



SECTION 7
Appendices

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APPENDICES

CONTENTS

Appendices	Page
APPENDIX 1 - Semester Calendar 2008/20089	99
APPENDIX 2 - Important Dates	100
APPENDIX 3 - UWI, Mona Campus Taxi Regulations	101
APPENDIX 4 - Important Points to Remember	102
APPENDIX 5 - Directory of Telephone Numbers	103
APPENDIX 6 - Web Sites and E-Mail Addresses	104

APPENDIX 1

SEMESTER CALENDAR 2008/20089

SEMESTER I (2008)

Semester I	Begins August 24, 2008
Teaching Starts	September 01, 20078
Teaching Ends	November 28, 20078
Examinations Begin	December 01, 2008
Examinations End	December 19, 2008
Semester I Ends	December 19, 2008

SEMESTER II (2009)

Semester II Begins	January 25, 2009
Teaching Starts	January 26, 2009
Teaching Ends	April 24, 2009
Examinations Begin	April 27, 2009
Examinations End	May 14, 2009
Semester II Ends	May 14, 2009

* Students who obtained Financial Clearance and Registrar's Approval for Semester I only must complete registration for Semester II.

APPENDIX 2

IMPORTANT DATES FOR STUDENTS TO NOTE

SEMESTER I 2008-2009

Aug. 24, 2008	Semester I starts	Tuition & Miscellaneous Fees (and Hall Fees, if applicable) are due.
Aug. 25 - Aug. 29, 2008	Normal Registration Period	Registration not complete until all tuition and miscellaneous fees are paid.
Sept. 1 - 5, 2008	Late Registration Period	\$1,000 Penalty for late registration.
After Sept. 5, 2008	Extraordinary requests for late Registration and late adjustments to registration (add/drop)	Allowed only if approved by Academic Board. Late fines will be charged by Academic Board.
Sept. 30, 2008	Final Date for payment of Semester I tuition fees or to be sent on Compulsory Leave of Absence	Sent on Compulsory Leave of Absence unless a payment schedule had previously been agreed to in writing with UWI.
Oct. 3, 2008	Final date for Leave of Absence (LOA) applications	A late request fine will be charged after deadline date. Tuition refund allowed only as under the Refund Policy on Pages 54 - 55.

SEMESTER II 2008-2009

Jan. 25, 2009	Semester II Starts	Tuition Fees (and Hall Fees, if applicable) due.
Jan. 26-30, 2009	Normal Registration Period	Registration not complete until all tuition and miscellaneous fees are paid.
Feb. 2 - 6, 2009	Late Registration Period	\$1,000 Penalty for late registration.

APPENDIX 3

THE UNIVERSITY OF THE WEST INDIES, MONA

NOTICE

The University of the West Indies Mona wishes to advise that in accordance with the Mona Campus Security Act 2002, Finance and General Purposes Committee, Mona has agreed that measures should be implemented to streamline and control taxi service on the Campus, and that effective August 13, 2007:

- 1) Only authorized taxis will be allowed to offer service on the Mona Campus.
- 2) The only taxi operators authorized to offer service on the Mona Campus are Corporate Area Taxi Association and JUTA Taxis.
- 3) Staff, students and visitors to the Campus using unauthorized taxis will have to make their own arrangements to be transported from the gates to their destination on Campus.
- 4) A Corporate Area Taxi Association dispatcher can be reached at 899-8846 and 489-1884.
- 5) A regular updated list of authorized taxis will be made available to the campus community.
- 6) Telephones will be available at the gate for staff and visitors to the Campus to call Corporate Area Taxi Association if needed.
- 7) Staff members who have special cases with respect to other taxi operators are asked to contact Dr. Steve Weaver at UWI School of Nursing, Mona or steve.weaver@uwimona.edu.jm.
- 8) The UWI Mona Campus is not responsible for the operations of Corporate Area Taxi Association and does not assume responsibility for use of the taxi service.

The University of the West Indies
Mona Campus
August 8, 2007

APPENDIX 4

IMPORTANT POINTS TO REMEMBER

Remember to bring your Offer Letter to Registration.

Scholarship holders are asked to keep their scholarship offer letters at hand for registration.

All students are reminded of their responsibility to honour their financial obligations to the University in accordance with the specified payment deadlines.

All fees must be paid in advance of registration.
Always carry your ID card while you are on campus.

Should you lose your ID card, immediately contact the HR Division for advice on arrangements for the issue of a new card.

All late requests for Leave of Absence or Adjustments will attract a fine.

The Health Scheme will require the use of a swipe card and the student identification card to access services.

Campus Pipeline E-mail
Username: **9 digit UWI ID #**
Password: **Your date of birth (DDMMYY).**

If you do not write an examination you will be deemed to have failed unless you have your Faculty's permission to withdraw from that examination.

Check your Faculty and Registry Notice Boards regularly.

View your records, that are available online, regularly to ensure that they are accurate and up to date.

APPENDIX 5

DIRECTORY OF TELEPHONE NUMBERS

All Telephone Extensions can be reached through the UWI Exchange 927-1660-9.

ADMINISTRATIVE OFFICES	Direct Line/ Fax	Extension
Admissions	935-8651/ 935-8704/ 927-2779	2651; 2287; 2947
Customer Service Department, Bursary	977-9069	2253; 2252, 2866; 2870
Examinations	935-8272	2272; 2316
Sports Unit	702-4473/ 935-8229	2229
ID Processing Unit at the HR Division	927-2702/ 970-2071/ Fax: 970-2072	2305; 2356; 2406; 2680
Mona Information Technology Services (MITS) – Help Desk	935-2992-3/ 927-2148/ 935-8993	2982, 2992-3, 2093
Office of Placement & Career Services	927-1650	2224; 2332, 2378
The UWI Mona Lions Club Centre for Students with Special Needs	935-8549	2549
Office of Student Financing	935-8315/ Fax: 702-4647	2670, 2851, 2650, 2315, 2946-7, 2939, 2948
Office of the Director of Student Services	977-3880	2541; 2546-7, 2851
Public Relations Office, Mona	977-5941/ 977-7346/ Fax: 977-6669	2348, 2692
Student Accommodation Office (Lodgings)	702-3493	2248
Student Records Unit	970-4472/ 935-8856	2856; 2747; 2126
Student Administrative Service (SAS)	512-3733/ 512-3753	3734; 3735; 2736, 3738/9, 3756

BANKS	Direct Line/ Fax	Extension
• National Commercial Bank, University Branch	927-1898/ 927-1057/ Fax: 927-1523	2264
• Scotia Bank, University Branch	702-2518/ 702-2518/ 702-2522/ 702-2523 Fax: 702-2514	
BOOKSHOP	977-1401/ 702-2304/ 702-2305/ fax: 702-2303	2269, 2325
CHAPEL (University Chapel)	935-8317/ 935-8496	2301, 2537, 2540
COMMERCIAL SERVICES		
Campus Travel	977-9969/ 970-2779/ Fax: 977-4965	
Hi-Lo Mini Mart	977-0295	2171
Salon Splurt	977-1438	2173
COUNSELLORS (Health Centre)	927-2520/ 970-0017	2270; 2370
CREDIT UNION	927-2211/ 935-8360/ 935-8766-8/ Fax: 970-1832	2360; 2766-8
FACULTY OFFICES		
Humanities & Education	977-3659/ 970-1666	2365
Law	927-1855	2405
Medical Sciences	927-1297/ 927-2556/ 977-2565	2245, 2481, 2475; 2478-9
Pure & Applied Sciences	977-1785	2401; 2961; 2962
Social Sciences	977-0640/ 927-2592	2220-2

FOOD SERVICES	Direct Line/ Fax	Extension
Kentucky Fried Chicken	970-1186	-
Pages Café	970-2370	-
Social Welfare Training Centre Cafeteria	977-7321	
Juici Patties	970-2292	-
VI-Hope	977-6822	-
GUILD OF STUDENTS	702-2463	2168; 2463
Dayton Campbell, President	369-7622	2168; 2463
Kwame Thomas, VP Properties & Special Initiatives	799-3225	2168; 2463
HALLS OF RESIDENCE		
A.Z. Preston	977-6721-3/ 977-6808	2411
Chancellor	927-2780	2387; 2183
Irvine	927-2793-4	2343; 2347; 2443
Mary Seacole	927-2546	3168, 2452; 2483-4
Postgraduate Housing Complex		
Block A		2326
Block B		
Block C		2338
Rex Nettleford	977-0214; 977-6083	2130-2
Taylor	927-2533	2386; 2375-6

HEALTH CENTRE	927-2520	2270; 2370
LIBRARY		
Main Library	935-8294/ 935-8369/ 935-8479/ 512-3568 512-3568	2294; 2296; 2369; 2479, 3568, 3569
Medical Library	927-1073	2438; 2437
Science Library	927-1068	2202-3
POST OFFICE (Mona Post Office)	977-0651	
SECURITY (Mona Police Post)	927-2298	2331; 2310
STUDENT SERVICES MANAGERS	(See Halls of Residence)	
THE PHILIP SHERLOCK CENTRE FOR THE CREATIVE ARTS	927-1456; 927-1047; 977-9770/ 927-1935	Fax: 2383
· • Music Unit	-	2428

APPENDIX 6

THE UNIVERSITY OF THE WEST INDIES

WEB SITES & E-MAIL ADDRESSES

The University of the West Indies

<http://www.uwicentre.edu.jm>

This site includes:

- Information About UWI
- The Contributing Territories
- Links to the three UWI Campuses
- Undergraduate Studies
- Graduate Studies
- Academic Diary
- Scholarships, etc.

The University of the West Indies, Mona Campus

<http://www.mona.edu>

This site includes:

- Faculties and Academic Departments
- Academic Centres and University Support Units
- Academic Facilities Halls of Residence
- Staff Information

- Student Information
- Special Activities
- Useful Internet Guides
- Campus Wide Information Services
- Internet Resources
- The University Library

Student Records Unit

<http://srs.uwimona.edu.jm:1104>

This site includes:

- Online Registration
- Academic Records
- Timetables
- Course Offerings
- Verify and/or Change your Address
- Registration Guidelines
- Tuition & other Fee Schedules

The Office of Student Financing

<http://www.mona.edu/osf>

Provides information on the programmes of financial assistance which are available at the Mona campus of the University of the West Indies

The University Library

<http://www.library.uwimona.edu.jm:1104/>

Web site for the library at the University of the West Indies, Mona, Jamaica.

The Credit Union

www.monacreditunion.com.jm

Web site for the UWI (Mona) & Community Co-op. Credit Union Ltd.

E-Mail Addresses

Admissions	admissns@uwimona.edu.jm
UWI (Mona) & Community Co-op. Credit Union Ltd.	credit@uwimona.edu.jm
ID Processing Unit (The Personnel Office)	personl@uwimona.edu.jm
The Library	manlibry@uwimona.edu.jm
MITS Help Desk (Mona Information Technology Services)	helpdesk@uwimona.edu.jm
Office of Student Financing	stufinc@uwimona.edu.jm
The Office of Placement and Career Services	placemnt@uwimona.edu.jm
The Public Relations Office	proffice@uwimona.edu.jm
Department of Sports	sports@uwimona.edu.jm uwisports@yahoo.com
Student Records Unit	registry@uwimona.edu.jm
UWI Web Site	webadmin@uwimona.edu.jm

REMINDER

CHECK YOUR RECORDS ONLINE TO ENSURE THAT THEY ARE ACCURATE AND UP-TO-DATE.