



Pre-Orientation Checklist

- Accept your offer of admission
- Receive welcome letter from Dean
- Study FSS Orientation and Academic Advising Schedule Information
- Know your Major and the [Department](#) to which you are assigned
- Know whether you are full-time/part-time and the required course load
- Attend General UWI Orientation on August 25 & 26, 2022
- Attend Faculty Welcome Ceremony, Department Welcome Ceremony and Academic Advising during the week of August 29- Sept 2, 2022
- Ensure that you are able to [log onto the registration portal](#)
- Familiarize yourself with Campus [Covid-19 Safety Protocols](#)
- Study [Handbook](#) that corresponds with your year of admission
- Make note of questions for your Academic Advisor
- Confirm next sitting of the [English Language Proficiency Test](#) (ELPT) (if applicable)
- Finalize arrangements to [make tuition payments](#)
- Explore [student financing](#) and financial aid options
- Study the [Codes of Principles and Responsibilities for Students](#)

Post-Orientation Checklist

- Download [degree checklist](#) that matches with your major and year of entry
- [Select courses](#) and adjust registration to eliminate [registration errors](#)
- Seek approval of override requests
- Pay your [tuition fees](#) to obtain financial clearance
- Obtain your ID card
- Know the name and contact information of the Dean, Deputy Dean, your programme coordinator, academic and administrative advisors and Guild representatives and check in with them as often as necessary
- Study your timetable and identify classrooms for face-to-face lectures
- Ensure that your courses appear on your timetable and the [OurVLE portal](#)
- Familiarize yourself with the services of the [UWI Health Centre](#)
- Familiarize yourself with the resources of the [Library](#)
- Consider joining a [club, society or association](#) aligned to your discipline and pursuing [co-curricular courses](#) to enrich your student experience
- Register with the [Office of Special Student Services](#) (if applicable)
- Stay connected! Routinely check [Faculty and Department websites](#), notice boards as well as your [UWI-issued email](#) for information and updates

