UNIVERSITY OF TECHNOLOGY, JAMAICA
OFFICE OF ADMISSIONS AND ENROLMENT MANAGEMENT
ENROLEMENT PROCEDURES FOR NON-SEMESTERIZED RETURNING STUDENTS

Before Completing the Enrolment Steps

School of Computing and Information Technology

➢ All final year students are required to select their specialization.

School of Engineering

➢ All 2nd year Electrical Engineering Diploma & 3rd year Electrical Engineering Degree students are required to log on to the Student Portal & select their specializations.

➢ All 3rd year Mechanical Diploma and Degree students are required to log on to the Student Portal and select their specializations.

➢ All 3rd year Chemical Engineering Degree students are required to log on to the Student Portal and select their specializations.

School of Hospitality and Tourism Management

➢ All 3rd year students are required to select their minors.

School of Business Administration

➢ All 3rd year students are required to log on to the Student Portal and select their majors and minors.

All 3rd - 5th year Students with Repeat Status

All students with repeat status are required to:

❖ Complete a Repeat Form obtained from your Faculty

❖ Submit stamped and signed Repeat Form to the Office of Admissions and Enrolment Management.

❖ Wait at least two (2) working days before completing the Enrolment Steps.

HOW TO SELECT YOUR MAJORS, MINORS/SPECIALIZATIONS

Step 1   Visit the University's website at www.utechjamaica.edu.jm and click the 'Student Portal' link at the top right corner of the page or located beneath the Current Student Column on the University's home page.

Step 2   Click on the link 'Log-in to UTECH Portal here' and follow the instructions to log in.

Step 3   Go to your intray, which is located at the left of the page. You will see a message instructing you to make your selections. If the intray is not present, click on the

link '**Content'** located at the top right hand corner of the Student Portal page. Click on open intray and then save in order for the intray to be open.

Step 4   Click on the link that states 'click here' and follow the instructions to complete your selections.

PROGRESSION STATUS

After you have selected your majors, minors and specializations, you are required to check your progression status. You will not be able to complete your enrolment if you have not been progressed.

To check your progression status:

Step 1   Visit the University's website at www.utechjamaica.edu.jm and click on the 'Student Portal' link at the top right hand corner of the page.

Step 2   Click on the link 'Log-in to UTECH Portal here' and follow the instructions to log in.

Step 3   Click on the 'Student' tab which is located on the top left of the page.

Step 4   Go to section entitled Your Academic Information, which is located in the center of the page.

Step 5   Click on the 'Provisional Progression Results' link which is at the bottom of this section.

Step 6   Your record for the current academic year will show your progression status. If the Provisional status field is blank, or there is no date in the Decision date field, you have not been progressed and need to contact your Faculty Administrator.

You may now proceed with the completion of the enrolment steps.

UNIVERSITY OF TECHNOLOGY, JAMAICA
OFFICE OF ADMISSIONS AND ENROLMENT MANAGEMENT
ENROLEMENT PROCEDURES FOR NON-SEMESTERIZED RETURNING STUDENTS

Step 1   Visit the University's website at **www.utechjamaica.edu.jm** and click on the '**Student Portal**' link at the top right hand corner of the page.

Step 2   (New students only)

Go to the University's website at www.utechjamaica.edu.jm. Located beneath the column 'Prospective Students' or 'Current Student' and click on the link 'Forms' at. This form is to be completed and returned to the UTech Medical Centre.

Step 3   Click on the link '**Log–in to UTECH Portal here**' and follow the instructions to log in.

Step 4   Go to the 'Flexible Payment Plan' section located below the intray on the left of the page and click on the link '**Select Payment Plan.**' Follow the instructions to select your payment plan and view your fees.

Step 5   Log out of the Student Portal

Step 6   Pay your Fees using one of the following options:

If you are an N.C.B. customer, you may pay your fees in local currency, with your seven (7) digit student identification/applicant number, using any of the following options:

- The e-banking facility at **www.jncb.com***
- Telemidas **1 888 NCB FIRST (1 888 622 3477)***

For non-N.C.B. customers, you may pay your fees at any of the following locations:

- UTech Accounts Receivable (**Debit or Credit Card only**)
- Any branch of Paymaster (island-wide) using your student identification number.*
- Any branch of the National Commercial Bank (N.C.B.) Jamaica Limited, **Account no. 371360247 for Jamaican dollar transactions and Account no. 376089223 for United States dollar transactions.** *Your name and student identification number should be clearly written on the lodgment slips.**

** At least 2 clear **working days are required to process all transactions which were not made at UTech Accounts Receivable. Therefore, step 6 cannot be completed until after two working days have passed.***

Step 7   Visit the University's website at **www.utechjamaica.edu.jm** and click on the '**Student Portal**' link at the top right hand corner of the page.

Step 8   Log on to the Student Portal using the new password you had previously created. Your intray will contain an enrolment message. Click on the link '**click here to enrol**' and follow the instructions to complete your enrolment.

Step 9   Collect your I.D. card at the Department of Safety and Security, located on the ground floor of the main Administration Building of the University of Technology, Jamaica. (*See opening hours below*)

THE ID SERVICES UNIT OPENING HOURS

Mondays, Tuesdays and Fridays	8:00 am – 4:00 pm
Thursdays	12:00 pm – 8:00 pm
Saturdays	10:00 am – 3:00 pm
Wednesdays	**CLOSED**

Office of Admissions and Enrolment Management
July 2010