College Academic Advisement Unit (CAAU), COHS
Members of the Committee

Caribbean School of Nursing (CSON)

- Mr. Abubakar Usman, Montego Bay Campus
- Mrs. Deneise Walters, Papine Campus)

School of Allied Health & Wellness (SAHW)

- Mrs. Kerry Weatherly (Chair)
- Dr. Sonia Richards-Malcolm

School of Pharmacy (SOP)

- Dr. Stephanie Mullings
- Mrs. Tieca Harris Kidd
- Dr. Janice Bunting-Clarke

Objectives of the Academic Advisement Session
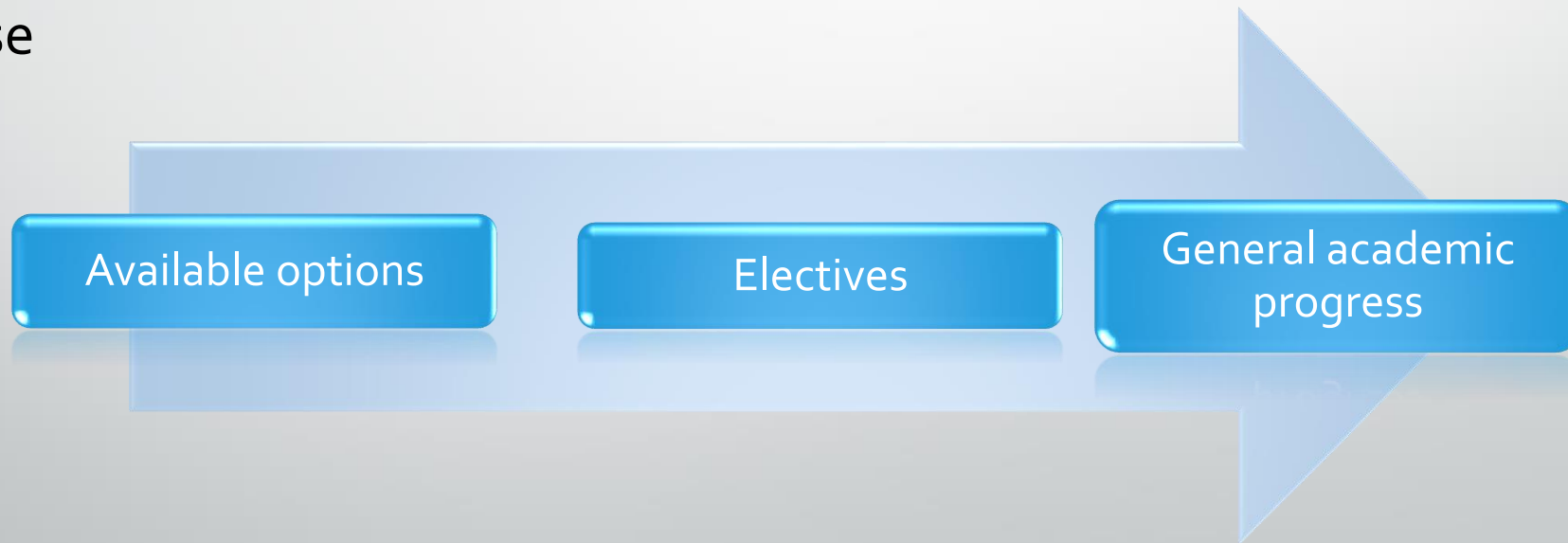
1) Define key terms relevant to Academic Advisement (AA).
2) Introduce the members of the College Academic Advisement Unit (CAAU) from the College of Health Sciences.
3) Outline the role of the CAAU.
4) Summarize the role of the Academic Advisor (lecturer).
5) Summarize the role of the Academic advisee (student).
6) Summarize Regulation 3 and polices.
7) State important time-bound activities and their associated forms.

Key Terms Relevant to Academic Advisement (AA)

1. What is Academic Advisement ?

- Academic advisement is a structured support system available to every student when making important academic decisions related to his/her course

| Available options | Electives | General academic progress |

Student Undergraduate Handbook for Graduate and Undergraduate Students 2019/20. Pg. 223

2. Who is an academic advisee ?

- A registered student of the University

3. Who is an academic advisor ?

- A lecturer assigned to the Academic Unit (College/Course of study)

4. Policies

- A set of Guidelines approved by the University

5. Who is a Registered Students ?

A student will be considered "registered" when he or she has:

Accepted the offer of admission and paid the commitment fee by the stipulated date

Select Modules (Using Module Selection Guide)

Paid all fees and charges prescribed by the University by the stipulated date

Agreed to the terms and conditions governing the University

Role of the College Academic Advisement Unit (CAAU)

- Manage Academic Advisement within the College

Assign students (Academic advisees) to an Academic Advisor (Staff)

Link Advisors to Advisees on the Student Portal

Facilitate Training of Staff

Facilitate Student Advisement Session

E.g. Pre-Registration Forum

9

How to view the name of your assigned Academic Advisor

You can view the name of your assigned academic advisor on your Student Portal!

University of Technology, Jamaica
237 Old Hope Road, Kingston 6. Jamaica W.I.
Tel: (876) 927-1680-8; Fax: (876) 977-4388/(876) 927-1925

Logged In - Hi ████, Welcome to the UTech Portal
| Home | Student |

Student Details
Summary of student details

Your contact details are:

Photo of

View/Edit Personal Details

Your Academic Information
Exam Module Check List (2019/20 SEM1)
Module Taking Records
Exemption Credits Earned
Provisional Coursework Results
Provisional Re-sit Coursework Results
Provisional Module Results
Provisional Progression Results
Provisional Award Details

Student Actions
A list of the tasks that you must perform as a student.

Select Your Electives (Remember to click the 'Confirm Selections' button after selection) [?]

Electives Handbook
The Module Database
Evaluate Lecturers/Modules (2015/16 SEM2)
new!

Your Fee Information
Sponsorship Information
Grant Information
Payments to Your Account
Your Account Transactions

Career and Placements
Student Placement Application
Student CV
Student Placement List

Advisor Information   N
Information about your personal tutor
Details of your Advisor

Academic Advisor →

Contact Information of your CAAU Representatives

Schools	CAAU Representatives	Contact Information
School of Allied Health and Wellness (SAHW)	Mrs. Kerry Weatherly (Chair)	Kerry.Weatherly@utech.edu.jm Ext. 3785
	Dr. Sonia Richards-Malcolm	SaRichards@utech.edu.jm Ext. 3788
School of Pharmacy (SOP)	Dr. Stephanie Mullings	SMullings@utech.edu.jm Ext. 3453
	Dr. Janice Bunting Clarke	Janice.Bunting-Clark@utech.edu.jm Ext. 3450
	Mrs. Tieca Harris Kidd	tharris@utech.edu.jm Ext. 3782
Caribbean School of Nursing (CSON)	Mr. Abubakar Usman (Montego Bay Campus)	Abubakar.usman@utech.edu.jm 2754
	Mrs. Deneise Walters (Papine Campus)	deneise.walters@utech.edu.jm Ext.: 3240

EMAIL

If you are unable to reach your Assigned Academic Advisor email the College Representative with the following information:

1. Your Name (First and Surname)
2. ID #
3. Name of your Course of Study
4. Year you started the course

You may also reach out to your:

- College Student Affairs Representative (COHS Main Office – Front Desk)

- Class Tutor or

- Programme Director

Contact Information of your CAAU Representatives

1
Explain the features of **Regulation 3**

2
Establish Communication with Assigned Advisees

3
Provide guidance related to academic problems in light of **University Expectations**

4
Provide assistance in deciding how to meet the demands of the course and module

5
Monitor Progress of Students on **Academic Probation**

6
Explain **Academic Policies** & Implications

7
Understanding the **Implications and Applications of Regulation**

Role of the Academic Advisor

THINGS TO DISCUSS WITH YOUR ADVISOR

General University Matters

- Module Diet for course of study
- Add/drop
- Registration
- Transfer of credit or academic records
- Grade point average/grading policy
- Financial status
- Services provided by Institution e.g. financial, Counseling etc.
- Leave of absence
- Withdrawal from module
- Withdrawal from Course of Study
- Request for Transfer
- Advance Placement
- Grade forgiveness
- Independent study

THINGS TO DISCUSS WITH YOUR ADVISOR

Course of Study Specific Matters

- Selection of modules
- Clashing of Module(s)
- Failure of module(s)
- Elective(s)
- Redo of module(s)
- Academic probation
- Academic session(Semester 1, Semester 2 and Summer)

THINGS TO DISCUSS WITH YOUR ADVISOR

Other Issues

- Change of academic advisor
- Build academic relationship
- Explanation of academic policies/requirements/
- expectations
- Addressing academic demands
- Monitor progress
- Initial meeting

1
Read the Student Handbook and be familiar with the policies and expectations

2
Seek to understand the Implications and Applications of Regulation 3

3
See Handbook for Student Responsibilities
e.g. Class attendance, Dress Code

4
Establish Communication with your Assigned Advisor

5
Seek assistance when navigating issues surrounding a module /course (demands)

MODULE SELECTION GUIDES
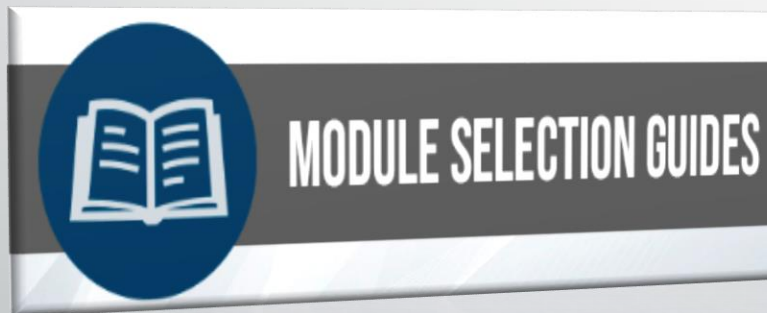
6
If on **Academic Probation** ensure module selection is under the guidance of your Academic Advisor and Programme Director

Role of the Academic Advisee (Student)

Student Handbook

- Summary of Academic Polices

The Enrolment Process

1. Select and Confirm Modules and/or class times specific to course of study

1. Visit the University webpage:
Colleges and Faculties

https://www.utech.edu.jm/academics/academics/colleges-faculties

2. **Module Selection Guides** are Uploaded for each course of study or will be provided by your School

3. Challenges you may experience:
- ❑ Modules Full
- ❑ Clashes
- ❑ Credit Limits (E.g. Academic Probation)

4. Speak with your Academic Advisor

The Enrolment Process

2. **Select** and **Confirm** Modules and/or class times specific to course of study

Pay the required fees

Speak with the Finance Department and establish your payment plan

3. Receive Financial Clearance

4. Agree with terms and conditions

5. Complete medical

6. Collect identification cards

Student Handbook

- Summary of Key Concepts under Regulation 3

• Summary of Key Concepts under Regulation 3

Transfer of Credit
Exemptions
Add/Drop
Withdrawal from Module
Withdrawal from Course of Study
Request for Transfer from a course of study to another
Grade Forgiveness
Independent Study

Transfer of Credit

- A transfer credit is earned for a module successfully completed in an approved tertiary institution and deemed equivalent to the module to be undertaken in your course of study.

- There is no fee cost for modules for which a Transfer of Credit has been approved

- Transfer credits are not calculated in the GPA, but will appear on the record

Transfer of Credit

Class of Awards in light of Transfer of Credit:

- The number of transfer of credit may affect eligibility for certain classes of awards

- First Class or Upper Second class honours:

- ✓ Transfer students must complete at least 80 % or 70 % of the full course of study

Transfer of Credit

- Procedure: Complete the Transfer of Credit Form and attach supporting document

- Have an official transcript from the transfer institution mailed directly to the Office of the Registrar *at least four (4) weeks prior to the start of the semester in which the Applicant will be enrolled.*

Exemptions

This is:

a) the award of credits for workplace or professionally certified experience where the learning outcomes are deemed equivalent to those prescribed in the UTech module

b) the award of credits for equivalent module successfully pursued at an approved institution, which were not considered during the initial application to the course of study.

Exemptions

- An exemption will be recorded on the student's transcript (including the number of credits recognized)

- The number of exemptions may affect the class of award

- **Fees to be paid for exemptions**:
(*Student Financial Service of Handbook*) – Pay the associated cost assigned to the module

Exemptions

- Procedure: Complete the Module Exemption form (*Available at the Faculty/College Student Affairs Office*)

- Submit along with supporting documents _no later than two (2) weeks prior to the start of the semester in which the exemption is being sought_

- *Student should <u>attend classes</u> until the exemption is granted*

Add/Drop

Reminder

Email your Programme Director to notify him/her that you have requested an Add/Drop

- Online Add/drop electronic procedure

- Allows you to submit the request form from anywhere that there is internet access

- **Form can only be accessed by "Registered" students (online)**

- Complete online form and submit by the end of second week of Semester 1 and 2 and first five (5) working days of the Summer Session.

- Tutorial video is available online

Withdrawal from Module

- *Intended to assist students who are insufficiently prepared to complete and be examined in a module*

- *Student discuss with the academic advisor*

- *Time: Must be done __no less than 2 weeks before the official suspension of classes for the Semester or the summer session__*

Request for transfer to change course of study

Application should be submitted to Programme Director six (6) weeks before the beginning of the Semester using the *Request for Transfer form*.

Grade Forgiveness (GF)

- *Is an opportunity for a student to redo a module in which a grade of C- or lower was received and earn a grade that will be substituted for the previous grade*

- *Cannot be used for modules involving core/specialization, academic misconduct and capstone projects*

Grade Forgiveness (GF)

- *Both grades will remain in the students record*

- *Limited to a **maximum of 12 credits** in an undergraduate degree*

- ***Failure in light of GF** – the GF grade will be used to calculate the GPA, and he/she must redo the module*

Grade Forgiveness (GF)

- **Procedure:**

a)Discuss with Academic advisor

b) Complete "Application Form for Grade Forgiveness." (Student Affairs' Office)

c) Submission: to the Programme Director within two (2) weeks of the start of the semester or summer session in which the module is to be redone

Independent Study (IS)

- IS may be taken as a project, a module or as a modality for the completion of a required course of study.

- *It will be based on the discretion of the Faculty/College concerned.*

RESOURCES & SUPPORT AVAILABLE TO YOU

Support System within your Course of Study

Remember to follow the communication channel

- Student Service Representative within the College
- Academic Advisor
- Class Tutor
- Academic Managers

(Programme Director, Head of School, Vice Dean, Dean)

Services & Forms Available Online

Please click on link below to access forms.
https://www.utech.edu.jm/forms

UNIVERSITY OF TECHNOLOGY, JAMAICA

OFFICE OF ADMISSIONS AND ENROLMENT MANAGEMENT

NOTICE!

The University Community is advised that the following forms have been converted to fillable PDF versions and are available on the University's website for ease of access.

- FSAAC/CSAAC Form
- Independent Study Form
- Readmission Application Form
- Application for Grade Forgiveness
- Module Exemption Form
- Transfer of Credit Form
- Request for Transfer Form

Services & Forms Available Online

Sample CSAAC FORM

Please click on link below to access forms.

https://www.utech.edu.jm/forms

UNIVERSITY OF TECHNOLOGY, JAMAICA

COLLEGE/FACULTY STUDENT ACADEMIC AFFAIRS COMMITTEE

REQUEST FORM

Submit this form to the Office of the Registrar or to your College/Faculty

Instructions to Students: Complete this section in block letters

NAME: _____ ID No.: _____

ADDRESS: _____

COLLEGE/FACULTY:_____ TEL:_____

SCHOOL/DEPT: _____ FAX:_____

COURSE CODE: _____ EMAIL: _____

NATURE OF REQUEST(Please tick the appropriate box)

Course Withdrawal	~	Leave of Absence (Application made prior to the commencement of class)	~	Fee Refund	~	Reinstatement	~
Deferral of Examination	~	Change of Status ~		Deferral of Registration	~	Other	~

DOCUMENTS ATTACHED: (Please tick the appropriate box)
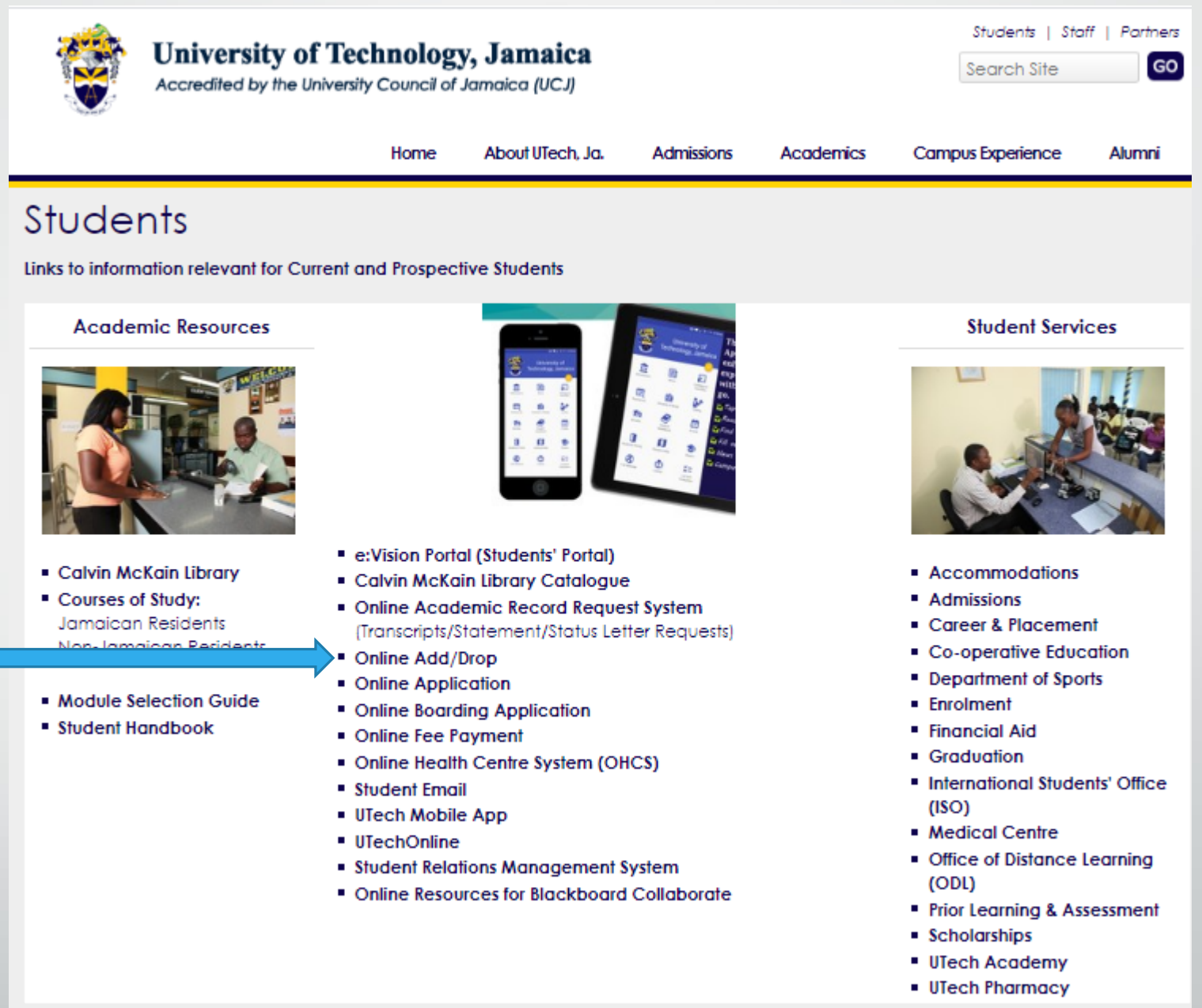
Medical Certificate ~   Progress Report(s) ~   Other, please specify: _____

INSTRUCTIONS: Write clearly your request and/or attach correspondence. Be sure to include as many facts as you can.

Services & Forms Available Online

ADD/DROP

https://www.utech.edu.jm/students