Module Selection & Online Enrolment Instructions
## for
Summer Students

MODULE SELECTION PROCESS

1. Log on to the University's website from your homepage by entering: www.UTechjamaica.edu.jm on the address line of your web browser.
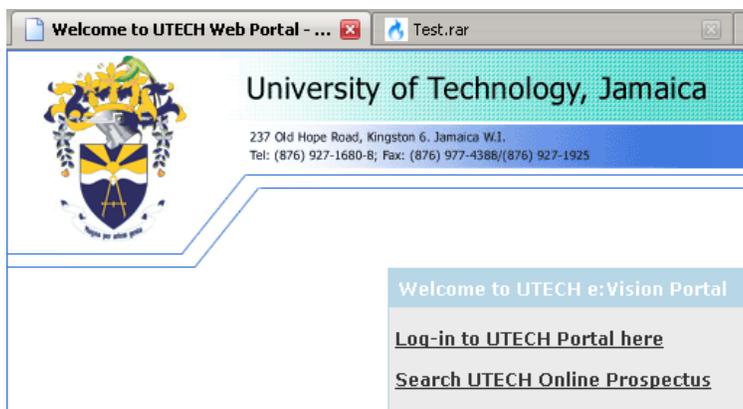
   Press enter or click search and the UTech website homepage will appear as shown here.

2. Click where it says Student Portal at the top right hand corner of the UTech website homepage or to the left of the page under the caption 'Current Students'
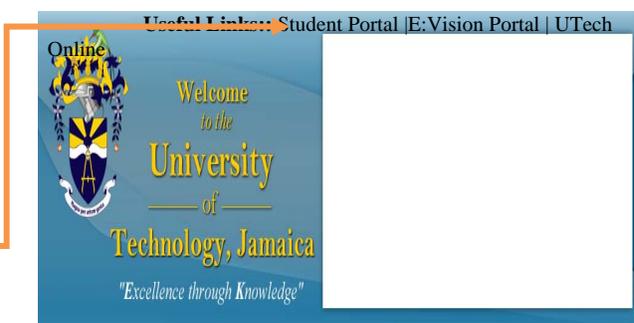
3. This will redirect you to the UTech e:Vision Portal as shown here.

4. Click on the link that states: Log-in to UTech Portal here. This will take you to the UTech Student Portal log-in screen that prompts you for a username and a password.
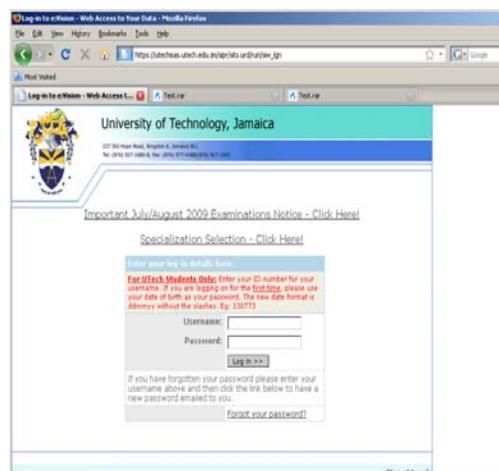
For the Username new students will use **the applicant number** stated in their acceptance letter. This will become your UTech student Identification number (Student ID) on completing your registration and enrolment process. If you already studied at UTech and had previously used the student portal then you should use the password that you had. If you have forgotten what it is, use the " Forgot your password? " link at the bottom of the log-in box to reset your password.

For the Password new students will use their date of birth in the format of day, month and year without any slashes.   Include zeros in the day and month fields where necessary.

> Example 1: January 9, 1971 should be entered as 090171
> Example 2: January 31, 1970 should be entered as 310170

5. After logging on you will be prompted to change your password. This password is essential in enabling you access to the student portal throughout your tenure at the University. Immediately following that you will be prompted for your mother's maiden name.

Security Questions

Use this screen to input and confirm your new password, and answer/change your questions.

Password Change Confirm Password	
Use the fields below to change/confirm your password.	
New Password	
Confirm Password	
Questions	
Answer the questions below.	
Please enter your Date of Birth		Please enter your date of birth in the format DDMMYY (for example: 280881)
Mother's maiden Name	

Go >>

6. You will now be directed to the UTech Student Portal Home page. Click on the icon that states <u>Student.</u>
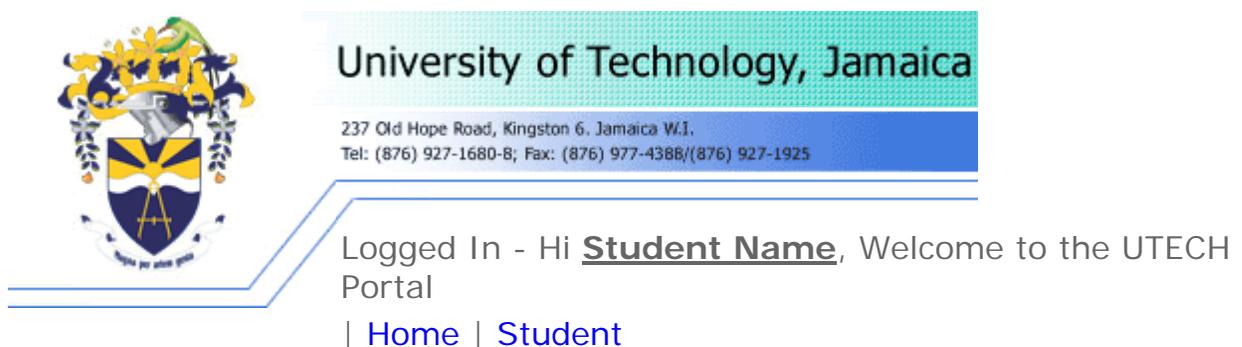
University of Technology, Jamaica
237 Old Hope Road, Kingston 6, Jamaica W.I.
Tel: (876) 927-1680-8; Fax: (876) 977-4388/(876) 927-1925

Logged In - Hi **Student Name**, Welcome to the UTECH Portal

| Home | Student

7. After clicking on <u>Student</u>, you will be navigated to a screen that shows your student information.

8. Click on <u>Select your Modules</u> located beneath the **Student Actions** Column. This page shows you a summary of your student information details regarding your particular Course of Study (programme) and module details.

9. You must select from both categories: core and general education modules. **Please select all your core modules before selecting the general education modules. This will prevent possible clashes.** Click the <u>Select</u> icon for either group of modules. The module selection screen is shown below. At the top of the Module Registration page, there is a link (shown below) to view the fees associated with the course of study pursuing.

Module Registration

Select Your Modules
This page shows the selections that you have already made and also those selections which you are yet to make. If you are a first year student, you may **click here** to view the per credit fees for your course of study.

	Pick Modules						
	Shown below is a list of selections that the student can make. Use the 'Select' button on each row to open the module selection screen. The 'Clear' button can be used to clear selections in the row. When all selections are complete, use the 'Submit Selections' button to continue the process.						
Select	**Rule**	**Overarching**	**Selections**	**Total**	**State**	**Clear**	
Select	**COAT Level 1 Core Modules (Morning):** Take a maximum of 21 credits in Semester 1 or 2	Subject to an overall minimum of 6 credits and an overall maximum of 21 credits				Clear	
Select	**COAT Level 1 Core Modules (Evening):** Take a maximum of 21 credits in Semester 1 or 2					Clear	
Select	**COAT Level 1 General Education Modules (Morning):** Take a maximum of 21 credits in Semester 1 or 2					Clear	
	Submit Later	Clear All Selections	View Timetable	Submit Selections			

- Click on module name for details, assessments, module availability (time), target capacity and actual number of selections made. Remember the occurrence column denotes the location and time of day the module event is being taught. Click to the previous page where you can now proceed with your selection based on the occurrence.
- Before selecting your module, be sure to check whether there is any rule pertaining to prerequisite modules.
- You will only be allowed to select the main events (for example, lecture). You will then be automatically placed with the activity associated with the module; for example, tutorials, practical and labs. **Therefore**, it **is strongly advised that**

you View your Timetable after each module selection.   This will help you to avoid timetable clashes.

- Click in the check box to make selections. Then click on <u>Submit Selection</u>. A running total of credits will be displayed after each selection.
- Clear last module selection if timetable preview is shown in **<u>Red</u>**. **This shows that there is a clash or the module chosen is at its capacity – meaning only 1 space or none remaining.**
- If minimum credits are not selected or if you exceed the maximum number, the system will prompt for your selection to be revised.
- After submitting your selections a detailed summary of the modules and credits allotted will be displayed.

10. If you are in agreement with selections made, confirm selections.

Confirm Selections

Confirm your module selections

This screen allows the student to confirm his/her module selections (if allowed) or to undo them and start again.

Student Details

Details for the current student.

Student	
Name	
Programme	BSC IN SCIENCE AND EDUCATION
Route	Science & Education Joint WITH Physics Major AND Chemistry Major
Mode of Attendance	Full-Time

Module Selections

Listed below are the modules that you have indicated that you wish to study. These can either be confirmed as your final selections or you can undo them and start making your selections again.

Selected a total of 2 module(s) which total 6 credit(s)

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2009/0	SEM2	C	01	MAT2003	UM1	2	3.00	Calculus 1
2009/0	SEM2	C	01	PSY1003	UM2	1	3.00	Adolescent & Adult Psychology

Undo Last Change	View Timetable	Confirm Selections

11. After confirming selections, you will be shown a summary of the confirmed selections as well as a button that states, "**<u>Click here to view your fees"</u>.**

- This will navigate to a screen that shows the fees associated with the modules that you have selected and confirmed, along with the ancillary fees.

- Confirmed Modules submitted can be changed and the fees adjusted accordingly to reflect changes.

- If you wish to make an adjustment, click the button that states "Undo Selections" on the Confirmed Modules page (shown below). This will navigate you to the Module Registration page as shown above where you follow the processes once more.   <u>Once you click on the "Undo Selections" button, the modules will no</u>

- Once you have received financial clearance you will not be able to make any further changes on the system. Any changes after financial clearance must be done in the ADD/DROP process which is administered your Faculties and Schools.

Confirmed Modules

This screen shows the list of modules that you have confirmed as selections. You may unconfirm and modify your selections by clicking the 'Undo Selections' button below. This screen is only accessible if you have not received financial clearance.

Shown below is the list of modules that you have indicated you would like to study.

Student Details

Details for the current student.

Student Name	
Programme	BSC IN SCIENCE AND EDUCATION
Route	Science & Education Joint WITH Physics Major AND Chemistry Major
Mode of Attendance	Full-Time

Confirmed Module Selections

Shown below are the modules that you have confirmed that you wish to study

Selected a total of 2 module(s) which total 6 credit(s)

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2009/0	SEM2	C	01	MAT2003	UM1	2	3.00	Calculus 1
2009/0	SEM2	C	01	PSY1003	UM2	1	3.00	Adolescent & Adult Psychology

Undo Selections

Click here to view your fees

12. Print fee breakdown summary which outlines all the associated fees. This is your payment invoice. This is shown below.

Fee Breakdown and Payment Schedule

ID Number	
Name	
Programme	UBSSCEDFX - BSC IN SCIENCE AND EDUCATION
Route/Specialization	Science & Education Joint WITH Physics Major AND Chemistry Major
Payment Plan/Fee Status	Jamaican
Academic Year	2009/0
Mode of Attendance	FT
Programme Year	12

Fees in Detail

Fee Type	Due Date	Amount
Per Credit Fee - JA$	Mon 11-Jan-2010	97,500.00
Exam Fees - JA$	Mon 11-Jan-2010	8,320.00
Health Fees - JA$	Mon 11-Jan-2010	4,500.00
Student Union Dues - JA$	Mon 11-Jan-2010	2,000.00

Registration Fees - JA$	Mon 11-Jan-2010	2,000.00
Students Welfare Fund - JA$	Mon 11-Jan-2010	700.00
Jam Copy Tariff - JA$	Mon 11-Jan-2010	300.00

Fees by Due Date

Due Date	Amount
Mon 11-Jan-2010	115,320.00

Total Amount Due

JA$ 115,320.00

Generated: 23/Dec/2009

PLEASE NOTE:

1. New students who have paid the enrolment commitment fee must deduct this amount from the total payment due.

2. All fees paid at the National Commercial Bank (NCB) and the Paymaster offices island wide will not be cleared by the Accounts Department if payment is made on the same day. At least 2 clear working days are required to process all transactions done outside of the University of Technology, Jamaica.

Close

13. Click on the link **Log out** located at the top right hand corner of the page.

the How-To Geek
Computer Help from your Friendly How-To Geek

Remember if your having difficulties you can contact the UTech Call Centre.

After printing the fee breakdown (invoice), you are now required to follow the applicable procedure(s) below:

Procedure for Persons seeking boarding accommodation

1. Boarders will be required to pay both Tuition fees and Boarding fees at any of the payment locations, separately, before proceeding to the Accommodations Office. This will make the process of accessing your accommodation easier!

2. Pay all tuition/boarding/miscellaneous/registration fees required for enrolment: See the **"General Payment Procedure"** below.

Procedure for Student Loan Bureau (SLB) loan recipients

Student Loan Bureau (SLB) loan recipients, will be granted financial clearance, once their loans have been approved and communication has been received by the University electronically. Students should therefore be guided by the following steps:

1. Generate fee breakdown.

2. Pay all miscellaneous/registration fees required for enrolment (SLB covers Tuition and Exam fee only): See the **"General Payment Procedure"** below.

3. Check student in tray for financial clearance message.

4. Complete the enrolment steps outlined by the Admissions Office.

5. Follow up with the SLB to ensure that all guarantors' documents have been submitted.

6. Ensure that payments are made to the University by the Student Loan Bureau.

Procedure for Staff member /Sponsored Students (Scholarship recipients)/Co-dependents of UTech Staff member

- If you are a staff member or a co-dependent of a UTech staff member, you need to:

    1. Take your fee breakdown to the UTech Human Resource Department for approval.

    2. Information will be transmitted electronically to the Students Receivable unit by HR department for update to your account.

    3. Pay all tuition/miscellaneous/registration fees required for enrolment: See the **"General Payment Procedure"** below.

- If you are a sponsored student (receiving scholarship), you need to:

    1. Proceed to the Financial Aid Office located on the University's campus with the fee breakdown.

    2. Pay all tuition/miscellaneous/registration fees required for enrolment: See the **"General Payment Procedure"** below.

    3. Check student in tray for financial clearance message.

Procedure for Non-Staff member /Non-Sponsored Students (Non-Scholarship recipients)/non-co-dependents of UTech Staff member

1. Pay all tuition/boarding/miscellaneous/registration fees required for enrolment: See the **"General Payment Procedure"** below.

G e n e r a l   P a y m e n t   P r o c e d u r e

Make the necessary/required payments via any of the following available options:

Any branch of NCB Island wide.

   a. If payments are being made via any branch of NCB the following are required:

      i. UTECH Fee breakdown (Tuition/Boarding Invoice) with Student's Name, ID Number and amount to be paid.

      ii. A completed regular NCB Deposit voucher with the following details:

         1. UTECH'S Account Number:
            a. **3 7 1 3 6 0 2 4 7** (**JA$ Payments ONLY**) **OR**
            b. **3 7 6 0 8 9 2 2 3** (**US$ Payments ONLY**)
         2. Student's Name
         3. Student's Identification Number
         4. The name of the person making the payment must be written in the section "**PAID IN BY_____**"
         5. **"UTECH School Fee Payment"** must be written at the section **"ACCOUNT NAME_____"**
         6. Include the amount being paid.
         7. Indicate the type of payment being made i.e. "**Tuition Payment**" OR "**Boarding Payment**"

         **Fees should be paid as per the currency of your fee breakdown so that updates can be made to your account within 48 hours.

2. **Via Tele-Midas at 1-888-622-3477 or by via E-Banking online at www.jncb.com** (**NCB Customers ONLY**) providing the following information where applicable:
   a. UTECH'S Account Number:
      i. **3 7 1 3 6 0 2 4 7 (JA$ Payments ONLY) OR**
      ii. **3 7 6 0 8 9 2 2 3** (**US$ Payments ONLY**)
   b. Student's Name
   c. Student's Identification Number
3. **Payments can be made via Wire-Transfer (from any bank that supports this facility) using the following information:**
   a. UTECH'S Account Number:

<ol type="i" start="1">
376089223 (US$ Payments ONLY)
371360247 (JA$ Payments ONLY)

<ol type="b" start="2">
SWIFT CODE: JNCB JMKX
Student's Name
Student's Identification Number
Indicate the type of payment being made i.e. "Tuition Payment" OR "Boarding Payment"

** The above information should be indicated on the wire-transfer information and a copy of completed transaction faxed to Fax #: 970 – 2302

** Wire-Transfers take on average up 3 days or more, depending on the point of origin of the transfer. Any charges incurred during the transfer will be deducted from the original amount being sent and the remainder applied to the recipient's account.

4. **Any Paymaster® Branch**

<ol type="a">
Provide the Paymaster representative with the following information:
<ol type="i">
Student Identification Number
Student Name
Amount being paid
Indicate that payment is being made to **"UTECH"**

** The above details <u>SHOULD</u> be printed on the receipt when the transaction is completed!

5. **UTECH Accounts Receivable - Debit/Credit Card or Manager's Cheque ONLY**

*** <u>NO CASH AND NO PERSONAL CHEQUES</u> ***

<u>IMPORTANT NOTICE</u>

<u>FINANCIAL CLEARANCE</u>

At least two (2) clear working days, after payment has been made, is required to process all transactions for financial clearance. Once the required payment has been received, you will be financially cleared using the automated clearance process. Students will not be required to visit the office of the Accounts Department for financial clearance.

You will be notified of your financial clearance status via the "Intray" on the "Home" page of your Student Portal. The notification will take one of the following formats:

1. **"You have been financially cleared...."**
2. **"You have not paid the requisite amount to be registered...The remaining balance must be settled to avoid penalties"**
3. **"Your financial status cannot be assessed because you have not confirmed your selections"**

Please take note of the instructions in the notification where it indicates that there is a problem and follow the recommended action(s).

If after two (2) days you have not received financial clearance, you may contact Accounts Receivable via e-mail at recaccounts@utech.edu.jm. Please include in the email, your Student Identification Number and a short description of the problem you are experiencing.

ENROLMENT STEPS

1. After your fees have been paid, return to the UTech Student Portal using the new password you had previously created.

   The Accounts Department would have now updated your account to Financial Clearance. A message will be sent to your In-tray located on your Home page of the Student Portal. This will allow you to proceed with your online enrolment.

Enter your log-in details here:

For UTech Students Only: Enter your ID number for your username. If you are logging on for the first time, please use your date of birth as your password. The new date format is ddmmyy without the slashes. Eg: 130773

Username: [   ]
Password: [   ]
[Log in >>]

If you have forgotten your password please enter your username above and then click the link below to have a new password emailed to you.

Forgot your password?

1. "Click here to enroll" located under the Action column in your intray. Click on the link, **READ** and follow the instructions to complete your enrolment.

INTRAY [?][_][X]

Use this page to view your messages

Intray - Messages for LIONEL TBBERT

you have 1 new/unread messages

	Status	From	Received	Subject	Action	
✉	*New*		15/Aug/2009	Enrolment for the 2009/0 Session - BA IN COMMUNICATION ARTS AND TECHNOLOGY	Click here to enroll!	

View Read Messages

2. After completing the enrolment steps click on **I Agree** to accept the University's regulations and policies. You have successfully completed all your on-line enrolment steps. The system will redirect you to the UTech Student Portal Home page.

3. Click on the icon that states Student. Click on the link that states View Class Timetable located beneath the **Student Actions** column.

4. You will be directed to a screen entitled 'Report Parameters' as shown below. Enter start date in the format ddmmyy (e.g 310809) and timeframe for your weekly timetable.

Report Parameters

Report Parameters are entered on this page.

Run Student Timetable			
Please complete the report options and click the 'Run Report' button.			
Enter start date:			
Number of weeks:			
	Clear Fields Run Process		

5. After printing your personalized timetable, you can now log out of the system.

6. Proceed to the medical centre to submit your medical form or to make arrangements for the medical to be completed by the UTech Practitioner. **Failure to complete your medical will bar you from being a beneficiary of the health scheme and you will not be officially registered.**

7. Boarding applicants are asked to visit the Accommodations Department before proceeding to the Department of Safety to process your identification.

8. Proceed to the Department of Safety and Security located on the ground floor of the main Administration building of the University to process your identification card. (See opening hours below).

9. Collect your student Handbook at the Office of Admissions and Enrolment Management.

10. You are now a registered student of the University.

THE DEPARTMENT OF SAFETY AND SECURITY OPENING HOURS

Mondays, Tuesday and Fridays	8:00 am – 4:00 pm
Thursdays	12:00 noon – 8:30 pm
Saturdays	10:00 am – 3:00 pm
Wednesdays	**CLOSED**

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Computer Help from your Friendly How-To Geek

Remember if your having difficulties you can contact the UTech Call Centre.