



# THE UNIVERSITY OF THE WEST INDIES

## FIVE ISLANDS CAMPUS

### Academic Year 2020/2021: Semester II

### Registration

#### What is Registration?

Student registration is complete when the student has registered for all courses for the semester AND has fulfilled their financial obligations. Registration for a course constitutes registration for the examinations in that course.

#### Where to Register?

All registration takes place online. You may register using any PC with Internet access. Registration for courses at The Five Islands Campus is currently hosted on the Cave Hill Campus Online (CHOL) platform. Students who have been accepted to The UWI Five Islands Campus will be able to login using their CHOL username and Student I.D. number.

#### Rules to Follow

- All students are required to register for all of their courses for semester two
- Full-time students can register for **no more than 5 courses (any exceptions must be with approval)**
- Part-time students can register for **no more than 3 courses.**
- All students are required to register by the end of the 1st week of the semester.
- Late registration shall be permitted up to the end of the 4th week of the semester however a late registration fee will apply.
- Late registration and changes in registration after the deadline date may be facilitated only in exceptional circumstances at the discretion of the Academic Board.

### Online Registration Period: Friday, January 15 to January 29, 2020

- Online Registration Schedule for Five Islands in Self-Service Banner on CHOL is as follows:
  - ✓ Opens on January 15 at 10:00 AM
  - ✓ Closes on January 29 at 12:00 PM (midnight)

### Continuing Student Registration: Friday, January 15 – 10:00 AM

- The Self-Service Banner on CHOL lists all courses for which you are eligible to fulfil your programme requirements.
- Continuing students who do not intend to register for any courses during Semester II are required to apply for a leave of absence by the end of the first week of Semester II. Failure to do so may result in your being considered to have withdrawn from The University.

### Academic Advising

- Students on academic probation for Semester I, **must** make an appointment with their Head of School for academic advising.
- If you require academic advising, please contact your school and make an appointment.

### Tuition and Fees:

Tuition and Fees for the academic year 2020/2021 have not increased. Tuition for the academic year 2020/2021 is the Eastern Caribbean Dollar (XCD) equivalent of **USD\$1800.00**. Student Guild Fees for the academic year 2020/2021 is the XCD equivalent of **USD\$16.00**

The UWI FIC payment vouchers will be available at the Five Islands Campus security posts. **Tuition and fee payments must be made directly at CIBC First Caribbean Bank.** UWI Student ID numbers and School of Study (e.g. *School of Management, Sciences and Technology, etc.*) must be **clearly printed** on the slip. A sample payment voucher is viewable below.

FIRST CARIBBEAN INTERNATIONAL BANK St. John's, Antigua		NOTES	x100...	
Date.....			x 50...	
Student's Name.....			x 20...	
ID #.....			x 10...	
School.....			x 5...	
Year.....1.....2.....3.....			x 1...	
Payment for:	Cashier's Stamp And Initials		Coin	
TUITION FEES <input type="checkbox"/>		TOTAL CASH		
GUILD FEES <input type="checkbox"/>		Postal and Money Orders		
OTHER FEES <input type="checkbox"/>		CHEQUE		
AMOUNT DUE \$.....		TOTAL DEPOSIT		
Paid in by.....				
Credit: UWI Five Islands Campus		ACC # 107044594		

Be sure triplicate forms are completed  
Original for Bank. Pink copy (Page 2) for School.  
Yellow copy (Page 3) for your Records.

**Pink Return Slip:** Each completed payment voucher must be scanned and e-mailed to the Head of School. See department e-mails below.

[humanities- education.fiveislands@uwi.edu](mailto:humanities-education.fiveislands@uwi.edu)

[management- sciences.fiveislands@uwi.edu](mailto:management-sciences.fiveislands@uwi.edu)

[health- behavioural.fiveislands@uwi.edu](mailto:health-behavioural.fiveislands@uwi.edu)

Drop boxes will be available on Campus for original copies of the payment voucher.

### Penalties for Non-Payment of Fees:

#### Continuing Students

Students who have not registered or registered, but failed to pay ALL required fees by the last working day of September for Semester One will have their academic records put on hold. This may impact eligibility to sit exams or receive exam results until full payment is received.

Continuing Students who may have paid fees but are NOT registered by the end of the official registration period will be required to seek the approval of their Head of School and the Academic Board for late registration no later than October 31 for Semester One. Additional late registration fines may be imposed by the academic board.

### Payment Plan:

Students requiring a payment plan will need to make this request through their Head of School.

### Registration Queries:

If you have any queries, please send us an email via [registration.fiveislands@uwi.edu](mailto:registration.fiveislands@uwi.edu)

### Important Dates & Contact Information

January 15 - 10.00 AM Online Registration Opens	Contact Information:  UWIFIC Office (268) 484-3900	Head of School, Humanities and Education Jenifer Hughes jenifer.hughes@uwi.edu
January 29 - 12.00 PM Online Registration Closes	Director of Academic Affairs Dr. Curtis Charles curtis.charles@uwi.edu	Head of School, Health and Behavioural Sciences Karen Josiah sylvia.josiah@uwi.edu
January 18, 2021 Semester II Instruction Begins	Director of Administration Daniella Hickling daniella.hickling@uwi.edu	Office of the Administration Denise Gardiner denise.gardner@uwi.edu
April 9, 2021 Semester II Instruction Ends	Assistant Registrar Student Administrative Services Division Sonia Nurse Sonia.nurse@uwi.edu	
April 12 - April 16 Review/Study Week		
April 18 - April 25 Semester Break		
April 26, 2021 Examinations Begin	Head of School, Management, Sciences and Technology Hyrarn Forde hyram.forder@uwi.edu	
May 14, 2021 Examinations Ends		