



University of Technology, Jamaica
Office of Admissions and Enrolment Management

OAEM

University of Technology, Jamaica

2024/5 Guide to Enrolment for Graduate Semesterized Students

Presented by:
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Postgraduate Admissions Assistant





Welcome to UTech, Jamaica

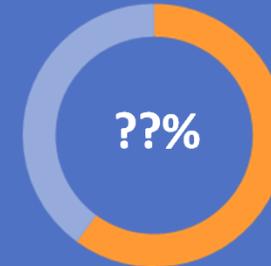


1. UNCONDITIONAL OFFER

- Once acceptance is received you are required to send a confirmation of acceptance via email:
 - Post-graduate Admissions Assistant (Local)
 - International Students Coordinator (Non-Jamaican)
- Refer to the website www.utech.edu.jm and follow the steps to begin enrolment.



100%

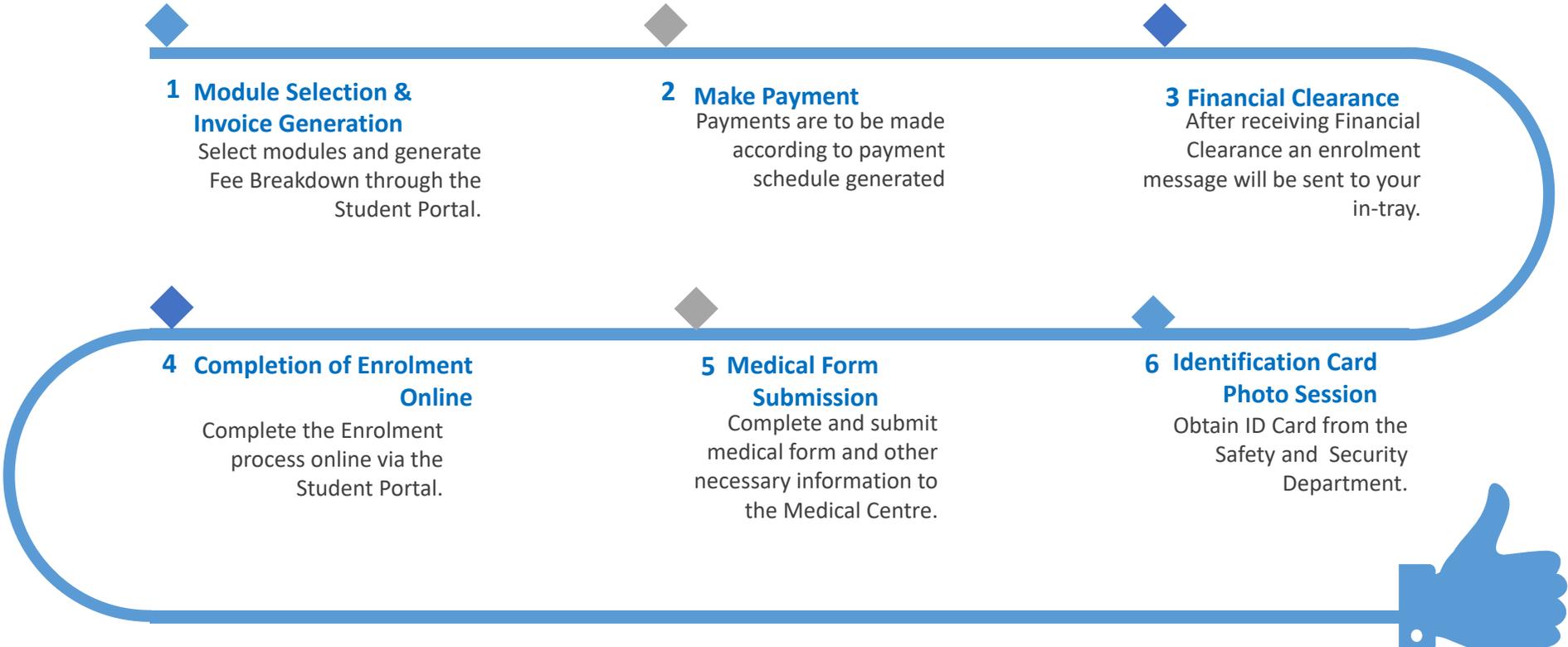


2. CONDITIONAL OFFER

- Outstanding requirements to be fulfilled.

Applicant
Requirements

Understanding the Registration Process



1 Module Selection & Invoice Generation

Select modules and generate Fee Breakdown through the Student Portal.

2 Make Payment

Payments are to be made according to payment schedule generated

3 Financial Clearance

After receiving Financial Clearance an enrolment message will be sent to your in-tray.

4 Completion of Enrolment Online

Complete the Enrolment process online via the Student Portal.

5 Medical Form Submission

Complete and submit medical form and other necessary information to the Medical Centre.

6 Identification Card Photo Session

Obtain ID Card from the Safety and Security Department.



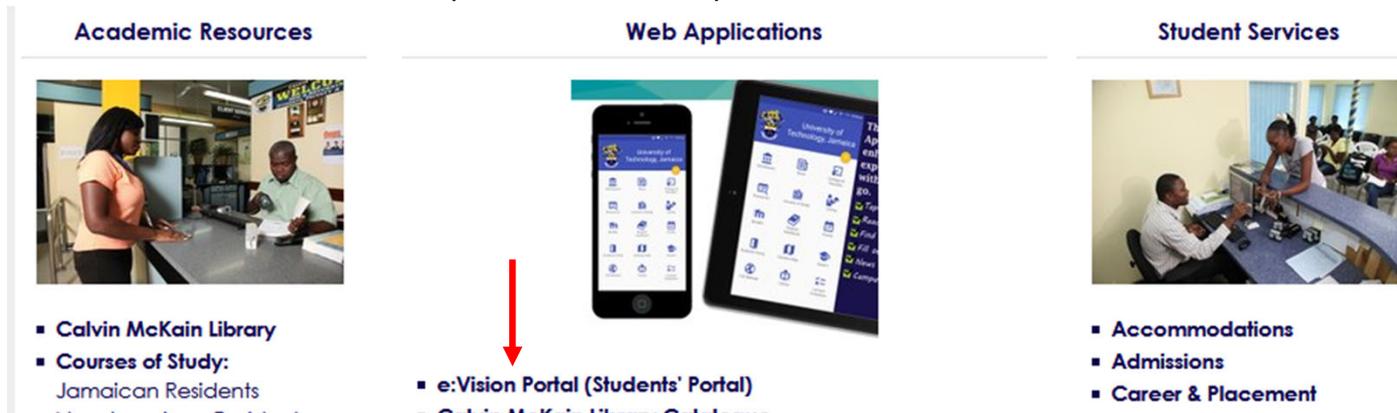
Understanding Your Module Selection

Accessing the Student Portal

1. Start your browser and go to <https://utech.edu.jm>
2. Click on the 'Students' link on the top right hand corner of the page



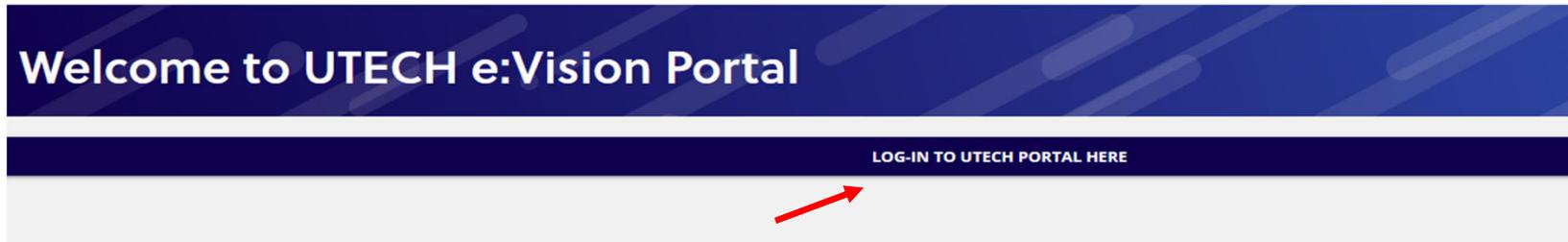
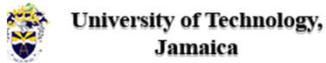
3. Click on the 'e:Vision Portal (Students' Portal)' link



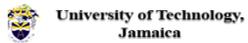
Understanding Your Module Selection

Accessing the Student Portal

3. Click “LOG-IN TO UTECH PORTAL HERE”



4. Enter your credentials, that is, your username {ID Number} and your password {D.O.B}

A screenshot of the SITS e:Vision Portal login screen. The header is a dark blue banner with the text "Log in to SITS e:Vision Portal" in white. Below the banner is a light gray area with the text "This page is the SITS e:Vision Portal login screen. Please use the form below to supply your login details and click the 'Log in' button to access the system." Below this is a "Portal Login" form with two input fields: "Username" and "Password". Below the "Password" field is a "FORGOTTEN YOUR PASSWORD?" button and a "LOG IN" button.

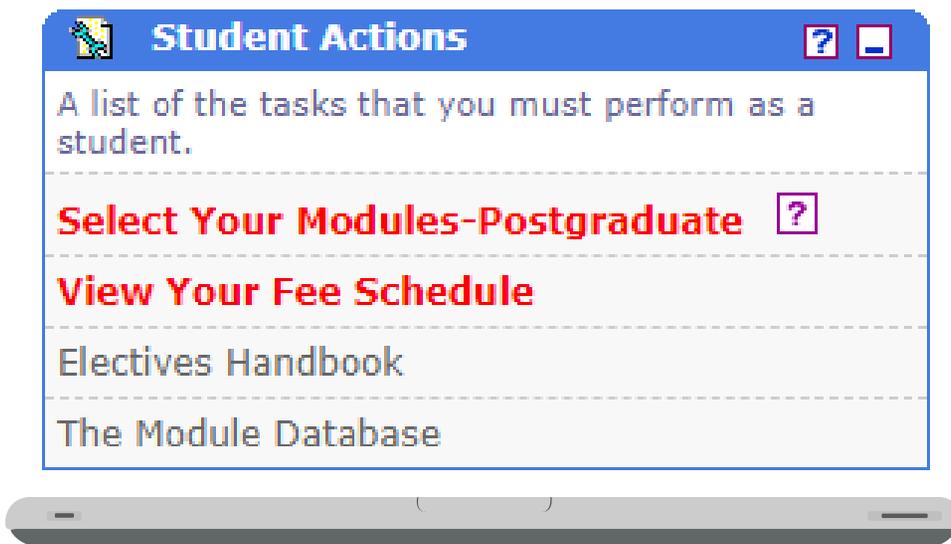
DOB format:
(DDMMYY)
July 27, 2023
270723

Module Selection



On the **Student** page, in the **Student Actions** container, select the **Select Your Modules-Postgraduate** link

- The top section of the selection page will show the details of the course of study for which modules are to be selected.



Your Details	
Programme you are studying:	MASTERS OF ARCHITECTURE
Route you are following:	Master of Architecture Single
Mode of Attendance	Postgraduate - Semesterised

Module Selection

- Blocks will be presented for selection

Make any choices from the electives contained within this block

Choose a minimum of 1 and a maximum of 6 modules in Semester 1 from Master of Architecture Semesterised Modules

Main Modules

VIEW LIST

cont'd

- The minimum and maximum number of modules to be selected will be shown in the box.
- Select the **View List** button to show the modules available for selection.

Module 	Name	Period	Occ	Lev	Crd	Add
ARC5001	Critical Theories in Architecture 1	SEM1	UFA	5	3.00	ADD
ARC5002	Construction, Structure & Services Integration 1	SEM1	UFA	5	3.00	ADD
ARC5003	Design Studio 1M	SEM1	UFA	5	9.00	ADD
ARC5004	Architectural Management 1	SEM1	UFA	5	3.00	ADD
ARC6001	Architectural Research Methods	SEM1	UFA	6	4.00	ADD
ARC6002	Design Studio 3M	SEM1	UFA	6	10.00	ADD
ARC6003	Architectural Management 2	SEM1	UFA	6	3.00	ADD

- Use the **Add** button next to each module offering to select the modules you intend to take.

Module Selection

- If there is more than one page of modules, the navigation buttons at the bottom of the block will allow you to show the modules listed on the other pages.

ARC6003 Architectural Management 2 SEM1 UFA 6 3.00 **ADD**

Showing page 1 of 1

Navigation buttons: Home, Previous, Next, End

cont'd

- The panel to the right will show the modules selected so far.

ALL SELECTIONS SELECTIONS FROM CURRENT BLOCK

Selected Modules

Module	Name	Period	Occ	Level	Credits		
ARC6002	Design Studio 3M	SEM1	UFA	6	10		
ARC6003	Architectural Management 2	SEM1	UFA	6	3		

Totals

Overall Progress	Required	Current	
Modules	N/A	2	

VIEW TIMETABLE **SUBMIT SELECTIONS**

Module Selection

- To remove a selection use the trash can icon.

ARC6002	Design Studio 3M	SEM1	UFA	6	10		
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- When all the required modules have been selected, submit the selections using the **Submit Selections** button.
- The selected modules will be shown on the confirmation page.

Module Selections								
Selected a total of 2 module(s) which total 13 credit(s)								
Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2023/4	SEM1	C	01	ARC6002	UFA	6	10.00	Design Studio 3M
2023/4	SEM1	C	01	ARC6003	UFA	6	3.00	Architectural Management 2
			<input type="button" value="UNDO LAST CHANGE"/>	<input type="button" value="VIEW SCHEDULE"/>	<input type="button" value="CONFIRM SELECTIONS"/>			

cont'd

- Select the **Confirm Selections** button to confirm.
- After confirmation, the modules to be taken for the period will be listed. Select the **Click here to view your fees** link to show the breakdown of fees

Student Details	
Student	0605117/4
Name	MARTINX GARVEY
Programme	MASTERS OF ARCHITECTURE
Route	Master of Architecture Single
Mode of Attendance	Postgraduate - Semesterised

Confirmed Module Selections								
Selected a total of 2 module(s) which total 13 credit(s)								
Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2023/4	SEM1	C	01	ARC6002	UFA	6	10.00	Design Studio 3M
2023/4	SEM1	C	01	ARC6003	UFA	6	3.00	Architectural Management 2
			<input type="button" value="UNDO SELECTIONS"/>					

[Click here to view your fees](#)

Module Selection



View your Fee

Fee Summary

Fee Breakdown and Payment Schedule - Postgraduate

ID Number	0605117
Name	Martin Mark Garvey
Programme	PMRARCHFT - MASTER OF ARCHITECTURE
Route/Specialization	Master of Architecture Single
Payment Plan/Fee Status	Jamaican - Plan A (Full Payment)
Academic Year	2023/4
Mode of Attendance	PX
Programme Year/Occ.	2/AU

Fees in Detail

Fee Type	Notes	Due Date	Ja Amount	US Amount
Tuition Fee (by credits) - PG JM\$	13 Credits (s) (ARC6002,ARC6003,)	Mon 28-Aug-2023	215,540.00	0.00
Student Union Dues - JA\$		Mon 28-Aug-2023	3,500.00	0.00
Students Welfare Fund - JA\$		Mon 28-Aug-2023	3,000.00	0.00
Health Fees - JA\$		Mon 28-Aug-2023	18,000.00	0.00
Registration Fees - JA\$		Mon 28-Aug-2023	3,000.00	0.00
Jam Copy Tariff - JA\$		Mon 28-Aug-2023	2,200.00	0.00

Fees by Due Date

Due Date	Amount
Mon 28-Aug-2023	245,240.00

Total Amount Due

JA\$ 245,240.00

• End of Module Selection

cont'd

- After **selecting and confirming** your modules, you may print your fee breakdown.
- Your fee breakdown includes the per credit fee for modules selected along with the **ancillary fees** (*charged once per academic year*).
- Log out of the Student Portal.

Change Payment Schedule

At the next login the option to change to a different payment schedule will become available

- To switch to the monthly schedule, click the **Select Monthly Payment Schedule** link
- The fees will be recalculated, and a new schedule presented. This process may take a minute.

 **Student Actions**
?
□

A list of the tasks that you must perform as a student.

Select Your Modules-
Postgraduate

?

View Your Fee Schedule

Select Monthly Payment Schedule

Electives Handbook

The Module Database

Fee Summary

Fee Breakdown and Payment Schedule - Postgraduate

ID Number	0605117
Name	Martin Mark Garvey
Programme	PMRARCHFT - MASTER OF ARCHITECTURE
Route/Specialization	Master of Architecture Single
Payment Plan/Fee Status	Jamaican - Plan C (Monthly Payments)
Academic Year	2023/4
Mode of Attendance	PX
Programme Year/Occ.	2/AU

Fees in Detail

Fee Type	Notes	Due Date	Ja Amount	US Amount
Tuition Fee (by credits) - PG JMS	13 Credits (s) (ARC6002,ARC6003,)	Mon 28-Aug-2023	43,108.00	0.00
Student Union Dues - JA\$		Mon 28-Aug-2023	3,500.00	0.00
Students Welfare Fund - JA\$		Mon 28-Aug-2023	3,000.00	0.00
Health Fees - JA\$		Mon 28-Aug-2023	18,000.00	0.00
Registration Fees - JA\$		Mon 28-Aug-2023	3,000.00	0.00
Jam Copy Tariff - JA\$		Mon 28-Aug-2023	2,200.00	0.00
Tuition Fee (by credits) - PG JMS	13 Credits (s) (ARC6002,ARC6003,)	Thu 28-Sep-2023	43,108.00	0.00
Tuition Fee (by credits) - PG JMS	13 Credits (s) (ARC6002,ARC6003,)	Sat 28-Oct-2023	43,108.00	0.00
Tuition Fee (by credits) - PG JMS	13 Credits (s) (ARC6002,ARC6003,)	Tue 28-Nov-2023	43,108.00	0.00
Tuition Fee (by credits) - PG JMS	13 Credits (s) (ARC6002,ARC6003,)	Fri 15-Dec-2023	43,108.00	0.00

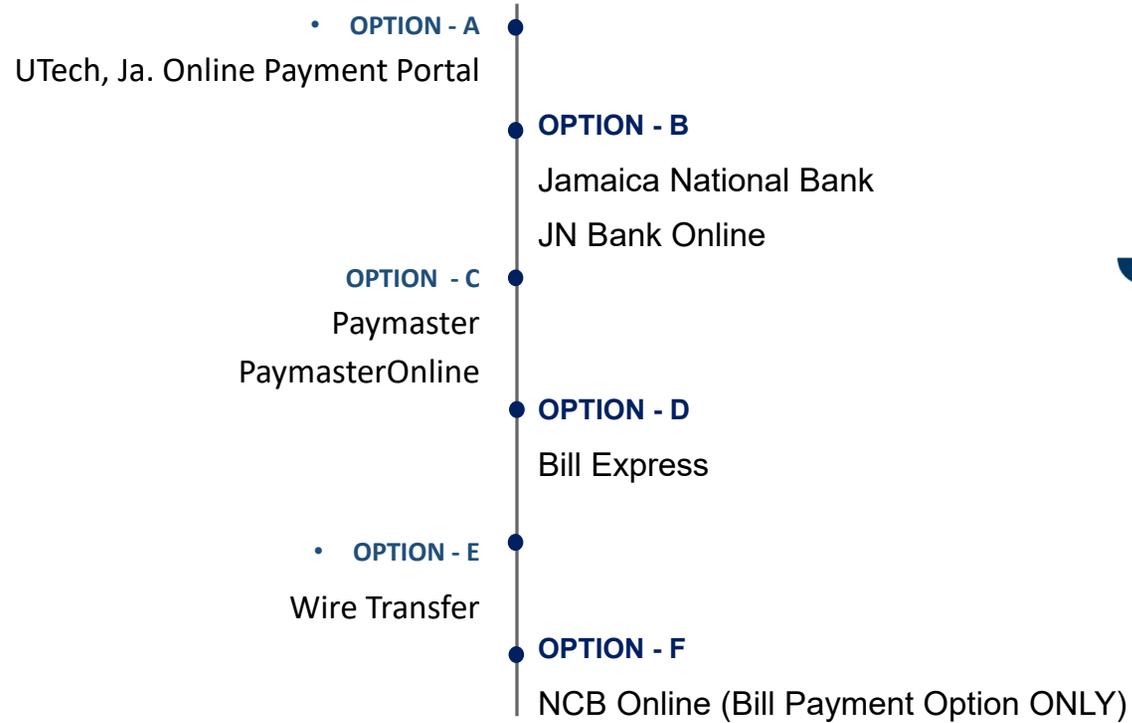
Fees by Due Date

Due Date	Amount
Mon 28-Aug-2023	72,808.00
Thu 28-Sep-2023	43,108.00
Sat 28-Oct-2023	43,108.00
Tue 28-Nov-2023	43,108.00
Fri 15-Dec-2023	43,108.00

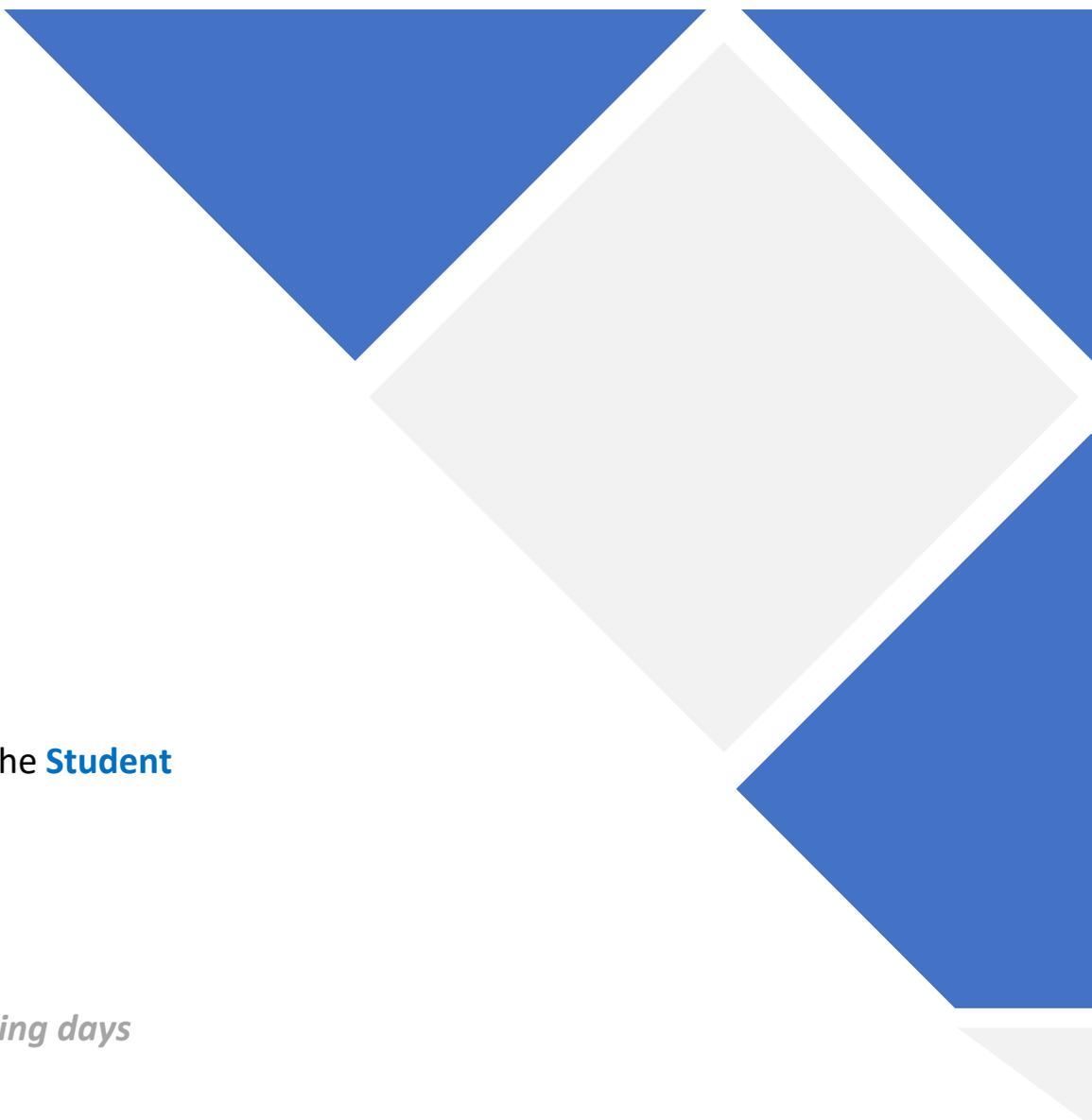
Total Amount Due

JA\$ 245,240.00

Fee Payment Methods



Note: After payment has been made allow for two (2) working days for financial clearance.



Financial Clearance & Completion of Online Enrolment

Once **Financial Clearance** is received, return to the **Student Portal** to complete 10 Step Online Enrolment.

Transactions are processed within two (2) working days

Understanding Your Module Selection



Completion of Online Enrolment

- Your in-tray will contain an enrolment message **'Click Here to Enrol'**.
- Click on the message and follow the instructions to complete your enrolment.

Use this page to view your messages

Intray - Messages for LIONEL TBBERT

you have 1 new/unread messages

Status	From	Received	Subject	Action
<input checked="" type="checkbox"/> *New*		02/Aug/2019	Enrolment for The 2019/0 Masters in Dental Therapy	Click here to enroll!



*Remember now.... Registration is not yet complete!
Just a few more items to check-off your list.*

Other Important Enrolment Processes

- **Deferral**

- Only new persons who have been given an offer of acceptance and have not engaged the system may defer. Applicant's may only defer for one year (deadline August 25)

- **Leave of Absence (LOA)**

- A student may make request up to three weeks in semester

- **Withdrawn with Permission (WWIP)**

- If modules generated and have up to two weeks before the suspension of classes. Modules remain and a 'WC' status is placed in assessment and appropriate fees charged

- **Student Medical**

- **Identification Cards (IDs)**

Note: Forms may be accessed at www.utech.edu.jm/forms

Medical Form

1

The “**Medical Form**” should be printed and completed.
The **completed form** should be submitted to the Medical Centre along with:

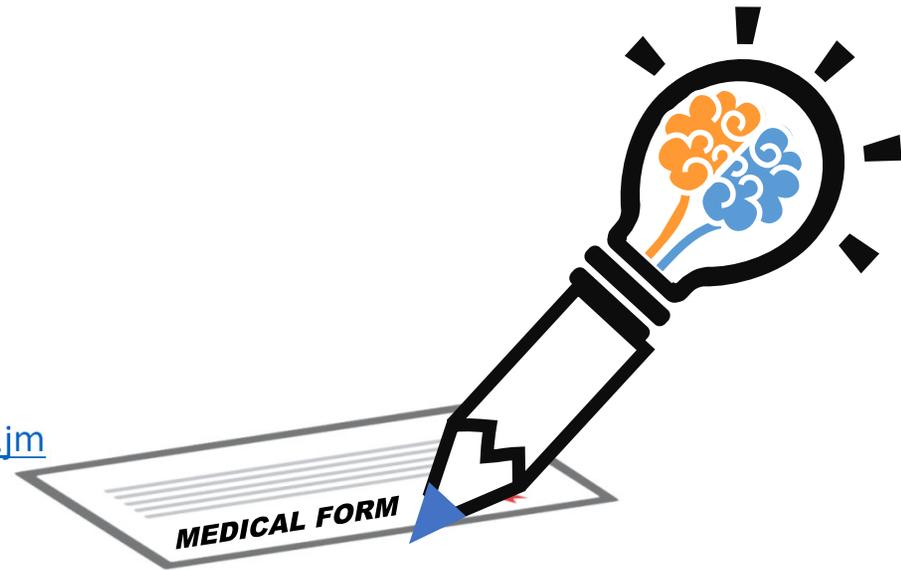
2

- Diagnostic Test Results- CBC
- Immunization Card

and emailed to studentmedical@utech.edu.jm
Students at the Western Campus can email their documents to westerncampushealth@utech.edu.jm

3

Receipt of the electronic mail will be acknowledged within **5 working days**.



Note: The **FULL LIST** of information may be accessed at <https://www.utech.edu.jm/campus-experience/medcentre>

Student Identification Card

- Once the Medical Process has been correctly **completed**, your name will be submitted to the Safety & Security Department for the processing of your **Student Identification Card**.

NOTE: *Students must obtain confirmation from the Medical Centre*

- Proceed to the **Department of Safety and Security**, located on the ground floor of the Main Administration Building of the University to process your **Student Identification Card**.

CONGRATULATIONS!!!!

You have successfully completed
your enrolment/registration
process.



FOR FURTHER INFORMATION CONTACT
Office of Admissions & Enrolment Management
Tel.#: (876) 927-1680-8 ext. 2831