

FREQUENTLY ASKED QUESTIONS

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Q. How many courses am I allowed to register for in each semester?

A. Full time students are normally required to register for thirty (30) credits, (i.e. 10 courses) in any one academic year while part-time students may not register for more than twenty-one (21) credits (i.e. 7 courses) per year. In special circumstances, students may be allowed to exceed the limit.

Q. Can I get special permission to do extra courses?

A. Yes. Students who are in their final year of study (that is, they will complete at the end of the second semester) are usually allowed to do one 3-credit course and in exceptional cases, two 3-credit courses.

Q. Where do I receive approval for over-rides for courses in red with the following components: Prerequisite, Test Score Error?

A. At the department in which the particular course (s) is/are offered.

Q. How do I know which level a course belongs to?

A. The first number in the course code is an indication of the level and the letters are an indication of the subject area. For example:

- SPAN1001 - Level I Spanish course
- HIST2001 - Level II History course
- LITS3001 - Level III Literature course

Q. How do I go about making changes to my courses after registration has closed?

A. Students wishing to make changes to their records after the registration period has ended may do so by completing the **Student Request Form** and submitting same to the Faculty Office.

Q. How do I request a change of status from part-time to full-time?

A. Students who wish to change their enrolment status should first go to the "Request a Change of Major or Enrolment Status" link at the Student Administrative Systems (SAS) Registration Menu which can be accessed at <http://www.mona.uwi.edu>. Such requests MUST be made at the beginning of the academic year.

Please note that part-time students who were accepted into the Faculty with lower level matriculation may transfer to full-time status only after completing a minimum of 15 credits.

Q. How do I go about applying for Leave of Absence?

A. A student who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal Leave of Absence through the Dean of the Faculty by completing the **Student Request Form**.

Leave of Absence may be granted for one semester or for an academic year. Leave of Absence, however, will not be granted for more than two consecutive academic years.

Q. Is there a deadline for making a Leave of Absence application?

A. Applications for leave of absence must be made no later than the third week of the relevant semester.

Q. How do I change to another major in my Faculty?

A. This request has to be made online via the Student Administrative System (SAS) and approved by the department that offers the major. Full-time students must do this no later

than the start of their third semester of registration while part-time students are required to do this no later than the start of their fifth semester of registration.

Q. Can I do a major in another Faculty?

A. Cross Faculty double majors are permitted with Humanities and Social Sciences but not in all areas. Students are encouraged to check with the Faculty on this matter. Double Majors may also extend beyond the regular scheduled time for a degree.

Q. If I pursue 15 credits in any discipline area would I automatically be awarded a minor in that area?

A. No. Awards can only be granted for minors that have been formally declared as a minor by the Faculty; e.g. Students can pursue 15 credits of Library Studies courses, but no minor in that area currently exist.

Q. When do I declare my minor?

A. Students must declare their minor(s) at the commencement of the third year for full-time students or at the beginning of the final two semesters for part-time students.

Q. How do I transfer to another Faculty?

A. All students wishing to transfer to another faculty must complete the transfer form available at the Admissions Section in the Registry by March 31st.

Q. Do I have to do a foreign language?

A. All students are required to take and pass, as part of the BA degree programme, a preliminary one semester foreign language course. (Note: Students will be permitted to take ONLY ONE Beginners course to fulfil this requirement. The following persons are exempt:

- I. A native speaker of either of these foreign languages.
- II. Students who have at least a foreign language - pass in the CAPE Functional, CSEC General [1, 2 or 3] or 0-Level Examination or its equivalent.

Q. What are the Foundation courses that students of the Faculty of Humanities and Education required to do?

A. FHE students are required to do the following foundation courses:

- English for Academic Purposes or Writing in the Disciplines (FOUN1001/FD10A or FOUN1401/FD14A)*
- Language: Argument (FOUN1002/UC10B)
- Sciences, Medicine and Technology in Society (FOUN1201/FD12A)
- Law, Governance, Economy & Society (FOUN1301/FD13A)

***Students with a 1 or 2 in CAPE Communication Studies are required to do FOUN1401 FD14A. All other students are required to do FOUN1001 (FD10A)**

Q. I am doing a cross-faculty double major and I am being asked to take FOUN1101 (FD11A). According to the Faculty Booklet, this course is not for Humanities students. Do I have to do FOUN1101 (FD11A)?

A. No. Students pursuing cross-faculty majors are required to fulfil the foundation course requirement specified by the Faculty in which they are registered and not the foundation requirements set by the Faculty in which the double-major is pursued. Foundation courses are set according to Faculty, and not according to programme or major.

Q. Do I have to do courses outside my Faculty?

A. Humanities and Education students do not have to do courses outside the Faculty, but are, allowed a maximum of 30 credits if they choose to do so.

Q. Can I do a semester at another University?

A. Yes, students of the Faculty have option of pursuing courses at another university. Please visit the **International Students Office** for information on the University's international Exchange and Study Abroad programme.

Q. How many courses am I permitted to do during the summer?

A. Students are allowed to do a maximum of three 3-credit courses during the summer.

Q. How many courses must I do outside of my major but within the Faculty?

A. Humanities (BA) students are expected to do at least nine credits of Humanities courses that are outside of their major. However students who started in the 2008/2009 and 2009/2010 academic years are required to do six (6) credits. Students exempted from the above regulation are Liberal Studies majors & those pursuing double majors within the Faculty of Humanities & Education.

Q. Can I do co-curricular credits?

A. Yes. Co-curricular courses are offered through Office of Students Services and Development. Co-curricular credits are done at Level II and students can get only 3 credits of co-curricular courses. The grading for co-curricular credits will be pass/fail.

Q. I entered the University before 2003, would my degree be assessed under the GPA system?

A. All active student records have recently been converted to the Banner GPA system. However, while pre-GPA students are currently being assessed based on the year they matriculated; they are also being assessed under the GPA system. Whichever system is more advantageous to the student in his/her graduating year, he/she would be awarded the "better" class of degree.

Q. What is a credit check?

A. This is a consultation requested at the Faculty Office via telephone, email or in person; which tells the students how far along they are in their degree programme

Q. How soon after the request is made can I come in for the credit check?

A. No sooner than one day and no later than two weeks, after which, a new request must be made.

Q. Can I receive a credit check over the phone or via email?

A. No, it is a face-to-face interactive consultation with a representative of the Faculty Office. The student will thus be required to take with them their UWI identification card as proof of identity.

Q. I missed an exam. What should I do?

A. If you missed an examination for medical reasons, you should submit a signed medical certificate within seven days to the Examination Section of the Registry. You may be permitted to sit the exam at the next available sitting. (Refer to Examination Regulations, Section II, 17-32).

If you were absent from an examination for reasons other than medical, you would be required to register again for the course, if said course is compulsory. Departments may however advise students on other available options (eg. Exams only).

Q. Where can I apply for a go-through or a remark for a course I have failed?

A. A request for a go-through or remark can be made at the Examinations Sections.

Q. How do I apply to do a course as 'Exams only'?

A. Students are entitled to register for 'exams only' only with the permission of the lecturer for the particular course once the student has registered, attended classes and has completed all course work.

Recommendation for 'exams only' is made by the department in which the course is offered via a letter through the Dean of Faculty to the Student's Records Unit.

Q. There is a "warning" status on my on-line student record. What does this mean?

A. A "warning" status reflects poor academic performance (i.e. the receipt of a term GPA of 0.75 or less). This should be taken seriously and the student should seek counsel from his/her academic advisor. If such poor performance is maintained by a student for the following semester, the student will be asked to withdraw from the UWI.

Q. I was asked to withdraw as a result of unsatisfactory performance, how soon will I be allowed to resume my studies?

A. No sooner than one (1) year after the date of withdrawal.