

Enrolment Facts and Procedures Manual

This manual was developed to facilitate a smooth module selection and enrolment process for the **new students**.

Academic Sessions – The academic year is divided into three (3) academic sessions. These are:-

- ✚ Semester 1: August – December
- ✚ Semester 2: January – May
- ✚ Summer Session: May – August

The module selection and enrolment process involves three stages. The first stage involves the module selection process, whereby students will be required to log on to the UTech Students' Portal to select their modules after which a payment invoice will be generated. The second stage involves the payment of fees. The third stage involves the on-line enrolment process which begins after you have paid your fees.

Credit Load

A student taking a minimum of 12 credits and a maximum of 21 credits per semester will be considered as a full-time student. A student taking a minimum of 9 credits and a maximum of 11 per semester will be considered as a part-time student. Regardless of the attendance mode, students will be required to complete all assigned modules within the academic year. Therefore, you are encouraged to check the module selection guide to see the spread of modules across academic sessions before you commence the module selection process.

Proficiency Test In English

All new students are expected to take the Proficiency Test in English before being permitted to take the University's first year Academic Writing module. Students who obtained a Grade 1 in CXC or CSEC English A or an A in GCE English; Grades 1 and 2 in CAPE Communication Studies or have successfully completed an undergraduate degree from a recognized university, a Diploma from a Teachers' College or an Associate degree from a recognized tertiary institution will be exempted from taking the test. If you have spent a year at a Community College/Franchise associated with UTech or have previously done Fundamentals of Communication, Oral Communication or Communication 3 at Utech are also exempt. Students who fail this Proficiency test will be required to take a Foundation Module in English.

Pre-requisite Module

A Prerequisite module is one that must be taken before a particular module or group of modules, usually at a higher level, may be taken.

Understanding Your Module Selection

Students will be allowed to select a 'Main Activity' for a particular module. An activity is the delivery pattern of the particular module, that is, if the module is delivered by a lecture, tutorial, practical/lab etc. In most instances the 'main activity' is the lecture. The exceptions are where the module is delivered as tutorials or as practicals. **After you have selected your Main Activity the system will automatically assign you to other activities associated to the Main Activity.** These would be your tutorials, labs etc.

Course of Study Curriculum

A Course of Study curriculum is comprised of two main areas of modules. These are Core and General Education Modules.

Core Modules

Core modules are modules which define a particular course of study. They provide a foundation in the discipline of study. Core modules for a given Course of Study are compulsory for students pursuing the particular Course of Study.

General Education Modules

The philosophy of the general education component reflects the University's conviction that students should have foundation knowledge in certain areas and be prepared for good citizenship that will enable them to live in and contribute positively to an ever-changing, diverse, and multi-cultural global society. These modules aid in enhancing the students' learning experiences that will guide students in their development and self-understanding.

Module Occurrence (OCC)

Each event or class time has occurrences. The occurrences are very important in the module selection process. The occurrences are indicated by three (3) characters.

- ✚ 1st character – represents the location(campus)where the module is been taught
- ✚ 2nd character – refers to the different time period within a day.
- ✚ 3rd character – number sequence based on the time period within a day

The following tables below showed how the occurrences are determined.

1st character - Campus Locations

2nd character – Time of Day

Coding	Location
A	Dental Auxiliary
D	Montego Bay (Nursing)
O	Montego Bay (Business Admin.)
Q	Portmore Outreach
U	UTech

Code	Period	Start time
M	Morning	8:00 – 11:00
N	Afternoon	12:00 – 4:00
E	Evening	5:00 – 9:00

For example, an occurrence with UM2 means that the module is offered at the Papine Campus, in the Morning Session and it is the second session within the morning.

Building Legend

Buildings and Lecture Theatres (LT)	Location (School/College)
BLDG - 4, and LT-4	Caribbean School of Architecture (CSA)
BLDG – 4 and CEL (Lab)	School of Building & Land Management (SBLM)
BLDGs - 5 and 22, Drawing Rooms 1 & 2 Christian Life Fellowship Auditorium	School of Business Administration (SOBA)
BLDG – 18 and Trailer 1	School of Hospitality & Tourism Management (SHTM)
BLDG - 2 and LT-2B1, Labs (A – D)	School of Computing (SCIT)
BLDG - 1	School of Engineering (SOE)
New Trailers located near SHTM	School of Nursing (SON)
BLDGs– 7 and 8, LT-9A, LT-9B, LT-10A, LT-10B	School of Technical and Vocational Education (SOTAVE)
BLDG - 3 and LT-23	College of Health Science

The following table will assist you in understanding the room coding system.

Room Coding	Meaning
A	Ground Floor
B	1 st Floor
C	2 nd Floor
D	3 rd Floor

Example: If you have a class in Room 5B3, the classroom is located in the School of Business Administration, on the 2nd floor in Room 3.

Registration Tips

To facilitate a smooth Registration Process, kindly adhere to the following selection and enrolment tips.

- ✚ Use your module selection guide as guidance for selecting your modules.
- ✚ Be aware of any and all pre-requisites which are required for a module before selecting the particular module. **If unsure, contact your faculty.**
- ✚ Use the occurrences to assist in your selection process. Remember they tell you the location as well as the time of day the module is offered.
- ✚ Modules are grouped in their respective category as well as period of day. That is, Morning (M), Afternoon (N) or Evening (E).
- ✚ To avoid clashes, select **All Core Modules** before General Education Modules. Make a note of the number of times your **Core Module** will be offered during the academic year to assist you in selecting your modules. **Note:** Some **core modules** are only offered **ONCE** and as such it is advisable that you **select** for the academic session in which they appear.
- ✚ View Timetable after **each** module selection.
- ✚ Students who ought to have but did not sit the English Proficiency Test and those who failed the test will be barred from taking Academic Writing 1. They will be required to select the Developmental English Module.
- ✚ Remember that all modules need to be completed within the academic year.
- ✚ Do not **confirm** your module selection if you are UNSURE or wish to return to this section. **You can log out of the system without losing your selection.** Selections will be held only for seven (7) days.
- ✚ Once you confirm your selection you will be able to make changes by 'Undoing your selections.' Note: this method unconfirmed all selections that have been previously made.
- ✚ Print your Fees Breakdown or Payment Invoice.
- ✚ Pay your Tuition fees via the various methods outlined in the Selection Manual.

- ✚ Comply with the financial clearance period of at least two (2) days before logging on to the Student Portal again to complete your enrolment.
- ✚ Note the following procedures if you fall within the categories indicated below.
 - ✓ Students who are dependents or members of staff need to take their fee breakdown to the HR Department for approval.
 - ✓ Students receiving sponsorship and, or a scholarship must proceed to the Financial Aid Office located in the Student Services Department at the UTech Papine campus.
 - ✓ Students accessing loans from the Student Loan Bureau (SLB) must ensure that all requirements for the Bureau have been met and approval granted in order for financial clearance to be granted.
 - ✓ Students who will be provided with accommodation on campus must pay their **tuition fees first before** making accommodation payments. **Do not proceed to the Identification Centre unless you have been registered at the accommodation department.**
- ✚ Print personalized timetable from the View Timetable Selection link after completing your on-line enrolment.
- ✚ Proceed to the Medical Centre to submit your medical form or to make arrangements for the Medical to be completed by the UTech Practitioner.
- ✚ Process your identification after completing on-line enrolment.
- ✚ If you have completed all the above steps you are now considered to be a Registered Student of the University.

Congrats

Note: A student is not registered if he/she has not completed the on-line registration, complete their medical, obtained a valid identification card and appear on the University's Official Class Listing. Students will only be permitted to attend classes with official registration.

University's Student Handbook

Academic requirements that are not addressed under the *Enrolment Facts and Procedures Manual* may be found in the University's *Student Handbook*. The Handbook outlines detailed information regarding the University's regulations and procedures. Students are ultimately responsible for knowing and adhering to the University's rules and regulations. The *Student Handbook* can be assessed via the student portal or the University's website.

➤ **Links to sections of the Handbook**

[Academic Advisement](#)

[Add/Drop](#)

[Exemption](#)

[Fee Payment](#)

[Significant dates](#)

[Student Services Division](#)

[Withdrawal](#)