



FACULTY OF SOCIAL SCIENCES
THE UNIVERSITY OF THE WEST INDIES
 MONA

UNDERGRADUATE STUDENT REQUEST FORM

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM

INSTRUCTIONS:

1. Please complete all applicable sections, then sign and date your request. A copy of your last academic record or transcript **must** be appended to this form.
2. In some cases (as indicated by an asterisk on Page 2), if a request is made six (6) weeks after classes have started, students will be required to submit a Supplemental Request Form.
3. Submit completed form and related document(s) to the Social Sciences Faculty Office.
4. Sign the log book provided at the Faculty Office as proof that a request form was submitted.

PLEASE NOTE THE FOLLOWING:

- To check the outcome of your request, you may contact the Faculty Office or Programme Coordinator or check your academic record/registration record online periodically by logging in to the Student Administration System (SAS) at <http://sas.uwimona.edu.jm:9010/>
- Requests usually take at least two (2) weeks to be processed.
- Failure to comply fully with the above instructions will delay the processing of your request.

SECTION I: STUDENT INFORMATION

PERSONAL DATA - Please complete all boxes below.

UWI ID: Year of Entry: Male Female

Surname: First Name: Middle Name:

Home Phone: Cell Phone: Email:

Term Mailing Address:

Permanent Mailing Address:

ENROLLMENT STATUS - Please select all applicable boxes below.

New (1st Year of Progamme) Returning Full-Time Part-Time

Mona CHTM UTECH/UWI WJC Weekend

TLI, Site:

APPROVED PROGRAMME OF STUDY - Please specify in the applicable box(es) below.

Major(s): Minor(s):

Special: Option:

Diploma: Certificate:

PLEASE CONTINUE TO NEXT PAGE

NATURE OF REQUEST

INSTRUCTIONS:

1. Please check all applicable boxes and provide course code(s) and other information in the space provided.
2. Where an item marked with an asterisk (*) is selected, a Supplemental Request Form **must** also be completed and submitted with this form **if six (6) weeks of classes have passed**.

SECTION II: REGISTRATION MATTERS

- Additional Course(s)*** (Exceeding credit limit) Year: Semester: Course(s):
- Late Registration*** Year: Semester: Course(s):
- Late Adjustments*** Year: Semester: Add Course(s):
Drop Course(s):
- Exemption(s) With Credits** Course(s):
- Course Substitution** Course(s):
- Exemption(s) Only** Course(s):
- Course(s) Not for Credit** Course(s):

SECTION III: EXAMINATIONS

- Exams Without Attending Lectures** Course(s):
- Deferral of Sitting Exams** Course(s):
- Carry-Over Coursework** Course(s):

SECTION IV: STUDENT STATUS

- Leave of Absence*** Year: Semester(s):
- Waiver of the Requirement to Withdraw**
- Voluntary Withdrawal**

SECTION V: EXTERNAL AFFAIRS

- Exchange Programme** Name & Location of University:
- Take Course(s) at another University** Name & Location of University:
Course(s): Semester:
- Take Course(s) via Open Campus** Specify Open Campus site:
Course(s): Semester:

SECTION VI: OTHER REQUEST(S)

Please specify in the space below:

SECTION VII: REASON(S) FOR REQUEST(S) – (COMPULSORY)

.....
APPLICANT'S SIGNATURE

.....
DATE

THIS SECTION FOR OFFICIAL USE ONLY

RECEIVED BY (PRINT NAME):	DATE RECEIVED:	CONTACT MADE: [] Yes [] No
COMMENTS/ACTION TAKEN:		