



THE UNIVERSITY
OF THE WEST INDIES
MONA, JAMAICA

The Register

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Thank You

IMPORTANT DATES TO OBSERVE

Matriculation Ceremony
September 5, 2013

Semester I begins
August 25, 2013

Teaching begins
September 2, 2013

Teaching ends
November 29, 2013

Examination begins
December 4, 2013

Examination ends
December 20, 2013

Semester I ends
December 20, 2013

Welcome

Welcome to all faculty, staff and students to the start of yet another academic year. Our team in The Registry looks forward to serving you with commitment and with **HEART**:- **H**onour, **E**xcellence, **A**ccountability, **R**espect and **T**eamwork.

This second newsletter highlights some significant achievements of Sections of The Registry and explains the importance of one of our University functions which is always a feature of the start of the academic year across all Campuses –The Matriculation Ceremony.

We wish you a most productive and rewarding year and look forward to partnering with you in making this University a world class institution!

We hope you enjoy reading this edition of *"The Register"!*



2012 Matriculation Ceremony



A glance at the **Matriculation** *Ceremony*

Left-Right: 2012 Matriculant, O'Danielle O'Sullivan,
Campus Registrar, Dr. Camille Bell-Hutchinson

The Matriculation Ceremony is a symbolic and important University ceremony held at Mona on the Thursday of the first week of teaching. This Ceremony marks the formal enrolment of all new students into the University by the Vice Chancellor and is held on all Campuses.

The students' acceptance into the academic community is marked in the ceremony by the signing of the Matriculation Register by the Matriculant.

A thrilling feature of this Ceremony is the introduction of the Matriculant – the student entering the University with the best qualification. Each year the selection is keenly competitive as many of our new students are very highly qualified.

The Registry plays a key role in coordinating and hosting the Matriculation Ceremony which helps to engender a sense of belonging and support among students as they make their first steps on their academic journey at the University of the West Indies.



Left-Right: Campus Registrar, Dr. Camille Bell-Hutchinson, Principal, Prof. Gordon Shirley, 2012 Matriculant, O'Danielle O'Sullivan, Vice Chancellor, Prof. Nigel Harris

THE SECRETARIAT

Knowledge in Action



Left-Right: Yuhan Worrell, Sandra Pusey, Leon Hayden, Lenford Ellis, Flora Mitchell, Franklin Powell

The development of any organization is dependent on staff who are capable of meeting organizational goals. As such, The University of the West Indies, Mona places much emphasis on training.

Coming out of an MOU between the UWI, Mona, and the HEART Trust/NTA, several employees, including those in the Attendants Lodge were trained in data operations. Staff in the Attendants Lodge are now able to use the skills and knowledge gained from the programme to increase their efficiency in mail delivery. Over the years, mail that were incorrectly addressed posed a significant problem and created piles of undelivered and unclaimed mail. As a result of their training, the Attendants are now able to access employees' correct information online and to distribute mail across Campus in a more timely manner, much to the satisfaction of their customers.

This is indeed knowledge in Action!

CAMPUS RECORDS MANAGEMENT

The Journey Towards a Paperless Campus

The Office of the Campus Registrar continues to strive assiduously towards achieving the objectives of the UWI Strategic Plan 2012-2017, in "re-engineering our administrative processes and procedures to make them simpler, more transparent, efficient, and effective to achieve optimal stakeholder satisfaction." Within this context, one of our main goals is to establish a paperless Campus. What have we achieved so far?

The Campus Records Management (CRM) Office has already successfully digitized financial records from 1948 to the mid-1990's. The success of this project has shown that we now have the capability to implement a fully integrated document management system that would eliminate the handling of thousands of documents that are distributed on a monthly basis as a part of the purchasing function.

The CRM's team has also digitized all the student records since 2010 and the distribution of physical files no longer obtains. With 250,000 documents already digitized, the Campus can not only boast of additional space, but also greater accuracy and more timely delivery of transcripts and other services to our main stakeholders.

Congratulations to the Campus Records Management team for their hard work, amidst various setbacks and limited resources. Special thanks to Miss Veronica Clarke and Mr. Garfield Harris, who have been the main staff dedicated to the task. Well done!



Left-Right: Veronica Clarke, Arlene Walker, Garfield Harris, Eric Green

HUMAN RESOURCE MANAGEMENT DIVISION Safety is Everybody's Concern



Joseph Milwood

The Human Resource Management Division is being proactive in supporting The University of the West Indies, Mona, in both reducing the number of accidents on Campus and ensuring also that any accident which occurs is quickly reported. In its quest to accomplish these objectives and to promote the effective use of technology, the HRMD has now rolled out an online accident reporting form.

The Employee Relations, Benefits Occupational Safety and Health (ERBOSH) Unit is pleased with the number of persons who are now reporting accidents. While we wish to see the number of accidents reduced, we encourage you to use the Accident Reporting Form as soon as possible, if and when an accident occurs.

To make a Report follow the link below:

<http://myspot.mona.uwi.edu/registry/haz-ard-reporting-form> or visit the Campus Registrar's website at <http://myspot.mona.uwi.edu/registry/> then click Accident/Hazard Reporting Form.

For further information you may call **Mr. Joseph Millwood at ERBOSH** at: 935-8681, 935-8556, 935-8356, 935-8305 or ext 2556.

OFFICE OF GRADUATE STUDIES & RESEARCH ... on the Move!

The Office of Graduate Studies and Research has seen a steady and significant improvement in the 2013-14 admissions process. Final decisions made on applications for the 2013-14 academic year rose by 2,687, an increase of 24%, when compared to the corresponding period last year. From as early as June 2013, the total offers of entry had already increased by 25% over the same period last year, while offers accepted saw a 17% improvement over the same period in 2012-13.

This Office in The Registry continues to support the thrust towards the recruitment of top class graduate students, and its introduction of "early bird" deadlines was just one of the initiatives which contributed to their success.



We thank our Deputy Deans (Graduate Studies) for partnering with us in realizing these achievements.

The Leadership 'Coefficient'

The Leadership 'Coefficient' is the re-designed Leadership Development Programme for Heads of Academic Departments and persons who are on a track for leadership positions. The Programme provides training in areas such as Coaching and Team Building, Situational Leadership, the Role of the Head of Department and Conflict Management and commenced in June 2013. Here are some comments of participants:

"Practical and useful!" *"Insightful and thought provoking!"*
"Extremely helpful and excellent!" *"Informative!"*



'Au Revoir'

PROFESSOR GORDON SHIRLEY

The Office of the Campus Registrar regretfully says 'Au Revoir' to our outgoing Principal, Professor Gordon Shirley and thank him for his outstanding leadership over the last six years. We wish him every success in his new appointment.

**THANK
YOU!**

**FOR YOUR FEEDBACK ON
OUR FIRST NEWSLETTER**



Dr. Camille Bell-Hutchinson

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