



**UNDERGRADUATE ORIENTATION, ACADEMIC ADVISING AND REGISTRATION 2023/2024**  
**Welcome Week: August 28 – September 1, 2023**

Monday, August 28	<b>FACULTY WELCOME CEREMONY</b>		<b>DAY 1</b>
	<i>What to expect: Official welcome to the Faculty • Meet Dean, Deputy Dean, Staff and Student Leaders • Presentations relating to: FSS Governance Structure, Regulations, Resources and Opportunities •</i>		
	<b>10am- 12pm</b>	<b>Attendees: Mandatory for All New FSS Students</b> <b>Majors:</b> All FSS Majors <b>Venue:</b> Orientation Tent, Senate Building Grounds	

Tuesday August 29 to Friday September 1	<b>FACULTY OFFICE INFORMATION CENTRE</b>		<b>DAY 2 - 5</b>
	<i>What to expect: Advising or requests related to: Leave of Absence • Waiver of the Requirement to Withdraw (RTW) • Change of Enrolment Status • Declaration of Degrees • Maximum Credit Override • Exemption • Exams Only • Voluntary Withdrawal • Exchange Programme</i>		
	<b>9am-12pm and 1pm- 4pm (Tues-Thurs)</b>	<b>SOCIAL SCIENCES FACULTY OFFICE</b> <b>Attendees: Returning Students Only</b> <b>Majors:</b> All FSS Majors <b>Venue:</b> Seminar Room 4 (SR4) <b>Access:</b> All media and communication channels below	
	<b>9am-12pm (Friday)</b>		
	<b>9am-4pm (Tues-Fri)</b>	<b>SOCIAL SCIENCES ONLINE COURSE REGISTRATION CENTRE</b> <b>Majors:</b> All FSS Majors <b>Venue:</b> MSBM Computer Lab & H101 Computer Lab	
		<p> 6 Ring Road, Kingston 7, Jamaica</p> <p> <a href="http://www.mona.uwi.edu/socsci/">www.mona.uwi.edu/socsci/</a></p> <p> <a href="mailto:fss_studentmatters@uwimona.edu.jm">fss_studentmatters@uwimona.edu.jm</a>   <a href="mailto:fsocsci@uwimona.edu.jm">fsocsci@uwimona.edu.jm</a></p> <p> (876) 927-2592     (876) 977-0640     (876)395-0170</p>	<div style="background-color: #f96; border-radius: 50%; padding: 10px; display: inline-block;"> <p><b>Follow us on social media:</b></p> <p><small>@FSSUWIMONA</small></p> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> </div>



## DEPARTMENT WELCOME CEREMONY & ACADEMIC ADVISING (New Students)

*What to expect: Meet your Head of Department, Lecturers, Academic Advisors and Staff •  
Receive advising relating to: Course Selection • Registration Assistance • Registration Overrides*

**DAY**  
**2 - 3**

Tuesday, August 29

**9am–11am**  
**MONA SCHOOL OF BUSINESS & MANAGEMENT**  
**WELCOME CEREMONY**  
**Attendees:** Mandatory for **New** students pursuing the following Majors:  
**Majors:** Accounting • Entrepreneurship • Human Resource Management • Management Studies • Marketing • Operations Management • Tourism Management  
**Venue:** **Social Sciences Lecture Theatre**

**11am–4pm**  
**ACADEMIC ADVISING**  
**Attendees:** Mandatory for **New** students pursuing the following Majors:  
**Majors:** Accounting • Entrepreneurship • Human Resource Management • Management Studies • Marketing • Operations Management • Tourism Management  
**Venue:** **Seminar Room 10 (SR10)**

For more information, contact the School via the channels below:  
<https://www.mona.uwi.edu/msbm/> [msbm.studentquery@uwimona.edu.jm](mailto:msbm.studentquery@uwimona.edu.jm)

**9am–11am**  
**DEPARTMENT OF ECONOMICS**  
**INFORMATION SESSION (NEW Students)**  
**Attendees:** Mandatory for **New** students pursuing the following Majors:  
**Majors:** Banking & Finance • Economics • Statistics  
**Venue:** **I102, Block I, Alister McIntyre Complex**

**1pm – 3pm**  
**INFORMATION SESSION (RETURNING & RTW Students)**  
**Attendees:** Mandatory for **Returning** students pursuing the following Majors:  
**Majors:** Banking & Finance • Economics • Statistics  
**Venue:** **I102, Block I, Alister McIntyre Complex**

For more information, contact the Department via the channels below:  
<https://www.mona.uwi.edu/economics/> [econ@uwimona.edu.jm](mailto:econ@uwimona.edu.jm)

Wednesday, August 30

**9am–11am**  
**DEPARTMENT OF GOVERNMENT**  
**WELCOME CEREMONY**  
**Attendees:** Mandatory for **New** students pursuing the following Majors:  
**Majors:** International Relations • Public Policy and Management • Political Leadership, Strategy & Management • Political Science  
**Venue:** **Social Sciences Lecture Theatre**

**12pm–3pm**  
**ACADEMIC ADVISING**  
**Attendees:** Mandatory for **New** students pursuing the following Majors:  
**Majors:** International Relations • Public Policy and Management • Political Leadership, Strategy & Management • Political Science  
**Venue:** **I102, Block I, Alister McIntyre Complex**

For more information, contact the Department via the channels below:  
<https://www.mona.uwi.edu/govt/> [govt@uwimona.edu.jm](mailto:govt@uwimona.edu.jm)

**9am–11am**  
**DEPT OF SOCIOLOGY, PSYCHOLOGY & SOCIAL WORK**  
**ACADEMIC ADVISING**  
**Attendees:** Mandatory for **New** students pursuing the following Majors:  
**Majors:** Labour & Employment Relations • Psychology • Sociology • Social Anthropology  
**Venue:** **I102, Block I, Alister McIntyre Complex**  
**Major:** Social Work **Venue:** **D101, Block D, McIntyre Complex**

**1pm – 3pm**  
**WELCOME CEREMONY**  
**Attendees:** Mandatory for **New** students pursuing the following Majors:  
**Majors:** Labour & Employment Relations • Psychology • Social Anthropology • Social Work • Sociology  
**Venue:** **Social Sciences Lecture Theatre**

For more information, contact the Department via the channels below:  
<https://www.mona.uwi.edu/spsw/> [spswork@uwimona.edu.jm](mailto:spswork@uwimona.edu.jm)



## ACADEMIC ADVISING & REGISTRATION (Returning Students)

**What to expect:** Course Selection • Registration Assistance • Career Planning • Credit Checks • Change of Major • Registration Override

**DAY**  
**3 - 5**

Wednesday, August 30

9am – 12pm  
&  
3pm – 5pm

### DEPARTMENT OF ECONOMICS

**Attendees:** New and Returning students pursuing the following Majors who did not attend Tuesday's session

**Majors:** Banking & Finance • Economics • Statistics

**Venue:** 9am – 12pm: Seminar Room 5 (SR5) • 3pm – 5pm : Join advising session virtually via Zoom

(RTW students must contact the Department via [susan.grossette@uwimona.edu.jm](mailto:susan.grossette@uwimona.edu.jm) before seeking academic advising.)

10am – 12pm  
&  
2pm – 4pm

### MONA SCHOOL OF BUSINESS & MANAGEMENT

**Attendees:** New and Returning students pursuing the following Majors who did not attend Tuesday's session

**Majors:** Accounting • Entrepreneurship • Human Resource Management • Management Studies • Marketing • Tourism Management • Operations Management •

**Venue:** Seminar Room 10 (SR10)/ Department Office

Thursday August 31 & Friday, September 1

10am–12pm  
&  
2pm – 4pm

### MONA SCHOOL OF BUSINESS & MANAGEMENT

**Attendees:** Returning students pursuing the following Majors who did not attend Tuesday's or Wednesday's session

**Majors:** Accounting • Entrepreneurship • Human Resource Management • Management Studies • Marketing • Tourism Management • Operations Management • Chemistry and Management

**Venue:** Seminar Room 10 (SR10)/ Department Office

10am–12pm  
&  
2pm–5pm

### DEPARTMENT OF ECONOMICS

**Attendees:** New and Returning students pursuing the following Majors who did not attend Tuesday's or Wednesday's session

**Majors:** Banking & Finance • Economics • Statistics

**Venue:** 10am – 12pm: Seminar Room 5 (SR5) • 2pm – 5pm: Join advising session virtually via Zoom

(RTW students must contact the Department via [susan.grossette@uwimona.edu.jm](mailto:susan.grossette@uwimona.edu.jm) before seeking academic advising)

11am – 2pm

### DEPARTMENT OF GOVERNMENT

**Attendees:** Returning students pursuing the following Majors

**Majors:** International Relations • Political Science • Political Leadership, Strategy & Management • Public Policy and Management

**Venue:** Department Office

10am – 3pm

### DEPARTMENT OF SOCIOLOGY, PSYCHOLOGY & SOCIAL WORK

**Attendees:** New and Returning students pursuing the following Majors who did not attend Wednesday's session

**Majors:** Demography • Labour & Employment Relations • Psychology • Social Anthropology • Social Policy & Development • Sociology • Social Work

**Venue:** Psychology: Seminar Room 11 (SR11) • Social Work: Seminar Room 12 (SR12) • All Other Majors: Department Office



### Pre-Orientation Checklist

- Accept your offer of admission
- Receive welcome letter from Dean
- Study FSS Orientation and Academic Advising Schedule
- Know your Major and the [Department](#) to which you are assigned
- Know whether you are full-time/part-time and the required course load
- Attend UWI General Orientation on August 24 & 25, 2023
- Attend Faculty Welcome Ceremony, Department Welcome Ceremony and Academic Advising during the week of August 28-September 1, 2023
- Ensure that you are able to [log onto the registration portal](#)
- Study [Handbook](#) that corresponds with your year of admission
- Make note of questions for your Academic Advisor
- Confirm next sitting of the [English Language Proficiency Test \(ELPT\)](#) (if applicable)
- Finalize arrangements to [make tuition payments](#)
- Explore [student financing](#) and financial aid options
- Study the [Codes of Principles and Responsibilities for Students](#)

### Post-Orientation Checklist

- Download [degree checklist](#) that matches with your major and year of entry
- [Select courses](#) and adjust registration to eliminate [registration errors](#)
- Seek approval of override requests
- Pay your [tuition fees](#) to obtain financial clearance
- Obtain your ID card
- Know the name and contact information of the Dean, Deputy Dean, your programme coordinator, academic and administrative advisors and Guild representatives and check in with them as often as necessary
- Study your timetable and identify classrooms for face-to-face lectures
- Ensure that your courses appear on your timetable and the [OurVLE portal](#)
- Familiarize yourself with the services of the [UWI Health Centre](#)
- Learn about the resources available at the [Library](#)
- Consider joining a [club, society or association](#) aligned to your discipline and pursuing [co-curricular courses](#) to enrich your student experience
- Register with the [Office of Special Student Services](#) (if applicable)
- Stay connected! Routinely check [Faculty and Department websites](#), notice boards as well as your [UWI-issued email](#) for information and updates



## FSS Communication Channels

### CENTRE FOR DISABILITY STUDIES

**Website:** <https://www.cds.mona.uwi.edu>  
**Email:** [cds@uwimona.edu.jm](mailto:cds@uwimona.edu.jm)  
**Telephone:** (876) 977-9423

### DEPARTMENT OF ECONOMICS

**Majors:** Banking & Finance • Economics • Statistics  
**Website:** <https://www.mona.uwi.edu/economics/> **Email:** [econ@uwimona.edu.jm](mailto:econ@uwimona.edu.jm)  
**Telephone:** (876) 977-1188, (876) 361-8363 **Mobile:** (876) 428-6268

### DEPARTMENT OF GOVERNMENT

**Majors:** International Relations • Political Leadership, Strategy & Management • Political Science • Public Policy & Management  
**Website:** <https://www.mona.uwi.edu/government/> **Email:** [govt@uwimona.edu.jm](mailto:govt@uwimona.edu.jm)  
**Telephone:** (876) 977-5935 **Mobile (WhatsApp):** (876) 551-7841, 550-9120, 560-7802

### MONA SCHOOL OF BUSINESS AND MANAGEMENT

**Majors:** Accounting • Entrepreneurship • Human Resource Management • Management Studies • Marketing • Operations Management • Tourism Management  
**Website:** <https://www.mona.uwi.edu/msbm/> **Email:** [msbm.studentquery@uwimona.edu.jm](mailto:msbm.studentquery@uwimona.edu.jm)  
**Telephone:** (876) 977-4649, (876) 977-3808, (876) 977-3775 **Mobile (WhatsApp):** (876) 553-3553

### DEPARTMENT OF SOCIOLOGY, PSYCHOLOGY AND SOCIAL WORK

**Majors:** Demography • Labour & Employment Relations • Psychology • Social Anthropology • Social Policy & Development • Sociology • Social Work  
**Website:** <https://www.mona.uwi.edu/spsw/> **Email:** [spswork@uwimona.edu.jm](mailto:spswork@uwimona.edu.jm)  
**Telephone:** Social Work: (876) 970-4336 (876) 831-3277  
Psychology: **Email:** [joan.williams@uwimona.edu.jm](mailto:joan.williams@uwimona.edu.jm)  
All Other Programmes: (876) 977-6267, (876) 977-0315

### UWI WESTERN JAMAICA CAMPUS

**Majors:** Accounting • Banking and Finance • Entrepreneurship • Finance • Human Resource Management • International Relations • Management Studies • Psychology • Marketing • Operations Management • Tourism Management  
**Website:** See departmental websites above  
**Email:** [msbmundergrad.wjc@uwimona.edu.jm](mailto:msbmundergrad.wjc@uwimona.edu.jm) | [wjcpsychologyunit@uwimona.edu.jm](mailto:wjcpsychologyunit@uwimona.edu.jm) | [jevon.henry@uwimona.edu.jm](mailto:jevon.henry@uwimona.edu.jm) | [javaughn.munroe@gmail.com](mailto:javaughn.munroe@gmail.com)  
**Telephone:** MSBM: (876) 940-5561 All Programmes: (876) 940-4349 **WhatsApp:** (876) 564-5747

### SOCIAL SCIENCES FACULTY OFFICE

**Matters relating to:** Leave of Absence • Waiver of the Requirement to Withdraw (RTW) • Change of Enrolment Status • Declaration of Degrees • Maximum Credit Override • Exemption • Exams Only  
**Website:** <https://www.mona.uwi.edu/socsci/>  
**Email:** [fss\\_studentmatters@uwimona.edu.jm](mailto:fss_studentmatters@uwimona.edu.jm) | [fsocsci@uwimona.edu.jm](mailto:fsocsci@uwimona.edu.jm)  
**Telephone:** 876-927-2592, (876) 977-0640 **Mobile (WhatsApp):** 876-395-0170



## UWI Communication Channels

### STUDENT AFFAIRS (ADMISSIONS AND INTERNATIONAL OFFICE)

**Website:** <https://www.mona.uwi.edu/admissions/> | [www.mona.uwi.edu/iso/](https://www.mona.uwi.edu/iso/)

**Email:** [admissions@uwimona.edu.jm](mailto:admissions@uwimona.edu.jm) | [isomona@uwimona.edu.jm](mailto:isomona@uwimona.edu.jm)

**Telephone:** (876) 927-2779 | (876) 878-0047 | (876) 878-0053 | (876) 852-0160

### REGISTRY INFORMATION SYSTEMS (RIS)

**Website:** <https://sas.mona.uwi.edu/>

**Email:** [ris@uwimona.edu.jm](mailto:ris@uwimona.edu.jm)

**Telephone:** (876) 970-4472

### EXAMINATIONS

**Website:** <https://www.mona.uwi.edu/exams/>

**Email:** [examinations@uwimona.edu.jm](mailto:examinations@uwimona.edu.jm)

**Telephone:** (876) 977-3544

### OFFICE OF STUDENT FINANCING

**Website:** <https://www.mona.uwi.edu/osf/>

**Email:** [stufinc@uwimona.edu.jm](mailto:stufinc@uwimona.edu.jm)

**Telephone:** (876) 702-4646

### STUDENT ADMINISTRATIVE SERVICES SECTION/ BURSARY

**Website:** <https://www.mona.uwi.edu/bursary/sass1>

**Email:** [customer.services@uwimona.edu.jm](mailto:customer.services@uwimona.edu.jm)

**Telephone:** (876) 970-6756

### OFFICE OF STUDENT SERVICES AND DEVELOPMENT

**Website:** <https://www.mona.uwi.edu/oss/>

**Email:** [student.services@uwimona.edu.jm](mailto:student.services@uwimona.edu.jm)

**Telephone:** (876) 970-2739 | 3880

### OFFICE OF THE DIRECTOR OF CAMPUS SECURITY

**Website:** <https://www.mona.uwi.edu/security/>

**Email:** [security.director@uwimona.edu.jm](mailto:security.director@uwimona.edu.jm)

**Telephone:** (876) 977-9902

(876) 702-4334 (24 Hour Central Monitoring Station)

(876) 837-7192 (Mona Police Post)

(876) 551-0136 (Campus Police)

### PLACEMENT & CAREER SERVICES

**Website:** <https://www.mona.uwi.edu/placement/>

**Email:** [placement@uwimona.edu.jm](mailto:placement@uwimona.edu.jm)

**Telephone:** (876) 927-1650

### MAIN LIBRARY

**Website:** <https://www.mona.uwi.edu/library/>

**Email:** [main.library@uwimona.edu.jm](mailto:main.library@uwimona.edu.jm)

**Telephone:** (876) 927-1667

### HEALTH CENTRE

**Website:** <https://www.mona.uwi.edu/healthcentre/>

**Email:** **Health Centre:** [healthserves@uwimona.edu.jm](mailto:healthserves@uwimona.edu.jm);

**Counselling Service:** [counsel@uwimona.edu.jm](mailto:counsel@uwimona.edu.jm)

**Telephone:** (876) 927-2520; (876) 970-0017 **UWI HELPS:** (876) 294-0042