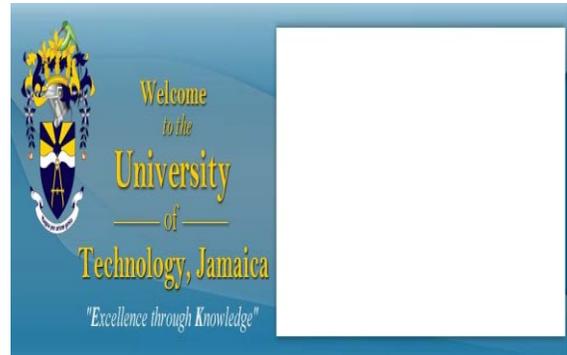


Student Module Selection and Online Enrolment

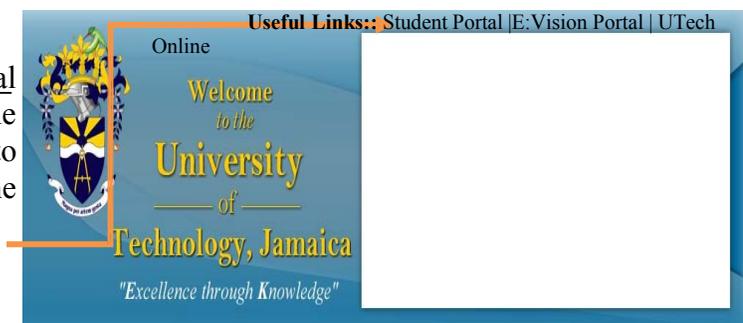
MODULE SELECTION PROCESS

1. Log on to the University's website from your homepage by entering: www.UTechjamaica.edu.jm on the address line of your web browser.

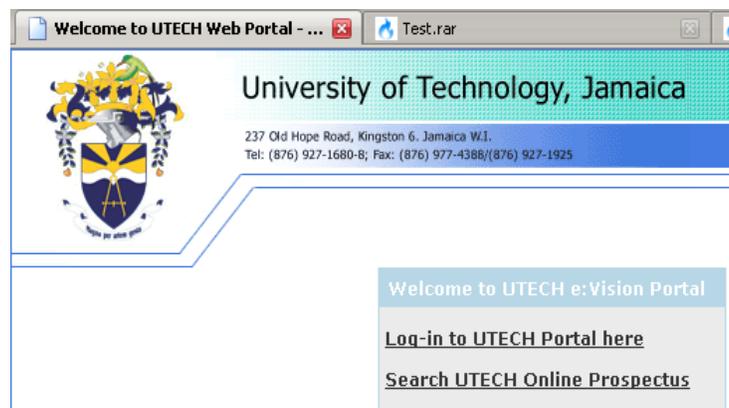
Press enter or click go and the UTech website homepage will appear as shown here.



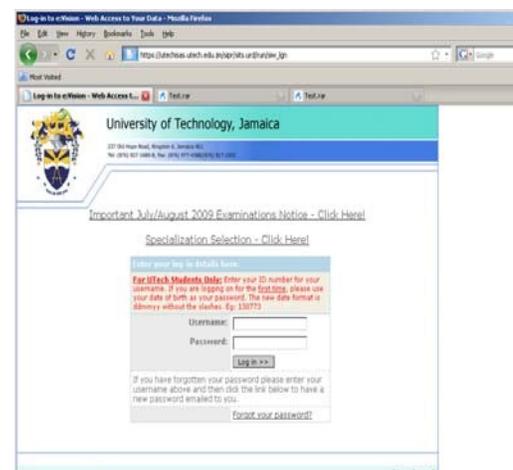
2. Click where it says Student Portal at the top right hand corner of the UTech website homepage or to the left of the page under the caption 'Current Students'



3. This will redirect you to the UTech Web Portal as shown here.



4. Click on the link that states: Log-in to UTech Portal here. This will take you to the UTech Student Portal log-in screen that prompts you for a username and a password.



For the Username new students will use **the applicant number** stated in their acceptance letter. This will become your UTech student Identification number (Student ID) on completing your registration and enrolment process. If you already studied at UTech and had previously used the student portal then you should use the password that you had. If you have forgotten what it is, use the '[Forgot your password](#)' link at the bottom of the log-in box to reset your password.

For the Password new students will use their date of birth in the format of day, month and year without any slashes. Include zeros in the day and month fields where necessary.

Example 1: January 9, 1971 should be entered as 090171

Example 2: January 31, 1970 should be entered as 310170

- After logging on you will be prompted to change your password. This password is essential in enabling you access to the student portal throughout your tenure at the University. Immediately following that you will be prompted for your mother's maiden name.

Security Questions

Use this screen to input and confirm your new password, and answer/change your questions.

Password Change Confirm Password

Use the fields below to change/confirm your password.

New Password	
Confirm Password	

Questions

Answer the questions below.

Please enter your Date of Birth		Please enter your date of birth in the format DDMMYY (for example: 280881)
Mother's maiden Name		

[Go >>](#)

- You will now be directed to the UTech Student Portal Home page. Click on the icon that states 'Student.'



- After clicking on 'Student', you will be navigated to a screen that shows your student information.
- Click on 'Select your Modules' located beneath the **Student Actions** Column. This page shows you a summary of your student information details regarding your particular Course of Study and module details.
- Selection should be made from the categories into which modules are grouped: non-specialized, specialized, school electives and university electives. **Please ensure based on your module selection guide, that all your core modules are selected before you select the general education modules in the specialized and non-specialized categories. This will assist in preventing possible clashes on your timetable.**

Click the 'View List' icon for either grouped categories. The module registration screen is shown below.

- Non-specialized module listing: this list presents both Levels 1 to 4 Core and**

General Education Modules in three sessions – morning, afternoon and evening. The non-specialized modules are modules required to be completed by all students enrolled on their course of study. You should be provided with a module selection guide of the modules required by your school to advise on the requirements for completing the Course of Study. New first year students should make selections based on their module level.

Students repeating a year or selecting modules above Level 1 must select from the categories provided and must ensure that, where required, all prerequisite modules have been cleared prior to selecting requisite modules.

- **Specialized module listing:** the list of specialized modules combines both core and general education modules in three sessions – morning, afternoon and evening. Specialized modules are modules specific to a particular area of study (major or minor in a specific area such as accounting) and are only required for those students pursuing that particular area of study.

Advanced placed students **must** select all the required Levels 1 to 4 modules as stipulated by the Course of Study.

Select from the listings presented for non-specialized (if required) and specialized core modules at Levels 1 to 4 as necessary; as well as the general education modules at the required level(s).

For courses of study where there is no entry onto a specialization, students may indicate the specialization intended to be pursued.

- **Electives:** An elective module is an optional module chosen by the student. Within some courses of study, the elective module(s) maybe narrowed to a certain set. Students are advised to liaise with their respective Schools as it relates to electives.

University of Technology, Jamaica
 237 Old Hope Road, Kingston 6, Jamaica K12.
 Tel: (876) 927-1680-8; Fax: (876) 977-4388/(876) 927-1925.

Logged In - Hi Marcus Garvey, Welcome to the UTech Portal
 | Home | Student |

Module Registration
 Welcome to the Online Module Registration process. **Do not use the browser (Internet Explorer, Mozilla, Chrome etc.) buttons to navigate during this exercise.**

Your details
 Programme you are studying: BACHELOR OF BUSINESS ADMINISTRATION
 Route you are following: Business Administration Single
 Mode of Attendance: Flexible

Choose a minimum of 3 and a maximum of 21 credits from the modules contained within this block.

Choose a maximum of 21 credits in Summer Session from Non-Specialised Modules - BBBUAD
 BBBUAD - Non-Specialized Modules (Morning) [View List](#)

Module Search
 Enter module code or name:

Module	Name	Period	Occ	Lev	Crds
ACC0001	Fundamentals of Accounting	SEAA3	UM1	0	0
ACC2001	Introduction to Financial Accounting	SEAA3	UM1	2	3
ACC2008	Introduction to Management Account	SEAA3	UM1	2	3
COM1020	Academic Writing I	SEAA3	UM1	1	3
COM1020	Academic Writing I	SEAA3	UM2	1	3
COM1020	Academic Writing I	SEAA3	UM3	1	3
COM1020	Academic Writing I	SEAA3	UM4	1	3
COM1020	Academic Writing I	SEAA3	UM5	1	3

Page 1 of 4

Choose a maximum of 21 credits in Summer Session from Non-Specialised Modules - BBBUAD
 BBBUAD - Non-Specialized Modules (Afternoon) [View List](#)

Choose a maximum of 21 credits in Summer Session from Non-Specialised Modules - BBBUAD
 BBBUAD - Non-Specialized Modules (Evening) [View List](#)

Choose a maximum of 3 credits in Summer Session from Elective Modules Sch - BBBUAD
 BBBUAD - Non-Specialized Modules Sch. Elective (Morning) [View List](#)

Choose a maximum of 3 credits in Summer Session from Elective Modules Sch - BBBUAD
 BBBUAD - Non-Specialized Modules Sch. Elective (Afternoon) [View List](#)

Choose a maximum of 3 credits in Summer Session from Elective Modules Sch - BBBUAD
 BBBUAD - Non-Specialized Modules Sch. Elective (Evening) [View List](#)

Choose a maximum of 3 credits in Summer Session from University Electives - Main Campus
 University Electives [View List](#)

Selected Modules
 All my modules | Modules from current block

Module	Name	Period	Occ	Level	Credits	Remove	Check
ECO2001	Introduction to Macroeconomics	SEM3	UM1	2	3	<input type="button" value="Remove"/>	<input checked="" type="checkbox"/>

Overall Progress

Modules	Required	Current
	N/A	1

Module Details:
 Name: ECO2001
 Name: Introduction to Macroeconomics
 Period: SEM3
 Occurrence: UM1
 Level: 2
 Credits: 3
 Places: 11 (estimated)
 Requisites: None
 Department: School of Business Administration
 Location: University of Technology, Jamaica
 Scheme: UTech Scheme
 Tutor: Preeti kulkarni
 More: [click to view more details](#)

- Highlight the module name to obtain information shown in the column located to the

right of the module registration page beneath the view timetable link for the module details, module availability (time), target capacity and actual number of selections made. Remember the occurrence column denotes the location and time of day the module event is being taught. Click ok to return to module registration page where you can now proceed with your selection based on the occurrence.

Module Details

University of Technology, Jamaica
237 Old Hope Road, Kingston 6, Jamaica W.I.
Tel: (876) 927-1680-6; Fax: (876) 927-3388/(876) 927-1925

Displays module details for the selected module

Listed below are details about the module including when it is running and the assessment items involved.

Code	ADM2001
Name	Introduction to Administrative Management
Level	Level II - Undergraduate
Credits	3
Domain	Administrative Management
Department	School of Business Administration (SOBA)

Module Availability						
Occurrence	Year	Semester	Start Day	Start Time	Student Capacity	Student Selections
UE1	2012/3	SEM3	Tuesday	5:00 pm	20	19
UM1	2012/3	SEM3	Saturday	10:00 am	20	19

Overall Progress: Required: N/A, Current: 2

Module: ADM2001
Name: Introduction to Administrative Management
Period: SEM3
Occurrence: UM1
Level: 2
Credits: 3
Places: 0 (estimated)
Requisites: None
Department: School of Business Administration
Location: University of Technology, Jamaica
Scheme: UTech Scheme
Tutor: Geraldine McDonald
More: [Click to view more details](#)

- Before selecting your module, be sure to check whether there is any rule pertaining to prerequisite modules.
- You will only be allowed to select the main events (for example, lecture). You will then be automatically placed with the activity associated with the module; for example, tutorials, practical and labs. Therefore, it is strongly advised that you View your Timetable after each module selection and make further selections based on the unoccupied time slots. This will help you to avoid timetable clashes.
- Click on the word '*add*' to make selections. A running total of modules selected along with associated credits are shown in the selected modules column on the module registration page.
- Click on the recycle bin to remove a selected module if the timetable preview is shown in **Red**. This shows that there is a clash. The system will give a prompt if the module chosen is at its capacity – meaning only one space or none remaining.
- If minimum credits are not selected or if you exceed the maximum number, the system will prompt for your selection to be revised.
- After submitting your selections a detailed summary of the modules and credits allotted will be displayed (See section 10 below).

10. If you are in agreement with selections made, confirm selections.

Confirm Selections

Do not use your browser (Internet Explorer, Firefox etc.) buttons to navigate during this exercise.

Confirm your module selections

This screen allows the student to confirm their module selections (if allowed) or to undo them and start again.

Student Details								
Details for the current student.								
Student	0605117/1							
Name	MARCUS GARVEY							
Programme	BACHELOR OF BUSINESS ADMINISTRATION							
Route	Business Administration Single							
Mode of Attendance	Flexible							

Module Selections								
Listed below are the modules that you have indicated that you wish to study. These can either be confirmed as your final selections or you can undo them and start making your selections again.								
Selected a total of 2 module(s) which total 6 credit(s)								
Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2012/3	SEM3	C	01	ACC2008	UN1	2	3.00	Introduction to Management Accounting
2012/3	SEM3	C	01	ECO2001	UM1	2	3.00	Introduction to Macroeconomics
<input type="button" value="Undo Last Change"/> <input type="button" value="View Schedule"/> <input type="button" value="Confirm Selections"/>								

11. After confirming selections, you will be shown a summary of the confirmed selections as well as a button that states, **[Click here to view your fees](#)**.

- This will navigate to the fee summary page that shows the fees associated with the modules that you have selected and confirmed, along with the ancillary fees.
- Confirmed Modules submitted can be changed and the fees adjusted accordingly to reflect changes.
- If you wish to make an adjustment, click the button that states “Undo Selections” on the Confirmed Modules page (shown below). This will navigate you to the Module Registration page as shown above where you must follow the processes once more. Once you click on the “Undo Selections” button, the modules will no longer be confirmed. You need to select and confirm them once more before proceeding to the fee summary page.
- Once you have received financial clearance you will not be able to make any further changes on the system. Any changes to your timetable after financial clearance must be done in the automated online ADD/DROP process.
- PLEASE DO NOT RETURN TO THE SYSTEM TO SEE YOUR TIMETABLE UNTIL AFTER YOU HAVE RECEIVED FINANCIAL CLEARANCE.

Confirmed Modules

Do not use your browser (Internet Explorer, Firefox etc.) buttons to navigate during this exercise.

This screen shows the list of modules that you have confirmed as selections. It is available until you receive financial clearance. If the 'Undo Selections' button is available below, you should only click it to modify your selections. Your previous selections will no longer be valid if you click this button. Under no circumstances should it be used to go back to view the schedule. Students will be able to view their final timetables online after completing the entire enrolment process.

Shown below is the list of modules that you have indicated you would like to study.

Student Details								
Details for the current student.								
Student	0605117/1							
Name	MARCUS GARVEY							
Programme	BACHELOR OF BUSINESS ADMINISTRATION							
Route	Business Administration Single							
Mode of Attendance	Flexible							

Confirmed Module Selections								
Shown below are the modules that you have confirmed that you wish to study								
Selected a total of 2 module(s) which total 6 credit(s)								
Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2012/3	SEM3	C	01	ACC2008	UN1	2	3.00	Introduction to Management Accounting
2012/3	SEM3	C	01	ECO2001	UM1	2	3.00	Introduction to Macroeconomics
<input type="button" value="Undo Selections"/>								

[Click here to view your fees](#)

12. Print fee breakdown summary which outlines all the associated fees. This is your payment invoice. This is shown below.

Fee Summary

Fee Breakdown and Payment Schedule

ID Number	0605117
Name	Marcus Mosiah Garvey
Programme	UBBBUADFX - BACHELOR OF BUSINESS ADMINISTRATION
Route/Specialization	Business Administration Single
Payment Plan/Fee Status	Jamaican
Academic Year	2012/3
Mode of Attendance	FX
Programme Year	3

Fees in Detail

Fee Type	School	Module	Crd	Due Date	Amount (JA\$)	Amount (US\$)
Tuition Fee (by credits)	SOBA	ACC2008	3	Tue 14-May-2013	25,710.00	0.00
Exam Fees (by credits)	SOBA	ACC2008	3	Tue 14-May-2013	1,950.00	0.00
Tuition Fee (by credits)	SOBA	ECO2001	3	Tue 14-May-2013	25,710.00	0.00
Exam Fees (by credits)	SOBA	ECO2001	3	Tue 14-May-2013	1,950.00	0.00

Fees by Due Date

Due Date	Amount
Tue 14-May-2013	55,320.00

Total Amount Due
JA\$ 55,320.00

Generated: 10/May/2013

PLEASE NOTE:

1. New students who have paid the enrolment commitment fee must deduct this amount from the total payment due.
2. All fees paid at the National Commercial Bank (NCB), Paymaster and Bill Express offices island wide will not be cleared by the Accounts Department if payment is made on the same day. At least 2 clear working days are required to process all transactions done outside of the University of Technology, Jamaica.

13. Click on the link **Log out** located at the top right hand corner of the page.



the How-To Geek
Computer Help from your Friendly How-To Geek

Remember if you're having difficulties you can contact the UTech Call Centre.

Making Your Payments

General Payment Registration Guidelines

After printing the fee breakdown (invoice), you are now required to follow the applicable procedure(s):

Procedure for Persons seeking 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. Pay all tuition/boarding/miscellaneous/registration fees required for enrolment.

Procedure for Student Loan Bureau (SLB) loan recipients

Student Loan Bureau (SLB) loan recipients, will be granted financial clearance, once their loans have been approved and communication has been received by the University electronically. The SLB covers **tuition and assessment fees ONLY**.

Note:

SLB will only pay for the maximum number of credits for each level. Students are required to check that the number of credits for each semester does not exceed the amount approved by the Bureau. Should they exceed agreed amount, student will be required to pay the difference. Additionally, SLB does not cover the cost for pre-university modules.

Students should therefore be guided by the following steps:

1. Generate fee breakdown.
2. Pay all miscellaneous/registration fees required for enrolment (SLB covers Tuition and Exam fee only)
3. Check student Inray for message.
4. Complete the enrolment steps
5. Follow up with the SLB to ensure that all guarantors' documents have been submitted.
6. Ensure that payments are made to the University by the Student Loan Bureau.

Procedure for Staff member /Sponsored Students/Scholarship recipients/Co-dependents of UTech Staff member

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

1. Submit your fee breakdown to the UTech Human Resource Department located on the Papine Campus for approval.
2. Information will be transmitted electronically to the Students Receivable unit by HR department for update to your account.
3. Pay all tuition/miscellaneous/registration fees required for enrolment:

If you are a sponsored student/receiving scholarship, you need to:

1. Proceed to the Financial Aid Office located on the Papine campus with the fee breakdown.
2. Pay all tuition/miscellaneous/registration fees required for enrolment.
3. Check student in tray for message.

General Payment Procedure

Make the necessary/required payments via any of the following available options:

Payment at NCB



1. If payments are being made via any branch of NCB the following are required:
 - i. UTech Fee breakdown (Tuition/Boarding Invoice) with Student's Name, ID Number and amount to be paid.
 - ii. A completed regular NCB Deposit voucher with the following details:
 1. UTech's Account Number:
 - a. **371360247 (JAS Payments ONLY) OR**
 - b. **376089223 (US\$ Payments ONLY)**
 2. Student's Full Name
 3. Student's Identification Number
 4. The name of the person making the payment must be written in the section "**PAID IN BY _____**"
 5. "**UTech School Fee Payment**" must be written at the section "**ACCOUNT NAME _____**"
 6. Include the amount being paid.
 7. Indicate the type of payment being made i.e. "**Tuition Payment**" OR "**Boarding Payment**"
2. Via Tele-Midas at 1-888-622-3477-8 or by via E-Banking online at www.jncb.com (NCB Customers ONLY) providing the following information where applicable:
 - a. UTech's Account Number:
 - i. **371360247 (JAS Payments ONLY) OR**
 - ii. **376089223 (US\$ Payments ONLY)**
 - b. Student's Full Name
 - c. Student's Identification Number
3. Payments can be made via Wire-Transfer (from any bank that supports this facility) using the following information:
 - a. UTech's Account Number:
 - i. **376089223 (US\$ Payments ONLY)**
 - ii. **371360247 (JAS Payments ONLY)**
 - b. SWIFT CODE: JNCB JMKX
 - c. Student's Full Name
 - d. Student's Identification Number
 - e. Indicate the type of payment being made i.e. "**Tuition Payment**" OR "**Boarding Payment**"

Note: The above information should be indicated on the wire-transfer information and a copy of completed transaction faxed to Fax #: 970 – 2302

Payment at Paymaster



Provide the payment representative with the following information:

Student identification card or Number

Student Full Name (First, Last, Middle)

Amount being paid

Indicate that payment is being made to **“UTech”**.

Note: The above detail SHOULD be printed on the receipt when the transaction is completed.

Payment at Bill Express



Provide the payment representative with the following information:

Student identification card or Number

Student Full Name (First, Last, Middle)

Amount being paid

Indicate that payment is being made to **“UTech”**.

Note: The above detail SHOULD be printed on the receipt when the transaction is completed.

Online Payment via UTech’s Website

Payments can be made via the university’s website via the ‘Online Services’ section. Payments via this method are possible with any of the following:

- Keycard
- Visa
- MasterCard

Upon payment a confirmation email will be sent to you as receipt of your payment.

Financial Clearance

Students will receive messages to their portal to inform them of their registration status. You should monitor your portal ‘Intray’ for messages regarding financial clearance. If after two clear working days following fee payment a financial clearance message does not appear in the ‘Intray’, please contact Students Receivables by email: recaccounts@utech.edu.jm. The notification message you will receive in your Intray 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.”

Please pay special attention to the instructions displayed which indicates there is a problem with your registration. Follow the recommended actions. You cannot be registered unless:

- the requisite fees have been paid
- financial clearance approval is given electronically based on your invoice and payment agreement.

ENROLMENT STEPS

1. After your fees have been paid, return to the UTech Student Portal using the new password you had previously created.

The Accounts Department would have now updated your account to Financial Clearance. A message will be sent to your In-tray located on your Home page of the Student Portal. This will allow you to proceed with your online enrolment.

Enter your log-in details here:

For UTech Students Only: Enter your ID number for your username. If you are logging on for the first time, please use your date of birth as your password. The new date format is ddmmyy without the slashes. Eg: 130773

Username:

Password:

If you have forgotten your password please enter your username above and then click the link below to have a new password emailed to you.

2. '[Click here to enrol](#)' located under the Action column in your In-tray. Click on the link, **READ** and follow the instructions to complete your enrolment.

	Status	From	Received	Subject	Action
☑	UnRead		16/Jun/2013	Enrolment for the 2012/3 SEM3 Session - BACHELOR OF BUSINESS ADMINISTRATION	Click here to enroll
☑	UnRead		30/Nov/2012	INT1001 Examination Schedule Changes	Read
☑	UnRead		30/Nov/2012	Graduation Ceremony in Montego Bay	Read

3. After completing the enrolment steps click on **I Agree** to accept the University's regulations and policies. You have successfully completed all your on-line enrolment steps. The system will redirect you to the UTech Student Portal Home page.
4. Click on the icon that states Student. Click on the link that states View Class Timetable located beneath the **Student Actions** column.
5. You will be directed to a screen entitled 'Report Parameters' as shown below. Enter start date in the format ddmmyy (e.g 310809) and timeframe for your weekly timetable.

Report Parameters

Report Parameters are entered on this page.

Run Student Timetable

Please complete the report options and click the 'Run Report' button.

Enter start date:	<input style="width: 90%;" type="text"/>			
Number of weeks:	<input style="width: 90%;" type="text"/>			
	<input style="width: 90%;" type="text"/>			

Run Student Timetable

Please complete the report options and click the 'Run Report' button.

6. After printing your personalized timetable, you can now log out of the system.
7. Proceed to the medical centre to submit your medical form or to make arrangements for the medical to be completed by the UTech Practitioner at the Papine campus. **Failure to complete your medical will bar you from being a beneficiary of the health scheme and you will not be officially registered.**
8. Boarding applicants are asked to visit the Accommodations Department before proceeding to the Department of Safety and Security to process your identification.
9. Proceed to the Department of Safety and Security located on the ground floor of the main Administration building of the University to process your identification card. (See opening hours below).
10. Collect your student Handbook at the Office of Admissions and Enrolment Management.
11. You are now a registered student of the University.

THE DEPARTMENT OF SAFETY AND SECURITY OPENING HOURS

Mondays, Tuesday and Fridays	8:00 am – 4:00 pm
Thursdays	12:00 noon – 8:30 pm
Saturdays	10:00 am – 3:00 pm
Wednesdays	CLOSED



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Computer Help from your Friendly How-To Geek

**Remember if you're having difficulties
you can contact the UTech Call Centre.**