

THE ADVISOR

FOR CURRENT UNDERGRADUATES



The Advisor is an e-publication for undergraduate students in the Faculty of Culture, Creative and Performing Arts. It is intended to provide information regarding your academic requirements, Faculty and University regulations, policies and procedures to help in navigating your undergraduate experience. It is also a space to share news, events and updates that are of importance to you as a student.

It's Registration '22

A warm welcome to academic year 2022/2023! We are excited about your return to the classroom and welcoming our new students!

Tips for a successful registration

As we begin registration season, we bring you these tips to help make the registration process smoother:

- **Plan ahead!** Prior to registration, attend the pre-registration counselling session with your Academic Advisor and, **identify the list of courses** from within your programme of study that you wish to follow during semester I.
- **Factor in prerequisites** for courses you will be pursuing at the next level.
- **Do not attempt to register before** the date and time allocated to you. Your registration opens according to the number of credits you have achieved to date.
- **Register for core courses first**, then fit any electives around that schedule. This helps to eliminate registration difficulties due to clashing.
- **If registering for year-long courses** and therefore exceeding the 15-credit cap, send an email to alison.johnson@cavehill.uwi.edu to request an increase in your credit hours. Do not submit an override.
- **Check your @mycavehill email** for the decision on your override requests. Further action may be required from you.
- **Before the registration deadline date**, check your registration for accuracy. Remember, ALL courses you expect to be examined in should be on your registration. If you change your mind about any course, it should be removed from your registration before the published add/drop deadline.

If you are experiencing difficulties, we are here to assist!

Please don't hesitate to reach out to us at (246) 417-4777 or fccpa@cavehill.uwi.edu



Important Dates

Aug 1-12 - Faculty Pre-Registration Counselling for Continuing students

Aug 22-25 Continuing Students Registration:

- Level 3 - 54+ credits: Mon Aug 22 @ 12pm
- Level 2 - 24-53 credits: Tue Aug 23 @ 12pm
- Level I: Thur Aug 25 @ 10am
- Transfers, and re-entries: Thur Aug 25 @ 10am

Aug 29: New Student Orientation & Registration

Mon Sep 5: Teaching Begins

Sep 3-16: Late registration period

Fri Sep 16 - Deadline for:

- Add/Drop
- Payment of Outstanding Fees
- Requests for Leave of Absence
- Requests for Change of Option
- Requests for Exemptions

STAY ON THE RIGHT TRACK!

Know your Academic Advisor

On entry to the Faculty, each student is assigned an Academic Advisor, whose role is to guide and mentor you along the journey to academic success. It is important that you meet with your Academic Advisor at least once per semester.

Who is your Advisor? You will find the name on your CHOL account.

Faculty Handbook

Read It! Read It! Read It!

We strongly encourage you to take the time to read the Undergraduate Handbook. It is your contract with The UWI and your roadmap to the successful completion of your degree. It is your responsibility to familiarise yourself with the University policies and Faculty regulations that govern your degree, as well as the Faculty requirements for the award of the degree.

Follow the Handbook for your year of entry to your current programme. Faculty Handbooks are available at www.cavehill.uwi.edu/chol/document-library.aspx

Use the Registration Aide to manually track your progress

Download from our Resources Page:
<https://www.cavehill.uwi.edu/fccpa/students/student-resources.aspx>



Share your thoughts with us!

We value your feedback! If you have comments, suggestions, concerns, complaints on anything you deem necessary, we want to hear what's on your mind. Use our online suggestion box. It's convenient! It's Anonymous!

bit.ly/fccpa-ebox

Give-away Time!



For your chance to win a prize of a book and/or data storage device valued up to BBD 100 from The UWI Bookshop, answer the following:



Each Faculty across The UWI is represented by a colour. What is your Faculty colour and what does it symbolise?

Deadline for entries is September 1, 2022.

For currently registered students of the FCCPA only.

Not redeemable for cash. To enter, go to

bit.ly/fccpa-giveaway

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