



**UWI**  
MONA CAMPUS  
JAMAICA, WEST INDIES

**FACULTY OF  
SCIENCE AND TECHNOLOGY**

**UNDERGRADUATE  
REGISTRATION &  
INFORMATION  
GUIDE**

**ACADEMIC YEAR**

**2020 - 2021**

**FST**

[WWW.MONA.UWI.EDU/FST](http://WWW.MONA.UWI.EDU/FST)



THE UNIVERSITY OF THE WEST INDIES  
MONA CAMPUS

FACULTY OF SCIENCE AND  
TECHNOLOGY

**UNDERGRADUATE  
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ACADEMIC YEAR  
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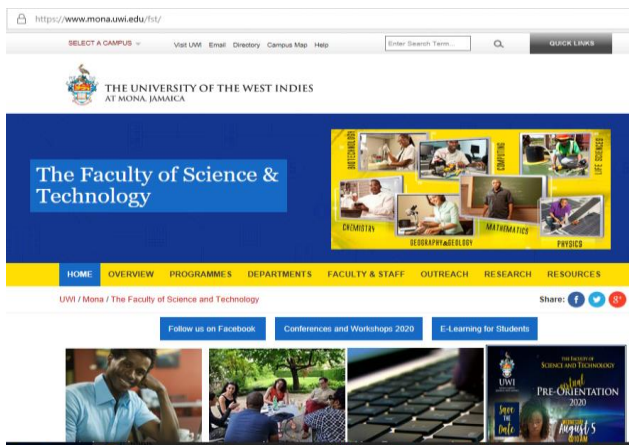


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### FEATURES:

- Faculty News
- Map to locate your classes
- Information on Departments
- Scholarships & Bursaries
- Faculty Events

- Visit the Faculty's Website @ <https://www.mona.uwi.edu/fst/>



- Visit the Faculty's Social Media Platform - Facebook @ <https://www.facebook.com/The-Faculty-of-Science-and-Technology-The-UWI-Mona-102396987801624>

**DISCLAIMER:** Due to the introduction of blended mode for course deliveries, registration information for labs, lectures and tutorials in this booklet may differ from those listed on the Registry Information Systems (IRS) Website. If you encounter difficulties during registration, please contact the Faculty or Departmental Offices for assistance using the contact information listed on pages 37-39.

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# REGISTRATION GUIDELINES

## WHEN DO CLASSES BEGIN?

For Semester 1, 2020-2021 academic year, teaching begins on Monday, September 07, 2020.

## WHAT IS A LOWER LEVEL MATRICULATION?

Lower Level Matriculation (Preliminary Offer) is given to applicants who do NOT have the two units of CAPE Science subjects or the requisite 'A' Level passes. This offer is normally made to applicants with CSEC (CXC) passes only or one 'A' Level or one unit of CAPE science subject. This degree takes four years.

## WHAT IS NORMAL LEVEL MATRICULATION?

Normal Level Matriculation is given to applicants who have two units of CAPE/ 'A' Level Science passes. This degree takes three years.

## WHAT ARE PRELIMINARY COURSES?

Preliminary Courses are equivalent to the Caribbean Advanced Proficiency Examinations (CAPE) and 'A' Level programmes. However, the credits that are awarded from these examinations will not be counted as part of your general degree requirements. These credits can be used to advance to Level I.

## HOW DO I REGISTER?

Before you register for classes, you must be admitted to the University of the West Indies, Mona Campus. Students can only register for their courses using the UWI Mona Student Administration System (SAS). It is advisable that you speak with your Department's Undergraduate Coordinator and seek academic advice.

## HOW MANY CREDITS CAN I REGISTER FOR EACH SEMESTER?

**Full-time Student Registration:** A full-time student can register for a *minimum of 33 credits and a maximum of 39 credits per year*. That is, **18 credits per semester** (a combination of 2, 3 and/or 6 credits courses) **AND** one Foundation Course per year.

**Part-time Student Registration:** A part-time student can register for a **minimum of 18 credits and a maximum of 27 credits per year**. That is, **12 credits per semester** (a combination of 2, 3 and/or 6 credits courses) **AND** one Foundation Course per year.

**Note:** FST students MUST complete 3 Foundation Courses; **EXCLUDING** the foundation course, **Science, Medicine and Technology in Society (FOUN1201)**. It is highly recommended that Foundation Courses should be pursued in Semester 2 of each academic year.

## HOW DO I ACCESS MY COURSE MATERIALS?

Course materials are available on Our Virtual Learning Environment (OurVLE). This site may be accessed via the UWI's website [www.mona.uwi.edu](http://www.mona.uwi.edu) (under the Quick Links menu). To use OurVLE, you must have a valid UWI ID and MyMona address. Please activate your MyMona email as soon as possible as course information will be sent by email and posted on OurVLE.

## WHAT ARE THE PRELIMINARY AND INTRODUCTORY LEVEL COURSES?

DEPARTMENTS	SEMESTER 1 COURSE CODES	SEMESTER 2 COURSE CODES
<b>Biochemistry</b>	BIOC1020, BIOC1021, MICR1010, MICR 1011 (L1)	
<b>Chemistry</b>	CHEM0901 (P), CHEM1810 (L1) CHEM1811 (L1) CHEM1820 (L1)	CHEM0902 (P), CHEM1910 (L1) CHEM1911 (L1) CHEM1920 (L1)
<b>Computing</b>	COMP1126, COMP1127, COMP1210 & COMP1220, COMP 1161 (L1)	
<b>Geography &amp; Geology</b>	GEOG1131, GEOG1231 (L1) GEOL1101, GEOL1102 (L1)	GEOG1132, GEOG1232 (L1) GEOL1103, GEOL1104 (L1)
<b>Life Sciences</b>	BIOL0011 (P) BIOL1017 & BIOL1018 (L1)	BIOL0012 (P) BIOL1262 & BIOL1263 (L1)
<b>Mathematics</b>	MATH0100 (P) MATH1141 & MATH1142 (L1)	MATH0110 (P) MATH1151 & MATH1152 (L1)
<b>Physics</b>	PHYS0411 & PHYS0412 (P) PHYS1411 & PHYS1412 (L1)	PHYS0421 & PHYS0422 (P) PHYS1421 & PHYS1422 (L1)
<b>P = Preliminary Course</b>		<b>L1 = Level I /Introductory Course</b>

## HOW DO I SELECT MY COURSES?

### BIOCHEMISTRY

If you have passed CAPE  
Units 1 & 2 or  
'A' Level Chemistry and  
CSEC Biology  
(or the equivalent)

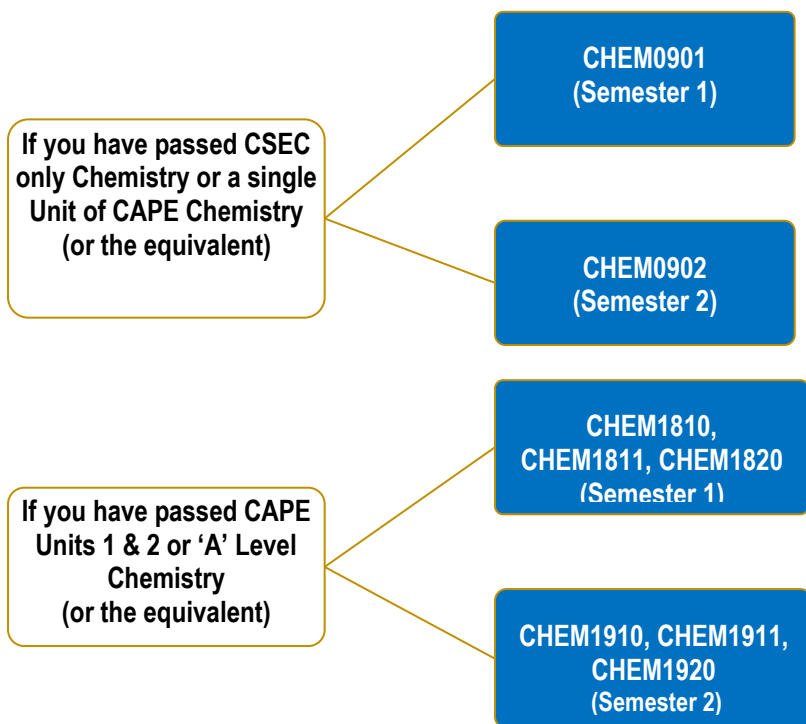
MICR1010 & MICR1011  
(Semester 1 or 2)

BIOC1020 & BIOC1021  
(Semester 1 or 2)

**NOTE:**

All students pursuing a major in Biochemistry, Biotechnology, Microbiology or Molecular Biology must register for all the above courses as well as Level 1 Chemistry.

## CHEMISTRY



### **NOTE:**

Students pursuing a major in Chemistry must register for at least 6 credits of Level 1 Mathematics. The recommended Mathematics courses are MATH1185 and either MATH1141 or STAT1001. However, MATH1142, MATH1151, MATH1152 are also acceptable. For a major in Special Chemistry, CAPE Physics (or its equivalent) is also required.



## COMPUTING

If you have passed  
Units 1 & 2 of any one  
CAPE or 'A' Level science  
subject  
(or the equivalent)

COMP1126,  
COMP1127,  
COMP1161  
(Semester 1 or 2)

### NOTE:

Students pursuing a major in Computing should register for COMP1126 and COMP1127 in Semester 1 and COMP1161 in Semester 2.

If you have passed CSEC  
Mathematics  
(or the equivalent)

COMP1210  
(Semester 1 or 2)

NO  
Pre-requisite is required

COMP1220  
(Semester 1 or 2)

## ADDITIONAL NOTES

1. When registering please make the following selections:

COMP1126 and COMP1127	<ul style="list-style-type: none"><li>• a Lecture stream (3 hrs),</li><li>• a lab (2 hrs) and</li><li>• two tutorials - a primary and a secondary (2 hrs) (also referred to as 'Tutorial/Discussion' and 'Secondary Tutorials' respectively)</li></ul>
COMP1161	<ul style="list-style-type: none"><li>• a lecture (2hrs),</li><li>• a lab (2hrs) and</li><li>• one (1hr) tutorial</li></ul>
COMP1210	<ul style="list-style-type: none"><li>• a lecture (3hrs) and</li><li>• one (1hr) tutorial</li></ul>
COMP1220	<ul style="list-style-type: none"><li>• a lecture (3hrs) and</li><li>• one (1hr) tutorial</li></ul>
You are expected to attend all these sessions during each week.	

2. COMP1126 is offered during the first six weeks of the semester, the seventh week is exam week.  
COMP1127 is offered during the last six weeks of the semester.
3. Primary tutorials usually occur between Monday and midday Wednesday. Secondary tutorials usually occur between midday Wednesday and Friday.
4. If you are doing both courses in the same semester you should register for the same lectures, tutorials and lab time for both courses (i.e. COMP1126 and COMP1127). Example:
  - If you register for COMP1126 Lecture (M11) Monday 12-2pm, you must also register for COMP1127 Lecture (M11) Monday 12-2pm.
  - If you register for COMP1126 Lab (B) Tuesday 11-1pm, you must also register for COMP1127 Lab (B) Tuesday 11-1pm.
  - If you register for COMP1126 Primary Tutorial Monday 3-4pm, you must also register for COMP1127 Primary Tutorial Monday 3-4pm.
  - If you register for COMP1126 Secondary Tutorial Friday 9-10am, you must also register for COMP1127 Secondary Tutorial Friday 9-10am.

## GEOGRAPHY AND GEOLOGY

### GEOGRAPHY

If you have passed  
CSEC Geography and  
Units 1 & 2 of any two  
CAPE or 'A' Level science  
subject  
(or the equivalent)

GEOG1131 & GEOG1132  
(Semester 1)

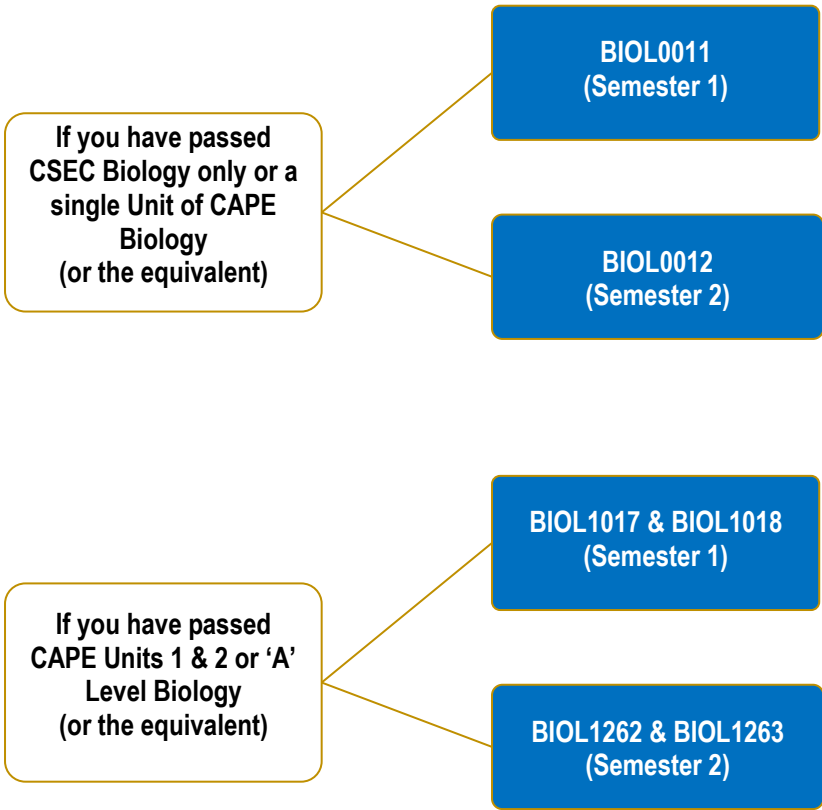
GEOG1231 & GEOG1232  
(Semester 1)

### GEOLOGY

If you have passed  
Units 1 & 2 of any two  
CAPE or 'A' Level science  
subject  
(or the equivalent)

GEOL1101 & GEOL1102  
(Semester 1)

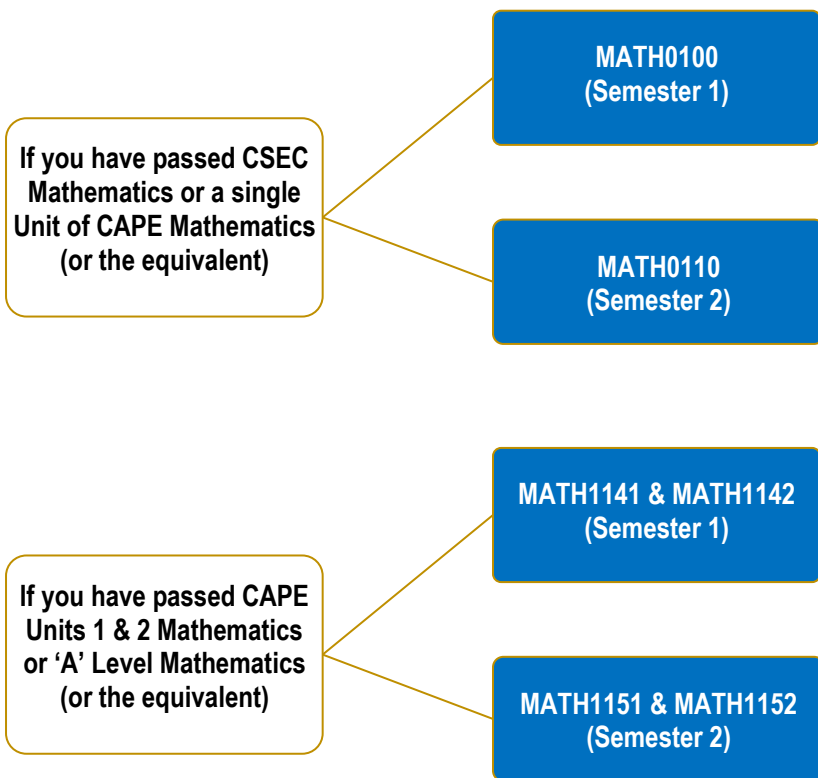
GEOL1103 & GEOL1104  
(Semester 2)



## ADDITIONAL NOTES

1. All incoming Preliminary and Level I Biology students are required to register for the following course components:
  - One lecture stream (M1x); one laboratory stream (B0x); and one tutorial stream (Txx) for each course (where “x” denotes a numeral).
2. Where there is more than one stream for a course-component, one should select the stream that best fits his/her schedule. However, students are strongly advised to choose the same streams across their Preliminary/Level I BIOL courses for consistency. Doing so also helps to prevent possible timetable clashes as one progresses through the academic year.
  - **For example:** a student doing BIOL1017 (Sem I, 1<sup>st</sup> six weeks) may find the following streams compatible with their timetable:
    - Lecture (M11) – Tue 9-10 am; Thu 8-9 am; & Fri 9-10 am.
    - Lab (B04) – Fri 10 am – 1 pm & 2-5 pm.
    - Tutorial (T13) – Thu 10-11 am.
  - The student is, therefore, advised to select the same streams for BIOL1018 (Sem I, 2<sup>nd</sup> six weeks), BIOL1262 (Sem II, 1<sup>st</sup> six weeks) and BIOL1263 (Sem II, 2<sup>nd</sup> six weeks).
3. **Lab Manuals**
  - Available on OurVLE.

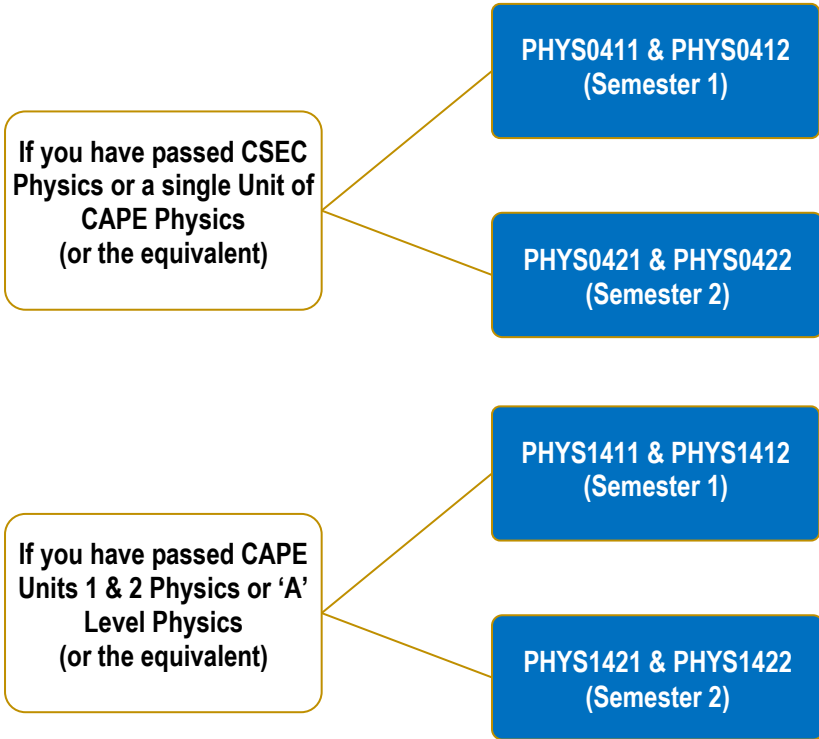
## MATHEMATICS



### **NOTE:**

Students that have passed either CAPE or 'A' Level Mathematics along with CSEC Physics can register for Level 1 Physics.

## PHYSICS



### **NOTE:**

Students who have passed either CAPE or 'A' Level Mathematics along with CSEC Physics can register for Level 1 Physics. Also, some major and minors in the Department of Physics will also require ELET1400 and ELET1405 (offered in Semester 2). Students pursuing a major or minor in the Department will also be required to do MATH1141 and MATH1185.

## ADDITIONAL NOTES

### 1. Schedule and Text

- PHYS0411 & PHYS0412 are 6-week courses. PHYS0411 is held in the first 6 weeks and PHYS0412 in the latter 6 weeks. The text for both courses is **Physics** by **Cutnell and Johnson**.
- PHYS1411 & PHYS1412 are 6-week courses. PHYS1412 is held in the first 6 weeks and PHYS1411 in the latter 6 weeks. The text for both courses is **Fundamentals of Physics (extended edition)** by **Halliday, Resnick & Walker** OR **Physics for Scientists and Engineers** by **Paul A. Tipler & Gene Mosca**.
- There are also PHYS1411 and PHYS1412 Workbooks available online. Please bring the PHYS1412 Workbook, or the first few pages, to the first class.

### 2. Lab Manual

Available on OurVLE.

### 3. Lab Book

A lab note book is required to write your reports (one per semester). This book is available at the University Bookshop.

### 4. Special notes on labs

- Each PHYS04 lab is 3 hours in duration, while PHYS14 labs are 4 hours in duration. You are required to do one lab per week resulting in 6 labs for each course. For each course, students are required to register for one lab session. If, for example, the Monday lab session is chosen for PHYS0411, students are encouraged to register for the Monday lab for PHYS0412 as well. This will mean your timetable remains unchanged when you start PHYS0412 in the seventh week. Ensure that your lab does not clash with your other classes.
- Manuals and lab books need to be purchased **before** labs start. Students are warned **not to** copy from lab books of past students. Copying will lead to expulsion from the course. **Attendance at lab is compulsory.** Students who arrive late may not be granted access to the lab. If you are late because of a valid reason or missed a lab, speak with your lab supervisor in charge and the demonstrator, and arrange for a makeup session.

### 5. Tutorials

One hour per week. Please see the **Work Schedule** for day and time. Students are required to register for one of these sessions for each course. Venues are as posted on SAS.



## 6. **OurVLE**

All the information on this sheet, course tests and final exam papers from previous years, course notes, and lab information may be obtained from the OurVLE site.

## 7. **Notices**

- Notices, including lab schedules, lab partner lists, lab exam exemption lists, course test and lab grades and general information will be posted on respective notice board and on OurVLE.
- The PHYS04 notice board is located on the ground floor of the 2-storey building, outside of the PHYS04 main lab.
- The PHYS14 notice board is located at the Physics undercroft, just outside of the 3-storey building.

# COURSE SELECTION GUIDELINES

## STEP A

### LOGGING ON TO THE STUDENT AUTOMATED SYSTEM (SAS)

1. Go to the SAS Website
  - The SAS Website is accessed from the UWI Mona home page at <http://www.mona.uwi.edu/>
  - Click on the **SAS link** in the **Online Systems** menu (in the left panel)
2. Click on **Enter Secure Area**
3. Type your **ID number** in the space provided e.g. **62000001**
4. Enter your **Password**. The default is your **Date of Birth** in the format **YYYY/MM/DD**  
**eg. January 15, 1991: 19910115**
5. Click on **Login**
6. The **'MAIN MENU'** will be displayed:
  - Personal Information
  - Student Services

## STEP B

### ADDING COURSES TO YOUR REGISTRATION RECORD

1. Click on the **Student Services link**
2. Click on **Registration**
3. Click on the **Add/Drop Classes link**
4. Select the appropriate term from the drop menu and click **Submit**.
5. Click on **Class Search** to select courses and their CRN\* (**Course Registration Number**) or in the **Add Classes Worksheet** area, enter the

**CRN** for each course **NOT** the course code. [**\*CRN-a unique code assigned by the system to each stream/section of a course.**]

6. Click on **Submit Changes**

7. Review System Output

- **\*\*Registered\*\***- Course criteria satisfied and the course selection is complete (Courses added to record).
- **\*\*Registration Add Error\*\***- Course criteria **NOT** satisfied. Courses will **NOT** be added to your record. A message will appear listing all the courses where the course criteria were not satisfied. Before these courses can be added to your record, the student must receive permission from the Faculty by requesting a course override. Student can choose another course or request an Override.

**Note: Students are encouraged to select courses for both semesters 1 and 2 at the start of the academic year.**

**Examples:**

- **BIOL1262 & BIOL1263** have lecture, tutorial and laboratory components. Students registering for these courses must therefore register for all three components or streams.

Lecture	BIOL1262 & BIOL1263 (Lectures)
Tutorial	BIOL1262 & BIOL1263 (Tutorials)
Laboratory	BIOL1262 & BIOL1263 (Lab)

- **MATH1141 & MATH1142** have only lecture and tutorial components. Students registering for these courses must register for two components or streams:

Lecture	MATH1141 & MATH1142 (Lectures)
Tutorial	MATH1141 & MATH1142 (Tutorials)

## IDENTIFYING LECTURES, TUTORIALS AND LABORATORY

<b>Course Title</b>	<b>This is the name of the courses e.g. <a href="#">Cell Biology</a></b>
<b>Course Code</b>	This is a special code assigned to each course e.g. <a href="#">Cell Biology, BIOL1017</a>
	Each component of a course will have the same course code.
	<b>Lecture sections: Title '<i>Course Code</i>'</b>
	<a href="#">Cell Biology, BIOL1017</a>
	<b>Section: M11, M12 etc.</b>
	<b>Tutorial sections: Tutorial '<i>Course Code</i>'</b>
	<a href="#">Tutorial BIOL1017</a>
	<b>Section: T01, T02 etc.</b>
	<b>Laboratory sections: Laboratory '<i>Course Code</i>'</b>
	<a href="#">Lab BIOL1017</a>
<b>Section: B01, B02 etc.</b>	

## SELECT A CLOSED COURSE

1.	Select the <b>Term</b> for which you are completing registration
2.	Click on <b>Add/Drop Classes link</b>
3.	Click on Class <b>Search</b> to find the course and the <b>CRN</b> for the Lecture, Lab and Tutorial sessions and make note of the numbers for the sections that you intend to attend.
4.	Go back to <b>Add/Drop Classes link</b>
5.	Type these <b>CRN</b> into the boxes titled <b>Add Classes to Worksheet</b>
6.	Select <b>Submit Changes</b>
7.	You will get a <b>Registration Add Error</b> and the boxes will be empty
8.	Click <b>Request Override</b>
9.	From the drop-down box <b>Select the course (only lecture component will appear)</b> and give reason (if necessary) for the request
10.	Click Submit and leave the course for approval.
<b>NOTE:</b> To ensure that your Override Request was correctly done, click on Registration Status and Financial Clearance. The lecture component <b>only</b> should appear in red.	

## HOW TO DROP COURSES

This is the removal of courses from your registration before the registration deadline.

1.	Go to the Registration Menu
2.	Click on the Student Services link
3.	Click on Registration
4.	Click on the <b>Add/Drop Classes</b> link
5.	Select the appropriate term (choose from the drop down menu) and click Submit
6.	Select <b>++Web drop++</b> in the action column next to the course to be dropped.
7.	Click on <b>Submit Changes</b> .

## REGISTRATION ADD ERRORS

If a course criteria is NOT satisfied, a message will appear when you attempt to add the course to your record. Course criteria include the Departmental and Faculty criteria identified below:

CRITERIA	DESCRIPTION
Pre-requisite	UWI course(s) that the student must have already passed.
Test Score	Non-UWI course(s) that the student must have already passed, e.g. CSEC, 'A' Level, CAPE, etc.
Co-requisite	UWI course(s) that the student must be registered for in the same semester.
Faculty Credit Limit	Limit on the maximum number of credits a student can register for in a semester without Faculty approval.
Quotas	Limit on the number of students allowed to register in the stream/section of a course.
Student Restrictions	Stream/Section of the course restricted to a specified group of students, e.g. History Majors, Faculty of Social Sciences students, Final Year students, etc. There could be one of seven (7) possible error messages.
Repeat course already passed	Students cannot register for courses they have already passed in their current programme
Linked Sections	Students are required to register for all applicable 'schedule types' associated with a course. Schedule types include the following: Lectures, tutorials, labs, seminars, clinical, field work, internships, workshops.

**Departmental Override** is required for the following errors:

- **Preq and Test Score-Error**
- **Corq {Course Code} (Crn) Req**
- **Level Restriction**
- **College Restriction**
- **Degree Restriction**
- **Programme Restriction**
- **Major Restriction**
- **Class Restriction**

**Capacity Override** is required for the following errors:

**CLOSED SECTION (C)**

**Faculty Credit Override** is required for the following errors:

**MAXIMUM HOURS EXCEEDED**

**NOTE:**

**Students cannot obtain an override for the following Registration errors:**

**CAMPUS RESTRICTION, RPT HRS EXCEED, LINK ERROR**

### **Additional Information**

For further assistance regarding registration visit the Office of the Campus Registrar website:

**<http://www.mona.uwi.edu/registry/pdf/add.drop.pdf>**

For Step by Step Registration visit:

**<http://sas.uwimona.edu.jm:9010/Web for Student v1.pdf>**

Please visit the Mona Information Technology Services (MITS) for the following:

- **Resetting of your UWI password**
- **If you are having challenges accessing any of the UWI online systems**



## CREDIT REQUIREMENTS

The table below indicates the minimum credits distribution for the awarding of a degree from the Faculty of Science and Technology.

LEVEL	MINIMUM CREDIT REQUIREMENT
I	<b>24</b> (18 must be from FST courses)
<b>2 and 3</b> (Advanced)	<b>60</b> (All courses relating to the declared major(s) and or minor(s) must be completed)
FOUNDATION COURSES	<b>9 (pending all courses are 3-credit)</b> Students registered in FST should not register for FOUN1201- (Science, Medicine and Technology in Society)
TOTAL	<b>93</b>

GPA SCHEME	CLASS OF DEGREE
3.6 and above	First Class
3.00 – 3.59	Upper Second
2.50 – 2.99	Lower Second
2.00 – 2.49	Pass

## GRADE POINT AVERAGE (GPA) SYSTEM

GRADE	GRADE POINT	PERCENTAGE RANGE	GRADE DEFINITION
A+	4.3	90-100	Exceptional
A	4	80-89	Outstanding
A-	3.7	75-79	Excellent
B+	3.3	70-74	Very Good
B	3	65-69	Good
B-	2.7	60-64	Satisfactory
C+	2.3	55-59	Fair
C	2	50-54	Acceptable
F1	1.7	45-49	Unsatisfactory
F2	1.3	40-44	Weak
F3	0	0-39	Poor

## FREQUENTLY ASKED QUESTIONS

### **Q: How can the Faculty of Science and Technology, Dean's Office help me?**

**A:** The mission of the Faculty of Science and Technology is to offer the students, the University Community and visitors the highest standard of service. We aim to provide accurate and complete information on the Faculty's policies and procedures. We also offer academic advice and counseling and represent the students at various University bodies.

### **Q. What does it mean to matriculate?**

**A:** When you have satisfied the entry requirements for the University and have actually enrolled in a programme.

### **Q: Can I defer my acceptance?**

**A:** A student has the option of deferring his/her offer of acceptance until the next academic year. However, this should be done online before the beginning of the academic year. On the other hand, if a student decide to defer after registration, this should be done by October 31. Subsequent to this, the request should be made through the Dean.

### **Q: Why should I attend General Orientation?**

**A:** Reasons for attending General Orientation:

- You receive assistance in your transition to the new University space;
- You become familiar with your new environment as you are taken on Campus tours;
- You are given tips about managing finances, living in hall, finding off campus accommodation, keeping safe and time management;
- You learn of opportunities to get involved. The UWI experience is more than academics - you are encouraged to become actively engaged in out-of-classroom activities. There are several co-curricular activities, clubs and societies and student development programmes available for you to get involved;
- You are introduced to the registration process and registration requirements;
- Through faculty orientation, you are offered academic advising. It is critical that you take advantage of academic counselling so that you can make informed choices that are in line with your career goals;
- You learn about the availability of scholarships and bursaries;

- You are introduced to employment opportunities on campus;
- You can register for the First Year Experience (FYE) programme. It is the premier co-curricular activity EXCLUSIVELY for FIRST YEAR students;
- You make final arrangements for accommodation and registration;
- You meet old friends, restoring old friendships; and
- You also start the journey of forming new lifelong friendships.

Retrieved from:

**[https://www.mona.uwi.edu/firstyear/why\\_should\\_first\\_year\\_students\\_attend\\_orientation](https://www.mona.uwi.edu/firstyear/why_should_first_year_students_attend_orientation)**

## REGISTRATION

### Q. When does the academic year begins?

**A.** Normally, the academic year begins in the last week of August and ends the second week in May.

### Q: What are Preliminary Courses?

**A:** Preliminary Courses are equivalent to the Caribbean Advanced Proficiency Examinations (CAPE) and 'A' Levels. However, the credits that are accumulated from these examinations will not be counted as part of your general degree requirements. These credits can be used to advance students to Level I.

### Q: What are Foundation Courses?

**A:** Foundation Courses are offered by the University to make the students' education more rounded. All students within the Faculty are required to complete three (3) Foundation Courses. A student will not be qualified for the awarding of a degree if any of these courses are outstanding. It is also recommended that students register for only one foundation course per academic year.

### Q: Can I change my enrollment status from full-time to part-time and vice versa?

**A:** Yes. A request for a change of status can be done via the Student Administration System (SAS). Final approval will then be given by the Dean or his Nominee.

**Q: Can I register for courses in other Faculties?**

**A:** Yes. However, approval will only be granted by the Faculty in which the course is offered.

**Q: Can I read for a major or minor in another Faculty?**

**A:** Yes. In addition to the Faculty's major, a student can read for a major or one or two minors from other Faculties. Out-of-Faculty majors and minors are governed by the regulations of the Faculty which offers the programme.

**Q: Is there a deadline for making adjustments to my registration (adding and/or dropping courses)?**

**A:** Yes. After the official registration period has closed, you usually have an additional two (2) weeks to add or drop courses online. This is known as the Add/Drop Period. This information is readily available on the Student Administrative Area via the Student Administration System (SAS).

**Q: What do I do if I am having timetable clashes?**

**A:** Students are expected to select their courses carefully and where there are time conflicts, speak to a Department/Course representative to ascertain what alternate arrangements can be made.

**Q: Where can I get information about the outline for courses offered within the Faculty?**

**A:** You can get information about course offered by visiting the Faculty's website at <http://myspot.mona.uwi.edu/fst/> as well as the Faculty's Handbook.

**Q: How do I 'Voluntarily Withdraw' from the University?**

**A:** By making an online request through SAS via the Automated Student Request Module (ARSM).

**Q: If I withdraw (voluntarily or mandatory) from the University, will I be allowed to return?**

**A:** Yes. You can return after one academic year. However, you must reapply to the University.

**Q: How do I make a Leave of Absence (LOA) request for the semester or academic year?**

**A:** By making an online request through SAS via the ARSM. Students are encouraged to make their application within the stipulated time frame to avoid a late penalty. In completing the online application, all supporting documents must

be uploaded where applicable. In cases where supporting documents are medical reports, it must be submitted to and certified by the University Health Centre. LOA will not be granted for more than two consecutive semesters in the first request. Students may apply for an extension of leave; however, leave will not be granted for more than four semesters. All LOA requests must be made on a per semester basis. Students granted a LOA cannot use the benefits and rights given by the University throughout the duration of their leave. Please note that new students cannot request a LOA for semester 1; however, he/she can request a 'Deferral of Offer.'

### **Q. What are the differences between undergraduate and graduate courses?**

**A:** Undergraduate courses are required for the completion of a Bachelor or Associate Degree, while graduate courses use an undergraduate degree as a pre-requisite requirement.

### **Q. What are the Class of Degrees that are awarded by the University to students in the Faculty of Science and Technology?**

**A.** The Class of Degrees:

- First Class Honours (GPA 3.60 & Above)
- Upper Second Class Honours (GPA 3.00 – 3.59)
- Lower Second Class (GPA 2.50 – 2.99)
- Pass (GPA 2.00 – 2.49)

## **EXAMINATION**

### **Q: When do I have examinations?**

**A:** During the semester, students are given in-course tests and practical examinations, which are scheduled by each department. In some cases there are mid-semester examinations (usually six weeks after the semester has started) that are scheduled by the Examinations Section. Final examinations are organized by the Examinations Section and are scheduled in December for semester 1 and between April and May for semester 2.

### **Q: How do I know the schedule for my mid-semester and final examinations?**

**A:** Mid-semester examination schedule is posted on the Official Notice Board for the Examinations Section. The final examination schedule is also posted on the Official Notice Board for the Examinations Section at least one month prior to the

start of examinations. Each student is provided with a personalized examination time table that is accessible via SAS. This timetable is also sent to the primary email address for each student.

**Q: What happens if I missed an examination?**

**A:** Candidates who are absent from an examination are asked to check with the Examinations Section. For further information visit the Examinations Section at: <http://www.mona.uwi.edu/exams/>

**Q: What are the different types of Examinations in the Faculty of Science and Technology?**

**A:** All examinations shall be conducted by means of any one or more of the following:

- Written Examinations
- Oral Examinations
- Practical Examinations
- Coursework

**Q: Does the Faculty offer a summer programme for students who wish to complete the programme early?**

**A:** Yes. The Faculty offers a number of courses in the summer during between June and July. This information is accessible through the Faculty's notice boards and website.

**Q: How do I participate in the University's Student Exchange Programme?**

**A: If you:**

- are registered as a full-time undergraduate student who has spent at least one academic year at the UWI;
- are not in the last semester of your final year of study;
- have proficiency in the host country's language (if necessary);
- have attained at least a Grade 'B' average, GPA 3.0 or the equivalent; and
- have not been the subject of any disciplinary action and have no such action pending against him/her. For further information visit The Office of Campus Registrar International Student Office at:

<http://www.mona.uwi.edu/iss/faq.php>

**Q: What is the purpose of the Grade Point Average (GPA)?**

**A:** The GPA is the mechanism used for determining the Class of Degrees. It allows students and graduates to link easily with programmes in other institutions around the world. For further information visit the website:

**<http://www.mona.uwi.edu/studinfo/gpa.pdf>**

**Q: How is Grade Point Average calculated (GPA)?**

**A:** The Grade Point Average is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, courses taken for preliminary credits and courses for which the designation I or IP is awarded under Regulation 6(iv). For further information, please visit:

**<http://www.uwi.edu/gradingpolicy/scale.html>**

**Q: When is a student on Academic Warning or Required to Withdraw?**

**A:** Student with a GPA in semester 1 or 2 that is less than 2.00 will receive a warning notification. If a student is warned for any two successive semesters for an academic year, he/she will be required to withdraw from the University at the end of that academic year. However, a Waiver of Requirement to Withdraw can be granted, usually once, and at the discretion of the Dean. However, if not granted, the student will be required to sit out for at least one year, after which he/she would be required to re-apply in order to be re-admitted to the University.

**Q. Will I need textbooks?**

**A.** Yes. Textbooks are needed to maximize your performance. These can be purchased or rented at the University Bookshop or borrowed from the Science & Engineering Branch Library.

**Q. What must I do if I have missed an examination, laboratory exercise or other graded assignments due to medical reasons?**

**A.** If you have missed an examination, laboratory exercise or other graded assignments due to medical reasons, you should submit a medical report from your attending physician to the UWI Health Centre as soon as possible where you will be further advised.



## FINANCIAL INFORMATION

### Q: Are students required to pay fees to attend the UWI?

A: All students are expected to contribute to the cost of their education at the UWI. However, the Government of the contributing countries subsidizes the education of their students. Students are not considered as registered students until financial obligations have been met.

### Q: How and where should I pay the fees?

A: Payments can be made through the UWI Bursary Cashier, Paymaster, Bill Express, UWI Online System, EDUCOM Credit Union, Jamaica National and National Commercial Bank (Island wide). Payments made at any of the payment outlets (Paymaster, Bill Express, Jamaica National and National Commercial Bank) are posted to the students' accounts the evening of the same day payment is made.

### Q: Can I register for courses before payment?

A: Yes. However, payment of fees must be made within the stipulated time frame given by the University.

### Q: How do I get Financial Clearance?

A: Financial Clearance is granted under the following conditions:

- All financial obligations to the University must be cleared for at least the first semester.
- If the student is using the Students Loan Bureau (SLB), the miscellaneous fees and other fees must be paid by the student. In addition, information from SLB that the loan process has been completed must be conveyed to the University.
- Students who are nationals of Trinidad and Tobago must pay their miscellaneous fees and submit a completed GATE form.

### Q: What are the fee payment options that are available to students?

A: In terms of fee payment, the following options are available:

- Students may pay for the academic year in one payment for tuition, miscellaneous and residence. This must be done by the given deadline for the first semester of the relevant period.
- Students may pay per semester for tuition, miscellaneous and residence and this must be done by the stipulated deadline for each semester.

**Q: Can I pay for my miscellaneous fees and get my ID?**

**A:** Yes. However, students are encouraged to have their receipt in their possession.

**Q: If I am paying my tuition fees via Student Loan Bureau (SLB) or other Loan Schemes, when do I get financial clearance?**

**A:** Students using the SLB will be given Financial Clearance and Registrar's Approval for one semester once the loan has been approved and the approval communicated to the University by the Student Loan Bureau. Students whose loan applications are pending, still being processed or awaiting the results of an appeal will not be able to complete their registration.

**Q: What happens if I do not pay my fees by the given deadline?**

**A:** All payments are expected to be made by the deadline stipulated. If you realized that you will not meet the stipulated deadline, seek financial counselling at Student Administrative Services Section (SASS). Also, kindly note that once fees are outstanding for the current semester a late fine of 1% will be applied for each month that the balance remains outstanding.

Additionally, once the balance is not cleared at the end of the semester, students will not be able to access sections of the UWI system, in particular, the ability to register for semester 2.

**Please note the following:**

1. If you have registered, but cannot pay for the courses and are still within the period that you can “web drop” courses, then “web drop” all courses.
2. If the time for dropping courses has passed and you are still registered for them, but are unable to pay, request a “leave of absence” for that semester using the ASRM as soon as possible. The longer you wait the greater the possibility of a late penalty (academic board fine) being applied to your account.
3. Even if you do not attend classes you will be expected to pay for them. Failure to pay will also prevent you from registering for further courses.

**Q: Does the University offer a payment plan?**

**A:** Yes. Payment plans are available on a per semester basis where students are granted a three month period to clear all balances. The criteria are as follows:

- Payment plans are not provided for miscellaneous fees (which are non-refundable and must be paid in full), but are available for hall fees.
- 25% of the tuition fee must be paid at the time of application.
- There should be no prior monies owed to the University.

**Q: Where do I go if I am faced with financial difficulties?**

- A. Please consult the Office of Student Financing, Guild of Students Office or Student Administrative Services Section (SASS).

**Q: What are the policies governing the refund of fees to students?**

**A: MISCELLANEOUS FEES ARE NON-REFUNDABLE**, however a refund of fees may be considered in the following cases:

- Overpayment of fees.
- Where a donor has paid monies to UWI and authorized a refund to student.
- Where requests for the following have been approved:
  - Leave of Absence (once requested within the stipulated time frame).
  - Withdrawal (once requested within the stipulated time frame).
  - Deferral of Entry.
  - Reduction in the credit load (applicable to part-time students).

A student is not deemed to have been granted Deferral of Entry or Leave of Absence until written approval has been given by Academic Board Sub-Committee on Student Matters. However, for the purpose of refunds, the amount/percentage will be dependent on the date of application.

**Q. Can I be refunded the tuition fee for the semester that I cancelled my enrolment?**

**A.** If the application for withdrawal or LOA from the University is made by the students from the start date of the semester until the end of course registrations period they will be eligible for a refund. In order for the fees to be refunded, the students should have no financial obligation to the University. Students will be granted a refund of tuition fee for the relevant semester based on the time frame in which application for LOA or withdraw is made via ASRM.

Time Period	Refund of Semester's fee
Within the first 4 weeks of the start of the Semester	100%
After 4 weeks	65%
After 5 weeks	50%
After 6 weeks	40%
After 7 weeks	25%
After 8 weeks	0%

## COURSE SELECTION

### **Q: What are the registration components and the rules that govern it?**

**A:** Registration components and rules are as follows:

1. Online Selection of & Approval of Courses
2. Financial Clearance
3. Registrar's Approval
  - Registration
  - Late Registration

A late registration fine will be charged to students who fail to complete the registration process (which includes payment of fees) prior to the deadline.

### **Q: How do I know which courses to register for?**

**A:** Students should visit the Departments or Dean's Office for academic counselling.

### **Q: How do I register for my courses?**

**A:** All students are required to select courses online. Students may complete the selection process from any computer of their choice. Students can access the SAS website from the UWI Mona home page at <http://www.mona.uwi.edu/> by clicking on the SAS link located on the lower left-hand panel of the Web page under the caption Online Systems. See *Registration Guidelines* for further information.

### **Q: Where can I get information about the English Language Proficiency Test?**

**A:** Please contact the Department of Language, Linguistics and Philosophy in the Faculty of Humanities and Education or visit their homepage at:

<http://www.mona.uwi.edu/dllp/language/elptu/>

## SCHOLARSHIPS/AWARDS

### **Q: Are there any scholarships for new students?**

**A:** The Scholarships and Bursaries that are offered by the Office of Student Financing are primarily designed for applicants entering second and third year. However, there are scholarships that are given by external agencies, but are facilitated through the Office of Student Financing. Deadline for application is usually May 31.

### **Q: How do I qualify for the Dean's Honour Roll or Academic Commendation?**

**A:** A Student who receives a Grade Point Average of 3.60 and above for both semesters of an academic year with a letter grade not lower than a B+ will be eligible for the Dean's Honour Roll. However, if a student only satisfies the criterion for one semester, he or she will receive an *Academic Commendation (conditions apply)*. The failure of any course will automatically disqualify students from receiving any of the awards.

### **Q: If I am unable to maintain the required GPA for my Scholarship, will it be revoked?**

**A:** A Student scholarship may be revoked if the student performance is below the required GPA (cumulative) for the academic year.

### **Q: Are there awards that are offered by the Faculty?**

**A:** Each department within the Faculty offers Departmental Awards to students that are usually course and or major specific.

### **Q: Does the Faculty of Science and Technology award students for academic excellence?**

**A:** Yes. The Faculty hosts an Annual Awards Ceremony to honour students who have obtained academic excellence.

## OTHER QUESTIONS

### **Q: How can I get a part-time job on Campus?**

**A:** As a full-time student you can seek part-time employment through the Office of Placement and Career Services.

### **Q: If I am emotionally disturbed where can I turn?**

**A:** Counseling services are provided by the University Health Centre.

### **Q: What should a student do if he/she becomes homesick?**

**A:** First year students face numerous challenges. We advise that that they have nutritionally balanced meals, engage in regular exercise, get enough sleep, invest in a healthy relationship with their roommates, join a club or society, and establish a good working relationship with their advisor or another Faculty member. However, if you are constantly homesick, please consult the Counseling Unit at the University Health Centre.

### **Q: When do we get holidays?**

**A:** Students are generally given the normal public holidays. In addition, they receive academic break between the third week of December and the third week of January. Summer breaks ranges from the third week of May to the third week of August.

### **Q: Are there clubs and societies in the Faculty and how can I be a part of it?**

**A:** Yes. Each department has club(s) or societies to which you can be involved. These include:

#### **Department of Chemistry**

- Chemical Society
- Chemical Alumni Staff and Friends (CHEMSAF)

#### **Department of Computing**

- Higher Achievers Commanding Knowledge Enabling Research Sharing (Hackers Club)

#### **Department of Geography & Geology**

- UWI Geographical Society
- Jamaica Geographical Society
- UWI Geological Society

- Jamaica Geological Society
- Geology Society of Trinidad & Tobago

### **Department of Life Sciences**

- Biology Students Association

### **Department of Mathematics**

- Actuarial Science Club

### **Department of Physics**

- The Ham Radio Club
- The Electronics Club
- Alternative Energy Research Society

### **Q: Why do I need a Photo-ID for all activities?**

**A:** A photo-ID is a means of protecting your records and preventing unlawful access to your academic information.

### **Q: How many major campuses are there for the University of the West Indies?**

**A:** The University of the West Indies has five (5) major campuses, all of which are located in the Caribbean:

- 1) Mona Campus, Jamaica
- 2) Cave Hill Campus, Barbados
- 3) Five Islands Campus, Antigua and Barbuda
- 4) Open Campus
- 5) St. Augustine Campus, Trinidad and Tobago

### **Q: Is The UWI a Religious University?**

**A:** No. The UWI is a secular institution of higher education embracing no religion or creed and open to men and women of all faiths and traditions, or no religious beliefs, purely on the basis of merit.

The UWI operates within a framework of values that espouses academic excellence, individual rights and security, responsibility to community and public service, and ethical and transparent operations of government and business.

### **Q: What does the University's motto "*Oriens Ex Occidente Lux*" mean?**

**A:** "Light Rising from the West."

# PERSONS TO KNOW

## DEAN'S OFFICE

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## ACADEMIC DIARY

### Semester I Dates 2020/2021

- Semester I begins August 30, 2020
- Teaching begins September 07, 2020
- Teaching ends November 27, 2020
- Review/Study Week November 30 - December 4, 2020
- Examinations December 07 - 22, 2020
- Semester I ends December 22, 2020

### Semester II Dates 2020/2021

- Semester II begins January 17, 2021
- Teaching begins January 18, 2021
- Teaching ends April 9, 2021
- Review/Study Week April 12 - 16, 2021
- Semester Break April 19 - 25, 2021
- Examinations April 26 - May 14, 2021
- Semester II ends May 14, 2021

## POINTS TO REMEMBER

- Students are encouraged to attend all lecture sessions.
- Avoid 'academic fatigue' by exercising proper time management and working consistently.
- Always aim for an A+, why settle for less? Each year students are awarded for academic excellence by being on the *Dean's Honour Roll* or *receiving Academic Commendation*.
- This is your Faculty, therefore set the right tone by displaying the appropriate behavior, especially in dress and speech.
- Be punctual for all lecture, tutorial and laboratory sessions as this exhibits respect for self, lecturers and your colleagues.
- Avoid using cell-phones during lecture, tutorial and laboratory sessions.
- Eating or drinking is not allowed in the lecture theatres and laboratories.
- Ensure that you are aware of all the courses that are required for the completion of your selected *Major(s)* and/ or *Minor(s)*.
- Ensure that you submit all assignments on time, as each Department reserves the right to refuse late assignments.
- Ensure that you are familiar with the regulations for your Undergraduate degree.
- Seek immediate guidance from your Academic Advisors, Lecturers or the Associate Dean, Undergraduate Studies about matters concerning your degree.
- Check your online student portal (SAS) at least once per week for possible notes from lectures and to ensure that your registration is up to date.

- Always check the notice boards for information from the Campus Registrar, Dean/Associate Dean or Departments.
- Utilize the University's Facilities such as the Health Centre and the Gym.
- Though campus security is present, be aware of your surroundings and keep your personal items in your care.
- Confirm your registration status at least two weeks before your final examination.
- While learning have fun, but do so in a responsible manner as the University caters to the development of the whole person.
- Park your vehicle in the designated area(s). Failure to do so will attract a financial penalty.
- Take responsibility for your school work. You can share information with your colleagues, but don't be naïve about it.
- Avoid plagiarism at all times.
- Equip yourself with information regarding scholarships and student exchange programmes and submit your applications.

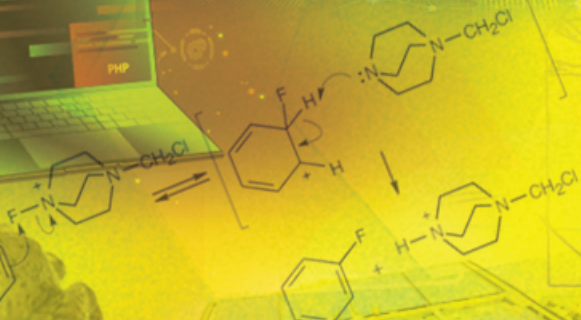




**UWI**  
MONA CAMPUS  
JAMAICA, WEST INDIES

*Inspiring Excellence, Producing Leaders*

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