



The University of the West Indies
Cave Hill Campus



NEW STUDENT'S HANDBOOK
2011-2012



THE UNIVERSITY OF THE WEST INDIES

OUR MISSION

UWI's mission is to unlock West Indian potential for economic and cultural growth by high quality teaching and research aimed at meeting critical regional needs, by providing West Indian society with an active intellectual centre and by linking the West Indian community with distinguished centres of research and teaching in the Caribbean and overseas.

UWI recognises that as a regional university supported by the West Indian peoples, and as the sole local organ equipped to meet local requirements and to relate its own developmental programmes to them, it should give priority to regional needs

CONTENTS

3 WELCOME

13 ADMINISTRATION

21 STUDENT AFFAIRS

29 REGULATIONS

37 UNDERGRADUATE AND GRADUATE
ORIENTATION AND REGISTRATION

49 ESSENTIALS FOR NEW STUDENTS

57 FINANCIAL INFORMATION

77 ACADEMIC SERVICES

85 CAMPUS RESOURCES

97 THE GUILD

105 GENERAL INFORMATION

113 APPENDICES

123 INDEX

127 CAMPUS MAP

THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

This handbook is intended as a general introduction to the regulations of the UWI and the facilities and services available to you as a registered student at the UWI, Cave Hill Campus.

Faculty handbooks, the Code of Principles and Responsibilities and relevant regulations booklets are provided as separate publications.

If you have any questions or queries, you may contact any of the relevant persons listed below.

Deans or Deputy Deans

Directors of Institutes

Campus Coordinator for the School for Graduate Studies and Research
(Graduate Students)

Your Head of Department

Senior Assistant Registrar
(Graduate Studies - Graduate Student Admissions)

Assistant Registrar
*(Student Affairs – Undergraduate Student Admissions,
Summer School, Recruitment)*

Senior Assistant Registrar
(Examinations, Records & Scholarships)

Director of Student Services

Halls Administrator, Halls of Residence

All telephone extensions in this Handbook
can be reached through the
UWI PBX: (246) 417-4000
www.cavehill.uwi.edu



The Pavilion, 3Ws Oval



New Administration Building



Medical Sciences - Administration



Dept. of Biological and Chemical Sciences



Sagico Centre for Lifelong Learning



The Errol Barrow Centre for Creative Imagination



School for Graduate Studies and Research



Office of Student Services



CLICO Centre for Teaching Excellence



Department of Management Studies



Faculty of Humanities and Education



Medical Sciences - Laboratory and Teaching Complex



THE UNIVERSITY OF THE WEST INDIES

THE ARMS OF THE UNIVERSITY

The arms of the University consist of a shield and a crest. The background of the shield is the sea represented by blue and white wavy lines on which is an open book. The upper part of the shield is red with a lion to show the connection with the Crown. This is the lion borne by H.R.H. Princess Alice, Countess of Athlone, appointed by King George VI to be the first Chancellor, so that this appointment is recorded forever in the Arms of the University.

The crest is the brown Pelican which fishes in its prehistoric fashion along the coast of all the Caribbean Lands: the Pelican is a symbol of care for the young because of the medieval, but untrue, belief that it punctures its breast to feed its young on its blood. It is also used as a crest by the Corpus Christi Colleges of Oxford and Cambridge.

The motto is:

“Oriens ex Occidente Lux:
A Light Rising from the West”

MESSAGE FROM THE VICE-CHANCELLOR



Professor E. Nigel Harris
Vice-Chancellor

I am very pleased to extend a very warm welcome to each one of you, our new students. You have made the choice to join a large extended family spread across four campuses, encompassing sixteen countries, a student body of more than forty-six thousand and a staff complement of more than five thousand.

It is our hope that this phase of your life will be a rich and meaningful one and that we can guide you in knowledge discovery in your chosen discipline. One of our goals is to provide you with a broad appreciation of the region and the diverse cultures that comprise it and the world in which you live. I extend a special welcome to our students from the UWI-12 countries who have joined the traditional campuses (Cave Hill, Mona, St Augustine) and the Open Campus. We are making special efforts to meet the educational needs of your countries and your presence in our extended family signals the ongoing faith that our Governments have in the UWI and their commitment to developing their people.

The next few years will be full of exciting new challenges and you will be responsible for determining how your academic career will evolve. There is a dedicated faculty to guide you through your programmes and a committed administrative staff who not only manage the daily operations of the campuses but are also involved in coordinating the many co-curricular activities – sports, debating, cultural clubs – that are in place to keep you engaged and involved in campus and university life. We encourage you to participate as fully as possible.

Each year, our new students inspire in us enthusiasm and hope. We face considerable challenges in ensuring that we deliver programmes of high quality and relevance to national and regional development. Our contributing Governments continue to be supportive through funds provided directly to the university and support to students. However, we are always mindful of the challenges they themselves face in meeting their many obligations and your University has been making efforts to diversify the funding base to complement the existing funding sources. You have a responsibility to ensure that the resources expended in your training are maximised as much as possible. Whether you are funded by your Governments, your families or yourselves, it is an investment in your future, in our collective future and we commit to providing you with the best that we can give to enable your success.

You are entering a rapidly changing world where certain jobs available today will be obsolete in 10 years time and jobs that will become available in 20 years have not even been thought about as yet. Hence, we recognise the need to make you lifelong learners with analytical, problem solving, communication, leadership and people skills that will enable you to thrive no matter the circumstances that exist in the future. The preparation which we wish to provide is as much about academics as it is about your physical and emotional development. Being able to adapt to a rapidly changing environment is an attribute that will stand you in good stead. Form good friendships and value them. Social networking extends beyond your years at University and some of the friendships you make will last a lifetime. Take good care of your health, do not be excessive and indulge in practices that can be harmful to your well-being and always be mindful and caring of others around you.

I look forward to opportunities to interact with you during the course of your study and beyond! My very best wishes for a wonderful UWI experience!

Welcome!

Professor E. Nigel Harris

Vice-Chancellor

The University of the West Indies

MESSAGE FROM THE PRINCIPAL

It is my greatest pleasure to welcome you, our new students into the University and Campus family, and our returning students to the new academic year at the Cave Hill Campus. As a part of a regional University committed to the preparation of the future leaders of the Caribbean and indeed of the world, we are also extremely pleased to welcome our regional and international students to the Campus.

We also welcome you into our extensive alumni community whose members may be found throughout the world and in all fields of endeavour. Like all communities, we have a culture informed by distinct values. During your sojourn at Cave Hill you will hear us speak about leadership, service to others, integrity and strength of character, setting goals and thriving to achieve them. You, the young men and women entering our campus, representing some of the finest talent in the region, have already demonstrated many of these characteristics. The Cave Hill Campus salutes what you have accomplished to date, and, celebrates the promise you represent of even greater accomplishments in the days and years ahead.

As part of our commitment to excellence, Cave Hill, with its sister campuses, has entered into the process of institutional accreditation. Accreditation, simply defined, is a process by which an educational institution is evaluated in order to gain official recognition as having met pre-determined criteria or standards. Through accreditation, the Campus is seeking to ensure that it continues on course to achieve the UWI's vision of being an innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, and committed to creating the best possible future for all our people.

During your stay at Cave Hill, I wish to strongly encourage you to prepare yourselves to compete in a rapidly changing and complex world. Immerse yourselves fully in your academic studies, develop your research and communication skills, be open and receptive to new information, be both a leader and a good team player, become comfortable with the technologies available, learn from your teachers and peers but strive to become an independent, flexible and lifelong learner. Expand your horizons and develop your talents by participating in the rich cultural life of the Campus. Seek to invest in your future by enhancing your entrepreneurial skills through the Student Entrepreneurial Empowerment Development (SEED)



Professor Sir Hilary Beckles

Pro-Vice-Chancellor and Principal

Programme; experience the world through our international Exchange/Study Abroad and service-learning programmes, and explore opportunities to mix academics and sports through the wide range of activities provided through the *Academy of Sport Cave Hill* which builds on our growing national recognition in areas such as cricket, chess, netball, hockey, volleyball and football.

Undoubtedly, the next few years will bring many challenges, be they financial, academic or personal. It is an abiding truth that through adversity we develop resilience and strength of character. Strive to create strong, supportive friendships and seek to balance work with play and pray. Develop a world vision but remember to be grounded in service to family, community and nation.

I wish you the very best in all your endeavours.

Professor Sir Hilary Beckles

**Pro-Vice-Chancellor and Principal
Cave Hill Campus**



A WELCOME MESSAGE THE PRESIDENT, GUILD OF STUDENTS, 2011-2012

My esteemed colleagues, it gives me great pleasure to welcome you to this prestigious institution of higher learning. As you embark on a new chapter in your academic pursuit, be assured that the Guild of Students will be there to assist you in this endeavour.

It is the mandate of the Guild of Students 2011-2012 to dutifully address the welfare of our students and to instill within our colleagues a sense of regional and national patriotism. I am certain that your brilliant minds are the future of our unique and dynamic region, and as such we must forge bonds, strengthening our position as one people thriving in a global environment. Let this generation of intellectuals invoke a spirit of unity that is blind to nationalistic, racial and other trivial differences.

The founding fathers of this innovative, internationally competitive, and contemporary University, envisioned an institution rooted in the values of the Caribbean people, one which nurtures and promotes the many talents of our ingenious young men and women. To this day, our University has lived up to this vision and mission, but we must ensure continuity in this regard. Strive for nothing less than excellence in all that you do. Inspire your colleagues and assist those around you as we build our circle of love, tolerance and appreciation for one another.

Integration is paramount to the survival of our region, therefore we must condition our minds here and now to ensure that regionalism has a true manifestation. This is your opportunity to contribute to our Caribbean identity and the development of our region.

I implore you to be proud of who you are and place value on the sacrifices of your loved ones and countries and make this experience worthwhile. The journey ahead is one with many trials and tribulations, but we are a resilient people and failure is never an option. First we believe, and in time abstract thoughts will become tangible achievements. There will be difficulties and differences, but together we will emerge victorious. You are now stakeholders of a Caribbean legacy and must ensure its continued success. I invite you to make your mark of excellence, take your place amongst the region's elite; colleagues welcome to the home of champions.

Odwin Trenton

President

Guild of Students

Cave Hill Campus

Cave Hill Campus
New Administration Building



THE UNIVERSITY OF THE WEST INDIES, CAVE HILL CAMPUS *in brief*

The University of the West Indies (UWI) is a regional university serving the English-speaking Caribbean countries of Anguilla, Antigua, Barbados, Belize, Bermuda, Dominica, Grenada, Jamaica, Montserrat, Federation of St. Kitts and Nevis, St. Lucia, St. Vincent, The Bahamas, The British Virgin Islands, The Cayman Islands and Trinidad & Tobago. The University of the West Indies also serves Guyana in the Faculties of Medicine and Law. Apart from its three main campuses in Jamaica, Trinidad & Tobago and Barbados, the University Open Campus maintains centres in the Bahamas and in the participating UWI-12 countries.

The University started in Jamaica in October, 1948 as the University College of the West Indies, in a special relationship with the University of London. It was subsequently granted University status in 1962. In the following year Colleges of Arts and Sciences were established at St. Augustine in Trinidad and at Cave Hill in Barbados.

The Cave Hill Campus began in 1963 as the College of Arts & Sciences in temporary quarters at the Bridgetown Harbour (then familiarly known as the Harbour site). In August, 1967, the College moved to its present site at Cave Hill. With the establishment of the Faculty of Law in 1970, the name of the College was changed to the Cave Hill Campus of The University of the West Indies. It maintains close relationships with Codrington College (founded 1745) just 22.5 km away, and the Caribbean Institute of Meteorology and Hydrology (CIMH), both affiliated institutions of The University of the West Indies.

The main Campus is currently located on 47 acres of elevated land which the UWI holds on long-term lease from the Government of Barbados. The site overlooks the island's capital and principal commercial centre, Bridgetown, which is just five miles away. Cave Hill itself is a relatively new and expanding suburban community. Nearby is the St. James coast, one of the country's principal tourist zones.

The Campus was originally designed to accommodate about 500 students. The present enrolment is approximately 8,900. The physical expansion has taken place in a manner sympathetic to the original architectural design of low-rise buildings, simplicity and orderliness. This, combined with the scenic attractiveness of the site, and the relatively small size of the University community has resulted in an atmosphere of intimacy and friendliness which is immediately felt by visitors to the Campus.

The Government of Barbados recently granted an additional 33 acres of land contiguous to the existing campus, which the University is currently in the process of developing. The School for Graduate Studies Teaching Complex and the new FIFA Rated football field are located on this site. Within the academic year 2011/12 development on this site will continue.

BARBADOS *in brief*

- Barbados is the most easterly island of the Caribbean island chain. The closest islands are St. Vincent & the Grenadines and St. Lucia which are located to the west, and Trinidad and Tobago located to the south. Barbados is located approximately 2,573km (1,600 miles) southeast of Miami, Florida.
- The island is 430 sq. km (166 sq. miles), measures 33.79km (21 miles) long by 22.53km (14 miles) wide and is divided into eleven parishes. The capital city, Bridgetown, is located in St. Michael. Historic Bridgetown and the Garrison area were designated a World Heritage Site in June 2011.
- Barbados falls within the Atlantic time zone. The standard time is Greenwich Mean Time minus four hours. Barbados has no daylight saving time.
- Barbados is largely made up of coral formation, with a terrain that is generally flat, except for the hilly and rugged Scotland district in the north-east.
- Bounded by the Caribbean Sea and the Atlantic Ocean, Barbados enjoys north-east trade winds all year which help to keep the island cool. The climate is warm throughout the year, with a dry season from December to May, and a rainy season between June and November. The average temperature is 28 degrees Celsius (82.4 degrees Fahrenheit),
- Barbados was first inhabited by the Arawak Indians who migrated from Venezuela. It is believed that they inhabited the island from 350-400 BC. When the British arrived in 1625 they found the island uninhabited and they claimed it in the name of King James I. Two years later on February 17, 1627 the first settlement landed on the West coast of the island near what is now Holetown (formerly Jamestown).
- Barbados has been a sovereign independent state within the Commonwealth since 1966 when full independence was gained from Britain. However, ties to the British monarchy are still maintained through the Governor-General.
- The government of Barbados is a parliamentary democracy where the political party with the greatest representation in parliament forms the government. The leader of government is the Prime Minister, who selects a cabinet from party members in the legislature. The first leader of Barbados as a independent nation was the Right Excellent Errol Walton Barrow. The current Prime Minister is The Honourable Freundel Stuart, M.P.





CENTRE UNITS / OFFICES AND AFFILIATED BODIES AT CAVE HILL

The Campus offers **undergraduate** and **graduate** programmes in the Faculties of **Humanities and Education, Law, Pure & Applied Sciences, Social Sciences, and Medical Sciences**.

Apart from the above, the following Centre Units / Institutes / Offices are attached to the Campus:

- **The Sir Arthur Lewis Institute of Social and Economic Studies (SALISES)**
Director: TBA www.cavehill.uwi.edu/salises
- **Office of Research**
Pro-Vice-Chancellor, Research:
Prof. Wayne Hunte
- **The Caribbean Agriculture Research and Development Institute (CARDI)**
Head: Dr. Cyril Roberts
- **The Institute of Gender and Development Studies : Nita Barrow Unit**
Head (Ag): Ms Joan Cuffie www.cavehill.uwi.edu/gender
- **Shridath Ramphal Centre for International Trade Law, Policy and Services**
Director: Dr. Keith Nurse www.shridathramphalcentre.org

There are three institutions located in Barbados which are affiliated to the University of the West Indies.

- **The Cave Hill School of Business (CHSB):** Business School of The University of the West Indies offering Diploma, MBA and DBA degrees.
Director/CEO: Dr. Jeannine Comma www.uwichsb.org
- **Codrington College:** A Theological College offering the B.A., L.Th, M.A, M.Phil, and Ph.D. degrees of The University of the West Indies.
Head: The Rev'd Dr. Ian Rock
- **The Caribbean Institute of Meteorology and Hydrology (CIMH):** This Institute teaches the Applied Meteorology specialisation of the M.Sc. Natural Resource & Environmental Management degree under an agreement with the Caribbean Meteorology Council. CIMH also offers a Meteorology undergraduate degree.
Head: Dr. David A. Farrell www.cimh.edu.bb

ADMINISTRATION

OFFICERS OF THE UNIVERSITY OF THE WEST INDIES

Chancellor

Prof. The Hon. Sir George Alleyne

OCC, MD, FRCP, FACP (Hon),
DSc (Hon) *UWI*

Vice-Chancellor

Prof. E. Nigel Harris

BSc *Howard*, MPhil *Yale*, MD *Penn*, DM *UWI*

Chairmen, Campus Councils

Cave Hill

Mr Paul B. Altman JP

GCM, BCH, LLD

Mona

Dr. Marshall Hall

CD, BSc *Col*, PhD *Wis*

St. Augustine

Mr Ewart Williams

BSc, MSc *UWI*

Open Campus

Sir K. Dwight Venner

BSc, MSc *UWI*

Pro-Vice-Chancellors and
Campus Principals

Prof. Wayne Hunte

BSc, PhD *UWI*, (Post Doctoral
Fellow *Dalhousie, Canada*)

Prof. Ronald Edward Young

BSc, MSc *UWI*, PhD *St. Andrew*

Prof. Alvin Wint

BSc *UWI*, MBA *North Eastern*, PhD *Harvard*

Prof. Andrew Downes

BSc MSc *UWI*, PhD *Manchester*

Cave Hill

Principal

Prof. Sir Hilary Beckles

BA, PhD *Hull*

Mona

Principal

Prof. Gordon Shirley

BSc *UWI*, MBA, DBA *Harv*

St. Augustine

Principal

Prof. Clement SankatBSc, MSc *UWI*, PhD *Guelph*, MASAE,
MAPETT, FIAGreE**Open Campus**

Principal

Prof. Hazel Simmons-Mc DonaldBA, Dip. Ed. *UWI*, MA Ling, MA Dev Ed,
PhD *Stanford*

Deputy Campus Principals

Cave Hill**Prof. V. Eudine Barriteau**BSc *UWI*, MPA *New York*, PhD *Howard***Mona**

TBA

St. Augustine**Prof. Rhoda Reddock**BSc *UWI*, MSc *ISS*, PhD *AMST***Open Campus****Prof. Vivienne Roberts**BSc *UWI*, Dip Ed, MSc, PhD *UWI*

University Registrar

Mr C.W. ItonBSc *UWI*, LLM *Essex*

University Bursar

Mr Archibald CampbellBSc MSc *UWI*, FCA

University Librarian

Ms Jennifer JosephBA *UWI*, Dip Lib & Info Sci *UWI*, MS *Columbia*,
Dip Hum Res Man *UWI***The Deans of Faculties (see Page 19)**

CAVE HILL CAMPUS

The Central Administration of the Cave Hill Campus consists of the following members of staff:

The Principal &
Pro-Vice-Chancellor**Prof. Sir Hilary Beckles**BA, PhD *Hull*

Deputy Principal

Prof. V. Eudine BarriteauBSc *UWI*, MPA *New York*, PhD *Howard*

Campus Registrar (on leave)	Mrs Jacqueline E. Wade, JP BA <i>UWI</i> , MSc <i>Manc</i>
Campus Registrar (Acting)	Mrs Gail E. Carter-Payne BSc <i>London</i> , MBA <i>Heriot-Watt</i>
Campus Bursar	Ms Lisa A. C. Alleyne BSc <i>UWI</i> , FCCA, FCA, MBA <i>Oxford Brookes</i> , MCFI
Campus Librarian	Ms Elizabeth Watson BA <i>UWI</i> , MSc <i>Long Is</i> , FCLIP
Senior Assistant Registrar (Examinations)	Ms Betty Thorpe BSc <i>UWI</i> , MSc <i>UWI</i> , ACIS
Senior Assistant Registrar (Graduate Studies)	Mr Kenneth Walters BA <i>UWI</i> , MSc <i>Manc</i>
Senior Assistant Registrar (Records Management)	Mrs Sharon Alexander-Gooding BA <i>UWI</i> , MA <i>British Columbia</i>
Assistant Registrar (Admissions)	Mr Rommel Carter BA <i>UWI</i> , MBA <i>Hull</i>
Assistant Registrar (Human Resources) (ATS)	Ms Sandra E Grant BSc <i>UWI</i> , MBA <i>Surrey</i>
Assistant Registrar (Human Resources) (ASA)	Ms Anthea Hinkson BSc <i>UWI</i> , MSc <i>UWI</i>
Senior Assistant Registrar (Planning & Development)	Mr Owen Ellis BSc <i>UWI</i> , MSc <i>UWI</i>
Officer-in-Charge, Planning and Development	Ms Barbara Forde BSc <i>UWI</i> , MSc <i>York (UK)</i>
Assistant Registrar (Administration)	Mrs Jennifer Hinkson BA <i>UWI</i> , MSc <i>Sheffield Hallam</i>
Assistant Registrar (Secretariat)	Mrs Halda Davis-Woodroffe BA <i>UWI</i> , MA <i>UWI</i>
Executive Assistant to the Principal	Mrs Gale Hall BA, Dip Ed, MBA <i>UWI</i>
Business Development Officer	Ms Sonia Johnson BA <i>UWI</i> , MBA <i>Miami</i>
Communications Officer	Mr Chelston Lovell MJ <i>Carlton</i>
Marketing Officer and Regional Student Development Officer	Ms Janet Caroo MBA <i>UWI</i>
Campus Quality Assurance Coordinator	Mrs Koelle Boyce BSc (Hons), MEB <i>City</i>

Head Academy of Sport	Mr Horton Dolphin BA, Dip Ed <i>UWI</i> .
Director Academy of Sport	Mr Roland Butcher Dip. Sports Psychology
Director of Student Services	Mrs Harriett Yearwood BSc <i>UWI</i> , MSc <i>Carlton</i>
Director of Operations Campus IT Services	Mr Patrick Gill BSc <i>UWI</i> , MSc <i>Alta</i> , MBA <i>Phoenix</i>
Director, International Office	Dr. Anthony Fisher BA <i>CUNY</i> , MSc <i>Syracuse</i> , PhD <i>Syracuse</i>
Director of Security Services	Mr Oral Reid BA <i>UWI</i> , MA <i>Exeter</i> Dip. HRM
Health, Safety and Environment Officer	Mrs Nicole Sue BSc <i>UWI</i> , Msc <i>Newcastle</i>
Manager, Properties & Facilities	Mr Martin Warrington BSc <i>Leeds Met</i> , HND Cert. in Business Admin.
Educational Technologist (Instructional & Media Services)	Mrs Patricia Atherley BA <i>UWI</i> , MSc <i>Sheffield</i> , MEd <i>Southern Queensland</i>
Officer-in-Charge Law Library	Mr Carlyle Best BSc, Cert Pub. Admin, <i>UWI</i> ; MSc, <i>Pitt</i>
Halls Administrator	Mrs Patricia Reece-McComie Dip in Dietetics, Dip in Hotel Mid-Management, HND, MHCIMA, Cert. Ed.
Chief Information Officer	TBA

DEPARTMENTS & FACULTIES

Subjects and subject groupings are organised on a Departmental basis. Allied subjects or departmental groupings form a Faculty, each headed by a Dean. The Campus Coordinator performs the function of academic head of the School for Graduate Studies and Research on each campus.

The Deans and Directors of Campus academic units for the current year are as follows:

DEANS / DIRECTORS / CAMPUS COORDINATOR

Dean Humanities & Education	Prof. Pedro Welch BA <i>UWI</i> , MSc. <i>Bath</i> PhD <i>UWI</i> , Cert. Ed. Admin. <i>UWI</i>
Dean Law	Sen. The Hon. Prof. Velma Newton BA, MA, LLB <i>UWI</i> , FLA, Leg. Ed. Cert.

Dean Pure & Applied Sciences	Mr Peter Gibbs BSc <i>UWI</i> , Dip Ed <i>UWI</i> , MSc <i>Guelph</i>
Dean Social Sciences	Dr. George Belle BSc, MSc <i>UWI</i> , PhD <i>Manc.</i>
Dean Medical Sciences	Prof. J. Michael Branday MBBS <i>UWI</i> , Master of Surgery <i>UWI</i> , MSc <i>Wales</i> .
Campus Coordinator School for Graduate Studies & Research	Prof. Sean Carrington BSc <i>Edin.</i> , DPhil <i>York-UK</i>
Director Errol Barrow Centre for Creative Imagination	Prof. Gladstone Yearwood BA <i>NY</i> , MA <i>Ohio</i> , PhD <i>Ohio</i>
Director Centre for Resource Management and Environmental Studies	Prof. Robin Mahon BSc <i>UWI</i> , MSc, PhD <i>Guelph</i>
Director Shridath Ramphal Centre for International Trade Law, Policy and Services	Dr. Keith Nurse BA <i>W Ont.</i> Dip. Int. Relations, PhD <i>UWI</i> .
Director Chronic Disease Research Centre	Prof. Anselm Hennis MBBS <i>UWI</i> , MSc <i>UWI</i> , PhD <i>London</i> , FRCP, FACP
Director School of Education	Dr. Jennifer Obidah BA <i>CUNY</i> , MA <i>Yale</i> , PhD <i>Berkeley</i>

Each Faculty and Department has an office and at least one Administrative Assistant who assists with queries on any academic matter and arranges interviews with the Dean or Departmental Heads, as necessary.

ADMINISTRATIVE ASSISTANTS IN THE FACULTIES ARE AS FOLLOWS:

Humanities & Education	Mr Basil N. Maughan	Ext. 4386
Law	Ms Nicole Massiah	Ext. 4218
Medical Sciences - Pre-Clinical	Mrs Grace Ifill	Ext. 4264
Medical Sciences - Clinical	Mrs Judy Best	429 5112
Pure & Applied Sciences	Mrs Kay Browne	Ext. 4311
Social Sciences	Mrs Cynthia Layne	Ext. 4266





STUDENT AFFAIRS

The Student Affairs section is concerned with the welfare and interests of all students. It supervises admissions, registrations, examinations, records, grants and scholarships. Information on important issues from this section is placed on the **Registry's Notice Boards**. Students should consult these boards often. Additional notice boards are located in the Halls of Residence, outside the Libraries, in each Faculty, and in the Teaching Complex. During the academic year, an e-mail address will be allocated to each student and this will become the principal medium for official communication with students.

UNDERGRADUATE ADMISSIONS

Email: admissions@cavehill.uwi.edu

www.cavehill.uwi.edu/admissions

The Admissions Section of Student Affairs is responsible for the acceptance and processing of all applications, transfers and registration for undergraduate study at The University of the West Indies. This section of Student Affairs is located on the entry level (level 2) of the new Administration Building.

Assistant Registrar	Mr Rommel Carter	Ext 4119
Administrative Assistants	Mrs Deborah Knight Ms Maria Dodson	Ext 4122 Ext 4862
Secretary	Mrs Rosemary Belle	Ext 4119/4120
Help Desk Administrator	Ms Celia Boyce	Ext 4125
Customer Service	Ms Kathy-Ann Long	Ext 4130
Customer Service	Ms Neisha Applewhaite	Ext 4127

Faculty Clerks:

Humanities & Education	Ms Kathy-Ann Watson	Ext 4113
Law	Ms Tonya Watson	Ext 4124
Pure & Applied Sciences	Mrs Denise Greenidge	Ext 4471
Medical Sciences	Ms Kathy Constantin	Ext 7558
Social Sciences	Mrs Carol Jordan Ms Marla Thomas	Ext 4123 Ext 4115
TLI/Cave Hill School of Business/Summer School	Mrs Nidra Grant	Ext 4114

GRADUATE STUDIES

Email: gradstudies@cavehill.uwi.edu

www.cavehill.uwi.edu/gradstudies

The Office of the School for Graduate Studies and Research is located in the Post Graduate Teaching Complex at the Paradise Park site. The Office has responsibility for the administration of all graduate programmes at the Cave Hill Campus. This includes applications, admission, registration, scholarships, examinations, (oral, written, research papers, theses), and graduation.

Senior Assistant Registrar (Graduate Studies)	Mr Kenneth Walters	Ext. 4902
Administrative Assistants	Mrs Anita Kinch	Ext. 4909
	Ms Maureen Mullin	Ext. 4910

Faculty Clerks:

Humanities & Education	Ms Cherri-Ann Davis	Ext. 4903
Law and Medical Sciences	Ms Monica Legall	Ext. 4904
Pure and Applied Sciences	Ms Tara Moseley	Ext. 4905
Social Sciences	Mrs Fay Williams	Ext. 4907
	Mrs Kay Davis	Ext. 4908
Secretary to the Campus Coordinator	Mrs Angela Kellman	Ext. 4911

EXAMINATIONS SECTION

Email: examinations@cavehill.uwi.edu

www.cavehill.uwi.edu/administration/examinations.asp

This section is responsible for conducting all University Examinations. Students are to read the Examination Regulations very carefully. Please note the deadline dates published on the notice boards. Students who are uncertain about the interpretation of the Regulations should request assistance from the Senior Assistant Registrar (Examinations) or the Administrative Assistants. All matters which affect a student's performance in his/her examinations should be reported to the Senior Assistant Registrar. This Section is located on the entry level (level 2) of the new Administration building.

Senior Assistant Registrar	Ms Betty Thorpe	Ext 4134
Administrative Assistants	Mrs Eudene Spooner	Ext 4139
	Ms Ingrid Lashley	Ext 4135

RECORDS SECTION

Email: records@cavehill.uwi.edu

www.cavehill.uwi.edu/administration/records.asp

The student records section is responsible for the management of all student records. Different types of data accrue throughout the life cycle of a student, from recruitment to admissions, registration, examinations and finally graduation. This section is also responsible for the production of transcripts and the administration of scholarships and bursaries. The Records Section is located on the entry level (level 2) of the new Administration building.

Senior Assistant Registrar	Ms Betty Thorpe	Ext 4134
Administrative Assistant	Ms Nakita Squires	Ext 4140

THE BURSARY

Email: thebursary@cavehill.uwi.edu

www.cavehill.uwi.edu/administration/bursary.asp

This section is situated on level 3 of the new Administration Building. It supervises and administers student accounts. Scholarship holders whose emoluments are paid into a bank account should inform the Bursary accordingly and show their letter of award. **PAYMENT OF FEES OR AN ARRANGEMENT SATISFACTORY TO THE BURSAR IS REQUIRED BEFORE REGISTRATION.**

Fees may be paid by:

- Cash
- Debit Cards
- Credit Cards – UWI accepts all major credit cards (except American Express).
- Cheques – only Managers' Cheques and Certified Cheques are accepted
- Royal Bank of Canada's online payment system *
- Bank of Nova Scotia's online payment system *
- At any branch of the Barbados National Bank *

* Allow two (2) business days for processing to student account.
(Notes/cheques in British Virgin Island, Guyana, Jamaica and Trinidad & Tobago currency cannot be negotiated).

Business hours for the Bursary are:

During Registration week	8:30 am – 6:00 pm
Normal hours	9:00 am – 4:00 pm

The following staff in the Bursary are directly concerned with student matters:

Accountant	Mr Wayne Davis	Ext. 7577
Accounting Supervisor	Mrs Maria Maynard	Ext. 4110
Accounts Clerk	Mrs Maxine Reifer	Ext. 4099

THE INTERNATIONAL OFFICE

Email: internationaloffice@cavehill.uwi.edu

www.cavehill.uwi.edu/international

The International Office gives students an opportunity to gain global experience to succeed by negotiating international internships. It also promotes study abroad and facilitates academic exchanges for students and faculty, strategic partnerships with foreign universities, international bodies, foundations and the international private sector, so as to continue to enhance the Campus and University goals of excellence in teaching, learning and research.

Director	Dr. Anthony Fisher	Ext. 4656
Administrative Assistant	Mrs Paula Jarvis	Ext. 4972

OFFICE OF STUDENT SERVICES

Email: studentservices@cavehill.uwi.edu

www.cavehill.uwi.edu/studentservices

The responsibilities of the Office of Student Services include management of the Student Health Services Clinic, administration of the students' medical plan, student shuttle service, the co-ordination, administration and development of student services generally, including career guidance, internships, co-curricular credit programmes, and the co-ordination and development of social, recreational and sporting activities.

Director of Student Services	Mrs Harriett P. Yearwood	Ext. 4165
Psychological Counsellor	Ms Dale Lynch	Ext. 4172
Career Counsellor	Ms Jennifer Pollard	Ext. 4168
Medical Officer	Dr. Jacinta Branday	Ext. 4867
Student Services Assistant	Ms Louisa Nurse	Ext. 4167
Programme Assistant	Mrs Rockiel Austin	Ext. 4166
Student Health Plan Administrator	Ms Robena Nicholls	Ext. 4915
Bus Shuttle Supervisor	Mr Wayne Harewood	Ext. 4008
Mentor-in-Residence Vision & Fortitude Programme	Mr Meltia Hamilton	Ext. 4010
Asst. to the Mentor-in-Residence Vision & Fortitude Programme	Ms Tracia Agard	Ext. 4010
Stenographer/Clerks	Ms Katanya Toppin	Ext. 4037
	Ms Andrea Cumberbatch	Ext. 4165
Office Assistant	Mr Ian Small	Ext. 4011

STUDENT ACCOMMODATION

Email: accommodations@cavehill.uwi.edu

www.cavehill.uwi.edu/accommodation

The co-ordination of services in relation to accommodation is the responsibility of the Halls Administrator.

On Campus

Halls Administrator Halls of Residence	Mrs Patricia Reece-McComie	Ext. 4175
---	-----------------------------------	-----------

Asst. Halls Administrator (Ag.)	Ms Stacia Ifill	Ext. 4176
---------------------------------	------------------------	-----------

Temp. Stenographer-Clerk	Ms Trisha Strickland	Ext. 4180
--------------------------	-----------------------------	-----------

Off Campus

Accommodations Assistant (Office in Sherlock Hall)	Mr Orlando Alleyne	Ext. 4578
---	---------------------------	-----------

THE ACADEMY OF SPORT CAVE HILL

Email: sports@cavehill.uwi.edu (246) 417-4856/57

The Academy of Sport Cave Hill offers sports enthusiasts at all levels, the opportunity to engage in meaningful and healthy sporting activity. The University has invested and will continue to invest in 'state of the art' sporting facilities for the UWI community to enjoy. These internationally acclaimed facilities foster the creation of world class administrators, athletes and coaches through educational programs in sport science and sport management.

The Academy of Sport is aware of the challenges which student athletes face in balancing their academic commitments with sports and it is for this reason that the department facilitates its student athletes through a mentorship program. This involves academic support in the form of tutoring and counselling.

This is an exciting time for sport at Cave Hill as we seek to build a sporting spirit across the campus with the help of our mascot 'Chilly' and our cheerleaders. The Blackbird is our mascot and our slogan is 'one flies, all soar'.

Office Staff

Head	Mr Horton Dolphin	Ext 4733
------	--------------------------	----------

Director	Mr Roland Butcher	Ext 4855
----------	--------------------------	----------

Administrative Assistant	Mrs Veronica Jones	Ext 4856
--------------------------	---------------------------	----------

Sports Coordinator	Ms Katheryn Stewart	Ext 4526
--------------------	----------------------------	----------

Sports Coordinator	Mr Steven Leslie	Ext 4738
--------------------	-------------------------	----------

Sports Coordinator	Mr Aundrea Wharton	Ext 4212
--------------------	---------------------------	----------

Sports Promotion Coordinator	Mrs Amanda Reifer	Ext 4545
------------------------------	--------------------------	----------

Programme Assistant	Mr Christian Renwick	Ext 4857
---------------------	-----------------------------	----------

Programme Assistant	Mr Nevin Roach	Ext 4734
Stenographer/Clerk	Ms Josanne Thomas	Ext 4732
<i>Groundstaff</i>		
3Ws Project Coordinator	Mr Geoffrey Mapp	
Groundsman	Mr Neil Maynard	
Assistant Groundsman	Mr Lyndon Atkinson	
Assistant Groundsman	Mr Ronald Beckles	

REGIONAL STUDENT DEVELOPMENT OFFICE

email: janet.caroo@cavehill.uwi.edu

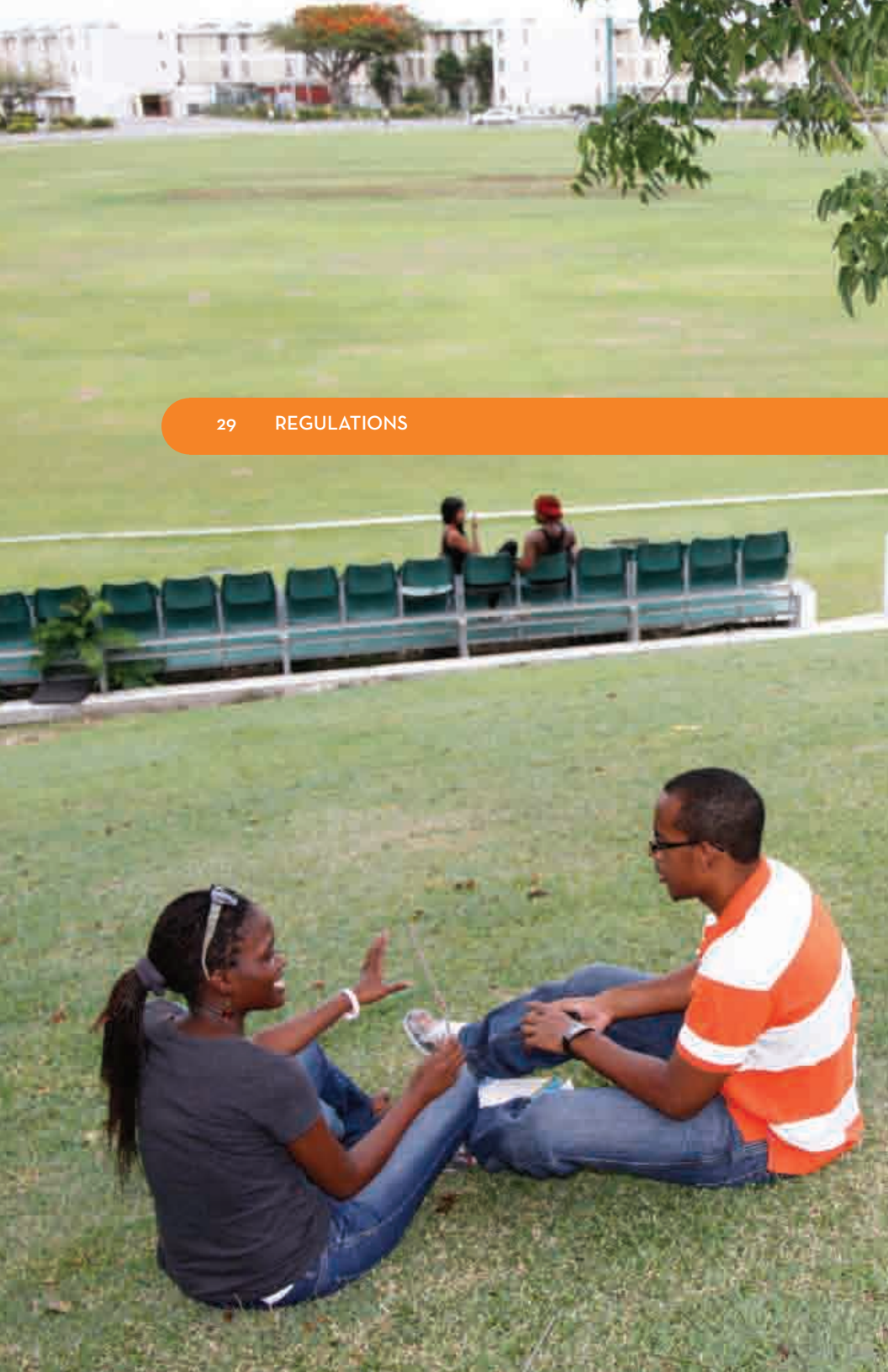
The University has a strong commitment to regional relations and as such the Regional Student Development Office has been established as a central service dedicated to assisting regional Students in their application to study at the University, and in their time while they are students at the University.

For further information please contact:

Ms Janet Caroo

Tel: (246) 417-4057/4541

Fax: (246) 424-3320



HANDBOOKS

All students must ensure they receive copies of these documents and keep them handy for reference. These documents are available in the Undergraduate Admissions Office, School for Graduate Studies and Research, the Faculty Office or the Library as follows:

ALL STUDENTS

- a. The Code of Principles and Responsibilities for Students
- b. Examination Regulations
- c. Library Rules (see Appendix TWO)

UNDERGRADUATE STUDENTS

- d. Faculty Regulations (*in Faculty Handbook*)

GRADUATE STUDENTS

- e. Regulations for Graduate Diplomas and Degrees
- f. Faculty Graduate Information Guides
- g. Thesis Guide
- h. Graduate Studies Guide for Students and Supervisors

THE CODE OF PRINCIPLES AND RESPONSIBILITIES FOR STUDENTS

FORMS PART OF YOUR CONTRACT WITH THE UNIVERSITY ON YOUR REGISTRATION. IT IS IMPORTANT TO ENSURE THAT YOU RECEIVE YOUR COPY.

UNIVERSITY REGULATIONS

Students at the Cave Hill Campus are subject at all times to the discipline and authorities of the University. The Principal is the final authority on the interpretation of these regulations.

A. GENERAL REGULATIONS

1. **Payment of fees and other debts to the University**

- (a) All fees and other charges are payable in advance in the manner prescribed from time to time.
- (b) Only students in **good standing** will be registered or entered for Degree, Diploma or other examinations of The University of the West Indies. ("**In good standing**" means that all debts owed by the student to the University are fully paid or that arrangements satisfactory to the University have been made for their payment).

Note: The University reserves the right to refuse to issue academic records or information about students who are not in good standing.

2. **Rebates**

- (a) If a student is forced by illness to discontinue his or her studies, part of the fees paid in advance by the student may be refunded according to the University's Refund Policy.
- (b) Examination fees, where payable, cannot be transferred from one examination to another and can be returned only under exceptional circumstances.
- (c) There will be no refund of Hall fees to students withdrawing from the Hall before the end of the semester.

3. **Place of Residence**

Students are required, on registration, to notify the Campus Registrar, in writing, of their permanent address, and their address in Barbados during the semester. Students are also required to notify the Campus Registrar, in writing, of any change of address within 14 days of any such change, and to ensure that all address changes are recorded in the online student administration system.

4.1 **Leave of Absence**

- (a) A candidate who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Campus Faculty Board, through the appropriate Dean, stating the reasons for the application.
- (b) The length of such leave of absence, if granted, will be subject to approval by the Academic Board of the Campus concerned, but will not exceed one year in the first instance terminating at the end of the academic year for which the application is approved.

- (c) Leave of absence will not be granted for more than two consecutive academic years.
- (d) Leave of absence may be granted for one semester or for an academic year.
- (e) Applications for leave of absence for a semester shall normally be submitted by the end of the third week of the relevant semester.
- (f) Applications for leave of absence for the academic year shall normally be submitted by the end of the third week of Semester I.

4.2 Leave of Absence from Classes

Undergraduate students are required to apply to the appropriate Dean, or Faculty Board Chair, for permission to be absent from classes, except in cases of illness. In cases of illness a medical certificate should be submitted to the Campus Registrar.

Graduate students are required to submit applications for leave to the Campus Coordinator, School for Graduate Studies and Research.

4.3 Absence from the Island

Undergraduate students must apply, in advance, to the Principal, through the appropriate Dean, or Faculty Board Chairman, for permission to be away from Barbados during the semester, and shall state the grounds for such leave.

4.4 Departure from Campus before End of Semester

Undergraduate students shall be required to submit in writing to the Campus Registrar, through the Dean, at least 3 weeks before the planned date of departure, requests for permission to leave the Campus Country before the semester ends. Students may be exempt from the prescribed three-week notice in the event of emergency requests, as in the case of a death in the family.

5. University Property

- (a) Students must not alter or transfer furniture or fittings of any kind from any part of the University buildings including rooms in Halls of Residence without prior written permission from the proper authorities. Students are not permitted to interfere in any way with the layout of the University grounds without similar permission.
- (b) Students will be liable to pay for any loss of/or damage to the furniture and fittings or equipment of any kind.
- (c) Students must not interfere with the electrical or plumbing installations in any student rooms or in any part of the University.

6. Students' Property

The University accepts no responsibility for the loss or damage of property of students.

7. Academic Dress

Gowns will be worn by students at such formal academic ceremonies as may be prescribed by the Principal.

- 8. Normal Dress**
Students are required when attending classes or other formal business on University premises to be neatly and appropriately dressed.
- 9. Marriage of Students**
A student who intends to get married while still a member of the University should inform the Principal through the Director of Student Services. Students who are not members of Hall shall do so through the Campus Registrar. (Students should note that the University will not support requests for increased financial assistance of any kind on the grounds of marriage).
- 10. Responsibility of Students**
- (a) It shall be the responsibility of students to see that they are registered and entered for Degree, Diploma or Certificate examinations.
 - (b) It shall be the responsibility of students to leave a forwarding address (where this is different from their home or semester address) at the Student Affairs or Graduate Studies Office, at the beginning of each vacation period.
- 11. Health Requirements**
- (a) Students are required to comply with current health requirements of the University.
 - (b) Students must report all cases of illness to the Student Health Service.
 - (c) No student who is suffering from an infectious illness, or in whose home or lodging there has been such illness, is allowed to attend classes or use facilities on Campus unless a medical practitioner certifies that there is no longer any danger of the infection being conveyed.
- 12. Student Publications**
Two copies of all publications by student organisations or groups, or by any individual student, whether published by the Guild of Students or not, shall be deposited with the Campus Registrar within two days after such publication.
- 13. Ragging, Firearms, etc.**
- (a) The organisation of, or participation in, initiation or other ceremonies in the form of displays of noisy, disorderly conduct, carried on in defiance of authority or discipline, and involving any risk against health or damage to property is prohibited.
 - (b) Except as indicated in (c) below, no student is allowed to keep or use dangerous weapons (including firearms) on University premises, even though he/ she may have received permission from a public authority to keep and use a firearm.
 - (c) Where there is an authorised Rifle Club, its members may obtain from the Registrar written permission to keep certain firearms in certain places at stated times for a limited period, and to keep the firearms in an approved place such as the armoury of the Rifle Club.

- (d) The firing of squibs and rockets is prohibited on University premises.
- (e) Violation of any part of this regulation will lead to strong disciplinary action which may include expulsion from the University.

14. Mechanically Propelled Vehicles

- (a) Students using motor vehicles and bicycles are required to comply with the laws and regulations of Barbados.
- (b) Students are required at all times to observe any Campus traffic and parking regulations which may be determined from time to time. Failure to observe these will result in withdrawal of permission to drive or ride on Campus.

B. REGULATIONS GOVERNING REGISTRATION

15. Registration

- (a) Registration refers to the online selection of courses and includes the payment of all fees required for such course selection in addition to other relevant University fees. Registration creates class lists, examination registers and the entry of names into the electronic grade book where course work and examination marks are entered.
- (b) All students shall be required to register every semester in accordance with the published guidelines.
- (c) Late registration shall be permitted up to the end of the third week of each semester on payment of a late Registration Fee.
- (d) Changes of registration involving the addition or substitution of courses or withdrawal from courses, shall be permitted up to the end of the third week of each semester.
- (e) Late registration and changes in registration after the deadline date may be facilitated only in exceptional circumstances at the discretion of the Academic Board (undergraduate students) or the Campus Committee for Graduate Studies and Research (graduate students), and on payment of requisite fees.
- (f) All students who are eligible to continue in their academic programme are required to re-register at the beginning of each new semester within the published period.
- (g) Students who fail to complete the registration process by the published deadline in Semester 1 will be given Compulsory Leave of Absence for that semester. Similarly those students whose registration for Semester 2 is still pending on the published deadline in Semester 2 will be given Compulsory Leave of Absence for Semester 2. Students must fulfil all financial obligations to the University before attempting to register for the semester following the Compulsory Leave of Absence.

16. Transfers

- (a) Applications from undergraduate students for transfer from one Faculty to another shall be made in the academic year preceding the proposed year of transfer. Applications for transfer to the Faculties of Medical Sciences & Law must be made by January 10. Applications for transfer to all other Faculties must be made by March 31.
- (b) Graduate students wishing to transfer their registration must follow the procedures as recorded in the Manual of Procedures for Graduate Diplomas and Degrees.

C. REGULATIONS REGARDING RESIDENCE**17. Halls of Residence**

- (a) Full-time students of the University may apply to live in the Hall of Residence. Where there is competition, overseas students may have preference. Returning students should apply to live on hall not later than March 15 each year.
- (b) Application should be made to the Halls Administrator, Halls of Residence on approved forms which may be obtained from that office.
- (c) Students given permission to live in a Hall of Residence will not normally during that year be given permission to live off Campus.
- (d) Students must observe the regulations in force in their Hall of Residence.
- (e) Halls of Residence ID cards, which must be produced for admittance to the hall, are issued to all residents on hall.

D. REGULATIONS REGARDING STUDENT PASSAGES**18. Payment of First Passage**

A candidate residing in a contributing Caribbean country who has been accepted for registration as a **full-time** student in an undergraduate or graduate programme leading to a degree, diploma or certificate of The University of the West Indies, will be provided with free passage on **first** coming to the University and on completion of his/her course subject to (i), (ii), (iii) and (iv) below. Such passage includes a baggage allowance of the cost of 10 kilos overweight to a maximum of Bds\$75.00.

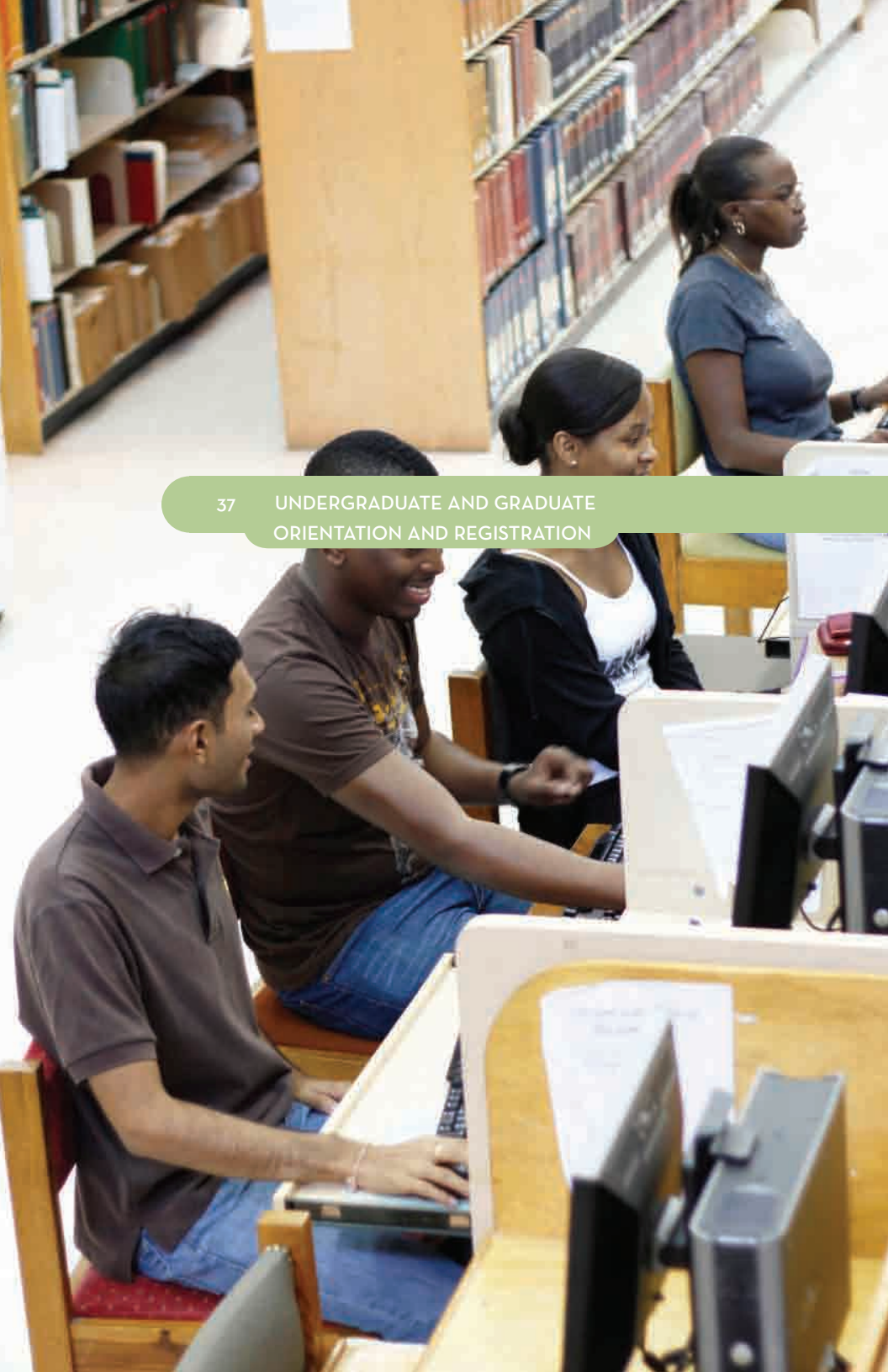
- (i) A candidate resident in a campus country (Barbados, Trinidad & Tobago, and Jamaica) who has applied for entry to a campus in another country in order to pursue a preliminary course in the Faculty of Pure & Applied Sciences, will not be provided with a first passage to that country if the programme he/she wishes to pursue is offered at the campus situated in his/her country of residence.

- (ii) A candidate travelling to a campus country to pursue a part-time course of study will not be provided with a first passage.
- (iii) A candidate who pays his/her own passage to pursue a course of study covered in (i) above, will be eligible for refund of the passage, if he/she successfully completes the original course of study and registers for the first year of an approved degree programme.
- (iv) Students on scholarship where that scholarship already makes provision for payment of passage, will also not be eligible for refund by the University.

19. Payment of Return Passage

- (a) On completion of a first course of study (undergraduate or graduate), a student residing in a contributing country may claim a return passage to his/her home country plus a baggage allowance not exceeding 20 kilos to a maximum of Bds\$150.00.
- (b) If he/she intends to pursue and is accepted for a further course of study, he/she may waive the claim for a return passage until completion of the further course of study.
- (c) Claims for return passages may be made up to three months after completion of the course of study. In special circumstances the period may be extended on application.
- (d) A student whose passage has been paid to enable him/her to pursue an approved course of study at a campus country and who withdraws voluntarily or transfers to another campus before the completion of that course of study, will not be given a return passage.
- (e) A student who has been asked to withdraw from the University before the completion of his/her course of study will be provided with a return passage to his/her home country. Passages will be by air, or by sea at the discretion of the University.

Note: *Students who have paid their own passage and are entitled to have that passage paid by the University in accordance with the above regulations may claim a refund. Such claims should be submitted to the Student Affairs section, not later than September 30 of the current academic year and must be accompanied by the relevant tickets and receipts. Reduced air fares between campus country and home country are available on presentation of a Rebate Certificate which must be signed by the designated authority in the Student Affairs section on each campus.*



PROFICIENCY IN ENGLISH LANGUAGE TEST

NEW UNDERGRADUATE STUDENTS ONLY

- (a) The English Language Proficiency Test is used to assess whether persons offered places in the undergraduate degree programmes at the UWI Cave Hill Campus possess a satisfactory level of writing and reading proficiency in English for University academic purposes. The test is used as a diagnostic tool. Entrants who pass the test are allowed to enter directly into the Foundation Language Programme.
- (b) Entrants who failed or were unable to take the test in February 2011 are required to take the English course – FOUN 0100 Fundamentals of Written English – before going on to take the Foundation Language courses. Students taking FOUN 0100 which is offered through the Language Learning Centre of the Faculty of Humanities and Education will be required to pay a fee of Bds \$500.00 for the course. This amount is assessed and added to your account on registration and must be settled during the normal period.
- (c) Entrants are allowed to take the test only once and results are valid for five years.

All applicants to The University of the West Indies are required to take the English Language Proficiency Test except for persons with the following qualifications:

- Grade 1 CSEC (CXC) General Proficiency English A Examination
- Grade A Cambridge GCE "O" Level Examination
- Grades A or B Cambridge GCE "A/O" Level General Paper Examination
- Grades 1 or 2 CAPE (Caribbean Advanced Proficiency Examination) Communication Studies
- Grade B or above in a college English Course approved by UWI
- The appropriate TOEFL score.

All other undergraduate students are required to take the test.

UNDERGRADUATE ORIENTATION

Orientation sessions focus on helping new students adjust to life at Cave Hill Campus. Students get information on where to go for assistance, are sensitised to safety and security issues, and get insights into tips on how to succeed with their studies and maximise the benefits of their undergraduate education.

Overseas students will get special insights into Barbadian society as well. During Orientation week various Campus tours as well as other activities are coordinated by the Office of Student Services and the Guild of Students.

All first year undergraduate students are advised that library orientation is a pre-requisite for library registration.

Orientation for International Students

Students who are part of the Student Exchange Programme are required to meet with Mrs Paula Jarvis, Administrative Assistant, Education Abroad Programmes, upon arrival at the Campus. Students will be required to attend an orientation and will be briefed on Campus life. International students will also be involved in other orientation activities organised by the University for the benefit of all incoming undergraduates at the Campus as well as activities organised by the Students' Guild.

FACULTY ORIENTATION AND ADVISING

Undergraduate students must first be counselled in their Faculties before they attempt to select courses. New students should attend the Welcome Address by their Dean who will instruct them where to go to meet with Faculty Academic Advisors. Each student will then be able to discuss their intended programme with an Advisor who will assist in choosing an appropriate combination of courses.

Students who wish to select an elective course in Management or Law must seek their Dean's approval. Students will only be permitted to select such a course after written approval has been granted.

UNDERGRADUATE SCHEDULE 2011

The Academic Year officially begins on **Sunday, August 28, 2011**, with a Commencement Service at 5:00 pm in the Roy Marshall Teaching Complex (LT1).

(NOTE : **Online Registration** – you can use any computer to access the Cave Hill website at www.cavehill.uwi.edu/chol (see page 47))

Although course selection will be online, the following activities require your presence on Campus during registration week August 28th to September 2nd.

Faculty of Humanities and Education

Sunday, August 28 at 5:00 pm

Commencement Service in the Roy Marshall Teaching Complex

Tuesday, August 30 at 9:00 am – 9:45 am

Campus Dean's Address in the Roy Marshall Teaching Complex

Tuesday, August 30 at 10:00 am – 1:00 pm & 4:00 pm – 6:00 pm

Academic Counselling for Humanities Students in the Sagicor Centre for Lifelong Learning

Online Registration opens from 1:00 pm

Wednesday, August 31 at 4:00 pm – 6:00 pm

Academic Counselling for new students who were unable to register as scheduled -

Faculty of Humanities Arts Lecture Theatre (ALT) – French, History, Linguistics,

Literatures in English, Philosophy, Spanish

School of Education – Psychology, Education

Errol Barrow Centre for Creative Imagination – Bachelor of Fine Arts, Creative Arts

Friday, September 02 at 5:00 pm

Matriculation Ceremony in the Roy Marshall Teaching Complex

– ALL NEW STUDENTS

Faculty of Law

Sunday, August 28 at 5:00 pm

Commencement Service in the Roy Marshall Teaching Complex

New Part 1

Monday, August 29 at 9:00 am – 9:30 am

Campus Dean's Address in the Law Lecture Theatre

Monday, August 29 at 10:30 am – 12:30 pm

Academic Counselling

NEW Direct Entry and Tuesday August 30 at 9:00 am – 9:30 am

NEW Part 2 students Campus Dean's Address in the Law Lecture Theatre

Tuesday August 30 at 9:30 am – 12:30 pm

Academic Counselling in the Law Lecture Theatre

Online Registration opens from 1:00 pm

Friday, September 02 at 5:00 pm

Matriculation Ceremony in the Roy Marshall Teaching Complex

– ALL NEW STUDENTS

Faculty of Pure & Applied Sciences

Sunday, August 28 at 5:00 pm

Commencement Service in the Roy Marshall Teaching Complex

Wednesday, August 31 at 9:00 am – 9:30 am

Campus Dean's Address in the Roy Marshall Teaching Complex

Wednesday, August 31 at 10:00 am – 12:30 pm & 2:00 pm – 6:00 pm

Academic Counselling in the SAGICOR Centre for Lifelong Learning

Online Registration opens from 1:00 pm

Thursday, September 01 at 9:30 am – 12:00 pm & 2:00 pm – 5:00 pm

Academic Counselling in the relevant departments for those unable to register as scheduled

Friday, September 02 at 5:00 pm

Matriculation Ceremony in the Roy Marshall Teaching Complex

– ALL NEW STUDENTS

Faculty of Medical Sciences

Sunday, August 28 at 5:00 pm

Commencement Service in the Roy Marshall Teaching Complex

Monday, August 29 at 9:00 am – 12 Noon

Campus Student & Health Services - in the Faculty of Medical Sciences Lecture Theatre (FMS)

Online Registration opens from 1:00 pm

Tuesday, August 30 at 9:00 am – 1:00 pm

Meet the Dean & Faculty - in the Faculty of Medical Sciences Lecture Theatre (FMS)

Introduction to Phase 1, Education, Curriculum & Assessment

2:00 pm – 4:00 pm Library Tours

Wednesday, August 31 at 10:00 am – 12 Noon in the FMS

Meet Class Representatives and Faculty of Medical Sciences Association President

1:00 pm – 4:00 pm Tour of the Facilities / Lab Safety Procedures

Thursday, September 01 at 9:00 – 12 Noon in the FMS

Getting to Know Your Classmates / Taking Care of Self / Taking Care of Work

2:00 pm – 4:00 pm Examinations / Using Technology

Friday, September 02 10:00 am – 12 Noon
Meeting with Faculty Advisors in the FMS Seminar Rooms
1:00 pm – 3:00 pm Tour of Queen Elizabeth Hospital

Friday, September 02 at 5:00 pm
Matriculation Ceremony in the Roy Marshall Teaching Complex
ALL NEW STUDENTS

Faculty of Social Sciences

Sunday, August 28 at 5:00 pm
Commencement Service in the Roy Marshall Teaching Complex

Monday, August 29

Surnames A - I 9:30 am – 10:00 am
Campus Dean's Address in the Roy Marshall Teaching Complex
10:15 am – 1:00 pm
Academic Counselling in the SAGICOR Centre for
Lifelong Learning

Online Registration opens from 1:00 pm Surnames A - I only

Surnames J - Z 3:00 pm – 3:30 pm
Campus Dean's Address in the Roy Marshall Teaching Complex
3:45 pm – 6:00 pm
Academic Counselling in SAGICOR Centre for
Lifelong Learning

Online Registration opens from 5:00 pm

Tuesday, August 30 10:00 am – 1:00 pm and 3:00 pm – 6:00 pm
Academic Counselling for those unable to register as scheduled
– in respective departments

Friday, September 02 at 5:00 pm
Matriculation Ceremony in the Roy Marshall Teaching Complex
– ALL NEW STUDENTS

TOURS OF LIBRARIES 2011

Main Library

Monday, August 29 – Friday, September 02

9:30am, 10:30am, 11:30am, 12:30pm, 1:30pm, 2:30pm, 3:30pm daily

Monday, September 05 – Friday, September 09

9:30am, 10:30am, 11:30am, 12:30pm, 1:30pm, 2:30pm, 3:30pm daily

Saturday, September 17 and 2410:00am, 3:00pm

The Library is prepared to conduct orientation tours for small groups throughout the Semester. Please contact the Librarian.

Law Library**Wednesday, August 31 – Friday, September 02**10:30am and 2:30pm daily

Tuesday, September 06 – Thursday, September 0810:30am and 2:30pm daily

N.B Law Library orientation tours will be followed by library registration. An audio-visual programme entitled "How to Use a Law Library" will be screened following each Law Library tour.

The Law Library is prepared to conduct orientation tours for small groups throughout September. Please contact the Law Librarian or Public Services Librarian.

INTRODUCTION TO ONLINE DATABASES 2011

All law students are welcome. A venue notice will be posted on the Law Library's main entrance during the first week of the semester.

General overview and Lexis-Nexis**Wednesday, September 07 – Thursday, September 08**9:30 am, 11:00 am and 2:00 pm

Carilaw (Caribbean Law Online)**Thursday, September 08 – Friday September 09**9:00 am, 11:00 am and 2:00 pm

Library and teaching staff**Tuesday, September 06**9:00 am, 11:00 am and 2:00 pm

You are encouraged to attend all of the events that have been designed to make your entry to the University as smooth as possible.

REGISTRATION

ALL REGISTRATION SHOULD BE COMPLETED BY SEPTEMBER 02, 2011.

UNDERGRADUATE REGISTRATION STEPS

REGISTRATION REFERS TO THE SELECTION OF COURSES AND THE PAYMENT OF ALL FEES ASSESSED. STUDENTS WHO WISH TO ARRANGE INSTALLMENT PLANS MUST FIRST DO SO WITH THE CAMPUS BURSAR.

STEP 1 Payment of Fees

- All students are required to pay all applicable fees prior to Registration Week (Aug 29 – Sept 02). Payments are to be made as per the instructions on page 27 (The Bursary) and the Financial Information starting on page 59 (Financial Information).
- Fees for Semester 2 are due prior to the registration period for Semester 2.

STEP 2 Academic Counselling

- All students must receive academic counselling prior to selecting courses from the counsellors designated for your Faculty.
- The schedule for registration will be provided at the time of academic counselling.

STEP 3 Selection of Courses

- Consult the information in the Faculty Handbook (Regulations & Syllabuses), or online, to assist in making course selection.
(All students of the University can select courses using a computer on campus or off-campus.)
- Log on to the online registration page: www.cavehill.uwi.edu/cho1 and select your courses (see step by step instructions on page 47).
- When completed, click submit/save.
- Print a copy of your schedule.

STEP 4 Adjustment to Academic Programme

- Changes to Course Selection (Add/Drop) for Semester 1 can be done online until September 16, 2011.
- Log on to the online registration page as in Step 2
- Select courses to be added/dropped
- Print an updated copy of your schedule

Change of Major and enrolment status

- Obtain and complete a Change of Registration/Change of Major form from your Faculty Office and seek the Dean's approval for the proposed change(s)
- Submit the approval form to the Admissions Office

ID Cards

- Follow the instructions you have been given for issue of your Student ID card.
- Present proof of payment of fees for Semester 1 and collect ID card.

Your Final Checklist

- All fees paid
- Academic Counselling received
- Academic programme selected/adjusted
- ID cards obtained
- Overseas students submitted immigration forms and local term time address.

Congratulations! You are now a registered undergraduate student at The University of the West Indies, Cave Hill Campus for Semester 1 of 2011/2012 academic year.

HELP DESK

Students who have difficulty registering should consult their Programme Coordinators, the Help Desks set up in the CLICO Centre for Teaching Excellence during Registration Week, or staff in the Computer Labs designated for registration activities.

REGISTRATION TERMINOLOGY

See Page 50

GRADUATE ORIENTATION

An orientation session will be hosted for all new graduate students on August 30, 2011. Further information will be published on the website of the School for Graduate Studies and Research **www.cavehill.uwi.edu/gradstudies**. Your Faculty/Department may also arrange other orientation events. Details will be posted online as they become available.

Graduate students should meet with their Programme Coordinator or Supervisor to discuss their progress and intended selection of courses for the new semester.

The Library conducts orientation tours for small groups of students during registration week as well as throughout the semester.

GRADUATE REGISTRATION STEPS

REGISTRATION REFERS TO THE SELECTION OF COURSES AND THE PAYMENT OF ALL FEES ASSESSED. STUDENTS WHO WISH TO ARRANGE INSTALMENT PLANS MUST FIRST DO SO WITH THE CAMPUS BURSAR.

STEP 1 Payment of Fees

- All students are required to pay all applicable fees prior to Registration Week. Payments are to be made as per the instructions on page 27 (The Bursary) and the Financial Information starting on page 59 (Financial Information).
- Fees for semester 2 are due prior to the registration period for Semester 2.

STEP 2 Academic Counselling

- All new students must communicate with their Programme Coordinator prior to registration.
- Students can then select courses from any computer, on or off campus.

STEP 3 Selection of Courses

- Consult the information in the Faculty Graduate Information Guide (Regulations & Syllabuses) and the online timetable to assist in making course selection.
(All students of the University can select courses using a computer on campus or off-campus.)
- Log on to the online registration page:
www.cavehill.uwi.edu/chol and select your courses (see step-by-step instructions)
- When completed, click submit/save
- Print a copy of your schedule

STEP 4 Adjustment to Academic Programme

- Any changes to registration can be done after consultation with the Programme Coordinator.
- Changes to course selection (Add/Drop) can be done online until September 16th, 2011.
Any changes to registration after September 16th, 2011 will only be permitted in exceptional circumstances and with the required approval of the Campus Coordinator for Graduate Studies.

STEP 5 ID Cards

- After you have paid the necessary fees and completed your course selection, follow the instructions you have been given for issue of your ID.
- Present proof of payment of fees for semester 1 and collect ID card.

Your Final Checklist

- All fees paid
- Academic Counselling received
- Academic programme selected/adjusted
- ID cards obtained
- Overseas students submitted immigration forms and local term time address.

Congratulations! You are now a registered Graduate student at the University of the West Indies Cave Hill Campus for semester 1 of 2011/2012 academic year.

HELP DESK

Students who have difficulty registering should consult their Programme Coordinators, the Help Desks set up in the CLICO Centre for Teaching Excellence during Registration Week, or staff in the Computer Labs designated for registration activities.

Students requiring special assistance from the School for Graduate Studies should contact this office via Ext. 4909/4910 or send an email to **gradstudies@cavehill.uwi.edu**.

INSTRUCTIONS FOR ACCESSING / CAVE HILL ONLINE (CHOL)

Note that you can use any computer to access the Cave Hill website at **www.cavehill.uwi.edu/chol**

Check the website regularly in August for the Registration Schedule.

Preparation for Registration

Before attempting to access CHOL to select courses you will need to pay all Semester fees.

Step by Step Instructions

To access the CHOL registration page, go to the website **www.cavehill.uwi.edu/chol** using your Internet browser (Internet Explorer, Netscape etc). This can be done on Campus or from any other location.

The following options will be displayed:

Enter Secure Area – Log in here to view your personal information and to register for classes.

Campus Directory – Provides contact information for Campus employees.

Class Schedule – Provides access for you to view the schedule of classes for the current semester.

Course – Provides access for you to view the catalog of all courses offered in the current semester.

Click on **Enter Secure Area**.

-Enter your student identification number (found in your offer letter) in the User ID field.
-Enter your personal identification number (PIN) in the PIN field. Your initial PIN is your birth date in the format *ddmmyy*. For example: If your birth date is April 21, 1985, your PIN is 210485.
-Click the **Login** button.
-You will be asked to change your PIN number at this point and to select a question and answer designed to allow you to reset your PIN if you forget your 6-digit combination.
-Click **Student Services and Financial Aid** at top of page.
-Click **Registration**.
-Click **Add/Drop Classes**.
-Click on the term in which you wish to register (201110 for Semester 1 2011/12).
-Click **Submit Term**.
Sections are identified by their Course Reference Numbers (CRN). If you do not know the CRNs go to "A" below. If you know the course reference numbers for the sections you wish to select then do the following...
-*Enter CRN numbers in the input boxes.*
-Click **Submit Changes**.

"A"

.....If you do not know the CRN for the sections you wish to select, do the following:

-Click **Class Search**.
-*Highlight the subject(s) for which you need to register.*
-Scroll to the bottom of the screen and click **Find Classes**.
-*Click the check-box on the left side of the screen to indicate the course.*
-Scroll to the bottom of the screen and click **Register**.
-Scroll down and make sure that all the classes you chose show on the screen and their status is **Registered Web**. This is shown on the left side of the screen. If your schedule indicates any registration errors please contact the Admissions Office or the School for Graduate Studies and Research as appropriate.
-Click **Student Schedule by Day & Time** at bottom of the page.
-Click **Exit** at the top right hand corner of the page.
-Click **Return to Home page**.
-Close your Internet browser.



REGISTRATION TERMINOLOGY

ADD/DROP: This is the period in which you may adjust your registration by adding or deleting courses without penalty.

CORE COURSE: A course that is required for your degree programme.

COURSE CODE: An alpha numeric code used to identify a course, thesis, research paper, or seminar, e.g. IMGT6030. The letter part of the code identifies the subject, while the '6' indicates that it is a graduate level course.

COURSE LOAD: The maximum number of credits you are permitted to take as a full-time or part-time student.

CRN: The number used to identify a particular section of a course.

ELECTIVE COURSE: A course not specifically required as part of your programme, but one which you can use to meet the credit requirements of the programme.

FULL-TIME GRADUATE STUDENT: This is a student who is taking the maximum number of courses permitted by the programme regulations. It does not refer to the time of day as many courses are held in the evenings or on weekends.

FULL-TIME UNDERGRADUATE STUDENT: You are considered a full-time undergraduate student if:

-you are in the **Faculty of Pure and Applied Sciences** and you are taking a course load of twenty-seven (27) or more credits per year, or
-you are in the **Faculty of Social Sciences**, the **Faculty of Humanities & Education**, or the **Faculty of Law** and you are taking a course load of twenty-four (24) or more credits per year.

HOLD: A hold is a block placed on a student's record. A hold could be for financial reasons, for failure to return library books or while examination results are pending declaration. Your CHOL account will indicate the type of hold. If the hold is financial or library-related then it cannot be removed without the intervention of the Bursar or librarian. Grade Holds are automatically removed after examination results have been declared and are official.

PART-TIME GRADUATE STUDENT: This is a student who is taking fewer than the maximum number of courses permitted by the programme regulations. It does not refer to the time of day of the courses as many graduate classes are held in the evenings or weekends.

PART-TIME UNDERGRADUATE STUDENT: You are considered a part-time undergraduate student if:

-You are in the **Faculty of Pure and Applied Sciences**, **Faculty of Social Sciences**, the **Faculty of Humanities & Education**, or the **Faculty of Law** and register for **a maximum of three courses per semester**.
 - o If you are in the **Faculty of Medical Sciences**, and not undertaking a full-time course load,

RESTRICTION: The student administration system applies registration filters which will block you from selecting certain courses. These restrictions may be based on:

-**level** (if trying to select a graduate course as an undergraduate student or vice-versa),
-**programme** (if trying to select a course that is not a part of your programme),
-**college** (if trying to select a course from a different faculty),
-**duplication** (you may be trying to register for the same course with 2 different section numbers),
-**pre-requisite** (if trying to register for a course that has a prerequisite, where you have not yet completed that prerequisite.)
-**repeat** (if trying to register for a course which has an open registration from a previous semester.)
-**course load** (if trying to register for a full-time course load while a part-time student).

SEMESTER: This is normally a 13-week period of instruction (including examinations). Semester 1 runs from the end of August until the middle of December, Semester 2 runs from January until the middle of May.

The summer session is not an official semester and runs from late May to July. The Campus runs a summer school for undergraduate students during this period. Most graduate programmes have courses or internships during the summer session.

No Guild or Amenities fees are assessed for summer registration.

CREDITS / EXEMPTIONS

Credits/ Exemptions may be awarded for courses already passed at this or another institution. Undergraduate students applying for credit/exemptions should make such requests through their respective Deans or the Student Affairs/ Admissions Office. An official transcript is required for assessment by the appropriate authority. Credits/Exemptions for graduate students are subject to the approval of the Board for Graduate Studies and Research.

Requests for Credits/Exemptions must be made before the start of registration.

PAYMENT OF FEES

Fees must be paid in advance of online course selection. You will be unable to register unless your fees have been paid. Fees may be paid online by credit card, to the UWI cashier, at any branch of the Barbados National Bank, through the Bank of Nova Scotia online payment system or the Royal Bank of Canada's (RBC) online payment system.

Students opening new accounts can register for online banking at the same time and those with existing RBC accounts can visit the University Drive branch to register for the service which is **free** to UWI students.

You must present your UWI student ID number which is found in your offer letter when paying fees.

Full financial information is given in the following section and the Campus' Refund Policy is detailed in *Appendix I*.

Students should note that payments made at the Barbados National Bank will be credited to your account in two (2) business days, while online payments or payments made to the UWI cashier will be credited to your account within one (1) business day.

IDENTIFICATION CARDS

Issue of Cards

- (a) All students are required to have a valid student identification (ID) card which they must produce at the library, Student Union, examination rooms and other places as may be requested. The card must be visibly worn at all times while on the University Campus.
- (b) New students will be advised of arrangements for issue of ID cards on the registration webpage www.cavehill.uwi.edu/chol and by published notices. Accommodation will be made for students who need to register before or after the published dates.

New ID cards are required by all new students and students who have changed Faculty.

Renewal of ID cards is required when the card has expired. Continuing students must present proof of payment of fees for renewal of their ID cards. Renewals are done in the Records Section of Student Affairs.

Replacement of ID cards is required when an ID card has been damaged or lost. If an ID card is lost, this must be reported immediately to the Records Section, Student Affairs. A student will be issued with a new ID card when he/she presents the receipt for payment of Bds\$30.00 for a replacement (along with the damaged ID if applicable) to the Records Section.

The student ID card is the property of the University and is to be returned to the Records Section, Student Affairs on completion of the programme for which the student is registered or on withdrawal from the University.

IMMIGRATION REQUIREMENTS

Non-Barbadian students are required to obtain a student visa. The visa is granted for one year on completion of a Certificate of Eligibility (H-1 and H-2 forms) from

the University and is renewable on completion of a Non-Immigration Notice and Report Form (H-3). To comply with the immigration requirements **new students** must submit the completed application forms (H-1 and H-2) and **continuing students** (H-3) along with:

- (i) three (3) passport size photographs for new students and two (2) for continuing students
- (ii) Proof of accommodation
- (iii) Proof of financial support (which must be submitted to the Records Office *before* you arrive in Barbados)
- (iv) Application fee of Bds\$200.00*

* *The Government of Barbados has agreed to waive the visa application fee of Bds\$200.00 only for nationals of countries which contribute to the University's recurrent budget.*

Students from those countries holding a foreign (e.g. Canadian) passport must satisfy immigration of their citizenship of a contributing country. These countries are Antigua & Barbuda, Anguilla, Barbados, Belize, The Bahamas, The British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, St Kitts & Nevis, St Lucia, St Vincent & The Grenadines and Trinidad & Tobago.

Students must be properly registered with fully paid fees before submitting the completed forms and supporting documents to the Records Office, Student Affairs. This submission must be made within two (2) weeks of the start of your programme. That office will liaise with the Immigration Office on your behalf.

Students must submit their passports to the Immigration Office for endorsement on receipt of the visa which is normally issued at the beginning of Semester II.

EXAMINATIONS

- (a) All undergraduate students, and graduate students who are pursuing taught programmes, are normally required to write examinations at the end of each semester, i.e. December, April/May and at the end of the summer session in July. Examinations are administered in accordance with the University's Examination Regulations.
- (b) Supplemental examinations where permitted, take place in July/August or as prescribed in Faculty Regulations. The examination timetable is published on **the official notice board at least one (1) month** in advance of examinations. Only registered students in **good financial standing are allowed to write examinations.**

Students must present their student identification cards to enter examination rooms and must collect examination instructions from the Examinations Office.

- (c) Overseas students should note that examinations are held simultaneously on the three Campuses of the University and only in very exceptional circumstances would they be permitted to write an examination outside of the schedule. Since the semester ends after the examination period, students should book their passage to travel **after** the semester ends.

Examination Cards

- (d) The Cave Hill Campus requires each student writing examinations to be in possession of a valid examination card issued as determined by the University's Examination Office. Examination cards must be presented along with student identification cards to gain entry to any examination room. The schedule for collecting examination cards is available from the Examinations Office (undergraduate students) or the School for Graduate Studies and Research (graduate students). The schedule is also published online.
- (e) Examination cards are produced for students who have either paid all fees assessed or who have made prior arrangements with the Campus Bursar for payment according to instalment plans.

Conduct of Examinations

The University views cheating in Examinations, including the introduction or use of unauthorised materials, as a very serious offence and the penalties imposed if an allegation of cheating is admitted or proved include the following:

- (1) Disqualification from the Examination in the course concerned.
- (2) Disqualification from all Examinations taken in that session.
- (3) Disqualification from all further Examinations of the University, for any period of time.
- (4) A discretionary additional fine.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES ARE NOT PERMITTED IN AN EXAMINATION ROOM.

Re-sitting 'Examinations Only' (Undergraduate students)

Faculty regulations allow for re-sit of 'examinations only' under specific circumstances. To do so, you must apply to the Dean of the relevant Faculty. The following rules apply for sitting examinations only:

- (a) The student must be a finalising student and have a maximum of two courses to complete;
- (b) The student should have a grade of 35% or above in the failed course. If permission is granted, you will be advised in writing and will need to pay the requisite per credit fee per course.

Graduate Students should note the relevant regulations with regard to Examinations contained in the General Regulations for Graduate Degrees

and Diplomas. Fees for re-sitting of examinations and for retaking courses are detailed in the Financial Section of this Handbook.

STUDENT EXCHANGE PROGRAMMES

You have decided that The University of the West Indies is the institution best placed to provide you with the tertiary education you desire and can best prepare you for your future contribution to Caribbean development. But we are sure that you would welcome the chance to experience life as a student at another University.

The University of the West Indies makes it possible for its students to enjoy the best of both environments. Through our International Exchange/Study Abroad Programme, UWI enjoys collaborative links with more than 30 institutions worldwide, allowing students to spend a semester or a year pursuing courses for credit at one of these institutions.

Students may also opt to spend the exchange period at the Mona Campus in Jamaica, or the St. Augustine Campus in Trinidad.

For details of this programme, overseas universities, application procedures, etc. visit **www.cavehill.uwi.edu**

SUMMER SCHOOL

Email: summerschool@cavehill.uwi.edu

Undergraduate

The University of the West Indies organises a Summer School which is intended to assist undergraduate students in accelerating their programmes and to assist others in early recovery from failure. The programme is centred around courses offered by the various Faculties and is of approximately 6 weeks' duration followed by examinations. Regulations, course lists and other relevant information may be obtained from the Summer School Office, Student Affairs or on the Web.

Graduate

Teaching continues in some graduate programmes during the summer session. For more information visit **www.cavehill.uwi.edu/gradstudies**

TRANSCRIPTS

Transcripts of academic records are supplied on request directly to other educational institutions and to students. Unless advised otherwise, our Records Office will send transcripts for exchange students to their universities at the end of their period of study. The Records Office also sends annual progress reports on undergraduate scholarship holders to governments and donors. Transcript Request Forms are available from **www.cavehill.uwi.edu/studentaffairs/request_transcript.asp**

SCHOLARSHIPS AND BURSARIES

The University of the West Indies administers a number of University scholarships and bursaries, as well as other scholarships, exhibitions, and bursaries from government organisations and individuals. These awards are available to undergraduate students who are nationals of CARICOM countries which contribute to the University's budget and who are accepted to pursue full-time degree programmes. The awards vary in value and criteria for eligibility and are usually awarded on an annual basis. The Records Section, Student Affairs, invites applications for Campus scholarships donated by local firms, service clubs or interested persons in the community, and publishes notices on awards and bursaries available throughout the University.

Students should check the website: www.cavehill.uwi.edu/chol for information on scholarships.

Graduate students should occasionally check the website: www.cavehill.uwi.edu/gradstudies for details of any graduate awards that may become available.

WITHDRAWAL FROM THE UNIVERSITY

Students should advise the Student Affairs Office (undergraduate students) or School for Graduate Studies and Research (graduate students), in writing by the end of the third week of the relevant semester, of their withdrawal from the University. A student considering doing so is strongly advised to consult with their Dean before taking a final decision. Please see the Refund Policy in *Appendix I* for relevant details of applicable refunds.

Students who withdraw voluntarily from the University after having been absent for an examination for which they were registered will be deemed to have been absent from that examination. The result of this examination will normally be declared as absent/fail.

REMOVAL FROM REGISTER

Students may be required to withdraw from the University and have their name removed from the Register of Students for the following reasons:

- unsatisfactory academic performance
- failure to re-register every semester

PRIZES FOR UNDERGRADUATE STUDENTS

Prizes include University-wide Faculty and Departmental prizes based on academic performance.



THE FEES CONTAINED IN THIS DOCUMENT ARE SET BY UNIVERSITY COUNCIL AND ARE REVIEWED ANNUALLY. THEY ARE THEREFORE SUBJECT TO CHANGE.

UNDERGRADUATE PROGRAMMES

1) Full-time vs part-time?

Full-time or part-time status is determined by the regulations of the Faculty into which your programme falls and the course load you plan to undertake.

- o If you are in the **Faculty of Pure and Applied Sciences** and you are carrying a course load of twenty-seven (27) or more credits you will be charged the *full-time* fee.
- o If you are in the **Faculty of Social Sciences**, the **Faculty of Humanities & Education**, or the **Faculty of Law** and you are taking a course load of twenty-four (24) or more credits you will be charged the *full-time* fee.
- o Students taking fewer credits / courses are classified as *part-time* and are charged fees on a per-credit basis. Note that part-time students can register for **a maximum of three courses per semester**.
- o If you are in the **Faculty of Medical Sciences**, and **not** undertaking a full-time course load, your part-time fee is fixed and not calculated by credit.

2) Sponsorship

Fees payable to the University by students are revised by University Council annually.

These comprise:

- Tuition Fees,
- Economic Cost, and
- University Registration Fees.

The governments of contributing countries normally sponsor their nationals by paying the **Economic Cost** portion of the fees while students pay the **Tuition Fees** and **University Registration fees**. Arrangements vary among governments, so students are advised to check with their Ministry of Education (or equivalent) for the policy that applies to them.

3) University Registration Fees for Undergraduate Students

University Registration fees comprise:

- Guild Fee (Bds\$120.00 per annum or Bds\$60.00 per semester),
- Amenities Fee (Bds\$770.00 per annum or Bds\$385.00 per semester), and
- the ID card fee (Bds\$30.00).

The Guild and Amenities fees are charged to your account every semester until your programme is complete. The ID Card fee is charged the first semester only, on registration.

4) List of UWI Contributing Countries

These are the Caribbean countries that contribute to the recurrent funding of the University's operations – Barbados, Jamaica, Trinidad & Tobago, Anguilla, Antigua & Barbuda, Belize, British Virgin Islands, Bermuda (Associate Contributing Country) Dominica, Grenada, Montserrat, St Kitts/Nevis, St Lucia, St Vincent & the Grenadines, The Bahamas and The Cayman Islands.

5) How do I calculate fees?

- i) If you are a full-time student from a contributing country, your fees are shown in **Table 1**.
- ii) If you are a part-time student from a contributing country, **Tables 1 (a) and 1 (b)** show how to calculate fees as a part-time student where each course chosen is worth three (3) credits based on the rates in **Table 1**.
- iii) If you are an International student or a national of a Caribbean country not listed as a contributing country, your fees are shown in **Table 2**.

6) Making payments

Each semester all students must first pay all fees due and then register online during the published registration period.

Students who fail to register by the end of the published period will be placed on **Compulsory Leave of Absence** for the semester. Students must fulfil all financial obligations to the University before attempting to register for the semester following the Compulsory Leave of Absence.

University fees are assessed and payable every semester prior to registration.

7) Reading courses outside of a degree programme

If you wish to undertake individual courses rather than pursue an entire degree programme, you should apply for entry as a *Specially Admitted Student*. **Table 7** shows the fees that apply to Specially Admitted students.

If you are already registered with another University and wish to pursue individual courses at the UWI and meet the UWI's requirements for registration, you should apply for entry as a *Study Abroad Student*. Tuition fees for Study Abroad students are shown in **Table 9**.

Should you wish to audit courses without being examined, you would apply for entry as an *Occasional Student*. Fees for Occasional students are given in **Table 8**.

8) Additional fees if you fail courses

If you fail a course in any programme and the Board of Examiners has indicated that you should only re-sit the examination/re-submit coursework

or project, you will be charged an administrative examination fee. **Table 8** gives these fees which are based on your Faculty and the credit value of the course.

If you have failed a course outright and the Board of Examiners has indicated that you must retake the course, you must register for the semester and pay the applicable fees.

9) Estimate of Living Expenses

Estimates of living expenses are provided in **Table 10**. On-campus accommodation is calculated for semester I from August 28 – December 21, 2011 and for semester II from January 22 – May 18, 2012.

Note that these estimates are based on current market prices and are subject to change.

10) Other fees/expenses for Undergraduates to consider

- a) You need to make provision for the actual production and binding of BA, BSC, LLB and BED term papers and research papers estimated at Bds\$600.00.
- b) Students who do not reside in Barbados should remember to make provision for the cost of return airfare and to allocate approximately Bds\$500.00 to meet their “settling-in” expenses in Barbados.
- c) Scholarship, bursary and other award holders are advised to travel with enough money to cover the cost of at least one month’s expenses pending receipt of their emoluments.

11) Special note to Barbadian Undergraduate Students

The Barbados government pays the tuition fees and economic cost for its nationals for the minimum period required for a **first degree**, plus one additional year where necessary.

This, however, applies to the pursuit of **one undergraduate degree** only.

If the Barbados government has not agreed to provide sponsorship for your undergraduate degree programme, you will be responsible for payment of the full programme fees.

12) Special Note to Students from Trinidad and Tobago

The Government of Trinidad and Tobago provides Government Assistance for Tuition Expenses (GATE) to cover tuition costs for undergraduate degree programmes at Cave Hill, and the Higher Education Loan Programme (HELP) which covers living and miscellaneous expenses in Barbados. Students are required to complete the GATE application form, available at the Student Affairs – Admissions Office; whereas persons interested in securing HELP may wish to contact the Ministry of Science, Technology and Tertiary Education in Trinidad. For further information on GATE or HELP please consult **www.ttconnect.gov.tt**

UNDERGRADUATE TABLES

TABLE 1

Contributing Countries - Tuition Fees, Economic Costs and University Registration Fees for Undergraduate Programmes

(QUOTED IN BARBADOS DOLLARS Bds\$)

	TUITION FEES		plus ECONOMIC COSTS				
			Citizens of Anguilla, Antigua & Barbuda, Belize, British Virgin Islands, Bermuda* Dominica, Grenada, Montserrat, St Kitts/Nevis, St Lucia, St Vincent & the Grenadines, The Bahamas, The Cayman Islands		Citizens of Barbados, Jamaica, Trinidad & Tobago		
FACULTY	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	
Pure & Applied Sciences	\$5,625	\$251 per credit	\$9,375	\$409 per credit	\$28,125	\$1,228 per credit	
Humanities & Education							
Social Sciences							
Law	\$8,808	\$393 per credit	\$14,680	\$641 per credit	\$44,040	\$1,923 per credit	
Medical Sciences (Clinical)	\$16,618	\$8,309	\$27,697	\$13,849	\$83,090	\$41,545	
Medical Sciences (Pre-Clinical)	\$65,000						

* Associate Contributing Country.

plus UNIVERSITY FEES			= TOTAL FEES AND COSTS		
	Guild Fees <i>(annual fee)</i>	Amenities Fees <i>(annual fee)</i>	ID Card Fee <i>(first semester only)</i>	Citizens of Anguilla, Antigua & Barbuda, Belize, British Virgin Islands, Bermuda* Dominica, Grenada, Montserrat, St Kitts/Nevis, St Lucia, St Vincent & the Grenadines , The Bahamas, The Cayman Islands	Citizens of Barbados, Jamaica, Trinidad & Tobago
<i>Payable by all students</i>				Full-time	Full-time
	\$120	\$770	\$30	\$15,920	\$34,670
				\$24,408	\$53,768
				\$45,235	\$100,628
				\$65,920	\$65,920

TABLE 1 (a)

How to calculate part-time fees for nationals of Campus countries

This example shows how to calculate fees as a part-time student from a **Campus Country** (*Barbados, Jamaica or Trinidad & Tobago*) in the **Faculty of Social Sciences** taking 2 courses in Semester 1 and 3 courses in Semester 2, where each course chosen is worth three (3) credits. (See Table 1 for per credit rates).

SEMESTER 1	TUITION FEES	plus ECONOMIC COSTS	TOTAL PROGRAMME FEES (Bds) *
No. of courses	2	2	2
No. of credits	6	6	6
Fees payable	\$1,506 (6 x \$251)	\$7,368 (6 x \$1,228)	\$8,874
SEMESTER 2			
No. of courses	3	3	3
No. of credits	9	9	9
Fees payable	\$2,259 (9 x \$251)	\$11,052 (9 x \$1,228)	\$13,311

TABLE 1 (b)

How to calculate part-time fees for nationals of Non-Campus Contributing countries

This example shows how to calculate fees as a part-time student from a **contributing country other than Barbados, Jamaica, or Trinidad & Tobago** in the **Faculty of Social Sciences** taking 2 courses in Semester 1 and 3 courses in Semester 2, where each course chosen is worth three (3) credits. (See Table 1 for per credit rates).

SEMESTER 1	TUITION FEE	plus ECONOMIC COSTS	TOTAL PROGRAMME FEES (Bds) *
No. of courses	2	2	2
No. of credits	6	6	6
Fees payable	\$1,506 (6 x \$251)	\$2,454 (6 x \$409)	\$3,960
SEMESTER 2			
No. of courses	3	3	3
No. of credits	9	9	9
Fees payable	\$2,259 (9 x \$251)	\$3,681 (9 x \$409)	\$5,940

* University Registration Fees are additional to the annual programme fees.

TABLE 2

Undergraduate programme fees for International students and citizens of Caribbean countries not listed as contributing countries

Faculty	Annual Full-time Programme Fees Bds\$ *	Annual Part-time Programme Fees Bds\$ *
Pure & Applied Sciences	\$33,750	\$16,875
Humanities & Education	\$33,750	\$16,875
Social Sciences	\$33,750	\$16,875
Law	\$52,848	\$26,424
Medical Sciences (Clinical)	\$99,708	\$49,854
Medical Sciences (Pre-Clinical)	\$65,000	\$32,500

* University Fees are additional to the annual programme fees.

GRADUATE PROGRAMMES

12) Categories of Fees for Graduate programmes

Graduate programmes at Cave Hill fall into two (2) categories:

- Programmes funded by the University Grants Committee (*referred to as UGC-funded*), and
- Programmes which are not UGC-funded (*referred to as Self-Financed*).

Fees for the two categories of programme are calculated differently.

UGC programmes are funded in part by the governments of the region. Fees are calculated and billed annually based on the Faculty into which your programme falls, your country of citizenship and whether you have chosen to undertake a full-time or a part-time course load. UGC programme fees are set by University Council and are subject to revision annually.

Self-financed programmes have a fixed fee which does not change during your programme of study subject to item 22. Fees are calculated every semester based on your course registration for that semester.

Students in **both** UGC-funded and self-financed programmes are required to register online every semester during the published registration period, until their degree has been awarded, and pay the applicable fees by the published deadline.

13) Categories of all Graduate programmes

Table 3 gives a list of all higher degrees offered at Cave Hill. This table shows the Faculty of each programme and shows those that are self-financed and those that are UGC-funded.

14) Billing for self-financed programmes

Self-financed programme fees are billed by credit hour. A student with a full-time course load can expect to pay approximately 1/3 of the programme fee in semester 1, 1/3 in semester 2 and the balance in the summer period when

the final courses, research papers, and internships are undertaken.

The cost per component is calculated by dividing the programme cost by the total credits in the programme and multiplying by the number of credits in the particular component (course/research paper/practicum) being taken

Students undertaking the **MSc. International Management** must make allowance for additional pre-programme costs as follows:

- a) Intensive Management Bds \$1,200.00
- b) Intensive Language Bds \$1,500.00

Candidates will be informed based on their undergraduate and work experience whether they are required to undertake these pre-programme courses which are held in the August of the year in which the programme starts.

Persons undertaking the **MSc International Trade Policy** must make allowance for an extra Bds\$5,000 for the 2-week overseas attachment that forms an integral part of their programme.

15) Billing for UGC-funded programmes

- a. *If you are a citizen of Barbados, Jamaica or Trinidad & Tobago* your government may undertake to sponsor all or part of your programme fees. You should be aware of the current policy of your government regarding eligibility criteria and conditions of sponsorship. If you do not receive sponsorship, you will be responsible for the full payment of your programme fees. Your fees are given in **Table 4**.
- b. *If you are a citizen of a contributing country other than Barbados, Jamaica, or Trinidad & Tobago* your Government may undertake to sponsor part of your programme fees. You should be aware of the current policy of your Government regarding eligibility criteria and conditions of sponsorship. If you do not receive sponsorship, you will be responsible for the full payment of your programme fees. Your fees are given in **Table 5**.
- c. *If you are an International student or citizen of a contributing country listed in Item 4 on page 60*, you will be responsible for the full payment of the programme fees as given in **Table 4**.

16) Full-time vs Part-time for the Graduate student

Students who undertake a full course load are considered full-time even though the courses may be delivered in the evening and on weekends. A part-time student is one who normally undertakes half of the course load. Faculty Regulations will normally prescribe the course loading for part-time registration.

If you are a research student and employed for more than 12 hours a week you are **not** permitted to register as a full-time student.

17) University Registration fees for a graduate student

University Registration fees comprise:

- Guild Fee (currently Bds\$120.00 per annum or Bds\$60.00 per semester),

- Amenities Fee (currently Bds\$770.00 per annum or Bds\$385.00 per semester), and
- the ID card fee (currently Bds\$30.00).

The Guild and Amenities fees are charged to your account every semester until your programme is complete. The ID Card fee is charged on registration the first semester only.

18) Scholarships

Currently there are no scholarships available for Taught Masters Programmes. Postgraduate awards are only available to students undertaking research degrees (Master's or Doctor of Philosophy.)

19) Making payments as a graduate student

Each semester all students must pay fees before registration and then select courses online during the published registration period. Students enrolled in self-financed programmes are billed based on course selection as detailed in **Table 3**.

Students in UGC-funded programmes are billed a fixed amount on registration regardless of the number of courses for which they register. These fees are also due by the published deadline.

Students whose fees are unpaid after the cut-off date published every semester will be deemed not to be registered and will be ineligible to attend classes and write examinations.

20) Reading courses outside of a UGC-funded degree programme

If you wish to undertake individual courses rather than pursue an entire degree programme, you should apply for entry as a *Specially Admitted Student*. **Table 7** shows the fees that apply to Specially Admitted students.

If you are already registered with another university and wish to pursue individual courses at UWI and meet UWI's requirements for registration, you should apply for entry as a *Study Abroad Student*. Tuition fees for Study Abroad students are shown in **Table 9**.

If you wish to audit courses without being examined, you would apply for entry as an *Occasional Student*. Fees for Occasional students are given in **Table 8**.

21) Reading courses outside of a self-financed degree programme

Some self-financed programmes offer individual certificate courses and/or graduate diploma course packages. You should contact the programme coordinator for advice. Individual courses are billed as explained in item 14.

22) Additional fees for graduate students

If you fail a course programme and the Board of Examiners has indicated that you should only re-sit the examination/re-submit coursework or project, you will be charged an administrative examination fee. **Table 9** shows these fees based on your Faculty and the credit value of the course.

If you are in a self-financed programme, have failed a course outright and the Board of Examiners has indicated that you must retake the course, you must register and pay the full cost of that course again.

If you are in a UGC-funded programme, have failed a course outright and the Board of Examiners has indicated that you must retake the course, you must register for the semester and pay the applicable fees.

23) Estimate of living expenses in Barbados for graduate student

Estimates of living expenses are provided in **Table 10**. On-campus accommodation is calculated for semester I from August 28 – December 21, 2011 and for semester II from January 22 – May 18, 2012.

Note that these estimates are based on current market prices and are subject to change.

24) Other fees/expenses that apply for graduate students

- a) If you are doing a research degree there is an examination fee – see **Table 6** – on submission of your thesis. Some programmes which require a research paper also carry an examination fee – currently Bds\$50.00. Students should confirm with the School for Graduate Studies and Research whether their programme carries a research paper examination fee.
- b) You also need to make provision for the actual production and binding of research papers and theses estimated as follows:

Research Papers:	Bds\$500.00 - Bds\$600.00
Theses:	Bds\$800.00 - Bds\$1,000.00
- c) Students who do not reside in Barbados should remember to make provision for the cost of return airfare and to allocate approximately Bds\$500.00 to meet their “settling-in” expenses in Barbados.
- d) Scholarship, Bursary and other award holders are advised to travel with enough money to cover the cost of at least one month’s expenses pending receipt of their emoluments.
- e) All graduate students are advised to either travel with a **laptop computer** or include the cost of one in their budget.

25) Special note to Barbadian Graduate Students

Each Barbadian student who has received sponsorship for the course of their Higher Degree is advised of the time period for which the sponsorship is applicable.

Students are advised to pay close attention to the conditions in their letter as extensions to the time period are not automatic. While the School for Graduate Studies and Research will make representation for extensions on the recommendation of the Department and supported by the Campus Coordinator, students will be required to register and pay all fees once the sponsorship period has expired until a decision has been made. If the extension is granted, the student will be refunded Tuition Fees and Economic Costs paid.

GRADUATE TABLES

TABLE 3

ALL HIGHER DEGREE PROGRAMMES AT CAVE HILL

Faculty/Programme	TYPE	FEE (Bds\$)
FACULTY OF HUMANITIES & EDUCATION		
MA Creative Arts (36 credits)	UGC-Funded	Tables 4 & 5
MA/MPhil/PhD Cultural Studies	UGC-Funded	Tables 4 & 5
MPhil/PhD French	UGC-Funded	Tables 4 & 5
MA Heritage Studies	UGC-Funded	Tables 4 & 5
MA/MPhil/PhD History	UGC-Funded	Tables 4 & 5
MA/MPhil/PhD Linguistics	UGC-Funded	Tables 4 & 5
MPhil/PhD Literatures in English	UGC-Funded	Tables 4 & 5
MPhil/PhD Spanish	UGC-Funded	Tables 4 & 5
MA/MPhil/PhD Theology	See note 1	Tables 4 & 5
Diploma in Education (Secondary)	See note 4	
Master, MPhil, PhD of Education	UGC-Funded	Tables 4 & 5
FACULTY OF LAW		
Diploma/LLM Corporate & Commercial Law (35 Credits)	Self-Financed	\$20,000
Diploma/LLM Legislative Drafting (45 Credits)	UGC-Funded	Tables 4 & 5
Diploma/LLM Public Law (35 Credits)	Self-Financed	\$20,000
MPhil/PhD Law	UGC-Funded	Tables 4 & 5
FACULTY OF PURE & APPLIED SCIENCES		
MSc Electronic Commerce	Self-Financed	\$25,000
MSc Natural Resource and Environmental Management	UGC-Funded	Tables 4 & 5
MPhil/PhD Biochemistry, Biology, Chemistry, Computer Science, Ecology, Electronics, Environmental Studies, Hydrogeology, Mathematics, Meteorology, Natural Resource Management, Physics	UGC-Funded	Tables 4 & 5
SIR ARTHUR LEWIS INSTITUTE OF SOCIAL AND ECONOMIC STUDIES		
MPhil Economic Development Policy, Governance and Public Policy, Social Policy	Self-Financed	\$5,000 /year
PhD Economic Development Policy, Governance and Public Policy, Social Policy	Self-Financed	\$4,000 /year

Faculty/Programme	TYPE	FEE (Bds\$)
INSTITUTE OF GENDER & DEVELOPMENT STUDIES		
MPhil/PhD Gender and Development Studies	UGC-Funded	Tables 4 & 5

FACULTY OF SOCIAL SCIENCES		
Master of Social Work (39 Credits)	Self-Financed	\$20,000
MBA, International MBA, MBA Entrepreneurship, Masters in International Event Management, DBA	See note 2	
MPhil/PhD Management Studies, Political Science, Social Work, Sociology	UGC-Funded	Tables 4 & 5
MSc Applied Psychology (39 Credits)	Self-Financed	\$20,000
MSc Banking & Finance (45 Credits)	Self-Financed	\$25,000
MSc Building & Construction Management (42 Credits)	Self-Financed	\$30,000
MSc Counselling Psychology (48 Credits)	Self-Financed	\$20,000
MSc E-Governance for Developing States (39 Credits)	Self-Financed	\$25,000
MSc Financial & Business Economics (36 Credits)	UGC-Funded	Tables 4 & 5
MSc Integration Studies (42 Credits)	Self-Financed	\$20,000
MSc International Management (42 Credits)	Self-Financed	\$28,800
MSc International Trade Policy (45 Credits)	Self-Financed	\$28,000
MSc Investments & Wealth Management (42 Credits)	Self-Financed	\$30,000
MSc Labour & Employment Relations (39 Credits)	Self-Financed	\$20,000
MSc Logistics and Supply Chain Management (48 Credits)	Self-Financed	\$30,000
MSc Management (45 Credits)	Self-Financed	\$30,000
MSc Management with specialisation		
Financial Management (45 Credits)	Self-Funded	\$30,000
Human Resource Management (45 Credits)	Self-Funded	\$30,000
International Management (45 Credits)	Self-Funded	\$30,000
Marketing (45 Credits)	Self-Funded	\$30,000
MSc Project Management & Evaluation (43 Credits)	UGC-Funded	Tables 4 & 5
MSc Sociology (39 Credits)	Self-Financed	\$20,000
MSc Tourism & Hospitality Management (42 Credits)	Self-Financed	\$25,000
MSc Tourism and Events Management (42 Credits)	Self-Financed	\$25,000
MSc Tourism and Sports Management (42 Credits)	Self-Financed	\$25,000
MSc Tourism Marketing (42 Credits)	Self-Financed	\$25,000
MSc Tourism with Project Management (42 Credits)	Self-Financed	\$25,000
Msc Transport Economics (48 Credits)	Self-Financed	\$30,000

FACULTY OF MEDICAL SCIENCES	TYPE	FEE (Bds\$)
DM Anaesthesia and Intensive Care, Emergency Medicine, Family Medicine, Internal Medicine, Obstetrics & Gynaecology, Ophthalmology, Orthopedics, Paediatrics, Psychiatry, Surgery (General)	See note 3	
Diploma in Family Medicine	Self-financed	\$7,000 /yr
Diploma in Health Services Management (21 Credits)	Self-financed	\$10,500 /yr
MSc in Family Medicine	Self-financed	\$5,000 /yr
Master in Public Health (40 Credits)	Self-financed	\$20,000
MPhil/PhD in Public Health	UGC-Funded	Tables 4 & 5
MPhil/PhD in Medical Microbiology, Epidemiology, Immunology	UGC-Funded	Tables 4 & 5

Notes:

- *1 For information on financial arrangements for programmes offered by Codrington College, contact the College Principal at (246) 423-1141.
- *2 For information on financial arrangements for the Master of Business Administration, Doctor of Business Administration and other degrees offered by the Cave Hill School of Business, contact the Cave Hill School of Business directly at (246) 424-7731.
- *3 For information on financial arrangements for the DM degrees offered by the Faculty of Medical Sciences (SCMR), contact the Faculty directly at (246) 429-5112.
- *4 Programme is funded by the individual governments where programme is offered. Contact the The School of Education at UWI Cave Hill for further information.

Self financed fees shown do not include Compulsory University Registration fees which are billed every semester.

TABLE 4

UGC-FUNDED programme fees for citizens of Barbados, Jamaica, or Trinidad & Tobago, International students and citizens of Caribbean countries not listed as contributing countries

FACULTY OF HUMANITIES & EDUCATION	MINIMUM DURATION	ANNUAL PROGRAMME FEES (Bds\$) *
MA Creative Arts	MA/MEd – 1 year MPhil – 2 years PhD – 3 years	\$32,993 (FT) \$16,496.50 (PT)
MA, MPhil, PhD Cultural Studies		
MPhil, PhD French		
MA Heritage Studies		
MA, MPhil, PhD History		
MA, MPhil, PhD Linguistics		
MPhil/PhD Literatures in English		
MPhil, PhD Spanish		
Master, MPhil, PhD of Education		

FACULTY	MINIMUM DURATION	ANNUAL PROGRAMME FEES (Bds\$) *
FACULTY OF LAW		
Advanced Diploma, LLM Legislative Drafting	Diploma, LLM – 1 year PhD – 3 years	\$52,848.00 (FT) \$26,424.00 (PT)
MPhil/PhD Law		
FACULTY OF MEDICAL SCIENCES		
MPhil and PhD in Medical Microbiology, Epidemiology, Immunology	MPhil – 2 years PhD – 3 years	\$99,708.00(FT) \$49,854.00 (PT)
FACULTY OF PURE & APPLIED SCIENCES		
MSc Natural Resource and Environmental Management	MSc – 1 year MPhil – 2 years PhD – 3 years	\$32,993.00 (FT) \$16,496.50 (PT)
MPhil/PhD in Biology, Biochemistry, Chemistry, Computer Science, Ecology, Electronics, Environmental Studies, Hydrogeology, Mathematics, Meteorology, Microbiology, Natural Resource Management and Physics		
FACULTY OF SOCIAL SCIENCES		
MSc Financial & Business Economics	MSc – 1 year MPhil – 2 years PhD – 3 years	\$32,993.00 (FT) \$16,496.50 (PT)
MSc Project Management & Evaluation		
MPhil and PhD in Management Studies, Political Science, Sociology, Social Work		

- * *University Fees are additional to the annual programme fees.*
- *Government-sponsored students will normally be billed the relevant portion of the tuition fee while the economic cost will be billed directly to the sponsoring government.*
- *You are responsible for finding out sponsorship criteria and the policy of your government on this issue.*

FT = Full Time / PT = Part Time

TABLE 5

UGC-FUNDED programme fees for citizens of Anguilla, Antigua & Barbuda, Belize, British Virgin Islands, Dominica, Grenada, Montserrat, St Kitts/Nevis, St Lucia, St Vincent & the Grenadines, The Bahamas or The Cayman Islands

FACULTY OF HUMANITIES & EDUCATION	MINIMUM DURATION	ANNUAL FULL-TIME PROGRAMME FEES (Bds\$) *
MA Creative Arts	MA/MEd – 1 year MPhil – 2 years PhD – 3 years	\$14,664.00 (FT) \$7,332.00 (PT)
MA, MPhil, PhD Cultural Studies		
MPhil, PhD French		
MA Heritage Studies		
MA, MPhil, PhD History		
MA, MPhil, PhD Linguistics		
MPhil, PhD Literatures in English		
MPhil, PhD Spanish		
MA Spanish Language and Literature		
Master, MPhil, PhD of Education		
FACULTY OF LAW		
Advanced Diploma, LLM Legislative Drafting	Diploma, LLM – 1 year PhD – 3 years	\$23,488.00 (FT) \$11,744.00 (PT)
MPhil/PhD Law		
FACULTY OF MEDICAL SCIENCES		
MPhil and PhD in Medical Microbiology, Epidemiology, Immunology	MPhil – 2 years PhD – 3 years	\$44,315.00 (FT) \$22,157.50 (PT)
FACULTY OF PURE & APPLIED SCIENCES		
MSc Natural Resource and Environmental Management	MSc – 1 year MPhil – 2 years PhD – 3 years	\$14,664.00 (FT) \$7,332.00 (PT)
MPhil, PhD in Biology, Biochemistry, Chemistry, Computer Science, Ecology, Electronics, Environmental Studies, Hydrogeology, Mathematics, Meteorology, Microbiology, Natural Resource Management and Physics		

FACULTY OF SOCIAL SCIENCES	MINIMUM DURATION	ANNUAL FULL-TIME PROGRAMME FEES (Bds\$) *
MSc Financial & Business Economics	MSc – 1 year MPhil – 2 years PhD – 3 years	\$14,664.00 (FT) \$7,332.00 (PT)
MSc. Project Management & Evaluation		
MPhil and PhD in Management Studies, Political Science, Sociology, Social Work		

- * *University Fees are additional to the annual programme fees.*
- *Government-sponsored students will normally be billed the relevant portion of the tuition fee while the economic cost will be billed directly to the sponsoring Government.*
- *You are responsible for finding out sponsorship criteria and the policy of your Government on this issue.*

TABLE 6

EXAMINATION FEES FOR THESES AND RESEARCH PAPERS

(QUOTED IN BARBADOS DOLLARS - Bds\$)

TYPE	FEE (Bds\$)
LLM/MA/MSc	\$100.00
MPhil Thesis	\$150.00
PhD/DM Thesis	\$200.00

Note that a fee is not applicable to all research papers submitted for MSc or MA programmes. Students should confirm with the School for Graduate Studies and Research whether they are required to pay this fee.

GENERAL TABLES

TABLE 7

FEES FOR SPECIALLY ADMITTED STUDENTS

FACULTY	CITIZENS OF CONTRIBUTING COUNTRIES PER CREDIT COST Bds\$	CITIZENS OF ALL OTHER COUNTRIES - PER CREDIT COST (Bds\$)
Pure & Applied Sciences	\$251.00	\$1,253.00
Humanities & Education	\$251.00	\$1,253.00
Social Sciences (<i>Except the Cave Hill School of Business</i>)	\$251.00	\$1,253.00
Law	\$393.00	\$1,963.00
Medical Sciences (Clinical)	\$741.00	\$3,703.00

- o **Specially Admitted** students are allowed to attend classes and write examinations.

TABLE 8

**FEEES FOR OCCASIONAL STUDENTS, EXAMINATION ONLY
RE-SITS, COURSEWORK AND PROJECT RE-SUBMISSIONS**

FACULTY	PER CREDIT COST (Bds\$)
Pure & Applied Sciences	\$125.00
Humanities & Education	\$125.00
Social Sciences <i>(Except the Cave Hill School of Business)</i>	\$125.00
Law	\$196.00
Medical Sciences	\$370.00

- o **Examinations Only** students are permitted to write examinations or re-submit coursework/projects but are not allowed to attend classes.
- o **Occasional** students are **not** permitted to write examinations.

TABLE 9

TUITION FEES FOR 'STUDY ABROAD' STUDENTS

FACULTY	Students under agreements initiated by the UWI (Bds\$)	Students under agreements initiated by other Universities (Bds\$)	Students enrolling on their own initiative (Bds\$)
Pure & Applied Sciences	\$9,375.00	\$14,063.00	\$28,125.00
Humanities & Education	\$9,375.00	\$14,063.00	\$28,125.00
Social Sciences <i>(Except the Cave Hill School of Business)</i>	\$9,375.00	\$14,063.00	\$28,125.00
Law	\$14,680.00	\$22,020.00	\$44,040.00
Medical Sciences (Clinical)	\$27,697.00	\$41,545.00	\$83,090.00

TABLE 10

LIVING EXPENSES

(QUOTED IN BARBADOS DOLLARS - Bds\$)

ACCOMMODATION			
ON CAMPUS	Single	Double	Two Bedroom
Worrell Hall			
Semester 1	\$2,541.00	n/a	n/a
Semester 2	\$2,583.00	n/a	n/a
Sherlock Hall			
Semester 1	\$2,541.00	\$1,573.00 per person	\$3,630.00 per person
Semester 2	\$2,583.00	\$1,599.00 per person	\$3,690.00 per person
OFF CAMPUS		Monthly	
Studio		\$700.00 per student	
One bedroom Apts		\$900.00 per student	
Two bedroom Apts		\$550.00 to \$800.00 per student	
Three bedroom Apts		\$600.00 per student	
ESTIMATE OF OTHER EXPENSES			
Advance Deposit	\$300.00 (deducted from semester fees)		
Security Deposit	\$200.00 (to be paid with Advance Deposit)		
Meals	\$45.00 - \$50.00 per day		
Books and Incidental Expenses	\$3,000.00 per academic year		
<p>On-campus accommodation is calculated for Semester I from August 28 – December 21, 2011 and for Semester II from January 22 – May 18, 2012.</p> <p>Any resident wanting to remain on Halls outside of the semester will be required to notify the Halls Administrator in advance. The charge is Bds\$40.00 per night (single room) and Bds\$30.00 per night (double room); Bds\$50.00 (two-bedroom/Post Graduate). All fees are to be made payable to The University of the West Indies, Cave Hill Campus.</p> <p>Students who wish to retain their rooms over the Christmas break are asked to note the additional fee of Bds\$672.00 for undergraduates and Bds\$944.00 for postgraduates for this period.</p>			



MAIN LIBRARY

www.cavehill.uwi.edu/mainlibrary

The Main Library is open to all registered students and members of staff at Cave Hill. Its holdings include more than 182,000 volumes of books, over 25,500 pamphlets and approximately 4,000 printed periodicals, the latter being mainly for in-library consultation only. The Main Library also provides database access to electronic journal articles, e-books and other resources. All of these are available either on campus or remotely through EZYproxy via the Main Library's webpage:

www.cavehill.uwi.edu/mainlibrary.

The Main Library is home to several special collections. These include the West Indies Collection, the Richard B. Moore Collection and the Dame Nita Barrow Collection. The Main Library is also a depository for United Nations and OAS documents. An online public access catalogue is available via the Internet.

The audiovisual collection (AV) of the Learning Resource Centre (LRC) of about 10,000 items in various formats is a constituent part of the Main Library. This collection is housed in the building that now houses the Faculty of Medical Sciences offices and classrooms (old Administration building).

A supervised Computer Assisted Lab (CAL) is located on level three of the Main Library. The CAL is open to students and staff from 9:00 am to 10:00 pm, Monday to Saturday and 2:00 pm – 10:00 pm on Sundays. This facility allows access to the Internet. Wireless access is also available throughout the Library. The Main Library now offers an in-house lap top lending service. These units are loaned from the Issue Desk. They compliment the facilities of the CAL.

During the semester, the Library offers instructional programmes in Information Literacy via FOUN1001 and FOUN1008. A twenty-four hour reading room facility is available to students during the semester.

All students are strongly advised to familiarise themselves with the **Rules for Readers** (APPENDIX TWO) and will be *expected* to adhere to all of the regulations contained therein.

Main Library Opening Hours

Monday – Saturday. 9:00 am – 11:00 pm from the 3rd week of the semester

Monday – Saturday to 6:00 pm – weeks 1 and 2.

Sundays 2:00 pm – 10:00 pm from the 4th week of the semester only

Summer

Monday – Friday 9:00 am - 9:00 pm

Saturday 9:00 am - 4:00 pm

Sunday CLOSED

Semester Breaks

Monday – Friday 9:00 am - 5:00 pm

Saturday & Sunday CLOSED

The Library is closed on Public and University holidays throughout the year.

THE LAW LIBRARY

Email: lawlib@cavehill.uwi.edu

www.cavehill.uwi.edu/lawlibrary

The Law Library is centrally located within the Faculty of Law building. It has an extensive collection of West Indian and other Commonwealth legal materials, and is considered the premier legal library in the region. The collection is now in excess of 125,000 volumes.

This includes 620 periodical titles and 400 law reports, statutes, digests and citators. The collection's unique feature is the West Indian Section, including theses and research papers produced by staff and students and approximately 32,000 West Indian cases, most of them unreported.

The Library also has one of the most extensive collections of West Indian legislation in existence, including pre-1900 laws of the region which have been acquired on microfilm. The Law Library received substantial grants from the Board for Graduate Research to fund this project in co-operation with the Department of History and Philosophy, the Main Library, UWI Cave Hill; the Archives Department and the Barbados Public Library. Content lists to the Laws on microfilm have been compiled.

The Library aims at providing a legal reference service for practitioners and researchers in general, in addition to supporting the teaching programmes in the Faculty of Law where approximately 425 students, including graduate students, are registered. The Law Library has access to several online legal databases. These include Lexis Nexis, West Indian Reports Online, Index to Legal Periodicals, US Supreme Court Reports and UN Treaty Series. An electronic database of West Indian legislation and cases, Carilaw, was launched in 2005. The Law Library's online catalogue was also launched in 2004, and is now available on the Internet.

LAW LIBRARY HOURS

During the semester with the exception of public holidays, Law Library opening hours are as follows:

Weekdays	9:00 am - 10:00 pm
Saturdays	9:00 am - 8:00 pm
Sundays	9:00 am - 5:00 pm

Summer Period and Christmas Vacations

Mondays - Fridays	9:00 am - 6:00 pm
Saturdays	9:00 am - 1:00 pm

Temporary changes will be posted, in advance, on the Library's front door and the Faculty notice board.

THE AUDINE WILKINSON LIBRARY

The Audine Wilkinson Library, formerly SALISES Library, is located on the ground floor of the Caricom Building on University Drive. The collection consists of texts on research methods and techniques, social and public policy, economic development policy and governance with special reference to small and developing countries, especially the Eastern Caribbean. Also included are current and back issues of serials and government documents. The Library is open to the academic, research and administrative staff of The University of the West Indies, all registered graduate students, visiting researchers from recognised institutions and outside researchers.

Audine Wilkinson Library Opening Hours

Monday – Friday 8:30 am – 4:30 pm

On two days each week, the library remains open until 6:30 pm.

For further information please contact:

Documentalist	Ms Beverley Hinds	Ext. 4063
Library Clerk	Mr Christopher Rollins	Ext. 4479
Fax:		421-6217

THE LEARNING RESOURCE CENTRE

The audio-visual services provided by the Learning Resource Centre (LRC) are available to all students and staff of the Cave Hill Campus. These services include a collection of non-print materials, hardware services to support the use of these materials, and production facilities in a range of audio-visual formats. The Instructional Development Unit and the Educational Media Services Unit of the LRC support efforts by faculty and students to enhance teaching and learning through a range of activities, including workshops, seminars, consultations and technical support in the production and use of a range of audio-visual resources.

The LRC is located behind the main entrance foyer of the Campus.

Opening hours:

Semesters I and II

Monday – Friday 9:00 am – 8:00 pm

Closed Saturdays and Sundays

Summer Semester and Semester Breaks

Monday – Friday 9:00 am – 4:30 pm

Closed Saturdays and Sundays

LANGUAGE LABORATORY

Use of Language Laboratory facilities is very important for all students of French and Spanish. Students can work with material designed to correct errors in pronunciation as well as with drills and listening comprehension which reinforce what is covered during the lecture periods. The Department receives recordings such as Champs-Elysées and FDM, which are a rich source of information on current events in France; and Puerta del Sol, which serves the same function for Spain and Latin America. These tapes may be borrowed for home listening.

Also at your disposal in the Language Laboratory are video-cassettes on matters pertaining to the African, Caribbean and Pacific countries (ACP) countries. French versions and Spanish versions of these video-cassettes are available.

NO EATING OR DRINKING is allowed in the Language Laboratory.

Students are asked not to interfere with the hardware or the software programmes installed in the facility.

UNIVERSITY BOOKSHOP

Email: bookshop@cavehill.uwi.edu / www.uwibookshop.com

Tel: (246) 417 4515 / Fax: (246) 246 417 4520

The University Bookshop is centrally located on the Campus of The University of the West Indies, Cave Hill. Owned and operated by the University, the Bookshop is a resource centre for students, faculty and staff, offering a total shopping experience.

The University Bookshop specializes in the sale of academic and scholarly books. It offers required and recommended materials for courses, general books, magazines and newspapers. Merchandise available include laptops, computer accessories and supplies, cell phones, phone cards, confectionery, greeting cards, stamps, University wear, Campus wear and Campus memorabilia.

Services offered by the Bookshop include document printing, special ordering and reservation of texts. The Bookshop operates a Buy-Back programme at the end of the second semester.

The Bookshop accepts personal and company cheques, debit and credit cards and cash.

Opening Hours

Monday-Thursday 8:30 am - 7:00 pm

Friday 8:30 am - 5:00 pm

Saturday 9:00 am - 2:00 pm

Sunday & Holidays Closed

Senior Sales Assistant:

Mrs Sandra Cumberbatch

Management Consultant:

Mrs Beverly Smith-Hinkson

CAMPUS IT SERVICE (CITS)

Email: cits@cavehill.uwi.edu

www.cavehill.uwi.edu/campusitservices

Campus IT Services is located south of the Roy Marshall Teaching Complex and is responsible for all computer services on Campus. CITS is also responsible for running the Campus' seven computer labs.

Lab 1(ML1) and Lab 2(ML2) are located on the Ground Floor of the Departmental Building. Lab 3(ML3) is located in the Management Studies Building, Lab 4(ML4) is on the top floor of the Chemistry building, Lab 5(ML5) (24 hour access) is in the Roy Marshall Teaching Complex, Lab 6(ML6) is located in the SAGICOR Centre for Lifelong Learning and the Postgraduate Lab is on the 2nd floor of the Pure & Applied Sciences Building.

Each computer lab is equipped with approximately 30 computers, with Internet access and printing services. Lab schedules are posted on the doors of the labs and students from any Faculty, Department or Unit are welcome to use these facilities when the labs are not booked for scheduled classes.

Please note that entry into any lab denotes acceptance of the guidelines governing the use of ALL CITS facilities. A copy of the Guidelines is posted on the CITS' notice board located on the ground floor of the building.

During the semester, CITS employs a number of students to assist in the computer labs. Interested students should apply to the Director of IT Operations. Application forms are available from the Human Resources section in the new Administration building.

IT SERVICE DESK

The IT Service Desk is open Monday – Friday 8:00 am – 5:00 pm and Saturday 9:00 am – 5:00 pm to assist with myElearning and student network accounts problems. You can also contact the Service Desk for any general information queries. All Cave Hill Online (CHOL) problems must be reported to Student Affairs Admissions.

To contact the IT Service Desk:

- Email: itservicedesk@cavehill.uwi.edu
- Helpdesk Line: (246) 417-4191

NETWORK LOGON ACCOUNT

While on campus, you can access the software and resources available on the computers in the labs, print and use the internet by logging on to the Campus Network using your network username and password.

- Your username is your student id number. Your initial network password as a

new student is a combination of your first and last initials and your date of birth in the format **FL@ddmmyy**.

For example, John Brown, who has a date of birth of March 14, 1986 would have the password JB@140386.

On first logon you will have to change your password. You are strongly advised not to disclose your password to anyone, as you are responsible for all network activity associated with your account. After your initial login you should register with the Self Service Password Management.

Self Service Reset Password Management (SSRPM)

If you have forgotten your password you can reset it online without having to visit the IT Service Desk or a Computer Lab on Campus.

For further information visit: <https://ssrpm.cavehill.uwi.edu>

myCaveHill STUDENT PORTAL

(Single Sign On (SSO) to all Campus Online Services)

The Student portal offers the convenience of Single Sign On (SSO) to all Campus online services without having to log on to separate websites for each service. A portal is a website that acts as a gateway and allows users to easily access resources – online systems, documents and other important information from one location.

One username + One password = Access to all Campus online services

Online Services

- CHOL (Cave Hill Online – student records, timetables, financial services)
- MyCaveHill Mail
- MyCaveHill eLearning
- Library Resources

Other Portal Features

- Notices
- Campus Calendar
- News & Events
- Document Library

To access the portal go to <https://mycavehill.uwi.edu>

Read the sections below for more information on two important services - myCaveHill Mail and myCaveHill eLearning. Also find out how to access these services directly without signing on to the myCaveHill Student Portal.

myCaveHill MAIL

(Student E-mail Account... Web-based Email Services)

The University of the West Indies, Cave Hill Campus provides enhanced, web-based e-mail services to all students through the Microsoft Live Mail programme.

You can access your email on-campus and off-campus at any time, 24 hours a day!

HOW TO GET STARTED

Use CHOL to find out or verify your **myCaveHill** email address. To do so:

- Login to **CHOL**
- Click **Enter Secure Area**
- Click **Personal Information**
- Click **View Email Addresses**

Your Password is: **FL@ddmmyy**

(F is the initial of your first name, L is the initial of your last name and ddmmyy is your date of birth in numbers. E.g. John Doe, born 20th May, 1987 has a password JD@200587)

Visit <http://mail.mycavehill.uwi.edu> for more details.

Features...

- 10 GB of Email Storage
- 20 MB Attachment file size
- Connect to Other Email
- Calendar Sharing
- Ability to Organise and Customise your Inbox Accounts
- Contact Management - import contacts from Yahoo! Mail, Outlook, Hotmail and others.

myCaveHill ELEARNING

(Online Lecture Notes and Course Tools)

The myCaveHill eLearning System allows the University to create and host courses on the Internet. Students can use myCavehill eLearning to view course material, reading lists, goals, quizzes and assignments presented by lecturers.

LOGIN INSTRUCTIONS

Your eLearning login and the campus network login used to access campus resources i.e. computers in the labs or e-journals are the **SAME**.

NOTE: This is NOT your CHOL login.

NEW STUDENTS:

Your default login is: **Username:** Student ID **Password:** FL@ddmmyy

Access to myeLearning, requires that you are in good financial standing with no holds on your account. If you have holds you need to clear these with Student Accounts and Admissions.

If you experience problems with your login, not related to holds on your student account, please visit the Campus IT Service Desk with your validated Student ID. Passwords will **NOT** be reset over the telephone.

Visit <http://myelearning.cavehill.uwi.edu> to learn more.

UNIVERSITY ICT POLICY

The University's ICT policies are accessible at www.cavehill.uwi.edu/campusitservices/policies. Students should pay special attention to the *Acceptable Use and E-mail Policies*.



CAMPUS RESOURCES

OFFICE OF STUDENT SERVICES (OSS)

email: studentservices@cavehill.uwi.edu

www.cavehill.uwi.edu/studentservices

The Office of Student Services (OSS) offers a variety of services and programmes geared towards enhancing the general well-being and personal and professional development of students.

The Office also organizes programmes in study skills, career development, debating, mentorship, leadership, community service and sport. It collaborates closely with the Guild of Students and student clubs and societies in a number of activities. Other services include - health, counselling, new student orientation and chaplaincy.

The OSS considers students to be central to the mission of the University and seeks as far as is possible to promote their holistic development.

Current programmes offered by the OSS are:

- 1) Mentorship Programme
- 2) RAPS and PACE
- 3) First Year Experience
- 4) Co-Curricular Credits
- 5) Vision & Fortitude Programme
- 6) Leadership with Service
- 7) SEED

Full details on all programmes are available from the Office of Student Services.

1) MENTORSHIP PROGRAMME

The Mentorship Programme was launched during the 1994/95 academic year. Approximately 50 mentors and a similar number of students participate annually in the programme. Annual evaluations of the programme by both mentors and students have been positive.

Mentorship is a holistic process through which a professional (mentor) engages in a relationship with a student to explore their career interest and to develop an intricate understanding of the discipline so as to more effectively make career decisions.

Mentoring also provides networking and job shadowing opportunities to help students gain a more practical understanding of the world of work while facilitating their personal growth and development.

It is designed to facilitate the integrated development of students in the following areas of personal, academic, career, social and civic responsibility.

2) RAPS & PACE

The Reasoned Action for Problem Solving (RAPS) and Personal Academic Career Enrichment (PACE) workshops are targeted to all students who want to enhance their development in a holistic manner.

The programmes are structured in order to facilitate students' participation in highly interactive sessions that will allow them to discuss common interests as they relate to their well-being, academic, career and personal success. Students have the opportunity to learn how to study smart, make friends, negotiate difficult relationships, solve problems creatively and begin to plan for their future in a chosen career.

3) FIRST YEAR EXPERIENCE

Strictly First Years

Strictly First Years is a student centred initiative, aimed at improving and enhancing the skills needed to facilitate the academic, personal, career and social development and success of the First Year Student through discussion and activity based learning in areas of academic skill, resources management, networking, social & personal skills and career exploration. It is a preparatory course intended to:

- Raise students' awareness of the goals of higher education
- Help students develop a sense of responsibility for their own success and the future of their communities and the wider region
- Help them become effective students
- Develop life skills

4) CO-CURRICULAR CREDITS

Co-curricular activities are designed to give formal recognition to the University's aim to produce well-rounded graduates, better prepared for their role in society through activities that will promote personal and professional development. Accordingly, co-curricular activities are designed to foster a range of skills – interpersonal, creative, leadership and management, social and professional.

Students in Level 2 and Level 3 are eligible for Co-curricular credits.

5) VISION & FORTITUDE PROGRAMME

email: studentservices@cavehill.uwi.edu

The Vision and Fortitude programme was initiated in September 2006 as a holistic approach to education. It focuses on student empowerment and its overall aim is to help students develop life skills to facilitate their personal success. The programme which is offered in both semesters seeks to minister to the mental, emotional and spiritual needs of students while reaching out to the wider community.

The programme is intended to help students begin to explore their value system, personal resourcefulness and to examine how these values either facilitate or militate against their success. The programme is also intended to help students develop more functional ways of creating personal success and taking personal responsibility for their growth and development.

The programme helps students to explore the following areas:

- Purpose
- Civic responsibility
- Perseverance and Success
- Resiliency
- Vision and Fortitude
- Integrity
- Service

Braille

The Mentor for Vision and Fortitude will promote Braille literacy across the Campus community. The programme is intended to increase mutual understanding between the visually impaired and non visually impaired persons so that there are enhanced possibilities for working alliances and collaborations. The interaction will also serve to broaden participants' worldview and serve as a platform to understanding diversity in the broader context.

“Conscious Vibrations”

Students will be invited to workshops that enhance their mental, emotional and spiritual development as well as discussions about issues that impact the society.

The opportunity will also be given for students to be exposed to the creative arts and to express themselves through media such as music and poetry.

Community Outreach

Based on the subject matter of the “Conscious Vibrations” workshops, students will be given the opportunity to visit and get involved in community outreach programmes. The “*Creative Minds*” project enables students to be involved in the development of primary school children whilst the “*20/20 Vision and Fortitude*” project in conjunction with the National Council for Substance Abuse (NCSA) allows students to positively engage youths at the secondary school level.

6) LEADERSHIP WITH SERVICE SUMMER PROGRAMME

This programme promotes Service Learning with specific objectives to:

- Undertake field trips to address social ills
- Evaluate social conditions needing investigation
- Design intervention toward social change
- Work in collaboration with affected communities and groups

7) STUDENT ENTREPRENEURIAL EMPOWERMENT DEVELOPMENT (SEED) Project

email: seed@cavehill.uwi.edu / www.cavehill.uwi.edu/seed

The Scotia Bank supported Student Entrepreneurial Empowerment Development (SEED) Project is an exciting, motivational programme designed to develop self-reliance, innovativeness and entrepreneurship. The ultimate goal of the project is to expand employment choices so that upon or before graduating students would not have to rely entirely on jobs in the public and private sectors, but would consider launching their own businesses thereby ensuring employment for themselves and others.

The Entrepreneurs’ Forum Series 2011 will cover the following topics:

- SEED in the Classroom
- Raising Capital
- Turning an Idea into a Business
- Developing a Business Plan
- Ownership
- Marketing Strategies
- Entrepreneurial Opportunities in Services
- Are You Ready to Start Your Business?
- Intellectual Property
- Legal Forms of Business
- Presenting yourself

Contact: SEED Project, Department of Management Studies

Telephone: (246) 417-4300, Fax: (246) 438-9167

HIV & AIDS RESPONSE PROGRAMME (UWIHARP)

email: uwiharp@cavehill.uwi.edu

The University of the West Indies HIV & AIDS Response Programme (UWIHARP) was established in 2001 with branches on the three land campuses of the UWI: Cave Hill (Barbados), St. Augustine (Trinidad and Tobago) and Mona (Jamaica).

UWIHARP takes a multi-sectoral approach combining research and consultancy; education, training and sensitization; outreach and advocacy. With a specific concentration on HIV and AIDS, the focus also broadens to include other sexually transmitted infections (STI), sexuality and reproductive health. There is a strong gender and human rights mainstreaming throughout the programme. The Campus programme is primarily student-centered but with outreach to academic and non-academic staff.

The UWIHARP Mission

To build and harness capacity within the University in order to contribute maximally to the national, regional and international effort to control the HIV epidemic, and to mitigate the impact of HIV&AIDS on the University itself and on the wider society.

UWIHARP Principles

UWIHARP also takes a multi-pronged, secular approach to provide an enabling and empowering environment that supports male and female students to:

1. Exercise their sexual and reproductive rights;
2. Think critically and responsibly about their sexuality;
3. Make informed decisions on whether or not to engage in sexual activities;
4. Safely negotiate sexual encounters;
5. Access student-friendly sexual wellbeing services, including sexual and reproductive health information, commodities and HIV testing

What we do

Guided by the Mission statement and the overarching principles, UWIHARP uses a rights-based frame to:

1. Build capacity in the area of youth leadership & HIV programming (Peer Educator Programme);
2. Provide gender responsive sexual and reproductive health (SRH) outreach strategies;
3. Support the scaling up of access to youth friendly SRH services;
4. Conduct policy oriented research in gender, sexuality and HIV;
5. Support the rolling out of UWI HIV Policy among staff

How we do it

1. Support student centred activities
 - *Peer Education Programme (UWIHARP CHAPTER)*
 - *Co-Curricular Course- COCR 2030: Peer Education in Response to HIV&AIDS* (offered in Semester 1 only and to 2nd & 3rd year students);
 - *Curriculum Infusion*
2. Provide technical support to HIV initiatives on Campus
3. Distribute SRH commodities for safer sexual practices
4. Support HIV testing on Campus
5. Provide information, education and communication materials to students

Contact: The UWIHARP Office, Sherlock Hall of Residence
 Telephone: (246) 417-4145/6; Fax (246) 438-9173

RELIGION AND CHAPLAINCY

The Campus is non-sectarian and several denominations of the Christian faith are represented by chaplains who visit regularly and are always available to consult and advise.

There are several active religious societies and a branch of the University and College Christian Fellowship (UCCF) on Campus. Provision is made for visiting chaplains to meet students at specified times.

Anglican	Rev. Coleridge Darlington
Hindu	Mehendra Kumar Upadhyaya
Methodist	Rev. Arlette Waterman (Coordinator of Chaplains)
Moravian	Rev. Ezra Parris
Muslim	Mr Suleiman Bulbulia
Roman Catholic	Father Charles Dominic
Seventh Day Adventist	Pastor Glenworth Joseph

HEALTH SERVICES

Registered students are served by a Health Clinic which is situated in the Students' Union building. Clinical services are provided by a full-time Medical Officer, two full-time Nursing Sisters and a panel of doctors, four of whom visit the clinic regularly. Consultation with specialist consultants is available on referral to the Queen Elizabeth Hospital, which is a modern University teaching hospital.

Diagnostic dental services are provided monthly during the semester.

The clinic hours are 8:30 am to 9:00 pm Monday to Friday. In emergencies after hours, students should go directly to the Accident and Emergency Department of the Queen Elizabeth Hospital. Resident students may report to the Resident Assistant on Hall. Medical attention is free, but students must pay for any drugs prescribed.

The University does NOT undertake to provide or meet the cost of medical services, which cannot be obtained from the Health Clinic. Where, in extraordinary circumstances these are necessary, they must be met by the student, his/her parents or guardians or donors. An emergency loan may be available from the student emergency Loan Fund where circumstances warrant.

CAMPUS PHARMACY

MedicAid-UWI Pharmacy operates a full service dispensary on Campus. The pharmacy dispensary services are aligned with the Student Medical Plan and Student Health Clinic.

The Pharmacy is conveniently located next to the Student Health Clinic and offers dispensary services and as well as over the counter pharmaceuticals including all chronic illness prescription drugs, vitamins and minerals, personal toiletries, auricular goods, medicated items, dermatological preparations, ophthalmic goods, reubeficients, laxatives, gastrointestinal preparations, and anti-diarrhoeals.

Opening Hours

During the semester Monday – Friday 10:00 am - 9:00 pm

Summer Monday – Friday 8:30 am - 4:30 pm

CariCARE MEDICAL ASSISTANCE PLAN

The University of the West Indies, Cave Hill Campus' Medical Assistance Programme was specially designed to provide valuable insurance protection.

All full-time and part-time students of The University of the West Indies, Cave Hill Campus are eligible to join the Cave Hill Campus Medical Assistance Programme. This was specifically designed to provide valuable insurance protection through a Comprehensive Major Medical Plan. Full details are available in *APPENDIX THREE* and also at the Office of Student Services. New students join the Plan on the August 1st policy anniversary date coincident with their enrolment to the Cave Hill Campus.

COUNSELLING (NON-ACADEMIC)

The Office of Student Services provides a variety of counselling services. The staff includes a full-time counsellor. Career counselling is also offered. Please contact the office at 417-4165/4166.

The main objectives of the Counselling Services Department are to provide psychological and career interventions to students to facilitate and maintain their

academic, social, emotional and career development; and to provide guidance in any crisis.

RESIDENT ASSISTANTS

The resident assistants are University students who have undergone a rigorous selection process in order to qualify for the oversight of student life in the Halls of Residence. They provide consultations, assistance in illness/medical emergencies, matters of dispute and conflict resolution and help to foster a sense of community amongst the residents.

ACCOMMODATION

Email: accommodations@cavehill.uwi.edu

ON-CAMPUS

The **Frank Worrell Hall** consists of 180 single study rooms in suites of six, contained in ten three-storey blocks, arranged in three clusters. Each cluster is enclosed by a combination of garden walls and common facilities including Resident Assistants' apartment and laundry unit. The Junior Common Room is the central feature of the communal life of the Hall and is located at the heart of the complex.

Situated on a knoll overlooking the main Campus, the complex captures a panoramic view of the beautifully laid out Campus and the distant view of the Caribbean Sea. The design of the buildings reflects an architectural vernacular of the Barbadian style with modest overhangs and hipped vented gable roofs to permit natural ventilation.

The internal arrangements define each student's space whilst permitting a family life style on each floor and a community in each cluster. Each study room is furnished with a bed, built-in desk and wardrobe and all are equipped with face basins. On each floor there is a communal living/lounge area and fully equipped kitchenette and bathroom facilities. All rooms have Internet access.

Sherlock Hall, the first and for many years the only Hall of Residence on Campus can accommodate approximately 90 students. The study rooms comprise single rooms, double rooms and graduate flats. Each floor is served by a fully-equipped kitchenette and bathroom facilities and has Internet access.

At Sherlock Hall the communal facilities include a students' lounge/ TV room, a study room, laundry unit and 2 small seminar rooms. The latter are mainly used for student development and counselling sessions.

During vacation periods, students who wish to remain in residence may do so only with the permission of the Halls Administrator and will be required to pay in advance for their rooms.

OFF-CAMPUS

The Accommodations Assistant provides a list of off-campus accommodation for

new students who have not been allotted places in the Halls of Residence. All final arrangements on terms and conditions of lodging and/or board must be made by students and the landlords or settled among themselves by students sharing the cost of rented houses on a cooperative basis.

The University entreats students in their own interest and in the interest of the University, to treat their lodgings with care, and to honour their financial obligations to the property owner. Please contact the Students Lodgings Accommodations Assistant for detailed information on off-campus accommodation at Ext. 4176, Fax: (246) 424-6482.

ESTIMATES OF ACCOMMODATION RATES

<i>Houses</i>	<i>Bds\$</i>
2 Bedrooms (furnished)	Bds\$1,200.00 - Bds\$1,500.00 per month
3 Bedrooms (furnished)	Bds\$1,650.00 - Bds\$1,800.00 per month
<hr/>	
<i>Furnished Apartments</i>	
1 Bedroom	Bds\$800.00 - Bds\$1,200.00 per month
2 Bedrooms	Bds\$700.00 - Bds\$900.00 per month, per student
3 Bedrooms	Bds\$1650.00 - Bds\$1800.00 per month
<hr/>	
<i>Board and Lodgings</i>	
Accommodation with families:	Bds\$700.00 - Bds\$900.00 per month.
<hr/>	
<i>Lodgings Only</i>	
Furnished rooms sharing with other student's	Bds\$600.00 - Bds\$800.00 per month per student.
<hr/>	

TEMPORARY ACCOMMODATION AND TRANSPORTATION

If requested new students will be met on arrival at the Grantley Adams International Airport (GAIA) by University personnel. Students are asked to note the following with regard to transportation from the airport and temporary accommodation.

- Taxis are available at the airport.
- The taxi fare from the airport to the University is approximately Bds\$50.00.
- A limited Campus bus service will be available at the cost of Bds\$15.00 per person.
- Temporary accommodation may be available at the following locations near the Campus:

Walmer Lodge Apartments Tel: (246) 425-1026

Studio (without AC) US\$50.00 + 12.5% tax per night

Studio (with AC) US\$55.00 + 12.5% tax per night

Double US\$95.00 + 12.5% tax per night

Paradise Villas Tel: (246) 424-4581

1-bed US\$75.00 + 12.5% tax per night

2-bed 2 bath Apartment US\$100.00 + 12.5% tax per night

FOOD SERVICES

Cafeteria

The Campus Cafeteria is located on the ground floor of Sherlock Hall, adjacent to the building which houses the Student Health Service and the Guild of Students. The Cafeteria is fully air-conditioned, comfortable and is designed to seat 120 patrons. The panoramic view of the Bridgetown Harbour and the Caribbean Sea can be seen from the west patio. The Cafeteria, which is operated by a concessionaire, opens seven days a week and offers breakfast, lunch, dinner, and snacks to the entire Campus community.

Kiosk

The Campus Cafeteria also operates a kiosk which is located in the car park of the Faculty of Social Sciences at the southern corner of the Campus. The kiosk caters to patrons who prefer a take-away meal or snack.

The Campus Mart

The Campus Mart, a convenience store located in the basement of the CLICO Building, sells a variety of food items in addition to other goods.

CAMPUS SECURITY AND SAFETY

From time to time there have been incidents involving assault on the person and property of students at the Campus. Students are advised to be very careful when travelling near the wooded areas on the environs of the Campus, to avoid walking alone near these areas in the late evening and at night, and to use the clearly defined walk-ways and access road to the Campus. Students are also very strongly advised to accept car rides only from persons well known to them and to report any suspicious looking person, seen on the Campus, to the security personnel. Students living in Hall are reminded to secure their books, personal belongings, money etc., and to make sure their rooms are locked before leaving.

Students should note that as a safety and security measure, they may be stopped and challenged on Campus by authorised security personnel. For this reason, **students should visibly wear their Student ID card.**

The Campus Registrar invites students to report to her, through the President of the Guild of Students, any security or safety risks which need attention and in particular, structural defects to buildings, damage to windows, doors, and the like.

LEGAL REPRESENTATION

Students who find themselves in circumstances where legal representation is required should immediately get in touch with the Director of Student Services. **Please note, however, that the University does not meet the cost of legal representation for students.**

POSTAL MAIL

Receptacles in the foyer of Sherlock Hall are provided for student mail and may be used by Administration for communicating with you during the semester. All mail is kept at the Business Office located within the Frank Worrell Hall complex. You should make a point of checking with that office regularly for correspondence addressed to you.



THE GUILD OF STUDENTS

Tel : 417 4534/4535

email: guildofstudents@cavehill.uwi.edu

GETTING INVOLVED

A variety of out-of-classroom learning experiences await your participation. These organised activities are much more than “fun ways” to spend your non-class time. These activities provide opportunities to enhance your leadership, communication and interpersonal skills, develop your organisational ability and help to develop your time management, decision making, and problem solving abilities. Prospective employers expect a university graduate to possess these competencies. So, get involved!!

Involvement in Campus activities is your opportunity to build friendships and to make your “mark” and contribute to your personal growth and development and to the development of this honourable institution.

THE GUILD OF STUDENTS

The Guild of Students is the recognised student government on Campus. The Guild Council is the recognised means of communication between students as a body and the authorities of the University, with Guild Council members serving on major Campus and University Bodies. It is very important because it gives students a voice on Campus to represent their rights, interests and concerns throughout their university life.

According to its constitution the objectives of the Guild are:

- The furthering of educational and social purposes of The University of the West Indies.
- The furthering of the common interest of members of the Guild of Students.
- The advancement and promotion of unity and fraternity among the members of the Guild.

All matriculated undergraduate and graduate students pursuing a course of study at The University of the West Indies are full members of the Guild of Students.

Full Members of the Guild shall have the following privileges:

- The right to frequent the Students' Union and to enjoy all its facilities and amenities.
- The right to vote at all Guild elections and to stand for election for any office in the Guild except when debarred by lack of any special qualification.
- The right to wear the official University colours.
- The right to frequent the games fields and enjoy all the facilities and amenities offered.
- The right to participate in all activities sponsored by the Guild.
- Such other rights as may be conferred by this constitution from time to time.

CAVE HILL ASSOCIATION OF POSTGRADUATE STUDENTS (CHAPS)

The Cave Hill Association of Postgraduate Students (CHAPS) is the representative body for all graduate students at the Cave Hill Campus of The University of the West Indies. All graduate students are automatically members of CHAPS. There is no application process nor is there any payment for membership. In order to register with CHAPS simply send an email to **chaps@cavehill.uwi.edu**.

CHAPS seeks to enrich the postgraduate experience at Cave Hill on academic and personal levels. The association serves as the link between the postgraduate student body and University administration. Representation is provided for graduate students on important committees at the Campus and University levels. CHAPS is committed to fostering a strong community among students at Cave Hill and the wider academic community. Assistance can be provided for academic purposes, particularly for research initiatives, as well as for personal concerns.

All graduate students are encouraged to get involved with the activities of CHAPS.

ELECTIONS

The Guild's year runs from April 01 to March 31 and elections are constitutionally due on or before March 15.

Candidates vie for the twenty-one positions available. Please recognise that being a council member is a serious undertaking. Any elected member of the Guild Council shall be subject to recall on the basis of non-performance or misconduct according to procedures outlined in the constitution.

GUILD SECURITY

A 24-hour security station is located near the doorway leading to the Guild Office. Any student whose behaviour is contrary to the accepted norm may be suspended from the Students' Union for a period not exceeding three months, and in addition, shall lose all or any of the rights, at the discretion of the Guild Council.

STUDENT CLUBS & SOCIETIES

Student organisations and activities are a vital part of University life and are organised and controlled through the Guild of Students. These are academic societies catering to the special interests of students as well as artistic and cultural societies.

The membership fee for a full member of the Guild of Students is Bds\$120.00 per annum, payable with your other University fees at the beginning of Semester I.

The Student Societies are coordinated by the Inter-Clubs Committee while the Games Committee coordinates the sporting activities. Feel free to join the Cavite Chorale, The Language Club, the University & Colleges Christian Fellowship, The Debating Club, or any other club of your liking.

SPORTS AND GAMES FACILITIES

The sports programme at Cave Hill offers a range of sports including athletics, water sports (sailing, scuba, windsurfing and swimming), football, cricket, volleyball, netball, lawn tennis and basketball.

UWI Games are held every two years with all three campuses competing in several sports. The games are held on each campus in rotation. The Cave Hill Campus is presently the reigning champion for these games.

The 3Ws Oval, named in honour of the three Barbadian cricketing greats, Worrell, Weekes and Walcott, was officially opened in 2003. The facility offers an attractive cricket pitch and field, which meet international standards, as well as a cricket school comprising six indoor and two outdoor nets. There is also a "Walk of Fame" monument celebrating West Indies cricket and a charming "verandah" for watching sports activities on the cricket and football fields.

STUDENTS UNION

The Students' Union is managed by the Guild Council and by extension the Union Committee Chairperson. The Union is the centre for student activities and entertainment.

The Students' Union is more than just a spot for beer limes and fetes. It's the place for cultural experiences, and to relax and unwind after or during a stressful day of classes. You can "slam-a-dom," shoot pool, tune into cable TV, play games or simply take part in some interesting debates.

The Union is always a hive of activity during the semester and especially when the activities for the clubs, societies and faculties are scheduled.

Come, "**BE KNOWN**". Your full participation is essential.

OTHER FACILITIES

Guild facilities include snack and drink machines, food service (open everyday until 7pm), Hair Salon, Smoothie Bar and Guild Bar.

GUILD PUBLICATIONS

The Publications Committee provides an integral and active component of student life on Campus. With publications such as *THE CAVE Newspaper*, *Freshers' Guide* and the *Calendar of Events* as examples, students are well informed of all aspects of Campus life. Your contribution of articles, things of interest, ideas and comments for the publication is always welcome. These submissions can be sent to cavepublications@yahoo.com.

CIVIC ACTIVITIES

The Guild is actively involved in the international and regional struggles of students, as well as community outreach projects, such as the UWI Summer Camp for Children. Most importantly, the Guild represents students in disputes arising between themselves and the administrative body of The University of the West Indies.

Orientation – Guild Council members and student volunteers assist new students with their registration and organise Campus tours in an effort to make the registration exercise and settling-in as pleasant and painless as possible.

Freshers' Week – This is a fun-filled week of activities designed to welcome new students to our host country and to the lighter side of Campus life. These activities provide excellent opportunities to get out, find out, hang out and make friends. So come and enjoy the fun.

Freshers' Week of Activities:

- Orientation
- Island Tour
- Cocktail Reception
- Registration Assistance
- Clubs & Societies
- Woodstock Concert / Cooler Lime
- Freshers' Beer Lime
- Karaoke
- Freshers' Fete

Please look out for notices of dates and times of events.

CULTURAL ACTIVITIES

International Students' Day is celebrated annually on November 17. This day should be significant to all students as a symbol of what students of the world are fighting for or against at the local, national and regional level. Issues include the struggle for social justice, the fight against fascism and all other forms of dictatorship and discrimination, the fight for peace, justice and equality combined with the right to education and its liberating potential.

Events to celebrate this day include cultural and academic activities, bazaars, fairs and Woodstock. (Great bargains on jewellery, clothing and food).

Caribbean History Month is celebrated in the month of February. This month is used to heighten students' awareness of important events in the development of Caribbean people and society.

Carnival

This is the most anticipated activity on the student's calendar. Students and staff alike enjoy the camaraderie of the Calypso Competition, the Jump Up Day & After Fete, and the Carnival King & Queen Show.

Activities for Carnival include:

- Calypso Competition
- Treasure Hunt
- Carnival Lime
- J'ouvert
- Carnival Jump-up & After Show

These are only a few of the customary carnival events that are held.

CLUBS AND SOCIETIES

Island Associations

- Antigua & Barbuda Students' Association
- The Association of Bahamian Students
- Barbados Students' Association
- Belize Students' Association
- Combined Territories Association
- Dominica Students' Association
- Grenada Students' Association at Cave Hill
- Jamaican Students' Association (JASAC)
- LUSAC (St. Lucian Students' Association)
- St. Kitts & Nevis Students' Association (SKINSA)
- Trinidad & Tobago's Students' Association
- VINSA (St. Vincent & the Grenadines Students' Association)

Religious Groups

- Service Clubs/Volunteer Organisations
- Cultural Clubs
- Academic Campus Associations & Societies
- Sport Clubs
- Social Clubs

Come enjoy the activities. A full schedule of Guild Activities is available from the Guild Office.

Remember, the Guild can only function effectively with your FULL SUPPORT. You must make a conscious effort to support the Guild to ensure its continued relevance to the needs of the student body and the institution of The University of the West Indies.

Please feel free to visit the Guild Office between the hours of 9:00am and 5:00pm. We are always willing to answer questions, deal with your problems, or offer advice.

MEMBERS OF THE GUILD COUNCIL 2011-2012

President	Odwin Trenton
Vice President	Damian Belgrave
Secretary	Jimesha Prince
Treasurer	Akeem Mckend
Publications Committee Chair	Janique-Ka John
Union Committee Chairperson	Greg Scott
International Affairs Committee Chair	Aurelia Bruce
National Affairs Committee Chair	R. Ziggy Marshall
Games Committee Chairperson	Marcus Green
Law Faculty Student Rep	Donia Fuller
Social Sciences Faculty Student Rep	Asha Desuza
Medical Sciences Faculty Student Rep	Christopher St. Hill
Pure & Applied Sciences Faculty Rep	Abigayle Sealy
Humanities & Education Faculty Rep	Donnya Piggott
Sherlock Hall Chair	Dalano Dasouza
Frank Worrell Hall Chair	Arvindu Sukhram
Post Graduate President	Paul Forte
Returning Officer	Jonathan Morgan
Public Relations Officer	Rory Rowe
Librarian	Kyle McEachnie
Part Time Students Rep	Mario Babbitt Carter
Workers' Rep	Margreet Thompson



SEMESTER DATES

ACADEMIC YEAR 2011/2012

Semester 1

Payment of Fees (New Students)	by Sunday August 28, 2011
Registration period (New students)	Monday August 29 - Friday September 2, 2011 from 10:00 am – midnight daily
Semester Begins	Sunday, August 28, 2011
Teaching Begins	Monday, September 5, 2011
Graduate Student Reception	Check website
Applications for Leave of Absence	by Friday September 16, 2011
FINAL Change in Registration (Add/Drop)	by Friday September 16, 2011
Teaching Ends	Friday December 2, 2011
Examinations Begin	Monday December 5, 2011
Examinations End	Wednesday December 21, 2011
Semester I Ends	Wednesday December 21, 2011

Semester 2

Payment of Fees	by Sunday January 22, 2012
Semester Begins	Sunday January 22, 2012
Teaching Begins	Monday January 23, 2012
Applications for Leave of Absence	by Friday February 10, 2012
FINAL Change in Registration (Add/Drop)	by Friday February 10, 2012
Teaching Ends	Thursday April 19, 2012
Examinations Begin	Tuesday April 30, 2012
Examinations End	Wednesday May 18, 2012
Semester II Ends	Wednesday May 18, 2012

Graduation

Open Campus	October 15, 2011
Cave Hill	October 22, 2011
St Augustine	October 27-29, 2011
Mona	November 4-5, 2011

TRANSPORTATION

www.cavehill.uwi.edu/student-services/services/ShuttleServices

Shuttle Service and Park-and-ride

To assist with the acute shortage of parking spaces available on Campus, a Park and Ride System is in effect at Cave Hill.

Students are strongly advised to park at the National Cultural Foundation (NCF) parking lot and board a University-provided shuttle for the short journey to Campus. This student-only service is provided free of cost. ID cards must be presented upon boarding the shuttle. Shuttle schedules for the new academic year will be posted on the Office of Student Services Website and on Notice Boards around Campus.

The NCF shuttle begins at 7:45am and continues through to 10:15pm at half hour intervals.

Campus Bus Service

Our aim remains to ultimately assist in the safe and timely commute of the student population to and from the city centre and the immediate surroundings of the Campus.

The Bridgetown UWI Bus service begins at 7:15am and continues at half hour intervals until 11:15pm. The buses make drop offs and pick ups at both Probyn Street and Lower Broad Street and return to campus. Students going to the Graduate Studies Complex at Black Rock should check the schedule for the relevant timetable.

The **Warrens Circle bus route begins at 4:15pm and continues half hourly through to 11:15 pm.**

There is ongoing effort to continue to enhance the management and scheduling of the buses to ensure quality service to students.

Notes on the Barbados regular bus services

Regular bus services are operated by the government owned Barbados Transport Board, which services the entire island, and by privately owned and operated minibuses. Both services are available up to about 11:00 pm daily. The Campus is located on **Route 24** "Wanstead Drive". This route begins in Bridgetown, Cheapside Bus Terminal and runs along University Crescent to Wanstead Drive in Cave Hill. Bus fare is Bds\$2.00 for a one-way trip.

Due to legal implications, students are asked to note that they should embark and disembark from buses at bus-stops ONLY.

Taxis

Taxis are readily available. The nearest service to the Campus is Paradise Taxi Service
Tel: (246) 425-1027

SHOPPING

Stores open from 9:00 am to 5:00 pm Mondays to Fridays and 9:00 am - 4:00 pm on Saturdays. In addition to the large department stores and supermarkets in Bridgetown, (5 miles from Campus), shopping plazas are located along Black Rock, Rock Dundo, Cave Hill, and Warrens, St. Michael, as well as Sunset Crest and Holetown, St. James.

BANKS

Normal banking hours are:

Mondays to Thursdays	8:00 am - 3:00 pm
Fridays	8:00 am - 5:00 pm

IMPORTANT TELEPHONE NUMBERS

**All telephone extensions in this Handbook
can be reached through the UWI PBX: (246) 417-4000**

University PBX (246) 417-4000

University FAX (246) 425-1327

Director Student Services	(246) 417-4037
Director Security	(246) 417-4160

Halls of Residence

Frank Worrell Hall	Office :	(246) 417-4175/6
	Security :	(246) 417-4689

Halls of Residence

Sherlock Hall	Office :	(246) 417-4578
	Security :	(246) 417-4177

Halls of Residence

*Each block and floor has its own number accessible through the operator on
(246) 417-4000*

Students' Union	(246) 417-4534/ (246) 417-4535
Guild President	(246) 417-4534/ (246) 417-4535
Student Lodgings	(246) 417-4578

STUDENT AFFAIRS SECTION

Undergraduate Admissions	(246) 417-4113 / 4114 / 4115 / (246) 417-4120 / 4122 / 4123 / (246) 417-4125 / 4124 / 7591
Help Desk	(246) 417-4127
Examinations	(246) 417-4134 / 4135 / 4136 (246) 417-4137 / 4138 / 4139
Records	(246) 417-4140 / 4141 / 4932 (246) 417-4142 / 4143
Summer School	(246) 417-4862 / 4471 / 4130

THE SCHOOL FOR GRADUATE STUDIES AND RESEARCH

Graduate Studies	(246) 417-4903 / 4904 / 4905 / 4907 / 4908 / 4909 / 4910 / 4911 / 4912
------------------	--

CAMPUS BURSAR'S OFFICE

Student Accounts	(246) 417-4109 / 4110
------------------	-----------------------

FACULTY OFFICES

Faculty of Humanities & Education	(246) 417-4386
Faculty of Law	(246) 417-4218
Faculty of Pure and Applied Sciences	(246) 417-4311
Faculty of Social Sciences	(246) 417-4266
Faculty of Medical Sciences	(246) 429-5112/ (246) 437-8335

EMERGENCY NUMBERS

Police	211
Queen Elizabeth Hospital	(246) 436-6450





APPENDIX ONE

REFUND POLICY

Refunds to students are granted for:-

- o Overpayment of fees;
- o Approved requests for leave of absence/withdrawal;
- o Change of academic/registration status or Reduction in course load;
- o Donors paying money to UWI and authorising a refund to the student.

A student is not deemed to have been granted deferral of entry, leave of absence or withdrawal without written approval by Academic Board or the Committee for Graduate Studies & Research. The percentage of refund given will be dependent on the date of application.

Refunds to students who have received scholarships, grants or other financial assistance cannot be processed until the funds have been received by the University. The refunds will be in accordance with the terms and conditions of the scholarship/grant.

Refund Schedule

Students will be granted a refund of fees for the relevant semester based on the date on which applications for the leave of absence or withdrawal are made in writing.

Within the first three weeks of the semester	100%
Week 4	75%
Week 5	50%
Week 6	25%

Refund of miscellaneous fees will be granted only if the student has been granted deferral of entry by Academic Board or the Campus Committee for Graduate Studies and Research. Refunds based on LOA and withdrawals are subject to an administrative charge of Bds\$50.00.

Students who have not paid fees and have applied for a leave of absence or withdrawal will be asked to pay the fees due based on the schedule above before they resume their programme of study.

Students who request leave of absence or withdrawal on medical grounds may be given special consideration based on the documentation provided. Students who pay Hall fees but do not take up residence will be granted a full refund.

Requests for refunds should be made by completing a Refund Request Form at the Student Accounts Section of the Bursary and the cheque will be available within 5 working days of the receipt of the Refund Request Form.

APPENDIX TWO

THE MAIN LIBRARY RULES FOR READERS

Membership

1. The Main Library and LRC are open to all registered graduate and undergraduate students, all academic, research, senior administrative staff as well as all non-academic staff of the University in permanent positions.
2. Other persons over 17 years of age requesting use of the Main Library/LRC for reading or reference purposes may be admitted at the discretion of the Campus Librarian. Such persons may be permitted to borrow books and AV items only in exceptional circumstances. Persons granted loan privileges will be required to make a cautionary deposit of Bds\$150.00 which shall be refunded upon satisfactory termination of their membership of the Main Library/LRC. There is also a non-refundable processing fee of Bds \$30.00.

All *bona fide* members of the Main Library/LRC must have in their possession a current membership card in order to enter or transact any business in the Main Library/LRC.

LIBRARY LOANS

General

3. No book, periodical, AV item or other Main Library/LRC material may be removed from the Main Library/LRC unless the appropriate procedures have been completed at the Circulation Desk. The possession of a library book or other item which has not been properly issued will be treated as a deliberate and serious offence. A reader is responsible to the Main Library/LRC for the items for which he/she has signed. Lap top and AV loans will not affect the number of items that can be borrowed from the Main Library by a client.

All Main Library business must be transacted prior to the ringing of the second bell, 15 minutes before the Library closes.

4. Any client whose account with the Main Library/LRC is not in good standing will be denied borrowing privileges until their account has been made good.

Audiovisual materials

5. The AV collection held by the Campus includes a range of sound carriers, videos, DVDs, CR-ROMS and other formats. This is a reference only collection for undergraduate students. Faculty members, staff and postgraduate students using the collection for teaching and research purposes are allowed to borrow AV items for short periods (see below).

Screening/listening sessions for students are provided via appointments which can be made via telephone, email or in person. Walk-in requests are accommodated based on availability of viewing stations and materials.

Undergraduate

6. Undergraduate students at the University may have on loan a maximum of 10 items, including no more than two items from the overnight collection. For items from the open access shelves the period of loan is normally 14 days. The period of loan may be extended in vacations at the discretion of the Campus Librarian. Undergraduates may not borrow periodicals. Remote access to e-journal articles accessible via our web page is available to *bona fide* members of the University community.

Any item on loan from the Main Library/LRC is subject to recall by the Campus Librarian at any time.

Graduates

7. Postgraduate students of the University may have on loan up to 20 items at a time. This quota includes not more than two (2) bound periodicals and not more than two (2) items from the overnight collection. The period of loan is normally 8 weeks. Postgraduate students are entitled to borrow 2 items for 3 days from the LRC collection.

Any item on loan from the Main Library/LRC is subject to recall by the Campus Librarian at any time.

Academic and Senior Administrative Staff

8. Academic and senior administrative staff may have on loan up to 20 items at a time. This includes not more than two (2) bound volumes of periodicals and two (2) overnight loans. The period of loan is normally 8 weeks. Staff in this category may also borrow 2 items for 3 days from the LRC collection.

Non-Academic Staff

9. Permanent non-academic staff may have on loan up to four (4) books at a time for up to 14 days. They may not borrow overnight books, periodicals or AV materials.

Other Persons

10. Other persons permitted to borrow books under Rule 3 may have on loan up to four (4) books at a time for up to 14 days. AV materials are not normally lent to persons registered in the Main Library with this category of membership.

Departments

11. The Campus Librarian, at his/her discretion, may lend books to departments/units of the University for such periods as he/she may decide. Heads of Departments/Units are responsible for such loans.

Renewals and Requests

12. Any book loaned to a library client may be renewed once only for a further period if it has not already been requested by another reader. These loans may also be renewed via the OPAC on the Internet. A book requested by another reader will be recalled only after it has been on loan for 10 days.

Non-Circulating Items

13. Certain publications may not, on any account, be removed from the Library. These include all reference books, current issues of periodicals and other works of special value. All non-circulating items are clearly marked.

Copyright

14. The Library and all users of its material are bound by the copyright regulations stipulated in the Copyright Act of Barbados. This Act also takes into account international copyright practices. Infringements of this Act make the individual personally liable for any consequences of any breaches of the Act. **The Main Library accepts no liability for individuals who breach the Copyright Act of Barbados.**

APPENDIX THREE

CariCARE MEDICAL ASSISTANCE PLAN

INTRODUCTION

The University of the West Indies Cave Hill Campus' Medical Assistance Programme was specially designed to provide valuable insurance protection.

Please read carefully to understand the benefits of the programme.

ELIGIBILITY

All full-time and part-time students of The University of the West Indies, Cave Hill Campus are eligible to join the Cave Hill Campus Medical Assistance Programme. This was specifically designed to provide valuable insurance protection through a Comprehensive Major Medical Plan. Full details are available at the Office of Student Services. All students registered with the Cave Hill Campus at the November 1, 2007 effective date of the Plan shall immediately join the Plan. New students shall join the Plan on the August 1st policy anniversary date coincident with their enrolment to the Cave Hill Campus.

DESCRIPTION OF MEDICAL BENEFITS

The UWI Cave Hill Campus' Medical Assistance Programme is a Comprehensive Major Medical Plan, which will assist in the payment of expenses for serious illnesses or accidents. The coverage includes most types of necessary medical expenses.

Reimbursement will be made for eligible expenses up to the maximum benefit as shown in the Schedule of Benefits.

This plan does not cover the following benefits:

- Dental or Vision Care
- Maternity Benefits
- Preventative Care

IMPORTANT TERMS

Deductible: The deductible is the amount of eligible expenses that an insured must satisfy in each calendar year, before any benefit payments will be made.

Co-insurance: The arrangement by which the insurer and the insured share a percentage of the covered expenses, after the deductible is met.

Reasonable & Customary Charges: The usual fee charged for a procedure by most of the physicians or providers in the same field, within the same geographical area.

Prescription Drugs: This means any medicinal substance, sera or injectable, available legally only with a prescription from a physician or surgeon, as set out and required by law in the Insurer's jurisdiction and dispensed by a licensed pharmacist, physician or surgeon.

SUBMITTING CLAIMS

It is recommended that students first utilise the University's panel of doctors. Claims for expenses incurred outside of the University's panel of doctors must be submitted on Sagicor's claim forms, which must be completed and submitted through the University. All expenses must be supported by original and detailed bills. Hospital bills must state the number of days and the charge for each day, as well as itemised charges for other hospital services. Prescription drugs must show the date of purchase, details of medication, prescription number and cost. All other services must be detailed by the service provider.

Claim forms can be downloaded from www.Cavehill.uwi.edu/student-services

Claims forms must be completed in full to avoid delay in processing.

- Section 1 through 14 must be completed by the student.
- If benefits are to be paid to the provider of services, section 7 must be signed and dated.
- If section 14C is indicated as "yes", the description of the injury must be described on a separate sheet. The statement must contain details as to when, where and the manner in which the injury occurred as well as the name and address of the party at fault where applicable.
- Section 16 through 30 is completed by the provider of service.
- Students must ensure that the diagnosis or nature of illness or injury is indicated at section 21.

CLAIMS REIMBURSEMENT

Notices will be posted at the Health Clinic and around Campus advising students that cheques are to be collected.

These cheques can be collected from The Office of Student Services between the hours of 8:30 am and 4:30 pm

SCHEDULE OF BENEFITS

Comprehensive Major Medical	Bds \$
Benefit Maximum	\$150,000
Benefit Period	While at Cave Hill Campus
Deductible per calendar year	\$50
Co-insurance Factor:	
First \$20,000	80%
Thereafter	100%
Daily Room and Board Limit	
Local or Caricom	\$300
Intensive Care	2.5 times ASPRR*
(ASPRR) Average Semi-Private Room Rate	

Benefit payment after deductible	80%
Surgical Expense Benefit	
Benefit Payment after deductible	80%
Other Hospital Services Benefit	
Benefit Payment after deductible	80%
Miscellaneous Benefit	
Benefit Payment after deductible	80%
Prescription Drug Benefit	
Benefit Payment after deductible	80%
Diagnostic Expense Benefit	
Benefit Payment after deductible	80%
Doctors Visit Benefit	
Benefit Payment:	
• Within UWI Panel of Doctors	\$30
• Outside UWI Panel of Doctors (Subject to the deductible)	80%
Specialist (by referral only)	
Benefit Payment	
• Within UWI Panel of Doctors	\$50
• Outside UWI Panel of Doctors (Subject to the deductible)	80%
Emergency Doctors Visit Benefit	
Benefit Payment	80% of R & C
Psychiatric Benefit	
Lifetime Maximum	\$25,000
Out-patient Care	
Maximum per Treatment	\$50
Co-insurance after deductible	50%
Maximum visits per year	20
In-Patient Care	
Co-insurance after deductible	80%
Physiotherapy and other Health Care Professionals	
Maximum per visit	\$40
Benefit Payment after deductible	80%

Local Ground Ambulance

Benefit Payment after deductible	80%
----------------------------------	-----

Medical Air Transportation Benefit

Maximum Number of Trips	2
-------------------------	---

Airfare

Benefit Maximum per calendar year	\$1,500
-----------------------------------	---------

Benefit Payment after deductible	80%
----------------------------------	-----

Emergency Air Ambulance

Benefit Payment percentage	100%
----------------------------	------

HIV/AIDS and AIDS related illness	\$20,000
-----------------------------------	----------

Please note that all benefits are subject to reasonable and customary charges except for the doctors and Specialist visit within the UWI panel of doctors.

DISCLAIMER

The above describes the CariCARE Medical Assistance plan in an easily understood manner. It is not a contract and does not confer any rights and therefore is not binding. The exact terms of the plan are outlined in the more detailed provisions of the Master Policy issued to the University of the West Indies, Cave Hill Campus, Barbados.

For further information, please contact Mr Wynthrop Catwell at (246) 431-3539



ACADEMIC SERVICES	77	Civic Activities	101
Academic Year 2011/2012	106	Clubs And Societies	102
Academy of Sport Cave Hill (The)	27	Co-curricular Credits	88
Accommodation	93	Counselling (Non-academic)	92
ADMINISTRATION	13	Credits / Exemptions	51
Administration	16	Cultural Activities	101
Administrative Assistants in the Faculties	20	Deans / Directors / Campus Coordinator	19
APPENDICES	113	Departments & Faculties	19
Appendix One	115	Elections	99
Appendix Three	119	ESSENTIALS FOR NEW STUDENTS	49
Appendix Two	116	Examinations	53
Banks	108	Examinations Section	24
Barbados in Brief	12	Faculty Orientation and Advising	39
Barbados Bus Services	107	FINANCIAL INFORMATION	57
Cafeteria	95	First Year Experience	
Campus Bus Service	107	Strictly First Years	87
Campus It Service (CITS)	82	Food Services	95
Campus Map	127	GENERAL INFORMATION	105
Campus Pharmacy	92	General Regulations	31
CAMPUS RESOURCES	85	General Tables	74
Campus Resources	86	Getting Involved	98
Campus Security And Safety	95	Graduate Orientation	45
CariCARE Medical Assistance Plan	92	Graduate Programmes	65
CariCare Medical Assistance Plan	119	Graduate Registration Steps	46
Cave Hill Association of Postgraduate Students (CHAPS)	99	Graduate Studies	24
Cave Hill Campus	17	Graduate Tables	69
Cave Hill Campus	129	Guild Publications	100
Centre Units / Offices and Affiliated Bodies At Cave Hill	15	Guild Security	99
		Handbooks	30

Health Services	91	Office of Student Services	26
Help Desk	45, 47	Office of Student Services (OSS)	86
HIV & AIDS Response Programme (UWIHARP)	90	Officers of The University of The West Indies	16
Identification (ID) Cards	45, 52	Online Databases 2011	43
Immigration Requirements	52	Online Lecture Notes and Course Tools	84
Important Telephone Numbers	108	Payment of Fees	51
Instructions for Accessing / Cave Hill Online (CHOL)	47	Postal Mail	96
Island Associations	102	Prizes for Undergraduate Students	56
IT Service Desk	82	Proficiency in English Language Test	38
Kiosk	95	RAPS & PACE	87
Language Laboratory	81	Records Section	25
Leadership with Service Summer Programme	89	Refund Policy	115
Legal Representation	96	Regional Student Development Office	28
Library Loans	116	Registration	44
Main Library	78	Registration Completion	44
Members of The Cave Hill Association of Postgraduate Students	104	Registration Difficulty	45
Members Of The Guild Council 2011-2012	103	Registration Terminology	45
Mentorship Programme	87	REGULATIONS	29
Message from The Principal	7	Regulations Governing Registration	34
Message from The Vice-chancellor	5	Regulations Regarding Residence	35
Message The President, Guild Of Students	9	Regulations Regarding Student Passages	35
myCaveHill ELEARNING	84	Religion And Chaplaincy	91
myCaveHill MAIL	83	Religious Groups	102
myCaveHill STUDENT PORTAL	83	Removal from Register	56
Network Logon Account	82	Resident Assistants	93
		Schedule of Benefits	120
		Scholarships and Bursaries	56

Semester Dates	106	Transportation	107
Shopping	108	Undergraduate Admissions	23
Shuttle Service and Park-and-ride	107	UNDERGRADUATE AND GRADUATE ORIENTATION AND REGISTRATION	37
Single Sign On (SSO) to all Campus Online Services	83	Undergraduate Orientation	39
Sports and Games Facilities	100	Undergraduate Programmes	59
Student Accommodation	27	Undergraduate Registration Schedule 2011	40
STUDENT AFFAIRS	21, 23	Undergraduate Registration Steps	44
Student Clubs & Societies	99	Undergraduate Tables	62
Student Entrepreneurial Empowerment Development (SEED) Project	89	University Bookshop	81
Student Exchange Programmes	55	University ICT Policy	84
Students Union	100	University Mission Statement	2
Summer School	55	University PBX / University FAX	108
Taxis	107	University Regulations	31
Terminology	50	Vision & Fortitude Programme	88
The Arms Of The University	4	Web-based Email Services	83
The Audine Wilkinson Library	80	WELCOME	3
The Bursary	25	Withdrawal from The University	56
The Campus Mart	95		
THE GUILD	97		
The Guild Of Students	98		
The International Office	26		
The Law Library	79		
The Learning Resource Centre	80		
The Main Library Rules For Readers	116		
The University Of The West Indies, Cave Hill Campus In Brief	11		
Tours of Libraries 2011	42		
Transcripts	55		

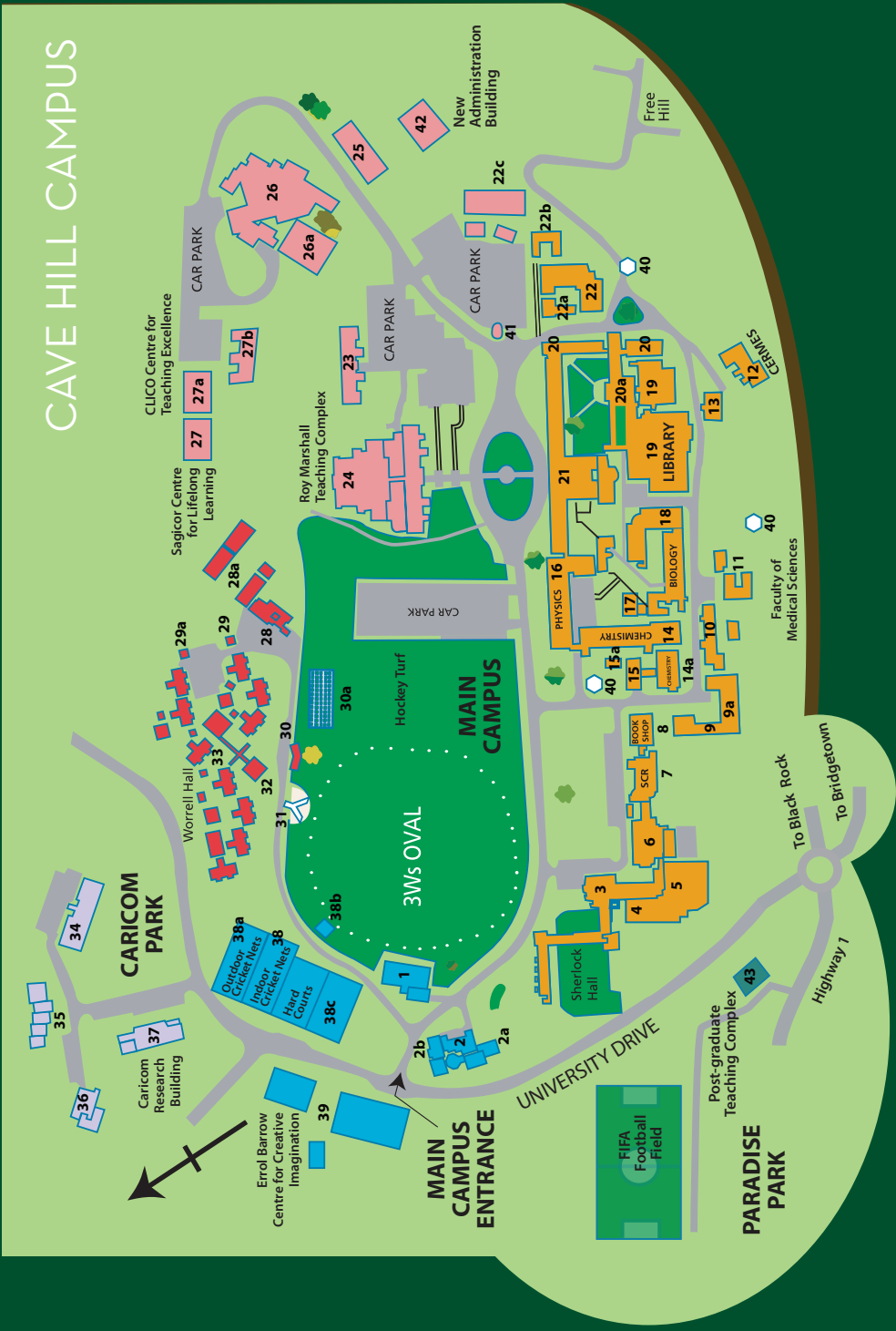


Location	MAP REF
CARICOM PARK	
Campus Archives	35
Caricom Research Building	37
Cave Hill School of Business	36
Lexicography Projects/Caribbean Law Institute	35
Planning Dept	35
Shridath Ramphal Centre for International Trade Law, Policy and Services (Ground Floor)	37
Sir Arthur Lewis Institute of Social and Economic Studies (SALISES) (2nd Floor)	37
Tertiary Level Institutions Unit	34
UWI Credit Union (Ground Floor)	37
MAIN CAMPUS	
3W's Oval Pavilion	1
Academy of Sport	2
Administration	42
Aquaculture Research Laboratory	13
Arts Lecture Theatre	20a
Bursary	42
Business Development Office (Ground Floor)	21
Cafeteria Kiosk	41
Campus IT Services	23
Campus Mart (Ground Floor of the CLICO Centre for Teaching Excellence)	27a
Campus Pharmacy	6b
Campus Records	9a
CARDI	10
Centre for Resource Management & Environmental Studies (CERMES)	12
Chemical Sciences	14
Rooms : <i>ML4, NCSR</i>	
Chemistry Building	14a
Rooms : <i>CSR, InorgLab, InorgChem, OrgLab, PhysCmlab</i>	
CLICO Centre for Teaching Excellence	27a
Rooms : <i>LR6, LR7, LR8, LR9, LR10, LR11, LR14</i>	
CLR James Centre for Cricket Research	2a

Location	MAP REF
Cultural Studies Department	20
Dept. of History & Philosophy	20
Dept. of Language, Linguistics & Literature	20
Dept. of Biological Sciences	18
Rooms : <i>BL Down, BL Ext, BSR</i>	
Dept. of Computer Science, Maths and Physics	17
Dept. of Government, Sociology & Social Work	22a
Dept. of Management Studies	22c
Rooms : <i>MSR1, MSR2, MSR3</i>	
E-Commerce Building	15a
Errol Barrow Centre for the Creative Imagination	39
Evaluation Centre	9
Faculty of Humanities and Education	20
Rooms : <i>A27, ALT, ASR1, ASR2, SOE Sem</i>	
Faculty of Law	26
Rooms : <i>LLT, Moot Court</i>	
Faculty of Law Library	26a
Faculty of Medical Sciences	11
Rooms : <i>MM510, MMS9, MSS1, MSS4, MSS5, MSS6, MBS8, MSTL, MSLT</i>	
Faculty of Medical Sciences (Temporary location)	21
Faculty of Social Sciences	22
Rooms : <i>56, 57, 58</i>	
Frank Worrell Hall	33
Gazebo	40
Guard Hut	29
Hard Courts	38c
Henry Fraser Lecture Theatre	11
Hockey Turf Stand	30a
Indoor Cricket School / Indoor Cricket Nets	38a
Institute of Gender and Development	22b
Studies : Nita Barrow Unit	
International Office (Ground Floor)	21
Language Laboratory (Ground Floor)	21
Learning Resource Centre (Ground Floor)	21
Main Library	19
Maintenance Department	28

Location	MAP REF
Media Centre	21
Mount Restaurant	38b
New Administration Building	7
Office of Deputy Principal (First Floor)	42
Office of Humanities	21
Office of Student Services	15
Office of the Guild of Students (First Floor)	6
Open Campus Centre	25
Outdoor / Indoor Cricket Nets	38
Physics Building	16
Rooms : <i>Lab Up, Lab Down, SLT</i>	
Quality Assurance Office (Upstairs)	9a
Roy Marshall Teaching Complex	24
Rooms : <i>TSR1, TSR, LR1, LR2, LR3, LR4, LR1, LR2, LR3</i>	
Sagacor Centre for Lifelong Learning	27
Rooms : <i>TSR7, TSR8, TSR9, TSR10, TSR11, TSR12, Computer Lab #6, LR12, LR13, LR14</i>	
Sagacor/MICB High Performance Centre	2b
School of Education	9
Security	28a
SEED Project	15
Sherlock Hall	3
Sir Frank Worrell Memorial	32
Solutions Centre	7
Staff Lounge	30
Student Affairs	42
Student Health Clinic	6a
Student Lounge	4
Students Union (Ground Floor)	6
University Bookshop	8
UWI Cafeteria	5
UWI HIV/AIDS Response Programme (UWIHARP)	6
Walk of Fame	31
PARADISE PARK	
Graduate Teaching Complex	43

CAVE HILL CAMPUS





THE UNIVERSITY OF THE WEST INDIES

Cave Hill Campus

www.cavehill.uwi.edu