

## Semesterized Students Enrolment Check List

### Academic Year 2012/13

1. Get to know the modules that you will be doing this year and prepare your preferred schedule for this Semester before you begin the enrolment process. Be ready to choose alternative class times in case your preferred schedules are not available.
2. Read and understand the [Online Enrolment Process](#) – by logging into the ‘New and Returning Student Enrolment Information’ section of the University’s website at [www.utechjamaica.edu.jm](http://www.utechjamaica.edu.jm)
3. Be aware of your Identification Number and remember to use your date of birth as the password.
4. Select the modules from the levels presented. In the case of year two students your course of study may require you to select an elective. If this is the case, select your electives from the list that is provided.
5. Ensure that prior to selecting modules you have passed all the requisite requirements as it pertains to the given module selection.
6. Ensure that you have taken and passed the English proficiency test if you do not possess the requisite qualifications for not sitting the test.
7. Confirm your modules by clicking on ‘Confirm Modules’ once you are in agreement with the timetable schedule presented. The fee summary with the tuition fees will be displayed.
8. Click on *Print* button for the printer-friendly version of the tuition fee summary form.
9. Log out of the Student Portal and proceed to make arrangements to pay tuition fees and for the submission of your medical form to the Medical Centre at the University. You may also leave forms for the University representative at the location where you attend classes.
10. You have completed your on-line module selection enrolment.
11. If you would like to make modifications in your module selection, you will have the option to click the Undo Button located on the Confirmed Modules page to be navigated back to the Online Module Selection page. Proceed to make the respective changes and reconfirm module selections to be navigated to the fee summary page. Once you have made the necessary payments and have been given financial clearance, you will no longer have access to the ‘Select your Modules’ page.

12. Pay your fees at any of branch of the National Commercial Bank (NCB) or Paymaster.

### Class Schedules

13. The class schedules are final, so be sure that you are satisfied with the module time selections.

Unforeseen circumstances, such as conflicts in classes or fewer than the minimum numbers in a class may necessitate changing a class schedule, classroom assignment or dissolution of a class even during enrolment. Such changes may result in an unexpected change in your schedule. In such a case, contact the Office of Admissions and Enrolment Management Office for the necessary changes to be accommodated.

You are advised to log on to Student Portal regularly to be aware of any changes or updates that may relate to your status here at the University.