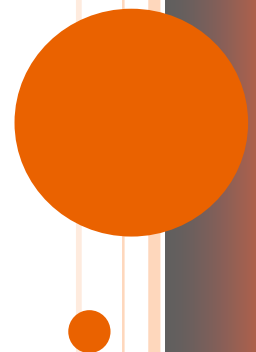




UWI OPEN CAMPUS STUDENT HANDBOOK

2009 - 2010



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Produced by:

The University of the West Indies Open Campus

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PRINCIPAL OFFICERS OF THE UNIVERSITY OF THE WEST INDIES
OPEN CAMPUS (2009-2010)

Vice Chancellor, The University of the West Indies	Professor E. Nigel Harris
Pro Vice Chancellor and Principal, The University of the West Indies Open Campus	Professor Hazel Simmons-McDonald
Deputy Principal, The University of the West Indies Open Campus	Professor Vivienne Roberts
Director, Special Initiatives, Office of the Principal	Professor Stewart Marshall
Director (Ag.), Academic Programming and Delivery	Professor Vivienne Roberts
Director, Open Campus Country Sites	Mrs. Luz Longworth
Registrar, Student Services	Ms. Simone Augier
Campus Librarian	Mrs. Karen Lequay
Director (Ag.), External Relations & Inter-Institutional Collaboration	Dr. Louis Whittington
Director, Consortium for Social Development & Research	Professor Julie Meeks
Chief Financial Officer	Ms. Sheryl Whitehall
Chief Information Officer	Mr. Tommy Chen
Director, Human Resources	Mrs. Jasmine Babb

WELCOME FROM THE VICE CHANCELLOR

Professor E. Nigel Harris

Welcome to the University of the West Indies! You are now part of a large extended family consisting of four campuses that encompass fifteen countries, a student body of more than forty thousand with a staff complement of more than five thousand, and reaching into Europe, North and South America and Africa through collaborative links with Universities on those continents. We hope that this phase of your lives will be a rich and meaningful one and that we will not only impart knowledge in your chosen discipline, but that we can guide you in developing a broad appreciation of the region and the diverse cultures that comprise your world.

The next few years will be full of exciting new challenges and you will be responsible for determining how your academic career will evolve, but there is a dedicated faculty to guide you through your programmes. There are also many co-curricular activities – sports, debating, cultural clubs – to keep you engaged and we encourage you to participate as fully as possible.

At the beginning of each academic year, The UWI looks forward to welcoming our new students as much as we hope our new students look forward to entering these hallowed halls for the first time. Each new cohort brings a wonderful sense of anticipation and expectation of great things to come, exciting new ideas, and a tremendous rush of energy that we hope will sustain and propel them through their tenure with us. This year, our new students will enter our midst with a greater sense of urgency. The vicissitudes of the global economic and financial crisis that began in the developed world are impacting upon the developing world in ways that we are unable to fully predict. Our contributing Governments have been staying the course in their support for our Regional University and their students. However, we are mindful of the challenges that they will face and are cognisant that we will have to formulate strategies in which we can meet shortfalls in traditional funding so that the quality and delivery of our programmes to our students is not compromised in any way.

We are preparing you for an unpredictable future and that preparation is as much about academics as it is about your physical and emotional development. 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 and always be mindful and caring of others around you.

Welcome!

E. Nigel Harris

Vice-Chancellor

WELCOME FROM THE PRO-VICE CHANCELLOR AND PRINCIPAL

Professor Hazel Simmons-McDonald

Dear Students

It is a pleasure and an honour for me to welcome you to the UWI Open Campus. Academic year 2009-2010 promises to be an exciting year in the development of the campus, as we forge ahead to introduce systems that will improve the learning environment and provide you with the support you need as you pursue your studies. The Registry and Computing and Technology Departments are focussing on improving the student management system and the help desk services so that we will be able to respond to your needs in a more timely and efficient way. Each succeeding semester you should see incremental and consistent improvements to our systems that are designed to make your learning experience more enjoyable and rewarding. I hope that you will play an active role in your learning and invest the time that is needed for success in your studies.

This year the Open Campus will host its inaugural graduation ceremony on Saturday September 17 in St. Lucia. Since our campus serves so many countries we plan to host the graduation ceremony in a different country each year. The Chancellor has scheduled the Open Campus graduation first in the series of University graduation ceremonies this year, and we are looking forward to having all the senior officials of the University and a large contingent of our staff celebrate this occasion with our graduates and their families. This is a historic occasion as it is the first time that the University will schedule a graduation ceremony in one of the OECS countries, and it is most fitting that from now on our Open Campus will be included in the annual University graduation ceremonies that are scheduled during the first semester of each academic year. The ceremony will be streamed online so you can log on to view it and imagine that in another three years or so, you will be wearing your graduation gown and walking to the platform to receive your certificate from the Chancellor. That moment will mark your achievement at having completed your degree by distance. We all look forward to celebrating with you in that moment. In this and the other intervening years, let that moment which will mark the culmination of several years of hard work at your studies as an undergraduate be a strong motivating factor to carry you through.

I and all the members of our staff are committed to providing you with the support and encouragement you need and you should not hesitate to contact us through the systems we have set up to let us know how we can help and better serve you. We are working consistently to ensure that the Open Campus offers a quality education and the support services that our students need. I urge you for your part to devote the time and effort to your work that is necessary to bring you success.

On behalf of the entire Open Campus staff I wish you every success in your studies. We hope your experience as a student of the UWI Open Campus will be most gratifying.

Hazel Simmons-McDonald

Principal

WELCOME FROM ACADEMIC PROGRAMMING AND DELIVERY (APAD)

Professor Vivienne Roberts

Welcome to the Open Campus of the University of the West Indies. You have made an excellent choice.

The UWI Open Campus is the newest of the four campuses and has the distinction of being the only UWI campus which is virtual in many ways but also has more than forty physical sites which allow you to have face-to-face interactions with Open Campus administrators, academics, technicians and other students. Whether you are accessing courses on-line or face-to-face at the site, we hope you will find the learning experience exciting and productive and that you will find the service outstanding.

By registering in the Open Campus, you have availed yourself of the opportunity to have access to a wide and growing range of courses and programmes delivered on-line, face-to-face or a blend of these modes. From time to time, you may also find yourself at the sites using our teleconferencing facilities which keep you in touch with students across the region. Regardless of the mode of delivery, you have embarked on a new phase of your life as a more self directed learner and we are here to support you on this journey.

During your stay with us, we hope you will acquire new knowledge, gain new skills and competencies, become more culturally aware, improve your critical thinking and acquire the tools that will prepare you to be a lifelong learner. We believe that if you grow and develop along these dimensions, you will also be able to contribute to the development of your community, your country and the region.

Open and Distance Learning is becoming increasingly popular as an option for busy adults, young persons who like to use technology, learners with varying learning styles and persons who seek flexibility in the time and place of their studies. Our course coordinators, e-Tutors and the Help Desk are just a click away to give you the information, help and advice which you will need. If you have chosen the face-to-face mode of study, it is a good idea to get to know your Open Campus Site and your local tutors and make use of all the available services.

Currently, we offer programmes at the pre-university and professional level, undergraduate and graduate level. This academic year we will be offering our first Masters degree programmes and in the near future, we are planning to expand our offerings to the Ph.D level. There are also many non-credit courses which learners may take to meet their needs and special interests. Very soon, we plan to expand the range of our degree offerings beyond Management Studies, Education and the Social Sciences. New listings will be announced on an ongoing basis on our web site.

Once again, welcome to the Open Campus. The student charter which you may have already seen outlines our promise to you as well as our expectations of you. The quality of your experience at the Open Campus will depend not only on our effort and service but also on the extent to which you live up to your responsibilities. Always remember that we are here to help you achieve your educational goals but we are counting on your co-operation.

May your stay with the Open Campus be a memorable and successful one.

Vivienne Roberts

Deputy Principal

WELCOME FROM THE CAMPUS REGISTRAR

Ms. Simone Augier

It is a great pleasure to welcome students to the Open Campus of The University of the West Indies.

The Open Campus was established for you; to meet your needs for flexible and expanded access to a broad range of UWI quality programmes. Your educational journey with us will be one of development and discovery. You will grow academically and holistically as you move forward towards attaining your personal academic and educational goals.

In the Open Campus you will experience our high quality academic teaching, flexible delivery methods and online access to academic and administrative support and equally important, online access to your fellow students. We hope that you will network with your colleagues to create learning communities and develop partnerships and friendships across the region which will sustain you during your studies and enrich your future. Through these partnerships, you will be able to participate in varied Open Campus events and activities while interacting with the various departments and staff members across the region.

The staff of the Registry of Student Services, together with your Site staff are here to support you with registration, examinations and student support, and general queries about our institution and the administration of your academic programmes.

This handbook details important information to facilitate your successes as you manoeuvre the Open Campus. As a UWI student, you will need to understand the processes that guide the decisions of the UWI, and this critical information is included here. We hope you will keep this handbook on hand for easy reference and use it as a tool as you plan each step of your journey with the Open Campus. The Registry of Student Services is here to support you in this effort.

You have become part of the rich tradition and history of our great institution. The UWI is the region's first choice for higher education. Thank you for choosing The University of the West Indies.

Welcome to the Open Campus and the UWI community.

Simone Augier

Campus Registrar

PART I: THE UNIVERSITY OF THE WEST INDIES

Background

The University of the West Indies (UWI) has the unusual distinction of being the sole regional institution of higher learning serving sixteen Caribbean countries: Anguilla, Antigua and Barbuda, the Bahamas, Barbados, Belize, the British Virgin Islands, the Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago and the Turks and Caicos Islands. In addition, Guyana is a full participant in the Faculty of Law.

The UWI was established in 1948 first as a college in special relationship with the University of London and achieved university status in 1962, becoming a degree granting institution in its own right.

The second campus of the UWI was established in 1960 when the Imperial College of Tropical Agriculture, situated at St. Augustine in Trinidad, was incorporated into the University College, thus becoming the first faculty of the College outside of Jamaica. The Faculty of Engineering was established at St. Augustine the following year, 1961.

In 1963, a third campus was established at Cave Hill, Barbados, offering degree courses in Arts, and Natural Sciences, which were also introduced at St. Augustine. In 1970, the Faculty of Law was established at Cave Hill.

In 2007, the fourth campus, the Open Campus, was established *to enable the University to expand the scope, enhance the appeal and improve the efficiency of its service to the individuals, communities and countries which it serves across the region, the diaspora and beyond.* The Open Campus builds on the work and resources of the School of Continuing Studies, the Tertiary Level Institutions Unit and the UWI Distance Education Centre to increase opportunities for access to tertiary education and provide an expanded range of programme offers and more coherent services to meet the needs of the communities we serve.

Through its several faculties and different campuses, the UWI offers degree programmes in Agriculture, Humanities, Education, Engineering, Law, Medical Sciences, Natural Sciences and Social Sciences. Of the professional faculties, Agriculture and Engineering are located at St. Augustine, Law at Cave Hill and Medical Sciences at Mona, St. Augustine and Cave Hill. In addition, both Dentistry and Veterinary Medicine are offered at the Mount Hope Complex in Trinidad. Level One of the Law programme is offered at Cave Hill, Mona and St. Augustine. By special arrangement the University of Guyana also offers Level One of the LLB programme. The final two years of the Clinical Programme in Medical Sciences are offered at Cave Hill and in the Bahamas; Humanities, Pure and Applied Sciences and Social Sciences are offered at all campuses. The Centre for Hotel and Tourism Management is located in the Bahamas.

The UWI maintains its presence and operations throughout the region through the Open Campus. The Open Campus has a physical site in each contributing country and functions as a network of real and virtual nodes to deliver education and training using a variety of instructional methods including distance education, online learning tools and face-to-face learning. The country sites allow for the blending of online and face-to-

face learning experiences and promote the enrichment of the social aspects of learning in a collegial environment.

In addition, the University has approved affiliations with a number of regional institutions to offer academic programmes in education, metrology, theology and the Masters of Business Administration (MBA). The list of Affiliated and Recognised Institutions can be found in the Charter, Statutes and Ordinances- University of the West Indies Calendar - Volume 1 and in a list of approved qualifications in the Compendium of General Regulations for Students.

As a regional institution the UWI offers the rich and vibrant atmosphere that results from the interaction of students connected yet varied in cultural and social backgrounds. A strong emphasis on Caribbean issues in both teaching and research makes the university an ideal learning ground for both regional and international students.

The Mission of The University of the West Indies

The enduring mission of The University of the West Indies is to propel the economic, social, political and cultural development of the West Indian society through teaching, research, innovation, advisory and community services and intellectual leadership.

UWI Strategic Plan 2007 – 2012

The Arms of the University of the West Indies

The Arms of the University of the West Indies consists of a shield and a crest.

Forming the main background of the shield is the sea represented by white and blue (three each) wavy lines on which is the open book; the upper part of the shield, the chief, is red with a Lion to show the connection with the Crown, but the Lion is covered with black spots. This is the Lion borne by H.R.H. Princess Alice, Countess of Athlone, appointed by the 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 coasts 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 both Corpus Christi colleges of Oxford and Cambridge.

The motto is: ***Oriens ex Occidente Lux: A Light Rising from the West***

THE OPEN CAMPUS

Open Campus Roots

The UWI Open Campus and the support it provides to the region can trace its roots back to the birth of the University of the West Indies. In 1948 the Extra-Mural Department of the University was established on the advice of the Irvine Committee of the Asquith Commission, whose report led to the establishment of the University College of the West Indies, as it was then known. The Asquith Report strongly recommended that the new Commonwealth universities should take a leading part in the development of adult education in the territories in which they were located. Therefore, from the very start, the University recognised that in addition to teaching and research, the institution had a responsibility to reach out directly into the community.

The Extra-Mural Department which was established, eventually evolved into the School of Continuing Studies offering locally driven programmes of public education, adult education and continuing education in contributing countries designed to enhance academic, professional and vocational skills and to provide opportunities to pursue tertiary level studies.

The Tertiary Level Institutions Unit also worked to enhance access to tertiary education in the region by linking the University's resources, programmes and services to the development of tertiary education institutions. The TLIU supported the development of articulation and franchising arrangements with tertiary institutions across the region and engaged in special projects promoting collaboration and cooperation within the Caribbean tertiary education system.

In 1983, the UWI began offering distance education courses using an audio-teleconferencing system that was known as the UWI Distance Teaching Experiment — (later Enterprise) — UWIDITE. UWIDITE course delivery was primarily via teleconferencing and correspondence packages. The name UWIDITE soon became associated with the audio-teleconferencing system through which UWI made education and training more accessible, especially to people in the Eastern Caribbean. Working with Faculties across the University, UWIDITE produced learning packages and delivered courses through the teleconferencing system which enabled students across the region to complete Part 1 of some degree programmes without attending a campus.

On August 1, 1996, the amalgamation of the Distance Education Unit, Challenge, and UWIDITE was completed with the establishment of the Distance Education Centre (UWIDEC). The range of courses offered was expanded to facilitate students completing full degree programmes through distance technologies. In recent years, the drive has been to improve the quality of UWI distance education offerings and move towards being a full dual-mode institution in which distance education programmes are offered alongside of the traditional face-to-face programmes.

UWIDEC undertook to create a blended learning environment that embraced asynchronous online delivery methods in combination with online tutors, paper-based study material and teleconferences for planning, guidance and examination preparations. This became known as the UWI Blended Learning Model.

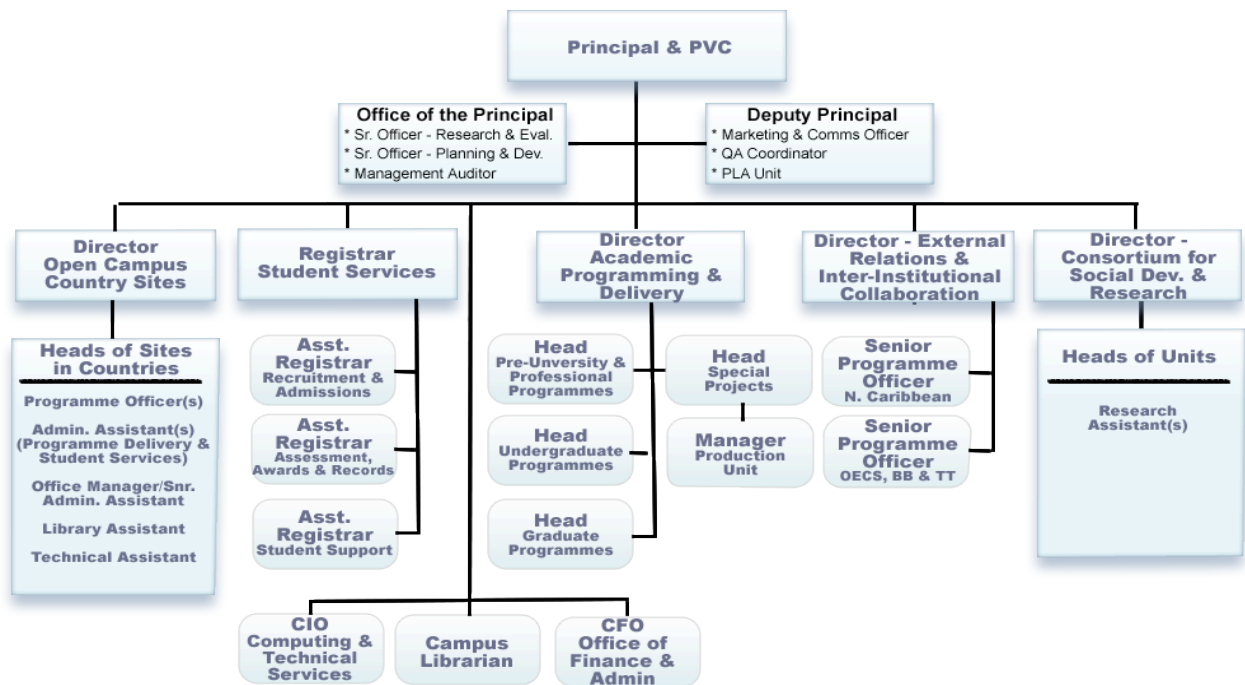
The latest chapter in expanding the reach of UWI in the communities we serve was the creation of the Open Campus in April 2007. The Open Campus was created to improve the service to the UWI 12 countries and the under-served communities in campus countries that do not have access to the campus-based programmes and to provide flexible learning options.

The Open Campus Guiding Principles

The Open Campus of The University of the West Indies is based on the idea that the high-quality university education, research and services available at our institution should be open and available to all people who wish to reach their full potential inside and outside of the Caribbean region. The Open Campus will adopt quality teaching and learning experiences, innovative pedagogic design, relevant research and community partnerships to deliver face-to-face, blended and online learning to all of its communities.

Organizational Structure of the Open Campus

The Open Campus is headed by a Pro-Vice-Chancellor and Principal who oversees the operations of the campus. The UWI Open comprises of ten functional units which have responsibility for the management of the affairs of the campus and the delivery of its services. The UWI Open has administrative offices at Cave Hill, Mona, St. Augustine and country sites throughout the region (a list of sites and contact information is provided as Appendix A). Heads of Centres in each country manage the Open Campus' affairs for their country. In addition, Site Coordinators manage the distance-learning operations at delivery sites. A diagram of the Open Campus organizational structure is provided below.



PART I: ACADEMIC DIVISIONS, ADMINISTRATIVE DEPARTMENTS CENTRES, INSTITUTES AND RESEARCH UNITS

Office of the Principal

The Principal has overall responsibility for the academic, financial and administrative management of the Campus.

The institutional research unit has been strengthened within this office to ensure that institutional research is conducted on a regular basis to inform the efficient functioning of all units within the UWI Open.

This office also collaborates closely with the Management Auditor to facilitate the information that the UWI Open will require to maintain a high degree of excellence in its operations.

Office of the Deputy Principal

This office coordinates the quality assurance function including the reviews of programmes and collaborates with the Admissions Section to manage the prior learning assessment needs of applicants to the Open Campus.

The regional integrated marketing communications function and web site coordination of the Open Campus are also located within the Deputy Principal's office.

Academic Programming & Delivery Division (APAD)

This office is headed by a Director and comprises the Academic Divisions (Instructional Design and Curriculum Development), the Production and Coordination Unit (Desktop publishing, Learning Environment Support (Moodle) team, Multimedia Development Team and the Material Distribution Team) and Special Projects, which provides services in a range of areas.

The Academic Divisions include Pre-University and Professional, Undergraduate and Graduate programmes. Each Academic Division has a Head who is responsible for shaping the development of the programmes and courses in their respective areas.

As an Open Campus student, much of your academic support and course delivery will be provided by staff from the Academic Programming and Delivery Division. The Division is responsible for the creation of all online courses and all workshops and programmes delivered on site. In addition, the Division manages the course delivery process, including the hiring, training, supervision and evaluation of all Course Coordinators and e-Tutors. Finally, the Division offers an Academic Support Team whose purpose is to ensure that you receive a high quality learning experience.

Office of the Registrar and Registry of Student Services

This office is led by the Campus Registrar and is responsible for all matters related to student services in the Open Campus.

The core areas within the Registry of Student Services are Admissions and Registration, Assessment, Awards and Records, Student Support and Administration.

These sections are managed by Assistant Registrars functioning in a distributed environment across the Caribbean region and reporting to the Campus Registrar.

Open Campus Country Sites (OCCS)

This office is responsible for the management of all the Open Campus sites in three sectors of the region and is headed by a Director.

The three sectors include the Northern Caribbean (Bahamas, Belize, the Cayman Islands, Jamaica and the Turks and Caicos), the Eastern Caribbean (Anguilla, Antigua and Barbuda, Barbados the British Virgin Islands, Grenada, Dominica, Montserrat, St. Kitts & Nevis and St. Lucia), and the Southern Caribbean includes Trinidad and Tobago.

The office is supported by Regional Coordinators, who assist the Director to ensure that University services delivered at the sites meet the required standards and needs of the communities in which the sites are located.

Finance and Administration

The Chief Financial Officer is responsible for the financial management of the Open Campus.

The Human Resources Director is responsible for the strategic recruitment, deployment and development of staff, employee relations and staff support services.

Computing and Technical Services (CATS)

This Unit comprises the core specialist technical staff of the UWI Open Campus and is led by the Chief Information Officer. They manage all aspects of the regional technical and technological requirements of the Open Campus.

The CATS team designs, develops and maintains systems infrastructure and applications software to enable access to academic programming and business applications. This division works with the offices of the Principal, the Director of Programming, and the other Directors to provide the services required by the sectors within the Open Campus.

External Relations and Intra/Inter-Institutional Collaboration (ERIIC)

The Division of External Relations and Intra/Inter-Institutional Collaboration (ERIIC) is headed by a Director.

The office is responsible for the development and implementation of the University's policies in relation to managing and strengthening the University's relations with tertiary institutions across the region.

ERIIC also manages the processes related to institutional accreditation, programme articulation, course equivalencies and student transfer arrangements with regard to Associate Degrees, Diplomas and Certificates.

It is also responsible for increasing student access to tertiary education in the Caribbean region, through planning, development and expansion of tertiary institution infrastructure encouraging inter-institutional collaboration among public and private institutions, including affiliation arrangements, franchising and joint programme delivery.

Library and Information Resources

Under the direction of the Campus Librarian, library and information services are provided at the Open Campus sites. Online access to campus libraries at the Cave Hill, Mona and St. Augustine Campuses is also available.

The libraries at the Open Campus sites across the region function as reference libraries with a limited circulation. These services are to be expanded in the near future.

The Consortium for Social Development and Research (CSDR)

This Division led by a Director, comprises a semi-autonomous group of research units which conduct the research work within their specialisation within the broader context of the Open Campus and the University.

The Consortium works to enable the vulnerable and socially disadvantaged within the Caribbean to attain their full potential through formal and non-formal education, research and technical assistance using a person-centred approach.

Units currently incorporated in the Consortium are:

The Caribbean Child Development Centre (CCDC)

Originally established as the Regional Preschool Child Development Centre in 1972, the Centre was renamed the Caribbean Child Development Centre in 1985 to more accurately reflect its evolving role in child development.

Their mission is provide support for the holistic development of Caribbean children, through collaborative research to inform policy and programme development, information management and dissemination, teaching and training; public service; and promotion of the best possible outcomes for children.

The Hugh Lawson Shearer Trade Union Education Institute (HLSTUEI)

A gift from the United States Government to the trade unions and people of Jamaica in 1973, the TUEI was established to train upper level trade union personnel from Jamaica and the Eastern Caribbean for free and democratic trade union leadership.

The HLSTUEI provides expert training, certificate programmes, courses, lectures and classes in trade union and labour education, promote research into industrial relations in the Caribbean region, fosters the development of healthy industrial relations in the region and organises international, regional and local conferences on trends in labour education.

Human Resource Development Unit (HRDU)

This unit is primarily responsible for training health and education workers in a cascade model throughout the Caribbean to impact on family planning programmes, as well as to broaden and strengthen relationship-building and life skills among school-children via curriculum inputs and school-based activities.

The unit provided coordination with other UWI departments and initiative programmes, e.g. UWI's Advanced Training & Research in Fertility Management Unit and the UWI HIV/AIDS Response Programme (HARP).

The Social Welfare Training Centre (SWTC)

Established in 1962 as one of the first units of the School's outreach activities, the SWTC was expressly designed to train para-professional social workers in the governmental and non-governmental sectors in the region.

The SWTC educates students who can apply the knowledge of a generalist social work perspective to practice intervention with individuals, families, groups, organisations and communities in the Caribbean region, and prepares social work practitioners who can work effectively with clients of various sizes and types in the region.

The Women and Development Unit (WAND)

Established in 1978, WAND provides a community outreach service for the UWI to directly influence women's education and women's leadership. The Unit has contributed greatly to the articulation of the vital role of women, community and NGO development within the Caribbean.

WAND identifies opportunities for incorporating women's issues and activities from research into viable and relevant teaching programmes or modules, promotes and supports women's development through community action, training, research, documentation and dissemination of educational material, developing the social consciousness of women and providing them with the tools of empowerment, evaluates the way development impacts on women in varying situations, and evaluates and promotes the way women work for a sustainable future in their own communities.

PART II: LIFELONG LEARNING & DISTANCE EDUCATION

What is Lifelong Learning?

Lifelong Learning is a commitment to continuously acquiring new knowledge and skills. The UWI Open Campus provides opportunities for the lifelong learner in the Caribbean. We are committed to fostering the interests of adult students and the lifelong learning community by working closely with our regional partners.

We have a long tradition of outreach programmes, which provide valuable opportunities for mature students to take courses on a part-time basis. Both credit and non-credit courses are provided in a wide range of areas. We focus on basic education, the upgrading of professional and paraprofessional skills, and on UWI certificates and diplomas.

By enrolling in our programmes, large numbers of our people across the region have benefited from the experience of study at an institution of higher learning and have been able to advance to tertiary education both within and outside of the UWI system. This work is a vital contribution to lifelong learning, and we attach high priority to its continuation.

What is Distance Education?

Distance education is a process in which the learners and their instructors are separated by time and/or distance and that communications and interaction is facilitated by different educational technologies and instructional strategies.

Communication between the instructor and the learner is non-contiguous, but interactive, employing various media - print, audio, video - and various delivery methods - audio, video and computer conferencing, as well as e-mail, rather than (but sometimes including) face-to-face methods. There are two types of delivery methods; asynchronous delivery requires interaction and communications between participants to happen at different times, and synchronous communications requires interaction and communications to happen at the same time.

Studying at the Open Campus

Many successful people have chosen to study at the Open Campus as it provides attractive options for lifelong learning and career development in a variety of formats and modes of delivery. Some of the reasons that learners within the Caribbean choose the Open Campus include:

1. **Access:** The Open Campus provides opportunities for students to gain access to higher education. The design of our programmes with entry at several levels allows more students access to the UWI through a number of different academic options.
2. **Study at your own pace:** The mixed mode teaching delivery method of the Open Campus allows students to organise their time to better fit in with their personal and employment commitments. Students can achieve their academic goals on a flexible schedule.
3. **Cost-effectiveness:** It is becoming increasingly difficult for students to undertake full-time residential study, particularly for students in rural districts or in the countries of the Caribbean without physical UWI campuses. The Open Campus offers programmes at less cost than full-time residential study programmes.
4. **In-country education and training:** One of our advantages is the very nature of the Open Campus structure. We have several locations in contributing countries of the University. Many of our programmes offer students the opportunity to study while remaining in full-time employment. In addition, the new skills and ideas learned allow first-hand implementation in the work situation.
5. **Professional Development:** The Open Campus offers opportunities for persons to keep abreast of new ideas and concepts in their own fields of work or in other disciplines.

The UWI Open Campus will strive to create the best possible learning environment for you and your peers. This requires the commitment of the Open Campus faculty, staff and learners. As learners you to have an obligation to Open Campus.

The Open Campus will provide our students with a quality educational experience which promotes their academic and professional success.

How to Succeed in Studying at a Distance

You are entering into a learning environment that may be foreign to many of you. It is unlike any traditional classroom experience you have ever had. First and foremost you must be motivated and able to manage your own learning experiences. Learning is your responsibility. The Open Campus will provide the resources and facilitators you need to achieve your academic goals.

You may, at times, experience a feeling of isolation and loneliness. This does not need to happen. You must learn to virtually network with your peers and your supporting faculty members. You must make the most of the online and communications tools that the Open Campus has provided. You should regularly attend any teleconferences or face-to-face meetings organized by your Course Coordinator and e-Tutor.

Below are some tips to consider or skills you need to master.

1. **Time Management** – One of the biggest problems when studying at a distance is the inability to manage your time. The average online course requires ten to twelve hours of online and offline activities each week. That means you need to create a study schedule and stick to it. You need to dedicate time for you to complete your assignments and exercises on time.
2. **Personal Organization** – You need to ensure you have a process for managing the resources, readings and discussions you will be required to complete as you move through your course. You need to create a system for capturing web sites and other online resources that may be needed in this course and in future courses in your academic programme.
3. **Research Skills** – Most courses require learners to investigate or produce unique products or papers that require independent research. You must learn how to use the online library and how to critically analyze and summarize papers, journal articles and books.
4. **Family Obligations** – Many of you will have families. As you study, you must ensure that your family knows when you are available and when you need to have quiet time to study. One strategy is to involve them in creating a study schedule and posting it where everyone can see it.
5. **Separate Study Area** – You need to ensure that you have a separate study area that is quiet and free from distractions. It should ideally be an area that you can leave your study material and readings out as you move through the course.
6. **Communications Skills** – Because much of the interaction and communications in distance education is through the written word, you must be able to effectively communicate in the English language.
7. **Technical Skills** – If you are not computer literate, you must become so if you are to succeed in a distance learning environment. You will be required to create Word documents, Excel spreadsheets, PowerPoint slides and work with different web communications and research tools.

Working With Your Online Faculty

Most online courses have both a Course Coordinator and a number of e-Tutors. The Course Coordinator is the course manager, lead instructor and academic guide for the course. They are responsible for customizing the course and managing the e-Tutors assigned to the course.

Courses will be divided into groups of 25 to 30 learners. Each group will be assigned an e-Tutor to facilitate the interactions in the group, to mark assignments and to provide feedback to learners. The specific duties of the e-Tutor include:

1. Guide the learning experience of all students and act as a resource for learners as they move through the course
2. Where required, make available additional material to enhance the learning experience of the students
3. Respond to all student queries in the Tutor-Student Exchange forum. Where necessary, access information from the appropriate source in order to address the matter raised
4. Provide guidance on all learning activities
5. Regularly communicate with individual students via e-mail to counsel, guide, advise and motivate them
6. Regularly contribute to all discussions and provide appropriate feedback to learners.

You should view your e-Tutor and Coordinator as persons who are there to facilitate your learning and assist you to succeed. Do not be afraid to ask them questions. If you realize you want to learn more about a specific concept or topic than feel free to ask your facilitator for additional resources.

If you are struggling with a concept or idea, then share your concerns with your e-Tutor. He or she is there to help you master these concepts. If you think others in the course would have similar questions, then post your query in the appropriate discussion area.

Format of Open Campus Courses

The Open Campus has a mix of self-study and fully online courses. There are currently three types because of the evolution from self-study, teleconference supported courses to blended learning courses, to fully online courses. Over the next few years most self-study and blended learning courses will be converted to fully online courses.

In addition to the online courses, the Open Campus facilitates the design and delivery of face-to-face university credit courses workshops and seminars.

Let us explore each format:

Self-Study Courses - The self-study print-based course package is distributed to individual students and is supported by teleconferences delivered to each Learning Centre/Site. Only a few of our education, gender studies and economics courses are still offered in this format. The self-study courses offer the following resources and support:

- The course material that contains the essential content into which is integrated learning activities
- A compilation of readings, where appropriate, are normally linked to relevant sections of the teaching text
- The course guide that contains course-related information, such as the course outline, guidelines on the study of the course, references to additional resource material, and important deadline dates. It will also normally contain, as appropriate, the assignment, information on the mid-semester examination and the final examination. Some aspects of the course guide will change from year to year. In some instances, you may not be provided with course material and readings. Rather, you may be asked to purchase a textbook
- In some of these courses the Course Coordinator may require an additional text. When this situation arises, you will be required to pay the full amount of the cost of that additional text
- The self-study courses are often supported by teleconferences. Tutorial teleconferences are conducted in accordance with guidelines provided by the Course Coordinator. For the majority of courses, 10 -12 hours are allocated for tutorials and these are normally organized into 5 -6 tutorials. For quantitative courses (e.g. ECON1003 Mathematics for the Social Sciences) 16 hours are allocated, divided into eight tutorials.
- Tutorials may also be organized locally at your site. Tutors are normally sourced locally. When a site cannot identify a suitable tutor for a particular course the tutorial will be conducted via the audio graphic-conferencing system using a tutor from another site.

Blended Learning Courses – Blended learning courses are a mix of online delivery via the Open Campus Moodle learning management system - *The Learning Exchange*, supported by print-based study material or online PDF files and three administrative teleconferences (if required). The majority of our distance delivered courses are currently offered in this format. The blended learning courses require learners to regularly check into their course and to complete the following online and teleconferencing activities.

- Introduce yourself to your peers and faculty members as part of an online exercise
- Participate in two or more graded online discussions
- Complete all online activities and assignments based on the timeline published in the course
- Complete all online quizzes (graded and self-tests) provided by the Course Coordinator

- Engage in limited research activities using links to other web sites and online resources
- Comment on articles or any other material selected by the Course Coordinator
- Participate in two or three teleconferences organized by the Course Coordinator. These teleconferences are offered in your local learning centre and they are organized to discuss administrative issues, questions from students and explore the final examination and assessment process
- Study guides and extra readings are either sent to learners as a paper-based package or provided as a PDF file on the course web site.

Fully Online Courses – Fully online courses are similar to blended learning courses, except they do not have the teleconference component and all material is offered online or purchased through the online bookstore. These courses are much more interactive and require regular communications and information sharing with your peers and the faculty members. Fully online courses will require learners to actively participate in all online discussions and, if appropriate, may require online small group work.

Face-to-Face Learning Experiences – Many of the courses and programmes offered by the Open Campus are developed in response to particular local needs. To ensure the local professional development and academic needs in different countries and communities throughout the Caribbean are supported, the Open Campus will continue to deliver face-to-face learning experiences. Some will be professional development experiences and others will be courses that are completed for credit in a specific programme approved by the UWI. Local Site Coordinators and Centre Heads will organize and conduct these workshops, seminars and courses with the support of the Academic Division curriculum development and production teams.

Quality of the Distance Learning Experience

Degrees completed at a distance are equal in quality to those taken by the face-to-face mode. The University of the West Indies is a dual mode institution that offers a variety of programme methodologies both by face-to-face and distance education methods. There is no difference between degrees earned through studying at a distance and those earned in a classroom environment.

PART III: GENERAL REGULATIONS & PROCEDURES ON STUDENT MATTERS

Communication and Information

The MyOC Student Portal accessible at <http://my.open.uwi.edu> is the homepage for students. This portal provides access to course registration, the Learning Exchange, where online academic activities take place, your academic record, student information and general regulations and your email account. To access the MyOC Student Portal login using your Student ID number and the default password, your date of birth in the YYYYMMDD format. Students must change their password after logging in for the first time. Please check the calendar and announcements regularly. Students have a responsibility to keep themselves informed about their academic programme and other campus issues.

All registered students are provided with an official Open Campus email account which is accessed from the MyOC Student Portal. Your Open Campus email address will be used for official correspondence. Please use your Open Campus e-mail address to correspond with Open Campus staff and Administration. Your username is in the format firstname.lastname@my.open.uwi.edu. **Please check your Open Campus email regularly for messages and updates.**

Please use your Open Campus email address to correspond with staff and Administration and remember to include your student ID# in all correspondence.

Student Identification Number

On acceptance, students are allocated a UWI student ID number unless a UWI ID number was previously assigned. If students have a previously assigned number from the UWI, this number MUST be used.

Your student ID number is to be used on:

- All written (and email) correspondence with the Open Campus
- All submitted coursework assignments
- Examination scripts

Student Identification Cards

All registered students are required to have a valid UWI Student Identification card. In the interest of security, students must carry their Student ID card on University premises and display their ID card to any member of staff or Security Personnel on request.

Students must present their ID cards in order to access services provided by the Open Campus and to write examinations.

New students must complete and submit the Identification Card Form to their Site for processing by the Registry. ID cards will be sent directly to the Site for distribution.

Lost ID cards are to be reported promptly to your Site. For the cost of issuing a replacement card, see Financial Information on the Open Campus web site at www.open.uwi.edu.

Registration Information

- Students register for courses on a semester basis
- Students are deemed to have registered for a course when their financial obligations to the University have been fulfilled
- Registration for a course constitutes registration for the examinations in that course
- Students who are eligible to continue their programme of study are required to register each semester. Failure to do so may result in students being deemed to have withdrawn from the University
- Students are required to register by the end of the first week of each semester or summer of the programme
- Changes to registration are permitted up to the end of the third week of each semester and the end of the second week of summer classes, without charge
- Students who fail to complete their registration at this time are liable for a late registration fee as specified

Students registered in regional programme offers are required to register online at the MyOC Student Portal accessible at <http://my.open.uwi.edu>

- Click on the '**Registration**' link
- Click the '**Add/Drop courses**' tab to select your course
- Choose your courses one at a time by clicking the '**add**' button beside the course. You may drop previously selected courses by clicking the '**drop**' button beside the course
- After selecting all your courses for the semester, click the '**Fee Assessment**' link to view and print your fee assessment invoice.

Students registered in local programme offers will be provided with registration instructions by their Site.

It is the responsibility of students to ensure that they are registered and that the registration is correct.

Payment Information

Regional Bachelor of Science, Associate in Science, Diploma and Certificate Programmes – Payment methods:

For most students, tuition and fee payments should be made at First Caribbean International Bank (FCIB). If you do not have a First Caribbean International Bank in your area, please contact your Site. **Students in Anguilla, Montserrat and Jamaica MUST contact their Site for payment instructions.**

- Complete the appropriate bank voucher, available from your Site
- Take the voucher together with the fee assessment invoice to the nearest branch of FCIB or the designated bank to make your payment
- Submit a copy of the payment receipt to your Site and retain a copy of all payment receipts for your own records.

Regional Education Programmes: Payment methods:

Students must pay by certified managers' cheque (in US\$) to the Open Campus site in their home country, except in the case for students in Jamaica who pay with local currency. The student's identification number and name must be clearly printed on the cheque.

Fees do not include cost of computer and Internet access; lab and library fees; textbooks and other Open Campus fees.

In all cases students must ensure that they keep a record of all payments made.

See *Financial Information on the Open Campus web site at www.open.uwi.edu for additional information on tuition and fees.*

Students should retain a copy of all payment receipts for their own record.

Leave of Absence

A Leave of Absence (LOA) is granted to students who are **registered** students of the University. Students who, for good reasons, wish to take a leave of absence from studies must have spent at least one year at the University before being eligible for a LOA, except in extenuating circumstances.

To apply for a LOA, students **MUST** complete and submit a written request on the Leave of Absence Form to the Academic Board, through the Registry of Student Services, detailing the reasons for the application. Students must submit this to the Registry through their Site.

Applications for leave of absence must be submitted **by the end of the third week of the relevant semester or the second week of the summer session**. Leave of absence will generally be granted for one semester or for an academic year.

The decision on Leave of Absence is taken by the Academic Board Sub-Committee on Student Matters.

Withdrawal

Voluntary Withdrawal

1. Students who find it necessary to withdraw from the UWI must apply in writing to the Academic Board, through the Registry of Student Services, using the withdrawal form available at their Open Campus site or on the student 'MyOC' web site. This is to be submitted to the Head of Centre or Site Coordinator for forwarding to the Assistant Registrar's (Admissions) office. This should be forwarded no later than **January 31** of the current academic year of registration.
2. Students cannot/do not withdraw from the UWI through discussion with an Open Campus staff member, or with the Head of Centre or Site Coordinator, or by ceasing to complete assignments and/or attending tutorials and teleconferences. Students MUST apply in writing using the form prescribed for that purpose.
3. Any student who has opted to not register for two consecutive semesters, excluding students granted a Leave of Absence by the institution, are deemed to have voluntarily withdrawn themselves from the UWI.

Required Withdrawal

1. A student whose GPA for a given semester is less than or equal to 0.75 shall be deemed as performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 0.75, will be required to withdraw from the UWI.
2. A student may also be required to withdraw from their programme of registration for failing to meet minimum credit requirements.

Re-entry to the University

Re-entry After a Leave of Absence

Students who are on approved leave of absence from UWI are eligible to return and re-register at the end of the leave period without reapplying for admission.

Re-entry After Voluntary or Required Withdrawal

Students required to withdraw from the University may apply for re-admission to the university after **at least one year has elapsed** since their withdrawal. These students, who wish to resume studying, must re-apply during the normal Admissions period using the Open Campus on-line application.

Transfer to Another Programme/Site/Campus

Transfers to another Programme or Site

Students who wish to transfer to another programme or site within the Open Campus must complete the Programme or Site Transfer Form and submit same to the Registry through your Site by **March 31** of the academic year preceding the proposed academic year of transfer.

For programme transfers, the Academic Programming and Delivery Division or the Faculty must approve such transfers. Site Transfers are approved by the Registry of Student Services.

Transfers to another Campus

Students who wish to transfer to another Campus, or transfer into the Open Campus must complete the Transfer Request Form and submit same to the Registry, through your Site, by **January 31** of the academic year preceding the proposed academic year of transfer, for the Faculties of Law and Medical Sciences, and by **March 31** of the academic year preceding the proposed academic year of transfer for all other Faculties. Both the Academic Programming and Delivery Division or the Faculty of your current registration and the Admissions section of the Registry must approve the transfer.

Since Levels II and III of the BSc in Economics, and Level III of the BSc in Accounting programmes are not available by distance, Open Campus students registered for those options will be required to complete the transfer process to the campuses of their choice, by the date specified in order to complete their degrees. The decision to admit a student on transfer is subject to the approval of the relevant Faculty Board and entrance committee.

Students wishing to transfer from other Campuses into the Open Campus will need to check with their Campus of Registration (Cave Hill, Mona or St. Augustine) and follow the transfer procedure of that Campus. Please note that the deadline dates for transfers are the same for all Campuses and students MUST adhere to these.

Approval of transfers is not automatic.

Qualifying Tests/Remedial Courses

The English Language Proficiency Test (ELPT)

The English Language Proficiency Test must be taken by all students who do not have the qualifications to allow them to register for English for Academic Purposes (FOUN1001/FD10A).

For a list of qualifications exempting students from taking the ELPT, please visit www.open.uwi.edu/prospective/elpt_exemptions.php

What if You Fail the English Language Proficiency Test?

If you fail the ELPT, you will have to take a course called **Language Proficiency for Tertiary Level**. Self-instructional material is designed for this course and they can be bought from your Open Campus Centre/Site. Enquire at your site for information on how to obtain this material. Once you have completed the course, you retake the ELPT. Check at your site to find out when and how often the test is administered.

Remedial Mathematics

For entry into certain BSc programmes, an approved qualification in Mathematics is a requirement. You are required to have the minimum of CXC-CSEC General Proficiency or the equivalent, or else you will be required to pass a remedial Mathematics course **in the summer prior to admission** to the programme of study. Approved remedial Mathematics courses include Improving Your Math Skills (IYMS) and MATH0900/CE001 Mathematics (for ASc students). Please consult your Centre/Site with respect to the course on offer.

A pass in CXC-CSEC/‘O’ level Mathematics is a prerequisite for ECON1003/EC14C Mathematics for the Social Sciences. You are required to obtain the requisite pass in one of these Mathematics courses or an approved remedial Mathematics course before you are allowed to register for ECON1003/EC14C.

Credit Exemptions

Students requesting credit exemptions must do so **by the end of the third week of classes of Semester I**. These requests should be made to the Registry of Student Services using the online Request for Exemption form. The URL is available from Heads of Centres, Site Coordinators and is also emailed directly to students.

An official transcript and/or detailed course outlines are required for assessment by the authorised body, unless the courses for which you are seeking exemption are from programmes/courses students have completed through the UWI. Incomplete packages will not be processed.

The granting of exemptions (and credits) for non-UWI programmes must be based on equivalency to courses in each degree option. If a course, already completed successfully, is the same as that to be pursued at a particular level, a student may

receive exemption from that course. In keeping with the UWI's policy, exemptions (and credits) will only be granted for courses which have been successfully pursued within the last five (5) years. Credit exemptions do not count towards the GPA.

PART IV: FINANCIAL INFORMATION

Students are required to pay tuition fees relevant to your programme and administrative and compulsory fees in accordance with the regulations. Tuition fees are paid by semester, at the time of registration.

All fees must be paid by the **end of the third week** of semester classes and **the second week** of summer classes. Students who do not comply with payment deadlines will be de-registered and given Leave of Absence for the semester.

All course and programme fees are subject to change from time to time as mandated by The University of the West Indies.

Tuition Fees

Tuition fees cover tuition and examination costs, the costs of material, teleconferences and tutorials (as appropriate).

The tuition fees for repeating a course are the same as for a first attempt.

To view the fees for all programmes, please visit the Open Campus web site at www.open.uwi.edu/prospective/financial_info.php

Administrative and Other Fees

In addition to tuition fees, there are Administrative fees, and Compulsory Fees such as ID card, Guild Fees, Lab Fees and others; the details of which can be obtained from your local site.

Refund Policy for Tuition Fees

- Students are only eligible for a refund if they are in good financial standing with the University
- Students are eligible for a refund of a portion of tuition costs if they withdraw from the University or request Leave of Absence in writing before the end of the third week of semester classes or the second week of summer classes
- Students may be eligible for a refund of a portion of tuition costs if they change their registration by dropping a course before the end of the third week of semester classes or the second week of summer classes
- Tuition and fees are neither refundable nor transferable after the end of the third week of semester classes and the second week of summer classes.

- Refund of tuition is pro-rated as follows:

SEMESTERS I & II		SUMMER	
Before the end of week 1	100% refund	Before the end of week 1	100% refund
Before the end of week 2	75% refund	Before the end of week 2	50% refund
Before the end of week 3	50% refund		

Students must submit a request for the refund in writing, on the appropriate form to their Site of registration together with:

- a copy of the payment receipt
- a copy of the final fee assessment
- the relevant approval from the Registry, if applicable (e.g. Leave of Absence, Withdrawal)

Incomplete forms or forms submitted without the required supporting documents will not be processed.

Refunds will only be processed after the end of the registration period each semester or summer.

Please see the General Regulations for additional information on the refund policy and procedure.

All fees must be paid by the end of third week of semester classes or the second week of summer classes.

Fee Assessment

Students registering online can print their fee assessment invoice for each semester which details their financial obligations after registration. Students who are registered in local programmes receive their fee assessment from their Site.

Payment of Fees

For most students, tuition and fees payments should be made at First Caribbean International Bank except for **students in Anguilla, Montserrat and Jamaica**. Students should complete the appropriate bank voucher, available from your Site, ensuring that you include your student ID number. Take the voucher together with the fee assessment invoice to the nearest branch of FCIB, or the designated bank, to make your payment. If you do not have a First Caribbean International Bank in your area,

please contact your Site. Students in Anguilla, Montserrat and Jamaica should contact their Site for payment instructions.

Students must submit a copy of the payment receipt to their Site and should retain a copy of all payment receipts for their own records.

Students are deemed to have registered for a course when their financial obligations to the University have been fulfilled.

Financial Standing

In good financial standing means that all debts owed by the student to the University are fully paid or satisfactory arrangements for their payment to the University have been made.

Only students in good financial standing will be registered for courses or programmes of the University and will be eligible for refunds, in keeping with the refund policy.

Please note that failure to pay fees by the specified deadline will result in de-registration and penalties will be incurred. The following actions will be taken for students who are not in good financial standing with the University:

- Placing a financial hold on the student record
- Debarment from future registration in any course or programme of the University until all debts have been settled
- Withholding of examination results and results of other assessments
- Denial of academic and administrative services
- Denial of transcripts, certificates and other records of status
- Denial of access to the University's systems and facilities

Students are deemed to have registered for a course when their financial obligations to the University have been fulfilled.

Financial Assistance

Students who require assistance to finance their programme of study at the University are encouraged to discuss their financial situation with their Site administration, as early as possible, to identify available options.

To view information on available scholarships and bursaries, please visit the Open Campus web site at www.open.uwi.edu/prospective/financial_aid.php

Student Payment Plan

The Open Campus is very sympathetic to possible negative effects on our students and so we will do as much as we can to mitigate the hardship on students.

Our Payment Plan Agreements provide short-term financial assistance to cover tuition fees only and are approved for one semester at a time. Payment Plan Agreements are not available for the Summer Session.

It is not intended that Payment Plan Agreements should be the normal way in which students finance their entire programme. Such agreements are to be made at the discretion of the local Head of the Open Campus Country Site and are used judiciously to assist students who are having specific financial difficulties. Students on a payment plan must ensure that the relevant agreement form available from their Site has been signed by both parties.

Please make an appointment to speak with the Head, Site Coordinator or the Programme Officer at your local Open Campus site. They will advise you on the steps you need to take to make a payment plan agreement with the Open Campus.

For more information on Student Payment Plans please visit the web site at www.open.uwi.edu/prospective/paymentplan.php

The UWIREF Scholarship

For the UWI Regional Endowment Fund (UWIREF) Scholarship, applicants must be citizens of one of the UWI's Contributing Countries, must be a first time applicant to read for an undergraduate degree, and must demonstrate financial need. Applicants for this scholarship must submit their UWIREF application for the scholarships and bursaries with the on-line UWI application. This scholarship will not be offered for the 2010-2011 academic year

For more information on the UWIREF scholarship, please visit the web site at www.open.uwi.edu/prospective/uwiref_scholarship.php

Government Assistance for Tuition Expenses (GATE)

Under the Government Assistance for Tuition Expenses (GATE) programme, tuition is free for all citizens of Trinidad & Tobago pursuing undergraduate programmes at any campus of The University of the West Indies; reading for the Legal Education Certificate at the Hugh Wooding Law School in Trinidad, the Norman Manley Law School in Jamaica or the Eugene Dupuch Law School in The Bahamas. Students pursuing programmes at postgraduate level will be eligible for grants to cover 50% of tuition costs.

For more information on the GATE programme requirements and how to apply, visit <http://www.stte.gov.tt>

PART V: EXAMINATIONS

For some courses, in addition to assignments, you might have a mid-semester test and an end of the semester examination at a designated examination centre (for example, an Open Campus site) in your country. Some courses may have an alternative to the final examination, such as a major project/action research.

Open Campus Examinations

The examinations set for Open Campus students in most cases are not the same as those set for students at other campuses, for logistical reasons (however, Course Coordinators make sure that standards are not compromised in any way). When attending an examination, you should ensure that the examination paper is the one prescribed for Open Campus students – this will be clearly stated at the top of the examination paper.

All written examinations are scheduled for the morning, afternoon, or the evenings and are two or three hours in length. In some exceptional cases, examinations may be scheduled on public holidays.

Open Campus Examinations Timetable

The Examination Timetable for Open Campus students is different from the one for students at any of the other campuses. **Make sure that the Examination Timetable from which you take your schedule is the Open Campus Examination Timetable.**

Instructions to Candidates Taking a Written Examination

1. It is the responsibility of each candidate to ascertain the dates and times of the examination(s) for which he/she is registered. **Students are advised that in no circumstance should reliance be placed on any oral communication of the Examination Timetable. No member of staff is authorised to communicate timetable information to you.**
2. Candidates will be informed of the dates and times of written papers by means of the Examination Timetable published on the Official Notice Board at your site or on the web at <http://my.open.uwi.edu> at least one month in advance, or two weeks in the case of Summer or Re-sit Examinations. Any changes in dates after publication shall be brought to the attention of candidates by means of additional notices posted at each site and on the web. Candidates will not be informed individually of such changes. In no circumstances will any such change be made later than one week prior to the commencement of the series of examinations. You should therefore verify your examinations timetable one week before the examination period.

3. Candidates who are absent from an examination owing to a mis-reading of the timetable shall be liable to the normal penalties for absence from an examination and will have to await the next officially scheduled sitting to take the examination.
4. Candidates should be at the examination room fifteen minutes before the advertised time of any examination. Candidates shall be admitted up to half-an-hour after the start of the examination. Candidates arriving late shall not be allowed extra time. A candidate arriving more than half-an-hour late may be admitted to the examination room but his/her written or practical work will be accepted for marking only if he/she can satisfy the Campus Registrar that he/she has valid reasons for being late.

Steps to Take Before an Examination

1. Download your examination card from the Student Portal of Open Campus Management System (<http://my.open.uwi.edu>). It will show your full name, your ID number and the courses for which you are registered to write examinations. You should immediately report any discrepancies on your examination card to your Head of the Open Campus Site/Head of Centre/Site Coordinator.
2. Make sure you have the correct time and location of your examination. In the case of students writing examinations at Cave Hill, St. Augustine or Mona campuses, please familiarize yourself with the campus and know where your examination venue is. **DO NOT** wait until the day of the examination to familiarize yourself with the campus.
3. Arrive at your examination at least fifteen minutes prior to its scheduled start.

Writing Examinations at Another Site/Campus

If you are unable to write examinations at your own site, you must formally make a request to write them at another location. To do this you must write to the Assistant Registrar, Assessment, Awards and Records, Open Campus, **through** your Head of the Open Campus Site/Head of Centre/Site Coordinator. This should be done at least four (4) weeks prior to the date of the particular examination. You will be required to pay a fee of USD\$20 or the equivalent in your local currency for this service.

Absence From Examinations

When you register at the beginning of the academic year for any course, you are at the same time registering to be examined for that course. If you register for a course and do not take the examination you will be recorded as **Fail/Absent (FA)** and the usual penalties of a failure will apply.

Please note that the *Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates* state:

Any student who, having registered for a course and examination, fails to take the examination shall be deemed to have failed the examination unless the relevant Academic Board shall approve otherwise on the recommendation of the relevant Faculty Board.

Absence From Examinations as a Result of Illness

You must request permission for absence from an examination because of illness; however, you must support your request with a **medical certificate** submitted through your Head of the Open Campus Site/Head of Centre/Site Coordinator to the Assistant Registrar, Assessment, Awards and Records, Open Campus **within seven days from the date of the examination** in which your performance is affected. The medical certificate **should give brief details of the nature of the illness without breaching medical ethics.**

The Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates state inter alia that:

- (i) *If the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, the candidate may report the circumstances in writing to the Campus Registrar. If the candidate decides to report such circumstances, he/she must do so within seven days of that part of the examination, which may have been affected.*

- (ii) *In cases of illness the candidate shall present to the Campus Registrar¹ (or in the case Open Campus sites through the Head of Centre or Site or the Site Coordinator) a medical certificate, as proof of illness, signed by the University Health Officer or by any other medical practitioner approved for this purpose by the University. The candidate shall send the medical certificate to the Campus Registrar within seven days from the date of that part of the examination in which the performance of the candidate is affected. A certificate received after this period will be considered only in exceptional circumstances.*

- (iii) *Where in the opinion of the medical adviser concerned a student is unable to submit a medical certificate himself/herself, the medical adviser may do so on his/her behalf, within the prescribed time.*

If you cannot report your special circumstance to the relevant Campus Registrar through the Assistant Registrar, Assessment, Awards and Records, Open Campus, the Board of Examiners shall NOT take cognisance of, nor give consideration to it.

¹ Through the Assistant Registrar, Assessment, Awards and Records, Open Campus

Notification of Examination Results

Students are notified of examination results through the MyOC Student Portal at <http://my.open.uwi.edu>

Dissatisfaction With Final Examination Results

The below extract from the examination regulations governing the review of examination results explains:

- (i) A student who is dissatisfied with the results of his/her examination should report his/her dissatisfaction in writing to the Campus Registrar². Such a report must be made, within two weeks of publication of results, and in the case of the Supplemental/Summer School or re-sit examinations within five days of publication of results. For the Open Campus students may communicate their dissatisfaction in writing through the Head of Centre, Site Coordinator or TLIs for forwarding to the Assistant Registrar, Assessment, Awards and Records, by the deadline above
- (ii) The Campus Registrar shall forward the student's request to the Dean of the Faculty concerned
- (iii) The student may request:
 - (a) to go through his/her **FAILED** script with the Examiner; (utilising an approved electronic teleconferencing systems if necessary); and/or
 - (b) to have his/her script(s) re-marked
- (iv) In carrying out the process of going through examination scripts with students who have **failed** courses, the examiner must disclose the marks/grades
- (v) The process at (iv) should include failed answers in multiple-choice examinations.

A student who wishes to have his/her script remarked must **pay a fee of BDS\$125, or the EC\$ equivalent to BDS\$125 or J\$2000 or TT\$375, or US\$62.50** (according to campus/country) to have his/her script remarked by a new Examiner.

Where re-marking of a script results in a higher mark than that previously recorded, the fee shall be refunded provided that the **increased mark results in a change of grade.**

In the case of the re-marking of a script under Regulations 144, **the mark of the new and independent examiner(s) shall be regarded as the final mark.**

² Through the Assistant Registrar, Assessment, Awards and Records, Open Campus

Review of Mid-Semester Examinations/Coursework Results

The Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates state that:

*Re-marking shall **NOT** apply to coursework which counts for 60% or less of the total assessment of the course and when such coursework consists of more than one piece, none of which individually exceeds 40% of the total assessment provided that where a single piece of coursework counts for more than 40%, re-marking shall be allowed for that piece.*

Examinations Only

Students may seek permission from the Director of Academic Programming (through the Assistant Registrar, Assessment, Awards and Records) to register to write “Examinations ONLY” in course(s) without attending classes, in the following circumstances:-

1. He/she has failed one or two of the final courses needed to complete the degree/certificate/diploma requirements and obtained a mark as prescribed by the respective faculty regulations
2. He/she has obtained a medical excuse, certified by the UWI Medical Officer, for not having attempted an exam;
3. In exceptional circumstances, the Director of Academic Programming and Delivery may grant a student deferral for special assignments overseas for an employer (part-time students only) or by virtue of being selected to represent the country on a national team. In both instances, formal representation will have to be made by the employer/national association.

NOTE: Examinations only is marked out of 100%

With respect to (1.) above, students in the Bachelor of Social Sciences should have gained a mark of 35% or above in the failed course to be considered for examinations only.

If you meet (1.) or (2.) then you can apply for a re-sit of ‘examinations only’ by writing to the Director of Academic Programming and Delivery. Send your letter through your Head of the Open Campus Site/Head of Centre/Site Coordinator to the Assistant Registrar, Assessment, Awards and Records, Open Campus, Barbados.

If permission is granted, you will be advised in writing and will need to pay the requisite fee.

Withholding of Results

You should note that even if permission is granted to sit an examination where fees are outstanding, results will be suppressed until the outstanding balance is cleared. Graduation certificates shall also be withheld under the same circumstances.

Award of Degrees

Grade Point Average System and Marking Scheme

1. The class of degree to be awarded shall be determined on the basis of a weighted Grade Point Average (GPA) as set out in the Examination Regulations
2. In determining the Weighted GPA, the weights to be used for each Level I, II and III course shall be as prescribed in the **Regulations**
3. Level II and III courses shall have equal weight in the determination of the weighted GPA
4. Core courses satisfying the requirements of specialization, majors and minors must be taken into account in the determining of the class of degree
5. A course designated **at registration** as not for credit (NFC) shall **not** count in the determination of the weighted GPA
6. The class of degree shall be determined as indicated in the table:

GRADE	PERCENTAGE	POINTS	CLASS OF DEGREE
A+	86 - 100	4.3	First Class Honours
A	70 - 85	4.0	GPA 3.6 and above
A-	67 - 69	3.7	
B+	63 - 66	3.3	Upper Second Class Honours
B	60 - 62	3.0	GPA 3:00 - 3:59
B-	57 - 59	2.7	
C+	53 - 56	2.3	Lower Second Class Honours
C	50 - 52	2.0	GPA 2:00 - 2:99
C-	47 - 49	1.7	
D+	43 - 46	1.3	Pass
D	40 - 42	1.0	GPA 1:00 - 1:99
F	Less than 40	0.0	

Students Who Entered the University Prior to 2003-2004

In keeping with a decision ratified by the Board for Undergraduate Studies on May 31, 2005 to introduce the GPA scheme for all students who had entered the University prior to the 2003-2004 academic year, this decision took effect on August 01, 2006.

What this means, therefore, is that all students will receive a grade point average from Semester I, 2006/2007 irrespective of what year they entered the University. Students who were in the system prior to the establishment of the GPA will also be given a cumulative Grade Point Average which is the average obtained of all the courses that you have satisfactorily completed to date.

Courses that are excluded from the GPA net include courses taken on a pass/fail basis, audited courses, courses taken for preliminary credits and courses for which the designation I (Incomplete), (EX) (Exemption with credit), E (Exemption), EQ (Examination Query) and AM (Absent Medical) etc. are attached.

Whereas the former average would be an indication of your performance over one semester, the cumulative average would represent your level of performance from the day you first entered the programme.

With regards to calculating the class of degree, faculty regulations would define the parameters that must be considered for the determination of the weighted GPA.

Where it could be established that a student, who entered the University previous to the introduction of the GPA Scheme, could be disadvantaged in any way under the GPA system, then that student's grades would be calculated under the old system.

How to Request a Transcript?

The Assessment, Awards and Records Section, upon the written request of a student, prepares official transcripts. This official transcript reflects all the academic work completed by the student. You should complete the appropriate Transcript Request Form, available from your University site, and submit it with the required fee, through your Head of the Open Campus Site/Head of Centre/Site Coordinator to the Assistant Registrar, Assessment, Awards and Records.

Degree/Certificate Request

How do I obtain my degree/certificate after having completed my programme?

Regulation 3. states that: After the Board for Undergraduate Studies has on behalf of the Senate of the University approved the Pass List, a Certificate for each Degree, Associate Degree, Diploma or Certificate under the Seal of the University shall be delivered at a graduation ceremony or forwarded to each successful candidate on written request to the relevant Campus Registrar.

PART VI: STUDENT SUPPORT SERVICES

What Are the Support Services Available?

The Open Campus has implemented support systems to ensure that you enjoy a meaningful learning experience, and that all your concerns are heard and addressed. Some of the support services provided are:

Pre-Course Counselling

You may contact your Head of the Open Campus Site/Head of Centre/Site Coordinator for general counselling in determining which programme is suited to your learning needs. He or she can also advise you on the programme's entry requirements as stated in our Prospectus. The staff at your Open Campus Site are available to assist you in overcoming any difficulties that you may experience which can adversely affect your studies.

In-Course Academic Counselling

When you register for courses in any of our programmes, Student Support can arrange for academic counselling, which will prepare you to cope with any difficulties you might encounter while studying.

Support for Development of Study, Reading and Research Skills

The Academic Programming and Delivery Division arranges for the online delivery of short courses to prepare you for tertiary level academic study. These courses cover a range of topics, including study skills, reading and research skills and online orientation to courses. Participation in these courses prepares you for your student role and also introduces you to other learners, as well as the members of staff at the Open Campus site, with whom you will be interacting for the duration of your programme.

Library Services

Library and information services are provided at the Open Campus sites. Online access to campus libraries at the Cave Hill, Mona and St. Augustine Campuses is also available. The libraries at the Open Campus sites function as reference libraries with limited circulation. These services are to be expanded in the near future.

The online services provided by the campus libraries at Cave Hill, Mona and St. Augustine are designed to assist you in the following areas:

- Answer your research queries
- Provide access to electronic information resources

- Provide information on how to research papers and prepare bibliographies
- The online databases to which the UWI libraries subscribe can be accessed through the Open Campus web site <http://www.open.uwi.edu>.

You may contact the Open Campus Librarian or the Campus libraries via e-mail or through the Library Staff at your Open Campus Site.

Open Campus Staff Support

The following Open Campus staff are available to help you in your academic studies:

Head of the Open Campus Site/Head of Centre/Site Coordinator

Your Head/Site Coordinator of the Open Campus Site provides student support locally. Among other functions, he/she gives general advice and serves as liaison between the university administrators and our students. He/she also monitors the performance of local tutors and participates in orientation activities for students and local tutors.

Contact information for the Heads/Site Coordinators of Open Campus Sites can be found in Appendix A.

Course Tutor

At the Open Campus our courses are facilitated by local face-to-face tutors and in cases where your course is delivered online, by e-Tutors. Tutors assist learners to improve their knowledge of the specific subject area. They also promote independent learning and clarify and elaborate on challenging concepts and in this way help students to master them. During the semester, tutors will facilitate courses at local sites in the face-to-face mode of delivery or via the Learning Forums in cases where courses are delivered online. The tutor is the main facilitator of learning in courses. Interaction with tutors is essential as this interaction will afford students the opportunity to clarify understanding of the subjects, ask questions, share concerns, and participate actively in small group discussions. Tutors will discuss assignments, mark them, provide feedback, and assist in preparation for the mid and end-of-semester examinations. He or she will keep records on student progress and attendance at class sessions in the face-to-face mode of course delivery.

Course Coordinator

In face-to face delivery, students generally interact with the instructor. It is possible to ask questions before, during, or after classes or to set up meetings outside of class time. With online course delivery there are significant differences, however systems have been implemented to ensure that the course coordinators, who are the lead course instructors, can be contacted to discuss any course-related problems.

How to contact your Course Coordinator

Online course delivery

1. You may contact your course coordinator by posting messages in the forums via the Open Campus Learning Management System (The Learning Exchange)
2. You may e-mail your course coordinator using the contact information provided on the main course page. A messaging system that allows you to communicate with your course coordinator is also available via the Learning Management System (Learning Exchange)

Please ensure that you send email from your Open Campus email address and have included all information such as your name, student ID number, course name and course code in your correspondence.

Also, please ensure that you send a copy of all correspondence on course matters to your Head of the Open Campus Site/Head of Centre/Site Coordinator. Telephone numbers and addresses of all sites are listed in Appendix A.

Programme Coordinator

The Programme Coordinator provides academic guidance and support for the delivery of courses and programmes. The Programme Coordinator ensures that all courses and programmes are delivered in accordance with appropriate University and Open Campus guidelines.

Academic Support

In an effort to better support your studies the Open Campus has created an Academic Support Team. The aim of this team is to act as a sounding board for all issues impacting your ability to learn in our learning environment. The team members will complement your course coordinator who should continue to be your first line of support.

Online course delivery:

1. Tutor/Course Issues: If you are having problems with an ineffective or non responsive tutor then you should contact your Course Coordinator. His or her email address is available on your course front page. If the coordinator fails to solve the problem or does not respond to your request for help within 48 hours you can request the assistance of the Academic Support Team who will investigate the issue.
2. Course Study Material Issues: If you are missing or did not receive your course study material then you should first approach your Head/Site Coordinator for assistance. He or she will investigate the problem and provide feedback within 48 hours. If he or she is non-responsive then you should report the problem to the Academic Support Team who will investigate.
3. Reporting a Problem: A reporting form is available on the main course page, if you decide to seek the assistance of the Academic Support Team. Please ensure that

you complete all of the fields on the form so that the team members can assist you. The Academic Support Team will provide you with a status report about their investigations within 48 hours of receiving your message. You can send an email to the members of the Academic Support Team at academicsupport@open.uwi.edu.

Face-to-face course delivery:

1. For courses delivered in the face-to-face mode, you may also contact the academic support team via e-mail. Support is also available through direct contact with the office of the Course Delivery Manager, Academic Programming and Delivery Division. You may write to the Course Delivery Manager through your Head of the Open Campus Site/Head of Centre/Site Coordinator. The Course Delivery Manager will contact the relevant persons in order to find a solution to the problem and will respond to you through your Head of the Open Campus Site/Head of Centre/Site Coordinator.

Please ensure that you send email from your Open Campus email address and have included all information such as your name, student ID number, course name and course code in your correspondence.

Contact information for the Course Delivery Manager is available on the Course Web Site (by clicking Academic Support).

Registry Support

Admissions and Registration

The Admissions and Registration Section has responsibility for all matters relating to the processing of applications, student transfers and ID cards and the coordination of student registration. If you need assistance with course registration or need to request a Leave of Absence, please contact the office of the Assistant Registrar at the following e-mail address: admissions@open.uwi.edu

Assessment, Awards and Records

The Assessment, Awards and Records Section has responsibility for the conduct of examinations, the issuing of results relating to your coursework and final examination results, the maintenance of your academic record and the provision of transcripts. If you encounter any problems related to notification of your final marks in a course you have completed or discrepancies in your student copy of the academic transcript, please contact the office of the Assistant Registrar at the following e-mail address: exams@open.uwi.edu

Student Support

The Student Support Section coordinates the delivery of student support services available across the Open Campus regional sites and is responsible for monitoring and advising on academic progress and student representation. If you have queries on credit exemptions or need advice on your academic progress, or on matters which are having an impact on your studies, please contact the office of the Assistant Registrar at the following e-mail address: student.services@open.uwi.edu

Administration

The Administration Section coordinates student exchange activities and the administration of scholarships and bursaries. You may contact the office of the Assistant Registrar at the following e-mail address: registry.admin@open.uwi.edu

Help Desk Services

Assistance with technical matters in the online delivery mode is available via the helpdesk team. This team provides a 24 hour service. All problems such as inability to log in to the course page, inability to recall passwords, inability to access graded activities in the learning management system or any other technical matter should be reported to the technical support team at: helpdesk@open.uwi.edu.

APPENDIX A

Open Campus Contacts and Phone Numbers

Note: Additional contact information is also available on the Open Campus web site at www.open.uwi.edu.

Open Campus Country Sites (OCCS)

OCCS CONTACT INFORMATION	OCCS CONTACT INFORMATION
<p>Anguilla Mrs. Carla Harris-Pascal Head UWI Open Campus - Anguilla The Valley Tel: (264) 497-8156 Fax: (264) 497-2355 Email: carla.harris-pascal@open.uwi.edu</p>	<p>Barbados – The Pine Dr. Ian Austin Head UWI Open Campus – The Pine The Pine St. Michael Tel: (246) 430-1120 Fax: (246) 427-4397 Email: ian.austin@open.uwi.edu</p>
<p>Antigua and Barbuda Mr. Ian Benn Head UWI Open Campus - Antigua & Barbuda P.O. Box 142 St. John’s Tel: (268) 462-1355 Fax: (268) 462-2968 Email: ian.benn@open.uwi.edu</p>	<p>Belize Mrs. Jane Bennett Head UWI Open Campus – Belize P.O. Box 229 Princess Margaret Drive Belize City Tel: (501) 223-5320 Fax: (501) 223-2038 Email: jane.bennett@open.uwi.edu</p>
<p>Bahamas Mr. Earl Alfred Programme Officer UWI Open Campus – The Bahamas Bahamas Tourism Training Center P.O Box N-1184 Nassau Tel: (242) 328-6593 Fax: (242) 328-0622 Email: earl.alfred@open.uwi.edu</p>	<p>British Virgin Islands Mrs. Patricia Hodge Acting Head UWI Open Campus – British Virgin Islands Paraquita Bay Tortola Tel: (284) 494-6957 Fax: (284) 494-4263 Email: patricia.hodge@open.uwi.edu</p>
<p>Barbados – Cave Hill Mrs. Althea Collymore Site Coordinator UWI Open Campus – Learning Centre University of the West Indies Cave Hill Campus P.O Box 64 Bridgetown Tel: (246) 417-4210 Fax: (246) 438-1282 Email: althea.collymore@open.uwi.edu</p>	<p>Cayman Islands Mr. Robert Geofroy University Representative UWI Open Campus – Cayman Islands 168 Olympic Way, GT P.O. Box 30212 SMB Grand Cayman Tel: (345) 946-8322 Fax: (345) 949-0886 Email: robert.geofroy@open.uwi.edu</p>

OCCS CONTACT INFORMATION	OCCS CONTACT INFORMATION
<p>Dominica Dr. Francis Severin Head UWI Open Campus – Dominica P.O. Box 82 Roseau Tel: (767) 448-3182 Fax: (767) 448- 8706 Email: francis.severin@open.uwi.edu</p>	<p>Jamaica – Mandeville Mrs. Maurine Walter-Powell Assistant Site Coordinator UWI Open Campus - Mandeville Mandeville, Manchester Tel: (876) 962-6585 Fax: (876) 963-8573 Email: maureen.walters-powell@open.uwi.edu</p>
<p>Grenada Dr. Curtis Jacobs Head UWI Open Campus – Grenada Marryshow House, P.O. Box 439 H.A. Blaize Street St. George’s Tel: (473) 440-2451 Fax: (473) 440-4985 Email: curtis.jacobs@open.uwi.edu</p>	<p>Jamaica- Mona Mrs. Arlene Samuels-Williams Site Coordinator UWI Open Campus - Learning Centre The University of the West Indies Mona Campus Kingston 7 Tel: (876) 927-2831 Fax: (876) 977-3494 Email: arlene.samuelswilliams@open.uwi.edu</p>
<p>Jamaica- Brown’s Town Mrs. Cecile Johnson Assistant Site Coordinator UWI Open Campus – Brown’s Town Brown’s Town Community College Brown’s Town, St. Ann Tel: (876) 975-2091 Fax: (876) 975-2096 Email: cecile.johnson@open.uwi.edu</p>	<p>Jamaica -Montego Bay Ms. Vilma Clarke Head UWI Open Campus – Montego Bay P.O. Box 969 Orange Street Montego Bay, St. James Tel: (876) 952-2321 Fax: (876) 952-5704 Email: vilma.clarke@open.uwi.edu</p>
<p>Jamaica-Camp Road Mrs. Gillian Glean-Walker Head (Eastern Region) UWI Open Campus – Camp Road 2A Camp Road Kingston 4 Tel: (876) 926-2246-7 Fax: (876) 920-1622 Email: gillian.gleanwalker@open.uwi.edu</p>	<p>Jamaica- Morant Bay Mr. Winston Welsh Assistant Site Coordinator UWI Open Campus – Morant Bay Paul Bogle Junior High School Morant Bay, St. Thomas Tel: (876) 703-6439 Fax: (876) 734-0531 Email: winston.welsh@open.uwi.edu</p>
<p>Jamaica- Denbigh Mrs. Paulette Ferguson Assistant Site Coordinator UWI Open Campus - Denbigh Denbigh High School P.O. Box 280 May Pen, Clarendon Tel: (876) 902-2005 Fax: (876) 902-4290 Email: paulette.ferguson@open.uwi.edu</p>	<p>Jamaica- Ocho Rios Mrs. Jerome Miller-Vaz Head – Western Region UWI Open Campus – Ocho Rios Stormont Road Ocho Rios, St. Ann Tel: (876) 795-1840/1843 Fax: (876) 795-2916 Email: jerome.vaz@open.uwi.edu</p>

OCCS CONTACT INFORMATION	OCCS CONTACT INFORMATION
<p>Jamaica- Port Antonio Mr. Alfred Brown Assistant Site Coordinator UWI Open Campus - Port Antonio Titchfield High School P.O. Box 49 Port Antonio, Portland Tel: (876) 993-2271 Fax: (876) 993-2643 Email: alfred.brown@open.uwi.edu</p>	<p>St. Lucia Mrs. Veronica Simon Head UWI Open Campus - St. Lucia P.O. Box 306 Castries Tel: (758) 452-3866/453-6486 Fax: (758) 452-4080 Email: veronica.simon@open.uwi.edu</p>
<p>Jamaica- Savanna-La-Mar Mrs. Sandra Evans Assistant Site Coordinator UWI Open Campus – Savanna-La-Mar Beckford Street Savanna-la-Mar, Westmoreland Tel: (876) 955-2948 Fax: (876) 918-3197 Email: sandra.evans@open.uwi.edu</p>	<p>St. Vincent and The Grenadines Dr. Adrian Fraser Head UWI Open Campus - St. Vincent and the Grenadines Murray Road, P.O. Box 610 Kingstown Tel: (784) 456-1183 Fax: (784) 456-1251 Email: adrian.fraser@open.uwi.edu</p>
<p>Jamaica – Vere Ms. Sonia Samuels Assistant Coordinator UWI Open Campus Vere Technical High School Vere, Clarendon Tel: (876) 986-0570 Fax: (876) 986-0571 Email: sonia.samuels@open.uwi.edu</p>	<p>Trinidad and Tobago – Gordon Street Dr. Lennox Bernard Head UWI Open Campus – Trinidad & Tobago Gordon Street St. Augustine Tel: (868) 645-3029/654-3127 Fax: (868) 625-2818 Email: lennox.bernard@open.uwi.edu</p>
<p>Montserrat Ms. Gracelyn Cassell Head UWI Open Campus – Montserrat P.O. Box 256 Salem Tel: (664) 491-3924 Fax : (664) 491-8924 Email : gracelyn.cassell@open.uwi.edu</p>	<p>Trinidad and Tobago - Mayaro Ms. Karen Noel Site Coordinator UWI Open Campus - Mayaro Mayaro Resource Centre Beaumont Road Mayaro Tel: (868) 630-7450 Fax: (868) 630-7451 Email: karen.noel@open.uwi.edu</p>

OCCS CONTACT INFORMATION	OCCS CONTACT INFORMATION
<p>St. Kitts and Nevis Mrs. Olivia Edgecombe-Howell Head UWI Open Campus – St. Kitts & Nevis P.O. Box 326 Basseterre Tel : (869) 465-2190 Fax : (869) 465-6583 Email : olivia.edgecombekhowell@open.uwi.edu</p>	<p>Trinidad and Tobago - San Fernando Ms. Germaine Arthur Site Coordinator Mrs. Natasha Rajack Coordinator, Pre-University & Professional UWI Open Campus – San Fernando 7-9 Padmore Street San Fernando Tel: (868) 653-6024 Fax: (868) 653-6028 Email: germaine.arthur@open.uwi.edu natasha.rajack@open.uwi.edu</p>
<p>Trinidad and Tobago - Sangre Grande Ms. Germaine Brathwaite Site Coordinator UWI Open Campus – Sangre Grande Grahame Hodge Trace Ojoe Road Sangre Grande Tel: (868) 668-6757 Fax: (868) 668-6440 Email: germaine.brathwaite@open.uwi.edu</p>	<p>Trinidad and Tobago - Tobago Mrs. Joan Bobb-Dann Site Coordinator Open Campus - Tobago Signal Hill Scarborough Tel: (868) 639-2424 Fax: (868) 639-5423 Email: joan.bobb-dann@open.uwi.edu</p>
<p>Trinidad and Tobago - St. Augustine Ms. Annette Arjoonsingh Site Coordinator UWI Open Campus - Learning Centre The University of the West Indies St. Augustine Campus St. Augustine Tel: (868) 662-2002 Ext. 2559 Fax: (868) 662-9103 Email: annette.arjoonsingh@open.uwi.edu</p>	<p>Turks and Caicos Islands Mr. Carlton Mills University Representative UWI Open Campus – Turks and Caicos Islands P.O. Box 118 Providenciales Tel: (649) 941-3210 Fax: (649) 941-8380 Email: carlton.mills@open.uwi.edu</p>

The Consortium for Social Development and Research (CSDR)

CSDR CONTACT INFORMATION	CSDR CONTACT INFORMATION
<p>Caribbean Child Development Centre (CCDC) Prof. Julie Meeks Head Open Campus – CCDC P.O. Box 141 The University of the West Indies, Mona Kingston 7 Jamaica Tel: (876) 927-1618 or 977-6982 Fax: (876) 977-7433 Email: ccdc@open.uwi.edu</p>	<p>Social Welfare Training Centre (SWTC) Mr. Lincoln Williams Head Open Campus - SWTC The University of the West Indies, Mona Kingston 7 Jamaica Tel: (876) 927-2478 Fax: (876) 977-0154 Email: swtc@open.uwi.edu</p>

CSDR CONTACT INFORMATION	CSDR CONTACT INFORMATION
<p>The Hugh Lawson Shearer Trade Union Education Institute (HLSTUEI) Ms. Marva Phillips Head Open Campus - HLSTUEI The University of the West Indies, Mona Kingston 7 Jamaica Tel: (876) 977-4290 Fax: (876) 927-1920 Email: hlstuei@open.uwi.edu</p>	<p>Women and Development Unit (WAND) Dr. Judith Soares Head Open Campus - WAND The Pine St. Michael Barbados Tel: (246) 443-1130 or 430-1131 Fax: (246) 426-3006 Email: wand@open.uwi.edu</p>