

## Frequently Asked Questions

### **What is Academic Advisement?**

- Academic advisement is a structured support system available to every student when making important academic decisions related to his/her course, electives, and academic progress in general.

### **Who is a Registered Student?**

- *A student (advisee) will be considered “registered” when he or she has:*
- Accepted the offer of admission
- Paid the commitment fee by the stipulated date
- Selected Modules (Using Module Selection Guide)
- Paid all fees and charges prescribed by the University by the stipulated date
- Agreed to the terms and conditions governing the University

### **What is my responsibility as a student/advisee?**

- *Students (Advisees) are required to:*
- Access and read information provided in the Student Handbook and be familiar with the policies, guidelines and expectations
- Be knowledgeable of your degree requirements, and other college policies and procedures
- take an active role in the development of meaningful academic goals
- Establish communication with your assigned advisor, and arrive prepared and on time for advisement appointments
- Seek assistance when navigating issues surrounding a module /course ( academic demands, withdrawal from a module/course, leave of absence)
- Be aware of all college deadlines, i.e. withdrawal date, transfer application deadlines, appeal deadlines, etc.

### **Who is an Academic Advisor?**

- An academic advisor is a full-time lecturer from the Academic Unit (College/Course of study) within the University.

### **What services does the Academic Advisor offer?**

- *Advisors offer a wide range of services such as:*
- Organizing an initial meeting with advisees to exchange contact information and explain the academic advisement process, regulations and services offered by the College/University
- Providing guidance related to academic problems considering University expectations, policies and procedures
- Providing assistance in deciding how to meet the demands of your course and modules
- Advising students on the selection of appropriate modules to successfully complete the course of study in a timely fashion
- Evaluating and monitoring students’ academic progress
- Promoting student development and growth by assisting students in assessing their interests, abilities, and short- and long-term educational goals
- Helping students explore academic options and career pathways
- Empowering students to become self-sufficient and independent learners through the creation of academic schedules that allow them to balance academic and personal responsibilities

### **What can I discuss with my academic advisor?**

- **General University Matters** – Add/drop, Registration, Transfer of credit or academic records, Grade point average/grading policy, Financial status, Services provided by Institution e.g. financial, Counseling etc., Leave of absence, Withdrawal from module/Course of Study, Request for Transfer, Grade forgiveness, Independent study
- **Course of Study Matters** – Module Diet, Selection of modules, Clashing of module(s), Failure of module(s), Redo of module(s), Elective(s), Academic probation

### **How can I get information about my academic advisor?**

- You can view the name of your assigned academic advisor on your Student Portal!
- You can also get this information from the College Office by speaking with the Student Affair Representative(s).
- You can also contact the academic advisement unit of the College or one of the representatives from your school.

### **How am I assigned an academic advisor?**

- As a student you are randomly assigned to an academic advisor by the College academic advisement Unit. That Lecturer will continue to be your advisor throughout your academic career in the University.

### **Can I change my Academic advisor?**

- Sometimes, an issue of incompatibility may arise between advisors and advisees. In such case, either the advisor (lecturer) or the advisee (student) may request a change by completing a form available in your school office or on the UTech, Jamaica website. You can also email the advisement unit of the college to request the form.

### **What can I do if I am placed on academic probation?**

- It is important that advisees on academic probation report regularly to their Academic Advisor.
- The student should meet with his/her Academic Advisor to discuss issues or challenges that have placed him/her on academic probation, or are likely to place him/her on academic probation.
- The Academic Advisor will then discuss the possible solutions with the advisee and decide on a plan of action to address the challenge(s). The Academic Advisor will also discuss with the advisee how he/she plans to re-do any failed modules.

## Speak with a Student Affairs Representative (COHS Main Office)

### Ms. Tanique Soares:

Email:  
tanique.soares@utech.edu.jm  
Ext. 3794

### Ms. Kareen Facey:

Email:  
kareen.facey@utech.edu.jm  
Ext. 3795

Email us: **CAAU@utech.edu.jm**

***We are here to Serve you!  
Speak with us Now!***

## Speak with an Advisement Representatives from your School

### School of Allied Health and Wellness (SAHW)

#### Prof. Sonia Richards-Malcolm:

Email: soanrichmalcolm@utech.edu.jm; Ext. 3788

#### Mrs. Valdean Davis-Harris:

Email: valdean.davis-harris@utech.edu.jm; Ext. 2321

#### Ms. Lisa Scarlett:

Email: lscarlett@utech.edu.jm; Ext. 3471

#### Ms. Gillian Mignott:

Email: gmignott@utech.edu.jm; Ext. 3451

### Caribbean School of Nursing (CSN)

#### Western Campus (Montego Bay)

- Mr. Abubakar Usman:

Email: Abubakar.Usman@utech.edu.jm; Ext. 2754

#### Main Campus (Papine)

- Mrs. Deneise Walters:

Email: deneise.walters@utech.edu.jm; Ext. 3240

- Ms. Sophia Smith:

Email: sophia.smith@utech.edu.jm; Ext. 3244

### School of Pharmacy (SOP)

#### Dr. Peta-Gaye Thomas-Brown, Committee Chair:

Email: pthomas-brown@utech.edu.jm; Ext. 3456

#### Dr. Stephanie Mullings:

Email: Stephanie.mullings@utech.edu.jm; Ext. 3453

#### Mrs. Tieca Harris Kidd:

Email: tharris@utech.edu.jm; Ext. 3782

University of Technology,  
Jamaica  
(UTech, Ja)

College of Health Science  
(COHS)

**Academic Advisement  
Unit (CAAU)**

***Do you have academic issues or  
questions?***