THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS

2004/2005 UNDERGRADUATE
STUDENT HANDBOOK

Financial Information
Registration Guidelines
General Information

The University reserves the right to make changes, without prior notice, to the information contained in this publication.

Prepared by: The Student Records Unit, Registry
in collaboration with
the Admissions Section, Registry
& the Bursary
July 2004
This handbook provides financial information and registration guidelines for the 2004/2005 academic year. In addition, it is intended as a general introduction to the regulations of the UWI and the facilities and services available to you as a registered student at the UWI Mona Campus. We are sure you will still have questions so contact persons and telephone numbers are provided in the sections that follow.

All telephone extensions in this Handbook can be reached through the UWI Exchange: 927-1660-9.

If you have a problem, however small, talk to someone. Here is a list of persons you may contact if you need help. If they cannot deal with your problem, they will direct you to someone who can.

- Deans or their Nominees
- Faculty Administrators
- Deputy Principal
- Campus Registrar
- Student Services Managers
- Student Affairs Personnel (Admissions / Outreach / Examinations / Student Records)
- Director of Student Services
- Counsellors
## OVERVIEW

<table>
<thead>
<tr>
<th>SECTION 1 - MESSAGES</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 2 - THE UNIVERSITY OF THE WEST INDIES</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 3 - REGULATIONS, PROCEDURES &amp; OTHER STUDENT MATTERS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>37</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 4 - FINANCIAL INFORMATION</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>51</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 5 - 2004/2005 REGISTRATION GUIDELINES &amp; FACULTY SCHEDULES</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>73</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 6 - CAMPUS LIFE</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>109</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 7 - APPENDICES</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Important Points to Remember</td>
<td>157</td>
</tr>
<tr>
<td>- Important Dates</td>
<td></td>
</tr>
<tr>
<td>- Semester Calendar 2004/2005</td>
<td></td>
</tr>
<tr>
<td>- Directory of Telephone Numbers</td>
<td></td>
</tr>
<tr>
<td>- Web Sites and E-mail Addresses</td>
<td></td>
</tr>
<tr>
<td>- Map of UWI Mona Campus</td>
<td></td>
</tr>
</tbody>
</table>
# CONTENTS

## SECTION 1 - MESSAGES
- Message from The Vice Chancellor: 13
- Message from The Vice Chancellor (Designate): 15
- Message from The University Registrar: 17
- Message from The Pro-Vice Chancellor and Principal: 19
- Message from The Campus Registrar: 21
- Message from The Director of Student Services: 23
- Message from The Guild President: 25

## SECTION 2 - THE UNIVERSITY OF THE WEST INDIES
- The University of The West Indies: 29
- The Arms of The University: 31
- The University Management Team: 32
- The Mona Management Team: 34

## SECTION 3 - REGULATIONS, PROCEDURES & OTHER STUDENT MATTERS
- Mona Campus (Security) Act 2002: 39
- Sexual Harassment Guidelines For Students: 41
- Leave Of Absence & Credit Exemptions: 44
- International Student Exchange Programme: 45
- Inter-Faculty Transfers: 46
- Medical Certificate: 46
- Financial Planning: 47
  - Scholarships & Bursaries
  - The University Scholarship Examinations
  - Other Financial Assistance
- Student Immigration Requirements: 49
- Communication & Information Channels: 49
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION 4 - FINANCIAL INFORMATION</td>
<td></td>
</tr>
<tr>
<td>Information on Fees</td>
<td>53</td>
</tr>
<tr>
<td>Registration Policy &amp; Payment Of Fees</td>
<td>57</td>
</tr>
<tr>
<td>· Payment of Fees</td>
<td></td>
</tr>
<tr>
<td>· Payment Vouchers</td>
<td></td>
</tr>
<tr>
<td>· Statement of Account</td>
<td></td>
</tr>
<tr>
<td>· Tuition Fee Letter</td>
<td></td>
</tr>
<tr>
<td>· Payment Locations</td>
<td></td>
</tr>
<tr>
<td>· Financial Clearance and Registrar's Approval</td>
<td></td>
</tr>
<tr>
<td>Student Loan Schemes</td>
<td>63</td>
</tr>
<tr>
<td>Policy on Refund of Tuition, Miscellaneous and Residence Fees</td>
<td>64</td>
</tr>
<tr>
<td>Other Important Information</td>
<td>67</td>
</tr>
<tr>
<td>· Settling-In Allowance</td>
<td></td>
</tr>
<tr>
<td>· Maintenance Costs</td>
<td></td>
</tr>
<tr>
<td>· Additional Cost for Project/Field Trips, Theses etc.</td>
<td></td>
</tr>
<tr>
<td>· B.A. Library Studies Students</td>
<td></td>
</tr>
<tr>
<td>· Degree Nursing Students</td>
<td></td>
</tr>
<tr>
<td>· M.B.B.S. Clinical Students</td>
<td></td>
</tr>
<tr>
<td>How To Determine Your Tuition Fees</td>
<td>68</td>
</tr>
<tr>
<td>Contributing Countries</td>
<td>68</td>
</tr>
<tr>
<td>2004/05 Tuition Fee Schedules</td>
<td>69</td>
</tr>
<tr>
<td>Miscellaneous Fees And Charges</td>
<td>69</td>
</tr>
<tr>
<td>Maintenance Costs</td>
<td>70</td>
</tr>
<tr>
<td>Currency And Cash Guidelines For Overseas Students</td>
<td>71</td>
</tr>
<tr>
<td>Overseas Transfer Of Funds</td>
<td>71</td>
</tr>
</tbody>
</table>
SECTION 5 - 2004/2005 REGISTRATION GUIDELINES
& FACULTY SCHEDULES

Rules Governing Registration 75
   Course Selection 76
   Request for Change of Major and/or Enrolment Status 76
   Academic Approval 77
   Adjustments to Academic Programme (Add/Drop) 78
   Financial Clearance and Registrar's Approval 79
   Certificate of Registration 79
   Financial Clearance - Loan Schemes 79
   Students Who Do Not Complete Registration 80
   Identification Card 81

Registration Package 82
Payment Of Fees 82
Registration Steps 83
   STEP 1 Academic Counselling
   STEP 2 Selection Of Academic Programme
   STEP 3 Approval Of Academic Programme
   STEP 4 Adjustments To Academic Programme
   STEP 5 Financial Clearance & Registrar's Approval
   STEP 6 ID Card
   STEP 7 Final Check List

Semester II Registration 87
Adjustments To Registration (Semester II) 88
Summer School 90
Faculty Registration Schedules 91
   Faculty of Humanities & Education
      Humanities-Based Programmes [B.A. & Diploma] 92
   Faculty of Humanities & Education
      Education-Based Programmes [B.Ed.] 94
   Faculty of Humanities & Education
      Education-Based Programmes [Diploma] 96
   Faculty of Law 97
   Faculty of Medical Sciences 98
   Faculty of Pure & Applied Sciences 100
   Faculty of Social Sciences 102
### Additional Information
- Computers for Selection of Academic Programme
- Financial Clearance - Place & Time
- Registrar's Approval - Place & Time

### Special Activities For New Students
- Orientation
- Library Tours
- Matriculation Ceremony

### Online Course Selection Guidelines
SECTION 6 - CAMPUS LIFE

THE LIBRARY

Overview
Services and Facilities
Membership
Registration and Library Tours
Opening Hours

ADMINISTRATIVE OFFICES

Admissions
Customer Service Unit, Bursary
Examinations Section
Mona Information Technology Services
Student Records Unit
ID Centre
The Office of Student Financing
The Office of Student Services
  The Office of the Director of Student Services
  The Office of Special Student Services
  The Student Accommodations Office (Lodgings)
  The Office of Placement and Career Services
  Department of Sports

The Public Relations Office

LIFE ON CAMPUS

Student Accommodation
University Central Laundromat
Campus Food Services
University Bookshop
The University Health Centre
Health & Personal Accident Insurance
Commuting Students
Parking
The Shuttle Bus Service 145
The Guild Bus Service 145
Escort Service 146
Banking Services 146
Credit Union 147
The Chapel 148
The Philip Sherlock Centre for the Creative Arts 149
Getting Involved at UWI, Mona 152
The Guild of Students 152
Clubs, Societies and Associations 154
UWI Leadership and Mentorship Programmes 156

SECTION 7 - APPENDICES

APPENDIX 1 159
Semester Calendar 2004/2005
APPENDIX 2 160
Important Dates
APPENDIX 3 161
Important Points To Remember
APPENDIX 4 162
Directory of Telephone Numbers
APPENDIX 5 165
Web Sites and E-Mail Addresses
APPENDIX 6 167
Map of UWI Mona Campus