

ACADEMIC DEADLINES

EVENTS	SEMESTER 1	SEMESTER 2
Commencement of Semester	August 27, 2012	January 28, 2013
End of Period for Late Registration	October 5, 2012	March 2, 2013
End of Period for Change of Registration	October 5, 2012	March 2, 2013
End of Period for Request for Transfer	October 5, 2012	March 2, 2013
End of Period for Request for Exemption from courses	October 5, 2012	March 2, 2013
End of Period for Request for Withdrawal from Courses	October 5, 2012	March 2, 2013
Last day to submit Request for Leave of Absence	October 19, 2012	March 23, 2013
Last day to submit Request for Complete Withdrawal from the University	October 19, 2012	March 23, 2013
Semester Break	Oct. 15 – 20, 2012	March 18-23, 2013
Last day of classes	December 1, 2012	May 4, 2013
Period for Revision in preparation for End of Semester Examinations	December 3 – 9, 2012	May 6 – 11, 2013
Beginning of Examination Period	Dec. 10, 2012	May 13, 2013
End of Semester	Dec. 21, 2012	May 25, 2013



UNIVERSITY of GUYANA

**Admissions Division
Office of the Registrar**

YOUR ADMISSION & REGISTRATION GUIDE

2012/2013

DEADLINES WILL BE RIGIDLY KEPT

**P.O. BOX 10-1110, GEORGETOWN
TEL: 222-2740,
222-6006, Ext: 2233
FAX: 222-3596**

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

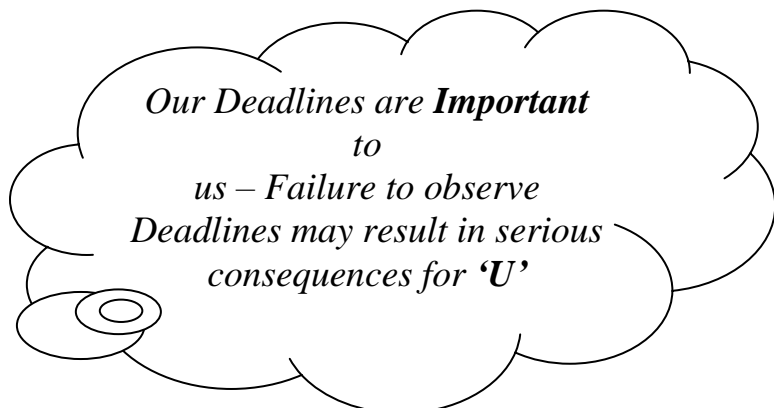
TUITION PAYMENT

1. All students pursuing studies at the University of Guyana are required to pay for their tuition; such 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 resident Guyanese students registered for the full number of courses for the programme in the academic year, the tuition fee would be \$127,000 for all programmes except Law, Medicine, Dentistry, Nursing and Tourism Studies.
For the Law Programme, the current tuition fee is \$300,000; for Medicine and Dentistry \$500,000; Tourism Studies \$152,854; Communication \$200,000 and B.Sc. Nursing \$250,345.
- (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 National Bank of Industry and Commerce (NBIC) and Guyana Bank for Trade and Industry (GBTI) and Republic Bank.

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.



H. Final Year Project Courses – Biology, Physics, Computer Science and Statistics

A bench fee of US\$40 or equivalent per year for final year project courses in Biology, Physics, Computer Science and Statistics.

I. School of Earth & Environmental Sciences

For students doing the course ENV 311 - \$ 2,000.00

J. Faculty of Health Sciences

For students in the Degree in Medical Technology

- First Year Medical Technology Student \$20,000.00
- Second Year Medical Technology Student \$20,000.00
- Third Year Medical Technology Student \$20,000.00
- Fourth Year Medical Technology Student doing HSC 114 – Basic Microbiology \$ 5,000.00
- Any Non-Medical Technology Student doing HSC 111 – Homeostasis I \$ 5,000.00
- Any Non-Medical Technology Student doing HSC 111 – Homeostasis II \$ 5,000.00
- Any Non-Medical Technology Student doing a Medical Technology Student \$ 5,000.00

K. **Faculty of Social Sciences (Communication Majors – Degree/Diploma)** an amount of \$10,000. laboratory fee per programme.

C. Students doing a schedule as follows

Year I -	CHM 111, CHM 122 & CHM 123	- \$2500
Year II -	CHM 211, CHM 212, CHM 221, & CHM 222	- \$5000
Year III -	CHM 311, CHM 312, CHM 321, CHM 322, CHM 323, CHM 313 OR ENV 311	- \$7000
Year IV-	CHM 410, CHM 411, CHM 412 And any other two CHM electives	-\$15000

D. Biology Majors

Year I	\$1000	Year III.....	\$3000
Year II	\$3000	Year IV.....	\$3000

E. Non-Biology Majors

\$5000 per laboratory based course.

F. Computer Science courses

A computer laboratory fee equivalent to US\$25 per Computer Science course per year **for all students pursuing the Diploma and Degree programmes in Computer Science**. However the maximum fee for such students per academic year should be \$18,000.

For Non-Computer Science Majors a fee of US\$15 or equivalent per Computer Science course per year.

For non – laboratory – based Computer Science Courses

A demonstration fee of US\$10 or equivalent per course per year will be charged.

G. Laboratory – Based Physics Courses (PHY110/120)

An amount of \$750 per laboratory based course.

3. Students who had registered and would like to withdraw during the academic year before or on the deadline for such withdrawal 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.

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, exemption of 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 LATE REGISTRATION, 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
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**

First 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.

7. **University of Guyana Student Society (UGSS)**

An annual association fee of \$1,000. will be charged.
Sports Fee - \$1,000.00/annum.

8. **Examination fees**

(Effective from the beginning of academic year 2001/2002) **All programmes except Law and Medicine**

- a. \$2000 per student per semester for four (4) or more courses
- b. \$500 per student per course per semester for one (1) to three (3) courses.
- c. Students pursuing Continuous Assessment Courses with less than three (3) Courses by final examination shall pay \$500 per final examination – based course per semester.
- d. Students sitting Final Tests in Continuous Assessment Courses which are processed through the Examination Division and utilizing invigilators shall pay \$500 per course per semester.
- e. Students taking only courses which are based on Continuous Assessment shall pay an assessment fee of \$1000 per semester for no more than three (3) continuously assessed courses.

8.2 **Law**

Year I, II, III - \$12,000 per academic year

- a. \$6000 per student per semester for four (4) or more courses.
- b. \$1500 per student per course per semester for one (1) to three (3) courses

8.3 **Medicine**

Year I, II & III - \$10,000 per academic year.

Year IV - \$6,000 for the academic year.

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.

LABORATORY FEES

Faculty of Agriculture & Forestry Courses

- A. For students doing the following courses:

AGR 111 - \$1000	AGR 211 - \$2000	AGR 222 - \$2000
AGR 121 - \$1000	AGR 221 - \$2000	AGR 223 - \$2000
AGR 312 - \$3000	CSC 312 - \$3000	AGR 321 - \$3000
CSC 321 - \$3000		

Faculty of Natural Sciences Courses

- B. For students doing one of the following:

CHM 111 - \$1000	CHM 123 - \$1000	CHM 222 - \$1000
CHM 121 - \$1000	CHM 124 - \$1000	CHM 321 - \$1000
CHM 122 - \$1000	CHM 212 - \$1000	CHM 412 - \$2000
CHM 221 - \$2000	CHM 313 - \$2000	CHM 413 - \$2000
CHM 311 - \$2000	CHM 322 - \$2000	CHM 414 - \$2000
CHM 312 - \$2000	CHM 323 - \$2000	CHM 423 - \$2000
CHM 411 - \$3000	CHM 410-\$10000	

(c)**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.

7. 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).
8. 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

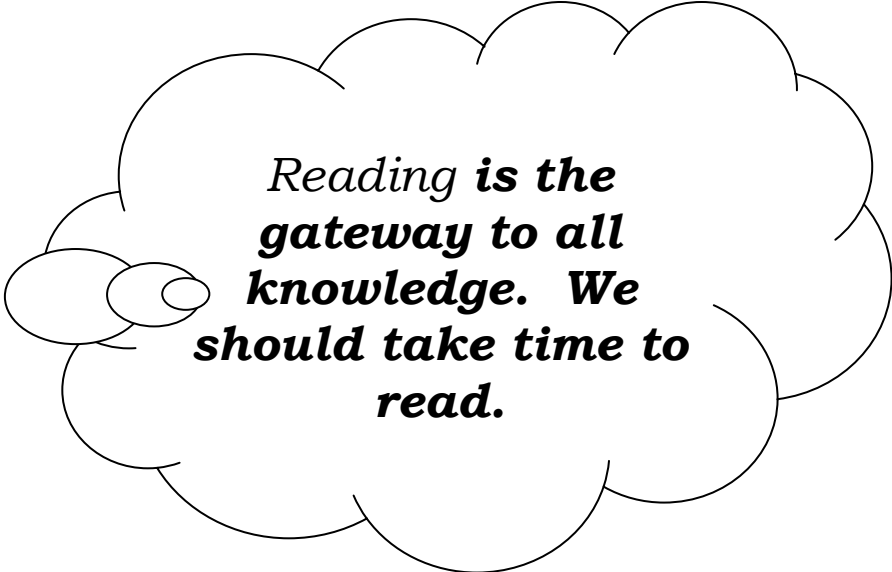
1. For the 2012/2013 academic year all students will be required to register **online**; you can do so from home/office/internet cafe' or at designated Registration Centres on Campus, for example:
 - Centre for Information Technology (CIT)
 - University of Guyana Library and
 - Certain Faculties, where 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.

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.



Reading is the gateway to all knowledge. We should take time to read.

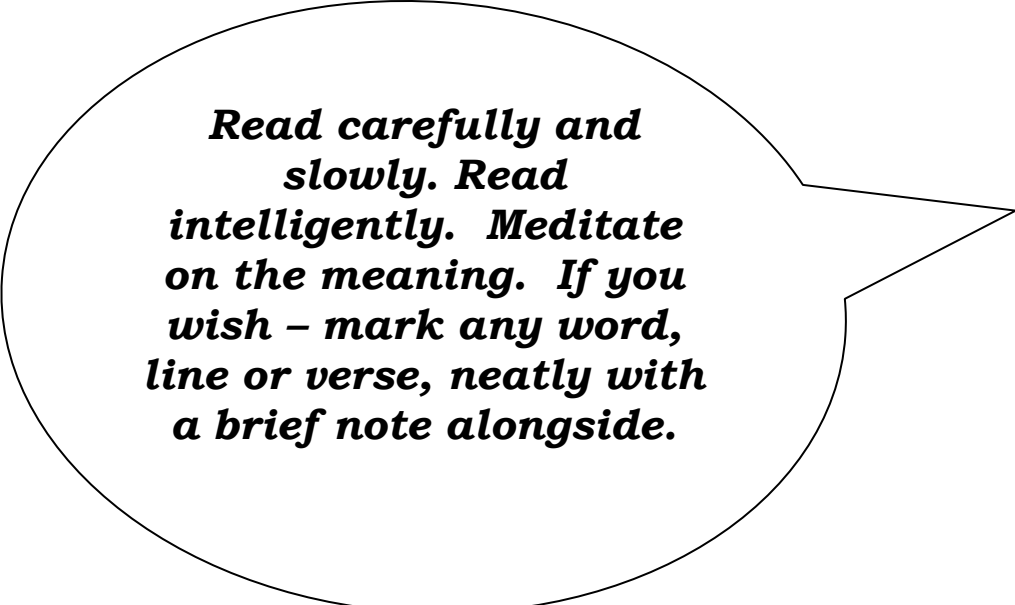
Procedure for Registration

3. If you are unsure/uncomfortable about your choice of courses, it is recommended that you consult with your Head of Department or Programme Coordinator.
4. Your registration will be subject to **academic approval**, by your Head of Department /Programme Coordinator and Assistant Dean/Deputy Dean/Director.
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.
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 thereof.**

Note:

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

Continuing Students who are not registering for any courses during Semester I are required go on to register for their Semester II courses. Please observe the Deadline dates.



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.

1. Go to the University of Guyana website: www.uog.edu.gy
2. Carefully select the courses you would like to register for in 2011/2012 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.