



# THE UNIVERSITY OF THE WEST INDIES

OPEN CAMPUS

## OFFICE OF THE ASSISTANT REGISTRAR (RECRUITMENT, ADMISSIONS & REGISTRATION)

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### 2017/2018 SUMMER SESSION

#### 1. GENERAL GUIDELINES

The University of the West Indies, Open Campus Summer Session will be held during the period **May 20 – July 27, 2018**. A select number of postgraduate, undergraduate and pre-university courses will be offered during this session.

The Summer Session offers students an opportunity to:

- complete their programme of study;
- accelerate their studies;
- take courses in order to meet prerequisites for the regular semester course offerings; and /or
- enhance personal development.

The Summer Session is optional, except in cases of programmes structured with compulsory courses during this period.

Students who register for the Summer Session are subject to all University and Faculty Regulations and General Regulations for students. Students have the responsibility to know and special attention is drawn to the Regulations of The University of the West Indies, including those that prohibit plagiarism, falsification of information and academic dishonesty. You may view these regulations in the Student Handbook at <http://open.uwi.edu/admissions/student-handbook>.

#### 2. WHO CAN REGISTER

The following categories of persons are eligible for admission to the Summer Session:

- i. Registered students of the Open Campus;
- ii. Registered UWI students from other campuses;
- iii. Students of the University who have been granted (a) Leave of Absence for Semester 1 and/or Semester 2 preceding the Summer Session, or (b) permission to write “Examinations Only”; and
- iv. Other persons, not students of The University the West Indies, who are eligible to matriculate at either the normal or the lower level.

#### 3. REGISTRATION DATES

- i. The period of registration will be **May 07 – May 27, 2018**
- ii. The period for late registration will be **May 28 - June 01, 2018**

The deadline dates for registration will be strictly adhered to.

#### 4. REGISTRATION PROCESS

	<b>METHOD OF REGISTRATION</b>
OPEN CAMPUS STUDENTS	<p>Registration: Online at: <a href="http://myopen.uwi.edu">http://myopen.uwi.edu</a></p> <p>Students will be required to register using any computer with Internet access (at home, at an Internet cafe or elsewhere) or at their respective Site Office.</p> <p>The following is a useful video tutorial on how to register: <a href="https://www.youtube.com/watch?v=ccN7tQWoWdY">https://www.youtube.com/watch?v=ccN7tQWoWdY</a></p>
OTHER UWI STUDENTS	<p>Registration: Paper-based (<i>“Cross-Campus Registration Form”</i>)</p> <p>Students at other campuses will be required to consult their respective Faculties for approval before registering for a course. Such students must do the following:</p> <ol style="list-style-type: none"> <li>i. Complete the “Cross-Campus Registration Form” which is available at all Open Campus Sites, or can be downloaded from <a href="http://www.open.uwi.edu/summer/registration-form">http://www.open.uwi.edu/summer/registration-form</a></li> <li>ii. Submit the completed form to their respective Faculty for approval by the Dean or his/her designate; and</li> <li>iii. Submit ALL documentation to the Assistant Registrar, Recruitment, Admissions &amp; Registration through their respective Country Sites.</li> </ol>
NON-UWI APPLICANTS	<p>Admissions &amp; Registration: Paper-based (<i>“Application For Special Admission – Summer Only Form”</i>)</p> <p>These applicants must do the following:</p> <ol style="list-style-type: none"> <li>i. Complete the “Application For Special Admission – Summer Only” form to be admitted to the Open Campus; and</li> <li>ii. Submit ALL documentation to the Assistant Registrar, Recruitment, Admissions &amp; Registration via Site personnel at their respective Country Sites.</li> </ol> <p>Click on the following link to access contact details for the OPEN CAMPUS location nearest to you: <a href="http://www.open.uwi.edu/locations">http://www.open.uwi.edu/locations</a></p>

#### 5. REGISTRATION/LATE REGISTRATION

- i. Registration will remain open from **May 07 – June 01, 2018**. During this period all students are required to register, to review their registration and report any discrepancies to their respective Country Sites.
- ii. A Late Registration Fee of US\$30, or its equivalent in local currency, will be applied to registration and changes to registration from **May 28 – June 01, 2018**. During the late registration period, students may make changes to their registration.

**THE DEADLINE DATES FOR REGISTRATION AND LATE REGISTRATION ARE FINAL.**

## **6. COURSE SELECTION AND COURSE LOAD**

During this Summer Session, maximum hours stipulations, pre-requisite checking, programme restrictions and level checking will apply. Students who have met these requirements for a course but are unable to add the course on their own can submit an online override request. This form is available online via the student dashboard.

Students are permitted to register for a maximum of TWO courses (six credits), including "Examinations Only". Academic Board approval is required to sit Examinations Only.

Students may apply to select a third course via the online override request form. Ideally, all such applications should be made prior to the commencement of the Summer Session, since all such requests must get the approval of the respective Programme Manager in the Programme Delivery Department (PDD).

All information guides, timetable and registration materials for the Summer Session will be available online. Students are advised to check the website regularly for updates (<http://www.open.uwi.edu/summer/home>).

For Open Campus students, course selection will be carried out online in the Student Portal <http://myopen.uwi.edu>. Students are required to select courses online before making payments.

All applicants and students should view the list of courses to be offered in the Summer Session at the website [www.open.uwi.edu/summer/home](http://www.open.uwi.edu/summer/home) before completing their respective application forms.

## **7. PAYMENT OF FEES**

A schedule of fees is available on the website at:  
<http://open.uwi.edu/admissions/undergraduate/financial-information>

In addition to tuition fees there are varying administrative fees charged at Sites. Please note that your Site of registration will provide you with additional information on administrative fees applicable to you.

All fees must be paid by **June 01, 2018**. Registration will be removed for any courses for which fees are outstanding.

Discounts, part payment of fees and payment plans are NOT permitted during the Summer Session. All fees must be paid in full upon registration for course(s).

Applicants and students may either pay online or at the local bank. If payment is made at the bank, a copy of the proof of payment must be submitted to the Site staff.

## **8. WITHDRAWAL**

Withdrawal after **June 01, 2018** will only be allowed in extenuating circumstances, substantiated by supporting evidence, via an application forwarded to the Registration, Admissions and Recruitment (RAR) arm of the Registry. The request is then forwarded for approval to the Academic Board Sub-Committee on Student Matters.

## **9. REFUND POLICY**

Students are only eligible for a refund if they are in good financial standing with the University. Information pertaining to the Refund Policy and refund Request Form are available at <http://www.open.uwi.edu/admissions/undergraduate/financial-information>

## **10. DELIVERY METHOD**

The courses scheduled for offer in the Summer Session will be delivered online via the Learning Exchange. Some courses will be assessed via a combination of continuous assessment and a final examination (face to face examination), while others via 100% continuous assessment.

In all online activities, you will be monitored by online facilitators. Students from across the region will be placed into online groups and each group will be assigned an eTutor.

You are encouraged to select your courses and pay your tuition fees as soon as possible. Once you have registered, you will have access to the Learning Exchange (online classroom) when teaching commences. This is a short term, therefore, you are expected to participate in all the learning activities provided by your Course Coordinators and eTutors in order to guarantee yourselves a successful Summer Session.

Any challenges encountered within the Learning Exchange can be reported to the Programme Delivery Department via email at [academicsupport@open.uwi.edu](mailto:academicsupport@open.uwi.edu).

## **11. CANCELLATION OF COURSES**

If the enrolment for a particular course is undersubscribed, it may be cancelled. If a course is cancelled students will have the option of selecting an alternate course or taking a full tuition refund. The University reserves the right to cancel any undersubscribed course.