



Registrar's Office News

Volume 2 Issue 1

August 08, 2006

Payment Deadline Extended to August 16, 2006

Financial Aid Students, get your charges accepted.

Important Dates

Fall 2006

- **08/16/2006** Payment Deadline
- **08/17/2006** Late Registration
- **08/23-08/25/06** Add/Drop
- **08/15/06** Last day to drop a course without WP or WF
- **08/29/06** Mid Term, Low Grade Report Due
- **10/06/06** Final Day to drop a course without special permission from the Chancellor
- **11/14/06** English Proficiency Exam
- **12/2-8/06** Final Exams
- **12/12/06** Last Day for Instructors to submit grades 10 a.m.

Payment of Tuition and Fees

The deadline to pay ALL tuition and fees has been extended to August 16, 2006. Student receiving financial aid, see the cashiers office to get your charges accepted.

Failure to make full payment will result in cancellation of classes.

Late Registration

Late Registration will be conducted on August 17, 2006 for students who did not register on-time and students whose classes were cancelled due to non-payment. In addition to tuition and fees, a late registration fee of \$75 will be charged.

Mandated Changes

Returning students whose schedules were affected by a University change, or who have received NP or F on their grade report may make changes on August 3-4, 2006 from 10 a.m. to 4p.m.

Registration Changes

Add/Drop August 23-25, 2006 Fee: \$20
St. Thomas 9 a.m. - 4 p.m. St. Croix 3 - 6 p.m.

Info for Faculty Available Online

English Proficiency Exam

Students must satisfy the English Proficiency Requirement before graduating from UVI. The successful completion of this requirement applies to all matriculated students. It is mandatory that students take the EPE as soon as possible after the completion of ENG 201 or its equivalent. For more information, see the UVI school catalog or online at www.uvi.edu

International Students

Students who have not brought in his or her I-94, Passport, and I-20 form after entry to the US, need to bring it into the Admissions Office as soon as possible for update in the system.

Info for Faculty Available Online

Registration instructions—Registration Forms, Student schedules and transcripts—class information—Final Grade Entry and other Student Academic and Class Information.

Faculty can obtain their PINs from their Division Administrative Assistants or the Registrar's Office in St. Thomas and the Academic Offices St. Croix.

Contact the Registrar's Office if problems are encountered (340) 693-1160, St. Croix (340) 692-4158

Graduation Evaluations

Students needing a graduation evaluation contact Barbara Williams-Brown at (340) 693-1161 on the St. Thomas Campus, Francisca Barry at (340) 692-4103 on the St. Croix Campus.

Graduation applications must be completed and submitted to the Registrar or Academic Services Office with payment by February 5, 2007. Potential graduates that do not **ADHERE TO THE ABOVE DEADLINE WILL NOT RECEIVE DIPLOMAS ON GRADUATIONS DAY.**

Graduation Fees: (Fees are non-refundable)

Degrees \$75.00 Additional Degrees \$25.00

All prospective graduates **must** contact the bookstore for the Academic Regalia by the graduation application deadline February 5, 2007.

Transcripts and Verifications

Please allow 3-5 working days for the transcript or verification requests to be processed. All request for information from the Registrar's office will be processed by the 5th week day.

Transcript Fee is \$10.00. We accept certified checks or money orders in the Registrar's or Academic Services Office, made payable to UVI. Cash payments must be paid to the cashier's office.

Verification Requests are free.

UNIVERSITY OF THE VIRGIN ISLANDS

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