



THE UNIVERSITY OF THE WEST INDIES

FIVE ISLANDS CAMPUS

Academic Year 2020/2021: Semester One

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 that semester
- 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.

Continuing Student Registration: Tuesday, September 01 - 2.00 p.m.

- 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 One are required to apply for a leave of absence by the end of the first week of the Semester.. Failure to do so may result in your being considered to have withdrawn from The University.

New Student Registration: Thursday, September 03 - 12.30 p.m.

- Please ensure that you submit your medical certificate as part of the process to finalise your registration.
- Your Head of School will be available for consultation and will advise on your School orientation and Academic Advising Session.

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 CHEQUE		
OTHER FEES <input type="checkbox"/>		TOTAL DEPOSIT		
AMOUNT DUE \$.....				
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
management-sciences.fiveislands@uwi.edu
health-behavioural.fiveislands@uwi.edu

Drop boxes will be available on campus for original copies of the payment vouchers.

Penalties for Non-Payment of Fees:

New and 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.

NEW AND 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.

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

NB: Details on Semester One Orientation to Virtual Platforms to Follow in Subsequent Communication

Important Dates & Contact Information

September 01- 2.00 p.m. Continuing Student Registration	Contact Information:	Head of School, Humanities and Education
September 03 - 12.00 p.m. New Student Registration	UWI FIC Office (268) 484-3900	Jenifer Hughes jenifer.hughes@uwi.edu
September 7, 2020 Semester One Instruction Begins	Director of Academic Affairs Dr. Curtis Charles curtis.charles@uwi.edu	Head of School, Health and Behavioural Sciences Karen.Josiah sylvia.josiah@uwi.edu
September 25, 2020 Matriculation Ceremony	Director of Administration Daniella Hickling daniella.hickling@uwi.edu	Office of the Administration Denise Gardiner denise.gardner@uwi.edu
November 27, 2020 Semester One Instruction Ends	Head of School, Management, Sciences and Technology Hyrain Forde hyrain.forde@uwi.edu	
November 30 - December 04 Review/Study Week		
December 07, 2020 Examinations Begin		
December 22, 2020 Semester One Ends		