



The University of the West Indies
Cave Hill Campus



CONTINUING UNDERGRADUATE
STUDENT'S HANDBOOK
2009-2010

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WELCOME TO STUDENTS

A warm welcome back to all returning students. We hope you had an enjoyable vacation and trust that your academic year 2009/2010 will be both productive and rewarding.

Things to note for 2009-2010 are:

- Hall fees have been revised – See **Appendix 1** for the new rates. All other fees remain unchanged for 2009-2010.
- Mark your calendar with the **Graduation** date at Cave Hill which is set for October 24th, 2009. Invitations for students who have completed their course of study will be mailed out in the Summer.
- The Cave Hill Campus now has a Refund Policy which is effective from the academic year 2009/2010. See **Appendix 2** for more details.
- 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 now covered by the CariCARE Medical Assistance Plan. Details are available from the Office of Student Services.
- The billing system now requires payment of fees before registration. Payments can be made in the usual way during July and August. Fees are to be paid by August 24th.
- Registration for Continuing Students begins Monday August 24th and continues until Friday September 4th.
- Students who fail to register by the end of the published period in any semester will be placed on **Compulsory Leave of Absence** for the semester. Students must fulfil all financial obligations to the University before attempting to register for the Semester following the Compulsory Leave of Absence.

FACULTY ADVISING

All students must register for courses online as described below. Continuing students should arrange with the Academic Advisor assigned to them a convenient time to discuss their progress and intended course selection for the new academic year. It is important for students to make use of the services of their Academic Advisor to ensure a trouble-free registration period.

REGISTRATION

As usual all registration will be conducted online using the Cave Hill OnLine website (CHOL). Students can register online via the web from anywhere they have access to a computer either on campus or off campus. Paper registration will only be allowed in special cases, as listed in this document. The **registration period will be from August 24th to September 4th, 2009**. Any registration after that date and up to September 18th will automatically attract a late registration fee.

No Semester 1 registration will be permitted after September 18th. Students who have not registered by the end of the published period (this applies to Semester 2 as well) will be automatically placed on **Compulsory Leave of Absence** for the semester. Students must fulfil all financial obligations to the University before attempting to register for the Semester following the Compulsory Leave of Absence.

In order to access the online registration, log on to the URL

<http://www.cavehill.uwi.edu/chol>

A refresher on Registration steps is given on page 7.

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 will need to visit the Admissions Office to have it reset.

HELP DESK

Students who have difficulty in registering should consult the Help Desks set up in the Faculty/Department Offices, or Staff in the Computer Labs designated for registration activities. Students requiring special assistance from Student Affairs during the designated Registration period should go to the SAGICOR Centre for Lifelong Learning or contact the Admissions office via telephone number (246) 417-4127 or at email address **chol@cavehill.uwi.edu**

CURRICULUM ADVISING & PLANNING

All programmes and courses offered have already been defined and approved by your Faculty under the Curriculum Advising and Planning (CAPP) Module in the Banner Student Information System. Your Dean and Academic Advisor will check your registration to ensure that you registered correctly. In addition, you will be able to run Compliances on the web in Banner which will alert you to the courses which you have already passed and those which are required in order to fulfill your programme requirements.

CO-CURRICULAR COURSES

Co-curricular courses such as football, cricket, and athletics are administered by the Office of Student Services. There will be no online registration for these courses. Students wishing to pursue co-curricular courses should first seek the approval of the Dean of the Faculty in which they are registered by completing the relevant registration form. The registration form should then be submitted to the Office of the Office of Student Services for approval. Once the registration is approved, registration for co-curricular courses will be entered in the Student Information System by the Admissions office.

CHANGE OF REGISTRATION

Students will be able to make changes to their course selection on the web during the registration period. After the end of the registration period changes will NOT be permitted without the approval of the Faculty. In such cases the student will be required to complete a paper Change of Registration form.

Requests for change of programme/major will require the completion of a Change of Registration/Change of Major form to be submitted by **25th September, 2009**. Such forms are available from Faculty Offices. The changes must be approved by the Dean of the Faculty or his/her nominee and then submitted to the Office of Admissions, Student Affairs.

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 in their possession at all times while on the University Campus.

Renewal of ID card – 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 card – This is required when the 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.

The ID card is the property of the University and is to be returned to the Records Section, Student Affairs on completion of the programme for which the student is registered or on withdrawal from the University.

LEAVE OF ABSENCE

If you are unable to continue your studies for good academic or personal reasons, you may apply for formal leave of absence to the Campus Faculty Board, through your Dean, for one or both semesters in any one year. Requests for leave of absence must be submitted by the third week of the semester.

CHANGE OF PERSONAL INFORMATION

Students are advised to view their personal information online and make changes where necessary. The allowed fields for change are addresses, telephone numbers 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 Assistant Registrar, Admissions. **STUDENTS REGISTERING ONLINE ARE ASKED TO RECORD TWO ADDRESSES ONLY: A PERMANENT ADDRESS AND A MAILING (TERM-TIME) ADDRESS IF THIS IS DIFFERENT FROM THE PERMANENT ADDRESS.**

PAYMENT OF FEES

Fees are to be paid before the start of registration each semester. 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.

Students who wish to make arrangements for installment payment plans must do so with the Campus Bursar before the start of the published registration period.

Students with unpaid fees who have not made arrangements with the Campus Bursar will not be eligible to register, 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.

WITHDRAWAL FROM THE UNIVERSITY

Students should advise the Office of Admissions, Student Affairs, in writing, by the end of the third week of the relevant semester, of their withdrawal from the University. A student considering doing so is strongly advised to consult with their Dean before taking a final decision. Please see the *Refund Policy* in Appendix II for relevant details of applicable refunds.

Students who withdraw voluntarily from the University after having been absent for an examination for which they were registered will be deemed to have been absent from that examination. The result of this examination will normally be declared as absent/fail.

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 those countries holding a foreign passport, (e.g. Canadian passport) must satisfy immigration of their citizenship of a contributing country. *These countries are *Antigua & Barbuda, Anguilla, Barbados, Belize, The Bahamas, The British Virgin Island, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, St Kitts & Nevis, St Lucia, St Vincent & The Grenadines and Trinidad & Tobago.*

Students must be properly registered with fully paid fees before submitting the completed forms and supporting documents to the Records Office, Student Affairs within two (2) weeks of the start of your programme. 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.

REGISTRATION PROCEDURES

ONLINE REGISTRATION SCHEDULE 2009

Online Registration from 10.00 a.m. each day

FINAL YEAR STUDENTS

from Monday, August 24, 2009

Faculty of Social Sciences (students who have completed 60 credits or more)

from Tuesday, August 25, 2009

Faculty of Humanities and Education (students who have completed 60 credits or more), *Faculty of Pure and Applied Sciences* (students who have completed 56 credits or more), *Faculty of Law, Faculty of Medical Sciences.*

LEVEL II AND CONTINUING LEVEL I STUDENTS

from Wednesday, August 26, 2009

Faculty of Social Sciences

from Thursday, August 27, 2009

Faculty of Humanities & Education, Faculty of Pure & Applied Sciences

Faculty of Law, Faculty of Medical Sciences

REGISTRATION STEPS

Continuing students can select courses using a computer on or off campus.

STEP 1 PAYMENT OF FEES

- All students are required to pay all applicable fees prior to Registration. Payments are to be made as per the instructions on page 5.

STEP 2 ACADEMIC COUNSELLING

- If you require counseling, go to the designated counselor specified for your Faculty.
- Proceed to the Registration site specified for your Faculty. Alternatively, any computer, on or off campus, may be used for the selection of courses.

STEP 3 SELECTION OF COURSES

- Consult the information in the Faculty Handbook (Regulations & Syllabuses), or online to assist in making course selections.
- Log on to the online registration page at: **www.cavehill.uwi.edu/chol** and select your courses.
- When completed click **submit/save**.
- Print a copy of your schedule.

STEP 4 ADJUSTMENTS TO ACADEMIC PROGRAMME

Changes to Course Selection

- Changes to Course Selection (Add/Drop) can be done online during the web registration period August 24 to September 18. After this period you must complete a paper 'change of registration form' and have this approved by the Dean of your Faculty. You must then submit the approved form to the Admissions Office.
- Log on to the online registration page as in step 3.
- Select courses to be added/dropped.
- Print a copy of your schedule.

Change of Major and Enrolment Status

- Obtain and complete a Change of Registration/Change of Major form from your Faculty Office and seek the Dean's approval for the proposed change(s).
- Submit the approved form to the Admissions Office.

STEP 5 ID CARD

- After you have paid the necessary fees, follow the instructions you have been given for validation of your ID card.
- Present proof of payment of fees for Semester 1.

STEP 5 YOUR FINAL CHECKLIST

1. Fees paid prior to start of Registration
2. Academic counseling received
3. Academic programme selected/adjusted and approved
4. ID card validated
5. Overseas students submitted immigration forms and a local term time address.

REFRESHER ON ACCESSING CAVE HILL ONLINE (CHOL)

Step by step instructions

1. To access the CHOL application go to **www.cavehill.uwi.edu/chol** using your internet browser (Internet Explorer, Netscape etc.). This can be done on campus or from any other location. There you will be presented with the following options:
 - **Enter Secure Area** – Log in here to view your personal information and to register for classes.
 - **Campus Directory** – Provides contact information for campus employees.
 - **Class Schedule** – Provides access for you to view the current schedule of classes.
 - **Course Catalogue** – Provides access for you to view the course catalog.
2. Click on **Enter Secure Area**.
3. Enter your student identification number in the User ID field.
4. Enter your personal identification number (PIN) in the PIN field. Your initial PIN is your birth date. For example: Your Birth Date is April 21, 1985, your PIN would be 210485. If you have previously changed your PIN that number will still be valid.
5. Click the **Login** button.
6. Click **Student Services and Financial Aid** at top of page.
7. Click **Registration**.
8. Click **Add/Drop Classes**.
9. Click on the term in which you wish to register (200910 for Semester 1 2009/10).
10. Click **Submit Term**.
11. Sections are identified by their Course Reference Numbers (CRN). **If you do not know the CRNs then go to Step 12.** If you know the Course Reference Numbers for the sections you wish to select do the following.
 - a. **Enter CRN numbers in the input boxes.**
 - b. Click **Submit Changes**.

12. If you do not know the CRNs for the sections you wish to select, do the following:
 - a. Click **Class Search**.
 - b. Highlight the subject for which you need to register.
 - c. Scroll to the bottom of the screen and Click **find Classes**.
 - d. Click the check-box on the left side of screen to indicate the course you wish.
 - e. Scroll to the bottom of the screen and Click **Register**.
13. Scroll down and make sure that all the classes you chose show on the screen and their status is **Registered Web**. This is shown on the left side of the screen. If your schedule indicates any registration errors please contact the Admission's Office.
14. Click **Student Schedule by Day & Time** at bottom of the page.
15. Click **Exit** at the top right hand corner of the page.
16. Click **Return to Home page**.
17. Close your internet browser.

CariCARE MEDICAL ASSISTANCE PLAN

The University of the West Indies Cave Hill Campus' Medical Assistance Programme was specially designed to provide valuable insurance protection.

All full-time and part-time students of the University of the West Indies, Cave Hill Campus are eligible to join the Cave Hill Campus Medical Assistance Programme. This was specifically designed to provide valuable insurance protection through a Comprehensive Major Medical Plan. Full details are available at the Office of Student Services. All students registered with the Cave Hill Campus at the November 1, 2007 effective date of the Plan shall immediately join the Plan. New students shall join the Plan on the August 1st policy anniversary date coincident with their enrolment to the Cave Hill Campus.

Appendix I

LIVING EXPENSES 2009-2010

(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*	Studio	One bedroom	Three Bedroom
Monthly	\$700 per person	\$900 per person	\$600 per person
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 30 – December 22, 2009 and for Semester II from January 24 – May 12, 2010.</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 \$30.00 per person per night (double room) and \$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 \$544.00 for this period.</p> <p>* Note that these figures are estimates based on current market prices and are therefore subject to change.</p>			

Appendix II

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 \$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 III

The Guild 2009-2010

Position	Name	Phone /Email
President	Carl D Padmore	826-5631 guildofstudents@cavehill.uwi.edu
Vice President	O'neil Riley	826-0274 guildvp2009@gmail.com
Secretary	Jeanine N Williams	willjeanine@hotmail.com
Treasurer	Dario Greenidge	256-7581 dariogreenidge@gmail.com
Games Committee Chair	Jason Parris	826-0273 jason-parris@hotmail.com
International Affairs Committee Chair	Andrew S Badaloo	826-0285 andrewbadaloo@yahoo.com
National Affairs Committee Chair	Sheldon 'Prince' Parsons	266-6439 sheldon_801@hotmail.com
Publications Committee Chair	Danielle Edwards	266-6421 daniellewards@gmail.com
Union Committee Chair	Greg A Scott	251-2312 gregantwan@gmail.com
Humanities Rep	Andre Layne	256-4872 dre_racer@hotmail.com
Law Rep	Mikhail Jackson	826-0281 president.uwilawsociety@gmail.com
Medical Sciences Faculty Rep	Shabier St John	826-0282 shabierst.john@gmail.com
Pure & Applied Faculty Rep	Danielle Kirton	826-8390 danielle.kirton@mycavehill.uwi.edu
Social Sciences Faculty Rep	Shontelle Greenidge	826-0280 high_lyf1@hotmail.com
Sherlock Hall Rep	Darren Moore-Sampson	826-0279 sherlockrep09@gmail.com
Frank Worrell Hall Rep	Kezron Walters	826-0278 kezron.walters@gmail.com.
PostGraduate Students Rep	Geoffrey Mapp	256-4947 geoffrey.a.mapp@gmail.com
Part Time Students Rep	Seth Carrington-Skeete	266-5690 scskeete@gmail.com
Public Relations Officer	Danny Babb	826-0286 guildpro2009@gmail.com

The Guild 2009-2010 *cont.*

Position	Name	Phone /Email
Returning Officer	John Clarke	826-0284 cavehillelection@gmail.com
Librarian	Dionne Daniel	266-6427 olivia_d-oneal-d@hotmail.com
Workers' Representative	Margreet Thompson	266-6424 margreet.thompson@cavehill.uwi.edu guildofstudents@cavehill.uwi.edu

APPENDIX IV

SEMESTER DATES

ACADEMIC YEAR 2009/2010

Semester 1

Payment of Fees	by August 24, 2009
Registration period (continuing students)	August 24 - September 4, 2009 from 10am-midnight daily
Semester Begins	Sunday August 30, 2009
Teaching Begins	Monday September 7, 2009
Applications for Leave of Absence:	by Friday September 11, 2009
Change in Registration (Add/Drop):	by Friday September 11, 2009
Teaching Ends	Friday December 4, 2009
Examinations Begin	Monday December 7, 2009
Examinations End	Tuesday December 22, 2009
Semester Ends	Tuesday December 22, 2009

Semester 2

Payment of Fees	by January 24, 2010
Semester Begins	Sunday January 24, 2010
Teaching Begins	Monday January 25, 2010
Applications for Leave of Absence	by Friday February 12, 2010
Change in Registration (Add/Drop)	by Friday February 12, 2010
Teaching Ends	Friday April 23, 2010
Examinations Begin	Monday April 26, 2010
Examinations End	Wednesday May 12, 2010
Semester Ends	Wednesday May 12, 2010

Graduation:

Cave Hill	October 24, 2009
St. Augustine	October 30-31, 2009
Mona	November 6-7, 2009

IMPORTANT TELEPHONE NUMBERS

University PBX

- (246) 417-4000

Halls of Residence

Frank Worrell Hall

Office

- 417 4175/6

Security

- 417 4689

Sherlock Hall Security

- 417 4177

Student's Union

- 417-4534/4535

Guild President

- 417-4535

Student Lodgings

- 417-4578

Queen Elizabeth Hospital

- 436-6450

STUDENT AFFAIRS SECTION

Summer School

- 417-4471/4862/4130

Admissions

- 417-4113/4114/4115/4120/
4122/4123/4124/4125

Help Desk

- 417-4127

Examinations

- 417-4134/4135/4136
/4137/4138/4139

Records

- 417-4140/4141

Graduate Studies

- 417-4909/4910

Banner Implementation Unit

- 417-4036/4126

CAMPUS BURSARS OFFICE

Student Accounts - 417-4109/4110

FACULTY OFFICES

Humanities - 417-4386

Law - 417-4218

Pure and Applied Sciences - 417-4311

Social Sciences - 417-4266

Medical Sciences - 417-4264

School of Education - 417-4426

Director of Student Services
(Office) - 417-4169
- 417-4165/4166/4167

Campus Registrar - 417-4040

Police - 211

www.cavehill.uwi.edu