Dear Graduate Student,

Congratulations on your acceptance to pursue graduate studies and research at The University of the West Indies, Mona Campus. We are pleased that you have taken this decision towards academic advancement, and we promise to do our best to give you a fulfilling and productive graduate experience. Your attendance will be expected at the General Orientation sessions on September 1 & 2, 2016, but in the meantime, you may familiarize yourself by reading these Frequently Asked Questions (FAQs) in this issue of the Graduate Regulations Awareness Brochure (GRAB), your copy.

Be Distinctive: Upgrade your Thinking; Transform Your Life

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Assistant Registrar
OCR-Graduate Studies and Research

ACCEPANCE OF OFFER OF ENTRY

Q. I missed the deadline that was indicated in my letter of acceptance. How can I accept the offer?

A. You can confirm your acceptance of the offer by sending an email to postgrad@uwimona.edu.jm if you missed the deadline date reflected in your offer letter. Note that you will not be able to register nor access University resources until you have accepted the offer of entry.

See Regulations 1.29 -1.32

IDENTIFICATION CARD (ID)

Q. How do I obtain my ID card?

A. After Orientation, you may go to the ID Processing Unit in the Human Resource Management Division located in the vicinity of the Student Administrative Services Section (SASS). However, during the first 2 weeks of the semester, you may go to the Assembly Hall on the date and time designated for your faculty. Your ID card must be visibly displayed at all times while on the Campus.

See Regulation 1.35
COURSE SELECTION

Q. How do I register for my courses?

A. Once you know the courses that you are to undertake in each semester, you may proceed to access the Student Administration System (SAS) and follow the guidelines provided in the document “Brief Guide to Registration 2016/17” available in your Registration Package at www.mona.uwi.edu/postgrad. It is best to select your courses, after you have attended the Academic Advising Session for your programme.

See Regulation 1.31-1.32

DEFERRAL OF ENTRY

Q. If I wish to change my start date from Semester 1 to Semester 2, is this allowed?

A. Yes, in some instances. However, you should contact your programme coordinator to discuss your options. You would then submit a letter of application for a deferral of entry and state the time period required. Send your letter to the Assistant Registrar, Graduate Studies & Research.

See Regulation 1.29

ENROLLMENT OPTIONS

Q. Can I change my enrollment option (Full-time/Part-time)?

A. Yes, in some instances. Note that some programmes are offered only full-time OR only part-time. So you will need to consult with your programme coordinator before applying for a change of enrollment option. To apply for change of enrollment status, simply submit a letter to the Assistant Registrar, Graduate Studies & Research.

See Regulation 1.45
**TUITION FEES**

**Q.** How much is my tuition fee?

**A.** There are two categories of tuition fees (UGC-funded) and (Self-financing) and fees vary according to faculty or according to programme.

You can find your specific tuition cost in the “Financial Information Guide” located at www.mona.uwi.edu/postgrad. In addition to tuition, all students are required to pay miscellaneous and ID fees. You may pay your fees at various Bill Payment locations island wide *(eg. Bill Express)*

You will not be permitted to sit examinations if you have not paid your tuition and miscellaneous fees.

You may obtain further information by visiting the following websites:

- [http://www.mona.uwi.edu/bursary/billings-receivable-faq](http://www.mona.uwi.edu/bursary/billings-receivable-faq)
- [https://apps.mona.uwi.edu/bursary/about.php](https://apps.mona.uwi.edu/bursary/about.php)

**LEAVE OF ABSENCE**

**Q.** If I want to take some time off from my studies. (i) What should I do? (ii) How much time off is allowed? (iii) Is there a deadline for making the request?

**A.** (i) If, for good reason, you wish to be absent from your programme for one semester or more, you must submit an application for leave of absence and state the reason for absence. However, you are not allowed to take leave of absence in your first semester of the programme.

You may download the Request Form at:

[www.mona.uwi.edu/postgrad/forms](http://www.mona.uwi.edu/postgrad/forms)

(ii) Leave of absence cannot be less than one semester or greater than one academic year

(iii) Applications for leave of absence for one semester must be submitted by the end of the 3rd week of the relevant semester.

*Regulation #1.36 (a-e)*