



Semester I 2017/18 Guidelines for Late Course Adjustments

Note: Students will not be allowed to sit examinations for a course if they are not registered for the course

- Access in SAS to add/drop courses for Semester 1 closes on September 17, 2017.
- Students will not be allowed to drop courses for Semester 1 after October 8th 2017.
- Students will be allowed to add courses to their Semester I registration up to December 22, 2017 upon payment of the stipulated penalties. Semester II registration remains open without penalty until January 28, 2018
- The steps to make additions to course registration are as follows:



Note: Only students in good financial and academic standing will be permitted to make adjustments to their registration

1. Pay Late Registration Penalty Fee

A. How Much to Pay?

Students must pay the amount stipulated in the *Schedule of Late Registration Penalties*.

Part payments of the stipulated penalty will not result in access to register.

B. Where to Pay?

Payment must be made at the Bursary cashier.

C. Points to Note

- The penalty fee is valid only for the period specified in the *Schedule of Late Registration Penalties*. The correct penalty fee paid anytime during a penalty period will allow access to add courses only during the limits of that period. For example, \$1,000 paid anytime on September 19, 2017 will allow access to add/drop courses only during the period 12:00am to 11:59pm on September 19, 2017.
- The penalty fee is non-refundable
- The penalty fee is non-transferable - once paid it cannot be applied to any other payment item such as tuition fees, hall fees, etc.

2. Add Course(s) in SAS

How will the Course(s) be Added?

Payment of the late registration penalty fee will grant a student access to the SAS to add courses for a specified period of time.

Points to Note

- Only students in good financial and academic standing will be able to add course(s)
- Students will have access to add courses approximately 15 to 30 minutes after the penalty fee payment is made
- Students are advised to make every effort to amend their registration within the specified period as the penalty fee paid and access granted is specific to this period.
- Normal registration rules apply (pre-requisite and quota restrictions)
 - Access to the system does not guarantee that a student will be able to add a course if the criteria are not met
 - Students can request an override if course criteria are not met
- Where the course(s) added results in additional tuition charges, the student must pay the additional fees.

Schedule of Late Registration Penalties

Start Date	End Date	Start Time	End Time	Penalty Amount	Penalty Period
18-Sep-2017	18-Sep-2017	12:00 AM	11:59 PM	J\$1,000	Penalty Period 1
19-Sep-2017	19-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
20-Sep-2017	20-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
21-Sep-2017	21-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
22-Sep-2017	22-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
23-Sep-2017	23-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
24-Sep-2017	24-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
25-Sep-2017	25-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
26-Sep-2017	26-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
27-Sep-2017	27-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
28-Sep-2017	28-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
29-Sep-2017	29-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
30-Sep-2017	30-Sep-2017	12:00 AM	11:59 PM	J\$1,000	
01-Oct-2017	01-Oct-2017	12:00 AM	11:59 PM	J\$1,000	
02-Oct-2017	02-Oct-2017	12:00 AM	11:59 PM	J\$2,000	Penalty Period 2
03-Oct-2017	03-Oct-2017	12:00 AM	11:59 PM	J\$2,000	
04-Oct-2017	04-Oct-2017	12:00 AM	11:59 PM	J\$2,000	
05-Oct-2017	05-Oct-2017	12:00 AM	11:59 PM	J\$2,000	
06-Oct-2017	06-Oct-2017	12:00 AM	11:59 PM	J\$2,000	
07-Oct-2017	07-Oct-2017	12:00 AM	11:59 PM	J\$2,000	
08-Oct-2017	08-Oct-2017	12:00 AM	11:59 PM	J\$2,000	
09-Oct-2017	09-Oct-2017	12:00 AM	11:59 PM	J\$4,000	Penalty Period 3
10-Oct-2017	10-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
11-Oct-2017	11-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
12-Oct-2017	12-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
13-Oct-2017	13-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
14-Oct-2017	14-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
15-Oct-2017	15-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
16-Oct-2017	16-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
17-Oct-2017	17-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
18-Oct-2017	18-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
19-Oct-2017	19-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
20-Oct-2017	20-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
21-Oct-2017	21-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
22-Oct-2017	22-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
23-Oct-2017	23-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
24-Oct-2017	24-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
25-Oct-2017	25-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
26-Oct-2017	26-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
27-Oct-2017	27-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
28-Oct-2017	28-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
29-Oct-2017	29-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
30-Oct-2017	30-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
31-Oct-2017	31-Oct-2017	12:00 AM	11:59 PM	J\$4,000	
01-Nov-2017	01-Nov-2017	12:00 AM	11:59 PM	J\$4,000	
02-Nov-2017	02-Nov-2017	12:00 AM	11:59 PM	J\$4,000	
03-Nov-2017	03-Nov-2017	12:00 AM	11:59 PM	J\$4,000	
04-Nov-2017	04-Nov-2017	12:00 AM	11:59 PM	J\$4,000	
05-Nov-2017	05-Nov-2017	12:00 AM	11:59 PM	J\$4,000	
06-Nov-2017	06-Nov-2017	12:00 AM	11:59 PM	J\$4,000	
07-Nov-2017	07-Nov-2017	12:00 AM	11:59 PM	J\$4,000	

Start Date	End Date	Start Time	End Time	Penalty Amount	Penalty Period	
08-Nov-2017	08-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
09-Nov-2017	09-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
10-Nov-2017	10-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
11-Nov-2017	11-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
12-Nov-2017	12-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
13-Nov-2017	13-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
14-Nov-2017	14-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
15-Nov-2017	15-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
16-Nov-2017	16-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
17-Nov-2017	17-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
18-Nov-2017	18-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
19-Nov-2017	19-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
20-Nov-2017	20-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
21-Nov-2017	21-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
22-Nov-2017	22-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
23-Nov-2017	23-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
24-Nov-2017	24-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
25-Nov-2017	25-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
26-Nov-2017	26-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
27-Nov-2017	27-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
28-Nov-2017	28-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
29-Nov-2017	29-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
30-Nov-2017	30-Nov-2017	12:00 AM	11:59 PM	J\$4,000		
01-Dec-2017	01-Dec-2017	12:00 AM	11:59 PM	J\$4,000		
02-Dec-2017	02-Dec-2017	12:00 AM	11:59 PM	J\$4,000		
03-Dec-2017	03-Dec-2017	12:00 AM	11:59 PM	J\$4,000		
04-Dec-2017	04-Dec-2017	12:00 AM	11:59 PM	J\$8,000		Penalty Period 4
05-Dec-2017	05-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
06-Dec-2017	06-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
07-Dec-2017	07-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
08-Dec-2017	08-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
09-Dec-2017	09-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
10-Dec-2017	10-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
11-Dec-2017	11-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
12-Dec-2017	12-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
13-Dec-2017	13-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
14-Dec-2017	14-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
15-Dec-2017	15-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
16-Dec-2017	16-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
17-Dec-2017	17-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
18-Dec-2017	18-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
19-Dec-2017	19-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
20-Dec-2017	20-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
21-Dec-2017	21-Dec-2017	12:00 AM	11:59 PM	J\$8,000		
22-Dec-2017	22-Dec-2017	12:00 AM	11:59 PM	J\$8,000		