (all hours)

- **Administration**  
  - Ext. 3527

- **University Hospital**  
  - Tel: (876) 927-1620
Campus Map