



# THE UNIVERSITY OF THE WEST INDIES

CAVE HILL CAMPUS, P.O. BOX 64, BRIDGETOWN, BARBADOS  
OFFICE OF THE CAMPUS REGISTRAR OFFICE OF GRADUATE STUDIES AND RESEARCH  
Telephone: (246) 417-4909/4910 Facsimile: (246) 421-2109 Email: gradstudies@cavehill.uwi.edu

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## NEW POST GRADUATE STUDENTS QUICK GUIDE

### Key Links

- Graduate Studies: <https://www.cavehill.uwi.edu/gradstudies/home.aspx>
- Graduate Studies – News & Notices: <https://www.cavehill.uwi.edu/gradstudies/news.aspx>
- CHOL: <https://www.cavehill.uwi.edu/chol/home.aspx>
- eLearning: <https://myelearning.cavehill.uwi.edu/login/index.php>
- MyCaveHill Mail: <https://www.cavehill.uwi.edu/cits/services/for-students/mycavehill-student-mail.aspx>
- Academic Calendar: <https://www.cavehill.uwi.edu/about/calendar.aspx>
- Network Account Manager: <https://reset.cavehill.uwi.edu/>
- Sidney Martin Library: <https://www.cavehill.uwi.edu/smlibrary/home.aspx>

### Office Of The School For Graduate Studies And Research (SGRS)

We operate an “open door” policy during office hours (Monday – Friday from 8:30am – 4:30pm) and have responsibility for the administration of all graduate programmes at the Cave Hill Campus, including applications, admission, registration, scholarships, examinations (oral, written, project, research papers and thesis).

*Key Information:*

- Graduate Studies Building is open 24/7
- You are welcome to use the classrooms and spaces
- You will need to carry your ID Card at all times
- The Security Officer on duty will request to see your ID Card
- Mandatory wearing of masks when indoors
- The Shuttle Service makes a stop at the Graduate Studies Building on its route

### *How to Find Us*

Address: Paradise Park (Lazaretto), Black Rock, St. Michael

Telephone: 417-4902/4910 | Email: [gradstudies@cavehill.uwi.edu](mailto:gradstudies@cavehill.uwi.edu)

### **UWI MyCaveHill Email Address**

- Your address is: [firstname.lastname@mycavehill.uwi.edu](mailto:firstname.lastname@mycavehill.uwi.edu)
- Password: FL@ddmmyy (initial of First name, initial of Last name, @birthdate)
- You will be prompted to change your password on first login
- **Use your “@mycavehill.uwi.edu” email in all correspondence with the UWI**
- If you need a password reset: Contact SGSR or CITS Helpdesk

### **Bursary**

Manages all student accounts, and assists with disbursement of scholarships and research grants. Payment of fees or an arrangement satisfactory to the Bursar is required before registration. Fees are to be kept up to date or you will be locked out of E-learning and Exams if there are outstanding fees.

Fees may be paid by:

- Cash, debit cards, major credit cards or cheques (only Managers' Cheques and Certified Cheques are accepted)
- Cashiers (Level 2 of Main Administration Building)
- Online via CHOL
- RBC Royal Bank of Canada online payment system
- Bank of Nova Scotia online payment system
- Any branch of Republic Bank (Barbados) Limited
- SurePay outlets

Payment Plans - <https://www.cavehill.uwi.edu/studentfinancing/how-to-pay/payment-plans.aspx>

Learn More: <https://www.cavehill.uwi.edu/administration/bursary.aspx>

## Registration

- Students must register each semester until the completion of their programme
- You must be registered to access e-learning and to take exams
- Your Coordinator/Advisor will guide you through your course choices

### *Registration Buddy System*

This is a peer supported system that connects each new student to a Registration Buddy (continuing student). The buddies will be scheduled as a pool of resources to provide online live chat support to new students during the registration process between **August 18 to September 3<sup>rd</sup>**.

Sign up here: <https://www.cavehill.uwi.edu/newstudents/news/registration-buddy.aspx>

## Grade Point Average

The Board for Graduate Studies and Research has implemented a Grade Point Average (GPA) System for graduate students. The GPA Regulations applies to all new students entering the University from August 2021 to pursue Graduate Diplomas, Taught Masters and Professional Doctorates only.

- You will receive a warning if your GPA falls below 2.0 in any semester.
- If your GPA remains below 2.0 for a second consecutive semester you will be required to withdraw
- You must attain a minimum programme GPA of 2.0 to be eligible to graduate

GRADE	GRADE POINT	% RANGE
A+	4.30	90-100
A	4.00	80-89
A-	3.70	75-79
B+	3.30	70-74
B	3.00	65-69
B-	2.70	60-64
C+	2.30	55-59
C	2.00	50-54
F1	1.70	40-49
F2	1.30	30-39
F3	0.00	0-29
FE/FC	1.70	≥50

## **UWI Cave Hill Barbados App**

Keep up to date with the UWI Cave Hill app. Add courses to your calendar, check out upcoming events, browse clubs/groups and join in the discussion! *Download via App Store or Google Play.*

## **Student Services**

The Office of Student Services is there to help you to make the most of your Cave Hill experience. They offer a wide range of services and programmes to foster your holistic development and progression from Orientation to Graduation and beyond, including:

- Personal and Psychological Counselling
- Career Counselling and Support
- Disability Support
- Chaplaincy Services
- Academic Support Clinic
- Accommodation Guidance and Support
- Provision of academic support and self-management workshops
- Student Health Insurance
- Student Health Clinic Services
- Shuttle Service
- Community Outreach

Learn more: <https://www.cavehill.uwi.edu/student-services/home.aspx>

## **Security**

Team of highly trained officers with services that include:

- Reports of Crime Accidents and Incidents
- Emergency situations
- Marking of Property
- Safety and Crime Prevention information

Location: CARICOM Research Park, Near SCHSoB&M

## **Key Personnel – Office Of The School For Graduate Studies And Research**

**Dr Sherma Roberts** – Director for Graduate Studies and Research

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**Mr. Owen Ellis** – Senior Assistant Registrar, Graduate Studies and Research

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**Mrs. Fay Williams** – Administrative Assistance (Taught Programmes)

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**Ms. Karene Holligan** – Administrative Assistant (Research)

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**Ms. Suzanne Chandler** – Secretary to Director, SGSR

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**Miss. Roslyn Griffith** – Records, ID cards

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**Miss. Anita Carter** – Faculty of Soc. Sci. (GSS Work), Econ, Faculty of Law

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**Ms. Tanya Taylor** – Faculty of Humanities, Faculty of Culture Creative and Performing Arts; and Customer Service

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