IDENTIFICATION CARD

• All students are required to have a valid Identification (ID) card which must be in their possession at all times on the University Campus. Students who attempt to write examinations without a valid University ID card will be required to pay a fine.

• The ID card is the property of the University and is to be returned to the Graduate Studies & Research Section of the Registry on completion of the programme for which the student is registered or on withdrawal from the University.

• New ID card - Required by all new students and students who have changed Faculty and/or enrolment status (full-time/part-time).

• Renewal of ID card - Required when the card has expired. The expired ID is to be taken with proof of payment to the ID Centre.

• Replacement of ID card - Required when the ID card has been damaged or lost. If an ID card is lost this must be reported immediately to the ID Centre. A student will be issued a new ID card when he/she presents the receipt for payment of the replacement cost (along with damaged ID if applicable) at the ID Centre.

• ID cards for Post-graduate students will be distributed from the Multifunctional Room of the Main Library between 8:30am and 6:30pm during week days starting August 31, 2009.

• As at September 14, 2009, students without ID cards can obtain their cards from the ID unit, which is situated on the ground floor of the Administrative Annex, between 8:30am and 4:30pm during week days.

See the Financial Information Brochure for relevant ID cost.
**ID PROCESSING SCHEDULE**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31, 2009</td>
<td>8:30 A.M. – 1:30 P.M.</td>
</tr>
<tr>
<td></td>
<td>1:30 P.M. – 6:00 P.M.</td>
</tr>
<tr>
<td>September 1</td>
<td>Social Sciences Surnames (A – I)</td>
</tr>
<tr>
<td></td>
<td>Pure &amp; Applied Sciences Surnames (A – M)</td>
</tr>
<tr>
<td>September 2</td>
<td>Humanities &amp; Education Surnames (A – M)</td>
</tr>
<tr>
<td></td>
<td>Medical Sciences &amp; Law All Students</td>
</tr>
<tr>
<td>September 3</td>
<td>Social Sciences Surnames (J – R)</td>
</tr>
<tr>
<td></td>
<td>Pure &amp; Applied Sciences Surnames (N-Z)</td>
</tr>
<tr>
<td>September 4</td>
<td><strong>ALL FACULTIES</strong></td>
</tr>
</tbody>
</table>

Except for International (non-CARICOM) students and returning students already in possession of ID cards, ALL students will need to obtain ID cards ONLY after being registered for at least one course.

**STEPS FOR OBTAINING YOUR ID CARD**

1. Before going to the distribution centre in the multifunctional room, you must complete registration on-line for at least one of your courses.

2. At the Distribution Centre, you should join a line and move along to the next available ID ASSISTANT at the ID verification counter.

3. Give your ID # to an Assistant at the Verification Counter and provide the answer to a simple question verifying your identity.

4. You then move along to the ID Collection Desk; receive your ID card, and then exit.

Prepared by Office of Graduate Studies & Research
August 2009
REGISTRATION 2009/2010

STEPS FOR OBTAINING YOUR ID CARD

AT THE

MAIN LIBRARY
MULTIFUNCTIONAL ROOM

STARTING ON

MONDAY AUGUST 31, 2009
8:30AM - 6:30PM DURING WEEK DAYS

For information, please contact: the Human Resource Management Division, Administrative Annex,
Tel: 970-2071, ext 2305/2356/2680-1