



University of Technology, Jamaica

"Excellence Through Knowledge"



Undergraduate Student Enrolment Guide 2017/2018

www.utechjamaica.edu.jm/enrolment/



University of Technology, Jamaica

Welcome



MISSION STATEMENT

To stimulate positive change in Caribbean society through the provision of high quality learning and research opportunities and service to our communities

www.utechjamaica.edu.jm

IMPORTANT NOTICE

On registering, each student at the University of Technology, Jamaica formally agrees to observe and obey the policies and rules governing students and the operation of the University.

The University has the right to change any information appearing in this or any other publication relating to admission and enrolment, its programmes, continuation of study, fees and the requirements for the granting of degrees, diplomas or certificates and any other matter.

Prospective and returning students are required to familiarise themselves with the information in this guide.

Office of Admission & Enrolment Management

University of Technology, Jamaica
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Kingston 6
Jamaica, West Indies.

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Welcome



It is with great pleasure that I welcome all prospective and returning students to the University of Technology, Jamaica for the 2017/18 Academic Year. To our prospective students, I express my heartiest congratulations on this achievement, of being selected to pursue studies at UTech, Jamaica. If you are a returning student, may I extend to you further encouragement as you continue on this challenging

road to success.

In continuing our rich history of providing quality service, this booklet was designed to guide you through the enrolment process. Enrolment for semester one is scheduled to commence on July 10 and end on August 25, 2017. Should the University facilitate your enrolment outside of this period, kindly ensure that the procedures contained within this booklet are still followed.

You may enrol on-line from any location across the world at your convenience. Our enrolment steps are also available on-line and are designed to help you complete this process with little or no challenges. Please ensure that the enrolment process of module selection and fee payments are completed within the stipulated time, in order to secure your preferred modules and class times. Also remember to complete the enrolment process within the scheduled dates as late enrolment cannot be guaranteed and may attract a penalty.

The Office of Admissions and Enrolment Management representatives are ready to provide you with the necessary assistance should you encounter challenges.

Best wishes for the 2017/8 academic year as you strive for “Excellence Through Knowledge”.

A handwritten signature in blue ink, appearing to read 'Barry Thomas', followed by a horizontal flourish line.

Barry Thomas
Assistant Registrar-Admissions and Enrolment

INTRODUCTION

All students are required to enrol before the start of the academic year, in accordance with the rules made from time to time by the University. Only in exceptional cases, with the special permission from the Registrar, will students be permitted to enrol after the time scheduled.

Overview of Registration and Enrolment

Enrolment is broken down into three stages:

- (1) The Module Selection process, whereby students will be required to log on to the '*UTech Students' Portal*' to select their modules after which a payment invoice will be generated;
- (2) Payment of Fees;
- (3) Return to the *Student Portal*, after financial clearance to confirm personal information and agree to the university's regulations.

Online Module Selection and Enrolment Steps

Step 1: Log on to the university website

www.utechjamaica.edu.jm.

Step 2: Click on the '*Student*' link.

Step 3: Click on link '*e:Vision Portal (Student Portal)*'

Step 4: Enter application/identification number for username and enter your date of birth for your password.

Step 5: Change your password.

Step 6: Now on the student home page , click the icon '*Student*'.

Step 7: On the Student Page, click on, '*Select your module*', located beneath the student action column.

Step 8: Make your selection from the ***specialized, non-specialization*** and electives groups. and submit modules selected. *Note your class schedule.*

Step 9: Once satisfied, click '*Submit Selections*' then '*Confirm Selections*'.

Step 10: Select the link '*Click here to view your fees*'.

Step 11: Exit from the system and pay your fees.

Completing Enrolment Procedures

(After payment of fees, it may take up to two working days for financial clearance).

Step 12: Return to the *Student Portal*

Step 13: On the homepage go to “In-tray”

Step 13a: Click on the message which states, *Click here to enrol*

Step 14: Complete all **10 steps** of the process as instructed in the message.

Step 15: After completing the steps click on ‘*I Agree*’ to accept the University’s regulations and policies.

You have successfully completed all your online enrolment steps.

Step 16: To print a personalized timetable, go to Student page.

Step 17: Proceed to the Department of Safety and Security, located on the ground floor of the main administration building at the Papine Campus to process your identification card or at the Campus nearest you.

Step 18: Proceed to the Medical Centre to submit your completed medical form or to make arrangements for the medical to be completed by the UTech Practitioner at the Papine Campus. Students can also visit the Western Campus Office to submit their completed medical forms.

Step 19: Boarding applicants for the Papine Campus are asked to visit the Accommodations Unit before proceeding to the Department of Safety and Security to process their identification.

Step 20: Collect your *Student Handbook* at the Campus nearest to you.

You are now a registered Student of the University.

STUDENT FINANCIAL SERVICES

The University's Finance & Business Services Division has provided a set of policy guidelines and procedures regarding the payment of fees and the provision of all other student related financial services offered by the institution. Therefore, students are required to comply with the policies and procedures outlined in the Student Handbook. Please note that these policies and procedures are subject to change without notice.

FEE STRUCTURE

TUITION/EXAMINATION/ANCILLARY FEES

Tuition and examination/assessment fees are payable at the start of each semester, while the following non-refundable ancillary fees are payable annually, at the beginning of the academic year:

1. Students' Union
2. Health
3. Student Welfare Fund
4. Registration
5. Jam Copy Tariff
6. Health/Personal Accident Insurance
7. Other Fees (e.g., Law Library, E-Books)

Important to note:

1. Students are required to pay all the fee-components outlined above.

2. Ancillary fees are applicable even if a student registers for one semester of the academic year.
3. Ancillary fees are non-refundable and would only be refunded, if the University withdraws the offer to the student or if the course of study to which the student has applied has been cancelled.
4. Tuition and examination/assessment fees are calculated on a per credit basis and are based on the total number of credits taken in a given semester.
5. The University reserves the right to offer a payment plan to students. If offered, **all students who do not pay 100% of fees by a stipulated date, would automatically be placed on this payment plan** and would be subjected to all terms and conditions of the plan.

PAYMENT OPTIONS

Fees may be paid by cash, debit/credit card or Manager's

Cheques at any of the following:

1. National Commercial Bank (NCB)
2. NCB-UTech, Jamaica Keycard Cash
3. Paymaster
4. Bill Express
5. Jamaica National Bank
6. E-Banking (NCB Customers only)
7. Wire Transfer

PAYMENT AT NCB

In order to facilitate payment at the bank, you will need the following documents:

1. UTech's Fee Breakdown Sheet (invoice) for tuition or boarding, which will indicate the student's name, ID number and amount to be paid
2. Tuition and boarding must not be paid on the same deposit voucher; two separate deposit vouchers are needed

The following information must be stated clearly on the deposit voucher:

1. UTech's Account Number: 371360247 (JA\$ payments) OR 371060375 (US\$ payments)
2. Student's Name
3. Student's Identification Number
4. The amount being paid
5. The name of the person making the payment, which must be written in the section "PAID IN By _____"
6. "UTech School Fee Payment" stated in the section "ACCOUNT NAME _____"
7. Students are encouraged to retain all receipts for transactions done at the University and at our external payment agencies for future reference.

PAYMENT BY NCB-UTECH, JAMAICA KEYCARD CASH

The University of Technology, Jamaica has established a cashless system at all its campuses and as such all students, returning and prospective, are advised to own an NCB Cash Card. This reloadable cash card may be used to pay tuition and miscellaneous fees, as well as to access certain student benefits on campus. For more information please visit www.utech.edu.jm.

PAYMENT AT PAYMASTER/BILL EXPRESS

1. Students are required to indicate the following to the teller at any of the Paymaster/Bill Express offices island-wide:
 - ◆ Student Identification Number
 - ◆ Student Name
 - ◆ Amount being paid
 - ◆ Indicate that payment is being made to “UTech”
 - ◆ Indicate the type of payment being made, whether for tuition or boarding
2. Students should ensure that the details printed on the receipt correspond to the information given to the cashier (UTech Bank Account number is NOT required).
3. Students are also encouraged to retain all receipts for transactions

PAYMENTS BY E-BANKING (NCB CUSTOMERS ONLY)

Payments in local currency can be made to the E-Banking facility (NCB customers only); The following are the instructions to access NCB Online: at www.jncb.com

1. Go to www.jncb.com
2. Select the “Bill payments” tab
3. Click “Add bill payee”
4. Select “Schools & universities”
5. Click “Next”
6. Select “University of Technology Jamaica”
7. Enter your ID number (NB. ensure the ID number is correct as you will not be asked for an ID number when making future payments, However you can edit the payee in the future)

PAYMENTS BY WIRE TRANSFER

Transfer of funds should be made to National Commercial Bank (NCB), Matilda’s Corner, Kingston 6, Jamaica, W. I. The following should be stated to the representative at the bank.

1. UTech’s Account Number 371060375; for students invoiced in US\$ or UTech's Account Number 371360247; for students invoiced in J\$
2. SWIFT CODE: JNCB JMKX
3. Student’s Name
4. Student’s Identification Number

5. Indicate the type of payment, i.e. “Tuition” OR “Boarding”
6. Include details of student’s name and identification number in wire transfer details.
7. Fax bank receipt/confirmation of payment to the Student Financial Services Unit of the department of Student Financing at 876-970-2302.

Please pay attention to the following conditionalities:

1. That wire transfers take an average of up to fifteen (15) working days or more, depending on the point of origin of the transfer.
2. Any charges incurred during the transfer will be deducted from the original amount being sent and the remainder applied to the recipient’s account.
3. Students should verify with their banks, that the address of the sender meets the international standards for wire transfer transactions. This means that the sender’s address should be identifiable when searched via satellite.
4. If this information is not disclosed by the sender, this will delay or prevent the transaction from being processed at UTech’s bank.

ONLINE PAYMENT VIA UTECH JA.'S WEBSITE, WWW.UTECH.EDU.JM

1. Payments for boarding and tuition can be made via the University's website using the "Online Services" option. Payments via this method are possible with any of the following credit cards:
 - ◆ Keycard
 - ◆ Visa
 - ◆ MasterCard
2. Upon payment, a confirmation email will be sent to you indicating receipt of your payment.

PERSONS GRANTED BOARDING ACCOMMODATION

1. Boarders will be required to pay both tuition fees and boarding fees at any of the payment locations, separately, before proceeding to the Accommodations Office.
2. Payment of all tuition/boarding/miscellaneous/registration fees is required for enrolment.

PAYMENT PROCEDURES FOR STUDENT LOAN BUREAU (SLB) RECIPIENTS

SLB recipients should ensure that they provide the Bureau with all the documentation required to ensure their loan is approved before closure of registration; students who do not have approval for their loans in time for the University's Census Date should visit the Student Financial Services Unit in the Department of

Student Financing to work out a suitable payment arrangement. The SLB covers **tuition and assessment fees ONLY**

FOR STAFF MEMBER /CO-DEPENDENTS OF UTECH STAFF MEMBER

If you are a staff member or a co-dependent of a UTech staff member, you need to:

Submit your fee breakdown to the Human Resource Department, located on the Papine Campus, for approval. (Information will be transmitted electronically to the Students' Receivables Unit by the HR department for update to your account).

SPONSORED STUDENT/SCHOLARSHIP RECIPIENT

If you are a sponsored student/scholarship recipient, you will need to Go to the Financial Aid Office, located on the Papine Campus, with:

1. Letter of Commitment from your Sponsor, indicating the student's name, UTech student ID number, amount of funds committed and expected date of payment;
2. A copy of your fee breakdown, which is available from the Student Portal after you have selected your modules.
3. Pay all tuition/miscellaneous/registration fees required for enrolment.

Sponsored students should aim to finalize their sponsorship, so

that a written commitment to pay can be given by the Sponsor, to meet the Census date.

Students who are recipients of full/part scholarships should ensure the scholarship is registered on their account, so that they may receive financial clearance.

FINANCIAL CLEARANCE

Students are given financial clearance based upon agreed payment of fees. Upon such payment, a message is sent to the 'In-tray' of the *Student Portal* to indicate that the student has received financial clearance. If after two (2) clear working days following fee payment a financial clearance message does not appear in the 'In-tray', please contact The Student Financing Department by email at: fincustomersupport@utech.edu.jm. The notification message you will receive in your in-tray may include any of the following:

1. "You have been financially cleared . . ."
2. "You have not paid the requisite amount to be registered . . . The remaining balance must be settled to avoid penalties."
3. "Your financial status cannot be assessed because you have not confirmed your selections."

Follow the recommended actions. You cannot be registered unless the requisite fees have been paid. **However, fee payment alone is not registration; all the other procedures and steps must be completed.**

Enrolment Facts and Procedures

This information is geared towards facilitating a smooth module selection and enrolment process for students.

The academic year is divided into three (3) academic sessions.

These are:

Semester 1	-	August – December
Semester 2	-	January – May
Summer Session	-	May – August

The module selection and enrolment process involves three stages: (1) The Module Selection process, whereby students will be required to log on to UTech Students' Portal to select their modules; after which, a payment invoice will be generated; (2) Payment of Fees; (3) Return to the Student Portal to confirm personal information and agree to the University's regulation.

English Language Proficiency Test

The test is designed to identify students who need further assistance with English. The criteria for exemption are:

- ◆ Posses a Grade 1 in CSEC English A or an 'A' in GCE O' Level English.
- ◆ Posses Grades 1 or 2 in CAPE Communication Studies
- ◆ Have successfully completed an undergraduate degree from a recognized university
- ◆ Have a Diploma from a Teachers' College
- ◆ Have an Associate degree from a recognized tertiary institution.

Note: All other students must sit the test. Students who fail the Proficiency test will be required to do Developmental English at a cost. Those who have either met the exemption requirements stated above or have passed the test should do Academic Writing 1.

Module Selection Guide

You are encouraged to check your Module Selection Guide to see the spread of modules across academic sessions. This may be accessed by:

1. Visiting the UTech website at www.utechjamaica.edu.jm then under '*Current Student*' → '*Enrolment Information*' → '*Semesterized Student*' → *Module Selection Guide*; then look for your College/Faculty and course of study; or
2. Visiting your School's Office

Credit Load

Students are allowed to select between nine and 21 credits per semester. In the summer students not pursuing a designated 'summer programme may select less than nine credits.

The University does not have the designations of part-time or full-time mode. However, students carrying fewer than 12 credits are considered to be attending in a part-time manner.

Students should be mindful that in order to move to the next level, the required number of modules/credits must be completed within the academic year.

Course of Study Curriculum

A Course of Study curriculum is comprised of modular components. These are Core, General Education and Electives modules.

Core Modules

Core modules define a particular course of study. They provide a foundation in the discipline of study. Core modules for a given course of study are compulsory for students pursuing the particular course of study.

Pre-requisite Module

A Prerequisite module is one that must be taken before a particular module or group of modules.

Co-requisite Module

This refers to a module which must be taken along with another module.

General Education Modules

The philosophy of the general education component reflects the University's conviction that students should have foundation knowledge in certain areas and be prepared for good citizenship that will enable them to live in and contribute positively to an ever-changing, diverse, and multi-cultural global society. These modules aid in enhancing the learning experiences that will guide students in their development and self-understanding. Academic Writing 1 (COM1020) and Information Technology (INT1001) are examples of general education modules.

Elective Module

An elective is an optional module chosen by the student. Within some courses of study, the elective module(s) may be narrowed to a certain set.

Students are advised to liaise with their respective Schools as it relates to electives.

Understanding your Module Selection

Students will be allowed to select a ‘**Main Activity**’ for a particular module. An activity is the delivery pattern of the particular module, that is, if the module is delivered by a lecture, tutorial, practical/lab, etc. In most instances, the ‘main activity’ is the lecture. The exceptions are where the module is delivered as tutorials or as practicals.

Note: After you have selected your Main Activity the system will automatically assign you to other associated activities (tutorials, labs, etc).

Module Occurrence (OCC)

Each event or class time has occurrences. The occurrences are very important in the module selection process. The occurrences are indicated by three characters:

1. 1. The first character represents the location (campus) where the module is being taught
2. The second character refers to the different time period within
 1. a day

3. 2. The third character gives a number sequence based on the time period within a day

The following tables below shows how the occurrences are determined:

The First Character - Campus Locations;

Coding	Location
A	Dental Auxiliary
D	Montego Bay (Nursing)
O	Montego Bay (Business Admin.)
Q	Portmore Outreach
U	UTech Papine Campus
W	Slippen Road

The Second Character – Time of Day

Code	Period	Start time
M	Morning	8:00 – 11:00
N	Afternoon	12:00 – 4:00
E	Evening	5:00 – 9:00

For example therefore, an occurrence with UM2 means that the module is offered at UTech Papine campus, in the morning and it is the second session within the morning.

REGISTRATION TIPS

To facilitate a smooth registration process, kindly adhere to the following selection and enrolment tips.

- ◆ Use the occurrences to assist in your selection process.
Remember they tell you the location as well as the time of day the module is offered.
- ◆ To avoid clashes, select “**All Core Modules**” before General Education Modules. Make a note of the number of times your **Core Module(s)** will be offered during the academic year. Some **core modules** are only offered **ONCE** per year and as such it is advisable that you **select** them for the academic session in which they appear.
- ◆ View Schedule after **EACH** module selection.
- ◆ Students who ought to have but did not sit the ‘English Language Proficiency’ test and those who failed the test will be barred from taking Academic Writing 1.
- ◆ You may ‘unconfirm’ and modify your selection by clicking the ‘**Undo Selections**’ icon. This screen is only accessible if you have not received Financial Clearance.
- ◆ View your fees on ‘*View Your Fees*’ icon once your modules have been confirmed.
- ◆ Pay your tuition fees via the various methods outlined in in this booklet.
- ◆ Wait at least two working days for financial clearance.

Students who are UTech staff members or dependents of UTech staff members should ensure that their fee

- ◆ breakdown is submitted to the HRM Department for approval.
- ◆ Students receiving sponsorship and/or scholarship must go to the Financial Aid Office, located in the Student Services Department at the Papine campus.
- ◆ Students who will be provided with accommodation on campus must pay their **tuition fees first before** making accommodation payments. **Do not proceed to Identification Services unless you have been registered at the Accommodation Unit.**
- ◆ Print personalized timetable from the '*View Timetable*' selection link after completing your on-line enrolment.

The Medical

The medical form is to be submitted before or upon registration. It is important to note that a completed medical form is vital for the processing of your registration. Students will not be registered without submitting their medical reports to the medical centre. The form must be completed by the prospective student and signed by a medical practitioner.

Health Insurance

All registered students are enrolled in the insurance scheme offered by the University, whether or not in position of private insurance. Coverage is provided in two main components: (1) Health (2) Accident/Injury. The fee categories are applicable to:

- ◆ Health Insurance Premium
- ◆ Accident & Injury Premium
- ◆ Health Centre Administrative Fees

Identification Cards

Processing of your Identification (ID) Card will be done by the Department of Safety and Security, which is located on the ground floor of the main Administrative building on the Papine campus. A schedule will be provided for students of the Western campus to process their identification cards once enrolment has been completed.

A valid identification card indicates that a student is enrolled for the academic year. This card gives access to University

- ◆ facilities and services, such as the library, computer

laboratories and other areas of the campus.

- ◆ All students will be photographed for Identification cards.
- ◆ Students are required to display their Identification card while on the University campuses and present it when requested by authorized personnel.

Enrolment is complete when a student has met all enrolment conditions and he/she has been issued a valid ID card.

ID Services Opening Hours

Semester	Kingston	Montego Bay (Dome St.)
1	Mondays-Fridays: 8:00am-6:00 pm Saturdays:10:00am-3:00pm	Mondays-Fridays: 8:00am-4:00pm
2	Mondays-Fridays:8:00am-4:00pm	Mondays-Fridays: 8:00am-4:00pm
Summer	Mondays-Fridays:8:00am-4:00pm	Mondays-Fridays: 8:00am-4:00pm

If you have completed all the above steps you are now considered to be a Registered Student of the University.

Important Information for Enrolment

(Information in this section must be supplemented by the full policies and regulations of the university).

Enrolment

Enrolment is the process by which students select and confirm modules and/or class times, specific to their courses of study in conjunction with their academic advisor. Upon selection and confirmation of modules, students are required to pay their tuition and complete the enrolment process and collect their identification cards. Enrolment allows student(s) to attend lectures, tutorials and sit examinations.

Deferral

Accepted applicants to the University may request a deferral of their registration for a period not exceeding one year. This request should be made in writing to the Registrar and copied to the Head of School before the beginning of the instructional period in which the course of study would commence.

Accepted applicants who have been granted deferrals will be guaranteed places for the next academic year in the course of study for which the original offer was made, only if there are no changes to the matriculation requirements. The Enrolment Commitment Fee (ECF) must be paid.

Transfer of credit

A transfer of credit is one earned for a module successfully pursued at an approved tertiary institution and deemed equivalent to one in a undergraduate course of study. No grades are issued for these credits, but the credit count towards completion of the course of study. Transfer credit(s) are therefore not calculated in the Grade Point Average (GPA), but will appear on the student's academic record as Transfer Credit(s) and to fulfill requirements for graduation.

Only official transcript from other institutions may be used to evaluate and/or award credit. To be eligible for evaluation, the grade for the module must appear on the official transcript from the institution. New students must request that an official transcript from all previously attended institution be mailed to the Office of the Registrar.

Modules used as basis for matriculation are not recorded as transfer credits, and they do not form part of the University's record of the student's academic performance.

A minimum of **Grade C** is required for credit transfer of modules taken in undergraduate degrees courses of study. Individual Schools have discretion to adopt a higher minimum grade where appropriate, such as in core modules. Performance designations other than letter or percentage grades are not acceptable for transfer credit. **Credit transfer will not be granted for the research component of a degree or diploma.**

Transfer Credit(s) is applicable only once—upon entry to

Course of Study. Application for transfer credit(s) must be received prior to the start of the academic year. **Once this period has passed, students must apply for exemptions.** See ‘Regulation 3’ in the *Student Handbook* for policy and procedures.

Exemption

An exemption is: (a) the award of credits for workplace or professionally certified experience where the learning outcomes are deemed equivalent to those prescribed in a UTech module and/or; (b) the award of credits for equivalent module successfully pursued at an approved institution, which were not considered during initial application to the course of study. Students will be assigned a grade of EXEM for exemption, which will not be calculated in the GPA.

Students who have received approval for exemption on modules from the university’s academic board will be required **to pay** the associated cost assigned to the module, and will not be entitled to a reduction in fees and/or refund.

The number of transfer credit(s) and exemptions may affect the eligibility for certain class of awards. See ‘Regulation 3’ in the Handbook.

Add/Drop

Students wishing to add or drop modules must do so by completing and submitting an online request via the automated Add/Drop application, within the first two weeks of the commencement of classes in either Semester 1, 2 or the summer session. The application is only available to currently registered students of the University. (Refer to: *Undergraduate Student Handbook; Add/Drop Policy*).

Students must comply with any College/Faculty-specific requirements concerning attending lectures and laboratories and continue attending all classes until the add/drop request has been fully confirmed as seen in their records on the *Student Portal*. To discontinue a module after the add/drop period a student must request to do a withdrawal from the module.

Withdrawal from a Module

Withdrawal from a module is advised only in extenuating circumstances. A student wishing to withdraw from a module shall discuss the matter with his/her academic advisor before submitting the form to the programme director, no less than two weeks before the suspension of classes for the Semester or the Summer session. ***Failure to apply for a withdrawal will result in a “fail” grade for the module. There will be no right to appeal.*** Students are limited to a maximum of two modules in any given academic session. **Refunds are not applicable to module**

withdrawals.

Semeseterized Levels Explained

Levels are used to indicate a student's attainment of a minimum number of credits in a course of study. These levels are:

1. Level 1— successful completion of up to 28 credits, including transfers and exemptions
2. Level 2 - successful completion of up to 29—58 credits, including transfers and exemptions
3. Level 3 - successful completion of up to 59—90 credits, including transfers and exemptions
4. Level 4 - successful completion of up to 91 credits, including transfers and exemptions

University Undergraduate Student Handbook

Academic requirements that are not addressed within this booklet may be found in the University's *Student Handbook*. The handbook outlines detailed information regarding the University's regulations and procedures. Students are ultimately responsible for knowing and adhering to the University's rules and regulations. The *Student Handbook* may also be accessed via the Student Portal or the university's website.

Please make every effort to read the handbook, as ignorance to information that can be found in the handbook will never be accepted as an excuse for violation or lack of adherence.

ENROLMENT SUPPORT

Call Centre

During the enrolment period UTech operates a Call Centre with staff specially trained to handle your enrolment queries. If you have any questions or need additional assistance you may dial any of the following numbers, Mondays to Fridays, between the hours of 8:00am to 6:00pm:

702-4059 970-1580

977-7608

Note: Call Centre only operates during the enrolment period.

On Campus Computer Access

The University provides computer access to students who desire internet access on campus for their enrolment purpose. Students who may require additional enrolment support and use of computers may visit the Office of Admissions and Enrolment Management lab during the enrolment period.

Opening hours are:

Mondays to Thursdays 8:30 am-6:00 pm

Fridays 8:30 am-4:00 pm

Please note that times may change and as such students should liaise with the Office of Admissions and Enrolment Management.

Office of Admissions and Enrolment Management Team

Mr. Barry Thomas—Asst. Registrar, Admissions & Enrolment
Miss Stephanie Morris—Admissions Supervisor
Mr. Clayton Moore—Enrolment Officer
Miss Keisha Weston—Admissions and Enrolment Coordinator,
Western Campus
Miss Donna Drake—Enrolment Assistant
Mr. Jetu Green—Enrolment Assistant
Miss Kimberley Bourne—Enrolment Clerk
Mrs. Sophia Burns-Afflick—Undergraduate Admissions Asst.
Miss Trudy-Ann Donaldson—Undergraduate Admissions Asst.
Miss Althea Johnson-Roach—Undergraduate Admissions Asst.
Ms. Charmaine Smith—Undergraduate Admissions Asst.
Miss Brigette Sterling—Undergraduate Admissions Asst.
Miss Narda Tomlinson—Undergraduate Admissions Asst.
Miss Shamin Douse—Franchise and Outreach Assistant
Miss Gavette Francis—Postgraduate Admissions Assistant
Miss Gwendolyn Haughton—Receptionist
Miss Janice Williams—Administrative Support (Actg.)
Miss Camesia Lindsay—Admissions Clerk
Miss Abegail Neil—Admissions Clerk
Miss Kenisha Shakespeare—Admissions Clerk