UWI
OPEN CAMPUS

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STUDENT HANDBOOK
2016-2017
student.services@open.uwi.edu

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Vice-Chancellor   Professor Sir Hilary Beckles

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PRINCIPAL OFFICERS OF THE UWI OPEN CAMPUS

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Academic Programming and Delivery	Dr. Joel Warrican
Consortium for Social Development & Research	Dr. Judith Soares
Open Campus Country Sites	Dr. Francis Severin

MESSAGE FROM THE VICE-CHANCELLOR
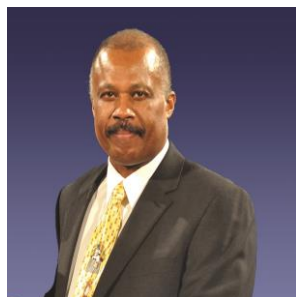
A very warm welcome to The University of the West Indies family! The UWI family comprises approximately 47,000 students and 5,000 staff across four campuses - the Cave Hill Campus located in Barbados, the Mona Campus in Jamaica, the St. Augustine Campus in Trinidad and Tobago and the Open Campus which provides face-to-face and on-line delivery of courses and continuing professional education in more than 50 sites across the seventeen countries served by The UWI. The extended family also includes more than 120,000 alumni represented at the highest levels of government, corporate and professional life across the Caribbean and worldwide.

As you enter the academy, we are undergoing a period of introspection and reengineering to be better able to serve our many stakeholders – you, your families, our contributing Governments, private sector and industry. I reiterate a fundamental truth: universities are not built to serve themselves. The UWI was built and sustained in order to serve the people of the Caribbean and to enhance humanity's development globally. The Caribbean is one nation created as a unique civilization. It continues to be influenced and fertilized by many cultures and is inferior to none but equal to all. The UWI's priority has to be rebuilding our economic competitiveness and the achievement of economic growth and development, to drive our region out of recession. To get us out of the recession, we need an **activist university** committed to conceptualising and implementing solutions aimed at improving the quality of life in the Caribbean. To bring this activism to the fore, we shall launch the "Triple A" strategy:

- **Alignment** of industry and academia for wealth creation and distribution
- Expansion of **Access** to tertiary education
- **Alertness** to global opportunities**.**

This vision shall be achieved through:

- **INTEGRATION:** Reshaping UWI into one indivisible academy that moves a unified Caribbean forward.
- **ACCESS:** Making education the building block of our economic development and social progress by ensuring and equipping at least one university graduate in every Caribbean household.
- **PEOPLE IN FOCUS:** Celebrating the rise of everyday Caribbean men and women, as citizens with energy and ideas to shape and mould the trajectories of our communities.
- **JUSTICE:** Rekindling intellectual engagement that presents our region with radical alternatives toward freedom and social justice.
- **INNOVATION:** Building strong industry-academy links, in which innovation and value creation are prioritized.
- **EXPANSION:** Making UWI a global university for our region.

You will be part of achieving this vision. Over the next few years, our student body will be called upon to play its role in maintaining our relevance thorough sustained high performance in academics, sports, innovation and service to our community.

We are widening our global reach to provide more opportunities for collaboration, and student and faculty movement. Through programmes such as the Erasmus Mundus and CARPIMS mobility schemes, the just established UWI-China Institute for Information Technology, cooperation agreements with Sophia University in Japan, the State University of New York, joint degree programmes, partnerships in Latin America, The UWI is more globally connected that it has ever been. You are now part of that exciting evolution and we look forward to you playing a full role in our development.

The next few years are also about establishing meaningful friendships and networks. The connections you build will extend beyond your years at University and some will last a lifetime. Take every opportunity presented you to travel to another campus or another of the countries served by The UWI. The UWI Games which takes place very two years – hopefully annually in the not too distant future - is a wonderful opportunity to meet your counterparts at another campus. Additionally, we will be ensuring that all students benefit from teaching by faculty members from another campus in order to deepen your learning experience as members of a regional university. We have agreed to begin with the Foundation Courses, thereby creating a culture of cross campus teaching to bring students together across physical boundaries and give each of you a truly regional university experience. We hope that your relationship with us will extend beyond your graduation and that you will continue to be engaged as alumni.

Each year, our new students inspire enthusiasm and hope. Your University is committed to ensuring that we deliver programmes of high quality and relevance to national and regional development. Your enthusiasm and engagement help us to stay the course. Our contributing Governments have been supportive through funds provided directly to the university and support to students. However, we are mindful of the challenges they themselves face in meeting their many obligations and The UWI has been making efforts to diversify the funding base to complement existing funding sources and to streamline operations to make them more efficient and cost effective. Your responsibility will be to ensure that the resources expended in your training are maximised as much as possible. Whether you are funded by your Governments, your families or yourselves, it is an investment in your future, in our collective future.

My best wishes to each of you for a fulfilling and rewarding experience at The UWI!

Hilary Beckles
Vice-Chancellor

MESSAGE FROM PRO VICE-CHANCELLOR AND PRINCIPAL, OPEN CAMPUS

On behalf of the staff and leadership of The University of the West Indies (The UWI), Open Campus I warmly welcome all new and returning students to the 2016/2017 Academic Year. I am honoured and excited to welcome each and every one of you and look forward to building strong and lasting partnerships with you!

Over the next year our dedicated staff will provide you with the high-quality education that you deserve. All of you lead busy lives and I therefore urge you to start or continue your Open Campus educational journey with great enthusiasm, discipline and commitment.

In our distributed learning environment, you will experience the advantages of online and flexible learning and acquire knowledge that will be beneficial for life. At the forefront of the Open Campus' programme delivery and customer service are our core values – **student friendly, agile, enabling, accessible and respectful**, as we strive to provide the best educational experience possible. We add value by bringing higher educational opportunities to underserved communities and flexibility of learning that is necessary for students who are employed and may have families. We eliminate most of the time management challenges experienced when attending traditional universities. Your online or onsite experience allows for that flexibility while being employed.

Being a member of our Open Campus community you will be exposed to peers and staff, residing throughout the region, with whom valuable and lasting friendships may be formed and invaluable networks created for your future and professional growth. There are also sporting, cultural and intellectual activities, available in all countries at your Site, and we encourage you to become fully involved.

This academic year we are excited about the introduction of our new Banner Enterprise Resource Planning (ERP) system to better manage our business and student operations. This new and improved system will empower us to higher levels of productivity and efficiency and produce greater user friendliness and increased capabilities to meet the needs of all stakeholders we serve.

The Open Campus has been utilising a number of social media platforms. I invite you to join me in this new venture of social media engagement as we open new windows of communication to you and our wider UWI Open Campus community. Apart from our corporate pages on Facebook (**UWI Open Campus-Caribbean**) and Twitter (**UWIOpenCampus**) you can also join, "like" and follow me on my daily personal activities in the Open Campus on:

Facebook – facebook.com/principaltoyou

Twitter – twitter.com/principaltoyou

Instagram - Instagram.com/principaltoyou

Thank you for choosing The UWI Open Campus as your institution of higher education and I trust that the year ahead will be a highly productive and successful one!

Luz Longsworth
Pro Vice-Chancellor and Principal

MESSAGE FROM CAMPUS REGISTRAR, OPEN CAMPUS

Whether you are a new or returning student, I wish you a warm welcome to the Open Campus at the start of academic year 2016/2017. The year ahead promises to be one of challenge and change, for each of you, as well as for the Open Campus and the University of the West Indies.

Among the changes this year, we anticipate the launch of the Campus's new Banner Enterprise Resource Planning (ERP) System which is being designed to improve our efficiency and enhance our services to you. As we draw closer to our first "go live" event, you will be kept informed about, and trained to navigate, the self-service features that are designed to make your student journey easier and better. Additionally, as we improve our administrative systems and procedures, we will continue to develop new programmes and courses, particularly in the area of Continuing and Professional Education, in both online and face-to-face mode.

Whether you are studying full time or juggling part-time studies with work and family commitments, I encourage you to explore and utilise the plethora of resources that are available to support you, whether online through your eTutors, and Course Coordinators, or the Open Campus Library Information System (OCLIS), or the administrative support units such as the Registry and the Help Desk, or face-to-face at our nearly 50 country Sites and Open Learning Centres across the region. We are here to help you to succeed and to achieve your goals and dreams through providing accessible, cost effective, flexible and high quality educational options.

Engage and participate! Although most of us will interact in the virtual environment, we are decidedly part of a wider educational community and opportunities exist to network and make lasting friendships through your formal and informal work groups, as well as through participation in University-wide, regional activities such as the Intercampus Games – which provide lots of fun, excitement and bonding moments.The Guild of Students also presents an excellent opportunity to hone leadership skills, advocate for your fellow students, participate in the University's governing bodies and travel! And if you are a graduate student, the Intercampus Debating Competition may be just your speed.

Your Student Handbook, which is updated annually, is available on our website. This is an indispensable tool to help you successfully navigate the regulations and processes that govern your academic life while at The UWI Open Campus. It also includes useful information on the history, organizational structure and Principal Officers of the Campus, provides contact information for all Sites and even offers helpful tips for studying in the online environment. Have a read at the start of each year and use it as a guide when questions arise throughout the year. Becoming familiar with this comprehensive reference source may save you time and money.

So, as you take on the challenges and opportunities of the new academic year, make it a rewarding, successful and enjoyable journey. All the very best!

Karen Ford-Warner
Campus Registrar

PART I: THE UNIVERSITY OF THE WEST INDIES

Background

The University of the West Indies (The UWI) has the unusual distinction of being the sole regional institution of higher learning serving seventeen Caribbean countries: Anguilla, Antigua and Barbuda, the Bahamas, Barbados, Belize, Bermuda, 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 University began at Mona, Jamaica in 1948 as a College of the University of London. It achieved full university status in 1962. The Imperial College of Tropical Agriculture in Trinidad was converted into the St. Augustine Campus in 1961 and in 1963 a third campus was established at Cave Hill in Barbados. There is also a Centre for Hotel and Tourism Management in the Bahamas.

In 2007, the University Council approved the establishment of the fourth campus, the Open Campus, *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. 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 (except Bermuda) 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 and blended 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.

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 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 UWI 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 eventually evolved into the School of Continuing Studies, offered 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 (TLIU) 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 The 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 residential campus.

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

The latest chapter in expanding the reach of The 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 underserved communities in residential 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.

The Organisational 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 campus is comprised of 10 functional units, which have responsibility for the management of the affairs of the campus and the delivery of its programmes and services. The UWI Open Campus has administrative offices at Cave Hill, Mona and St. Augustine and Country Sites throughout the region (a list of Sites and contact information is provided at Appendix B or can be found at www.open.uwi.edu/locations). Site Heads in each country manage the Open Campus' affairs for their country. In addition, Site Coordinators manage the distance-learning and face-to-face operations at delivery sites.

OPEN CAMPUS ORGANIZATIONAL CHART
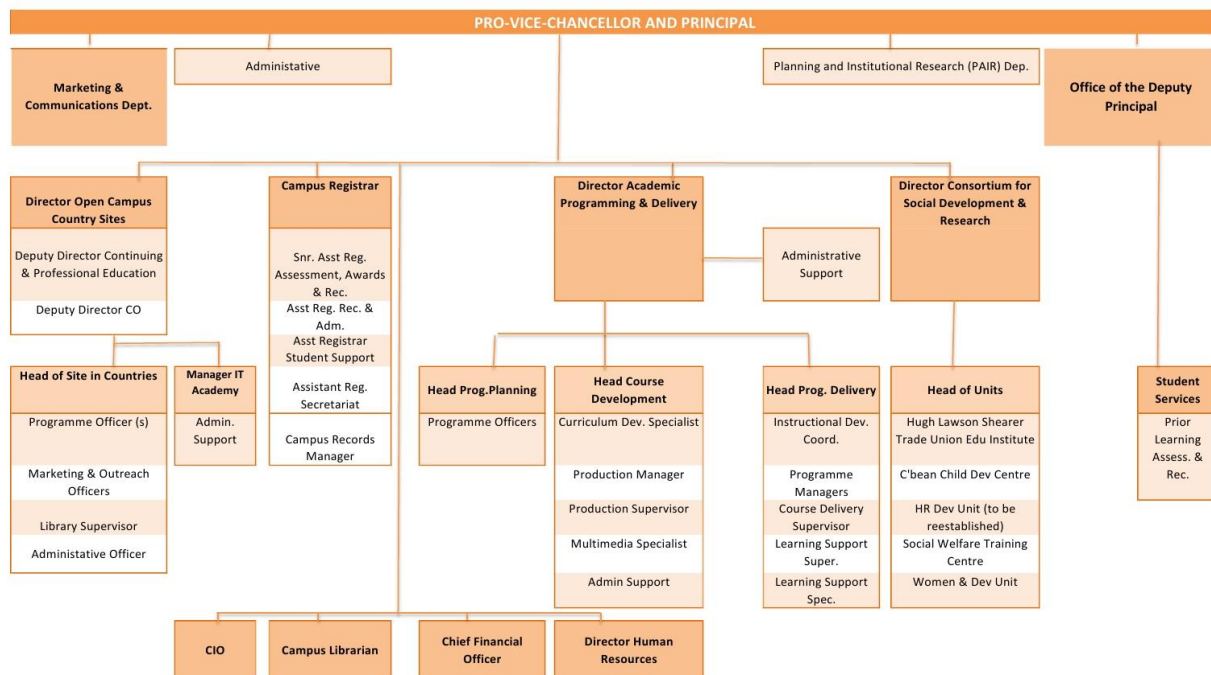
CHART 1: THE OPEN CAMPUS ADMINISTRATIVE STRUCTURE

PART II: 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 Planning and Institutional Research (PAIR) Unit ensures that institutional research is conducted on a regular basis to maintain the efficient functioning of all units within the Campus. The office is headed by a Planning and Development Officer who works closely with the University Planning and Development Office to monitor progress on the achievement of The UWI strategic objectives.

The Business Development Office is responsible for coordinating the Open Campus' entrepreneurial activities and actively develops new revenue opportunities for the Campus utilising the skills and competencies of the staff of the Campus.

This office also collaborates closely with the University Management Auditor to facilitate the information that the Open Campus 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 accreditation and the reviews of programmes and collaborates with the Admissions and Registration Department of the Registry to manage the prior learning assessment (PLA) needs of applicants to the Open Campus.

Academic Programming & Delivery Division (APAD)

This division is headed by a Director and is responsible for leading the planning, development and delivery of programmes. APAD achieves this through regular assessment of programmes, courses and delivery to ensure improved quality and the ability to understand and meet the

academic needs of our students through programme variety and innovation. In an attempt to improve the efficiency and effectiveness of the development and delivery processes, APAD has three functional departments, i.e. the Programme Planning, the Course Development and the Programme Delivery Departments. Each Department has a Head who is responsible for shaping the development of the academic service in his/her respective area.

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 to students. In addition, the Division manages the course delivery process, including the hiring, training, supervision and evaluation of all Course Coordinators and e-Tutors. The Division also offers an Academic Support Team whose purpose is to ensure that you receive a high-quality learning experience.

APAD is currently developing a programming framework that includes Continuing and Professional Education (CPE) online programmes, which will provide a broader range of programmes to students across the region, with quality materials and pathways to continue on to higher levels of study.

The Registry

The Registry is headed by the Campus Registrar and is responsible for core matters related to student services in the Open Campus. In addition, the Secretariat within the Office of the Campus Registrar assists the Campus Registrar in fulfilling her responsibilities as Secretary for the Campus Council and other Committees of the Campus and the Records and Information Management Unit ensures the proper storage, retrieval, disposal and archiving of Campus records.

The core areas within the Registry are: Recruitment, Admissions and Registration; Assessment, Awards and Records; Student Support and Services, the Secretariat and the Records and Information Management Unit. These sections are managed by Assistant Registrars and a Campus Records Manager functioning in a distributed environment across the Caribbean region and reporting to the Campus Registrar.

Open Campus Country Sites (OCCS)

This Open Campus Country Sites is a division within The University of the West Indies Open Campus which directs the activities of the Open Campus Country Sites (OCCS) across the Caribbean region under the leadership of a Director.

The Open Campus Country Sites (OCCS) Division serves almost fifty physical locations in seventeen English-speaking countries in the Caribbean. The Open Campus Country Sites are located in Anguilla, Antigua and Barbuda, the Bahamas, Barbados, Belize, Bermuda, the British Virgin Islands (BVI), the Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago and Turks and Caicos Islands. In addition, there are three Open Learning Centres (OLCs) located at the Cave Hill, Mona and St. Augustine Campuses. These OLCs fall under Open Campus Barbados, Open Campus Jamaica Eastern (specifically Camp Road and Mona) and Open Campus Trinidad & Tobago (specifically Gordon Street) respectively. In December 2013, the IT Academy, a Cisco-certified entity, situated in Trinidad, became part of the OCCS Division.

Two Deputy Directors support the Division. The Deputy Director Continuing and Professional Education (CPE) is responsible for developing continuing and professional education programmes across the region. The Deputy Director Commercial Operations is responsible for projects and commercial development within the OCCS. Each Site is managed by a Head or Officer-in-Charge depending on local circumstances or requirements. The British Overseas

Territories (BOTs) including Anguilla, BVI, Montserrat, Cayman Islands, Turks and Caicos, and Bermuda are managed by the Manager BOTs. Site Coordinators manage Sites within the multi-site OCCS in Jamaica and Trinidad & Tobago.

The OCCS is committed to providing a high quality student experience and effective learning by offering a more diverse, flexible and multi-disciplinary learning proficiency. At the OCCS, the pursuit of improved learning involves innovations to continuing and professional education, undergraduate, postgraduate and continuing education study programmes and courses offered through online and face-to-face learning methods.

The major functions of the OCCS include: (i) online support for programmes delivered by the Academic Programming and Delivery Division (APAD); (ii) continuing and professional education; (iii) commercial operations; (iv) community development services and outreach; and (v) representation of The UWI on local committees and Boards. The OCCS is also responsible for supporting the work of the Office of the Campus Registrar, Student Support and Services Department, with the formation and support of the Guild Chapters within their respective countries. Alumni Relations is also a fundamental function of the OCCS.

The Sites offer a number of professional development programmes, continuing and professional education programmes, competency based training, and programmes, courses and workshops ranging from two days to two years. The Sites also coordinate orientation sessions for both face-to-face and online students.

The OCCS engage in many activities which support the work of The UWI and the Open Campus in advancing learning for the twenty-first century. Over four hundred full time employees serve the Sites and Open Learning Centres and are dedicated to providing high quality services to our students across the Caribbean region.

Finance and Administration

The Office of Finance is responsible for the financial management, accounting and control functions of the Open Campus, including financial control and protection of the Campus's assets.

The Open Campus Finance Division currently has offices in three locations, in Barbados, Trinidad and Jamaica, and is responsible for the day-to-day finance operations in these locations for all Open Campus units. Within the UWI-12 locations, the finance function operates through a matrix structure where the Finance Office coordinates the finance activities at these Sites through staff assigned at each Site.

Computing and Technical Services (CATS)

This division comprises the core specialist technical staff of the Open Campus and is led by the Chief Information Officer. It manages all aspects of the regional technical and technological requirements of the 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 Office of the Principal, APAD, the Registry, the Library and the other Departments across the Open Campus to provide the services required by each sector.

Library and Information Resources

Library and information services are provided at the Open Campus Sites. The libraries at the Sites function as reference libraries with limited circulation under the supervision of a Library Assistant. 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 specialisations 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 providing 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 to 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 HLSTUEI 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, promotes research on 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.

The Social Welfare Training Centre (SWTC)

Established in 1962, the SWTC was expressly designed to train paraprofessional 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 and promotes and supports women's development through community action, training, research, documentation and dissemination of educational material. The Unit also develops the social consciousness of women and provides 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.

UWI Locations

http://www.open.uwi.edu/locations
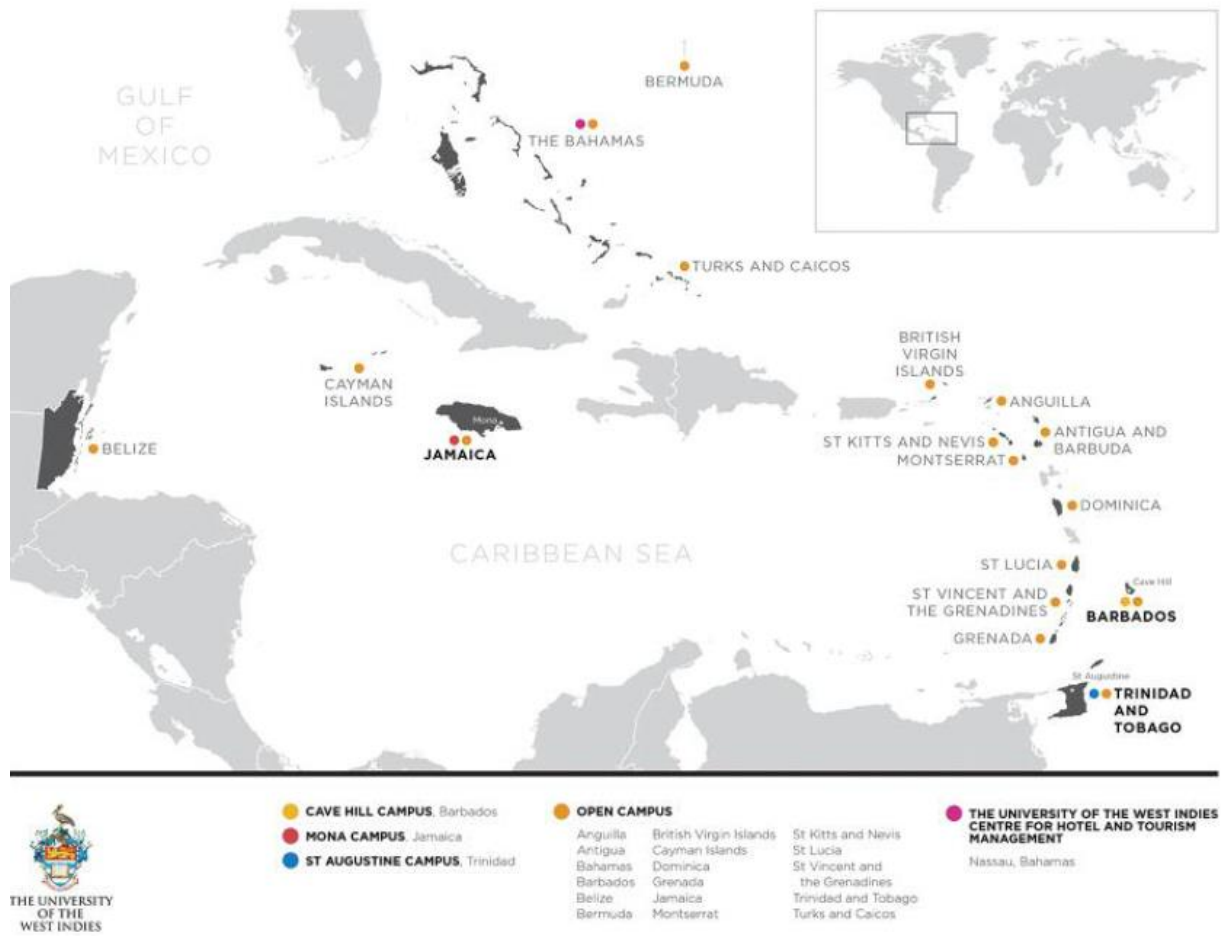
PART III: LIFELONG LEARNING & DISTANCE EDUCATION

LIFELONG LEARNING

Lifelong Learning is a commitment to continuously acquire 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.

The UWI has a long tradition of outreach programmes that 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 offer basic education, the upgrading of professional and paraprofessional skills, as well as UWI Certificates, Diplomas and Degrees.

By enrolling in our programmes, large numbers of our people across the Caribbean 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.

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 student 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 those 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 knowledge 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 preferred fields of work or in disciplines. Our students are provided with a quality educational experience that promotes their academic and professional success.*

Distance Education

Distance education is a process in which the learners and their instructors are separated by time and/or distance. Communication 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 and web conferencing, as well as e-mail, rather than (but sometimes including) face-to-face methods.

There are two types of delivery methods:

1. Asynchronous delivery, which requires interaction and communication between participants that happen at different times; and
2. Synchronous delivery that requires interaction and communication in real time, with learner and facilitator, in different geographical locations.

How to Succeed in Studying at a Distance

As students you are entering a learning environment that may be foreign to many of you. It is unlike any traditional classroom experience you have ever had. To succeed, first and foremost you must be motivated and able to manage your own learning experiences. **Learning is your responsibility.** The UWI Open Campus strives to create the best possible learning environment for you and your peers, and therefore 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 supporting members of staff as well as make the most of the online and communications tools that the Open Campus has provided. You should regularly attend any teleconferences, web conferencing or face-to-face meetings organized by your Course Coordinator, e-Tutor, and other members of staff in the Academic Programming and Delivery Division (APAD). 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 to complete your assignments and exercises on time.*

2. ***Personal Organisation*** *– 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 programme. You need to create a system for capturing websites and other online resources that may be needed in the 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 analyse 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 where you can leave your study material and readings out as you move through the course.*
6. ***Communications Skills*** *– Because much of the interaction and communication 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 spread sheets, PowerPoint slides and work with different web communication and research tools.*

Working With Your Online Department

Most online courses have both a Course Coordinator and a number of e-Tutors. Course Coordinators are the course managers, lead instructors and academic facilitators for the courses. They are responsible for customizing the course and managing the e-Tutors assigned to the courses.

Courses are divided into separate groups of up to 34 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 in the course require the e-Tutor to:

1. Guide the learning experience of all students and act as a resource for learners as they move through the course;
2. Make available, where required, additional material to enhance the learning experience of the students;
3. Respond to all student queries in the Tutor-Student Exchange forum and, 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; and
6. Regularly contribute to all discussions and provide appropriate feedback to learners.

You should view your e-Tutor and Course 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 feel free to ask your facilitator for guidance to source 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 for Regional Programmes

The Open Campus has a mix of blended and fully online courses. There are currently two types because of the evolution from self-study, teleconference supported courses to blended learning courses, to fully online courses. Let us explore each format:

Fully Online Courses – Fully online courses are delivered via the Open Campus Moodle Learning Management System, referred to as *The Learning Exchange*. In this modality all course instruction and assessments are offered online in the Learning Exchange. Course material and learning software/tools are provided in the course. Some courses may require an additional text. When this situation arises, you will be required to pay the full amount of the cost of that additional textbook. You may also purchase any additional material resource through online bookstores.

Open Campus students registered in fully online courses come from different countries in the Caribbean. With the diversity of cultures, you have the opportunity to engage in meaningful and cross-cultural debates, work-based exercises and case studies within a learning environment that promotes a community of learners and cooperative and collaborative skills. Courses are interactive in their design and require regular communication and information sharing with peers and the course facilitators. These fully online courses require learners to actively participate in all online discussions and, when appropriate, require online small group work interaction among peers. Courses are supported through synchronous sessions on Blackboard Collaborate (BbC) through the Learning Exchange. In this environment you and your e-Tutor and Course Coordinator meet in real time that mirrors face-to-face interaction.

Blended Learning Courses – Blended learning courses are a mix of face-to-face and online delivery via *The Learning Exchange.*

The blended modality in the Open Campus is configured as follows:

a. Online delivery, inclusive of synchronous web conferencing sessions on BbC; and face-to-face examinations;

b. Online delivery as indicated in "a" above; as well as face-to-face classes and/or field supervised instruction.

c. Study materials, including online files, along with synchronous and asynchronous classes offered in the *Learning Exchange* to support the blended modality.

The blended learning courses require learners to regularly interact online in their course and to complete assessments online. Interaction online includes discussion exercises on forums for development of critical thinking skills, journaling, reflective practice, use of tools for collaboration and cooperative learning and activities that promote development of leadership skills.

Face-to-Face Learning Modality – In addition to the online and the blended courses, the Open Campus facilitates the design and delivery of face-to-face university credit, as well as not-for-credit courses, workshops and seminars. Many of the courses and programmes offered by the Open Campus are developed in response to particular local needs. To ensure that 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. Site Coordinators and Site Heads organize and conduct these workshops, seminars and courses, with the support of the Academic Programming and Delivery Division through its curriculum development and production teams.

Quality of the Distance Learning Experience

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. Degrees completed at a distance are equal in quality to those taken in the face-to-face mode on The UWI physical campuses. Like the physical campuses the UWI Open Campus, through its curriculum, prepares its students with the academic abilities, skills, and personal and professional attributes required of The UWI graduate.

> **The requisite attributes of the Ideal UWI Graduate include a sense of national and regional commitment, strong ethical values, critical and creative thinking, disciplinary leadership and people skills, and a dedication to lifelong and self-motivated learning.**

On July 10, 2014, The University of the West Indies' (UWI) Open Campus continued its upward trajectory in higher education offerings by receiving mutual recognition of institutional accreditation from the Accreditation Council of Trinidad and Tobago (ACTT). The certificate was presented to the then Principal and PVC Open Campus at a small ceremony at the office of the Ministry of Tertiary Education and Skills Training (MTEST) in Port-of-Spain. ACTT's mutual recognition of the institutional accreditation status is for the period June 18, 2013 to June 17, 2018.

Mutual recognition signals that the Accreditation Council of Trinidad and Tobago has recognised the institutional accreditation decision granted by the Barbados Accreditation Council. It is also an endorsement of the recognition by ACTT of the quality of the Open Campus's systems

PRIOR LEARNING ASSESSMENT (PLA) FOR ADVANCED PLACEMENT AND MATRICULATION

The University of the West Indies Open Campus recognises that learning takes place in a number of settings – formal, non-formal and informal. It is open and committed to the idea of Prior Learning Assessment.

Prior Learning Assessment, or PLA, is the term used to describe the method of assessment used to identify, document and evaluate the college/university level learning outcomes which individuals have achieved from formal, non-formal and informal learning.

The learning might have been obtained, for example, from attending training workshops, short courses, seminars or conferences, engaging in community/volunteer work or on-the-job training.

PLA ensures that once learning has taken place, it can be assessed and the appropriate academic credit granted. This credit can be used for advanced placement into an undergraduate programme of study at The UWI Open Campus.

PLA holds tremendous potential for you to have your learning from experience assessed. Furthermore, the PLA system provides a great opportunity to further your education.

Learners will be guided by a Course Coordinator to develop their personal experiential learning portfolio for assessment by trained subject content experts.

Students who gain PLA credits and associated exemptions will be awarded for their relevant experiential learning and gain advanced placement in an undergraduate programme of study at the Open Campus.

Degree Programmes Offered for PLA for Advanced Placement

PLA will currently be offered for up to 7 Level 1 courses in the following undergraduate degrees:

1. BSc Accounting
2. BSc Banking and Finance
3. BEd Early Childhood Development and Family Studies
4. BSc Management Studies
5. BSc Youth Development Work

Prior Learning Assessment for Matriculation

PLA also holds great potential to have the learning you acquired from experience assessed for the purpose of matriculation. As in the case of PLA for Advanced Placement, you will be guided to develop a prior learning portfolio to demonstrate how what you already know relates to the admission requirements of the University of the West Indies Open Campus. If you can demonstrate successfully that your prior learning matches the admission requirements then you will be granted admission to the UWI Open Campus and begin the journey towards the fulfillment of your educational goals.

Open Campus Graduate Studies and Research

The Open Campus has been offering graduate programmes since 2010. Since then, we have transformed our delivery mode to one in which all tutoring is done online. We now offer 9 taught Masters degree programmes and 5 Postgraduate diplomas in the following areas: Adult and Continuing Education, English Language, Instructional Design, Literacy Instruction, Management Studies, and Management & Educational Leadership. We also offer 2 professional doctorates in Educational Leadership, with specialisations in (1) Educational Systems & Schools and (2) Higher Education.

The Open Campus continues to work toward the UWI Strategic mandate which is to enhance graduate studies and increase postgraduate research output. Our graduate programmes are governed by the same regulations as all the other UWI Campuses and monitored by the Campus Committee for Graduate Studies and Research. Our programmes are developed to provide students with the required knowledge and skills to become leaders in their field of specialisation. We are committed to provide graduate students with the environment and resources needed to succeed, through our student-centred instruction as well as through our student support services.

Information on our graduate programmes can be found at
http://www.open.uwi.edu/programmes

IV: GENERAL REGULATIONS & PROCEDURES ON STUDENT MATTERS

Communication and Information

The My OC Student Portal

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

Your Open Campus Email Address

As a registered student, you 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 email 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**.

Student Identification Number

On acceptance, students are allocated a UWI student ID number unless a UWI ID number was previously assigned. If you 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

> **Please use your OC email address to correspond with staff and Administration, and remember to include your student ID# and a contact number in all correspondence.**

Student Identification Card

As a registered student, you are required to have a valid UWI Student identification card. In the interest of security, you must carry your Student ID card on University premises and display it to any member of staff or Security Personnel on request.

You must also present your ID card in order to access services provided by the Open Campus and to write examinations.

If you are a new student, you must complete and submit the Identification Card Form to your 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 website at www.open.uwi.edu.

Registration Information

- You must register for courses on a semester basis. Failure to do so may result in you being deemed to have voluntarily withdrawn from the University.
- **You are deemed to have registered for a course when your financial obligations to the University have been fulfilled.**
- Registration for a course constitutes registration for the examinations in that course.
- You are required to register by the end of the first week of each semester or summer session of the programme.
- Changes to registration are usually permitted up to the end of the third week of Semesters I & 2 as well as the summer session without charge.
- If you fail to complete your registration at this time you are liable for a late registration fee as specified in the Schedule of Fees found in the Financial Information page of the Open Campus website at www.open.uwi.edu

If you are registered in a regional programme, you 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.

If you are registered in a local programme, you will be provided with registration instructions by your Site.

> **It is your responsibility to ensure that you are registered and that the registration information is correct.**

Payment Methods

Regional Degree, Diploma and Certificate Programmes

For most students across the region, tuition and fee payments are made at First Caribbean International Bank (FCIB). If you do not have a First Caribbean International Bank in your area, please contact your Site. **If you reside in Anguilla, Montserrat or Jamaica you must contact your 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.** Please note that refunds will not be considered without presentation of a receipt.

Please go to the Financial Information page on the Open Campus website at www.open.uwi.edu *for additional information on tuition and fees.*

Status Letters

 A Status Letter is **not** the same as a Completion Letter or Statement of Account (such requests should be addressed to the Examinations section or applicable host Site, respectively).

A Status Letter provides information about your enrolment status and will include information such as name of programme, enrolment date, courses completed, number of courses remaining, etc. A Status Letter may be used for the purposes of applying for a loan, a visa or to provide enrolment information to an employer.

To apply for a Status Letter, you will need to:

→ Collect an Open Campus payment voucher and make payment of US$5 (or local equivalent) using your local payment system (payments in Jamaica to be made at any NCB branch) ensuring that the words "STATUS LETTER" and the payment date are clearly written on the proof of payment receipt.

→ Click on the link at the bottom of this page to apply for the Status Letter

→ Complete all fields of the form, quote your receipt/voucher/proof of payment number and click the submit button at the end of the form

→ Scan and email your proof of payment receipt to status.letters@open.uwi.edu

→ Allow processing time of up to five (5) days

→ When collecting the letter from your host Site, please ensure that you take in your proof of payment receipt

Please click the following link to apply for your Status Letter:

https://docs.google.com/spreadsheet/viewform?formkey=dHNwZnBIT0lIUDFiYkZvNGtQcW9CdHc6MQ

Leave of Absence

A leave of absence (LOA) may be granted if you are a **registered** student of the University. If, for good reasons, you wish to take a leave of absence from studies, you 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, you **must** complete and submit a written request on the Leave of Absence Form to the Academic Board, to the Site for electronic submission to the Registry through the OCMS. All reasons for the LOA application must be clearly detailed.

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.

Leave of absence will not be granted for more than two consecutive academic years.

The requests for leave of absence are taken to the Academic Board Sub-Committee on Student Matters for consideration and recommendations must be approved by the Open Campus Academic Board.

> **You should always retain and file a copy of all payment receipts.**

Withdrawal

Voluntary Withdrawal

1. If you find it necessary to withdraw from The UWI, you must apply in writing to the Academic Board, through the Registry. This is to be submitted to the Site Head or Site Coordinator for forwarding to the Assistant Registrar's (Recruitment, Admissions and Registration) office. The application should reach the Registry no later than **January 31** of the current academic year of registration.

2. *You cannot withdraw from The UWI by way of discussion with an Open Campus staff member, or with the Site Head or Site Coordinator, or by ceasing to complete assignments and/or tutorials and teleconferences. You **MUST** apply in writing.*

3. If you have opted to not register for two consecutive semesters, excluding students granted a Leave of Absence by the institution, you are deemed to have voluntarily withdrawn from The UWI.

Required Withdrawal

1. Effective academic year 2014-2015, if your GPA for a given semester is less than 2.00 you shall be deemed as performing unsatisfactorily, and shall be placed on warning. If you are on warning and your GPA for the succeeding semester is less than 2.00, you will then be required to withdraw (RTW) from The UWI.

2. You may also be required to withdraw from your programme for failing to meet minimum credit requirements.

Re-entry to the University

Re-entry after a Leave of Absence

If you are on approved leave of absence from The UWI, you are eligible to return and re-register at the end of the leave period without re-applying for admission.

Re-entry after Voluntary or Required Withdrawal

If you had withdrawn or were required to withdraw from the University, you may apply for re-admission to the University after **at least one year has elapsed** since your withdrawal. To resume studying, you must re-apply during the normal Admissions period using the Open Campus online application.

Transferring to another Programme, Site or Campus

If you wish to transfer to another programme or Site within the Open Campus, you must complete the relevant Programme or Site Transfer Form and submit it to the Registry (Recruitment, Admissions and Registration) 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 through the Recruitment, Admissions and Registration Department.

Should you wish to transfer to another campus, you 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 and the Recruitment, Admissions and Registration Department of the Registry must approve the transfer.

The decision to admit a student on transfer is subject to the approval of the relevant Faculty Board and entrance committee. Approval of transfers is not automatic.

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

Qualifying Tests and Remedial Courses

The English Language Proficiency Test (ELPT)

All students who do not have the qualifications to allow them to register for *English for Academic Purposes* (FOUN1001) must take the English Language Proficiency Test.

For a list of qualifications exempting students from taking the ELPT, please visit http://www.open.uwi.edu/admissions

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 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

An approved qualification in Mathematics is a requirement for entry into certain BSc and ASc programmes, You are required to have the minimum of CXC-CSEC General Proficiency or the equivalent, or 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 *Mathematics* (for ASc students). Please consult your nearest Site office with respect to the course on offer.

A pass in CXC-CSEC or GCE 'O' Level Mathematics is a prerequisite for ECON1003 *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.

Credit Exemptions

If you wish to request credit exemptions, you must do so **by the end of the third week of classes of Semesters I and II.** Such requests should be made to the Registry (Student Support and Services) using the electronic Request for Exemption form emailed each semester. Every semester a new URL is made available for the exemption process for that semester. The URL is available from Site staff, and is also emailed directly to students.

An official transcript will be 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. For those exemption requests that have not been assessed previously by The UWI, you will need to submit course outlines and transcripts to facilitate the analysis for equivalence. 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 that have been successfully pursued within the last five (5) years. Credit exemptions do not count towards the GPA.

THE CODE OF PRINCIPLES AND RESPONSIBILITIES FOR STUDENTS

As a student of The University of the West Indies, you are a member of the university community. Your university experience should include achieving learning objectives, discovering new values and points of view on the world, and its deepening relationships.

The high energy and close proximity characteristic of student life require extra care in a wide range of areas of daily living and contact which include relationships, respect for the dignity and worth of the individual, respect for privacy and property, and personal safety.

For more information on the Code of Principles and Responsibilities for students please click on the following link: https://sta.uwi.edu/resources/documents/conduct.pdf

PART V: FINANCIAL INFORMATION

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

Tuition Fees

Tuition fees cover tuition and examination costs, the costs of materials, teleconferences, web-conferencing 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 website at http://www.open.uwi.edu/undergraduate/financial-information

Administrative and Other Fees

In addition to tuition fees, there are compulsory fees, i.e. ID card and Guild fees, and administrative fees, the details of which can be obtained from your Site.

Refund Policy for Tuition Fees

- Students are only eligible for a refund if you are in good financial standing with the University.
- Students are eligible for a refund if the scheduled programme/course is cancelled by the Open Campus.
- 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.
- Students with special circumstances, e.g. a major medical problem or extenuating personal circumstances, who are forced to withdraw or request leave of absence after

the stipulated periods, may be considered for a pro-rated refund of tuition on the recommendation of the Site Head and the approval of Academic Board.

- Only tuition fees are refundable. Other fees are non-refundable unless stated otherwise.
- Examination fees, where payable, cannot be transferred from one examination to another and can be refunded only under exceptional circumstances by approval of the Academic Board.
- Fees are not refundable if a student is required to withdraw or is suspended for academic or disciplinary reasons.
- Fees are not refundable if operations are suspended due to an act of nature, civil disturbance or any reason beyond the control of the Open Campus.
- 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		
After the end of week 3	No refund		

- Fees are refundable in the currency of original payment only.
- Students must submit a request for the refund in writing, on the appropriate form, to the Site of registration together with:
  1. a copy of the payment receipt
  2. a copy of the final fee assessment
  3. 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 be processed by the Site of registration.
- Refunds will only be processed after the end of the registration period each semester or summer.
- Students who have withdrawn from the University or who are on leave of absence for an academic year must present their UWI Student ID card for cancelling when collecting the refund.

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

Fee Assessment

Following your online registration, you should print your fee assessment invoice for each semester, which details your financial obligations after registration. If you are registered in a local programme, your fee assessment can be obtained from your Site.

Payment of Fees

For most students, tuition and fees payments should be made at First Caribbean International Bank except if you reside in **Montserrat, Jamaica or Trinidad and Tobago**. You 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 Montserrat and Jamaica and Trinidad & Tobago should contact their Site for payment instructions**.

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

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

> **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 you to the University are fully paid or satisfactory arrangements for your payment to the University have been made. Only those 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.

Your financial standing will also be affected in the event your sponsor fails to pay the tuition fees for the programmes/courses for which you have registered. If this occurs you will become liable for the full cost of tuition for these programmes/courses. You will be required to sign an agreement to this effect in order to complete your registration.

Please note that failure to pay fees by the specified deadlines will result in removal of registration. The following actions will be taken if you are not in good financial standing with the University:

- Placing a financial hold on your record
- Removing course registration
- 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

Financial Assistance

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

To view information on available scholarships and bursaries, please visit the Open Campus website at http://www.open.uwi.edu/admissions

Student Payment Plan

Our Payment Plan Agreements provide short-term financial assistance on a case-by-case basis in specific circumstances to cover tuition fees only and are approved for one semester or summer session at a time.

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.

Government Assistance for Tuition Expenses (GATE)

Under the Government Assistance for Tuition Expenses (GATE) programme, students who are citizens of Trinidad & Tobago, upon application and acceptance can have their tuition paid through this grant funding option if they are pursuing approved 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. If you are pursuing approved programmes at postgraduate level, you 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 VI: EXAMINATIONS

For some courses, you may be required to do assignments, sit mid-semester tests as well as end-of-semester examinations. Examinations are held at designated examination centres (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. Therefore 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 final examinations have sessions scheduled either for the morning (9:00 a.m.), afternoon (1:00 p.m.), or evening (4:00 p.m.) and are two or three hours in duration. In some exceptional cases, examinations may be scheduled on public holidays.

Mid-semester examinations are usually held from 5:00 p.m.

Open Campus Examinations Timetable

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

Instructions to Candidates Taking a Written Examination

1. It is your responsibility to ascertain the dates and times of the examination(s) for which you are registered. **Under no circumstance should you rely on any oral communication of the Examinations Timetable**. **No member of staff is authorised to communicate timetable information to you.**

2. You will be informed of the dates and times of written papers by means of the Examinations Timetable published on the Official Notice Board at your Site or on the Web through the MyOC student portal 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 your attention by means of additional notices

posted at each Site and on the Web. You will not be informed individually of such changes. Under 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.** You should also make sure you take the date and time of your examination from a **final** timetable and **not a draft** (drafts are subject to change).

3. If you are absent from an examination **owing to a mis-reading of the timetable you 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. You should be present at the examination room fifteen minutes before the advertised time of any examination. You shall be admitted up to half-an-hour after the start of the examination. You shall not be allowed extra time if you arrive late. If you arrive more than half-an-hour late you may be admitted to the examination room; however, your written or practical work will be accepted for marking only if you can satisfy the Campus Registrar that you have valid reasons for being late.

Steps to Take Before an Examination
1. Verify that you are registered for the course(s) for the examination(s) you intend to sit. You should immediately report any discrepancies in your registration to your Site Head or 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 location at least fifteen minutes prior to its scheduled start.

Writing Examinations at Another Site or Campus
If you are unable to write examinations at your Site, you must formally make a request to write them at another location. To do this you must write to the Senior Assistant Registrar, Assessment, Awards and Records, Open Campus, **through** your Site Head or 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 US$30 or the equivalent in your local currency for this service.

Absence from Examinations
When you register at the beginning of the Semester 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:

If, after having registered for a course and examination, you fail to take the examination, you 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 report** submitted through your Site Head or Site Coordinator to the Senior Assistant Registrar, Assessment, Awards and Records, Open Campus **within <u>seven</u> days from the date of the examination** in which your performance is affected. The medical report **should give brief details of the nature of the illness without breaching medical ethics. Consideration for absence cannot be given if the medical certificate you submit does not state the nature of your illness.**

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 Registrar[1] through the Site Head or the Site Coordinator a medical certificate/report, **on the form provided by the University for this purpose,** 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 report 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 practitioner concerned a student is unable to submit a medical certificate/report himself/herself, the medical practitioner may do so on his/her behalf, within the prescribed time.*

If you cannot report your special circumstance to the Campus Registrar, Open Campus, the Board of Examiners shall NOT take cognisance of, nor give consideration to it.

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 2011-2012 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 Registrar[2]. 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. **Your request must be made by completing the online form available in the MyOC Student Portal for this purpose.***

(ii) *The Campus Registrar shall forward the student's request to the Dean of the Faculty concerned.*

(iii) *The student may request:*

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[1] Through the Senior Assistant Registrar, Assessment, Awards and Records, Open Campus
[2] Through the Senior Assistant Registrar, Assessment, Awards and Records, Open Campus

(a) to go through his/her **FAILED** script with the Examiner; (utilising an approved electronic system 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.

You may request to have your script re-marked by a new Examiner for a **fee of J$2000 or TT$375, or US$62.50 or BDS$125, or the EC$ equivalent to BDS$125** (according to campus/country).

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.**

Review of Mid-Semester Examinations and 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.

How to Apply for a Re-mark or a Discussion of Your Examination Script

To apply for a re-mark or a discussion of your examination script, you must complete the specified online application form. The form can be found on the MyOC Student Portal Dashboard under Examinations.

Examinations Only

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

1. You have 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. You have obtained a medical excuse, certified by the UWI Medical Officer, for not having attempted an examination.

3. In exceptional circumstances, the Director of Academic Programming and Delivery may grant a deferral for cases such as 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%. i.e. no coursework is considered, rather the grade is simply based on the retake of the final examination.

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

Request to Carry Forward Coursework Marks (applicable to undergraduate students only)

For some courses in which you were unsuccessful overall or absent from the final examination, you are allowed to carry forward the coursework mark to your next sitting of the course. However, the following criteria must be met:

1. The assessment for the course must not have changed.
2. The value of the coursework must not have changed.
3. You must have a passing grade for the coursework.
4. You have never brought forward the coursework mark before.
5. The request must be approved by Academic Board.
6. The request must be made by the end of the second week of the semester.

To apply to carry forward your coursework mark, you must complete the online application form on the MyOC Student Portal dashboard. Note, late applications will not be considered. **Academic Board reserves the right to decline any requests. Effective academic year 2014-2015, a new grading policy and pass mark is in effect by the University. Therefore your previous coursework mark may have to be pro-rated and you will be advised on how this will be done if it becomes necessary.**

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. Certificates and transcripts shall also be withheld under the same circumstances.

How to Request a Transcript

Official transcripts are prepared at your request by the Assessment, Awards and Records Section. The official transcript reflects all the academic work you have completed. You should complete the appropriate Transcript Request Form, available online through the MyOC Student Portal. The Payment for the transcript(s) should then be made through your Site.

Examination Regulations

In addition to these general examination guidelines, students should familiarise themselves with the **Student Extract of the UWI, Examination Regulations** found on the Student Portal.
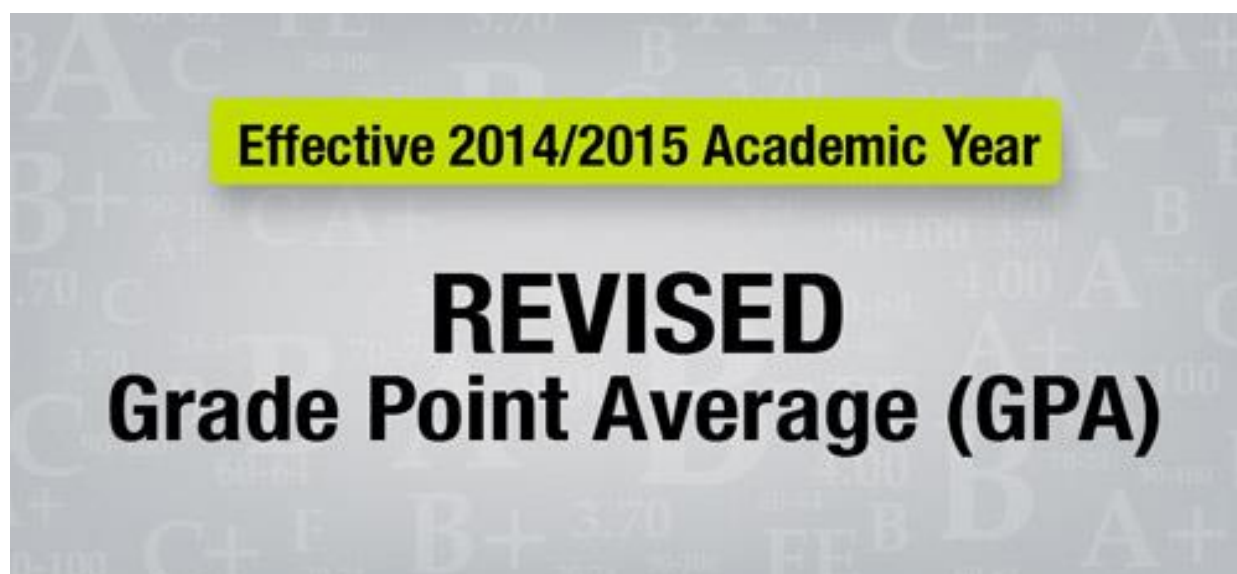
In an effort to align the standards of the University of the West Indies more closely with international norms that reflect best practice, a new Grading Policy (2014/2015 Grading Policy) was introduced from the beginning of the new academic year, 2014/2015. The new Grading Regulations took effect on 1st August 2014 and are only applicable to undergraduate students enrolled in programmes governed by GPA Regulations. The new Grading Policy will therefore be in effect for all future coursework assessment and examinations.

The 2014/2015 Grading Policy implements changes in the grade bands, percentage marks, and quality points (points used in calculating Grade Point Average) associated with each letter grade. The table below outlines the differences between the 2014/2015 Grading Policy and the previous grading policy.

Grade Point Average System and Marking Scheme

1. The class of degree to be awarded shall be determined on the basis of the "Degree" Grade Point Average (GPA) as set out in the Examination Regulations. For most programmes the degree GPA is based on performance in Levels II and III courses.

2. In determining the Degree GPA, the weights to be used for each Level I, II and III course shall be as prescribed in the *UWI Examinations Regulations.*

3. Levels II and III courses shall have equal weight in the determination of the Degree GPA.

4. Core courses satisfying the requirements of specialization, majors and minors must be taken into account in determining the class of degree.

5. A course designated **at registration** as not for credit (NFC) shall **not** count in the determination of the Degree GPA.

6. The class of degree shall be determined as indicated in the table (Class of Degree Bands):

Grading Policy Effective 2014/2015

Grading Policy from 2014/2015			Previous Grading Policy		
Grade	Quality Points	Mark %	Grade	Quality Points	Mark %
A+	4.3	90-100	A+	4.3	86-100
A	4.0	80-89	A	4.0	70-85
A-	3.7	75-79	A-	3.7	67-69
B+	3.3	70-74	B+	3.3	63-66
B	3.0	65-69	B	3.0	60-62
B-	2.7	60-64	B-	2.7	57-59
C+	2.3	55-59	C+	2.3	53-56
C	2.0	50-54	C	2.0	50-52
F1	1.7	45-49	C-	1.7	47-49
F2	1.3	40-44	D+	1.3	43-46
F3	0.00	0-39	D	1.0	40-42
FE/FC	1.7	≥50	F	0.0	0-39
FE1/FC1	1.7	45-49			
FE2/FC2	1.3	40-44			
FE3/FC3	0	0-39			

CLASS OF DEGREE BANDS EFFECTIVE 2014-2015

Class of Degree Band	GPA Range
First Class	3.60 – 4.30
Upper Second	3.00 – 3.59
Lower Second	2.50 – 2.99
Pass	2.00 – 2.49

You should familiarise yourself with the 2014-2015 Grade Policy which can be found at http://www.uwi.edu/gradingpolicy/

There is also a link to the policy on the My OC Student Portal.

EFFECTIVE ACADEMIC YEAR 2016-2017

REVISED GRADE POINTS TO THE FAILING GRADE BANDS IN THE UNDERGRADUATE GRADING POLICY

Effective 2016-2017 the University has made the following adjustment to the points associated with failing grades, all other grades remain as in the 2014-2015 grading policy listed above.

Revised Grading Policy for Failing Grades effective 2016-2017			Grading Policy for Failing Grades from 2014-2015 to 2015-2016		
Grade	Quality Points	Mark %	Grade	Quality Points	Mark %
F1	1.7	40-49	F1	1.7	45-49
F2	1.3	30-39	F2	1.3	40-44
F3	0.00	0-29	F3	0.00	0-39
FE/FC	1.7	≥50	FE/FC	1.7	≥50
FE1/FC1	1.7	40-49	FE1/FC1	1.7	45-49
FE2/FC2	1.3	30-39	FE2/FC2	1.3	40-44
FE3/FC3	0	0-29	FE3/FC3	0	0-39

N.B. This change in grade points for failing grades has no effect on the Class of Degree Bands. They remain as follows effective 2014-2015:

Class of Degree Band	GPA Range
First Class	3.60 – 4.30
Upper Second	3.00 – 3.59
Lower Second	2.50 – 2.99
Pass	2.00 – 2.49

Marking Scheme for Graduate Diplomas and Degrees

The marking scheme for graduate degrees and diplomas is different from the marking scheme/grading policy for undergraduate students; and is as follows:

GRADE	Mark/Percentage	Comments
A	70-100%	
B+	60-69%	
B	50-59%	
FC	≥50	Failed Coursework or a Coursework Component
FE	≥50	Failed Examination Component
F	0-49%	Failed

For further information on Graduate Studies at The UWI, please visit the **Graduate Studies and Research Information Portal** http://www.uwi.edu/grip and familiarise yourself with the Regulations for Graduate Diplomas and Degrees found on the Open Campus or Graduate Studies websites.

PART VII: ACADEMIC SUPPORT SERVICES FOR ONLINE STUDENTS

Academic Support Services

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

UWI Open Campus Orientation - For Undergraduate Students

How you begin your academic career with us is important, so we encourage you to attend Orientation, both in person at our physical sites across the region and by engaging in the online space. Attending and participating in our Orientation activities, is the best way to acclimate to university life at The UWI Open Campus.

The sessions will help you to become familiar with the Campus, learn about what your student life will be like, and how to register for your first semester of online courses. In addition, you will receive academic advisement, and meet the persons who will be helpful to you during your time with us.

There are four phases of orientation exercises in which students may participate to prepare for studying online.

Online Orientation for New Students:

- All new students in our online undergraduate programmes are required to participate in an Online Orientation. This may be done from the comfort of your home or you may use the computer facilities at your local UWI site or learning centres to gain access to the online sessions offered by the Programme Delivery Department (PDD).

- To attend the Online Orientation you must have a computer and Internet access

- New students should log on to the orientation site, and listen to the video, as well as read the Programme Advising documents for their programme prior to registration - http://www.open.uwi.edu/undergraduate/programme-advising

Please visit our website at least two days prior to the date for your Online Orientation synchronous (live) session to download the software to your computer. If you experience difficulty downloading the software, you are encouraged to request assistance from your local site.

Our orientation activities were developed for students to become more familiar with our online learning environment. Such activities teach students how to edit their profile pictures, how to add a discussion topic, how to reference sources accurately and how to upload an assignment. The orientation sessions last for approximately six weeks and are done in four phases.

Phase 1 (two weeks)

During Phase 1 students are engaged in the Introduction to the Learning Exchange (LE); that is, the Open Campus' online classroom. The aim of this phase is to use the instructional training videos on how to navigate the LE to teach students to develop the relevant navigational skills to function online. Students are encouraged to listen to the videos and practice the activities that follow.

Phase 2 (approximately three days)

The focus of Phase 2 of the orientation session is the academic programme advising. Students are made aware of their programme structure through meetings with their Programme Managers and other staff members. Through these meetings, our staff ensures that students are prepared for the upcoming Registration period.

Phase 3 (two weeks)

All students are encouraged to enroll in the Programme Delivery Department's Orientation Course (PDDO) found on the LE. In this phase, students are prepared for their academic journey in the Learning Exchange. Students are given the opportunity to demonstrate what they learnt during phase 1 in the "Introduction to the Learning Exchange" course. They are given activities to simulate an actual course. These activities included updating their profile, participating in quizzes, uploading assignments, engaging in discussions with their peers, reviewing how to use citation (referencing) in accordance with the referencing style for their specific programme, accessing emails, becoming familiar with the plagiarism policy and many other important activities.

Phase 4 (approximately 5 days)

Phase 4 is done at the start of the teaching period. Students interact with their actual Course Coordinators and e-Tutors in the actual course space(s). The aim of this phase is to give our new students an overview of what is expected of them in their courses .

For more information please visit http://www.open.uwi.edu/orientation

Please note: Only Open Campus **Graduate Students** are required to register for the course *OOL6001: Graduate Introduction to Online Learning,* as a part of their induction to their postgraduate programm. Information on this course can be found in the acceptance package.

Pre-Course Programme Advising

You may contact your Programme Manager (PM) for general assistance in determining which programme is suited to your learning needs. The PM can also advise you on the programme's entry requirements as stated in the relevant programme pages on the UWIOC website. You may also remain in the comfort of your home and receive programme advising by using the online services provided by the Programme Delivery Department (PDD), Academic Programming and Delivery (APAD) Division. To do so, use the following options:

→   View the Programme Advising link for your online programme on the Open Campus website at: http://www.open.uwi.edu/ and locate your category of programme – i.e. Undergraduate, Graduate or CPE at: http://www.open.uwi.edu/undergraduate/home or http://www.open.uwi.edu/pre-university-professional/home

→   Email Academic Support and correspond with a Course Delivery Assistant at: academicsupport@open.uwi.edu   or speak to us on Skype: Username - uwioc_academic_support ~ Monday to Friday at 9:00 - 11:00 a.m. Ja time/10 - 12:00 p.m. EC time

If you fail to make contact online Staff members at your Open Campus Site are available to assist you with completing the online application.

CAS - Connecting As Students

Connecting As Students (CAS) is The UWI Open Campus community space for all undergraduate and postgraduate online students. The aim of this space is to bridge the digital divide by giving students the opportunity to interact and share ideas with each other by: using this space to seek information from peers; posting questions and receiving feedback; and general student-to-student engagement. This space was designed by the CDA Supervisor in the Programme Delivery Department (PDD) to allow all categories of students to assist, guide and communicate with each other. Registered students, on gaining access to their courses, may access this CAS space by clicking the link found in their courses on the Learning Exchange.

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 prepare 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. There are some courses that are pre-requisites for other courses in your programme of study (eg. ELPT, Improving your Math Skills (IYMS), etc.) and others which can be used for matriculation and/or advanced placement (e.g. Access Courses and Prior Learning Assessment (Course: PLPD0100).

Useful links include those below. Please also visit our website, review your Programme Advising document and speak with your Programme Manager if you have any queries or require additional information:

- http://www.open.uwi.edu/admissions
- http://www.open.uwi.edu/pla/home

Libraries and Information Services

The Open Campus Libraries and Information Services (OCLIS) provides a distributed service to the Open Campus and UWI community. In addition to a significant and growing online collection, the OCLIS also holds print copies of books and journals at various country Sites. Most of the Libraries at the Sites function as reference libraries with limited circulation under the supervision of a Library Assistant. Other OC Libraries offer an expanded range of services including full circulation services and research support.

Information Resources

Access to OCLIS information resources is via UWI*linC* (The University of the West Indies (UWI) Libraries Information Connexion). The UWI*linC* portal allows users to search and access available resources from the catalogues of the four UWI Campuses, UWI databases and repositories, subscribed e-resources (e-books, e-journals and databases), and selected free e-resources.

UWI*linC* may be accessed via the OCLIS website at http://www.open.uwi.edu/library/oclis-information-resources or through the Learning Exchange. Users will be prompted to sign in with their myOC credentials to gain access to the full text of e-resources.

Ask A Librarian

The OCLIS Ask A Librarian service is a virtual reference service that allows students to email or chat online with OCLIS staff. The Ask A Librarian service offers assistance with the use of Library resources and with research assistance. The service is also available for general Library queries and comments. To use chat users must sign in with their myOC credentials. Alternatively, users may send a question or comment via email. No sign in is required to send email. For additional information on the Ask A Librarian service, please visit http://www.open.uwi.edu/library/oclis-ask-librarian

Liaison Services

OCLIS Academic Liaison Librarians support the research and information needs of the Open Campus community and assist students in becoming proficient users and evaluators of information. Liaison Services provide guidance in accessing library resources; information literacy and reference citations; research techniques and the ethical use of information.

For more information on these and other OCLIS services please visit us online at http://www.open.uwi.edu/library/uwi-open-campus-library

Open Campus Staff Support

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

Programme Manager

The Programme Manager (PM) gives general and programme advice, and serves as liaison between the university administrators and our students. The PM also monitors the performance of Course Coordinators and tutors and participates in orientation activities for students. Contact information for Programme Managers can be found on the programme information pages and Programme Advising pages of the Website (See Appendix C)

Course Tutor

At the Open Campus our online courses are delivered online via the Learning Forums by e-Tutors. The eTutors assist you in improving your knowledge of the specific subject area. They also promote independent learning and clarify and elaborate on challenging concepts; and in this way, help you to master them. Interaction with tutors online is essential as this will afford you 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 of your progress and attendance at class sessions in the face-to-face mode of course delivery. In online courses, attendance and grades are recorded online.

Course Coordinator

The Course Coordinator is the online instructor responsible for the course. With online course delivery, you will interact with both the Course Coordinator and the eTutor, but will work more closely with the eTutor in small groups. The Course Coordinator, who is the lead course facilitator, can be contacted online to discuss any course-related issues. He/ she will also provide contact information, whether by email or Skype in the 'Course Guide for Students' uploaded in the Learning Exchange. This arrangement is similar to face-to face delivery, where you generally interact with the instructor and it is possible to ask questions before, during, or after classes or to set up meetings outside of class time.

Site Head or Site Coordinator

Your Site Head or Site Coordinator provides support locally on issues pertaining to Leave of Absence (LOA), finance, technical support for personal computers, registry issues etc. *Email addresses and Telephone numbers for* the Heads and Site Coordinators for *all Sites are listed in* Appendix B.

Face-to-Face Course delivery

For courses delivered in the face-to-face mode, you should contact your local Course Coordinator or Tutor for academic support. If no solution is found for the problem, you should contact the Site Head, Site Coordinator or relevant Site staff for support.

Online Course delivery

For courses delivered online, you have support on academic matters from the Programme Delivery Department (PDD) through the following roles:

a) The Programme Manager

The Programme Manager provides academic guidance and support for the delivery of courses and programmes. The Programme Manager ensures that all courses and programmes are delivered in accordance with the University's regulations.

b) Course Delivery Assistant - Online 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 online learning environment. The CDA team members will complement your Course Coordinator and eTutors who should continue to be your first line of support for academic studies.

Tutor/Course Issues

Your first point of contact in your online course is your eTutor. However, if you are having problems with an ineffective or non-responsive tutor then you should contact your Course Coordinator. His or her contact information is available on the front page of each course and in the Course Guide. Note also, that all staff may be contacted using firstname.lastname@open.uwi.edu

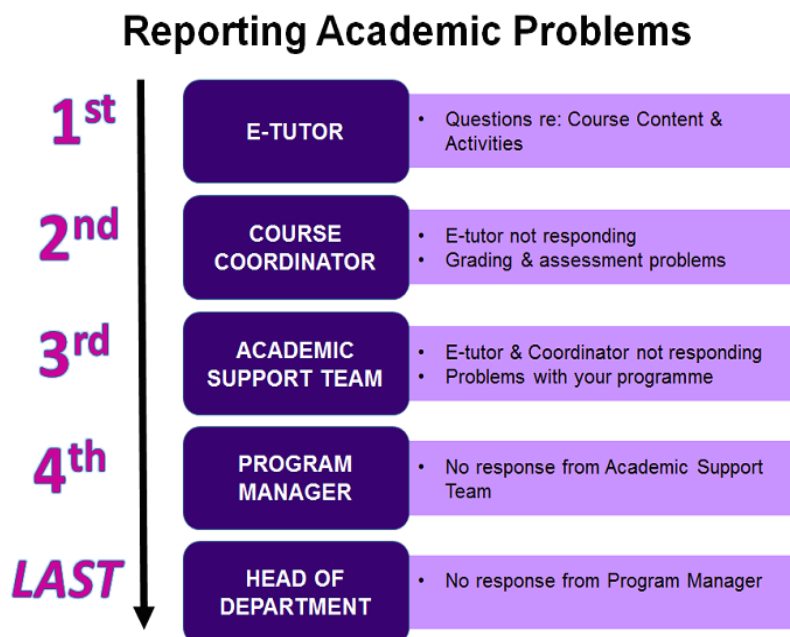### How to Contact Your Course Coordinator

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 also e-mail your Course Coordinator using the contact information provided on the main course page (not his/her private email). A messaging system that allows you to

communicate with your Course Coordinator is also available via the Learning Management System (Learning Exchange).

3.   If the Course Coordinator fails to solve the problem or does not respond to your request for help within 24 hours, you should request the assistance of the CDA by way of the PDD's Academic Support email. The team of CDA will investigate the issue. You should write directly to Academic Support at academicsupport@open.uwi.edu

Reporting a Problem

The reference chart below outlines the correct protocol for reporting academic issues that are encountered in the Learning Exchange.

Reporting Academic Problems

1st	**E-TUTOR**	• Questions re: Course Content & Activities
2nd	**COURSE COORDINATOR**	• E-tutor not responding • Grading & assessment problems
3rd	**ACADEMIC SUPPORT TEAM**	• E-tutor & Coordinator not responding • Problems with your programme
4th	**PROGRAM MANAGER**	• No response from Academic Support Team
LAST	**HEAD OF DEPARTMENT**	• No response from Program Manager

A reporting option is available on the main course page.

● Please click the "Academic Support" tab at the bottom of your course page in the Learning Exchange to send an email to Academic Support for assistance. Clearly state the course name and code, the specific problem you wish to report, and the names of your Course Coordinator and eTutor, so you may receive prompt assistance. The Academic Support Team will investigate your case and provide you with a status report within 24 hours of receiving your message.

● If you are outside the course space you may send an email to the members of the Academic Support Team at academicsupport@open.uwi.edu

● Speak with a Course Delivery Assistant during the weekday Monday-Friday on Skype (username: uwioc_academic_support) during the hours of 10:00 a.m. – 12:00 Noon EC Time/ 9:00 -11:00 a.m. Jamaica Time.

Please ensure that you send emails using your Open Campus email address and include information such as your name, student ID number, course name and course code in your correspondence. Please also ensure that a copy of all correspondence on online course matters is sent to your Programme Manager. Email addresses of all Programme Managers are listed in Appendix C.

<u>How to Contact Your Head of Department – Online Programmes</u>

The Head of the Programme Delivery Department, Dr. Yasmeen Yusuf-Khalil, may be contacted at: yasmeen.yusuf-khalil@open.uwi.edu

Face-to-Face Course Delivery

For courses delivered in the face-to-face mode, you should contact your local Course Coordinator or Tutor for academic support. If no solution is found for the problem, you should contact the Site Head, Site Coordinator or relevant Site staff for support.

Open Campus Staff Support

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

Site Head or Site Coordinator

Your Site Head or Site Coordinator provides support locally on issues pertaining to Leave of Absence (LOA), finance, technical support for personal computers, Registry issues etc.

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

Registry Support

- ***Office of the Campus Registrar***

The Campus Registrar manages the functions of the Registry. The Campus Registrar can be contacted at registrar@open.uwi.edu

- ***Recruitment, Admissions and Registration***

The Recruitment, Admissions and Registration Department 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.

- ***Student Support and Services***

The Student Support and Services Department 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.

- ***Assessment, Awards and Records***

The Assessment, Awards and Records Department has responsibility for the conduct of examinations, the issuing of results relating to your coursework and final examinations, 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 Senior Assistant Registrar at the following e-mail address: exams@open.uwi.edu.

Helpdesk Services

Assistance with online technical matters is available via the helpdesk at:
helpdesk@open.uwi.edu. The team provides assistance Monday – Friday 8:30am to 4:30pm Eastern Caribbean (EC) time. (Except public holidays in Trinidad and Tobago).

Problems such as inability to log in to the course page, inability to recall passwords, inability to access graded activities in the Learning Exchange or any other technical matter should be reported to: **helpdesk@open.uwi.edu**

Appendix A

Open Campus Social Media Pages

Please click on the icons below to visit our Social Media pages.

View media content. watch **>>**

Connect with us on:

UWI SOCIAL MEDIA POLICY

Be Social Media Smart when you are online. Please become familiar with The University's Social Media Policy and Guidelines - http://www.open.uwi.edu/news/be-social-media-smart

Appendix B

Open Campus Country Site Contacts and Telephone Numbers

Note: Additional contact information is also available on the Open Campus website at www.open.uwi.edu/locations.

OCCS Contact Information	OCCS Contact Information
Anguilla **Dr. Phyllis Fleming-Banks** **Manager British Overseas Territories** The University of the West Indies Open Campus, Anguilla The Valley, Anguilla Tel: (264) 497-8156 Mobile (264) 584-6561 Email: phyllis.fleming-banks@open.uwi.edu	**Barbados: The Pine** **Mr. Ryan Byer** **Officer-in-Charge / Programme Officer** The University of the West Indies Open Campus, The Pine Barbados East/West Boulevard The Pine, St. Michael, Barbados Tel: (246) 430-1139 Fax: (246) 427-4397 Email: ryan.byer@open.uwi.edu
Antigua & Barbuda **Mr. Ian Benn** **Head** The University of the West Indies Open Campus, Antigua & Barbuda P.O. Box 142 St. John's, Antigua Tel: (268) 462-1355 or (268) 562 3036 Fax: (268) 462-2968 Email: ian.benn@open.uwi.edu	**Barbados: Open Learning Centre Cave Hill** **Mrs. Althea Collymore** **Site Coordinator** The University of the West Indies Open Campus, Open Learning Centre The University of the West Indies P.O. Box 1341 Bridgetown BB 11000, Barbados Tel: (246) 417-4210 Fax: (246) 424-0722 Email: althea.collymore@open.uwi.edu

OCCS Contact Information	OCCS Contact Information
Bahamas **Dr. Barbara Rodgers-Newbold** **Head** The University of the West Indies Open Campus, The Bahamas Bahamas Tourism Training Centre P.O Box N-1184 Nassau, Bahamas Tel: (242) 323-6593/323-1175 Fax: (242) 328-0622 Email: barbara.rodgersnewbold@open.uwi.edu	**Cayman Islands, Turks & Caicos Islands and Bermuda** **Dr. Phyllis Fleming-Banks** **Manager British Overseas Territories** The University of the West Indies Open Campus, Anguilla The Valley, Anguilla Tel: (264) 497-8156 Mobile (264) 584-6561 Email: phyllis.fleming-banks@open.uwi.edu Open Campus Cayman Islands 168 Olympic Way, GT P.O. Box 30212 SMB Grand Cayman Tel: (345) 946-8322 Fax: (345) 949-0886
Bermuda **Dr. Phyllis Fleming-Banks** **Manager British Overseas Territories** The University of the West Indies Open Campus, Anguilla The Valley, Anguilla Tel: (264) 497-8156 Mobile (264) 584-6561 Email: phyllis.fleming-banks@open.uwi.edu	**Dominica** **Ms. Kimone Joseph** **Officer-in-Charge / Marketing & Outreach Officer** The University of the West Indies Open Campus Dominica P.O. Box 82 Roseau, Dominica Tel:(767)-448-3182 Fax:(767)-448-8706 Email: kimone.joseph@open.uwi.edu
Belize **Mrs. Jane Bennett** **Head** The University of the West Indies Open Campus, Belize Princess Margaret Drive P.O. Box 229 Belize City, Belize Telephone: 501-223-0484 or 501-223-5320 Fax: 501-223-2038 Email: jane.bennett@open.uwi.edu	**Grenada** **Dr. Nicole Phillip-Dowe** **Head** The University of the West Indies Open Campus, Grenada Marryshow House, H. A. Blaize Street, P. O. Box 439 St. George's, Grenada Tel: (473) 440-2451 Fax: (473) 440-4985 Email: nicole.phillip-dowe@open.uwi.edu
British Virgin Islands **Dr. Phyllis Fleming-Banks** **Manager British Overseas Territories** The University of the West Indies Open Campus, Anguilla The Valley, Anguilla Tel: (264) 497-8156 Mobile (264) 584-6561 Email: phyllis.fleming-banks@open.uwi.edu Local Information: Open Campus, British Virgin Islands P.O. Box 4324 Road Town, Tortola British Virgin Islands, VG1110 Tel: (284) 494-6957 Fax: (284) 494-4263	**Jamaica Western Region:** Brown's Town; Junction, St. Elizabeth; Ocho Rios; Savanna-La-Mar. **Dr. Jerome Miller-Vaz** **Head** The University of the West Indies Open Campus, Ocho Rios Stormont Road, St. Ann Tel: (876) 795-1840, (876) 795-1843 Fax: (876) 795-2916 Email: jerome.miller-vaz@open.uwi.edu.

OCCS Contact Information	OCCS Contact Information
Jamaica: Junction, St. Elizabeth **Myrtle Myers-Hall (Mrs.)** **Administrative Assistant** The University of the West Indies Open Campus, Junction Shop 1A Pines Plaza Junction St. Elizabeth Tel: (876) 965-8968 Email: myrtle.hall@open.uwi.edu.	**Jamaica: Brown's Town** **Mrs. Cecile Johnson** **Site Coordinator** The University of the West Indies Open Campus, Brown's Town Burlington Point 2 Church Street Box 101 St. Ann Tel: 876-975-2091 Fax: 876-917-9648 Email: cecile.johnson@open.uwi.edu
Jamaica: Ocho Rios **Stacy-Renee Cooper Battick (Mrs.)** **Administrative Assistant** The University of the West Indies Open Campus, Ocho Rios Stormont Road, St. Ann Tel: (876) 795-1840, (876) 795-1843 Fax: (876) 795-2916 Email: stacy-renee.cooperbattick@open.uwi.edu.	**Jamaica: Savanna-La-Mar** **Mrs. Sandra Evans** **Site Coordinator** The UWI Open Campus, Savanna-La-Mar Suite # 11 Hendon Mall, Beckford Street Savanna-La-Mar, Westmoreland Tel: (876) 955- 2948 Fax: (876) 918-3197 Email: sandra.evans@open.uwi.edu
Jamaica Eastern Region: **Camp Road, Port Antonio, Morant Bay, Denbigh, Mandeville, Mona Open Learning Centre** **Ms. Levene Griffiths** **Head** The University of the West Indies Open Campus, Camp Road 2A Camp Road, Kingston 4 Tel: (876) 926-8119, (876) 920-5290, (876) 926-2246-7 Fax: (876) 920-1622 Email: levene.griffiths@open.uwi.edu	**Jamaica: Denbigh** **Mrs. Paulette R. Ferguson** **Senior Administrative Assistant** The University of West Indies Open Campus 21-22 & 24-26 Omni Plaza 41 Manchester Avenue May Pen, Clarendon Jamaica W.I. Tel. (876) 902-2005 & 902-4473 Fax. (876) 902-4290 Email: paulette.ferguson@open.uwi.edu
Jamaica: Open Learning Centre Mona **Sheren Thorpe (Mrs.)** **Site Coordinator** The University of the West Indies, Open Campus Open Learning Centre 1 Ring Road Mona, Kingston 7, Jamaica Office Phone: (876) 977-6349; 935-8421,935-8635,935-8417; Fax (876) 977-3494 Email: sheren.thorpe@open.uwi.edu	**Jamaica: Morant Bay** **Mr. Winston Welsh** **Assistant Site Coordinator** The 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

OCCS Contact Information	**OCCS Contact Information**
Jamaica: Mandeville **Ms. Natricia Goodwin-Brown** **Administrative Assistant** The UWI Open Campus - Mandeville Unit 1b, 17 Caledonia Mall Mandeville P.O. Manchester Jamaica W.I. Tel: <u>876-962-6585</u>, 962-9242 Fax: <u>876-963-8573</u> email address: <u>natricia.goodwin@open.uwi.edu</u>	**Jamaica: Port Antonio** 58 **Mr. Alfred Brown** **Acting Site Coordinator** The UWI Open Campus, Port Antonio 34 A Folly Road Port Antonio, Portland, Jamaica Tel: (876) 993-2271 or (876) 715-5059 Fax: (876) 715-1142 Email: <u>portantonio@open.uwi.edu</u>

OCCS Contact Information	OCCS Contact Information
Jamaica: Montego Bay **Vilma N. Clarke, PhD** **Head of Centre** The UWI Open Campus,Montego Bay St. James, Jamaica WI Tel: <u>876-952-9345</u> | <u>876-979-9542</u> | <u>876-952-9345</u> Fax: <u>876-952-5704</u> Email: <u>vilma.clarke@open.uwi.edu</u>	**Montserrat** **Ms. Gracelyn Cassell** **Head** The University of the West Indies Open Campus Montserrat P.O. Box 256, Salem Tel: (664) 491-3924 Fax : (664) 491-8924 Email : <u>gracelyn.cassell@open.uwi.edu</u>
St. Kitts and Nevis **Susan Sarah Owen** The University of the West Indies Open Campus St. Kitts & Nevis P.O. Box 326 Basseterre Tel: (869) 465-2190 Fax: (869) 465-6583 Email: <u>cicely.jacobs@open.uwi.edu</u>	**Trinidad and Tobago: Gordon Street** **Mrs. Karen Rosemin** **Head** The University of the West Indies Open Campus Trinidad & Tobago Gordon Street St. Augustine Tel: (868) 645-3029 or (868) 654-3127 Fax: (868) 625-2818 Email: <u>gordon.street@open.uwi.edu</u>
St. Lucia **Dr. Veronica Simon** **Head** The University of the West Indies Open Campus St. Lucia P.O. Box 306, Castries Tel: (758) 452-3866 or (758) 720-9640 Fax: (758) 452-4080 Email: <u>st.lucia@open.uwi.edu</u>	**Trinidad and Tobago: Mayaro** **Ms. Karen Noel** **Site Coordinator** The UWI Open Campus, Mayaro Mayaro Resource Centre Beaumont Road, Mayaro Tel: (868) 630-7450 Fax: (868) 630-7451 Email: <u>karen.noel@open.uwi.edu</u>
St. Vincent and The Grenadines **Mrs. Deborah Dalrymple** **Head** The University of the West Indies Open Campus St Vincent & the Grenadines Murray's Road, Kingstown Tel: (784) 456-1183, (784) 485-6606 Fax: (784) 456-1251 Email: <u>deborah.dalrymple@open.uwi.edu</u> <u>svg@open.uwi.edu</u>	**Trinidad and Tobago: Sangre Grande** **Ms. Angela Mills** **Site Coordinator** The UWI Open Campus, Sangre Grande Grahame Hodge Trace Ojoe Road, Sangre Grande Tel: (868) 668-6757 / 3661 Fax: (868) 668-6440 Email: <u>angela.mills@open.uwi.edu</u>
Trinidad and Tobago: San Fernando **Ms. Germaine Arthur** **Site Coordinator &** **Mrs. Natasha Rajack** **Coordinator, Pre-University & Professional** The UWI Open Campus, San Fernando 7-9 Padmore Street San Fernando Tel: (868) 653-6024 Fax: (868) 653-6028 Email: <u>germaine.arthur@open.uwi.edu</u> <u>san.fernando@open.uwi.edu</u> <u>natasha.rajack@open.uwi.edu</u>	**Trinidad and Tobago: Tobago** **Mrs. Sherry-Ann Louis** **Site Coordinator** The University of the West Indies Open Campus Signal Hill Tobago Tel: (868) 639-2424, 298-9409, 639-5423 <u>E-mail: sherry-ann.louis@open.uwi.edu</u>

OCCS Contact Information	OCCS Contact Information
Trinidad and Tobago: St. Augustine **Mrs. Charon Ince-Christopher** **Site Coordinator** The UWI Open Campus, Open Learning Centre Level 1, CCMS Building, The University of the West Indies St. Augustine Campus, St. Augustine Tel: (868) 662-2002 Ext. 82558 Fax: (868) 662-9103 Email: charon.ince-christopher@open.uwi.edu	**Mr. Gregory M. Jennings** **Manager** IT Academy The University of The West Indies Open Campus St Augustine Trinidad and Tobago CCMS Building Tel: 868 645 4764; 868 662 2002 Ext. 82554-6 Fax: 868 645 4764 E-Mail: gregory.jennings@open.uwi.edu url: www.open.uwi.edu

The Consortium for Social Development and Research (CSDR) –

http://www.open.uwi.edu/csdr-research

CSDR Contact Information	CSDR Contact Information
Caribbean Child Development Centre (CCDC) Mrs. Ceceile Minott **Head (Ag.)** The UWI Open Campus, CCDC 1 Port of Spain Way, Kingston 7 Jamaica Tel: (876) 927-1618 Fax: (876) 977-7433 Email: ccdc@open.uwi.edu	**Social Welfare Training Centre (SWTC)** **Mr. Lincoln Williams** **Head** The UWI Open Campus, SWTC The University of the West Indies Mona Campus, Kingston 7 Jamaica Tel: (876) 927-2478 Fax: (876) 977-0154 Email: swtc@open.uwi.edu
The Hugh Lawson Shearer Trade Union Education Institute (HLSTUEI) **Mr. Donald Roberts** **Head** The UWI Open Campus, HLSTUEI The University of the West Indies, Mona Campus, Kingston 7 Jamaica Tel: (876) 977-4290 Fax: (876) 927-1920 Email: hlstuei@open.uwi.edu	**Women and Development Unit (WAND)** **Dr. Judith Soares** **Head** The UWI Open Campus, WAND The Pine, St. Michael Barbados Tel: (246) 443-1130 or 430-1131 Fax: (246) 426-3006 Email: wand@open.uwi.edu

UWI Open Campus Staff Directory - http://www.open.uwi.edu/staff/directory

Appendix C

Open Campus Programme Managers Contacts

Programme Managers	Programmes	e-mail Contact
Undergraduate Programmes		
Kathy Ann Lashley (Barbados)	Cert in Criminology	kathyann.lashley@open.uwi.edu
	Cert in Human Resource Management	
	Cert in Tourism and Hospitality Management in the Caribbean	
	Dip Business Administration (BSAD)	
	Dip in Health and Family Life Ed Instruction	
	Dip Public Sector Admin. (PSAD)	
	Dip Social Services (SOSS)	
	ASc Admin Professional Office Management	
	ASc Business Management	
	ASc Paralegal Studies	
	ASc Social Work (SOWK)	
	BSc Political Science	
	B.Sc. Political Science (Minor in Economics)*	
	BSc Economics*	
Lesle Ann Whiteman (Trinidad)	Cert in Early Childhood Development Family Studies	lesleann.whiteman@open.uwi.edu
	BEd Early Childhood Development and Family Studies	
	BSc Sociology	
	BSc Sociology (Human Resource Management Minor)**	
	BSc. Sociology (Marketing Minor)**	
Annette Arjoonsingh (Trinidad)	**Mona School of Education:**	annette.arjoonsingh@open.uwi.edu
	BEd Literacy Studies (Trained Teachers Model A)	
	BEd Literacy Studies (Untrained Teachers Model B)	
	BEd Secondary English (Trained Teachers Model A)	
	BEd Secondary English (Untrained Teachers Model B)	
	BEd Secondary Mathematics (Trained Teachers Model A)	
	BEd Secondary Mathematics (Untrained Teachers Model B)	
	BEd. Educational Leadership & Management (Major)	
	BEd Educational Leadership & Management (Special)	

	BSc Psychology	
	BSc Psychology (Human Resource Management Minor)**	
Hilary Drakes-Morris (Trinidad)	BSc Accounting	hilary.drakes-morris@open.uwi.edu
	BSc Management Studies	
	BSc Management Studies (Major & Special) (Prior to 2015)	
	BSc Management (Econ Minor)	
Keisha Campbell (Trinidad)	BSc Banking and Finance	keisha.campbell@open.uwi.edu
	BSc Banking and Finance (Compliance & Corporate Governance Minor)	
	BSc Banking and Finance (Law for Banking & Finance Minor)	
	BSc Banking and Finance (Special)	
	BSc Management Studies (2015)	
	BSc Mgmt Studies (ENTR)	
	BSc Mgmt Studies (FINA)	
	BSc Mgmt Studies (HRM)	
	BSc Mgmt Studies (INBU)	
	BSc Mgmt Studies (MKTG)	
	BSc Mgmt Studies (TOHM)	
Kareen Guscott (Jamaica)	Cert Social Work	kareen.guscott@open.uwi.edu
	Dip Social Work	
	Dip in Youth Dev. Work	
	BSc Youth Dev. Work	
	BSc Social Work	
	BSc. Social Work (Youth Development Work Minor)**	
	BSc. Youth Development Work (Management Studies Minor)**	
Elizabeth Sinclair (Jamaica)	Prior Learning Assessment (PLA)	elizabeth.sinclair@open.uwi.edu
	Access Programme **	
Graduate Programmes		
Elizabeth Sinclair (Jamaica)	PGDip Mgmt and Ed Lead	elizabeth.sinclair@open.uwi.edu
	MSc Mgmt and Educational Leadership	
	MSc Management (Project Management)*	
Emmogene Budhai-Alvaranga **(Jamaica)**	PGDip Instructional Design	Emmogene.budhai-alvaranga@open.uwi.edu
	PGDip Literacy Instruction	
	MA English Language	
	MEd Literacy Instruction	
	MSc Instructional Design and Technology	
Margaret Nicholson	PGDip Mgmt Studies	margaret.nicholson@dec.uwi.edu

(Trinidad)	MSc Mgmt Studies	
	MSc Mgmt Studies (HRM)	
	MSc Mgmt Studies (MKTG)	
	MSc Mgmt Studies (PSM)	
	Doctor of Educational Leadership Edu Higher Ed	
	Doctor of Educational Leadership Edu Systems and Schools	

* New Programmes

** New Programmes commencing 2016/17 Semester 2

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