














UNDERGRADUATE ORIENTATION, ACADEMIC ADVISING AND REGISTRATION 2023/2024
Welcome Week: August 28 – September 1, 2023

Monday, August 28	FACULTY WELCOME CEREMONY		DAY 1
	<i>What to expect: Official welcome to the Faculty • Meet Dean, Deputy Dean, Staff and Student Leaders • Presentations relating to: FSS Governance Structure, Regulations, Resources and Opportunities •</i>		
	10am- 12pm	Attendees: Mandatory for All New FSS Students Majors: All FSS Majors Venue: Orientation Tent, Old Library Grounds	

Tuesday August 29 to Friday September 1	FACULTY OFFICE INFORMATION CENTRE		DAY 2 - 5	
	<i>What to expect: Advising or requests related to: Leave of Absence • Waiver of the Requirement to Withdraw (RTW) • Change of Enrolment Status • Declaration of Degrees • Maximum Credit Override • Exemption • Exams Only • Voluntary Withdrawal • Exchange Programme</i>			
	9am-12pm and 1pm- 4pm (Tues-Thurs)	SOCIAL SCIENCES FACULTY OFFICE Attendees: Returning Students Only Majors: All FSS Majors Venue: Seminar Room 4 (SR4) Access: All media and communication channels below		
	9am-12pm (Friday)	SOCIAL SCIENCES ONLINE COURSE REGISTRATION CENTRE Majors: All FSS Majors Venue: MSBM Computer Lab & H101 Computer Lab		
	 6 Ring Road, Kingston 7, Jamaica  www.mona.uwi.edu/socsci/  fss_studentmatters@uwimona.edu.jm fsocsci@uwimona.edu.jm  (876) 927-2592  (876) 977-0640  (876)395-0170	Follow us on social media:      <input type="text" value="@FSSUWIMONA"/>		



DEPARTMENT WELCOME CEREMONY & ACADEMIC ADVISING (New Students)

*What to expect: Meet your Head of Department, Lecturers, Academic Advisors and Staff •
Receive advising relating to: Course Selection • Registration Assistance • Registration Overrides*

DAY
2 - 3

Tuesday, August 29

9am–11am
MONA SCHOOL OF BUSINESS & MANAGEMENT
WELCOME CEREMONY
Attendees: Mandatory for **New** students pursuing the following Majors:
Majors: Accounting • Entrepreneurship • Human Resource Management • Management Studies • Marketing • Operations Management • Tourism Management
Venue: **Social Sciences Lecture Theatre**

11am–4pm
ACADEMIC ADVISING
Attendees: Mandatory for **New** students pursuing the following Majors:
Majors: Accounting • Entrepreneurship • Human Resource Management • Management Studies • Marketing • Operations Management • Tourism Management
Venue: **Seminar Room 10 (SR10)**

For more information, contact the School via the channels below:
<https://www.mona.uwi.edu/msbm/> msbm.studentquery@uwimona.edu.jm

9am–11am
DEPARTMENT OF ECONOMICS
INFORMATION SESSION (NEW Students)
Attendees: Mandatory for **New** students pursuing the following Majors:
Majors: Banking & Finance • Economics • Statistics
Venue: **I102, Block I, Alister McIntyre Complex**

1pm – 3pm
INFORMATION SESSION (RETURNING & RTW Students)
Attendees: Mandatory for **Returning** students pursuing the following Majors:
Majors: Banking & Finance • Economics • Statistics
Venue: **I102, Block I, Alister McIntyre Complex**

For more information, contact the Department via the channels below:
<https://www.mona.uwi.edu/economics/> econ@uwimona.edu.jm

Wednesday, August 30

9am–11am
DEPARTMENT OF GOVERNMENT
WELCOME CEREMONY
Attendees: Mandatory for **New** students pursuing the following Majors:
Majors: International Relations • Public Policy and Management • Political Leadership, Strategy & Management • Political Science
Venue: **Social Sciences Lecture Theatre**

12pm–3pm
ACADEMIC ADVISING
Attendees: Mandatory for **New** students pursuing the following Majors:
Majors: International Relations • Public Policy and Management • Political Leadership, Strategy & Management • Political Science
Venue: **I102, Block I, Alister McIntyre Complex**

For more information, contact the Department via the channels below:
<https://www.mona.uwi.edu/govt/> govt@uwimona.edu.jm

9am–11am
DEPT OF SOCIOLOGY, PSYCHOLOGY & SOCIAL WORK
ACADEMIC ADVISING
Attendees: Mandatory for **New** students pursuing the following Majors:
Majors: Labour & Employment Relations • Psychology • Sociology • Social Anthropology
Venue: **I102, Block I, Alister McIntyre Complex**
Major: Social Work **Venue:** **D101, Block D, McIntyre Complex**

1pm – 3pm
WELCOME CEREMONY
Attendees: Mandatory for **New** students pursuing the following Majors:
Majors: Labour & Employment Relations • Psychology • Social Anthropology • Social Work • Sociology
Venue: **Social Sciences Lecture Theatre**

For more information, contact the Department via the channels below:
<https://www.mona.uwi.edu/spsw/> spswork@uwimona.edu.jm



ACADEMIC ADVISING & REGISTRATION (Returning Students)

What to expect: Course Selection • Registration Assistance • Career Planning • Credit Checks • Change of Major • Registration Override

DAY
3 - 5

Wednesday, August 30

9am – 12pm
&
3pm – 5pm

DEPARTMENT OF ECONOMICS

Attendees: New and Returning students pursuing the following Majors who did not attend Tuesday's session

Majors: Banking & Finance • Economics • Statistics

Venue: 9am – 12pm: Seminar Room 5 (SR5) • 3pm – 5pm : Join advising session virtually via Zoom

(RTW students must contact the Department via susan.grossette@uwimona.edu.jm before seeking academic advising.)

10am – 12pm
&
2pm – 4pm

MONA SCHOOL OF BUSINESS & MANAGEMENT

Attendees: New and Returning students pursuing the following Majors who did not attend Tuesday's session

Majors: Accounting • Entrepreneurship • Human Resource Management • Management Studies • Marketing • Tourism Management • Operations Management •

Venue: Seminar Room 10 (SR10)/ Department Office

Thursday August 31 & Friday, September 1

10am–12pm
&
2pm – 4pm

MONA SCHOOL OF BUSINESS & MANAGEMENT

Attendees: Returning students pursuing the following Majors who did not attend Tuesday's or Wednesday's session

Majors: Accounting • Entrepreneurship • Human Resource Management • Management Studies • Marketing • Tourism Management • Operations Management • Chemistry and Management

Venue: Seminar Room 10 (SR10)/ Department Office

10am–12pm
&
2pm–5pm

DEPARTMENT OF ECONOMICS

Attendees: New and Returning students pursuing the following Majors who did not attend Tuesday's or Wednesday's session

Majors: Banking & Finance • Economics • Statistics

Venue: 10am – 12pm: Seminar Room 5 (SR5) • 2pm – 5pm: Join advising session virtually via Zoom

(RTW students must contact the Department via susan.grossette@uwimona.edu.jm before seeking academic advising)

11am – 2pm

DEPARTMENT OF GOVERNMENT

Attendees: Returning students pursuing the following Majors

Majors: International Relations • Political Science • Political Leadership, Strategy & Management • Public Policy and Management

Venue: Department Office

10am – 3pm

DEPARTMENT OF SOCIOLOGY, PSYCHOLOGY & SOCIAL WORK

Attendees: New and Returning students pursuing the following Majors who did not attend Wednesday's session

Majors: Demography • Labour & Employment Relations • Psychology • Social Anthropology • Social Policy & Development • Sociology • Social Work

Venue: Psychology: Seminar Room 11 (SR11) • Social Work: Seminar Room 12 (SR12) • All Other Majors: Department Office



Pre-Orientation Checklist

- Accept your offer of admission
- Receive welcome letter from Dean
- Study FSS Orientation and Academic Advising Schedule
- Know your Major and the [Department](#) to which you are assigned
- Know whether you are full-time/part-time and the required course load
- Attend UWI General Orientation on August 24 & 25, 2023
- Attend Faculty Welcome Ceremony, Department Welcome Ceremony and Academic Advising during the week of August 28-September 1, 2023
- Ensure that you are able to [log onto the registration portal](#)
- Study [Handbook](#) that corresponds with your year of admission
- Make note of questions for your Academic Advisor
- Confirm next sitting of the [English Language Proficiency Test \(ELPT\)](#) (if applicable)
- Finalize arrangements to [make tuition payments](#)
- Explore [student financing](#) and financial aid options
- Study the [Codes of Principles and Responsibilities for Students](#)

Post-Orientation Checklist

- Download [degree checklist](#) that matches with your major and year of entry
- [Select courses](#) and adjust registration to eliminate [registration errors](#)
- Seek approval of override requests
- Pay your [tuition fees](#) to obtain financial clearance
- Obtain your ID card
- Know the name and contact information of the Dean, Deputy Dean, your programme coordinator, academic and administrative advisors and Guild representatives and check in with them as often as necessary
- Study your timetable and identify classrooms for face-to-face lectures
- Ensure that your courses appear on your timetable and the [OurVLE portal](#)
- Familiarize yourself with the services of the [UWI Health Centre](#)
- Learn about the resources available at the [Library](#)
- Consider joining a [club, society or association](#) aligned to your discipline and pursuing [co-curricular courses](#) to enrich your student experience
- Register with the [Office of Special Student Services](#) (if applicable)
- Stay connected! Routinely check [Faculty and Department websites](#), notice boards as well as your [UWI-issued email](#) for information and updates



FSS Communication Channels

CENTRE FOR DISABILITY STUDIES

Website: <https://www.cds.mona.uwi.edu>

Email: cds@uwimona.edu.jm

Telephone: (876) 977-9423

DEPARTMENT OF ECONOMICS

Majors: Banking & Finance • Economics • Statistics

Website: <https://www.mona.uwi.edu/economics/> **Email:** econ@uwimona.edu.jm

Telephone: (876) 977-1188, (876) 361-8363 **Mobile:** (876) 428-6268

DEPARTMENT OF GOVERNMENT

Majors: International Relations • Political Leadership, Strategy & Management • Political Science • Public Policy & Management

Website: <https://www.mona.uwi.edu/government/> **Email:** govt@uwimona.edu.jm

Telephone: (876) 977-5935 **Mobile (WhatsApp):** (876) 551-7841, 550-9120, 560-7802

MONA SCHOOL OF BUSINESS AND MANAGEMENT

Majors: Accounting • Entrepreneurship • Human Resource Management • Management Studies • Marketing • Operations Management • Tourism Management

Website: <https://www.mona.uwi.edu/msbm/> **Email:** msbm.studentquery@uwimona.edu.jm

Telephone: (876) 977-4649, (876) 977-3808, (876) 977-3775 **Mobile (WhatsApp):** (876) 553-3553

DEPARTMENT OF SOCIOLOGY, PSYCHOLOGY AND SOCIAL WORK

Majors: Demography • Labour & Employment Relations • Psychology • Social Anthropology • Social Policy & Development • Sociology • Social Work

Website: <https://www.mona.uwi.edu/spsw/> **Email:** spswork@uwimona.edu.jm

Telephone: Social Work: (876) 970-4336 (876) 831-3277

Psychology: (876) 970-3896 Psychology **WhatsApp:** (876) 427-9656

All Other Programmes: (876) 977-6267, (876) 977-0315

UWI WESTERN JAMAICA CAMPUS

Majors: Accounting • Banking and Finance • Entrepreneurship • Finance • Human Resource Management • International Relations • Management Studies • Psychology • Marketing • Operations Management • Tourism Management

Website: See departmental websites above

Email: msbmundergrad.wjc@uwimona.edu.jm | wjcpsychologyunit@uwimona.edu.jm | jevon.henry@uwimona.edu.jm | javaughn.munroe@gmail.com

Telephone: MSBM: (876) 940-5561 All Programmes: (876) 940-4349 **WhatsApp:** (876) 564-5747

SOCIAL SCIENCES FACULTY OFFICE

Matters relating to: Leave of Absence • Waiver of the Requirement to Withdraw (RTW) • Change of Enrolment Status • Declaration of Degrees • Maximum Credit Override • Exemption • Exams Only

Website: <https://www.mona.uwi.edu/socsci/>

Email: fss_studentmatters@uwimona.edu.jm | fsocsci@uwimona.edu.jm

Telephone: 876-927-2592, (876) 977-0640 **Mobile (WhatsApp):** 876-395-0170



UWI Communication Channels

STUDENT AFFAIRS (ADMISSIONS AND INTERNATIONAL OFFICE)

Website: <https://www.mona.uwi.edu/admissions/> | www.mona.uwi.edu/iso/

Email: admissions@uwimona.edu.jm | isomona@uwimona.edu.jm

Telephone: (876) 927-2779 | (876) 878-0047 | (876) 878-0053 | (876) 852-0160

REGISTRY INFORMATION SYSTEMS (RIS)

Website: <https://sas.mona.uwi.edu/>

Email: ris@uwimona.edu.jm

Telephone: (876) 970-4472

EXAMINATIONS

Website: <https://www.mona.uwi.edu/exams/>

Email: examinations@uwimona.edu.jm

Telephone: (876) 977-3544

OFFICE OF STUDENT FINANCING

Website: <https://www.mona.uwi.edu/osf/>

Email: stufinc@uwimona.edu.jm

Telephone: (876) 702-4646

STUDENT ADMINISTRATIVE SERVICES SECTION/ BURSARY

Website: <https://www.mona.uwi.edu/bursary/sass1>

Email: customer.services@uwimona.edu.jm

Telephone: (876) 970-6756

OFFICE OF STUDENT SERVICES AND DEVELOPMENT

Website: <https://www.mona.uwi.edu/oss/>

Email: student.services@uwimona.edu.jm

Telephone: (876) 970-2739 | 3880

OFFICE OF THE DIRECTOR OF CAMPUS SECURITY

Website: <https://www.mona.uwi.edu/security/>

Email: security.director@uwimona.edu.jm

Telephone: (876) 977-9902

(876) 702-4334 (24 Hour Central Monitoring Station)

(876) 837-7192 (Mona Police Post)

(876) 551-0136 (Campus Police)

PLACEMENT & CAREER SERVICES

Website: <https://www.mona.uwi.edu/placement/>

Email: placement@uwimona.edu.jm

Telephone: (876) 927-1650

MAIN LIBRARY

Website: <https://www.mona.uwi.edu/library/>

Email: main.library@uwimona.edu.jm

Telephone: (876) 927-1667

HEALTH CENTRE

Website: <https://www.mona.uwi.edu/healthcentre/>

Email: **Health Centre:** healthserves@uwimona.edu.jm;

Counselling Service: counsel@uwimona.edu.jm

Telephone: (876) 927-2520; (876) 970-0017 **UWI HELPS:** (876) 294-0042