

ACADEMIC DEADLINES



EVENTS	SEMESTER 1	SEMESTER 2
Commencement of Semester	August 24 - 28, 2015	
End of Period for Late Registration	September 25, 2015	March 5, 2016
End of Period for Change of Registration	October 9, 2015	March 11, 2016
End of Period for Request for Transfer	October 9, 2015	March 11, 2016
End of Period for Request for Exemption from courses	October 9, 2015	March 11, 2016
End of Period for Request for Withdrawal from Courses	October 9, 2015	March 11, 2016
Last day to submit Request for Leave of Absence	October 17, 2015	March 19, 2016
Last day to submit Request for Complete Withdrawal from the University	October 17, 2015	March 19, 2016
Semester Break	Oct. 12 – 17, 2015	March 14-19, 2016
Deadline for Payment of Fees or Submission of Loan Award	October 2, 2015	April 1, 2016
Last day of classes	November 28, 2015	April 3, 2016
Examination Period	November 30 – Dec 20, 2015	May 2 - 21, 2016
End of Semester	Dec. 20, 2015	May 21, 2016

DEADLINES WILL BE RIGIDLY KEPT

**P.O. BOX 10-1110, GEORGETOWN
TEL: 222-8647,
222-4930, Ext: 2233
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UNIVERSITY of GUYANA

**Admissions Division
Office of the Registrar**

**YOUR ADMISSION &
REGISTRATION GUIDE**

2015/2016

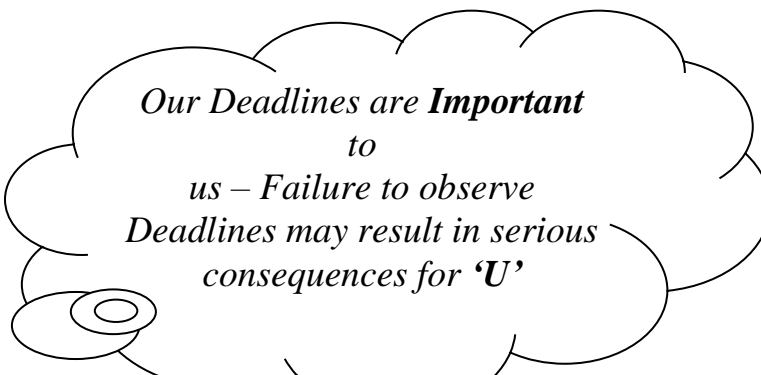
READ THIS TO ENSURE THAT YOU KNOW YOUR RIGHTS, THE UNIVERSITY'S PROCEDURES AND YOUR OBLIGATIONS. KNOWING THESE WILL MAKE LIFE AT THE UNIVERSITY EASIER FOR YOU

TUITION PAYMENT

1. All students pursuing studies at the University of Guyana are required to pay for their tuition; this tuition fee is subject to change without prior notice. The amount will be determined by the number of courses for which a student is registered:
 - (i) For Guyanese students registered for the full number of courses for the programme in the academic year, the tuition fee would be GY\$210,000 for all programmes except Law, Medicine, Dentistry, Nursing and Tourism Studies, Pharmacy, Optometry, Rehabilitation Science. For the Law Programme, the current tuition fee is GY\$350,000; for Medicine and Dentistry GY\$550,000; Tourism Studies GY\$202,854; Communication Studies GY\$200,000 and B.Sc. Nursing GY\$300,345, Pharmacy, Optometry and Medical Rehabilitation GY\$300,000. The above fees include a facilities fee of GY\$50,000.
 - (ii) If a student is registered for more or less than the full number of courses, his/her fees would be pro-rated accordingly.
 - (iii) Fees payable by foreign students would be given upon request.

IMPORTANT: As a security measure, the University has introduced the use of “point of sale” machines for the Republic Bank Limited (RBL) and the Guyana Bank for Trade and Industry (GBTI).

2. **Direct payment** by students and payment by sponsors must be made no later than the first day of classes for the first Semester and the first day of Classes for the second Semester/of the academic year.



*Our Deadlines are **Important**
to
us – Failure to observe
Deadlines may result in serious
consequences for ‘U’*

3. Students who had registered and would like to withdraw during the academic year before or on the deadline for such withdrawal (temporary or complete) would be entitled to a pro-rated refund. Those who are granted a concession to do so after the deadline may **not** be considered for a refund of fees.
4. Students who have registered and immediately apply for complete withdrawal from the University or for Leave of Absence would be required to pay an administrative cost of \$3,000. Applications beyond the deadline carry an administrative cost of \$5,000.

STUDENT LOAN

5. Students wanting to access a student loan should uplift the loan application form from the Student Loan Agency located on campus or from the University website www.uog.edu.gy. Such forms should be completed immediately and returned to the Loan Agency.

SPONSORED STUDENTS

6. Students who expect to be sponsored must obtain a letter from their sponsoring agency indicating the commitment of the agency to pay the tuition cost. Such a letter must be submitted to the Bursary.

WAIVER OF TUITION

7. Students eligible for a waiver of tuition fees must uplift a waiver form from the Admissions Division, have it completed and taken to the Personnel Division before registration day.
8. No student would be granted a fee refund or a loan amendment after the respective **deadlines** for withdrawal from the University (temporary or complete), exemption courses, withdrawal from courses, and change of registration.

9. **NO STUDENT, REGARDLESS OF THE CIRCUMSTANCES, WOULD BE ALLOWED TO PAY FEES AFTER THE DATE FOR PAYMENT OF FEES,**

UNLESS AN APPROVED ARRANGEMENT HAD BEEN MADE BEFORE THE DEADLINE.

USERS AND NON-TUITION MISCELLANEOUS FEES

1. For persons completing registration after the first day of classes in each semester, \$10,000. For persons completing payment after the payment deadline \$10,000.
2. For replacement of student identification card \$1,000.00
3. For replacement of student exam slip \$500.
4. For replacement of ID card & registration stickers \$1,000.00
5. For replacement of Registration stickers \$100.00

6. Library

Each year students are required to pay the sum of \$3000 as cautionary deposit for the use of the University Library. This amount is refundable upon completion of your programme.

MAKE-UP TEST

A fee of \$1,500 will be charged for each make up test, for those persons who were absent on the date of examination.

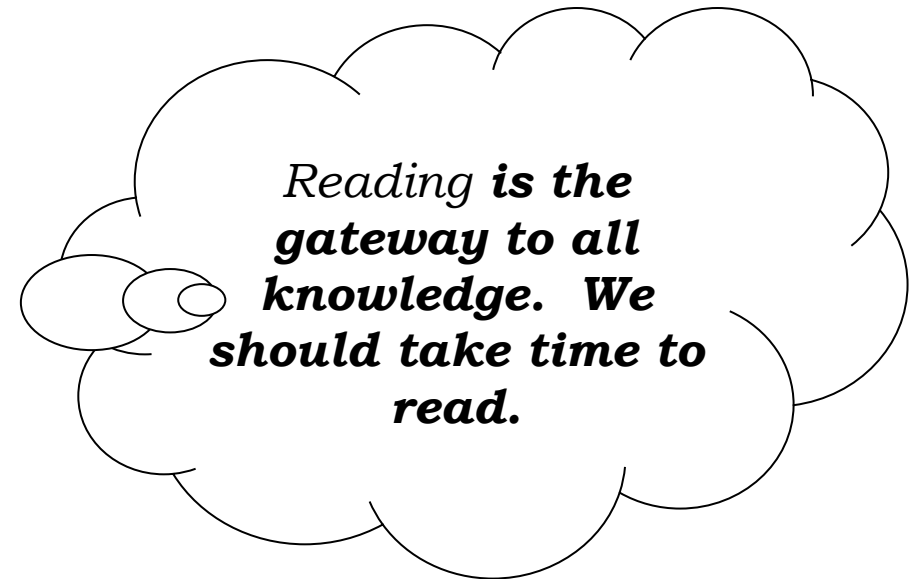
Sponsor/Waiver Student: Staple your tuition invoice, your waiver/sponsorship letter and your receipt or bank slip for your miscellaneous fees, if applicable, and drop it into your Faculty/School box located in the University Bursary.

1. Within three to five days check the University website: www.uog.edu.gy to determine your financial status (this can be done from any P.C with internet access home/work/internet café' or at designated Registration Centres on Campus).
2. Return to the Admissions Division on the date designated for your Faculty/School to get your ID card (first year students) or your student ID

card updated. The schedule will be posted on the University website and on Faculty Notice Boards.

Important Note:

Your registration is not complete until you are in receipt of your Confirmation of Registration Letter and Student Identification/Registration Card.



How to Register

1. For the 2015/2016 academic year all students will be required to register **online**; you can do so from home/office/internet cafe' or at designated Registration Centres on Campus, for example:
 - Centre for Information Technology (CIT)
 - University of Guyana Library and
 - Certain Faculties, where the facility may be available.
 2. Students are expected to complete registration during the University's official registration period.
 3. Registration personnel will be available to assist you with this process if you choose to complete your registration on campus.
 4. To access the online registration option: go to the University website: www.uog.edu.gy.
 5. To access your information and sign up for courses, you must enter the secure area. Click on the **online registration** link, enter your user name. Your user name will be your student identification/registration number and default password. You will be prompted to change your default password for a password of your own. For **new students** this identification/registration number was provided in your offer letter.
 6. Read carefully the instructions on the page before continuing with the registration process.
 7. Enter the miscellaneous details the system requires of you.
3. If you are unsure/uncomfortable about your choice of courses, it is recommended that you consult with your HOD or Programme Coordinator.
 4. Your registration will be subject to **academic approval**, by your Head of Department, Assistant Dean/ Director and Assistant Registrar.
 5. All students are required to pay tuition fees, in addition to other university miscellaneous and compulsory fees. Your registration invoice will indicate the fees payable based on the programme you have chosen. You will therefore need to obtain financial approval/clearance from the University Bursary before your registration can be made final. Once the Bursary has cleared your payment **ONLY** the Assistant Registrar can approve your registration.
 6. **Your registration is not complete until you are in receipt of your Confirmation of Registration letter and student identification/registration card or updated card.**

Note:

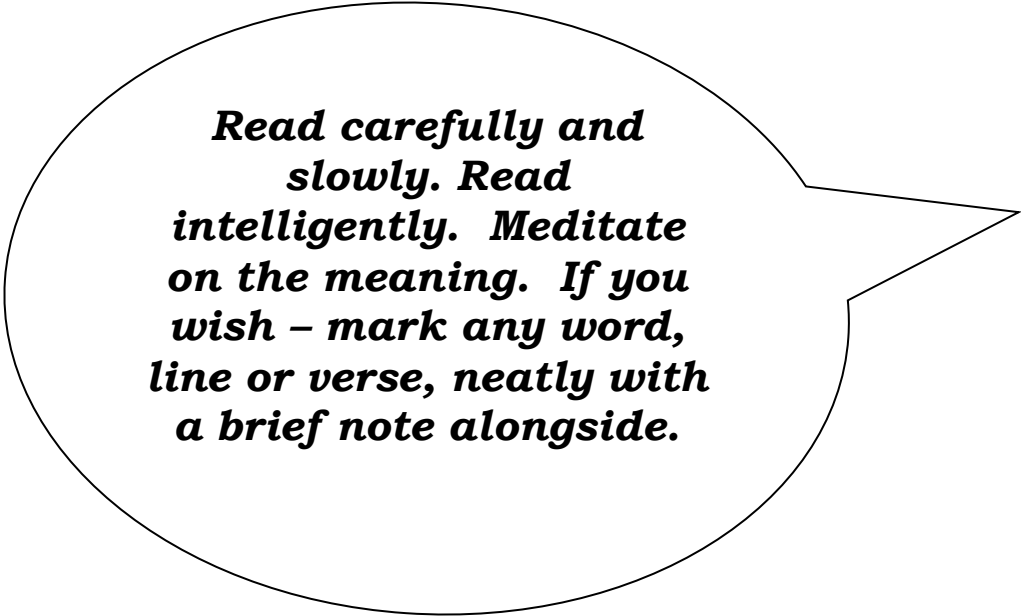
All students are required to register at the beginning of the academic year for both Semester I and Semester II courses.

Choosing the Right Courses:

1. Your programme profile, year by year, will be available on the website. You may also uplift programme brochures from your Department or Faculty office.

Continuing students will need to choose their courses carefully when registering to ensure that you have the right number of credits. This will have implications for your tuition fees as well as your graduation. It is recommended that you consult your HOD & Assistant Dean before registering.

2. Read your Departmental Brochures carefully. **New students** must read your admission and registration guide very carefully. Do not skim it over. Make careful notes of the courses you have registered for since you will need to refer to them again when you see your timetables. You can access the Admission and Registration Guide on the website.



Read carefully and slowly. Read intelligently. Meditate on the meaning. If you wish – mark any word, line or verse, neatly with a brief note alongside.

Procedure for Registration

1. Go to the University of Guyana website: www.uog.edu.gy
2. Carefully select the courses you would like to register for in 2015/2016 from the programme profile.
3. Wait for your registration approval from your Head of Department and Assistant Dean. This may take about 3 – 5 days. Your complete Registration Invoice (Tuition fee/Lab fee/Exam fee/Student Union dues, etc.) will be generated after you receive approval for your registration. You do not need the ARA approval to print your invoice.
4. Print your tuition and miscellaneous invoice. Tuition Invoices can be printed separately per semester or for the entire academic year. Make two or three photocopies of the same. If you are applying for a loan you will need to detach the tuition invoice from the miscellaneous invoice.
5. (a) **Cash Student:** If you are paying for your tuition by cash, take your invoice to any Branch of the Republic Bank, Acc.# 688-062-9 and make your payment of both tuition, miscellaneous and any other fees which may be necessary (depending on the programme you are registering in). Bank slips should be filled in triplicate (one copy each for the Bank/UG/Student).

(b)**Loan Student:** If you are paying for your tuition through the loan process, detach your tuition invoice and take same along with a signed copy of your offer letter to the Student Loan Agency or other Loan facility and apply for your loan and obtain your loan award. Pay your miscellaneous fees to any branch of the Republic bank, Acc. #688-062-9. Bank slips should be filled in triplicate (one copy each for the Bank/UG/Student).

(c) **Sponsor/Waiver Student:** If you are in receipt of a tuition waiver or you are being sponsored, you must obtain your waiver or sponsorship letter and pay your miscellaneous fee, obtain a receipt (where applicable). Bank slips should be filled in triplicate (one copy each for the Bank/UG/Student).

Note: Debit cards from the Republic Bank and GBTI will also be accepted at the Turkeyen Campus.

6. (a) **Cash Student:** Staple your bank slips and other receipts (as proof of payment of tuition and other fees) to the copy of your invoice and drop it into your Faculty/School box located in the University Bursary.
(b) **Loan Student:** Staple your bank slip or other proof of payment of your miscellaneous fees to your loan award and a copy of your invoice and drop it into your Faculty/School box located in the University Bursary.