



REGISTRATION

Banner Web Registration For Returning Students

Returning students can register On-Line from anywhere beginning Monday, April 03, 2006 through Monday, August 7, 2006. To register on-line:

1. See Advisor for approval of course selections. Beginning April 03 – April 07, 2006
2. Obtain (PIN) number from Advisor.
3. Go to <http://banweb.uvi.edu> to register.
4. Print your class schedule, by selecting STUDENT SCHEDULE BY DAY AND TIME or STUDENT DETAIL SCHEDULE.
5. Upon completion of on-line registration submit signed registration form to the Registrar's Office. Beginning April 03 – April 07, 2006. Office hours will be 10:00 a.m. - 7:00 p.m.
Regular Office Hours 8:30 a. m. - 4:30 p. m.

Mandated Program Changes

August 3 - 4, 2006.....from 10:00 p.m. — 4:00 p.m.
Returning students whose schedules were affected by a University change or who have received "NP" or "F" on their grade report may make changes at this time. Students who do not comply will have to wait until the add/drop period in August to make changes.

Registration of New Students Sports & Fitness Ctr.

Newly matriculated students will register during orientation
..... August 15 - 17, 2006.

Non-matriculated / Non degree students will register
August 16 at 4:00 p.m. 6:00 p.m.

Late Registration Registrar's Office August 17
From 3:00 p.m. 6:00 p.m.

In addition to the regular registration and tuition fees, a late registration fee of **\$75 will be charged**.

PREREQUISITES

Those prerequisites listed in the catalog must be met by **ALL** students prior to registration. All students are expected to bring grade reports or transcripts to show proof of having met prerequisites which may include successful performance on

Placement Tests or successful completion of skills courses, i.e. WAC011/ENG 100, RAC 021 / ENG 101.

CREDIT LOAD

The University of the Virgin Islands makes no distinction between a degree earned through day or evening study. Accordingly, the degree candidate enrolling through the Division of Continuing Education should become familiar with the degree requirements, academic standards and procedures

stated in the University catalog. **Any registration for more than 16.5 credits for full-time students and 11.5 for part-time students is considered an overload and must be approved by the Provost. Part-time students may not carry more than 11.5 credits.**

Matriculated graduate students wishing to register full-time in the graduate program (9 or more credits) must seek permission from the Provost, prior to registration.

PART-TIME STUDENTS' TUITION & FEES

Part-Time Students' Tuition:

\$110 per Undergraduate credit (resident)
\$330 per Undergraduate credit (non-resident)
\$275 per Graduate credit (resident)
\$550 per Graduate credit (non-resident)

Plus the following fees:

\$ 8 Student Activity Fee
\$50 Technology Fee
\$50 Property Fee, and
\$30 Registration Fee

For information on Full-time students' tuition and fees, contact the Office of Business Services.

REGISTRATION + PAYMENT = ENROLLMENT

PAYMENT INFORMATION

All returning students: Tuition and fees may be paid in person through August 7, 2006 from 9:00 a.m. - 4:00 p.m. Payment can be made in person, by mail, or by credit card. You may call in your credit card information to the Business Office. Payment by mail must be postmarked no later than August 1, 2006.

All Financial Aid/Scholarship Recipients must go to the cashier before August 7, 2006 to complete the payment process or your classes will be cancelled.

Any courses not paid for by 4:00 p.m. on August 7, 2006 will be cancelled. Students whose classes are cancelled will be able to register only during late registration. An additional \$75 will be charged.

FOR MORE INFORMATION, CONTACT

Admissions Office.....693-1150
Registrar's Office 693-1160
Business Services 693-1437
Bookstore 693-1561
Financial Aid..... 693-1090

REGISTRATION CHANGES

FINAL DAY TO ADD August 23 – 25, 2006
From 10:00 p. m. 4:00 p.m.
WP/WF, AUDIT/CREDIT

Last day to drop a course without "WP" or "WF" or change course status or to change from audit to credit or credit to audit. September 15

FINAL DAY TO DROP

Final day to drop a course without special permission from the Provost. October 06

ADD/DROP FEE: \$20.00 All registration changes must be made through the Office of Academic Services.

REFUNDS

Students must **OFFICIALLY WITHDRAW** during the first four weeks of classes in order to receive a refund of tuition.

90% August 18 - 23 50% Aug. 30 – Sept. 1
70% Aug. 24 - 29 25% September 2 - 8

Thereafter, no refund is available. **Fees are non-refundable.**

GRADUATE STUDENTS

New graduate students must submit an application to the Admissions Office, in order to register for graduate classes. The application must be completed by the deadline and the student must be admitted in order to continue in the program. Students holding a Masters Degree may complete 15 credits prior to submitting an application to the University.

INTERPRETATION OF CLASS SCHEDULE CODES

* Course requiring a \$25 lab fee
** Courses requiring a \$40 lab fee
*** Courses requiring a \$50 lab fee
& Courses requiring skills prerequisite
ADL Asynchronous Distance Learning
V Video Conference Courses

WEEKDAY ABBREVIATIONS

M-Monday	R-Thursday	U-Sunday
T-Tuesday	F-Friday	
W-Wednesday	S-Saturday	

CHANGES TO COURSE OFFERINGS

Courses with less than 10 students are subject to cancellation by the University. It may also be necessary for UVI to revise this schedule because of additions, deletions or corrections. Changes will be circulated via an addendum.

COMPUTER LITERACY EXAM

Undergraduate students who matriculated in Fall 1994 or later are required to pass the Computer Literacy Exam before accumulating 24 credit hours at UVI. New students are advised to register for and take the exam during the first two semesters at UVI. Test dates will be posted in the Registrars Office.

FALL 2006 ACADEMIC CALENDAR

Select Here to View Fall 2006 Calendar

Additional Academic Calendars through Spring Semester 2008 are available in the UVI Catalog. Select here to access the UVI Catalog.



Academic Calendar

Fall Semester 2006

August

- 7 Last day for payment of tuition/fees by returning students for Fall 2006 semester
- 14 Faculty return date
- 16 Faculty Convocation
- 14-17 Orientation for new students
- 15 Advisement and registration for new students
- 16-18 Advisement and late registration
- 17 Classes begin
- 21-25 Add/Drop period
- 25 Final day to add a course

September

- 4 Labor Day (University closed)
- 15 Final day to drop a course without WF, WP, or to change from audit to credit or credit to audit
- 29 Mid-Term Low Grade Reports due

October

- 6 Final day to drop a course or withdraw without Provost's permission
- 24-Nov. 2 Advisement and registration of continuing students for Spring 2007 semester
- 31 Admission application deadline for Spring 2007

November

- 1 Liberty Day (University closed)
- 9 English Proficiency Exam (EPE)
- 10 Veteran's Day (University closed)
- 23 Thanksgiving Day (University closed)
- 24 Fortsberg Discovery Day (University closed)
- 25 No classes
- 28 Study Day
- 30 Study Day

December

- 1 Last day of classes
- 2-8 Final Exams (no other student activities to be scheduled during this period)
- 8 Fall semester ends for students
- 12 Last day for instructors to submit grades (by 10 a.m.)
- 12 Fall semester ends for faculty
- 18 Last day to pay tuition and fees by returning students for the Spring 2007 semester