



# THE UNIVERSITY OF THE WEST INDIES

Cave Hill Campus



**NEW STUDENT'S HANDBOOK**  
2014-2015



## **THE UNIVERSITY OF THE WEST INDIES**

### MISSION

To advance education and create knowledge through excellence in teaching, research, innovation, public service, intellectual leadership and outreach in order to support the inclusive (social, economic, political, cultural, environmental) development of the Caribbean region and beyond.

### VISION

By 2017, the University will be globally recognised as a regionally integrated, innovative, internationally competitive university, deeply rooted in all aspects of Caribbean development and committed to serving the diverse people of the region and beyond.

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# THE UNIVERSITY OF THE WEST INDIES

## CAVE HILL CAMPUS

This handbook provides a general introduction to the regulations of the UWI and the facilities and services available to you as a registered student at the UWI, Cave Hill Campus. Faculty handbooks, the Code of Principles and Responsibilities and relevant regulations booklets are provided as separate publications.

If you have any questions or queries, you may contact:

Deans or Deputy Deans

Directors of Institutes

Campus Coordinator of the School for Graduate Studies and Research  
(*Graduate Students*)

Your Head of Department

Senior Assistant Registrar (*Graduate Studies*)  
*Graduate Student Admissions*

Senior Assistant Registrar (*Student Affairs*)  
*Undergraduate Student Admissions,*  
*Summer School, Recruitment*

Senior Assistant Registrar (*Examinations*)  
*Records & Scholarships*

Director of Student Services

Halls Administrator, Halls of Residence

All telephone extensions listed  
can be reached through the  
UWI PBX: (246) 417-4000  
[www.cavehill.uwi.edu](http://www.cavehill.uwi.edu)

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## THE UNIVERSITY OF THE WEST INDIES

### THE ARMS OF THE UNIVERSITY

The arms of the University consist of a shield and a crest. The background of the shield is the sea represented by blue and white wavy lines on which is an open book. The upper part of the shield is red with a lion to show the connection with the Crown. This is the lion borne by H.R.H. Princess Alice, Countess of Athlone, appointed by King George VI to be the first Chancellor, so that this appointment is recorded forever in the Arms of the University.

The crest is the brown Pelican which fishes in its prehistoric fashion along the coast of all the Caribbean Lands: the Pelican is a symbol of care for the young because of the medieval, but untrue, belief that it punctures its breast to feed its young on its blood. It is also used as a crest by the Corpus Christi Colleges of Oxford and Cambridge.

**The motto is:**

**“Oriens ex Occidente Lux:**

**A Light Rising from the West”**

# MESSAGE FROM THE VICE-CHANCELLOR



Professor E. Nigel Harris  
**Vice-Chancellor**

**A** very warm welcome to each one of our new students!

You are now part of a large and diverse family comprising approximately 50,000 students and 5,000 staff at our four campuses, more than 120,000 alumni represented at the highest levels of government, corporate and professional life across the Caribbean and worldwide. There is probably no profession or sector of Caribbean society in which UWI graduates cannot be found. At least 17 of our graduates have risen to positions as Heads of Government or State and one is a Nobel Laureate. We boast more than 60 Rhodes scholars, and countless leaders of all the professions proudly call The UWI their alma mater. This year, the 2014-2015 academic year is extra special as we welcome the Turks and Caicos Islands as our newest contributing country, broadening the UWI family even more. The richness of this tapestry is one to be embraced wholeheartedly and you are encouraged to learn about your University, the countries and cultures that make us so unique and the wonderful people who comprise our community. There is a tremendous amount of talent at The UWI and throughout my tenure as Vice-Chancellor I have never ceased to be impressed by the diverse areas of interest and the keen intellect of students and staff. Their commitment to improving the lives of the societies we serve is also a tremendous inspiration to me.

The next few years are as much about academics as they are about your physical and emotional development. Form good friendships and value them. Social networking extends beyond your years at University and some of the friendships you make will last a lifetime. Take every opportunity presented you to travel to another campus or another of the countries served by the UWI. The UWI Games which takes place very two years is a wonderful opportunity to meet your counterparts at another campus. We also hope that your relationship with us will extend beyond your graduation and that you will continue to be engaged as alumni.

Each year, our new students inspire in us enthusiasm and hope. We are committed to ensuring that we deliver programmes of high quality and relevance to national and regional development. Your enthusiasm and engagement and presence help

us to stay the course. Our contributing Governments have been supportive through funds provided directly to the university and support to students. However, we are mindful of the challenges they themselves face in meeting their many obligations and your University has been making efforts to diversify the funding base to complement the existing funding sources. Your responsibility will be to ensure that the resources expended in your training are maximised as much as possible. Whether you are funded by your Governments, your families or yourselves, it is an investment in your future, in our collective future and we commit to providing you with the best that we can give to enable your success.

I will demit office as Vice-Chancellor of this noble institution in 2015 and will not be there when you graduate. It has been a pleasure for me to attend the Matriculation ceremonies over the years to greet our incoming students. That pleasure is overtaken only at the graduation ceremonies as those students receive their certificates! As an alumnus myself, I can attest to the tremendous contribution that The UWI has made to my own life. My wife and I met at Mona and together we formed friendships that have withstood the test of time and distance. My wish for each of you is for a fulfilling and rewarding experience; that you form meaningful friendships and connections that will support you throughout your professional and personal lives and that you acquire and develop those life skills that will ensure you put your academic training to best use. Above all, be caring of yourselves and of others around you. You are our future.

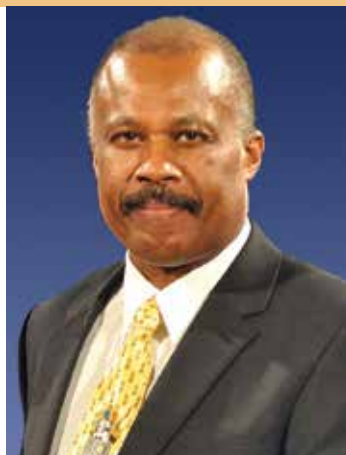
My very best wishes for a wonderful UWI experience.

Professor E. Nigel Harris

**Vice-Chancellor**

**The University of the West Indies**

# MESSAGE FROM THE PRINCIPAL



Professor Sir Hilary Beckles  
**Pro-Vice-Chancellor and Principal**

It is with the very greatest of pleasure that I welcome you, our new and returning students to the University of the West Indies, Cave Hill Campus. We are also extremely pleased to embrace our growing numbers of regional and international students.

We especially wish to commend our Barbadian students on their decisions either to enter the Campus for the first time or to return to complete their studies. We are well aware that this decision was made within the context of the great challenge of finding tuition fees for the first time. We know also that your decision would have generated great personal and family sacrifices. But we are reminded of the comment of the great leader Martin Luther King Jr. that the ultimate measure of a person is not where he or she stands in moments of comfort and convenience, but where he or she stands at times of challenge and controversy.

Your determination to continue your education amply demonstrates that you understand the critical importance of education to peoples of small island states, and that individually and collectively you, the brightest and most talented young persons of our regional, stand for development and progress.

The Cave Hill Campus salutes the academic achievements that have allowed you to enter our institution. We are committed to supporting your goals by providing you with first class opportunities for advancement within your chosen discipline. In this regard and in keeping with international best practice, in 2013, the Cave Hill Campus was awarded Institutional Accreditation by the Barbados Accreditation Council for a period of six years.

In order to have earned this distinction, the Campus not only undertook a process of self-examination but also opened its doors to a rigorous and comprehensive review by a panel of regional and international experts. We are pleased to report that our academic systems have been adjudged to be sound, and to meet best international practice and that our formal mechanisms meet fully the expectations of the standard

on teaching and learning with respect to planning and evaluation of programmes and student assessment.

We continue to demonstrate our commitment to our students by instituting our new Students Charter which outlines what you, our students, may expect from the University as well as what the University expects from you. Our system of annual students' surveys provides you with the opportunity to articulate how well we are keeping our promises to you.

We know that the next few years will bring many challenges, be they financial, academic or personal but we also know that you have the resilience and strength of character to emerge triumphant. We know that you will endeavor to obtain the maximum benefits from the range of opportunities available on this campus; that programmes such as Student Entrepreneurial Empowerment Development (SEED) Programme will enhance your entrepreneurial skills; that you will give back to the community through our service-learning programmes and that you will explore opportunities to mix academics and sports through the wide range of activities provided by Sport Cave Hill which builds on our growing national recognition in areas such as cricket, chess, netball, hockey, volleyball and football.

We are sure that as you develop academically and advance towards your chosen profession you will remain grounded in service to family, community, nation and region.

On behalf of the Campus Community I wish you the very best in all your endeavours.

Professor Sir Hilary Beckles,

**Pro-Vice-Chancellor and Principal**

**Cave Hill Campus**



Aerial view of Cave Hill Campus

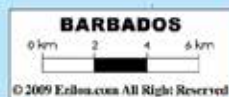
59°40'

59°35'

59°30'

59°25'

## Map of Barbados



UWI

BRIDGETOWN

SAINT MICHAEL

Caribbean Sea

59°40'

59°35'

59°30'

59°25'

# THE UNIVERSITY OF THE WEST INDIES, CAVE HILL CAMPUS IN BRIEF

The University of the West Indies (UWI) is a regional university serving the English-speaking Caribbean countries of Anguilla, Antigua and Barbuda, Barbados, Belize, Bermuda, Dominica, Grenada, Jamaica, Montserrat, Federation of St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, The Bahamas, The British Virgin Islands, The Cayman Islands, The Turks & Caicos Islands and Trinidad & Tobago. The University started in Jamaica in October, 1948 as the University College of the West Indies, in a special relationship with the University of London. It was subsequently granted University status in 1962. Colleges of Arts and Science were established at St. Augustine in Trinidad in 1962 and at Cave Hill in Barbados in 1963.

The University started in Jamaica in October, 1948 as the University College of the West Indies, in a special relationship with the University of London. It was subsequently granted University status in 1962. In the following year Colleges of Arts and Sciences were established at St. Augustine in Trinidad and at Cave Hill in Barbados.

The Cave Hill Campus began in 1963 as the College of Arts & Science in temporary quarters at the Deep Water Harbour, Bridgetown. In August, 1967, the College moved to its present site at Cave Hill. The College became a full campus with the establishment of the Faculty of Law in 1970 and the name was changed to the Cave Hill Campus of The University of the West Indies.

The main Campus is currently located on 47 acres of land which the UWI holds on long-term lease from the Government of Barbados. The Campus was originally designed to accommodate about 500 students. The present enrolment is approximately 9,000. The physical expansion has taken place in a manner sympathetic to the original architectural design of low-rise buildings, simplicity and orderliness. This, combined with the scenic attractiveness of the site, and the relatively small size of the University community has resulted in an atmosphere of intimacy and friendliness which is immediately felt by visitors to the Campus.

In 2008 the Government of Barbados granted an additional 33 acres of land contiguous to the existing campus, which the University is currently in the process of developing. The Graduate Studies Teaching Complex and the new FIFA-rated football field are located on this site. With subsequent lease arrangements with Government and a private donation, the land area of the Campus has expanded to approximately 98.12 acres.

From its nascence in 1963 as the College of Arts and Science, the Campus has become a leader in tertiary education in the Barbados and a beacon of academic excellence throughout the region as well as internationally.

In 2013 Cave Hill celebrated its golden anniversary and reflected with pride on its contribution to regional development and the upliftment of Caribbean people.

## BARBADOS in brief

- Barbados is the most easterly island of the Caribbean island chain. The closest islands are St. Vincent & the Grenadines and St. Lucia which are located to the west, and Trinidad and Tobago located to the south. Barbados is located approximately 2,573km (1,600 miles) southeast of Miami, Florida.
- The island is 430 sq. km (166 sq. miles), measures 33.79km (21 miles) long by 22.53km (14 miles) wide and is divided into eleven parishes. The capital city, Bridgetown, is located in St. Michael. Historic Bridgetown and the Garrison area were designated a World Heritage Site in June 2011.
- Barbados falls within the Atlantic time zone. The standard time is Greenwich Mean Time minus four hours. Barbados has no daylight saving time.
- Bounded by the Caribbean Sea and the Atlantic Ocean, Barbados enjoys north-east trade winds all year which help to keep the island cool. The climate is warm throughout the year, with a dry season from December to May, and a rainy season between June and November. The average temperature is 28 degrees Celsius (82.4 degrees Fahrenheit),
- Barbados was first inhabited by the Arawak Indians who migrated from Venezuela. It is believed that they inhabited the island from 350-400 BC. When the British arrived in 1625 they found the island uninhabited and they claimed it in the name of King James I. Two years later on February 17, 1627 the first settlement landed on the West coast of the island near what is now Holetown (formerly Jamestown).
- Barbados has been a sovereign independent state within the Commonwealth since 1966 when full independence was gained from Britain. However, ties to the British monarchy are still maintained through the Governor-General.
- The government of Barbados is a parliamentary democracy where the political party with the greatest representation in parliament forms the government. The leader of government is the Prime Minister, who selects a cabinet from party members in the legislature. The first leader of Barbados as a independent nation was the Right Excellent Errol Walton Barrow. The current Prime Minister is The Honourable Freundel Stuart, M.P.

15 ADMINISTRATION

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# CENTRE UNITS / OFFICES AND AFFILIATED BODIES AT CAVE HILL

The Campus offers **undergraduate** and **graduate** programmes in the Faculties of **Humanities and Education, Law, Science & Technology, Social Sciences, and Medical Sciences**.

Apart from the above, the following Centre Units and Institutes have offices on the Campus:

- **Office of the Board for Undergraduate Studies (BUS)**  
Head: Pro-Vice-Chancellor, BUS: Prof. Alan Cobley
- **Office of Planning**  
Head: Pro-Vice-Chancellor, Planning: Prof. Andrew Downes
- **Office of Research**  
Head: Pro-Vice-Chancellor, Research: Prof. Wayne Hunte
- **The Institute of Gender and Development Studies : Nita Barrow Unit (IGDS:NBU)**  
Head: Dr Charmaine Crawford                      [www.cavehill.uwi.edu/gender](http://www.cavehill.uwi.edu/gender)
- **The Sir Arthur Lewis Institute of Social and Economic Studies (SALISES)**  
Director (Ag): Dr. Don Marshall                      [www.cavehill.uwi.edu/salises](http://www.cavehill.uwi.edu/salises)

These institutions located in Barbados are affiliated to The University of the West Indies.

- **The Cave Hill School of Business (CHSB):** Business School of The University of the West Indies offering Diploma, MBA and DBA degrees.  
Director/CEO: Dr. Jeannine Comma                      [www.uwichsb.org](http://www.uwichsb.org)
- **Codrington College:** A Theological College offering the B.A., L.Th, M.A, M.Phil, and Ph.D. degrees of The University of the West Indies.  
Head: The Rev'd Dr. Ian Rock
- **The Caribbean Institute of Meteorology and Hydrology (CIMH):**  
This Institute under an agreement with the Caribbean Meteorology Council. CIMH offers a major in Meteorology within the BSc. degree.  
Head: Dr. David A. Farrell                      [www.cimh.edu.bb](http://www.cimh.edu.bb)
- **The Caribbean Agriculture Research and Development Institute (CARDI)**  
Head: Dr. Cyril Roberts

# ADMINISTRATION

## OFFICERS OF THE UNIVERSITY OF THE WEST INDIES

Chancellor **Prof. The Hon. Sir George Alleyne**  
OCC, MD, FRCP, FACP (Hon),  
DSc (Hon) *UWI*

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Vice-Chancellor **Prof. E. Nigel Harris**  
BSc *Howard*, MPhil *Yale*, MD *Penn*, DM *UWI*

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Chairmen, Campus Councils

**Cave Hill** **Mr Paul B. Altman JP**  
GCM, BCH, LLD

**Mona** **Dr. Marshall Hall**  
CD, BSc *Col*, PhD *Wis*

**St. Augustine** **Mr Ewart Williams**  
BSc, MSc *UWI*

**Open Campus** **Sir K. Dwight Venner**  
BSc, MSc *UWI*

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Pro-Vice-Chancellors and  
Campus Principals

**Prof. Wayne Hunte**  
BSc, PhD *UWI*, (Post Doctoral  
Fellow *Dalhousie, Canada*)

**Prof. Yvette Jackson**  
BSc *UWI*, PhD *St. UWI*

**Prof. Alan Cobley**  
BA *Manc*, MA *York-UK*, PhD *London*

**Prof. Andrew Downes**  
BSc MSc *UWI*, PhD *Manchester*

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**Cave Hill** **Prof. Sir Hilary Beckles**  
Principal BA, PhD *Hull*

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**Mona**

Principal

**Prof. Archibald McDonald**MBBS, DM (Surg) *UWI*, FRCS Ed, FACS**St. Augustine**

Principal

**Prof. Clement Sankat**BSc, MSc *UWI*, PhD *Guelph*, MASAE,  
MAPETT, FIAGreE**Open Campus**

Principal

**Prof. V. Eudine Barriteau**BSc *UWI*, MPA *New York*, PhD *Howard*

Deputy Campus Principals

**Cave Hill****Prof. Pedro Welch**BA *UWI*, MSc. *Bath* PhD *UWI*,  
Cert. Ed. Admin. *UWI***Mona**

TBA

**St. Augustine****Prof. Rhoda Reddock**BSc *UWI*, MSc *ISS*, PhD *AMST***Open Campus****Prof. Vivienne Roberts**BSc *UWI*, Dip Ed, MSc, PhD *UWI*

University Registrar

**Mr C. William Iton**BSc *UWI*, LLM *Essex*

University Bursar

**Mr Archibald Campbell**BSc MSc *UWI*, FCA

University Librarian

**Ms Jennifer Joseph**BA *UWI*, Dip Lib & Info Sci *UWI*, MS *Columbia*,  
Dip Hum Res Man *UWI***The Deans of Faculties (see Page 21)**

# CAVE HILL CAMPUS

The Central Administration of the Cave Hill Campus consists of the following members of staff:

The Principal & Pro-Vice-Chancellor	<b>Prof. Sir Hilary Beckles</b> BA, PhD <i>Hull</i>
Deputy Principal	<b>Prof. Pedro Welch</b> BA <i>UWI</i> , MSc. <i>Bath</i> PhD <i>UWI</i> , Cert. Ed. Admin. <i>UWI</i>
Campus Registrar	<b>Mr Kenneth Walters</b> BA <i>UWI</i> , MSc <i>Manc</i>
Campus Bursar	<b>Ms Lisa A. C. Alleyne</b> BSc <i>UWI</i> , FCCA, FCA, MBA <i>Oxford Brookes</i> , MCMI
Campus Librarian (Ag)	<b>TBA</b>
Senior Assistant Registrar (Graduate Studies)	<b>Mrs Gail E. Carter-Payne</b> BSc <i>London</i> , MBA <i>Heriot-Watt</i>
Senior Assistant Registrar (Examinations)	<b>Ms Betty Thorpe</b> BSc <i>UWI</i> , MSc <i>UWI</i> , ACIS
Senior Assistant Registrar (Records Management)	<b>Mrs Sharon Alexander-Gooding</b> BA <i>UWI</i> , MA <i>British Columbia</i>
Senior Assistant Registrar (Undergraduate Admissions)	<b>Mr Rommel Carter</b> BA <i>UWI</i> , MBA <i>Hull</i>
Assistant Registrar (Human Resources) (ATS)	<b>Ms Sandra E Grant</b> BSc <i>UWI</i> , MBA <i>Surrey</i>
Assistant Registrar (Human Resources) (ASA)	<b>Ms Anthea Hinkson</b> BSc <i>UWI</i> , MSc <i>UWI</i>
Senior Assistant Registrar (Planning & Development)	<b>Mr Owen Ellis</b> BSc <i>UWI</i> , MSc <i>UWI</i>
Assistant Registrar (Administration)	<b>Mrs Jennifer Hinkson</b> BA <i>UWI</i> , MSc <i>Sheffield Hallam</i>
Officer-in-Charge, (Planning and Development)	<b>Ms Barbara Forde</b> BSc <i>UWI</i> , MSc <i>York (UK)</i>
Assistant Registrar (Secretariat)	<b>Mrs Halda Davis-Woodroffe</b> BA <i>UWI</i> , MA <i>UWI</i>
Executive Assistant to the Principal	<b>Mrs Gale Hall</b> BA, Dip Ed, MBA <i>UWI</i>

Business Development Officer	<b>Ms Sonia Johnson</b> BA <i>UWI</i> , MBA <i>Miami</i>
Communications Officer	<b>Mr Chelston Lovell</b> MJ <i>Carleton</i>
Marketing Officer and Regional Student Development Officer	<b>Ms Janet Caroo</b> MBA <i>UWI</i>
Campus Quality Assurance Coordinator	<b>Mrs Koelle Boyce</b> BSc (Hons), MEB <i>City</i>
Head Academy of Sport (Ag)	<b>Dr. Akhentoolove Corbin</b> BSc <i>UWI</i> , MSc <i>LSE</i> PhD <i>UWI</i>
Director of Student Services	<b>Ms Dale Lynch</b> BSc <i>UWI</i> , MSW <i>Howard University Law School</i>
Director of Operations Campus IT Services	<b>Mr Patrick Gill</b> BSc <i>UWI</i> , MSc <i>Alta</i> , MBA <i>Phoenix</i>
Director, International Office	<b>Dr. Anthony Fisher</b> BA <i>CUNY</i> , MSc <i>Syracuse</i> , PhD <i>Syracuse</i>
Director of Security Services	<b>Mr Oral Reid</b> BA <i>UWI</i> , MA <i>Exeter</i> Dip. HRM
Health, Safety and Environment Officer	<b>Mrs Nicole Sue</b> BSc <i>UWI</i> , Msc <i>Newcastle</i>
Manager, Properties & Facilities	<b>Mr Martin Warrington</b> BSc <i>Leeds Met</i> , HND Cert. in Business Admin. MSc <i>UWI</i>
Officer-in-Charge Centre for Excellence in Teaching and Learning	<b>Mrs Patricia Atherley</b> BA <i>UWI</i> , MSc <i>Sheffield</i> , MEd <i>Southern Queensland</i>
Officer-in-Charge Law Library	<b>Capt. Junior Browne</b> BSc <i>UWI</i> , LLB <i>UWI</i> , MA <i>University of South Florida</i>
Halls Administrator	<b>Mrs Patricia Reece-McComie</b> Dip in Dietetics, Dip in Hotel Mid-Management, HND, MHCIMA, Cert. Ed.

## DEPARTMENTS & FACULTIES

Subjects and subject groupings are organised on a Departmental basis. Allied subjects or departmental groupings form a Faculty, each headed by a Dean. On each campus the Campus Coordinator performs the function of academic head of the School for Graduate Studies and Research.

### DEANS / DIRECTORS / CAMPUS COORDINATOR



**Dean**  
**Humanities & Education**  
**TBA**



**Dean**  
**Law**  
**Dr. David S Berry**  
BA Toronto, LLB UBC, LLM Queen's  
(Canada), PhD Edin, Leg Ed Cert HWLS



**Dean**  
**Science & Technology**  
**Dr. Colin Depradine**  
BEng, MSc Lond, PhD UWI



**Dean**  
**Social Sciences**  
**Dr. Justin Robinson**  
BSc UWI (Hons), Msc Finance Florida  
International University, Phd Manchester



**Dean**  
**Medical Sciences**  
**Prof. J. Michael Branday**  
MBBS UWI, Master of Surgery UWI,  
MSc Wales.

**School for Graduate Studies & Research****Campus Coordinator****Prof. Eddy Ventose**LLB *UWI*; LLM *Cantab*; DPhil *Oxon*,  
Leg Ed Cert *HWLS***Errol Barrow Centre for Creative Imagination****Director****Prof. Gladstone Yearwood**BA *NY*, MA *Ohio*, PhD *Ohio***Centre for Resource Management and Environmental Studies****Director****TBA****Shridath Ramphal Centre for International****Trade Law, Policy and Services****Officer-in-Charge****Mr Neil C A Paul**Dip *ECIAF*; Dip *UWI*; BSc *UIUC*;  
MPhil *UWI***Principal Advisor****Mr Phil Rourke**BA *Windsor*, MA *Carleton*, MBA *Queens***Chronic Disease Research Centre****Director (Ag)****Prof. Clive Landis**BSc *Univ of Birmingham*,  
MSc & PhD *Loyola University***School of Education****Director****Dr. Jennifer Obidah**BA *CUNY*, MA *Yale*, DED *Berkeley*

Each Faculty and Department has an office and at least one Administrative Assistant who assists with queries on any academic matter and arranges interviews with the Dean or Departmental Heads, as necessary.

## FACULTY ADMINISTRATIVE ASSISTANTS

Humanities & Education	<b>Ms Andrea Walker</b>	Ext. 4386
Law	<b>Ms Karen Primus</b>	Ext. 4218
Medical Sciences - Pre-Clinical	<b>Ms Suzanne Archer</b>	Ext. 4264
Medical Sciences - Clinical	<b>Mrs Judy Best</b>	429 5112
Science & Technology	<b>Mrs Kay Browne</b>	Ext. 4311
Social Sciences	<b>Mrs Althea Greene-Forde</b>	Ext. 4266

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# STUDENT AFFAIRS

The Student Affairs section is concerned with the welfare and interests of all students. It supervises admissions, registrations, examinations, records, grants and scholarships.

## UNDERGRADUATE ADMISSIONS

**Email:** [admissions@cavehill.uwi.edu](mailto:admissions@cavehill.uwi.edu)

**www.cavehill.uwi.edu/admissions**

*Responsible for:* The acceptance and processing of all applications, transfers and registration for undergraduate study at Cave Hill Campus.

*Location:* This section of Student Affairs is located on the entry level (level 2) of the new Administration Building. MAIN CAMPUS Ref 42 (page 144)

Senior Assistant Registrar	<b>Mr Rommel Carter</b>	Ext 4119
Administrative Assistants	<b>Mrs Deborah Knight</b>	Ext 4122
	<b>Ms Maria Dodson</b>	Ext 4862
Secretary	<b>Mrs Rosemary Belle</b>	Ext 4119/4120
Help Desk Administrator	<b>Ms Celia Boyce</b>	Ext 4125

### ***Faculty Clerks:***

Humanities & Education	<b>Ms Kathy-Ann Watson</b>	Ext 4113
Law	<b>Ms Tonya Watson</b>	Ext 4124
Science & Technology	<b>Mrs Denise Greenidge</b>	Ext 4471
Medical Sciences	<b>Ms Kathy Constantin</b>	Ext 7558
Social Sciences	<b>Mrs Carol Jordan</b>	Ext 4123
	<b>Ms Marla Thomas</b>	Ext 4115
TLI/Cave Hill School of Business/Summer School	<b>Mrs Nidra Grant</b>	Ext 4114
Quality Monitoring	<b>Ms Kathy-Ann Long</b>	Ext 4130
Quality Monitoring	<b>Ms Neisha Applewhaite</b>	Ext 4127

## GRADUATE STUDIES

**Email:** [gradstudies@cavehill.uwi.edu](mailto:gradstudies@cavehill.uwi.edu)**www.cavehill.uwi.edu/gradstudies**

*Responsible for:* The administration of all graduate programmes at the Cave Hill Campus. This includes applications, admission, registration, scholarships, examinations, (oral, research papers, theses), and graduation.

*Location:* This Section is located in the Post Graduate Teaching Complex at the Paradise Park site. PARADISE PARK Ref 43 (page 144)

Senior Assistant Registrar (Graduate Studies)	<b>Mrs Gail E. Carter-Payne</b>	Ext. 4902
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Administrative Assistants	<b>Mrs Fay Williams</b>	Ext. 4909
	<b>Ms Maureen Mullin</b>	Ext. 4910

**Faculty Clerks:**

Humanities & Education	<b>Ms Cherri-Ann Davis</b>	Ext. 4903
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Law and Medical Sciences	<b>Ms Monica Legall</b>	Ext. 4904
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Science & Technology	<b>Ms Tara Moseley</b>	Ext. 4905
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Social Sciences	<b>Ms Anita Carter</b>	Ext. 4908
	<b>Mr Antonio Springer</b>	Ext. 4939

Secretary to the Campus Coordinator	<b>Mrs Kay Davis</b>	Ext. 4911
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## EXAMINATIONS SECTION

**Email:** [examinations@cavehill.uwi.edu](mailto:examinations@cavehill.uwi.edu)**www.cavehill.uwi.edu/administration/examinations.asp**

*Responsible for:* Conducting all University Examinations, guided by the Examination Regulations, and all matters which affect a student's performance in his/her examinations. Students who are uncertain about the interpretation of the Regulations should request assistance from the Senior Assistant Registrar (Examinations) or the Administrative Assistants.

*Location:* This Section is located on the entry level (level 2) of the new Administration building. MAIN CAMPUS Ref 42 (page 144)

Senior Assistant Registrar	<b>Ms Betty Thorpe</b>	Ext 4134
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Administrative Assistants	<b>Mrs Eudene Spooner</b>	Ext 4139
	<b>Ms Ingrid Lashley</b>	Ext 4135

## RECORDS SECTION

**Email:** [records@cavehill.uwi.edu](mailto:records@cavehill.uwi.edu)

**www.cavehill.uwi.edu/administration/records.asp**

*Responsible for:* The management of all student records relating to the different types of data that accrues throughout the life cycle of a student. This section is also responsible for the production of transcripts and the administration of scholarships and bursaries.

*Location:* The Records Section is located on the entry level (level 2) of the new Administration building. MAIN CAMPUS Ref 42 (page 144)

Senior Assistant Registrar	<b>Ms Betty Thorpe</b>	Ext 4134
Administrative Assistant	<b>Ms Nakita Squires</b>	Ext 4140

## THE BURSARY

**Email:** [thebursary@cavehill.uwi.edu](mailto:thebursary@cavehill.uwi.edu)

**www.cavehill.uwi.edu/administration/bursary.asp**

*Responsible for:* Supervision and administration of student accounts.

*Location:* MAIN CAMPUS Ref 42 (page 144)

The Bursary cashiers accept payment of fees via:

- Cash
- Debit Cards
- Credit Cards – UWI accepts all major credit cards (except American Express).
- Cheques – only Managers' Cheques and Certified Cheques are accepted
- Royal Bank of Canada's online payment system \*
- Bank of Nova Scotia's online payment system \*
- At any branch of the Barbados National Bank \*

\* Allow two (2) business days for processing to student account.

(Notes/cheques in British Virgin Island, Guyana, Jamaica and Trinidad & Tobago currency cannot be negotiated).

### **Business hours for the Bursary are:**

During Registration week	8:30 am – 6:00 pm
Normal hours	9:00 am – 4:00 pm

*Location:* This section is situated on level 3 of the new Administration Building.

Accountant	<b>Mr Wayne Davis</b>	Ext. 7577
Accounting Supervisor	<b>Ms Angela Headley</b>	Ext. 4110
Accounts Clerk	<b>Mrs Maxine Reifer</b>	Ext. 4099

## THE INTERNATIONAL OFFICE

**Email:** [internationaloffice@cavehill.uwi.edu](mailto:internationaloffice@cavehill.uwi.edu)

**www.cavehill.uwi.edu/international**

*Responsible for:* The International Office gives students an opportunity to gain global experience to succeed by negotiating international internships. It also promotes study abroad and facilitates academic exchanges for students and faculty, strategic partnerships with foreign universities, international bodies, foundations and the international private sector, so as to continue to enhance the Campus and University goals of excellence in teaching, learning and research.

*Location:* MAIN CAMPUS Ref 21 (page 144)

Director	<b>Dr. Anthony Fisher</b>	Ext. 4656
Administrative Assistant	<b>Mrs Paula Jarvis</b>	Ext. 4972

## OFFICE OF STUDENT SERVICES

**Email:** [studentservices@cavehill.uwi.edu](mailto:studentservices@cavehill.uwi.edu)

**www.cavehill.uwi.edu/studentservices**

*Responsible for:* Management of the Student Health Services Clinic, administration of the students' medical plan, student shuttle service, the co-ordination, administration and development of student services generally, including career guidance, internships, co-curricular credit programmes, and the co-ordination and development of social, recreational and sporting activities.

*Location:* MAIN CAMPUS Ref 15 (page 144)

Director of Student Services	<b>Ms Dale Lynch</b>	Ext. 4165
Psychological Counsellor	<b>Dr. Jacqueline Benn</b>	Ext. 4172
Career Counsellor	<b>Mrs Don-Marie Holder</b>	Ext. 4168
Medical Officer	<b>Dr. Jacinta Branday</b>	Ext. 4867
Student Services Manager	<b>Mr Timothy Arthur</b>	Ext. 4166
Nurse Administrator	<b>Mrs Sandra Vaughn</b>	Ext. 4171
Programme Assistant	<b>Mrs Roachell Murray</b>	Ext. 4007
Student Health Plan Administrator	<b>Ms Robena Nicholls</b>	Ext. 4915
Shuttle Service Supervisor	<b>Mr Wayne Harewood</b>	Ext. 4008
Mentor-in-Residence		
Vision and Fortitude Programme	<b>Mr Meltia Hamilton</b>	Ext. 4010
Asst. to the Mentor-in-Residence	<b>Ms Tracia Agard</b>	Ext. 4010
Clerical Support Officer	<b>Ms Katanya Toppin</b>	Ext. 4037
Receptionist / Customer Service Rep	<b>Ms Andrea Cumberbatch</b>	Ext. 4165
Office Assistant	<b>Mr Ian Small</b>	Ext. 4011
Stenographer Clerk	<b>Ms Angela Ward</b>	Ext. 4167

## STUDENT ACCOMMODATION

**Email:** [accommodations@cavehill.uwi.edu](mailto:accommodations@cavehill.uwi.edu)

**www.cavehill.uwi.edu/accommodation**

**www.chillhousing.com**

*Responsible for:* The co-ordination of services in relation to accommodation.

*Location:* MAIN CAMPUS Ref 42 (page 144)

### On Campus

Halls Administrator	<b>Mrs Patricia Reece-McComie</b>	Ext. 4175
Halls of Residence		

Asst. Halls Administrator (Ag.)	<b>Ms Stacia Ifill</b>	Ext. 4176
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Temp. Stenographer-Clerk	<b>Ms Shari Lynch</b>	Ext. 4180
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### Off Campus

Accommodations Assistant (Office in Sherlock Hall)	<b>Mr Orlando Alleyne</b>	Ext. 4578
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## REGIONAL STUDENT DEVELOPMENT OFFICE

**email:** [regionaloffice@cavehill.uwi.edu](mailto:regionaloffice@cavehill.uwi.edu)

*Responsible for:* The Regional Student Office of The University of West Indies, Cave Hill Campus is dedicated to assisting students from the region in the application process and during their time of study at the University.

The Regional Office will help you find all the information you need and provide advice and support when you arrive at the University.

The Office has been established as a dedicated central referral service for various aspects of the regional student life.

*Location:* MAIN CAMPUS Ref 21 (page 144)

*Contact:*

<b>Ms Janet Caroo</b>	<b>Tel: (246) 417-4057</b>
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<b>Mrs Margo Thompson</b>	<b>Tel: (246) 417-4057</b>
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	<b>Fax: (246) 424-3320</b>
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## THE ACADEMY OF SPORT CAVE HILL

**Email: [sports@cavehill.uwi.edu](mailto:sports@cavehill.uwi.edu) (246) 417-4856/57**

*Responsible for:* Offering sports enthusiasts at all levels the opportunity to engage in meaningful and healthy sporting activity. The University has invested and will continue to invest in 'state of the art' sporting facilities for the UWI community to enjoy. These internationally acclaimed facilities foster the creation of world class administrators, athletes and coaches through educational programs in sport science and sport management.

The Academy of Sport is aware of the challenges which student athletes face in balancing their academic commitments with sports and it is for this reason that the department facilitates its student athletes through a mentorship program. This involves academic support in the form of tutoring and counselling.



This is an exciting time for sport at Cave Hill as we seek to build a sporting spirit across the campus with the help of our mascot 'Chilly' and our cheerleaders. The Blackbird is our mascot and our slogan is 'one flies, all soar'.

*Location:* MAIN CAMPUS Ref 2 (page 144)

### *Office Staff*

Head (Ag)	<b>Dr Akhentoolove Corbin</b>	Ext 4733
Academic Programme Coordinator	<b>Dr Rudolph Alleyne</b>	Ext 4855
Administrative Assistant	<b>Mrs Veronica Jones</b>	Ext 4856
Sports Coordinator	<b>Ms Katheryn Stewart</b>	Ext 4526
Sports Coordinator	<b>Mr Steven Leslie</b>	Ext 4738
Sports Coordinator	<b>Mr Aundrea Wharton</b>	Ext 4212
Sports Promotion Coordinator	<b>Mrs Amanda Reifer</b>	Ext 4545
Programme Assistant	<b>Mr Christian Renwick</b>	Ext 4857
Programme Assistant	<b>Mr Nevin Roach</b>	Ext 4734
Stenographer/Clerk	<b>Ms Josanne Thomas</b>	Ext 4732
Head Coach (Football)	<b>Mr Roland Butcher</b>	Ext 4855
Head Coach (Cricket)	<b>Mr Floyd Reifer</b>	
Assistant Coach	<b>Mr Ryan Austin</b>	

*Groundstaff*

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Operations Assistant

**Mr Geoffrey Mapp**

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Groundsmen

**Mr Lyndon Atkinson****Mr Ronald Beckles****Mr Clyde Estwick****Mr Joseph Japal**

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# HANDBOOKS

All students must ensure they receive copies of these documents and keep them handy for reference. These documents are all available online at [www.cavehill.uw.edu/chol](http://www.cavehill.uw.edu/chol) and [www.cavehill.uwi.edu/gradstudies/prospective-students/document-library.aspx](http://www.cavehill.uwi.edu/gradstudies/prospective-students/document-library.aspx)

*Please click title to access the online documents.*

## ALL STUDENTS

- a. The Code of Principles and Responsibilities for Students
- b. Examination Regulations
- c. Library Rules (see *Campus Policies Page 107*)

## UNDERGRADUATE STUDENTS

- d. Faculty Regulations (*in Faculty Handbook*)

## GRADUATE STUDENTS

- e. Regulations for Graduate Diplomas and Degrees
- f. Faculty Programme Regulations and Syllabuses
- g. Thesis Guide
- h. Graduate Studies Guide for Students and Supervisors

**THE CODE OF PRINCIPLES AND RESPONSIBILITIES FOR STUDENTS** FORMS PART OF YOUR CONTRACT WITH THE UNIVERSITY ON YOUR REGISTRATION. MAKE SURE TO RECEIVE YOUR COPY.

# UNIVERSITY REGULATIONS

Students at the Cave Hill Campus are subject at all times to the discipline and authorities of the University. The Principal is the final authority on the interpretation of these regulations.

## A. GENERAL REGULATIONS

### 1. **Payment of fees and other debts to the University**

- (a) All fees and other charges are payable in advance in the manner prescribed from time to time.
- (b) Only students in **good standing** will be registered or entered for Degree, Diploma or other examinations of The University of the West Indies. ("**In good standing**" means that all debts owed by the student to the University are fully paid or that arrangements satisfactory to the University have been made for their payment).

**Note:** The University reserves the right to refuse to issue academic records or information about students who are not in good standing.

### 2. **Rebates**

- (a) If a student is forced by illness to discontinue his or her studies, part of the fees paid in advance by the student may be refunded according to the University's Refund Policy.
- (b) Examination fees, where payable, cannot be transferred from one examination to another and can be returned only under exceptional circumstances.
- (c) There will be no refund of Hall fees to students withdrawing from the Hall before the end of the semester.

### 3. **Place of Residence**

Students are required, on registration, to notify the Campus Registrar, in writing, of their permanent address, and their address in Barbados during the semester. Students are also required to notify the Campus Registrar, in writing, of any change of address within 14 days of any such change, and to ensure that all address changes are recorded in the online student administration system.

### 4.1 **Leave of Absence**

- (a) A candidate who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Campus Faculty Board, through the appropriate Dean (Undergraduate) or Campus Coordinator, School for Graduate Studies and Research (post graduate), stating the reasons for the application.

- (b) The length of such leave of absence, if granted, will be subject to approval by the Academic Board of the Campus concerned (Undergraduate) or Campus Committee for Graduate Studies and Research (post graduate), but will not exceed one year in the first instance terminating at the end of the academic year for which the application is approved.
- (c) Leave of absence will not be granted for more than two consecutive academic years.
- (d) Leave of absence may be granted for one semester or for an academic year.
- (e) Applications for leave of absence for a semester shall normally be submitted by the end of the third week of the relevant semester.
- (f) Applications for leave of absence for the academic year shall normally be submitted by the end of the third week of Semester I.

#### **4.2 Leave of Absence from Classes**

Undergraduate students are required to apply to the appropriate Dean, or Faculty Board Chair, for permission to be absent from classes, except in cases of illness. In cases of illness a medical certificate should be submitted to the Campus Registrar.

#### **4.3 Absence from the Island**

Undergraduate students must apply in advance to the Principal, through the appropriate Dean, or Faculty Board Chairman, for permission to be away from Barbados during the semester, and shall state the grounds for such leave.

#### **4.4 Departure from Campus before End of Semester**

Undergraduate students shall be required to submit in writing to the Campus Registrar, through the Dean, at least 3 weeks before the planned date of departure, requests for permission to leave the Campus Country before the semester ends. Students may be exempt from the prescribed three-week notice in the event of emergency requests, as in the case of a death in the family.

### **5. University Property**

- (a) Students must not alter or transfer furniture or fittings of any kind from any part of the University buildings including rooms in Halls of Residence without prior written permission from the proper authorities. Students are not permitted to interfere in any way with the layout of the University grounds without similar permission.
- (b) Students will be liable to pay for any loss of/or damage to the furniture and fittings or equipment of any kind.
- (c) Students must not interfere with the electrical or plumbing installations in any student rooms or in any part of the University.

### **6. Students' Property**

The University accepts no responsibility for the loss or damage of property of students.

**7. Academic Dress**

Gowns will be worn by students at such formal academic ceremonies as may be prescribed by the Principal.

**8. Normal Dress**

Students are required when attending classes or other formal business on University premises to be neatly and appropriately dressed.

**9. Marriage of Students**

A student who intends to get married while still a member of the University should inform the Principal through the Director of Student Services. Students who are not members of Hall shall do so through the Campus Registrar. (Students should note that the University will not support requests for increased financial assistance of any kind on the grounds of marriage).

**10. Responsibility of Students**

- (a) It shall be the responsibility of students to see that they are registered and entered for Degree, Diploma or Certificate examinations.
- (b) It shall be the responsibility of students to leave a forwarding address (where this is different from their home or semester address) at the Student Affairs or Graduate Studies Office, at the beginning of each vacation period.

**11. Health Requirements**

- (a) Students are required to comply with current health requirements of the University.
- (b) Students must report all cases of illness to the Student Health Service.
- (c) No student who is suffering from an infectious illness, or in whose home or lodging there has been such illness, is allowed to attend classes or use facilities on Campus unless a medical practitioner certifies that there is no longer any danger of the infection being conveyed.

**12. Student Publications**

Two copies of all publications by student organisations or groups, or by any individual student, whether published by the Guild of Students or not, shall be deposited with the Campus Registrar within two days after such publication.

**13. Ragging, Firearms, etc.**

- (a) The organisation of, or participation in, initiation or other ceremonies in the form of displays of noisy, disorderly conduct, carried on in defiance of authority or discipline, and involving any risk against health or damage to property is prohibited.
- (b) Except as indicated in (c) below, no student is allowed to keep or use dangerous weapons (including firearms) on University premises, even though he/ she may have received permission from a public authority to keep and use a firearm.

- (c) Where there is an authorised Rifle Club, its members may obtain from the Registrar written permission to keep certain firearms in certain places at stated times for a limited period, and to keep the firearms in an approved place such as the armoury of the Rifle Club.
- (d) The firing of squibs and rockets is prohibited on University premises.
- (e) Violation of any part of this regulation will lead to strong disciplinary action which may include expulsion from the University.

**14. Mechanically Propelled Vehicles**

- (a) Students using motor vehicles and bicycles are required to comply with the laws and regulations of Barbados.
- (b) Students are required at all times to observe any Campus traffic and parking regulations which may be determined from time to time. Failure to observe these will result in withdrawal of permission to drive or ride on Campus.

## B. REGULATIONS GOVERNING REGISTRATION

**15. Registration**

- (a) Registration refers to the online selection of courses and includes the payment of all fees required for such course selection in addition to other relevant University fees. Registration creates class lists, examination registers and the entry of names into the electronic grade book where course work and examination marks are entered.
- (b) All students are required to register every semester in accordance with the published period.
- (c) Changes of registration involving the addition or substitution of courses or withdrawal from courses, shall be permitted up to the end of the third week of each semester.
- (d) Late registration shall be permitted up to the end of the third week of each semester on payment of a late Registration Fee.
- (e) Late registration and changes in registration after the third week of the semester may be facilitated only in exceptional circumstances at the discretion of the Academic Board (undergraduate students) or the Campus Committee for Graduate Studies and Research (post graduate students), and on payment of requisite fees.
- (f) All students who are eligible to continue in their academic programme are required to re-register at the beginning of each new semester within the published period.
- (g) Undergraduate students who fail to complete the registration process by the published deadline in Semester 1 will be given Compulsory Leave of Absence for that semester. Similarly those students whose registration for Semester 2 is still pending on the published deadline in Semester 2 will be given Compulsory Leave of Absence for Semester

2. Students must fulfil all financial obligations to the University before attempting to register for the semester following the Compulsory Leave of Absence. Post Graduate should refer to the Regulations for Graduate Diplomas and Degrees.

**16. Transfers**

- (a) Applications from undergraduate students for transfer from one Faculty to another shall be made in the academic year preceding the proposed year of transfer. Applications for transfer to the Faculties of Medical Sciences & Law must be made by January 10. Applications for transfer to all other Faculties must be made by March 31.
- (b) Post Graduate students wishing to transfer their registration must follow the procedures as recorded in the Manual of Procedures for Graduate Diplomas and Degrees.

## C. REGULATIONS REGARDING RESIDENCE

**17. Halls of Residence**

- (a) Full-time students of the University may apply to live in the Hall of Residence. Where there is competition, overseas students will have preference. Returning students should apply to live on hall not later than March 15 each year.
- (b) Application should be made to the Halls Administrator, Halls of Residence on approved forms available on the Campus website.
- (c) Students given permission to live in a Hall of Residence will not normally during that year be given permission to live off Campus.
- (d) Students must observe the regulations in force in their Hall of Residence.
- (e) Halls of Residence ID cards are issued to all residents on hall and must be produced for admittance to the hall.

## D. REGULATIONS REGARDING STUDENT PASSAGES

**18. Payment of First Passage**

A candidate residing in a contributing Caribbean country who has been accepted for registration as a **full-time** student in an undergraduate or graduate programme leading to a degree, diploma or certificate of The University of the West Indies, will be provided with free passage on **first** coming to the University and on completion of his/her course of study subject to (i), (ii), (iii) and (iv) below. Such passage includes a baggage allowance of the cost of 10 kilos overweight to a maximum of Bds\$75.00.

- (i) A candidate resident in a campus country (Barbados, Trinidad & Tobago, and Jamaica) who has applied for entry to a campus in another country in order to pursue a preliminary programme in the

Faculty of Science & Technology, will not be provided with a first passage to that country if the programme he/she wishes to pursue is offered at the campus situated in his/her country of residence.

- (ii) A candidate travelling to a campus country to pursue a part-time course of study will not be provided with a first passage.
- (iii) A candidate who pays his/her own passage to pursue a course of study covered in (i) above, will be eligible for refund of the passage, if he/she successfully completes the original course of study and registers for the first year of an approved degree programme.
- (iv) Students on scholarship where that scholarship already makes provision for payment of passage, will not also be eligible for refund by the University.

#### 19. Payment of Return Passage

- (a) On completion of a first course of study (undergraduate or post graduate), a student residing in a contributing country may claim a return passage to his/her home country plus a baggage allowance not exceeding 20 kilos to a maximum of Bds\$150.00.
- (b) If he/she intends to pursue and is accepted for a further course of study, he/she may waive the claim for a return passage until completion of the further course of study.
- (c) Claims for return passages may be made up to three months after completion of the course of study. In special circumstances the period may be extended on application.
- (d) A student whose passage has been paid to enable him/her to pursue an approved course of study at a campus country and who withdraws voluntarily or transfers to another campus before the completion of that course of study, will not be given a return passage.
- (e) A student who has been asked to withdraw from the University before the completion of his/her course of study will be provided with a return passage to his/her home country. Passages will be by air, or by sea at the discretion of the University.

**Note:** *Students who have paid their own passage and are entitled to have that passage paid by the University in accordance with the above regulations may claim a refund. Such claims should be submitted to the Student Affairs section, not later than September 30 of the current academic year and must be accompanied by the relevant tickets and receipts.*

**39 UNDERGRADUATE AND GRADUATE  
ORIENTATION AND REGISTRATION**

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## PROFICIENCY IN ENGLISH LANGUAGE TEST

### NEW UNDERGRADUATE STUDENTS ONLY

- (a) The English Language Proficiency Test is used to assess whether persons offered places in the undergraduate degree programmes at the UWI Cave Hill Campus possess a satisfactory level of writing and reading proficiency in English for University academic purposes. The test is used as a diagnostic tool. Entrants who pass the test are allowed to enter directly into the Foundation Language Programme.
- (b) Entrants who failed or were unable to take the test in February 2014 are required to take the English course – FOUN 0100 Fundamentals of Written English – before going on to take the Foundation Language courses. Students taking FOUN 0100 which is offered through the Language Learning Centre of the Faculty of Humanities and Education will be required to pay a fee of Bds \$500.00 for the course. This amount is assessed and added to your account on registration and must be settled during the normal period.
- (c) Entrants are allowed to take the test only once and results are valid for five years.

*Except for persons with the following qualifications all applicants to The University of the West Indies are required to take the English Language Proficiency Test:*

- Grade 1 CSEC (CXC) General Proficiency English A Examination
- Grade A Cambridge GCE "O" Level Examination
- Grades A or B Cambridge GCE "A/O" Level General Paper Examination
- Grades 1 or 2 CAPE (Caribbean Advanced Proficiency Examination) Communication Studies
- Grade B or above in a college English Course approved by UWI
- The appropriate TOEFL score.
- Entrants to the Faculty of Law who already hold a degree in English Literature or have passed this subject at GCE Advanced Level/CAPE Unit 1 and 2.
- Grade B or above in CORE 100 English and Communication from the Barbados Community College.

# UNDERGRADUATE ORIENTATION

Orientation sessions focus on helping new students adjust to life at Cave Hill Campus. Students get information on where to go for assistance, are sensitised to safety and security issues, and get tips on how to succeed with their studies and maximise the benefits of their undergraduate education.

Overseas students will get special insights into Barbadian society as well. During Orientation week various Campus tours as well as other activities are coordinated by the Office of Student Services and the Guild of Students.

All first year undergraduate students in the Faculty of Science and Technology must attend the relevant safety orientation seminar usually held on the same day as the Dean's Welcome Address.

**All first year undergraduate students must attend library orientation before using the library.**

## Orientation for International Students

Students who are part of the Student Exchange Programme are required to meet with Mrs Paula Jarvis, Administrative Assistant, Education Abroad Programmes, upon arrival at the Campus. Students are required to attend an orientation and will be briefed on Campus life. International students will also be involved in other orientation activities organised by the University for the benefit of all incoming undergraduates at the Campus as well as activities organised by the Students' Guild.

## FACULTY ORIENTATION AND ADVISING

Undergraduate students must first be counselled in their Faculties before they attempt to select courses.

New students should attend the Welcome Address by their Dean who will instruct them where to go to meet with Faculty Academic Advisors. Each student will then be able to discuss their intended programme with an Advisor who will assist in choosing an appropriate combination of courses.

Students who wish to select an elective course in Management or Law must seek their Dean's approval. Students will only be permitted to select such a course after written approval has been granted.

# UNDERGRADUATE SCHEDULE 2014

**On-Line Registration starts at 1:00 pm each day.**

**FRIDAY, AUGUST 22, 2014** at 10.00 am

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Erdiston College (Diploma Primary/Certificate in Education) TLIs registration

**SUNDAY, AUGUST 24, 2014** at 10.00 am

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- Commencement Service in the Roy Marshall Teaching Complex - all students.

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**MONDAY, AUGUST 25, 2014**

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**Faculty of Social Sciences**

*(Surnames A - I)*

9:30 am – 10:00 am

Dean's Address in the Roy Marshall Teaching Complex

10.15 am – 1.00 pm

Academic Counselling in the Sagikor Centre for LifeLong Learning

1.00 pm

Registration – Surnames A - I (open online)

*(Surnames J – Z)*

3:00 pm – 3:30 pm

Dean's Address in the Roy Marshall Teaching Complex

3:45 pm – 6:00 pm

Academic Counselling in the Sagikor Centre for LifeLong Learning

6.00 pm

Registration – Surnames J – Z (open online)

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**Faculty of Law (New Level 1 Students)**

9:00 am – 9:30 am

Dean's Address in the Law Lecture Theatre

10:00 am – 12:30 pm

Academic Counselling in the Law Lecture Theatre

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**Faculty of Medical Sciences**

9:00 am – 12 Noon

Campus Student & Health Services - in the Medical Sciences Lecture Theatre

10.00 am – 12.30 pm

Academic Counselling

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**TUESDAY, AUGUST 26, 2014**

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**Faculty of Humanities and Education**

9:00 am – 9:45 am

Dean's Address in the Roy Marshall Teaching Complex

10:00 am – 2:00 pm

Academic Counselling in the Sagikor Centre for LifeLong Learning

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**Faculty of Law (New Direct Entry & Part II Transfer Students)**

9:00 am – 9:30 am

Deputy Dean's Address in the Law Lecture Theatre

9:30 am – 12:30 pm

Academic Counselling in the Law Lecture Theatre

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**WEDNESDAY, AUGUST 27, 2014**

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**Faculty of Science & Technology**

9:00 am – 9:30 am	Dean’s Address in the Roy Marshall Teaching Complex
10:00 am – 12:30 pm	Academic Counselling in the Sagicor Centre for LifeLong Learning
1:00 pm – 2:00 pm	Safety Orientation Seminar for the Department of Biological and Chemical Science
2:00 pm – 3:00 pm	Safety Orientation Seminar for the Department of Computer Science, Mathematics and Physics
2:00 pm – 6:00 pm	Academic Counselling in the Sagicor Centre for LifeLong Learning

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**Faculty of Medical Sciences**

9:30 am – 10:00 am	Campus Dean’s address in the Medical Sciences Lecture Theatre
10:00 am – 1:00 pm	Academic Counselling

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**THURSDAY, AUGUST 28, 2014**

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**Faculty of Humanities and Education**

4:00 pm – 6:00 pm	Academic counselling for new students who were unable to register as scheduled
<i>Humanities Faculty Office:</i>	For students majoring in French, History, Linguistics, Literatures in English, Philosophy, Spanish
<i>School of Education:</i>	For students majoring in Education, & Psychology
<i>EBCCI</i>	BFA, Creative Arts
<i>(BA Theology Students)</i>	Academic Counselling at Codrington College (Call College at 246 423-7140 to book time slot)
4:00 pm –6:00 pm	Late Registration

**All Other Faculties**

9:00 am – 4:00 pm	Late Registration
9:30 am – 2:00 pm	Academic Counselling will be provided in the Departmental Offices) (for those unable to attend scheduled session)

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**FRIDAY, AUGUST 29, 2014**

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**All Faculties/All new students**

6:00 pm	Matriculation Ceremony in the Roy Marshall Teaching Complex
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## TOURS OF LIBRARIES 2014

### Sidney Martin Library

**Monday, August 25 – Friday, August 29**

9:30am, 10:30am, 12:30pm, 2:30pm, 3:30pm daily

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**Monday, September 01 – Friday, September 05**

10:30am, 12:30pm, 2:30pm, 5:30pm daily

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**Monday, September 08 – Friday, September 12**

5:30pm

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The Library is prepared to conduct orientation tours for small groups throughout the Semester. Please contact the Librarian.

### Law Library

**Wednesday, September 03 – Friday September 05, 2014**

10:30 am and 2:30 pm daily

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**Tuesday, September 09 – Thursday September 11, 2014**

10:30 am and 2:30 pm daily

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N.B. Law Library orientation tours will be followed by library registration. An audio-visual programme entitled "How to Use a Law Library" will be screened following each Law Library tour.

The Law Library is prepared to conduct orientation tours for small group throughout September. Please contact the Law Librarian or Public Services Librarian.

ONLINE RESOURCES : Special sessions on how to use the Law Library's online resources will be conducted throughout the semester. More information will be posted on the student notice boards.

## INTRODUCTION TO ONLINE DATABASES 2014

All law students are welcome. A venue notice will be posted on the law library's main entrance during the first week of the semester.

### General overview and Lexis-Nexis

**Wednesday, September 10 – Thursday, September 11**

9:30 am, 11:00 am and 2:00 pm

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### Carilaw (Caribbean Law Online)

**Thursday, September 11 – Friday September 12**

9:00 am, 11:00 am and 2:00 pm

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### Library and teaching staff

**Tuesday, September 09**

9:00 am, 11:00 am and 2:00 pm

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**You are encouraged to attend all of the events that have been designed to make your entry to the University as smooth as possible.**

## GRADUATE SCHEDULE 2014

### Registration

**Wednesday, August 27 - Friday, August 29, 2014**

**All Postgraduate Students**

### Orientation/ Academic Counselling

An orientation session will be hosted for all new graduate students 5:30 pm on August 26, 2014. Further information will be published on the website **[www.cavehill.uwi.edu/gradstudies](http://www.cavehill.uwi.edu/gradstudies)**. Your Faculty/Department may also arrange other orientation events. Details will be posted online as they become available.

Graduate students should meet with their Programme Coordinator (Academic Advisor) or Supervisor to receive academic counselling and discuss selection of courses.

# REGISTRATION

**DEADLINE FOR REGISTRATION IS AUGUST 29, 2014.**

## REGISTRATION TERMINOLOGY

**See Page 49**

## REGISTRATION STEPS

**REGISTRATION REFERS TO THE SELECTION OF COURSES AND THE PAYMENT OF ALL FEES ASSESSED. STUDENTS WHO HAVE FINANCIAL QUERIES SHOULD CONTACT THE STUDENT ACCOUNTANT, THE BURSARY.**

### STEP 1 Pay Fees

- Calculate fees for the year (Undergraduate students should refer to ([www.cavehill.uwi.edu/financial/files/fees-2014-2015.pdf](http://www.cavehill.uwi.edu/financial/files/fees-2014-2015.pdf))).
- Pay all semester 1 fees by August 29. (Note that if you wish you can pay fees for both semesters at the same time).
- Keep receipt available for ID Card collection.

### STEP 2 Academic Counselling

- Attend the scheduled academic counselling session and identify courses you are to take this Semester.
- View the registration demo video if you have not yet done so.

### STEP 3 Select Courses

- Consult the information in the Undergraduate or Graduate Faculty Handbook to identify courses.
- Log on (on or off campus) to the online registration page: [www.cavehill.uwi.edu/chol](http://www.cavehill.uwi.edu/chol) and follow the step by step instructions in the section following 'select the courses'.
- When completed, click submit/save.
- Print a copy of your schedule.

### STEP 4 Make Adjustment to Academic Programme

- Changes to Course Selection (Add/Drop) for Semester 1 can be done online until September 12, 2014.
- Log on to the online registration page as in Step 3
- Add/Drop courses as necessary
- Submit/save.
- Print an updated copy of your schedule

## Change of Major and enrolment status (Undergraduate)

- Download a Change of Registration/Change of Major form from the CHOL website [www.cavehill.uwi.edu/chol](http://www.cavehill.uwi.edu/chol) and seek the Dean's approval for the proposed change(s)
- Submit the approval form signed by the Dean to the Admissions Office

## ID Cards

- Follow the instructions you have been given for issue of your Student ID card.
- Present proof of payment of fees for Semester 1 and collect ID card.

## Your Final Checklist

- All fees paid
- Academic Counselling received
- Academic programme selected/adjusted
- ID cards obtained

***Congratulations! You are now a registered student at The University of the West Indies, Cave Hill Campus for Semester 1 of 2014/2015 academic year.***

## HELP DESK

### Undergraduate

If you encounter any difficulty registering please consult your Programme Coordinator, the Help Desks set up in the CLICO Centre for Teaching Excellence during Registration Week, or staff in the Computer Labs designated for registration activities.

### Graduate

Students who have difficulty registering should consult their Programme Coordinators, the Help Desks set up in the CLICO Centre for Teaching Excellence during Registration Week, or staff in the Computer Labs designated for registration activities.

Students requiring special assistance from the staff of Graduate Studies should contact this office via Ext. 4909/4910 or send an email to [gradstudies@cavehill.uwi.edu](mailto:gradstudies@cavehill.uwi.edu).

Please allow up to 48 hours for a response during the registration periods.

## INSTRUCTIONS FOR ACCESSING / CAVE HILL ONLINE (CHOL)

### Step by Step Instructions

To access the CHOL registration page, go to the website [www.cavehill.uwi.edu/chol](http://www.cavehill.uwi.edu/chol) using your Internet browser (Internet Explorer, Netscape etc). This can be done on Campus or from any other location. Click 'Student Access' button on the right of the screen.

The following options will be displayed:

**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 schedule of classes for the current semester.

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

Click on **Enter Secure Area**.

- .....Enter your student identification number (found in your offer letter) 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: If your birth date is April 21, 1985, your PIN is 210485.

- .....Click the **Login** button.

.....You will be asked to change your PIN number at this point and to 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 top of page.

- .....Click **Registration**.

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

- .....Click on the term in which you wish to register (201410 for Semester 1 2014/15).

- .....Click **Submit Term**.

Sections are identified by their Course Reference Numbers (CRN). If you do not know the CRNs go to "A" below. If you know the course reference numbers for the sections you wish to select then do the following...

- .....Enter CRN numbers in the input boxes.

- .....Click **Submit Changes**.

**"A"**

.....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.
- .....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.
- .....Scroll to the bottom of the screen and click **Register**.
- .....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 Admissions Office or the School for Graduate Studies and Research as appropriate.
- .....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.

## REGISTRATION TERMINOLOGY

**ADD/DROP:** This is the period in which you may adjust your registration by adding or deleting courses without penalty.

**CORE COURSE:** 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 COURSE:** 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 GRADUATE 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 as many courses are held in the evenings or on weekends.

**FULL-TIME UNDERGRADUATE STUDENT:** You are considered a full-time undergraduate student if:

- .....you are in the **Faculty of Science & Technology** and you are taking a course load of fourteen (14) or more credits per semester, or
- .....you are in the **Faculty of Social Sciences**, the **Faculty of Humanities & Education**, or the **Faculty of Law** and you are taking a course load of twelve (12) or more credits per semester.

**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 GRADUATE 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 classes are held in the evenings or weekends.

**PART-TIME UNDERGRADUATE STUDENT:** You are considered a part-time undergraduate student if:

- .....You are in the **Faculty of Science & Technology, Faculty of Social Sciences,** the **Faculty of Humanities & Education,** or the **Faculty of Law** and register for **a maximum of three courses per semester.**
  - o If you are in the **Faculty of Medical Sciences,** and not undertaking a full-time course load,

**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 a graduate course as an undergraduate student or vice-versa),
- .....**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 a 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 July. The Campus runs a summer school for undergraduate students during this period. Most graduate programmes have courses or internships during the summer session.

No Guild or Amenities fees are assessed for summer registration.

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## CREDITS / EXEMPTIONS

Credits/ Exemptions may be awarded for courses already passed at this or another institution. Undergraduate students applying for credit/exemptions should make such requests through their respective Deans or the Student Affairs/ Admissions Office. An official transcript is required for assessment by the appropriate authority.

Credits/Exemptions for graduate students are subject to the approval of the Board for Graduate Studies and Research.

Requests for Credits/Exemptions must be made before the start of registration.

## PAYMENT OF FEES

Payments for Semester 1 are accepted from July 1, 2014. The Bursary will accept part payments but payment must be complete by August 25, 2014.

Fees may be paid online by credit card, to the UWI cashier, at any branch of the Barbados National Bank, through the Bank of Nova Scotia online payment system or the Royal Bank of Canada's (RBC) online payment system.

Note that you will be unable to register on-line until your fees have been paid.

Students opening new accounts can register for online banking at the same time and those with existing RBC accounts can visit the University Drive branch to register for the service which is **free** to UWI students.

***You must present your UWI student ID number (in your offer letter) when paying fees.***

You would have received full financial information with your offer. The Campus' Refund Policy is detailed in *Campus Policies Page 106*.

Students should note that payments made through a 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.

## IDENTIFICATION CARDS

### Issue of Cards

- (a) All students must have a valid student identification (ID) card which they must produce at the library, Student Union, examination rooms and other places as may be requested. The card must be visibly worn at all times while on the University Campus.
- (b) Arrangements for issue of ID cards will be posted on the registration webpage **[www.cavehill.uwi.edu/chol](http://www.cavehill.uwi.edu/chol)**. Accommodation will be made for students who need to register before or after the published dates.

**Note** If you have changed your Faculty you must receive a new ID Card.

**Renewal of ID cards** is required when the card has expired. Continuing students must present proof of payment of fees for renewal of their ID cards. Renewals are done in the Records Section of Student Affairs.

**Replacement of ID cards** 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\$30.00 for a replacement (along with the damaged ID if applicable) to the Records Section.

The student 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.

## IMMIGRATION REQUIREMENTS

Non-Barbadian students must obtain a student 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 **new students** must submit the completed application forms (H-1 and H-2) and **continuing students** must submit the (H-3) form along with:

- (i) One (1) passport size photograph for new students and continuing students
- (ii) Proof of accommodation
- (iii) Proof of financial support (which must be submitted along with your offer letter to the Records Office *before* you arrive in Barbados). Ensure you have copies for Barbados Immigration officials who may request them.
- (iv) Application fee of Bds\$300.00\*

\* *The Government of Barbados has agreed to waive the visa application fee of Bds\$300.00 only for nationals of countries which contribute to the University's recurrent budget.*

*Students from those countries holding a foreign (e.g. Canadian) passport must satisfy immigration of their citizenship of a contributing country. These countries are Antigua & Barbuda, Anguilla, Barbados, Belize, Bermuda, The Bahamas, The British Virgin Islands, Cayman Islands, Dominica, Grenada, 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. This submission must be made 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.

All immigration forms H-1, H-2 and H-3 are downloaded from

**[www.immigration.gov.bb/pages/downloads.aspx](http://www.immigration.gov.bb/pages/downloads.aspx)**

## EXAMINATIONS

- (a) All undergraduate students, and graduate students who are pursuing taught programmes, are normally required to write examinations at the end of each semester, i.e. December, April/May and at the end of the summer session in July. Examinations are administered in accordance with the University's Examination Regulations.
- (b) Supplemental examinations where permitted, take place in July/August or as prescribed in Faculty Regulations. The examination timetable is published on **the official notice board at least one (1) month** in advance of examinations. Only registered students in **good financial standing are allowed to write examinations**.

*Students must present their student identification cards to enter examination rooms and must collect examination instructions from the Examinations Office.*

- (c) Overseas students should note that examinations are held simultaneously on the three Campuses of the University and only in very exceptional circumstances would they be permitted to write an examination outside of the schedule. Since the semester ends after the examination period, students should book their passage to travel **after** the semester ends.

### Examination Cards

- (d) The Cave Hill Campus requires each student writing examinations to be in possession of a valid examination card issued as determined 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 is available from the Examinations Office (undergraduate students) or the Graduate Studies Complex (graduate students). The schedule is also published online.
- (e) Examination cards are produced for students who are in good financial standing.

### 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.

**CELLULAR PHONES AND OTHER ELECTRONIC DEVICES ARE NOT PERMITTED IN AN EXAMINATION ROOM.**

### **Registration for Examinations Only (Undergraduate students)**

Some Faculties' Regulations permit students who are finalising students to register as "Examinations Only" students under specific circumstances. To do so, you must apply to the Dean of the relevant Faculty. The following rules apply for sitting examinations only:

- (a) The student must be a finalising student and have a maximum of two courses to complete;
- (b) The student should have a grade of 35% or above in the failed course. If permission is granted, you will be advised in writing and will need to pay the requisite per credit fee per course.

**Graduate Students should note the relevant regulations with regard to Examinations contained in the General Regulations for Graduate Diplomas and Degrees. Fees for re-sitting of examinations and for retaking courses are detailed in the Financial Handbooks available on the graduate studies website.**

## Undergraduate Grade Point Average & Honours

The Undergraduate GPA system for is listed in each faculty handbook. Students should note that with effect from the academic year 2014/2015, the following grading scheme will apply:

<b>Grade</b>	<b>Grade Point</b>	<b>% Range</b>
A+	4.3	90-100
A	4.0	89-89
A-	3.7	75-79
B+	3.3	70-74
B	3.0	65-69
B-	2.7	60-64
C+	2.3	55-59
C	2.0	50-54
Fail E	1.3	35-49
Fail	0.0	0-34

See More "GRADE POINT AVERAGE REGULATIONS" on page 117

GPA	Honours Degree Classification
3.60 and Above	First Class
3.00-3.59	Upper Second
2.50-2.99	Lower Second
2.0-2.49	Pass

See More “GRADE POINT AVERAGE REGULATIONS” on page 117

## STUDENT EXCHANGE PROGRAMMES

You have decided that The University of the West Indies is the institution best placed to provide you with the tertiary education you desire and to prepare you for your future contribution to Caribbean development. But we are sure that you would welcome the chance to experience life as a student at another University.

The University of the West Indies makes it possible for its students to enjoy the best of both environments. Through our International Exchange/Study Abroad Programme, UWI enjoys collaborative links with more than 30 institutions worldwide, allowing students to spend a semester or a year pursuing courses for credit at one of these institutions.

Students may also opt to spend the exchange period at the Mona Campus in Jamaica, or the St. Augustine Campus in Trinidad.

For details of this programme, overseas universities, application procedures, etc. visit [www.cavehill.uwi.edu](http://www.cavehill.uwi.edu)

## SUMMER SCHOOL

**Email: [summerschool@cavehill.uwi.edu](mailto:summerschool@cavehill.uwi.edu)**

### Undergraduate

The University of the West Indies organises a Summer School which is intended to assist undergraduate students in accelerating their programmes and to assist others in early recovery from failure. The programme is centred around courses offered by the various Faculties and is of approximately 6 weeks’ duration followed by examinations. Regulations, course lists and other relevant information may be obtained from the Summer School Office, Student Affairs or on the Web.

### Graduate

Teaching continues in some graduate programmes during the summer session. Your programme coordinator can provide further information.

**Note that no guild or amenities fees are assessed during the summer.**

## TRANSCRIPTS

Transcripts of academic records are supplied on request directly to other educational institutions and to students. Unless advised otherwise, our Records Office will send transcripts for exchange students to their universities at the end of their period of study. The Records Office also sends annual progress reports on undergraduate scholarship holders to governments and donors. Transcript Request Forms are available from [www.cavehill.uwi.edu/studentaffairs/request\\_transcript.asp](http://www.cavehill.uwi.edu/studentaffairs/request_transcript.asp)

## SCHOLARSHIPS AND BURSARIES

The University of the West Indies administers a number of University scholarships and bursaries, as well as other scholarships, exhibitions, and bursaries from government organisations and individuals. These awards are available to undergraduate students who are nationals of CARICOM countries which contribute to the University's budget and who are accepted to pursue full-time degree programmes. The awards vary in value and criteria for eligibility and are usually awarded on an annual basis. The Records Section, Student Affairs, administers scholarships and awards donated by businesses, service clubs or interested persons in the community.

Students should check the website: [www.cavehill.uwi.edu/chol](http://www.cavehill.uwi.edu/chol) for information on scholarships.

Graduate students should occasionally check the website: [www.cavehill.uwi.edu/gradstudies](http://www.cavehill.uwi.edu/gradstudies) for details of any graduate awards that may become available.

## WITHDRAWAL FROM THE UNIVERSITY

Students should advise the Student Affairs Office (undergraduate students) or School for Graduate Studies and Research (post graduate students), 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 review the [Refund Policy](#) 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.

## REMOVAL FROM REGISTER

Students may be required to withdraw from the University and have their name removed from the Register of Students for the following reasons:

- unsatisfactory academic performance
- failure to re-register every semester

## PRIZES FOR UNDERGRADUATE STUDENTS

Prizes include University-wide Faculty and Departmental prizes based on academic performance.

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## SIDNEY MARTIN LIBRARY (Main Library)

### **[www.cavehill.uwi.edu/mainlibrary](http://www.cavehill.uwi.edu/mainlibrary)**

The Sidney Martin Library (Main Library) is open to all registered students and members of staff at Cave Hill. Its holdings include more than 210,000 volumes of books, over 25,500 pamphlets and approximately 300 printed periodicals, the latter being mainly for in-library consultation only. The Sidney Martin Library also provides access to many electronic journals either through databases or individual subscriptions, 21,000 e-books and other resources. All of these are available either on campus or remotely via UWLinC on the Sidney Martin Library's webpage: **[www.cavehill.uwi.edu/mainlibrary](http://www.cavehill.uwi.edu/mainlibrary)**.

The Sidney Martin Library is home to several special collections. These include the West Indies (WIC), the Richard B. Moore, the Dame Nita Barrow, the Dame Eugenia Charles, the George Lamming, and the Dame Olga Lopes Seale Collections. The Sidney Martin Library is also a depository for United Nations and Organisation of American States (OAS) documents. An online public access catalogue, UWLinC, is available via the Internet. A supervised Computer Assisted Lab (CAL) is located on level three of the Sidney Martin Library. The CAL is open to students and staff from 9:00 am to 10:00 pm, Monday to Saturday and from 2:00 pm – 10:00 pm on Sundays. This facility allows access to the Internet. Wireless access is also available throughout the Library. The Sidney Martin Library now offers an in-house lap top lending service. These units are loaned from the Issue Desk. They compliment the facilities of the CAL.

### **Audiovisual collection**

The audiovisual collection (AV) consisting of about 18,000 items in various formats, is a constituent part of the Sidney Martin Library. This collection is housed in the building that houses the Faculty of Medical Sciences offices and classrooms.

### **Kerryann Ifill Unit**

The following assistive technologies are available in the Kerryann Ifill Unit to support library services to the visually impaired: JAWS XIV, MAGIC Pro magnification with speech, TOPAZ 20, SARA reading machine, and, a Focus Blue 40 Cell Braille display unit. Persons wishing to use these resources, please contact ***Mrs Ingrid Iton*** or ***Mr Carlyle Best*** in the Sidney Martin Library. The AV collection is also a very useful resource for those with visual challenges. Please contact Ms. Valerie Clarke for assistance with using the AV collection.

Students who are differently-abled are required to register in the Sidney Martin Library in order to access the special services that are available to them.

Librarian - Head, User Services	<b>Mrs Ingrid Iton</b>	Ext. 4841
Librarian - Head, Technical Services	<b>Mr Carlyle Best</b>	Ext. 4769
Librarian - Audio Visual	<b>Ms Valerie Clarke</b>	Ext. 4200

### Other services

During the semester, the Library offers instructional programmes in Information Literacy via FOUN1001 and FOUN1008. Similar courses are also offered on a pre arranged basis to post-graduate students.

A twenty-four hour reading room facility is available to students during the semester. All students are strongly advised to familiarise themselves with the **Rules for Readers (Campus Policies)** and will be **expected** to adhere to all of the regulations contained therein.

### Sidney Martin Library Opening Hours

Monday – Saturday. 9:00 am – 11:00 pm from the 2nd week of the semester

Monday – Friday 9:00 am - 6:00 pm – week 1.

*Sundays 3:00 pm – 10:00 pm from the 4th week of the semester only*

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### Summer

Monday – Friday 9:00 am - 9:00 pm

Saturday 9:00 am - 4:00 pm

Sunday CLOSED

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### Semester Breaks

Monday – Friday 9:00 am - 5:00 pm

Saturday & Sunday CLOSED

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The Library is closed on Public and University holidays throughout the year.

### Audio-visual Collection Opening Hours:

#### Semesters I and II

Monday – Friday 9:00 am – 8:00 pm

Saturdays and Sundays CLOSED

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#### Summer Semester and Semester Breaks

Monday – Friday 9:00 am – 4:30 pm

Saturdays and Sundays CLOSED

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The Library is closed on Public and University holidays throughout the year.

## THE LAW LIBRARY

**Email:** [lawlib@cavehill.uwi.edu](mailto:lawlib@cavehill.uwi.edu)

**www.cavehill.uwi.edu/lawlibrary**

The Law Library is centrally located within the Faculty of Law building. It has an extensive collection of West Indian and other Commonwealth legal materials, and is considered the premier legal library in the region. The collection is now in excess of 125,000 volumes.

This includes 620 periodical titles and 400 law reports, statutes, digests and citators. The collection's unique feature is the West Indian Section, including theses and research papers produced by staff and students and approximately 32,000 West Indian cases, most of them unreported.

The Library also has one of the most extensive collections of West Indian legislation in existence, including pre-1900 laws of the region which have been acquired on microfilm. The Law Library received substantial grants from the Board for Graduate Research to fund this project in co-operation with the Department of History and Philosophy, the Sidney Martin Library, UWI Cave Hill; the Archives Department and the Barbados Public Library. Content lists to the Laws on microfilm have been compiled.

The Library aims at providing a legal reference service for practitioners and researchers in general, in addition to supporting the teaching programmes in the Faculty of Law where approximately 425 students, including graduate students, are registered. The Law Library has access to several online legal databases. These include Lexis Nexis, West Indian Reports Online, Index to Legal Periodicals, US Supreme Court Reports and UN Treaty Series. An electronic database of West Indian legislation and cases, CariLaw, was launched in 2005. The Law Library's online catalogue was also launched in 2004, and is now available on the Internet.

### LAW LIBRARY HOURS

During the semester with the exception of public holidays, Law Library opening hours are as follows:

<b>Weekdays</b>	9:00 am - 10:00 pm
Saturdays	9:00 am - 8:00 pm
Sundays	9:00 am - 5:00 pm

### Summer Period and Christmas Vacations

Mondays - Fridays	9:00 am - 6:00 pm
Saturdays	9:00 am - 1:00 pm

Temporary changes will be posted, in advance, on the Library's front door and the Faculty notice board.

<b>Capt. Junior Browne</b>	Ext. 4250
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## THE AUDINE WILKINSON LIBRARY

### [www.cavehill.uwi.edu/salises/library](http://www.cavehill.uwi.edu/salises/library)

The Audine Wilkinson Library, formerly the Sir Arthur Lewis Institute of Social and Economic Studies (SALISES) Library, is located on the ground floor of the CARICOM Building on University Drive. The collection consists of texts on research methods and techniques; social and public policy; economic development policy and governance with special reference to small and developing countries especially the Eastern Caribbean. Also included are current and back issues of serials and government documents.

The Library is open to the academic, research and administrative staff of the University of the West Indies, all registered graduate students, visiting researchers from recognised institutions and outside researchers.

### **Audine Wilkinson Library Opening Hours**

Monday – Friday 8:30 am – 6:30 pm during the semester,

8:30 am– 4:30 pm during the vacation.

For further information please contact:

Librarian 01	<b>Ms Beverley Hinds</b>	Ext. 4063
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Library Clerk	<b>Mr Christopher Rollins</b>	Ext. 4479
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Fax:	(246) 421-6217	
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## THE CENTRE FOR EXCELLENCE IN TEACHING AND LEARNING

The Centre for Excellence in Teaching and Learning (CETL), formerly the Learning Resource Centre, supports the academic mission through the provision of a range of services, including: faculty training and certification in the areas of instructional design and teaching skills development, assessment, instructional technologies and development of multimedia instructional resources; curriculum planning; and action research on teaching and learning. The two units of the Centre, The Educational Media Services Unit (EMS) and the Instructional Development Unit (IDU) offer workshops, seminars, consultations, demonstrations, and technical services supporting the production and use of a range of audio-visual tools and resources, including the elearning/course management system.

The EMS houses a video and audio production studio, and has graphic design and illustration capabilities which are available to faculty for the development of teaching and learning materials and for supporting skill development for students in relevant disciplines.

The CETL is located behind the main entrance foyer of the Campus.

<b>Semesters I and II</b>	Monday – Friday 8:30 am - 4:30 pm Closed Saturdays and Sundays
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<b>Summer &amp; Semester Breaks</b>	Monday – Friday 8:30 am - 4:30 pm Closed Saturdays and Sundays
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## LANGUAGE LABORATORY

Use of Language Laboratory facilities is very important for all students of French and Spanish. Students can work with material designed to correct errors in pronunciation as well as with drills and listening comprehension which reinforce what is covered during the lecture periods. The Department receives recordings such as Champs-Elysées and FDM, which are a rich source of information on current events in France; and Puerta del Sol, which serves the same function for Spain and Latin America. These tapes may be borrowed for home listening.

Also at your disposal in the Language Laboratory are video-cassettes on matters pertaining to the African, Caribbean and Pacific countries (ACP) countries. French versions and Spanish versions of these video-cassettes are available.

**NO EATING OR DRINKING** is allowed in the Language Laboratory.

Students are asked not to interfere with the hardware or the software programmes installed in the facility.

## UNIVERSITY BOOKSHOP

**Email: [bookshop@cavehill.uwi.edu](mailto:bookshop@cavehill.uwi.edu) / [www.uwibookshop.com](http://www.uwibookshop.com)**

Tel: (246) 417 4515 / Fax: (246) 246 417 4520

The University Bookshop is centrally located on the Campus of The University of the West Indies, Cave Hill. Owned and operated by the University, the Bookshop is a resource centre for students, faculty and staff, offering a total shopping experience.

The University Bookshop specializes in the sale of academic and scholarly books. It offers required and recommended materials for courses, general books, magazines and newspapers. Merchandise available include laptops, computer accessories and supplies, cell phones, phone cards, confectionery, greeting cards, stamps, University wear, Campus wear and Campus memorabilia.

Services offered by the Bookshop include document printing, special ordering and reservation of texts. The Bookshop operates a Buy-Back programme at the end of the second semester.

The Bookshop accepts personal and company cheques, debit and credit cards and cash.

### Opening Hours

Monday-Thursday	8:30 am - 7:00 pm
Friday	8:30 am - 5:00 pm
Saturday	9:00 am - 2:00 pm
Sunday & Holidays	Closed

Senior Sales Assistant:

**Mrs Sandra Cumberbatch**

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Management Consultant:

**Mrs Beverly Smith-Hinkson**

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## CAMPUS IT SERVICE (CITS)

**Email:** [cits@cavehill.uwi.edu](mailto:cits@cavehill.uwi.edu)  
**www.cavehill.uwi.edu/campusitservices**

Campus IT Services (CITS) is responsible for providing technology services to the entire Campus. CITS is located south of the Roy Marshall Teaching Complex.

Student IT Services include:

- Internet access (wired & wireless)
- Computer lab management
- Printing services
- Self Service Password management
- The Student Portal
- Email services
- The Online Software Store
- Live IT Support (online chat service)

## UNIVERSITY ICT POLICY

The use of the Campus IT resources indicates compliance with The University's ICT policies. Take a moment to read these policies. They are accessible at [www.cavehill.uwi.edu/campusitservices/policies](http://www.cavehill.uwi.edu/campusitservices/policies).

## NETWORK LOGON ACCOUNT

On enrolment into the University, each student is issued a **Network Logon Account**. This account allows access to the Lab computers, Student Portal, WIFI network, the Learning Management System (my E-Learning), the Library E-Journals, photocopiers etc.

The default login for new accounts are as follows:

Username: **"Your Student ID Number"**

Password: **FL@ddmmyy**

(**Password** - **First** and **Last Name** initials in upper case, followed by the "@" sign and **DOB** - day, month, year, 2 digits each)

**Do not** disclose your password to anyone, as you will be held responsible for all network activity associated with your account. After your initial login you should register with the Self Service Password Management.

## SELF-SERVICE PASSWORD RESET

**The password for the network logon account expires every 180 days.** To prevent a disruption in access, the password must be changed before this period. To change the password or to reset a forgotten password use our Self Service Password Reset tool by visiting: <https://reset.cavehill.uwi.edu>

## COMPUTER LABS

All computer labs on Campus are accessible to students 24 hours using their student ID card. There are six general-purpose labs located in the following areas:

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Micro-Lab 1 (ML1) Campus IT Services building

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Micro-Lab 2 (ML2) The Faculty of Science & Technology building (top floor)

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Micro-Lab 3 (ML3) The Management Studies Building

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Micro-Lab 4 (ML4) The Chemistry building (top floor)

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Micro-Lab 5 (ML5) The Roy Marshall Teaching Complex

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Post Graduate Lab The Post-Graduate building (1st floor)

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Each computer lab is equipped with approximately 30 computers, providing internet access and printing services. Entry into any lab denotes acceptance of the guidelines governing the use of ALL CITS facilities.

## myCaveHill STUDENT PORTAL

### (Single Sign On (SSO) to all Campus Online Services)

The Student portal provides a central gateway to access multiple resources with the convenience of a single login. To access the portal go to <https://mycavehill.uwi.edu>

Use your **Network Login Account** to access:

- **CHOL** (Cave Hill Online) – *student records, timetables, financial services*
- **MyCaveHill eLearning** – *quizzes, tutorials, lectures notes*
- **MyCaveHill Mail** - *All university related communication*
- **Library Resources** – *Electronic Journals and books*
- **Campus Information** - *Notices, Campus Calendar, News & Events*

Read the sections below for more information on two important services – **myCaveHill Mail** and **myCaveHill eLearning**.

## myCaveHill MAIL

### **Student E-mail Services)**

#### **IT IS IMPORTANT TO ACTIVATE YOUR mycavehill email !**

The University of the West Indies, Cave Hill Campus provides web-based e-mail services to all students through the Microsoft Live mail programme. You can access your email on-campus and off-campus at any time by visiting: **<http://mail.mycavehill.uwi.edu>** OR **[www.hotmail.com](http://www.hotmail.com)**

#### **Your default Email account information is:**

Email: **firstname.lastname@mycavehill.uwi.edu**

Password: **FL@ddmmyy**

(**Password** using **First** and **Last Name** initials in upper case, followed by the “@” sign and **DOB** - day, month, year, 2 digits each)

## myCaveHill ELEARNING

### **(Online Lecture Notes and Course Tools)**

myCaveHill eLearning is where students can view course material, submit assignments, complete quizzes and participate in discussions. You have access only to courses for which you have registered in CHOL

Visit **<http://myelearning.cavehill.uwi.edu>** to learn more.

You can access your myCaveHill eLearning using your **Network Logon Account** - The default credentials for the new accounts are as follows:

Username: **“Your Student ID Number”**

Password: **FL@ddmmyy**

#### **NEW STUDENTS:**

Your default login is: **Username:** Student ID      **Password:** FL@ddmmyy

Access to myeLearning, requires that you are in good financial standing with no holds on your account. If you have holds you need to clear these with Student Accounts and Admissions.

If you experience problems with your login, not related to holds on your student account, please visit the Campus IT Service Desk with your validated Student ID. Passwords will **NOT** be reset over the telephone.

Visit **<http://myelearning.cavehill.uwi.edu>** to learn more.

## ONLINE SOFTWARE STORE

The online software store offers a selection of software at academic prices. In addition, students in the Faculty of Medical Sciences and the Faculty of Science and Technology can access free software through the **Microsoft Science, Technology, Engineering and Mathematics (STEM)** Programme. To view the store collection visit – <https://www.cavehill.uwi.edu/eacademy>.

Your default login information is:

Email: **firstname.lastname@mycavehill.uwi.edu**

Password: **FL@ddmmyy**

(**Password** using **First** and **Last Name** initials in upper case, followed by the “@” sign and **DOB** - day, month, year, 2 digits each)

## LIVE ONLINE IT SUPPORT

Students can access quick online IT support on and off Campus using the live IT chat service. To get assistance or ask a question visit: [https:// livesupport.cavehill.uwi.edu](https://livesupport.cavehill.uwi.edu). Also, look for the “**Live Support**” icon on other web locations.



## IT SERVICE DESK

The IT Service Desk is the central point of contact for all IT Services.

### Service Desk Regular Opening Hours:

Monday - Friday: 8:00 am - 7:00 pm

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Saturday: 9:00 am - 1:00 pm

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*Hours may change during semester breaks; Notices of changes are posted*

To contact the IT Service Desk:

Email: [itservicedesk@cavehill.uwi.edu](mailto:itservicedesk@cavehill.uwi.edu)

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Helpdesk Line: **(246) 417-4595 / 4191**

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# CAMPUS RESOURCES

## OFFICE OF STUDENT SERVICES (OSS)

**email:** [studentservices@cavehill.uwi.edu](mailto:studentservices@cavehill.uwi.edu)

**www:** [www.cavehill.uwi.edu/studentservices](http://www.cavehill.uwi.edu/studentservices)

**Twitter:** [OSS\\_CaveHill](https://twitter.com/OSS_CaveHill)

The Office of Student Services (OSS) welcomes you to the University of the West Indies Cave Hill Campus. OSS coordinates out of classroom learning experiences and activities for graduate and undergraduate students.

OSS seeks to facilitate the adjustment of students to University life by providing a number of developmental programmes such as the **First Year Experience (FYE)** program, and the **RAPS & PACE** programme which seek to provide students with the tools necessary to be successful at university and in life. The **Vision and Fortitude programme** offers students the opportunity to engage in activities that focus on character building and civic responsibility.

The OSS provides a variety of holistic support services such as Students Health Services and Insurance Plan, Student Shuttle Services, and Psychological and Career Counselling.

Additionally, OSS coordinates a number of leadership training workshops for student leaders and provides support to the Guild of Students, Clubs and Societies. Other skills-based activities are facilitated through the Co-curricular credit programme, Mentorship, Internship, and Peer Helping programmes.

Through its services and programmes, the OSS continues to seek ways to assist students to develop into well-rounded and equipped entry-level professionals and/or industry leaders.

### PROGRAMMES

- Mentorship
- Internship
- Personal Academic Career Enrichment (P.A.C.E.)
- Reasoned Action for Problem Solving (R.A.P.S.)
- Students Helping Students
- Co-Curricular Courses
- First Year Experience (Strictly First Years)
- Vision & Fortitude.

## SERVICES

- Psychological Counselling
- Career Counselling
- Students Health Clinic
- Students Medical Insurance Plan
- Students Shuttle Service
- Chaplaincy
- Locker Access
- Financial Advising.

## MENTORSHIP

The Mentorship Programme was established in 1994/95 academic year to increase the number of experiential learning opportunities available to students. The mentorship programme allows students to interface with professionals and gain increased practical knowledge about their chosen discipline and possible routes to gain both personal and professional development. It also helps students to link theoretical knowledge with practical experiences.

Many distinguished professionals including politicians, economists, accountants, lawyers, insurance executives, teachers, doctors, among others, participate in the programme. Students in their second or final year of study are given preference.

## INTERNSHIP PROGRAMME

The internship programme provides on the job training, where students gain valuable work experience while exploring their career choice. Some interns find permanent, paid employment with the organizations with which they intern. Employers can also benefit significantly, as experienced interns often need little or no training when they begin regular employment.

In addition, the programme enables the University to forge links with the professional community and gain feedback relating to the strengths and weaknesses of our young professionals, with the objective of developing more purposeful academic programmes to meet present and emerging employment needs. The programme also affords students the opportunity to build a network in the business community.

## PERSONAL ACADEMIC CAREER ENRICHMENT (PACE)

PACE aids students to develop the skills to map a personal and career success plan.

PACE Workshops Explore:

1. Peer Support from students who share(d) similar challenges.
2. The skills to critically evaluate ones methods of learning.
3. Skills to maintain and forge healthy relationships.
4. Insight into the power of working in groups.
5. The ability to chart successful and comprehensive career and life plans.

## REASONED ACTION FOR PROBLEM SOLVING (RAPS)

RAPS helps students to develop critical thinking skills and effective study skills.

RAPS Workshops Explore:

1. Reinforcement of critical reading and thinking and problem-solving skills.
2. Steps to possessing academic and personal integrity.
3. The skills to collectively generate new solutions to problems.
4. Techniques to plan for future careers.
5. The opportunity to acknowledge and honour individual abilities.

## STUDENT HELPING STUDENTS

Undergraduate Students are trained to be resource persons for fellow students who may be experiencing a problem or crisis. Student helpers are selected by an application process.

Opportunities for training are offered through two mediums:

- Basic Peer Helping course (COCR 2071). On completion, you may apply to become a student helper.
- Peer Helping Workshop. Once selected, you will be required to participate in a workshop. This will be offered prior to the beginning of semester II of each academic year.

Many students who have participated in this training indicated that it has assisted them in their personal lives.

## CO-CURRICULAR CREDITS

Undergraduate Students in Level 2 and Level 3 of their programme are eligible for Co-curricular credits.

Co-curricular courses are leadership, sporting and creative activities that promote personal and professional development and allow students to pursue their social interests and earn credits while having fun. Students are permitted to one co-curricular throughout their academic tenure and earn three (3) credits for a semester long course.

You can earn a maximum of three credits while taking part in any of the following courses.

1. Alcohol and other Drugs of Abuse
2. Basic Peer Helping
3. Debating
4. Leadership with Service
5. Peer Education in response to HIV and AIDS.
6. Sports (athletics, basketball, cricket, football, Netball and Volleyball)
7. Student Entrepreneurial Empowerment Development (SEED)
8. University Choral Singing

9. Using Photography to document University life

Co-curricular credits do count and can enhance your curriculum vitae!

For further information, please view brochure at

**[www.cavehill.uwi.edu/student-services/programmes/documents/co-curricular-credits-introductory-brochure-2012.pdf](http://www.cavehill.uwi.edu/student-services/programmes/documents/co-curricular-credits-introductory-brochure-2012.pdf)**

## FIRST YEAR EXPERIENCE

Strictly First Years is an initiative to facilitate the personal, academic, career and social success of all first year undergraduate students. Students participate in weekly, semester long and fun activities that support your academic endeavours. Strictly First Years is a great social outlet for developing cross faculty relationships and to meet people from across the region. Your participation in the first year programme can assist you in developing holistically and ensure a seamless transition to university life.

## VISION & FORTITUDE PROGRAMME

VISION & FORTITUDE sensitises students to the value of differences and giving back to their communities. Several character building and service learning workshops and activities are also provided as well as many service learning and community based activities.

### Conscious Vibrations & Community Outreach

Students participate in character building and service learning workshops to enhance their community engagement experience. They discuss issues that affect their society, the value of differences, and giving back to their communities. Creative arts methods such as music and poetry are used in these sessions.

The programme explores the following areas:

- Purpose
- Civic responsibility
- Perseverance and Success
- Resiliency
- Vision and Fortitude
- Integrity
- Service

### Braille

The Mentor for Vision and Fortitude promotes Braille literacy across the Campus community. The programme aims to increase mutual understanding between the visually impaired and persons with vision. The interaction also serves to broaden participants' worldview and serves as a platform to understanding diversity in the broader context.

## PSYCHOLOGICAL AND CAREER COUNSELLING

Coming to university at Cave Hill is as much exciting as it is challenging and perhaps stressful. Counselling can help you proactively problem solve around your concerns. It can help you to formulate a plan to resolve many personal and career related issues.

The Cave Hill Campus' Counselling support team consists of a Psychological Counsellor, a Career Counsellor and a part-time Consultant Psychiatrist. All services are provided on a voluntary basis and it remains the student's decision whether or not to seek services. Emergency services are available through local private and public health services (see health services section).

Please contact the office at **417-4165**.

## HEALTH SERVICES

The Student Health Clinic serves registered students. It is located next to the Guild of Students.

Doctors, nurses and a support team provide clinical services during the hours of 8:30 a.m. – 9:00 p.m., Monday to Friday.

In case of emergencies outside of Clinic hours, students may go directly to the Accident & Emergency Department at Queen Elizabeth Hospital or any other emergency provider of their choice. However, please note that payments will be expected at the point of care. The CariCare Medical Assistance Plan may be used for reimbursement in this eventuality.

The University does NOT undertake to provide or meet the cost of medical services, which cannot be obtained from the Health Clinic. Where, in extraordinary circumstances these are necessary, they must be met by the student, his/her parents, guardians or donors. An emergency loan may be available from the Student Emergency Loan Fund where circumstances warrant.

## CAMPUS PHARMACY

**MedicAid** -UWI Pharmacy operates a full service dispensary on Campus.

The Pharmacy is conveniently located next to the Student Health Clinic and offers dispensary services and as well as over the counter pharmaceuticals including all chronic illness prescription drugs, vitamins and minerals and personal toiletries.

### Opening Hours

**During the semester** Monday – Friday 9:00 am - 9:00 pm

**During the Summer** Monday – Friday 9:00 am - 4:00 pm

Pharmacist	<b>Ms Alison Rampersad</b>	417- 3333
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## CariCARE MEDICAL ASSISTANCE PLAN

The University of the West Indies, Cave Hill Campus' Medical Assistance Programme provides valuable health 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 and are automatically enrolled at registration. Full details are available - see *Campus Policies page 110* and also at the Office of Student Services. New students join the Plan on the August 1st policy anniversary date coinciding with their enrolment to the Cave Hill Campus.

## RELIGION AND CHAPLAINCY

The Campus is non-sectarian and several denominations of the Christian faith are represented by chaplains who visit regularly and are always available to consult and advise.

There are several active religious societies and a branch of the University and College Christian Fellowship (UCCF) on Campus. Provision is made for visiting chaplains to meet students at specified times.

<b>Anglican</b>	Rev. Dr. Michael Clarke
<b>Hindu</b>	Mehendra Kumar Upadhyaya
<b>Methodist</b>	Rev. Tanya Conliffe
<b>Moravian</b>	Rev. Ezra Parris
<b>Muslim</b>	Mr Suleiman Bulbulia
<b>Roman Catholic</b>	Anthony Dickson (Bishop Emeritus)
<b>Seventh Day Adventist</b>	Pastor Glenworth Joseph

## LEGAL REPRESENTATION

Students who find themselves in circumstances where legal representation is required should immediately get in touch with the Director of Student Services. **Please note, however, that the University does not meet the cost of legal representation for students.**

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Additional information on these other programmes can be found on the Office of Student Services website [www.cavehill.uwi.edu/student-services/](http://www.cavehill.uwi.edu/student-services/) and in the booklets/ flyers enclosed.

## STUDENT ENTREPRENEURIAL EMPOWERMENT DEVELOPMENT (SEED) Project

**email: [seed@cavehill.uwi.edu](mailto:seed@cavehill.uwi.edu) / [www.cavehill.uwi.edu/seed](http://www.cavehill.uwi.edu/seed)**

The Scotia Bank supported Student Entrepreneurial Empowerment Development (SEED) Project is an exciting, motivational programme designed to develop self-reliance, innovativeness and entrepreneurship. The ultimate goal of the project is to expand employment choices so that upon or before graduating students would not have to rely entirely on jobs in the public and private sectors, but would consider launching their own businesses thereby ensuring employment for themselves and others.

The Entrepreneurs' Forum Series 2014 will cover the following topics:

- SEED in the Classroom
- Are You Ready to Start Your Business?
- Raising Capital
- Turning an Idea into a Business
- Developing a Business Plan
- Presenting yourself
- Legal Forms of Business Ownership
- Intellectual Property
- Marketing Strategies
- Entrepreneurial Opportunities in Services

Contact: SEED Project, Department of Management Studies

Telephone: (246) 417-4300, Fax: (246) 438-9167

## HIV & AIDS RESPONSE PROGRAMME (UWIHARP)

**The UWIHARP Office, Sherlock Hall of Residence**

**email: [uwiharp@cavehill.uwi.edu](mailto:uwiharp@cavehill.uwi.edu)**

**Telephone: (246) 417-4145/6; Fax (246) 438-9173**

The University of the West Indies HIV & AIDS Response Programme (UWIHARP) was established in 2001 with offices at Cave Hill (Barbados), St. Augustine (Trinidad & Tobago) and Mona (Jamaica). UWIHARP is a regional institutional response, tasked with the mission of promoting strategies for the prevention of HIV and AIDS epidemics at the UWI.

UWIHARP is a member of the Caribbean Community's (CARICOM) Pan-Caribbean Partnership against HIV/AIDS (PANCAP) and works with international, regional and local partners who are dedicated to reducing the transmission of HIV among the Caribbean's most precious resource; and one of the most vulnerable populations- our youth.

The UWIHARP programme is primarily student-centered, with outreach strategies delivered among the academic and non-academic staff. UWIHARP combines a multi-sectorial approach which encompasses research, education, training and sensitization, and outreach and advocacy. While there is a concentration on HIV and AIDS, the focus includes other sexually transmitted infections (STI), and sexuality and reproductive health related matters. Additionally, a gender and human rights frameworks is the focal point throughout the programme.

### **The UWIHARP Mission**

To build and harness capacity within the University in order to contribute maximally to the national, regional and international effort to control the HIV epidemic, and to mitigate the impact of HIV&AIDS on the University itself and on the wider society.

### **UWIHARP Principles**

UWIHARP takes a multi-pronged, secular approach to provide an enabling and empowering environment that supports male and female students to:

1. Exercise their sexual and reproductive rights;
2. Think critically and responsibly about their sexual identities and practices;
3. Make informed decisions on whether or not to engage in sexual activities;
4. Safely negotiate sexual encounters;
5. Access student friendly sexual well-being services, including sexual and reproductive health information, commodities and HIV testing.

### What we do

Guided by the Mission statement and the overarching principles, UWIHARP uses a rights-based frame to:

1. Build capacity in the area of youth leadership & HIV programming;
2. Provide gender responsive sexual and reproductive health (SRH) outreach strategies;
3. Support the scaling up of access to youth friendly sexual and reproductive health services;
4. Conduct action-based HIV and sexuality research.
5. Support the implementation of UWI HIV Policy among staff.

### How we do it

1. Support student centred activities
  - *Co-Curricular Course- COCR 2030: Peer Education in Response to HIV&AIDS*;
  - *Curriculum Infusion*;
  - *Peer Education Programme (UWIHARP CHAPTER)*.
2. Provide technical support to student and staff led HIV initiatives on Campus.
3. Distribute sexual and reproductive health commodities for safer sexual practices.
4. Support HIV testing on Campus.
5. Provide information, education and communication materials to students.

## ACCOMMODATION

### ON-CAMPUS ACCOMMODATION

**Email:** [accommodation@cavehill.uwi.edu](mailto:accommodation@cavehill.uwi.edu)

The **Frank Worrell Hall** consists of 180 single study rooms in suites of six, contained in ten three-storey blocks, arranged in three clusters. Each cluster is enclosed by a combination of garden walls and common facilities including Resident Assistants' apartment and laundry unit. The Junior Common Room is the central feature of the communal life of the Hall and is located at the heart of the complex.

Situated on a knoll overlooking the main Campus, the complex captures a panoramic view of the beautifully laid out Campus and the distant view of the Caribbean Sea. The design of the buildings reflects an architectural vernacular of the Barbadian style with modest overhangs and hipped vented gable roofs to permit natural ventilation.

The internal arrangements define each student's space whilst permitting a family life style on each floor and a community in each cluster. Each study room is furnished with a bed, built-in desk and wardrobe and all are equipped with face basins. On each floor there is a communal living/lounge area and fully equipped kitchenette and bathroom facilities. All rooms have Internet access.

**Sherlock Hall**, the first and for many years the only Hall of Residence on Campus can accommodate approximately 90 students. The study rooms comprise single rooms, double rooms and graduate flats. Each floor is served by a fully-equipped kitchenette and bathroom facilities and has Internet access.

At Sherlock Hall the communal facilities include a students' lounge/ TV room, a study room, laundry unit and 2 small seminar rooms. The latter are mainly used for student development and counselling sessions.

During vacation periods, students who wish to remain in residence may do so only with the permission of the Halls Administrator and will be required to pay in advance for their rooms.

The **Keith Hunte Hall** is named after Sir Keith Hunte, a former principal of the UWI Cave Hill Campus. The Hall is designed to accommodate three blocks and will house 176 students. One of the blocks has been completed and contains 64 single rooms in suites of 4. Each floor is arranged in 4 clusters of 4 students each served by a spacious, well equipped kitchen, living and dining area, and bathroom facilities. Each student's room is outfitted with a ceiling fan, a single bed, built-in desk, wired & wireless internet access, wardrobe and face-basin.

The Keith Hunte Hall is located on University Drive and Highway 1, with easy access to shopping, supermarkets, the main city of Bridgetown and nearby West Coast beaches. It is within five minutes walk from the main campus.

Each Hall has fully equipped laundry facilities where the washers & dryers are operated by tokens sold at the Halls of Residence Business Offices.

## OFF-CAMPUS ACCOMMODATION

[www.chillhousing.com](http://www.chillhousing.com)

The Accommodations Assistant provides a list of off-campus accommodation for new students who have not been allotted places in the Halls of Residence. All final arrangements on terms and conditions of lodging and/or board must be made by students and the landlords or settled among themselves by students sharing the cost of rented houses on a cooperative basis.

The University entreats students in their own interest and in the interest of the University, to treat their lodgings with care, and to honour their financial obligations to the property owner. Please contact the Students Lodgings Accommodations Assistant for detailed information on off-campus accommodation at Ext. 4176, Fax: (246) 424-6482.

## ESTIMATES OF ACCOMMODATION RATES

<i>Houses</i>	<i>Bds\$</i>
2 Bedrooms (furnished)	Bds\$1,200.00 - Bds\$1,500.00 per month
3 Bedrooms (furnished)	Bds\$1,650.00 - Bds\$1,800.00 per month
<hr/>	
<i>Furnished Apartments</i>	
1 Bedroom	Bds\$800.00 - Bds\$1,200.00 per month
2 Bedrooms	Bds\$700.00 - Bds\$900.00 per month, per student
3 Bedrooms	Bds\$1650.00 - Bds\$1800.00 per month
<hr/>	
<i>Board and Lodgings</i>	
Accommodation with families:	Bds\$700.00 - Bds\$900.00 per month.
<hr/>	
<i>Lodgings Only</i>	
Furnished rooms sharing with other student's	Bds\$600.00 - Bds\$800.00 per month per student.
<hr/>	

## TEMPORARY ACCOMMODATION AND TRANSPORTATION

If requested new students will be met on arrival at the Grantley Adams International Airport (GAIA) by University personnel.

Students are asked to note the following with regard to transportation from the airport and temporary accommodation.

- Taxis are available at the airport.
- The taxi fare from the airport to the University is approximately Bds\$50.00.
- Temporary accommodation may be available at the following locations near the Campus:

**Walmer Lodge Apartments Tel: (246) 425-1026**

Studio (without AC) US\$50.00 + 12.5% tax per night

Studio (with AC) US\$55.00 + 12.5% tax per night

Double US\$95.00 + 12.5% tax per night

**Paradise Villas Tel: (246) 424-4581**

1-bed US\$75.00 + 12.5% tax per night

2-bed 2 bath Apartment US\$100.00 + 12.5% tax per night

## RESIDENT ASSISTANTS

The resident assistants are University students who have undergone a rigorous selection process in order to qualify for the oversight of student life in the Halls of Residence. They provide consultations, assistance in illness/medical emergencies, matters of dispute and conflict resolution and help to foster a sense of community amongst the residents.

## POSTAL MAIL

All mail is kept at the Business Office located within the Frank Worrell Hall complex. You should make a point of checking with that office regularly for correspondence addressed to you.

## FOOD SERVICES

### Cafeteria

The Campus Cafeteria is located on the ground floor of Sherlock Hall, adjacent to the building which houses the Student Health Service and the Guild of Students. The Cafeteria is fully air-conditioned, comfortable and is designed to seat 120 patrons. The panoramic view of the Bridgetown Harbour and the Caribbean Sea can be seen from the west patio. The Cafeteria, which is operated by a concessionaire, opens seven days a week and offers breakfast, lunch, dinner, and snacks to the entire Campus community.

### Kiosk

The Campus Cafeteria also operates a kiosk which is located in the car park of the Faculty of Social Sciences at the southern corner of the Campus. The kiosk caters to patrons who prefer a take-away meal or snack.

### The Campus Mart

The Campus Mart, a convenience store located in the basement of the CLICO Building, sells a variety of food items in addition to other goods.

## CAMPUS SECURITY AND SAFETY

From time to time there have been incidents involving assault on the person and property of students at the Campus. Students are advised to be very careful when travelling near the wooded areas on the environs of the Campus, to avoid walking alone near these areas in the late evening and at night, and to use the clearly defined walk-ways and access road to the Campus. Students are also very strongly advised to accept car rides only from persons well known to them and to report any suspicious looking person, seen on the Campus, to the security personnel. Students living in Hall are reminded to secure their books, personal belongings, money etc., and to make sure their rooms are locked before leaving.

Students should note that as a safety and security measure, they may be stopped and challenged on Campus by authorised security personnel. For this reason, **students should visibly wear their Student ID card.**

The Campus Registrar invites students to report to him, through the President of the Guild of Students, any security or safety risks which need attention and in particular, structural defects to buildings, damage to windows, doors, and the like.

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# THE GUILD OF STUDENTS

Tel : 417 4534/4535

**email: [guildofstudents@cavehill.uwi.edu](mailto:guildofstudents@cavehill.uwi.edu)**

## GETTING INVOLVED

A variety of out-of-classroom learning experiences await your participation. These organised activities are much more than “fun ways” to spend your non-class time. These activities provide opportunities to enhance your leadership, communication and interpersonal skills, develop your organisational ability and help to develop your time management, decision making, and problem solving abilities. Prospective employers expect a university graduate to possess these competencies. So, get involved!!

Involvement in Campus activities is your opportunity to build friendships and to make your “mark” and contribute to your personal growth and development and to the development of this honourable institution.

## THE GUILD OF STUDENTS

The Guild of Students is the recognised student government on Campus. The Guild Council is the recognised means of communication between students as a body and the authorities of the University, with Guild Council members serving on major Campus and University Bodies. It is very important because it gives students a voice on Campus to represent their rights, interests and concerns throughout their university life.

According to its constitution the objectives of the Guild are:

- The furthering of educational and social purposes of The University of the West Indies.
- The furthering of the common interest of members of the Guild of Students.
- The advancement and promotion of unity and fraternity among the members of the Guild.

All matriculated undergraduate and graduate students pursuing a course of study at The University of the West Indies are full members of the Guild of Students.

Full Members of the Guild shall have the following privileges:

- The right to frequent the Students’ Union and to enjoy all its facilities and amenities.
- The right to vote at all Guild elections and to stand for election for any office in the Guild except when debarred by lack of any special qualification.
- The right to wear the official University colours.
- The right to frequent the games fields and enjoy all the facilities and amenities offered.
- The right to participate in all activities sponsored by the Guild.
- Such other rights as may be conferred by this constitution from time to time.

## CAVE HILL ASSOCIATION OF POSTGRADUATE STUDENTS (CHAPS)

The Cave Hill Association of Postgraduate Students (CHAPS) is the representative body for all graduate students at the Cave Hill Campus of The University of the West Indies. All graduate students are automatically members of CHAPS. There is no application process nor is there any payment for membership. In order to register with CHAPS simply send an email to **chaps@cavehill.uwi.edu**.

CHAPS seeks to enrich the postgraduate experience at Cave Hill on academic and personal levels. The association serves as the link between the postgraduate student body and University administration. Representation is provided for graduate students on important committees at the Campus and University levels. CHAPS is committed to fostering a strong community among students at Cave Hill and the wider academic community. Assistance can be provided for academic purposes, particularly for research initiatives, as well as for personal concerns.

All graduate students are encouraged to get involved with the activities of CHAPS.

## ELECTIONS

The Guild's year runs from April 01 to March 31 and elections are constitutionally due on or before March 15.

Candidates vie for the twenty-one positions available. Please recognise that being a council member is a serious undertaking. Any elected member of the Guild Council shall be subject to recall on the basis of non-performance or misconduct according to procedures outlined in the constitution.

## GUILD SECURITY

A 24-hour security station is located near the doorway leading to the Guild Office. Any student whose behaviour is contrary to the accepted norm may be suspended from the Students' Union for a period not exceeding three months, and in addition, shall lose all or any of the rights, at the discretion of the Guild Council.

## STUDENT CLUBS & SOCIETIES

Student organisations and activities are a vital part of University life and are organised and controlled through the Guild of Students. These are academic societies catering to the special interests of students as well as artistic and cultural societies.

The membership fee for a full member of the Guild of Students is Bds\$120.00 per annum, payable with your other University fees at the beginning of Semester I.

The Student Societies are coordinated by the Inter-Clubs Committee while the Games Committee coordinates the sporting activities. Feel free to join the Cavite Chorale, The Language Club, the University & Colleges Christian Fellowship, The Debating Club, or any other club of your liking.

## SPORTS AND GAMES FACILITIES

The sports programme at Cave Hill offers a range of sports including athletics, water sports (sailing, scuba, windsurfing and swimming), football, cricket, volleyball, netball, lawn tennis and basketball.

UWI Games are held every two years with all three campuses competing in several sports. The games are held on each campus in rotation. The Cave Hill Campus is presently the reigning champion for these games.

The 3Ws Oval, named in honour of the three Barbadian cricketing greats, Worrell, Weekes and Walcott, was officially opened in 2003. The facility offers an attractive cricket pitch and field, which meet international standards, as well as a cricket school comprising six indoor and two outdoor nets. There is also a "Walk of Fame" monument celebrating West Indies cricket and a charming "verandah" for watching sports activities on the cricket and football fields.

## STUDENTS UNION

The Students' Union is managed by the Guild Council and by extension the Union Committee Chairperson. The Union is the centre for student activities and entertainment.

The Students' Union is more than just a spot for beer limes and fetes. It's the place for cultural experiences, and to relax and unwind after or during a stressful day of classes. You can "slam-a-dom," shoot pool, tune into cable TV, play games or simply take part in some interesting debates.

The Union is always a hive of activity during the semester and especially when the activities for the clubs, societies and faculties are scheduled.

Come, "**BE KNOWN**". Your full participation is essential.

## OTHER FACILITIES

Guild facilities include snack and drink machines, food service (open everyday until 7pm), Hair Salon, Smoothie Bar and Guild Bar.

## GUILD PUBLICATIONS

The Publications Committee provides an integral and active component of student life on Campus. With publications such as *THE CAVE Newspaper*, *Freshers' Guide* and the *Calendar of Events* as examples, students are well informed of all aspects of Campus life. Your contribution of articles, things of interest, ideas and comments for the publication is always welcome. These submissions can be sent to [guildpcc@mycavehill.uwi.edu](mailto:guildpcc@mycavehill.uwi.edu).

## CIVIC ACTIVITIES

The Guild is actively involved in the international and regional struggles of students, as well as community outreach projects, such as the UWI Summer Camp for Children. Most importantly, the Guild represents students in disputes arising between themselves and the administrative body of The University of the West Indies.

**Orientation** – Guild Council members and student volunteers assist new students with their registration and organise Campus tours in an effort to make the registration exercise and settling-in as pleasant and painless as possible.

**Freshers' Week** – This is a fun-filled week of activities designed to welcome new students to our host country and to the lighter side of Campus life. These activities provide excellent opportunities to get out, find out, hang out and make friends. So come and enjoy the fun.

### **Freshers' Week of Activities:**

- Orientation
- Island Tour
- Cocktail Reception
- Registration Assistance
- Clubs & Societies
- Gospel Fest
- Karaoke
- Freshers' Fete
- Guild Talks (Lecture/Panel discussion)

Please look out for notices of dates and times of events.

## CULTURAL ACTIVITIES

**International Students' Day** is celebrated annually on November 17. This day should be significant to all students as a symbol of what students of the world are fighting for or against at the local, national and regional level. Issues include the struggle for social justice, the fight against fascism and all other forms of dictatorship and discrimination, the fight for peace, justice and equality combined with the right to education and its liberating potential.

Events to celebrate this day include cultural and academic activities, bazaars, fairs and Woodstock. (Great bargains on jewellery, clothing and food).

**Caribbean History Month** is celebrated in the month of February. This month is used to heighten students' awareness of important events in the development of Caribbean people and society.

### **Carnival**

This is the most anticipated activity on the student's calendar. Students and staff alike enjoy the camaraderie of the Calypso Competition, the Jump Up Day & After Fete, and the Carnival King & Queen Show.

Activities for Carnival include:

- Calypso Competition
- Treasure Hunt
- Carnival Lime
- J'ouvert
- Carnival Jump-up & After Show

These are only a few of the customary carnival events that are held.

## CLUBS AND SOCIETIES

### Island Associations

- Antigua & Barbuda Students' Association (ABSA)
- The Association of Bahamian Students (TABS)
- Barbados Students' Association (BSA)
- Belize Students' Association at Cave Hill (BELSAC)
- Combined Territories Students' Association (CTSA)
- Dominica Students' Association at Cave Hill (DOMSAC)
- Grenada Students' Association at Cave Hill (GRENSAC)
- Jamaican Students' Association at Cave Hill (JASAC)
- St. Lucian Students' Association at Cave Hill (LUSAC)
- St. Kitts & Nevis Students' Association (SKNSA)
- Trinidad & Tobago's Students' Association (TTSA)
- St. Vincent & the Grenadines Students' Association (VINSAC)

### Religious Groups

- Service Clubs/Volunteer Organisations
- Cultural Clubs
- Academic Campus Associations & Societies
- Sport Clubs
- Social Clubs

***Come enjoy the activities. A full schedule of Guild Activities is available from the Guild Office.***

Remember, the Guild can only function effectively with your FULL SUPPORT. You must make a conscious effort to support the Guild to ensure its continued relevance to the needs of the student body and the institution of The University of the West Indies.

Please feel free to visit the Guild Office between the hours of 9:00am and 5:00pm. We are always willing to answer questions, deal with your problems, or offer advice.

## MEMBERS OF THE GUILD COUNCIL 2014-2015

*President***Damani Parris** [guildpresident@mycavehill.uwi.edu](mailto:guildpresident@mycavehill.uwi.edu)

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*Vice-President***Alex Downes** [guildvicepresident@mycavehill.uwi.edu](mailto:guildvicepresident@mycavehill.uwi.edu)

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*Secretary***Kibibi Cumberbatch** [guildsecretary@mycavehill.uwi.edu](mailto:guildsecretary@mycavehill.uwi.edu)

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*Treasurer***Kamal Springer** [guildtreasurer@mycavehill.uwi.edu](mailto:guildtreasurer@mycavehill.uwi.edu)

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*Post-Graduate Representative***Delano DaSouza** [guildpostgradrep@mycavehill](mailto:guildpostgradrep@mycavehill)

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*Games Committee Chair***Dania Hamilton** [guildgcc@mycavehill.uwi.edu](mailto:guildgcc@mycavehill.uwi.edu)

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*International Affairs Committee Chair***Kristeina Beckford** [guildiacc@mycavehill.uwi.edu](mailto:guildiacc@mycavehill.uwi.edu)

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*National Affairs Committee Chair***Paul Alleyne**

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*Union Committee Chair***Jamar Bourne** [guilducc@mycavehill.uwi.edu](mailto:guilducc@mycavehill.uwi.edu)

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*Publications Committee Chair***Daniel Boxill** [guildpcc@mycavehill.uwi.edu](mailto:guildpcc@mycavehill.uwi.edu)

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*Faculty of Law Representative***Christopher Harper** [guildlawrep@mycavehill.uwi.edu](mailto:guildlawrep@mycavehill.uwi.edu)

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*Faculty of Social Sciences Representative***Dorian Fairweather** [guildsocialsciencesrep@mycavehill.uwi.edu](mailto:guildsocialsciencesrep@mycavehill.uwi.edu)

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*Faculty of Humanities & Education Representative***Rashad Lewis** [guildhumanitiesrep@mycavehill.uwi.edu](mailto:guildhumanitiesrep@mycavehill.uwi.edu)

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*Faculty of Medical Sciences Representative***Raquel Griffith**

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*Faculty of Science & Technology Representative***Hosea Boyce** [guildscitechrep@mycavehill.uwi.edu](mailto:guildscitechrep@mycavehill.uwi.edu)

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*Sir Frank Worrell Hall Representative***Zachary Phillips** [guildfrankrep@mycavehill.uwi.edu](mailto:guildfrankrep@mycavehill.uwi.edu)

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## MEMBERS OF THE GUILD COUNCIL 2014-2015 cont.

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*Sherlock Hall Representative*

**Jermel Dwight Pierre**

guildsherlockrep@mycavehill.uwi.edu

---

*Returning Officer*

**Perez Rolle**

---

*Public Relations Officer*

**Daniel Willock**

guildpublicrelations@mycavehill.uwi.edu

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*Guild Librarian*

**William Rajnuth**

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*Part-Time Representative*

**Rosanna Lewis**

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# SEMESTER DATES

## ACADEMIC YEAR 2014/2015

### Semester 1

Registration period (New students)	Monday August 25 - Thursday August 28, 2014 from 10:00 am – midnight daily
Semester Begins	Sunday, August 24, 2014
Teaching Begins	Monday, September 01, 2014
Applications for Leave of Absence	by Friday September 12, 2014
FINAL Change in Registration (Add/Drop)	by Friday September 12, 2014
Teaching Ends	Friday November 28, 2014
Examinations Begin	Wednesday December 03, 2014
Examinations End	Friday December 19, 2014
Semester I Ends	Friday December 19, 2014

### Semester 2

Semester Begins	Sunday January 18, 2015
Teaching Begins	Monday January 19, 2015
Applications for Leave of Absence	by Friday February 06, 2015
FINAL Change in Registration (Add/Drop)	by Friday February 06, 2015
Teaching Ends	Friday April 17, 2015
Semester Break	Monday April 20, 2015 to Friday April 24, 2015
Examinations Begin	Monday April 27, 2015
Examinations End	Friday May 15, 2015
Semester II Ends	Friday May 15, 2015

### Graduation

Open Campus	TBA
Cave Hill	TBA
St Augustine	TBA
Mona	TBA

# MARK YOUR CALENDAR

Download a list of current administrative deadlines for 2014-2015  
<http://www.cavehill.uwi.edu/newstudents/student-calendar/deadline-dates.aspx>

2014

- August 22** Normal Hall Move-in date Semester 1
- August 29** Deadline for collection of Student ID cards
- November 17** International Students' day
- December 20** Normal Hall Move-out date Semester 1

2015

- January 18** Normal Hall Move-in date Semester 2
- March 15** Constitutional deadline for Guild Elections
- May 16** Normal Hall Move-out date Semester 2

## SHOPPING

Stores open from 9:00 am to 5:00 pm Mondays to Fridays and 9:00 am - 1:00 pm on Saturdays. In addition to the large department stores and supermarkets in Bridgetown, (5 miles from Campus), shopping plazas are located along Black Rock, Rock Dundo, Cave Hill, and Warrens, St. Michael, as well as Sunset Crest and Holetown, St. James.

## BANKS

Normal banking hours are:

Mondays to Thursdays	8:00 am - 3:00 pm
Fridays	8:00 am - 5:00 pm

## TRANSPORTATION

[www.cavehill.uwi.edu/student-services/services/ShuttleServices](http://www.cavehill.uwi.edu/student-services/services/ShuttleServices)

### Shuttle Service and Park-and-ride

To assist with the acute shortage of parking spaces available on Campus, a Park and Ride System is in effect at Cave Hill.

Students are strongly advised to park at the National Cultural Foundation (NCF) parking lot and board a University-provided shuttle for the short journey to Campus. This student-only service is provided free of cost. ID cards must be presented upon boarding the shuttle. Shuttle schedules for the new academic year will be posted on the Office of Student Services Website and on Notice Boards around Campus.

**The NCF shuttle begins at 7:45 am and continues through to 10:15 pm at half hour intervals.**

### Campus Bus Service

Our aim remains to ultimately assist in the safe and timely commute of the student population to and from the city centre and the immediate surroundings of the Campus.

**The Bridgetown UWI Bus service begins at 7:15 am and continues at half hour intervals until 11:15 pm.** The buses make drop offs and pick ups at both Probyn Street and Lower Broad Street and return to campus. Students going to the Graduate Studies Complex at Black Rock should check the schedule for the relevant timetable.

**The Warrens Circle bus route begins at 4:15 pm and continues half hourly through to 11:15 pm.**

There is ongoing effort to continue to enhance the management and scheduling of the buses to ensure quality service to students.

### Notes on the Barbados regular bus services

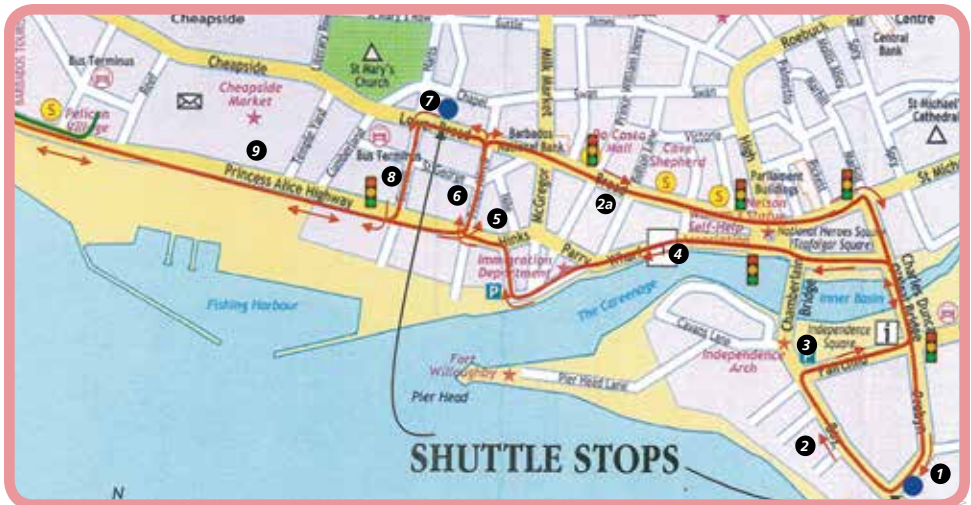
Regular bus services are operated by the government owned Barbados Transport Board, which services the entire island, and by privately owned and operated minibuses. Both services are available up to about 11:00 pm daily. The Campus is located on **Route 24 "Wanstead Drive"**. This route begins in Bridgetown, Cheapside Bus Terminal and runs along University Crescent to Wanstead Drive in Cave Hill. Bus fare is Bds\$2.00 for a one-way trip.

**Due to legal implications, students are asked to note that they should embark and disembark from buses at bus-stops ONLY.**

## The Bridgetown Express Shuttle Service



## The Bridgetown Express Shuttle Service - Town Detail



## Routes From the CITY to Campus

- |                              |                                   |
|------------------------------|-----------------------------------|
| <b>1</b> Probyn Street       | <b>8</b> Cowell Street            |
| <b>2</b> Lower Bay Street    | <b>9</b> Princess Alice Highway   |
| <b>3</b> Independence Square | <b>10</b> Prescod Boulevard       |
| <b>4</b> Wharf Road          | <b>11</b> President Kennedy Drive |
| <b>5</b> Hincks Street       | <b>12</b> Spring Garden Hwy       |
| <b>6</b> Prince Alfred       | <b>13</b> University Drive        |
| <b>7</b> Lower Broad Street  |                                   |

## Routes From CAMPUS to the City

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <b>13</b> University Drive        | <b>9</b> Princess Alice Highway |
| <b>12</b> Spring Garden Hwy       | <b>6</b> Prince Alfred Street   |
| <b>11</b> President Kennedy Drive | <b>2a</b> Broad Street          |
| <b>10</b> Prescod Boulevard       | <b>1</b> Probyn Street          |

## Times CITY to Campus

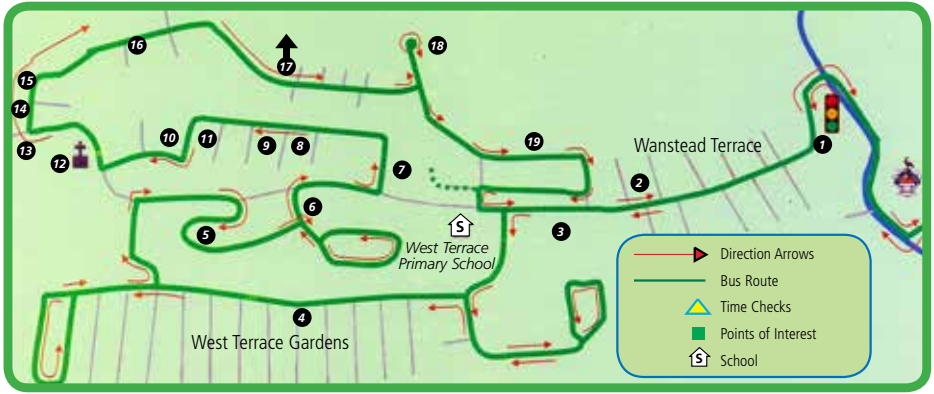
<b>1</b>	07:15 AM
<b>2</b>	08:30 AM
<b>3</b>	09:30 AM
<b>4</b>	10:30 AM
<b>5</b>	11:30 AM
<b>6</b>	12:30 PM
<b>7</b>	01:30 PM
<b>8</b>	02:30 PM
<b>9</b>	03:30 PM
<b>10</b>	04:30 PM
<b>11</b>	05:30 PM
<b>12</b>	06:30 PM
<b>13</b>	07:30 PM
<b>14</b>	08:30 PM
<b>15</b>	09:30 PM
<b>16</b>	10:30 PM

## Times CAMPUS to the City

<b>1</b>	08:10 AM	UWI Main
<b>2</b>	09:10 AM	Campus
<b>3</b>	10:10 AM	
<b>4</b>	11:10 AM	
<b>5</b>	12:10 PM	
<b>6</b>	01:10 PM	
<b>7</b>	02:10 PM	
<b>8</b>	03:10 PM	
<b>9</b>	04:10 PM	
<b>10</b>	05:10 PM	
<b>11</b>	06:10 PM	
<b>12</b>	07:10 PM	
<b>13</b>	08:10 PM	
<b>14</b>	09:10 PM	
<b>15</b>	10:10 PM	
<b>16</b>	11:00 PM	

- Please note that this service is not a door to door service and drivers are not required to set down passengers in front of their destinations

## The NCF Shuttle Service Map



- All routes and times subject to change without notice and consultation. However, changes will be posted as soon as possible after the change has been made.

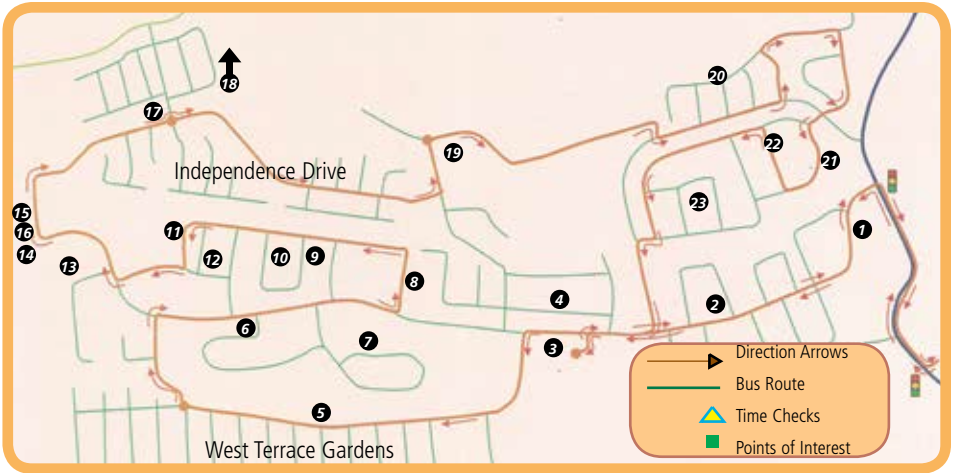
### The NCF Shuttle Service

- |                        |                             |
|------------------------|-----------------------------|
| 1 Wanstead Drive       | 11 Tulip Drive              |
| 2 Wanstead Terrace     | 12 Western Light Church     |
| 3 The NCF              | 13 Oxnards Crescent         |
| 4 West Terrace Gardens | 14 Melbourne Cricket Ground |
| 5 Cherry Drive         | 15 Haynesville              |
| 6 Oxnards              | 16 Independence Drive       |
| 7 Blue Bell Drive      | 17 Metrological Institute   |
| 8 Croton Drive         | 18 Desert Rose Ridge        |
| 9 Gladiado Drive       | 19 Oxnards Heights          |
| 10 Marigold Drive      |                             |

### Times (This is a round trip service from the campus)

1 04:10 PM	4 07:10 PM	7 10:10 PM
2 05:10 PM	5 08:10 PM	8 11:00 PM
3 06:10 PM	6 09:10 PM	

## The Heights & Terraces Shuttle Service Map



- All routes and times subject to change without notice and consultation. However, changes will be posted as soon as possible after the change has been made.

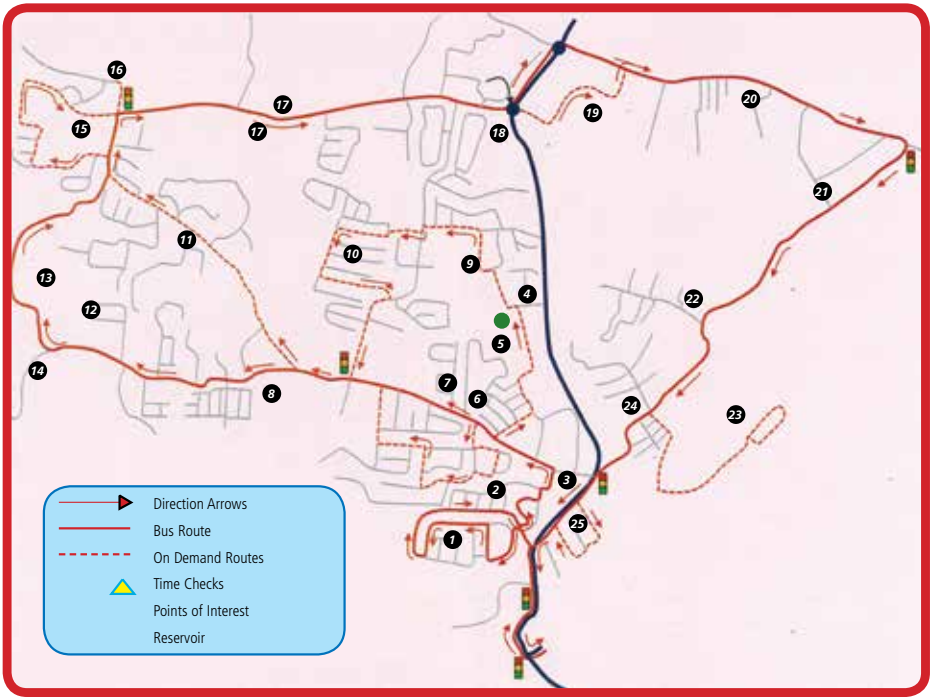
## The Heights & Terraces Shuttle Service

- |                        |                             |
|------------------------|-----------------------------|
| 1 Wanstead Drive       | 13 Western Light Church     |
| 2 Wanstead Terrace     | 14 Oxnards Crescent         |
| 3 The NCF              | 15 Haynesville              |
| 4 Oxnards Heights      | 16 Melbourne Cricket Ground |
| 5 West Terrace Gardens | 17 Independence Drive       |
| 6 Cherry Drive         | 18 Metrological Institute   |
| 7 Oxnards              | 19 Desert Rose Ridge        |
| 8 Blue Bell Drive      | 20 Wanstead Heights         |
| 9 Croton Drive         | 21 Lily Drive               |
| 10 Gladiado Drive      | 22 Alamanda Drive           |
| 11 Tulip Drive         | 23 Wanstead Gardens         |
| 12 Marigold Drive      |                             |

**Times** (This is a round trip service from the campus)

<u>1</u> 07:40 AM	<u>4</u> 10:40 AM	<u>7</u> 01:40 PM
<u>2</u> 08:40 AM	<u>5</u> 11:40 AM	<u>8</u> 02:40 PM
<u>3</u> 09:40 AM	<u>6</u> 12:40 PM	<u>9</u> 03:10 PM

## The Warrens Circle Shuttle Service Map



### The Warrens Circle

### Shuttle Service

### Times

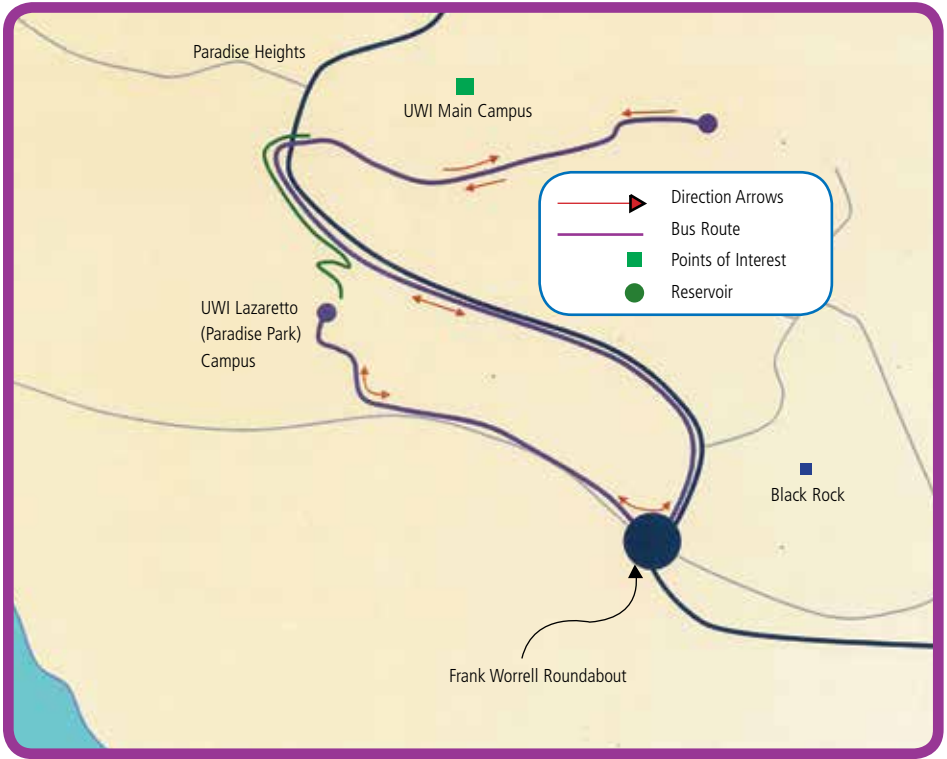
- 1 Wanstead Gardens
- 2 Wanstead Heights
- 3 Hinds Hill
- 4 Lodge Hill
- 5 Reservoir Road
- 6 New Husbands Development
- 7 Husbands Crescent
- 8 Queens College
- 9 Clermont \*
- 10 Crystal Heights \*
- 11 Prior Park \*
- 12 Thorpes
- 13 Hoytes Village
- 14 the top of Holders Hill

- 15 Bagatelle \*
- 16 Redmans Village \*
- 17 Highway 2A
- 18 Warrens
- 19 CGI, SuperCentre bypass road
- 20 Green Hill
- 21 White Hall
- 22 Rock Dundo
- 23 Cadogan Road \*
- 24 Cave Hill
- 25 Pleasant View

(This is a round trip service from the campus)

1	04:10 PM
2	05:10 PM
3	06:10 PM
4	07:10 PM
5	08:10 PM
6	09:10 PM
7	10:10 PM
8	11:00 PM

## The Lazaretto Direct Shuttle Service Map



### Times (This is a round trip service from the campus)

<b>1</b>	09:10 AM	<b>10</b>	06:10 PM
<b>2</b>	10:10 AM	<b>11</b>	07:10 PM
<b>3</b>	11:10 AM	<b>12</b>	08:00 PM
<b>4</b>	12:00 PM	<b>13</b>	09:00 PM
<b>5</b>	01:00 PM	<b>14</b>	10:00 PM
<b>6</b>	02:00 PM	<b>15</b>	11:00 PM
<b>7</b>	03:00 PM		
<b>8</b>	04:10 PM		
<b>9</b>	05:10 PM		

- Please note that this service is not a door to door service and drivers are not required to set down passengers in front of their destinations
- All routes and times subject to change without notice and consultation. However, changes will be posted as soon as possible after the change has been made.

## IMPORTANT TELEPHONE NUMBERS

**All telephone extensions in this Handbook  
can be reached through the UWI PBX: (246) 417-4000**

**University PBX (246) 417-4000**

**University FAX (246) 425-1327**

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Director Student Services	(246) 417-4169
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Director Security	(246) 417-4160
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Halls of Residence

Frank Worrell Hall	Office :	(246) 417-4175/6
	Security :	(246) 417-4689

Halls of Residence

Sherlock Hall	Office :	(246) 417-4578
	Security :	(246) 417-4177

Halls of Residence

*Each block and floor has its own number accessible through the operator on  
(246) 417-4000*

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Students' Union	(246) 417-4534/
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	(246) 417-4535
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Guild President	(246) 417-4534/
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	(246) 417-4535
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Student Lodgings	(246) 417-4578
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**STUDENT AFFAIRS SECTION**


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Undergraduate Admissions	(246) 417-4113 / 4114 / 4115 / (246) 417-4120 / 4122 / 4123 / (246) 417-4125 / 4124
Help Desk	(246) 417-4125
Examinations	(246) 417-4134 / 4135 / 4136 (246) 417-4137 / 4138 / 4139
Records	(246) 417-4140 / 4141 / 4142 (246) 417-4143 / 4148 / 4932
Summer School	(246) 417-4114 / 4862

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**GRADUATE STUDIES**


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Graduate Studies	(246) 417-4909 / 4910
Campus Coordinator	4912

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**CAMPUS BURSAR'S OFFICE**


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Student Accounts	(246) 417-4109 / 4110 / 4099
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**FACULTY OFFICES**


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Faculty of Humanities & Education	(246) 417-4386
Faculty of Law	(246) 417-4215
Faculty of Science & Technology	(246) 417-4311
Faculty of Social Sciences	(246) 417-4266 / 65
Faculty of Medical Sciences	(246) 417-4262 / (246) 429-5112 / (246) 437-8335

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**EMERGENCY NUMBERS**


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Police 211	Fire 311	Ambulance 511
Queen Elizabeth Hospital	(246) 436-6450	

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[www.cavehill.uwi.edu](http://www.cavehill.uwi.edu)



**105** **CAMPUS POLICIES**

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# REFUND POLICY

Refunds to students are granted for:-

- o Overpayment of fees;
- o Approved requests for leave of absence/withdrawal;
- o Change of academic/registration status or Reduction in course load;
- o Donors paying money to UWI and authorising 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 Campus Committee for Graduate Studies & Research. The percentage of refund given is dependent 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 or withdrawal are made in writing.

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

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 and 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.

# THE SIDNEY MARTIN LIBRARY (MAIN LIBRARY) RULES FOR READERS

## Membership

1. The Sidney Martin Library is open to all registered graduate and undergraduate students, all academic, research, senior administrative staff as well as all nonacademic staff of the University in permanent positions.
2. Other persons over 17 years of age requesting use of the Sidney Martin Library for reading or reference purposes may be admitted at the discretion of the Campus Librarian. Such persons may be permitted to borrow books and AV items only in exceptional circumstances. Persons granted loan privileges will be required to make a cautionary deposit of Bds\$150.00 which shall be refunded upon satisfactory termination of their membership of the Sidney Martin Library/LRC. There is also a non-refundable processing fee of Bds \$30.00.

All **bona fide** members of the Sidney Martin Library must have in their possession a current membership card in order to enter or transact any business in the Sidney Martin Library.

## LIBRARY LOANS

### General

3. No book, periodical, AV item or other Sidney Martin Library material may be removed from the Sidney Martin Library unless the appropriate procedures have been completed at the Circulation Desk. The possession of a library book or other item which has not been properly issued will be treated as a deliberate and serious offence. A reader is responsible to the Sidney Martin Library for the items for which he/she has signed. Lap top and AV loans will not affect the number of items that can be borrowed from the Sidney Martin Library by a client. All Sidney Martin Library business must be transacted prior to the ringing of the second bell, 15 minutes before the Library closes.
4. Any client whose account with the Sidney Martin Library is not in good standing will be denied borrowing privileges until their account has been made good.

### Audiovisual materials

5. The AV collection held by the Campus includes a range of sound carriers videos, DVDs, CR-ROMS and other formats. This is a reference only collection for undergraduate students. Faculty members, staff and postgraduate students using the collection for teaching and research purposes are allowed to borrow AV items for short periods (see below).

Screening/listening sessions for students are provided via appointments which can be made via telephone, email or in person. Walk-in requests are accommodated based on availability of viewing stations and materials.

### **Undergraduate**

6. Undergraduate students at the University may have on loan a maximum of 10 items, including no more than two items from the overnight collection. For items from the open access shelves the period of loan is normally 14 days. Undergraduates may not borrow periodicals. Remote access to e-journal articles accessible via our web page is available to *bona fide* members of the University community.

Any item on loan from the Sidney Martin Library is subject to recall by the Campus Librarian at any time.

### **Graduates**

7. Postgraduate students of the University may have on loan up to 20 items at a time. This quota includes not more than two (2) bound periodicals and not more than two (2) items from the overnight collection. The period of loan is normally 8 weeks. Postgraduate students are entitled to borrow 2 items for 3 days from the AV collection. Any item on loan from the Sidney Martin Library is subject to recall by the Campus Librarian at any time.

### **Academic and Senior Administrative Staff**

8. Academic and senior administrative staff may have on loan up to 20 items at a time. This includes not more than two (2) bound volumes of periodicals and two (2) overnight loans. The period of loan is normally 8 weeks. Staff in this category may also borrow 2 items for 3 days from the AV collection.

### **Non-Academic Staff**

9. Permanent non-academic staff may have on loan up to four (4) books at a time for up to 14 days. They may not borrow overnight books, periodicals or AV materials.

### **Other Persons**

10. Other persons permitted to borrow books under Rule 3 may have on loan up to four (4) books at a time for up to 14 days. AV materials are not normally lent to persons registered in the Sidney Martin Library within this category of membership.

### **Departments**

11. The Campus Librarian, at his/her discretion, may lend books to departments/units of the University for such periods as he/she may decide. Heads of Departments/Units are responsible for such loans.

### Renewals and Requests

12. Any book loaned to a library client may be renewed once only for a further period if it has not already been requested by another reader. These loans may also be renewed through UWILinC via the Internet. A book requested by another reader will be recalled only after it has been on loan for 10 days.

### Non-Circulating Items

13. Certain publications may not, on any account, be removed from the Library. These include all reference books, current issues of periodicals and other works of special value. All non-circulating items are clearly marked.

### Copyright

14. The Library and all users of its material are bound by the copyright regulations stipulated in the Copyright Act of Barbados. This Act also takes into account international copyright practices. Infringements of this Act make the individual personally liable for any consequences of any breaches of the Act. **The Sidney Martin Library accepts no liability for individuals who breach the Copyright Act of Barbados.**

# CariCARE MEDICAL ASSISTANCE PLAN

## INTRODUCTION

The University of the West Indies Cave Hill Campus' Medical Assistance Programme provides health insurance protection.

## ELIGIBILITY

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. New students shall join the Plan on the August 1st policy anniversary date coincident with their enrolment to the Cave Hill Campus.

## DESCRIPTION OF MEDICAL BENEFITS

The UWI Cave Hill Campus' Medical Assistance Programme is a Comprehensive Major Medical Plan, which will assist in the payment of expenses for serious illnesses or accidents. The coverage includes most types of necessary medical expenses.

Eligible expenses are reimbursed up to the maximum benefit as shown in the Schedule of Benefits.

This plan does not cover the following benefits:

- Dental Care
- Vision Care
- Maternity
- Preventative Care

## IMPORTANT TERMS

**Deductible:** The deductible is the amount of eligible expenses that an insured must satisfy in each calendar year, before any benefit payments are made.

**Co-insurance:** The arrangement by which the insurer and the insured share a percentage of the covered expenses, after the deductible is met.

**Reasonable & Customary Charges:** The usual fee charged for a procedure by most of the physicians or providers in the same field, within the same geographical area.

**Prescription Drugs:** This means any medicinal substance, sera or injectable, available legally only with a prescription from a physician or surgeon, as set out and required by law in the Insurer's jurisdiction and dispensed by a licensed pharmacist, physician or surgeon.

## SUBMITTING CLAIMS

It is recommended that students first utilise the University's panel of doctors. To claim for expenses outside the university's panel of doctors, a Sagicor Claim form must be completed and submitted through the Office of Student Services. All expenses must be supported by original and detailed bills.

Hospital bills must state the number of days and the charge for each day, as well as itemised charges for other hospital services. Prescription drugs must show the date of purchase, details of medication, prescription number and cost. All other services must be detailed by the service provider.

Claims forms must be completed in full to avoid delay in processing and should be submitted within **3 months** of being incurred to be eligible for reimbursement.

## COMPLETION OF CLAIM FORMS

- The student must complete section 1 through 15 on the claim form.
- If you have other insurance, indicate at section 6 and provide details at 13 – 13d
- If benefits are to be paid directly to the provider of services, section 7 must be signed and dated.
- If section 14C is indicated as “yes”, the description of the injury must be provided on a separate sheet. The statement must contain details of when, where, and the manner in which the injury occurred, and the address of the party at fault if applicable.
- The provider of service completes section 16 through 30.
- Students must ensure that the provider indicates a diagnosis or nature of illness or injury at section 21.

## CLAIMS REFUND

The Office of Student Services processes claim refund cheques between the hours of 8:30am – 4:00 pm, Monday through Friday.

The Office advises students to follow-up with the Health Plan Administrator regarding their refund. Alternatively, students may view the cheque reimbursement list at The Student Health Clinic.

## SCHEDULE OF BENEFITS

<b>Comprehensive Major Medical</b>		<b>Bds \$</b>
Benefit Maximum		\$100,000
Benefit Period		While at Cave Hill Campus
Deductible per calendar year		\$50
Co-insurance Factor:	First \$20,000	80%
	Thereafter	100%
<b>Daily Room and Board Limit</b>		
	Local or Caricom	\$300
	Intensive Care	2.5 times ASPRR*
	(ASPRR) Average Semi-Private Room Rate	
<b>Surgical Expense Benefit</b>		
Benefit Payment after deductible		80%
<b>Other Hospital Services Benefit</b>		
Benefit Payment after deductible		80%
<b>Miscellaneous Benefit</b>		
Benefit Payment after deductible		80%
<b>Prescription Drug Benefit</b>		
Benefit Payment after deductible		80%
<b>Diagnostic Expense Benefit</b>		
Benefit Payment after deductible		80%
<b>Doctors Visit Benefit</b>		
Benefit Payment:		
	• Within UWI Panel of Doctors	\$30
	• Outside UWI Panel of Doctors	
	(Subject to the deductible)	80%
<b>Specialist (by referral only)</b>		
Benefit Payment		
	• Within UWI Panel of Doctors	\$50
	• Outside UWI Panel of Doctors	
	(Subject to the deductible)	80%
<b>Emergency Doctors Visit Benefit</b>		
Benefit Payment		80% of R & C
<b>Psychiatric Benefit</b>		
Lifetime Maximum		\$25,000

**Out-patient Care**

Maximum per Treatment	\$50
Co-insurance after deductible	50%
Maximum visits per year	20

**In-Patient Care**

Co-insurance after deductible	80%
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**Physiotherapy and other Health Care Professionals**

Maximum per visit	\$40
Benefit Payment after deductible	80%

**Local Ground Ambulance**

Benefit Payment after deductible	80%
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**Medical Air Transportation Benefit**

Maximum Number of Trips	2
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**Airfare**

Benefit Maximum per calendar year	\$1,500
Benefit Payment after deductible	80%

**Emergency Air Ambulance**

Benefit Payment percentage	100%
HIV/AIDS and AIDS related illness	\$20,000

*Please note that all benefits are subject to reasonable and customary charges except for the doctors and Specialist visit within the UWI panel of doctors.*

**DISCLAIMER**

*The above describes the CariCARE Medical Assistance plan in an easily understood manner. It is not a contract and does not confer any rights and therefore is not binding. The exact terms of the plan are outlined in the more detailed provisions of the Master Policy issued to the University of the West Indies, Cave Hill Campus, Barbados.*

For further information, please contact **(246) 417-4915 or (246) 417-4165**

# STUDENT CHARTER

## Preamble

The University of the West Indies (UWI) Cave Hill Campus Student Charter establishes the standard of provision that students can reasonably expect at The UWI Cave Hill Campus. It guides all employees as they provide, or support the provision of, academic programmes and administrative, professional, technical or support services. The Charter also acknowledges a reciprocal commitment on the part of students to ensure a high quality educational experience and specifies their corresponding responsibilities.

The Charter supports The UWI's:

*Mission:* To advance education and create knowledge through excellence in teaching, research, innovation, public service, intellectual leadership and outreach in order to support the inclusive (social, economic, political, cultural, environmental) development of the Caribbean region and beyond;

*Vision:* By 2017, the University will be globally recognized as a regionally integrated, innovative, internationally competitive university, deeply rooted in all aspects of Caribbean development and committed to service the diverse people of the region and beyond; and

*Core Values:* Integrity, intellectual freedom, excellence, civic responsibility, accessibility, diversity, equity.

The Charter reflects commitments that are fully defined in Campus and University policy, procedure and planning documents including:

- Guidelines for Submission of Undergraduate Academic Programme Proposals, Board for Undergraduate Studies (2008)
- Guidelines for Submission of Taught Graduate Programmes, School for Graduate Studies & Research (2007).
- The UWI Cave Hill Campus Role & Function of Academic Advisors and Guidelines for Staff and Students, Academic Board, Cave Hill (2012).
- Graduate Studies Guide for Students and Supervisors (2008-09).
- Undergraduate Student Plagiarism Policy, Office of the Board for Undergraduate Studies (2010).
- The UWI Policy on Graduate Student Plagiarism, The School for Graduate Studies & Research (2010).
- The UWI Policy & Procedures on Research Ethics, The School for Graduate Studies & Research (2011).
- The UWI Code of Principles & Responsibilities for Students.
- The UWI Strategic Plan 2012-17.

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1. **Qualified:** equipped to successfully pursue employment, whether in industry or academia as the Campus:

- designs its academic programmes to keep pace with national and regional needs as well as international standards for higher education;
- offers guidance and support for students' decisions about their study options;
- provides guidance on and insists upon academic integrity;
- recognizes and makes provision for students' differences as learners;
- uses information and communications technology to enhance teaching and learning;
- promotes the development of research skills as part of course activities;

and Students:

- take primary responsibility for their own learning and development;
- seek advice and assistance when needed;
- consistently demonstrate academic integrity;
- recognize and respect each other's differences as learners.

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2. **Well-rounded global citizens:** demonstrating personal and social awareness and transferable skills (creative and critical thinking, problem-solving, communication and interpersonal skills, innovation and information literacy) as the Campus;

- offers opportunities for participation in extra-curricular, co-curricular and personal development activities promotes the development of transferable skills as part of course activities;

and Students:

- promote their own all-round development through active, considered participation in a variety of non-academic learning experiences.

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3. **University advocates:** motivated, as a result of their positive Campus experience, to promote The UWI and commit to its long-term success as the Campus:

- provides a learning environment and educational resources that are fit-for-purpose and accessible;
- offers administrative, professional, technical and support services to facilitate students' learning;
- takes steps to ensure the privacy, health, safety and security of its students;
- provides students with information on Campus services, facilities, academic and

administrative matters that is comprehensive, timely, accurate and user-friendly;

- serves its students with attentiveness, efficiency, respect and equity;
- welcomes and acts upon feedback from / dialogue with students or student organizations on any aspect of the educational experience;

and Students:

- exercise due care and consideration in their use of University books, equipment, materials, technology, amenities and facilities;
- make appropriate use of available administrative, professional, technical and support services;
- familiarise themselves with and observe published administrative guidelines and regulations;
- treat all members of staff with equal respect;
- provide constructive feedback on the quality of their educational experience.

# GRADE POINT AVERAGE REGULATIONS

*EFFECTIVE AUGUST 2014*

**Please Note: These Regulations are subject to change and as such all interested parties will be given due notice of any changes.**

1. These regulations will apply to all persons who entered the system prior to 2014/2015 academic year to pursue first degrees, except those in the Faculty of Engineering. Students in the Faculty of Engineering who entered a programme prior to academic year 2014/15 will be governed by the GPA regulations dated 2011 until the end of academic year 2015/16.
2. In order to be eligible for the award of a First Degree, all students shall have a minimum GPA of 2.00.
- 3.(i) For purposes of these regulations, the following meanings shall apply, except where the context otherwise requires:
  - (a) CREDIT HOURS EARNED  
Credit hours earned' means the credits for each course that count toward the degree requirement and for which a passing grade is obtained.
  - (b) QUALITY HOURS  
'Quality hours' means the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a grade of F1, F2 or F3 is obtained in a course. Courses that are not counted in the determination of the GPA shall be assigned zero quality hours.
  - (c) QUALITY POINTS:  
'Quality points' means the numerical value assigned to the relevant letter grade earned.
- (ii) For the purposes of these Regulations:
  - (a) LEVELS I, II AND III COURSES:  
Levels I, II and III courses are courses so designated by the Board for Undergraduate Studies.
  - (b) GRADE POINTS:  
Grade points are determined by multiplying the quality hours by the quality points for a course.
  - (c) GRADE POINT AVERAGE (GPA)  
Grade Point Average is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, preliminary courses, not for credit courses and courses for which the designation I or IP is awarded under Regulation 6(iv).
  - (d) WEIGHTED GRADE POINT AVERAGE  
Weighted Grade Point Average is the average determined by applying

appropriate weights for Levels I, II, and III courses to the grade points and the quality hours used in determining the grade point average as set out at Regulation 3(ii)(c) above.

(e) CREDIT HOURS

The credit values for courses, as well as for projects, laboratory sessions, foreign language classes or other contact hours, shall be determined by the respective Faculty Board and approved by the Board for Undergraduate Studies or in the case of the Open Campus, recommended by Academic Board and approved by the Board for Undergraduate Studies.

4.(i) The class of degree shall be awarded on the basis of the Weighted GPA as set out in these Regulations.

(ii) In determining the Weighted GPA, the weights to be used for each Level I, II and III course shall be as prescribed in Faculty Regulations.

(iii) Except for the purpose of determining the class of degree the term GPA in these regulations shall mean the GPA as defined at Regulation 3(ii)(c) above.

5. First Degrees awarded by the University except as stated in sub-clauses i and ii are as follows:

First Class Honours (Weighted (GPA 3.60 and Above)

Upper Second Class Honours (Weighted GPA 3.00 – 3.59)

Lower Second Class Honours (Weighted GPA 2.50– 2.99)

Pass (Weighted GPA 2.00-2.49)

(i) The degree of Bachelor of Medical Sciences shall be classified as follows:

Distinction GPA 3.70 AND ABOVE

Honours GPA 3.30 – 3.69

Pass GPA 2.00 – 3.29

(ii) The Degrees of MBBS, DDS and DVM shall be classified as follows:

Distinction

Honours

Pass

6. (i) In the determination of GPA, the defined grades with the corresponding quality points shall be:

A+	4.30	B	3.00	F1	1.70
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A	4.00	B-	2.70	F2	1.30
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A-	3.70	C+	2.30	F3	0.00
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B+	3.30	C	2.00		
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(ii) The following designations may be assigned, but shall not be used in the calculation of the Grade Point Average:

AB: Absent for acceptable reasons other than a medical problem

AM: Absent Medical

- CR: Credit
- DB: Debarred
- DEF: Deferred
- EC: Exemption with credit
- EQ: Examination Query
- EX: Exemption
- FM: Failed Medical – where failure in an examination is attributed to medical reasons as supported by a certificate from an authorised medical practitioner
- I: Incomplete - indicates that the student has made progress in a course but at the end of the semester has not finished the work required to receive a letter grade. An I designation is not counted in credit hours earned, or quality hours until a letter grade is reported. If neither a letter grade nor notification of an extension of time is received by the Registry from the Office of Dean, the I designation is replaced by an F3 grade at the end of the first six weeks into the next semester. An extension of time may be granted but shall not normally extend beyond the end of the semester in which the extension is granted. Any remaining I symbol at the end of the period of extension will be deemed an F3.
- IM: Incomplete Medical
- IP: In Progress - when a dissertation, thesis, project, student teaching, practicum, internship, proficiency requirement, or other course intended to last more than one semester is not completed during the semester in which the student is registered. The IP designation must be replaced with an appropriate grade on completion of the course.
- LW: Late Withdrawal
- NFC: Not for credit
- NP: Not Passed – Where a student has failed a course taken on a pass/fail basis.
- NR: Not Reported – Where a lecturer fails to submit grades by the published deadline, through no fault of the student.
- NV: Where a student has been permitted to audit a course but has not done so satisfactorily.
- P: Pass – a pass obtained in a course taken on a Pass/Fail basis.
- PC: Preliminary Credits – used for matriculation purposes or the satisfying of prerequisites only.
- V: Audited – Where the course has been taken in accordance with Regulation 13 (v) The following designations may be assigned and shall count towards the GPA:
- DIS: Disqualified
- EI: Examination Irregularity – Candidate disqualified from examination on account of breach of the Regulations
- FA: Where a student is absent from an examination without a valid reason
- FC: Failed Coursework – indicates that a candidate has failed to satisfy the Examiner in the coursework component of the course.
- FE: Failed Examination – Where a candidate has successfully completed the coursework requirement but has failed to satisfy the Examiners in the examination component of the course

FO: Failed Oral (where an oral examination forms part of the assessment of the course)

FP: Failed Practical

FT: Failed Theory

7. The scheme to be used for conversion of numerical marks to letter grades shall be as follows:

GRADE GPA/ MARKS %

A+	90-100	B	65-69	F1	45-49
A	80-89	B-	60-64	F2	40-44
A-	75-79	C+	55-59	F3	0-39
B+	70-74	C	50-54		

8. The courses to be used for the purpose of determining the Weighted GPA for the class of degree to be awarded shall be as prescribed in Faculty Regulations.
9. Where a course has been repeated, the penalty to be applied for failure, and the grade to be used in the computation of the student's GPA if the course is subsequently passed, shall be as prescribed in Faculty Regulations.
- 10.(i) Where credit for a course taken at another institution is requested, it is the student's responsibility to provide all the information needed by the University to enable it to assess the course.
- (ii) Credit hours earned from another institution at the time of admission to the University of the West Indies will not be used in the computation of a grade point average.
- 11.(i) A UWI student who wishes to take academic courses elsewhere and apply those credits toward the UWI degree must obtain approval in advance from the relevant Academic Board on the recommendation of the Board of the Faculty in which he/she is registered.
- (ii) Only the grade equivalent as determined by the Board for Undergraduate Studies of the results achieved and not the marks or grades so earned at another institution shall be used in the computation of such student's GPA.
12. (i) Except where otherwise prescribed in Faculty Regulations, a student whose GPA for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than or equal to 1.99, will be required to withdraw. However, a student may be reinstated if his/her GPA improves beyond 1.99 in Semester 2 by credits obtained in Summer School.
- (ii) Except for the students in the Faculty of Engineering, students who entered a programme prior to academic year 2014/2015, and who are given leave by their Faculty to continue into academic year 2014/2015 despite having a GPA of less than 2.00 at the end of academic year 2013/2014, will have their GPA set at 2.00 at the beginning of academic year 2014/2015.

# Alcohol Policy

## University-Wide Policy

In our pursuit of excellence, intellectual and social development through education, the administration of Cave Hill Campus expects those within its community to be responsible with the use of alcohol. This policy shall guide the use of alcohol everywhere on the properties of this Campus and at all events sponsored by this University. Students and staff members are encouraged to learn about the social, physiological, and psychological consequences of drinking and alcohol abuse. Excessive and high-risk drinking can lead to negative consequences for members of the university's community. Such consequences may include but are not limited to incidents of assault, illness, injury, litter, noise, property damage, and driving under the influence. We all share responsibility for creating an environment that limits dangerous drinking behaviours and, therefore, reduces the likelihood of negative outcomes.

The following shall guide the use of alcohol on Cave Hill Campus:

- All possession, consumption, and distribution of alcohol on this Campus shall be in accordance with applicable Laws of Barbados.
- All members of this Campus are responsible for behaving in a manner that is not disruptive or endangering to themselves or others. Being under the influence of alcohol shall not be a mitigating factor for an individual's behaviour.
- When persons under 21 years of age can reasonably be expected to be present at an event, proper precautions must be taken to restrict distribution and consumption of alcohol to persons of legal drinking age. Student associations shall adhere to the specific guidelines for events outlined in the regulations governing the holding of student fetes and social events at the Cave Hill Campus.
- Advertising or other communication that references the availability of alcohol at a function must neither promote alcohol as the focus of the event nor promote excessive drinking.

## Underage Possession/Consumption:

- Students under 21 years of age are not permitted to purchase, possess, or consume alcoholic beverages. Being under the influence of any amount of alcohol while underage is considered a violation of this provision. The Guild Council, Island Associations or other groups are considered in violation of this provision if they facilitate the acquisition of alcohol by anyone under the age of 21.

**Unsafe / Irresponsible Behavior:**

- Unsafe or irresponsible behaviour is defined as any actions that is harmful or potentially harmful to one's self or others involving the use of alcohol. Such behaviour includes, but is not limited to:
- consuming an excessive quantity of alcohol in a short amount of time;
- participating in or facilitating drinking games;
- consuming through beer bongs;
- use or attempted use of fraudulent identification or another's identification to obtain alcohol; and
- making alcohol available to underage drinkers.

**Community Expectations Violation:**

It shall be a violation of the alcohol policy to engage in an action while under the influence of alcohol that is disruptive to the community. Such behaviour includes, but is not limited to:

- driving; exhibiting disorderly conduct, damaging property, and/or fighting; littering;
- running away or hiding from university or public officials, including Campus Security or members of the Royal Barbados Police Force;
- vomiting and/or urinating in public; and
- cursing and/or shouting at others.

**General Provisions Violation:**

The University has established the following general provisions regarding alcohol:

- No kegs are permitted on campus in private rooms, student apartments, commons rooms, or other public space. (Only University-approved bartenders, who will be responsible for and distribute alcohol from kegs in public space at officially approved events.)
- Only university-approved bartenders are permitted to distribute alcohol on campus, including alcohol from common-source containers.
- Except at events in a licensed facility providing a cash bar, no spirituous liquor or fortified wines may be served to either undergraduates or graduates.
- All students on university property consuming or possessing alcohol must carry a valid University identification card or Driver's license.
- Alcohol may not be brought in glass containers to on-campus events.
- No alcoholic beverages are permitted on the surrounding grounds of Campus.

- No alcoholic beverages are permitted within the confines of campus athletic facilities during sporting events.
- The use of alcoholic beverages as a prize is prohibited.

**Health and Safety Intervention:**

Because health and safety of students are of primary importance, students are encouraged not only to look out for their own health and safety but also for that of their peers. When a person's health and/or safety is/are threatened or appear(s) to be in jeopardy, immediate action should be taken to prevent injury/illness/danger. Your action may be a call to Campus Security at 417-40003/4164 or the Health Clinic at 417-4170/4171 or the Psychological Counselor at 417-4172 for assistance and guidance.

Whatever the particular need/problem, it is important to respond in a responsible and timely manner.

Formal disciplinary action for a violation of the alcohol policy will not be taken against students for whom medical assistance is sought, or against those who seek medical assistance for themselves or for others, provided that the student/group has not violated other university policies that warrant formal disciplinary action.

A student who receives medical assistance may be required to meet with a substance abuse specialist in Counseling or a Counselor from the Office of Student Services for education, assessment, and possible referral for treatment. The student may also be required to complete an educational assignment. Parents of such students under the legal drinking age may also be notified. Members of Island Associations or group who facilitated the acquisition of alcohol may also be required to notify the Office of Student Services and participate in an educational programme for its members, and/or change its processes for hosting events.

In the event that a student fails to meet with the specialist, chooses not to participate in the treatment programme outlined, or exhibits a pattern of abusive behaviour with alcohol, the student may be subject to formal disciplinary action and/or placed on a Medical Leave of Absence or Involuntary Administrative Withdrawal until he/she produces documentation that appropriate treatment has been successfully sought.

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**“The Golden Stool” New Administration Building** (Map MAIN CAMPUS Ref 42)



**Leslie Robinson Building / Medical Sciences / Administration Main Foyer**  
(Map MAIN CAMPUS Ref 21)

Please refer to the Campus Map on page 144 for site locations.



**Roy Marshall Teaching Complex** (Map MAIN CAMPUS Ref 24)



**Medical Sciences - Laboratory and Teaching Complex** (Map MAIN CAMPUS Ref 11)

Please refer to the Campus Map on page 144 for site locations.



**Sagicor Centre for Lifelong Learning** (MAIN CAMPUS Map Ref 27)



**CLICO Centre for Teaching Excellence** (Map MAIN CAMPUS Ref 27a)

Please refer to the Campus Map on page 144 for site locations.



**Dept. of Biological and Chemical Sciences** (Map MAIN CAMPUS Ref 18)



**The Errol Barrow Centre for Creative Imagination** (Map MAIN CAMPUS Ref 39)

Please refer to the Campus Map on page 144 for site locations.



**Caricom Research Building** (Map CARICOM PARK Ref 37)



**Post Graduate Teaching Complex** (Map PARADISE PARK Ref 43)

Please refer to the Campus Map on page 144 for site locations.



**UWI Cafeteria** (Map MAIN CAMPUS Ref 5)



**Office of Student Services (SEED)** (Map MAIN CAMPUS Ref 15)

Please refer to the Campus Map on page 144 for site locations.



**Department of Management Studies** (Map MAIN CAMPUS Ref 22)



**Faculty of Humanities and Education** (Map MAIN CAMPUS Ref 20)

Please refer to the Campus Map on page 144 for site locations.



**Arts Lecture Theatre** (Map MAIN CAMPUS Ref 20a)



**Campus IT Services** (Map MAIN CAMPUS Ref 23)

Please refer to the Campus Map on page 144 for site locations.



**Dept. Computer Science, Mathematics and Physics** (Map MAIN CAMPUS Ref 17)



**Cave Hill School of Business** (Map CARICOM PARK Ref 36)

Please refer to the Campus Map on page 144 for site locations.



**Faculty of Law** (Map MAIN CAMPUS Ref 26)



**CERMES** (Map MAIN CAMPUS Ref 12)

Please refer to the Campus Map on page 144 for site locations.



**Sidney Martin Library (Main Library)** (Map MAIN CAMPUS Ref 19)



**Campus Bookshop** (Map MAIN CAMPUS Ref 8)

Please refer to the Campus Map on page 144 for site locations.





**The Pavilion, 3Ws Oval** (Map MAIN CAMPUS Ref 1)



**CLR James Centre for Cricket Research** (Map MAIN CAMPUS Ref 2a)

Please refer to the Campus Map on page 144 for site locations.



**The Oval** (Map MAIN CAMPUS Ref 31)



**Walk of Fame** (Map MAIN CAMPUS Ref 31)

Please refer to the Campus Map on page 144 for site locations.



**Sherlock Hall** (Map MAIN CAMPUS Ref 3)



**Frank Worrell Hall** (Map MAIN CAMPUS Ref 33)

Please refer to the Campus Map on page 144 for site locations.



**Keith Hunte Hall** (Map PARADISE PARK Ref 45)

Please refer to the Campus Map on page 144 for site locations.

# CAVE HILL CAMPUS



Location	MAP REF
<b>CARICOM PARK</b>	
Campus Archives	35
Campus Office of Planning and Projects	35
Caricom Research Building	37
Cave Hill School of Business	36
Lexicography Projects/Caribbean Law Institute	34
Office of Research (2nd Fl.)	37
Security Office	35
Shridath Ramphal Centre for International Trade Law, Policy and Services	37
Sir Arthur Lewis Institute of Social and Economic Studies (SALISES)	37
Tertiary Level Institutions Unit	34
University Office of Planning and Development	37
UWI Credit Union	37
<b>MAIN CAMPUS</b>	
3Ws Oval Pavilion	1
Academy of Sport	2
Administration Building (The Golden Stool)	42
Aquaculture Research Laboratory	13
Arts Lecture Theatre (ALT)	20a
Bursary	42
Business Development Office (Ground Floor)	21
Cafeteria Kiosk	41
Campus IT Services (CITS)	23
Campus Mart (Ground Floor of the CLICO Centre)	27a
Campus Pharmacy	6
Campus Records	9a
CARDI	10
Centre for Excellence in Teaching and Learning (CETL)	21
Centre for Resource Management & Environmental Studies (CERMES)	12
Chemical Sciences - Rooms : ML4, NCSR	14a
Chemistry Building - Rooms : CSR, InorgLab, InorgChem, OrgLab, PhyCmlab	14
CLICO Centre for Teaching Excellence	27a
Rooms : LR6, LR7, LR8, LR9, LR10, LR11, LT4	

Location	MAP REF
CLR James Centre for Cricket Research	2a
Confucius Centre	28
Cultural Studies Department	20
Dept. of History & Philosophy	20
Dept. of Language, Linguistics & Literature	20
Dept. of Biological Sciences	18
Rooms : BL Down, BL Ext, BSR	
Dept. of Computer Science, Maths & Physics (CSMP)	17
Dept. of Government, Sociology & Social Work	22a
Dept. of Management Studies	22c
Rooms : MSR1, MSR2, MSR3	
E-Commerce Building / Earth Sciences Lab	15a
Errol Barrow Centre for the Creative Imagination (EBCCI)	39
Evaluation Centre	9
Faculty of Humanities and Education	20
Rooms : A27, ALT, ASR1, ASR2, SOE Sem	
Faculty of Law - Rooms - LLT, Moot Court	26
Faculty of Medical Sciences Laboratory & Teaching Complex   Rooms : MMS10, MMS9, MSS1, MSS4, MSS5, MSS6, MSS8, MSTL, MSLT	11
Faculty of Medical Sciences	21
Faculty of Social Sciences - Rooms : S6, S7, S8	22
Faculty Offices, Economics, Govt & Social Work	33
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Frank Worrell Memorial	32
Gazebo	40
Guard Hut Security	29
Hard Courts	38c
Henry Fraser Lecture Theatre	11
Hockey Turf	30a
Indoor Cricket School / Indoor Cricket Nets	38
Institute of Gender and Development	22b
Studies : Nita Barrow Unit	
International Office (1st Floor)	21
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Location	MAP REF
Marketing & Student Development (Ground Floor)	21
Maintenance Dept. Administration	27b
Media Centre	38b
Mount Restaurant / Solutions Centre	7
New Administration Building (The Golden Stool)	42
Office of Deputy Principal (First Floor)	21
Office of Humanities (First Floor)	21
Office of Student Services	15
Office of the Guild of Students (First Floor)	6
Open Campus Centre	25
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Physics Building - Rooms : Lab Up, Lab Down, SLT	16
Quality Assurance Office (Upstairs)	9a
Roy Marshall Teaching Complex	24
Rooms : TSR1, TSR, LR1, LR2, LR3, LR4, LR1, LR2, LR3	
Sagicor Centre for Lifelong Learning	27
Rooms : TSR7, TSR8, TSR9, TSR10, TSR11, TSR12, Computer Lab #6, LR12, LR13, LR14	
Sagicor/WICB High Performance Centre	2b
School of Education	9
SEED Project	15
Sherlock Hall Halls of Residence	3
Solutions Centre / Mount Restaurant	7
Staff Lounge	30
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Student Health Clinic	6
Students Lounge (Andrew Lewis Building)	4
Students Union (Ground Floor)	6
University Bookshop	8
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THE UNIVERSITY OF THE WEST INDIES

Cave Hill Campus

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**Marketing and Regional Student Development Office**  
The Office of Student, Corporate and Alumni Relations  
September 2014