

University of the Virgin Islands

Class Schedule

Beginning Monday, August 18, 2003 & Ending Monday, December 15, 2003

REGISTRATION INFORMATION

Returning undergraduate matriculated full and part-time students are required to see their faculty advisors, beginning **March 31 - April 9**, for assistance in preparing class schedules and approval of selected courses. Students must bring the signed copy of the class schedule to the Registrar's Office for data entry, according to the following schedule:

Date	Class	Names	Time
APR 02	Seniors	ALL	10:00 - 6:00
APR 03	Juniors	ALL	10:00 - 6:00
APR 04	Soph.	ALL	10:00 - 6:00
APR 07	Fresh.	ALL	10:00 - 6:00

Late Registration: August 14 - 15, 2003.

Any registration for more than 16.5 credits is considered an overload, and must be approved by the Director of Division of Enrollment Management.

GRADUATE AND NON-MATRICULATED STUDENTS

Returning Students

All part-time students are reminded that registration will take place on Apr 2 - Apr 9 at the Registrar's Office from 10:00 to 6:00 p.m. Please be sure to have your registration forms approved by an advisor before you come to register. All classes selected during the registration period of April 02-09 will have to be paid by during the period April 28 - August 11, 2003.

Register on Time!

APR 08	ALL	10:00 - 6:00 p.m.
APR 09	ALL	10:00 - 6:00 p.m.

GRADUATE STUDENTS

New graduate students must apply for admission in order to register for graduate classes. Students must submit an application to the Admissions Office (CA Building, 2nd floor).

NEW STUDENTS

August 13, 2003: 10:00 am - 6:00 pm

ADD/DROP PERIOD

will take place at the Registrar's Office. Students who decide to make changes to their schedules will do so at this time and will be assessed the add/drop fee. August 18 - 20; 9:00 a.m. - 4:00 p.m.

Add/Drop fee: \$10.00; Thereafter: \$20.00

COURSE CANCELLATION

Courses with less than ten (10) students are subject to cancellation by the University.

UNIVERSITY 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 during the following days and times; August 8, 09:00-4:00 and August 11, 9:00 - 2:00 p.m. at the Registrar's Office.

UNDERGRADUATE TUITION

Undergraduate tuition:

Resident: \$91/credit

Nonresident: \$273/credit

Registration fee: \$20 (nonrefundable)

Technology fee: \$25

Property fee: \$20

Late Registration fee: \$20

GRADUATE TUITION

Resident: \$228/credit

Nonresident: \$456/credit

Registration fee: \$20 (nonrefundable)

Technology fee: \$25

Property fee: \$20

Late Registration fee: \$20

PAYMENT OF FEES:

Students may pay their tuition and fees at the Business Office from:

April 28 - August 11, 2003; 9:00 - 3:00 p.m.

Students with Third Party payment must have authorized document before seeing the cashier. **All courses not paid for by August 11, at 2:00 p.m. will be cancelled. Registration is not complete until all fees have been paid!!**

TUITION REFUNDS

will be given during the first 4 weeks of classes:

90% August 18 - 23

70% August 25 - August 30

50% September 1 - 6

25% September 8 - 13

Thereafter 0%

Refund will not be given for fees.

FINANCIAL AID RECIPIENTS

Returning financial aid recipients who registered in April 2003 **MUST** report to the cashier by August 11, 2003 before 2:00 p.m. in order to complete your registration.

University of the Virgin Islands

Fall 2003 Announcements

****PLEASE NOTE****

The deadline for returning students to pay tuition and fees is August 11, 2003 at 2:00pm. After that time, their courses will be deleted from the system. These students must re-register during the late registration period and pay the late registration fee.

COMPUTER LITERACY EXAM

Undergraduate students from Fall 1994 or later are required to pass the Computer Literacy Exam before accumulating more than 24 hours at UVI. New students should register for and take the exam during their first two semesters at UVI.

REGISTRAR'S HOURS

Mon - Fri: 8:30 a.m. to 4:30 p.m.
Phone: 693-1160

OFFICE OF THE CHANCELLOR

Mon - Thurs: 8:30 a.m. to 6:00 p.m.
Fri: 8:30 a.m. to 4:30 p.m.
Phone: 693-1140

BOOKSTORE

Check notices for extended hours during Registration.

Thereafter

Mon thru Fri 8:30 to 4:30

Phone: 693-1561

LIBRARY

Mon thru Thurs: 8:00 a.m. to 10:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.
Saturday 10:00 a.m. to 5:00 p.m.
Sunday 1:00 p.m. to 8:00 p.m.
Phone: 693-1367

COURSE CANCELLATION

Courses with less than ten (10) students are subject to cancellation by the University.

LATE REGISTRATION

August 14 - 15
From 10:00 a.m. thru 6:00 p.m.
A late registration fee of \$20 will be assessed.

FALL 2003 CALENDAR

March 31 - April 9	Registration
August 14 - 15	Advisement & Late Registration
August 18	Classes Begin
August 18 - 20	Add/Drop or change a course
September 1	Labor Day (UVI closed)
September 30	Last Day to Drop a Course without WP or WF
October 13	Mid-term, Low grade reports due
October 16	Final day to drop a course without special permission from the Chancellor
October 31	Liberty Day (UVI closed)
November 3 - 12	Advisement/Registration for Spring 2004
November 11	Veteran's Day (UVI closed)
November 13	English Proficiency Examination
November 27 - 30	Thanksgiving (UVI Closed)
December 7	Last day of classes
December 8 - 14	Final Exams
December 14	Fall Semester ends
December 15 (by 10 a.m.)	Last day for instructors to submit grades
December 18	Last day to pay tuition & for Spring 2004

BUILDING DESIGNATIONS

BUS	Business Administration Building
CAB	Classroom Administration Building
ECC	Eastern Caribbean Center
HUM	Humanities
MMC	Maclean Marine Center
MUS	Music Suite
NUR	Nursing Building
RCT	Recreation Center
SCI	Science & Mathematics Building
SFC	Sports & Fitness Center
SSC	Social Sciences
TED	Education Building

DISCLAIMER

Please note that it may be necessary for UVI to revise this schedule because of additions, deletions or corrections in the schedule or courses, Faculty and or classroom assignments.