



ORIENTATION CHECKLIST FOR NEW STUDENTS

Pre-Orientation Checklist	Post-Orientation Checklist
<ul style="list-style-type: none"><input type="checkbox"/> Accept your offer of admission<input type="checkbox"/> Receive welcome letter from Dean via email<input type="checkbox"/> Attend Faculty orientation and academic advising<input type="checkbox"/> Study FSS Orientation and Academic Advising Schedule<input type="checkbox"/> Know your Major and the Department to which you are assigned<input type="checkbox"/> Know whether you are full-time/part-time and the required course load<input type="checkbox"/> Identify electronic device you will use to attend orientation and lectures<input type="checkbox"/> Identify internet source to view Faculty and Department Welcome Ceremony and to attend Orientation and Academic Advising<input type="checkbox"/> Ensure that you are able to log onto the registration portal<input type="checkbox"/> Familiarize yourself with Campus Covid-19 Safety Protocols<input type="checkbox"/> Study Handbook that corresponds with your year of admission<input type="checkbox"/> Make note of questions for your academic advisor<input type="checkbox"/> Confirm sitting of the English Language Proficiency Test (ELPT) (if applicable)<input type="checkbox"/> Finalize arrangements to make tuition payments<input type="checkbox"/> Explore student financing and financial aid options<input type="checkbox"/> Study the Codes of Principles and Responsibilities for Students and the FSS Codes of Conduct	<ul style="list-style-type: none"><input type="checkbox"/> Download degree checklist that matches with your major and year of entry<input type="checkbox"/> Attend orientation and academic advising sessions<input type="checkbox"/> Select courses and adjust registration to eliminate registration errors<input type="checkbox"/> Seek approval of override requests<input type="checkbox"/> Pay your tuition fees to obtain financial clearance<input type="checkbox"/> Obtain your ID card<input type="checkbox"/> Know the name and contact information for the Dean, Deputy Dean, Head of Department, your programme coordinator, academic and administrative advisors and Guild Representatives and check in with them as often as necessary<input type="checkbox"/> Identify e-device and internet source for online lectures<input type="checkbox"/> Study your timetable and identify classrooms for face-to-face lectures<input type="checkbox"/> Ensure that your courses appear on your timetable and the OurVLE portal<input type="checkbox"/> Comply with Covid-19 Safety Protocols during face-to-face lectures<input type="checkbox"/> Familiarize yourself with the services and resources of the Library and the UWI Health Centre<input type="checkbox"/> Consider joining a club, society or association allied to your discipline and pursuing co-curricular courses to enrich your student experience<input type="checkbox"/> Register with the Office of Special Student Services (if applicable)<input type="checkbox"/> Stay connected! Routinely check Faculty and Department websites, notice boards as well as your UWI-issued email for information and updates