



The University of the West Indies
Cave Hill Campus



CONTINUING GRADUATE
STUDENT HANDBOOK

2010-2011

CONTENTS

Welcome	1
New for 2010-2011	1
Faculty Orientation and Advising	1
Refresher on Registration Requirements	2
Identification Cards	5
Leave of Absence	5
Transcripts	6
Immigration Requirements	6
Examinations	6
Preparation of Research Paper/Project Report	7
Change of Personal Information	7
Change of Status	8
Change of Programme	8
Transfer of Registration	8
Withdrawal from The University	8
Documents, Handbooks and Forms	9
Research (Mphil & Phd) Students	9
Members of The Guild Council 2010-2011	11
Members of The Cave Hill Association of Postgraduate Students 2010-2011	12
Staff of The School for Graduate Studies	13
Semester Dates Academic Calendar 2010-2011	14
Appendix 1 - LIVING EXPENSES 2010-2011	15
Appendix 2 - REFUND POLICY	16
Appendix 3 - INSTRUCTIONS FOR ACCESSING CAVE HILL ONLINE (CHOL)	18
Appendix 4 - REGISTRATION TERMINOLOGY	20

WELCOME BACK

A warm welcome back to returning graduate students! We hope you had an enjoyable summer and trust that the new academic year will be both productive and rewarding.

NEW FOR 2010-2011

Reminders and things to note for 2010-2011 are:

- The Regulations for Graduate Degrees and Diplomas are published on our website www.cavehill.uwi.edu/gradstudies/documentlibrary.htm.
- Mark your calendar with the **Graduation** date at Cave Hill which is set for October 23, 2010. Invitations for students who have completed their course of study will be mailed out in the summer.
- See *Appendix 2* for details on the Cave Hill Campus Refund Policy.
- Students are reminded that Cave Hill Campus will be using your **mycavehill.uwi.edu** e-mail account for all official notification. Instructions for accessing and using your account can be found at **www.cavehill.uwi.edu/mail/instructions.htm**
- All registered students are covered by the CariCARE Medical Assistance Plan. Details are available from the Office of Student Services.
- The billing system requires payment of fees prior to registration. Payments can be made in the usual way during July and August. Fees are to be paid by the start of the registration period.
- Registration for Continuing Students begins Sunday August 29th and continues until Friday September 3rd.
- All graduate students are invited to the Reception for Graduate Students at the Graduate Teaching Complex. The date will be posted on the website during August.

FACULTY ORIENTATION AND ADVISING

Continuing students should meet with their Programme Coordinator or Supervisor to discuss their progress and intended selection of courses for the new semester. This is important as it ensures a trouble-free registration period.

REFRESHER ON REGISTRATION REQUIREMENTS

What is registration?

Registration refers to the selection of courses/ research papers/ theses through the Cave Hill On Line system **www.cavehill.uwi.edu/chol** and the payment of tuition and other fees assessed by such selections.

Course selection is conducted online during August and September for Semester 1, in January for Semester 2 and in May for the summer session. Payment of fees is **to be done prior to registration**.

Registration creates class lists, examination registers and your entry into the electronic grade book where course work and examination marks are entered. It is therefore critical that this be done during the published period.

Who must register?

In order to be eligible to attend classes, submit course work, sit examinations, undertake internships, have Research Papers /Theses examined, a student must first go online and select the courses/ Research Papers /Thesis he/she intends to follow during the semester.

All graduate students **MUST** register every semester until their degree has been awarded. If you have already submitted your thesis/ report / research paper for examination and have not yet received results, you must still re-register for this and pay the relevant fee. Your thesis/ report/ research paper will only be examined if you are a registered student.

Failure to re-register every semester may result in your removal from the Register of Students.

Continuing students who have no course/paper in a particular semester must apply for leave of absence for that semester. Failure to do so will result in your being considered to have withdrawn from your course of study.

How to register

A schedule will be placed on the main Cave Hill web site at **www.cavehill.uwi.edu/chol**. Students can select courses online via the web from anywhere they have access to a computer either on campus or off campus. (Step-by-step instructions are given in *Appendix 3* and an explanation of registration terminology is given in *Appendix 4*.)

Continuing students who have previously accessed the system may have changed their PIN on entry. That PIN would still be valid. In the event that you have forgotten the PIN, you may contact the School for Graduate Studies and Research at **gradstudies@cavehill.uwi.edu** and ask to have the PIN reset to your date of birth.

What to register for

Each course/research paper/thesis has at least one section open for you to select. If multiple sections for the same course are open, one would be identified for students undertaking this course, etc for the **first time**, and the other for students **re-registering**. It is important to select the correct section as this has implications for the assessment of fees.

Registrations are checked administratively after the registration period is over and where students have selected the wrong section of their course, this will be corrected administratively and their fees will be re-assessed. You should check with the School for Graduate Studies and Research if you are unsure of the section you should select.

With the exception of the administrative adjustments to correct errors, registration is not permitted after the official published close of registration without the approval of the Campus Committee for Graduate Studies and Research. A late registration fee is charged for such requests.

Re-sit of Examinations

If you have previously failed one component of a course and the Board of Examiners has permitted you to re-sit an examination, or re-submit coursework or a project, you must still be registered for this. This type of registration is done administratively after the close of the online registration period. You must notify the School for Graduate Studies and Research by email to **gradstudies@cavehill.uwi.edu** if you have not been re-registered within one week after the close of the published registration period.

Fees payable for re-sits/re-submissions are charged on a per-credit basis as follows:

FACULTY	PER CREDIT COST Bds \$
Pure & Applied Sciences	\$123.00
Humanities & Education	\$123.00
Social Sciences	\$123.00
Law	\$196.00
Medical Sciences	\$370.00

If you were unable to sit an examination through illness supported by a medical certificate submitted within the Regulatory period, no fees will be re-assessed for such re-registrations.

Second attempt at Courses

If you have previously failed a course and the Board of Examiners has permitted you to re-take the course, you should register for this the next time it is offered.

If the course in which you were unsuccessful was an elective, you may wish to substitute a different elective where this is possible. Fees are assessed for retaking courses as for new registrations i.e. in self-financed courses the full fee is charged and in UGC-funded courses, the tuition fees and economic costs will be assessed as per usual.

Payment of Fees

After you have selected your courses online, a bill for fees payable will be generated.

These fees may be paid:

- by credit card online,
- to the UWI Cashier (cash, credit card, debit card),
- at any branch of the Barbados National Bank,
- through Bank of Nova Scotia online payment system, or
- through the Royal Bank of Canada's online payment system.

All fees are to be paid **in full** by the end of the registration period. Students who wish to make arrangements for installment payment plans must do so with the Campus Bursar before the end of the published registration period.

Students with unpaid fees who have not made arrangements with the Campus Bursar will not be eligible to attend classes, have coursework or papers examined, or to sit examinations.

The UWI student ID number already issued to you is required for payment of fees.

Students should note that payments made at the Barbados National Bank will be credited to your account in two (2) business days, while online payments or payments made to the UWI cashier will be credited to your account within one (1) business day.

Need Registration Help?

Students who have difficulty in selecting courses should consult their Programme Coordinators or Supervisors. Students requiring special assistance from the School for Graduate Studies and Research should contact this office via telephone numbers (246) 417- 4909/4910 or send an email to gradstudies@cavehill.uwi.edu.

IDENTIFICATION CARDS

All students are required to have a valid Student Identification (ID) card which they must produce at the Library, Students Union, examination rooms and other places as may be requested. The card must be visibly worn at all times while on the University Campus.

Renewal of ID Cards

This is required when the card has expired. Continuing students must present proof of payment of fees for renewal of their ID card in the Records Section of Student Affairs.

Replacement of ID Cards

This is required when an ID card has been damaged or lost. If an ID card is lost this must be reported immediately to the Records Section, Student Affairs. A student will be issued with a new ID card when he/she presents the receipt for payment of BDS\$25.00 for a replacement (along with the damaged ID if applicable) to the Records Section.

LEAVE OF ABSENCE

If you are unable to continue your studies for good academic or personal reasons, you may, after consultation with your Programme Coordinator or Supervisor, apply to the Senior Assistant Registrar, Graduate Studies and Research, for leave of absence for one or both semesters in any one year. Leave of absence will not be granted for more than two consecutive academic years, unless the Board for Graduate Studies and Research in any particular case otherwise decides.

Requests for leave of absence must be submitted by the third week of the semester.

TRANSCRIPTS

Transcripts of academic records are supplied on request directly to other educational institutions and to students. Requests are to be made to the Student Records Office. There is a charge for the supply of transcripts.

IMMIGRATION REQUIREMENTS

Non-Barbadian students are required to obtain a student's visa. The visa is granted for one year on completion of a Certificate of Eligibility (H-1 and H-2 forms) from the University and is renewable on completion of a Non-Immigration Notice and Report Form (H-3). To comply with the immigration requirements **continuing students** must submit the completed application form (H-3) along with:

- (i) Two (2) passport size photographs
- (ii) Proof of accommodation
- (iii) Proof of financial support (which must be submitted to the Records Office *before* you arrive in Barbados)
- (iv) Application fee of Bds\$200.00*

* The Government of Barbados has agreed to waive the visa application fee of BDS\$ 200.00 only for nationals of countries which contribute to the University's recurrent budget.

* Students from these countries holding a foreign, (e.g. Canadian) passport must satisfy immigration of their citizenship of a contributing country.

Students must submit the completed forms and supporting documents to the Records Office, Student Affairs within two (2) weeks of the start of the semester. That office will liaise with the Immigration Office on your behalf.

Students must submit their passports to the Immigration Office for endorsement on receipt of the visa which is normally issued at the beginning of Semester II.

EXAMINATIONS

All graduate students who are pursuing courses are normally required to write examinations at the end of each Semester i.e. December, April/May and July/August. Examinations are administered in accordance with the University's Examination Regulations.

Examination Cards

The University requires each student writing examinations to be in possession of a valid examination card issued by the University's Examination Office. Examination cards must be presented along with student identification cards to gain entry to any examination room. The schedule for collecting examination cards from the School for Graduate Studies and Research is available from the Examinations Office and is published online.

Examination cards are produced for students where those students have either paid all fees assessed or who have made prior arrangements with the Campus Bursar for payment according to installment plans.

Conduct of Examinations

The University views cheating in examinations, including the introduction or use of unauthorised materials, as a very serious offence and the penalties imposed if an allegation of cheating is admitted or proved include the following:

- (1) Disqualification from the examination in the course concerned.
- (2) Disqualification from all examinations taken in that session.
- (3) Disqualification from all further examinations of the University, for any period of time.
- (4) A discretionary additional fine.

PREPARATION OF RESEARCH PAPER/PROJECT REPORT

Before you start writing up your project report/research paper, you must obtain a copy of the Thesis Guide in order to familiarise yourself with the University's Rules for the presentation of a research paper/project report. The guides are available from the Office of the School for Graduate Studies and Research. The guide is also available online.

CHANGE OF PERSONAL INFORMATION

Students are advised to view their personal information online and make corrections where necessary. The fields where change is allowed are **address**, **telephone** and **emergency contact**. Other changes such as **change of name** and **marital status** will require an official letter with supporting original documents or certified copies to be submitted to the Senior Assistant Registrar, Graduate Studies and Research.

Students registering online are asked to record two addresses only: a permanent (PR) address and a mailing/term-time (MA) address if this is different from the permanent address.

If you change your address and are unable to update it online, you must advise the School for Graduate Studies and Research immediately so that the change can be effected on your behalf.

CHANGE OF STATUS

If you wish to change your registration status from full-time to part-time (or vice versa) please discuss with your Supervisor/ Programme Coordinator and Head of Department before submitting a written application. All applications, giving reasons for a change in status, must be submitted to the Senior Assistant Registrar, Graduate Studies and Research.

CHANGE OF PROGRAMME

Requests for change of programme/specialisation will require the submission of a letter to the Campus Coordinator, School for Graduate Studies and Research. Any changes must be approved by the Dean of the Faculty or his/her nominee.

TRANSFER OF REGISTRATION

If you are registered in a taught master's programme you may apply after the first Semester for a transfer to the related M.Phil Programme once you have the approval of your Head of Department.

WITHDRAWAL FROM THE UNIVERSITY

If you intend to withdraw from the University, you must advise the School for Graduate Studies and Research in writing by the end of the third week of the relevant semester. You should discuss this step with the Campus Coordinator before taking a final decision. Please note if you withdraw during the semester, guild and tuition fees already paid are not normally refundable.

DOCUMENTS, HANDBOOKS AND FORMS

All documents, handbooks and administrative forms used by graduate students are available on the website of the School for Graduate Studies and Research: www.cavehill.uwi.edu/gradstudies/documentlibrary.htm

RESEARCH (MPHIL AND PHD) STUDENTS

UPGRADING OF REGISTRATION

If you are registered as an M.Phil candidate you may upgrade your registration to the Ph.D. any time after the first full year of registration, but before the completion of the third year, once you have received the approval of your Head of Department. The procedures to be followed are recorded in the Manual of Procedures for Graduate Diplomas and Degrees.

TIME LIMIT FOR REGISTRATION

The table following shows the maximum number of years of registration allowed for M.Phil, PhD and MD candidates.

	Full-time Maximum period	Part-time Maximum period
M.Phil.	3	5
Ph.D.	5	7
MD	5	7

Registration periods are detailed in the Regulations for Graduate Diplomas and Degrees. Time Limits vary significantly for other graduate degrees or diplomas. Students reading for these other programmes must consult the relevant Programme Regulations for the time limits that apply.

COMMUNICATION WITH SUPERVISORS

At least one of your supervisors will have been appointed at your acceptance to the M.Phil or Ph.D. programme, and a Committee of Advisors, one of which will be your Chief Supervisor, by the end of your first Semester. You must communicate regularly with your Supervisor. Your Supervisor is required to submit a detailed report on your progress each semester and your continued registration depends on satisfactory progress.

PREPARATION OF THESIS

Before you start writing up your thesis, you must obtain a copy of the Thesis Guide in order to familiarise yourself with the University's rules for the presentation of a thesis. This guide is available from the Office of the School for Graduate Studies and Research. The guide is also available online.

SEMINARS

All research students are required to present seminars – two for MPhil candidates and three for PhD candidates **before** beginning work on their thesis. You must register for these seminars as for courses as they are to be recorded on your transcript.

If you have already completed some of the required seminars, you must check your transcript online and ensure that this information has been recorded.

If you note any omissions, you **must** notify the School for Graduate Studies and Research in writing through your Supervisor with documentary evidence so your record can be updated. Failure to do so may affect your ability to graduate.

CREDIT REQUIREMENTS

In order to graduate, all research students are required to undertake written courses. MPhil candidates are required to undertake a minimum of **six (6) credits** and PhD candidates are required to undertake a minimum of **nine (9) credits**. Students should consult their Supervisors and Faculty Office for a list of suitable graduate courses from which they can select.

MEMBERS OF THE GUILD COUNCIL 2010-2011

Position	Name	Phone /Email	
President	Carl Padmore	826-5631	alffman@hotmail.com
Vice President	Odwin Trenton	232-6008	dontrent0114@gmail.com
Secretary	Heidi Badenock	831-2520	secretary.guild@gmail.com
Treasurer	Dario Greenidge	256-7581	dariogreenidge@gmail.com
Union Committee Chairperson	Greg Scott	266-6421	gregantwan@gmail.com
Games Committee Chairperson	Akil Dowridge	821-4019	akil_henry12@hotmail.com
International Affairs Committee Chairperson	Jamon White	252-1535	jrjw_16@hotmail.com
National Affairs Committee Chairperson	R. Ziggy Marshall	232-6940	r.ziggymarshall@gmail.com
Publications Committee Chairperson	Andre Layne		dre_racer@hotmail.com
Pure & Applied Sciences Faculty Rep	Mario Vanterpoole	234-3890	
Social Sciences Faculty Rep	Damien Belgrave	259-4233	bubbla7388_33@hotmail.com
Humanities & Education Faculty Rep.	Ajani Layne		ajlayne@hotmail.com
Law Faculty Rep	Andrew Wildes	264-3609	andrewwildes@gmail.com
Medical Sciences Faculty Rep.	Christopher St. Hill	245-5781	christophersthill@gmail.com
Part- Timep Students Rep	Kidwe Sandiford	244-3619	djemba15@hotmail.com
Public Relations Officer	Danny Babb	826-0286	guildpro2009@gmail.com
Returning Officer	Kezron Walters	269-4679	kezron.walters@gmail.com
Librarian	Beth-Ann Spencer	244-0663	dshort2000@yahoo.com
Sherlock Hall Chair	Akeem Mckend	834-9004	macken2k2@hotmail.com
Frank Worrell Hall Chair	Carlton Mendoza	carltonmendoza13@hotmail.com	
Workers' Rep	Margreet Thompson	266-6424	margreet.thompson@cavehill.uwi.edu

MEMBERS OF THE CAVE HILL ASSOCIATION OF POSTGRADUATE STUDENTS 2010-2011

President	Paul Forte
Vice-President	Latoya Andrews
Secretary	*
Treasurer	Rodney Beckles
Humanities & Education Representative	*
Social Sciences Representative	*
Pure & Applied Sciences Representative	*
Law Representative	*

* positions will be filled in September 2010

STAFF OF THE SCHOOL FOR GRADUATE STUDIES AND RESEARCH

Campus Coordinator	Prof. Alan Cobley	417-4912
--------------------	--------------------------	----------

Senior Assistant Registrar (Graduate Studies)	Mr. Kenneth Walters	417-4902
--	----------------------------	----------

Administrative Assistants	Mrs. Anita Kinch	417-4909
	Miss Maureen Mullin	417-4910

Faculty Clerks:

Humanities & Education	Miss Cherri-Ann Davis	417-4903
------------------------	------------------------------	----------

Law and Medical Sciences	Miss Monica Legall	417-4904
-----------------------------	---------------------------	----------

Pure and Applied Sciences	Ms. Tara Moseley	417-4905
---------------------------	-------------------------	----------

Social Sciences	Mrs. Fay Williams	417-4907
	Mrs. Kay Davis	417-4908

Secretary to the Campus Coordinator	Mrs. Angela Kellman	417-4911
--	----------------------------	----------

Your link with the Records Dept.

Administrative Assistant	417-4140
--------------------------	----------

Your link with the Campus Bursar's Office

Student Accounts	417-4109/4110
------------------	---------------

Your link with the Faculty Offices

Humanities	417-4386
------------	----------

Law	417-4218
-----	----------

Pure and Applied Sciences	417-4311
---------------------------	----------

Social Sciences	417-4266
-----------------	----------

Faculty of Medical Sciences	429-5112/437-8335
-----------------------------	-------------------

School of Education	417-4426
---------------------	----------

OTHER IMPORTANT TELEPHONE NUMBERS

University PBX 417-4000 • Security 417-4177 • Queen Elizabeth Hospital 436-6450
Student Services 417-4165/4166/4167 • Campus Registrar 417-4040 • Police 211

Semester Dates

Academic Calendar 2010-2011

Semester 1

Payment of Fees	by Sunday August 29, 2010
Registration period (new students)	Monday August 30 - Friday September 3, 2010 from 10am-midnight daily
Semester Begins	Sunday August 29, 2010
Teaching Begins	Monday September 6, 2010
Graduate Student Reception	Check website
Applications for Leave of absence	by Monday September 20, 2010
FINAL Change in Registration (Add/Drop)	by Sunday September 19, 2010
Teaching Ends	Friday December 3, 2010
Examinations Begin	Monday December 6, 2010
Examinations End	Tuesday December 21, 2010
Semester Ends	Tuesday December 21, 2010

Semester 2

Payment of Fees	by Sunday January 23, 2011
Semester Begins	Sunday January 23, 2011
Teaching Begins	Monday January 24, 2011
Applications for Leave of absence	by Friday February 11, 2011
FINAL Change in Registration (Add/Drop)	Friday February 11, 2011
Teaching Ends	Thursday April 21, 2011
Examinations Begin	Wednesday April 27, 2011
Examinations End	Friday May 13, 2011
Semester Ends	Friday May 13, 2011

Graduation

Open Campus	October 16, 2010
Cave Hill	October 23, 2010
St. Augustine	October 29-30, 2010
Mona	November 5-6, 2010

Appendix 1

LIVING EXPENSES 2010-2011

(QUOTED IN BARBADOS DOLLARS - BDS\$)

ACCOMMODATION		Type	
- ON CAMPUS	Single	Double	Post-Graduate (Two Bedroom)
Worrell Hall			
Semester 1	\$2,057	n/a	n/a
Semester 2	\$2,091	n/a	n/a
Sherlock Hall			
Semester 1	\$2,057	\$1,270.50 per person	\$2,904 per person
Semester 2	\$2,091	\$1,291.50 per person	\$2,952 per person
- OFF CAMPUS		Monthly	
Studio		\$650.00 to \$850.00	
One bedroom Apts		\$650.00 to \$1000.00	
Two bedroom Apts		\$550.00 to \$800.00 per student	
Three bedroom Apts		\$600 to \$800.00 per student	
OTHER EXPENSES			
Advance Deposit	\$200.00 (deducted from semester fees)		
Security Deposit	\$200.00 (to be paid with Advance Deposit)		
* Meals	\$45.00 - \$50.00 per day		
* Books and Incidental Expenses	\$3,000.00 per academic year		
<p>On-campus accommodation is calculated for Semester I from August 29 – December 21, 2010 and for Semester II from January 23 – May 13, 2011.</p> <p>Any resident wanting to remain on Halls outside of the semester will be required to notify the Halls Administrator in advance. The charge is BDS \$40.00 per night (single room) and BDS \$30.00 per person per night (double room) and BDS \$50.00 per person per night (two-bedroom/postgraduate). All fees are to made payable to The University of the West Indies, Cave Hill Campus.</p> <p>Students who wish to retain their rooms over the Christmas break are asked to note the additional fee of BDS \$544.00 for this period.</p> <p><i>* Note that these figures are estimates based on current market prices and are therefore subject to change.</i></p>			

Appendix 2

REFUND POLICY

Refunds to students would be processed through:-

- Overpayment of fees,
- Approved requests for leave of absence/withdrawal,
- Change of academic/registration status or
- Reduction in course load.
- Donors paying money to UWI and authorizing a refund to the student.

A student is not deemed to have been granted deferral of entry, leave of absence or withdrawal without written approval by Academic Board or the Committee for Graduate Studies & Research. The percentage of refund given will be dependant on the date of application.

Refunds to students who have received scholarships, grants or other financial assistance cannot be processed until the funds have been received by the University. The refunds will be in accordance with the terms and conditions of the scholarship/grant.

Refund Schedule

Students will be granted a refund of fees for the relevant semester based on the date on which applications for the leave of absence (LOA) or withdrawal are made in writing.

<i>Within the first three weeks of the semester</i>	<i>100%</i>
<i>Week 4</i>	<i>75%</i>
<i>Week 5</i>	<i>50%</i>
<i>Week 6</i>	<i>25%</i>

Refund of miscellaneous fees will be granted only if the student has been granted deferral of entry by Academic Board or the Campus Committee for Graduate Studies & Research. Refunds based on LOA and withdrawals are subject to an administrative charge of BDS \$50.00.

Students who have not paid fees and have applied for a leave of absence or withdrawal will be asked to pay the fees due based on the schedule above before they resume their programme of study.

Students who request leave of absence or withdrawal on medical grounds may be given special consideration based on the documentation provided. Students who pay Hall fees but do not take up residence will be granted a full refund.

Requests for refunds should be made by completing a Refund Request Form at the Student Accounts Section of the Bursary and the cheque will be available within 5 working days of the receipt of the Refund Request Form.

Appendix 3

INSTRUCTIONS FOR ACCESSING CAVE HILL ONLINE (CHOL)

Note that you can use any computer on or off campus to access the Cave Hill website at www.cavehill.uwi.edu/chol Check the website regularly in August for the registration schedule.

Step by Step Instructions

Go to the website www.cavehill.uwi.edu/chol using your internet browser (Internet Explorer, Netscape etc).

The following options will be displayed:

Enter Secure Area – *Log in here to view your personal information and to select courses.*

Campus Directory – *Provides contact information for campus employees.*

Class Schedule – *Provides access for you to view all courses scheduled for the current semester.*

Course Catalogue – *Provides access for you to view the catalog of all courses offered in the current semester.*

Click on **Enter Secure Area**.

- Enter your UWI Student ID number in the User ID field.
- Enter your personal identification number (PIN) in the PIN field. Your **initial** PIN is your birth date in the format ddmmyy. For example: Your Birth Date is April 21, 1985, your PIN is 210485. If you changed your PIN previously that number will still be active.
- **Click Login.**

If you have never logged on you will be asked to change your PIN number at this point and select a question and answer designed to allow you to reset your PIN if you forget your 6-digit combination

- Click **Student Services and Financial Aid** at the top of page.
- Click **Registration**.
- Click **Select a Term**.

Select the term for which you wish to register (200910 for Semester 1 2009/10).

- Click **Submit**.
- Click **Add/Drop Classes**.

The section of the course is identified by a Course Reference Number (CRN).

If you know the CRNs for the sections you wish to select:

- Enter CRN numbers in the input boxes.
- Click **Submit Changes**.

If you do not know the CRN for the sections you wish to select, do the following:

- Click **Class Search**.
- Highlight the **Subject(s)** for which you need to register.
- Highlight **Graduate** as the Course Level (this is optional but recommended as it shortens the list of courses that will be presented)
- Scroll to the bottom of the screen and click **Find Classes**.
- Click the check-box on the left side of the screen to indicate the course you want to select.
- Scroll to the bottom of the screen and click **Register**.
- Scroll down and make sure that all the classes you selected show on the left side of screen and their status is **Registered Web**.

If your schedule indicates any registration errors please contact the School for Graduate Studies and Research at gradstudies@cavehill.uwi.edu.

- Click Student Schedule by Day & Time at bottom of the page.
- Click Exit at the top right hand corner of the page.
- Click Return to Home Page.
- Close your internet browser.

Appendix 4

REGISTRATION TERMINOLOGY

ADD/DROP

This is the period in which you may adjust your registration by adding or deleting courses without penalty.

CORE COURSES

A course that is required for your degree programme.

COURSE CODE

An alpha numeric code used to identify a course, thesis, research paper, or seminar, e.g. IMGT6030. The letter part of the code identifies the subject while the '6' indicates that it is a graduate level course.

COURSE LOAD

The maximum number of credits you are permitted to take as a full-time or part-time student.

CRN

The number used to identify a particular section of a course.

ELECTIVE COURSES

A course not specifically required as part of your programme, but one which you can use to meet the credit requirements of the programme.

FULL-TIME STUDENT

This is a student who is taking the maximum number of courses permitted by the programme regulations. It does not refer to the time of day of the courses as many graduate courses are held in the evenings or weekends.

HOLD

A hold is a block placed on a student's record. A hold could be for financial reasons, for failure to return Library books or while examination results are pending declaration. Your CHOL account will indicate the type of hold. If the hold is financial or library-related then it cannot be removed without the intervention of the Bursar or Librarian. Grade Holds are automatically removed after examination results have been declared and are official.

PART-TIME STUDENT

This is a student who is taking fewer than the maximum number of courses permitted by the programme regulations. It does not refer to the time of day of the courses as many graduate courses are held in the evenings or weekends.

RESTRICTION

The student administration system applies registration filters which will block you from selecting certain courses. These restrictions may be based on:

- **level** (if trying to select an undergraduate course),
- **programme** (if trying to select a course that is not a part of your programme),
- **college** (if trying to select a course from a different faculty),
- **duplication** (you may be trying to register for the same course with 2 different section numbers),
- **pre-requisite** (if trying to register for a course that has a prerequisite where you have not yet completed that prerequisite.)
- **repeat** (if trying to register for course which has an open registration from a previous semester.)
- **course load** (if trying to register for a full-time course load while a part-time student).

SEMESTER

This is normally a 13-week period of instruction (including examinations). Semester 1 runs from the end of August until the middle of December, Semester 2 runs from January until the middle of May.

The summer session is not an official semester and runs from late May to the end of July. Most graduate programmes have courses or internships during the summer session.

No Guild or Amenities fees are assessed for summer registration.



THE UNIVERSITY OF THE WEST INDIES

Cave Hill Campus

www.cavehill.uwi.edu