



University of the Virgin Islands

Albert A. Sheen Campus

Navigating Your Path to Academic Success

“OWN YOUR EDUCATION!”

Orientation Guide



University of the Virgin Islands – Albert A. Sheen Campus

RR1, Box 10,000

Kingshill

St. Croix, VI 00850-9781

<http://www.uvi.edu>



University of the Virgin Islands

Albert A. Sheen Campus

New Student Orientation

Dean of Students Welcome Remarks

Greetings Buccaneers,

I wanted to take a moment to introduce myself. My name is Mr. Stephan Moore, your Dean of Student Affairs at the University of the Virgin Islands.

I am privileged to be given the opportunity to serve as your Dean of Students Affairs and focus my leadership on creating a healthy, safe and inclusive campus where you can maximize your personal potential while pursuing your educational dreams.

The Dean of Student Affairs Office is here to help you navigate through some of the concerns you may have as a student. We are your campus advocate and provide assistance when it comes to managing a crisis, understanding campus policies and procedures, and connecting you with the proper campus resource. This support system, which extends beyond the walls of the Dean of Student Affairs Office, will help you find your way through obstacles you may face while you are a student. The Student Affairs team is dedicated to you!

We encourage all UVI students to take advantage of the multiple opportunities for leadership development and student engagement. Your involvement and the friends you make along the way will only enhance your college experience. In addition, I encourage all students to explore the student activities portal to keep abreast with all the exciting programming that is forthcoming. While you are a student at UVI, I encourage you to get involved in our campus life and stay connected.

Please find some time to stop by the Dean of Student Affairs office and get to know me and the Student Affairs team who are dedicated to your education and overall development as a student and future alum of the University of the Virgin Islands.

I am so excited to be here and I know we will do and accomplish great things together!

Your Dean of Student Affairs

Stephan T. Moore, M.Ed.



University of the Virgin Islands

Albert A. Sheen Campus

Important Numbers and Resources

Academic Calendar:

http://www.uvi.edu/files/documents/Access_and_Enrollment/Registrar/AY2014-2016_academic_calendar.pdf

Admissions Status Check:

<http://www.uvi.edu/enrollment/admissions/undergraduate-admissions/default.aspx>

Financial Aid:

http://www.uvi.edu/enrollment/financial-aid/financial_aid-applying_for_aid.aspx

Forgot your Login? Go to Get My Login:

http://www.uvi.edu/administration/its/its-help_desk.aspx

Student Information System:

<https://cas.uvi.edu/cas/login?service=https%3A%2F%2Fmycampus.uvi.edu%2F%2Fportal%2Flogin>

Tuition, Fees, Room and Refunds:

http://www.uvi.edu/administration/administration-and-finance/campus-operations/tuition_fees.aspx

Testing and Placement:

Public Safety

EMERGENCIES: (340) 692-4155 ; HOT LINE – (340) 692-4168

Departments

Access & Enrollment (EVC Room 811) – (340) 692-4158
Bookstore (Room N137) – (340) 692-4162
Business Office (EVC Room 134) – (340) 692-4160
Career Services (EVC Room 720) – (340) 692-4180
Center for Student Success (EVC 700 level) – (340) 692-4140
Counseling Services (EVC Room 721) – (340) 692-4187
Dean of Students (EVC Room 801) – (340) 692-4000
Financial Aid (EVC Room 814) – (340) 692-4193
Health Services (Great House Room 102) – (340) 692-4208/4214
Library/ ITS (EVC 700 Level) - (340) 692-4130
Residence Hall (Delta M. Jackson Dorsch Complex) – (340) 692-4194
Security (EVC Room 100A) – (340) 692-4155/ 692-4444
Student Activities (Student Center Room N146) – (340) 692- 4228
Student Government Association (EVC Room 707)
- (340) 692-4191
College of Liberal Arts & Social Sciences (EVC 600 Level) – (340) 692-4150
College of Science & Mathematics (RT Park) - (340) 692-4282
School of Business (EVC 600 Level) - (340) 692-4150
School of Education (EVC 600 Level) - (340) 692-4118
School of Nursing (P 100) - (340) 692-4010

Center for Student Success

(340) 692-4140

<http://www.uvi.edu/academics/ctr-student-success/default.aspx>

Writing Center

(340) 692-4218

<http://www.uvi.edu/academics/ctr-student-success/tutoring/css-writing-center.aspx>

Mathematics & Science Tutorial Services

(340) 692-4224

<http://www.uvi.edu/academics/ctr-student-success/tutoring/css-math-and-science.aspx>

Senior ROTC Program

(340) 692-4203

<http://www.uvi.edu/academics/lib-arts-and-sciences/programs/rotc/default.aspx>

Disability Services

(340) 692-4187

http://www.uvi.edu/student-life/student-affairs/counseling-career-svc/counseling/counseling_services-student_disability_services.aspx

Please note: Due to federal law and for your safety, specific information regarding your records cannot be given over the telephone. Please be prepared to come to an office for assistance and remember to bring your ID card.



Class Room Directory

Building	Room	Description	Directions
Cooperative Extension (CEX)			
CEX	C-100	Classroom	-Building C, next to Building B and across Great house on West Campus.
Melvin H. Evans Center (EVC) A nine-level architecturally designed-facility.			
EVC	207	Classroom	Level 2
EVC	208	Science Lab	Level 2
EVC	302	Classroom	Level 3, end of hallway adjacent to 302A.
EVC	302A	Video-Conf. Room	Level 3, designation 302A distinguishes room from adjacent room 302.
EVC	303	Classroom	Level 3
EVC	304	Computer Lab	Level 3
EVC	305	Classroom	Level 3
EVC	308	Classroom	Level 3
EVC	401	Theater & Video-Conf.	Level 4, 73 - capacity theater and video conference facility.
EVC	405	Classroom	Level 4, NASA room.
EVC	408	Classroom	Level 4, access through outside of patio behind EC405.
EVC	501	Classroom	Level 5, one level above, north of Theater.
EVC	505	Classroom	Level 5, one level above, north of Theater.
EVC	713	Video-Conf. Room	Level 7, same level with Library, through double doors next to Freshmen Center.
EVC	716	Classroom	Level 7, same level with Library, through double doors next to Freshmen Center.
EVC	807	Video-Conf. Room	Level 8, access through Academic Services room EVC 811.
EVC	902	Classroom	-Access through Campus Library on Level 7. Other accessibility needs contact Health Services ext. 4208.
Modular Building (MDB)			
MDB	102	Seminar Room	-Located on West Campus between Bookstore and Building B.
North West Wing (NWW)			
NWW	102	Classroom	-Annex building north west of Melvin Evans Center.
NWW	103	Video-Conf. Room	-Annex building north west of Melvin Evans Center.
NWW	131	Computer Lab	-Building north west of Melvin Evans Center.
Nursing Complex (SCNURS)			
SCNURS	Q-100	Classroom	-1st of semi-circle standalone buildings, south of Melvin Evans Center (EVC).
SCNURS	R-100	Classroom	-2nd of semi-circle standalone buildings, south of Melvin Evans Center (EVC).
SCNURS	S-100	Nursing Skills Lab	-3rd of semi-circle standalone buildings, south of Melvin Evans Center (EVC).
SCNURS	T-100	Science Lab	-4th of semi-circle standalone buildings, south of Melvin Evans Center (EVC).
SCNURS	U-105	Conference Room	-inside standalone building "U", 5th of semi-circle buildings, south of EVC.
Research Extension Center (REC)			
REC	139	Classroom	-Building east of North West Wing building.
REC	143	Classroom	-Building east of North West Wing building.



Frequently Asked Questions

DOCUMENTS AND BECOMING A STUDENT

Q. Where do I turn in my (application, transcript, immunization form, test scores, other documents)?

A. Your Transcripts, test scores and other documents should be submitted to the Access & Enrollment Services Office in the Melvin Evans Center (Room 811). Immunization forms should be submitted to the Health Services Office located in the Great House (Room 102).

REGISTERING

Q: Where do I go to register for classes?

A. New Students should be referred to the Access & Enrollment Services Office and can be provided with courses by viewing the schedule on the www.uvi.edu website under the "Enrollment" Tab. Returning Students can register for classes online by accessing banweb.uvi.edu under "quick launch navigation" through mycampus.uvi.edu.

MONEY

Q. Where is the Financial Aid office?


A. In the Melvin Evans Center (Room 814).

Q. Where do I go to pay my enrollment deposit and for my classes?

A. At the Business Services Office located in the Melvin Evans Center (Room 134). You may also pay online at www.banweb.uvi.edu.

LIBRARY

Q. How do I access my account online?

A. First access <https://mycampus.uvi.edu/> → Click on link [mycampus Secure Login](#) → Enter UVI Student ID# & password. You will be directed to QuickLaunch Navigation (far left) → Click Student Lanuchpad → Click on  (banweb)

CAMPUS AUXILIARIES

Q. Where is the campus bookstore?

A. The Campus Bookstore is located next to the Student Center. Hours of operation are 9 am – 4 pm.

Q. Where is the dining hall/cafetorium located and what are the hours of operation?

A. The dining hall/cafetorium is located in the Student Center building. Hours of operation are as follows: Breakfast 7:30 am – 9:00 am, Lunch 11:30 am – 2:00 pm, Dinner 5:00 pm – 7:00 pm, and the Snack Bar 10:00 am – 8:00 pm.



University of the Virgin Islands

Albert A. Sheen Campus

Frequently Asked Questions

ONLINE CLASSES

Q. I have questions about my online class. Who can I talk to?

A. Schedule an appointment with your faculty advisor, contact the Access & Enrollment Office (Room 811), or try directly contacting your professor via email.

CLASS QUESTIONS

Q. I went to my class and no one was there. What do I do?

A. Students are required to wait for a period of 15 minutes for their professor. If not, students should contact their professor via telephone or email for more information. (Reference your professor.)

Q. I need to drop a class. What do I do?

A. Dropping a class can be done via banweb.uvi.edu on the UVI website during the Schedule Adjustment period. The Faculty Advisor and Access & Enrollment Office in the Melvin Evans Center (Room 811) can also provide information about this process.

COMPUTER TO USE

Q Where can I find a computer?

A. Computers and printers are available in the Library – 700 level. Computer Labs are also located in the North West Wing 100 level rooms 120 (24 Hour), 131, and 133.

ID CARD – PARKING PERMITS

Q. How do I get my ID CARD?

A. Login on to <https://mycampus.uvi.edu> with your username & password → Click on the Communities tab → Find the community called ID Photos and join → Find the ID Photos community in your list and click the Private Pages link below → Click on the folder called Student IDs → Click on the folder for your respective Campus (Albert A. Sheen or STT) → Click on the Add Image button → Type your student ID number in the section labelled Name → Type your student ID number, current date and time in the section labelled Description → Type Student ID in the section labelled Tags → Click the Save button to complete this process and post your photo for us in our student ID system.

Q. Where do I get a parking permit for my car?

A. The Security Office issues parking permits. Their office is located on the Melvin Evans Center Room 100A. Students will need their student ID cards, driver license, and car registration.



Academic Calendars 2014 -2015 & 2015-2016

FALL SEMESTER	2014 -2015	2015-2016
STUDENTS CHECK IN TO RESIDENCE HALLS	M; 8/18	M; 8/17
<i>ORIENTATION, ADVISEMENT AND REGISTRATION</i>	W-F; 8/20-22	W-F; 8/19-21
FACULTY RETURN	W; 8/20	W; 8/19
NEW STUDENT CONVOCATION	TBA	TBA
PRESIDENT'S UNIVERSITY ADDRESS	F; 8/22	F; 8/21
CLASSES BEGIN	M; 8/25	M; 8/24
ADD-DROP PERIOD	8/25 -8/29	8/24 – 8/28
LABOR DAY RECESS (UNIVERSITY CLOSED)	M; 9/1	M; 9/7
EARLY ALERT	9/8 – 9/12	9/8 – 9/11
FINAL DAY TO WITHDRAW-W; CHANGE AUDIT TO CREDIT/CREDIT TO AUDIT	F;9/26	F; 9/25
START OF WP/WF	M; 9/29	M; 9/28
MIDTERM GRADES: MIDTERM LOW GRADE REPORTS DUE	W; 10/8	W; 10/7
END OF WP/WF- LAST DAY TO WITHDRAW WITHOUT DEAN'S PERMISSION	W; 10/15	W; 10/14
START OF AW/DEAN'S PERMISSION	R; 10/16	R; 10/15
LIBERTY DAY RECESS (UNIVERSITY CLOSED)	F; 10/31	M; 11/2
VETERAN'S DAY RECESS (UNIVERSITY CLOSED)	T; 11/11	W, 11/11
THANKSGIVING/FORTSBERG DAY RECESS (UNIVERSITY CLOSED)	R-F; 11/27 -28	R-F; 11/26-27
LAST DAY OF CLASSES	R; 12/4	R; 12/3
STUDY DAY	F; 12/5	F; 12/4
FINAL EXAMS (NO OTHER SCHEDULED STUDENT ACTIVITIES DURING PERIOD)	M-SA; 12/8 -13	M-SA; 12/7-12
LAST DAY FOR INSTRUCTIONS TO SUBMIT GRADES (BY 10 A.M.)	M; 12/15	M; 12/14
CERTIFICATION OF DECEMBER GRADUATES	W; 12/17	W; 12/16
LAST DAY OF SEMESTER FOR FACULTY	W; 12/17	W: 12/16



University of the Virgin Islands

Albert A. Sheen Campus

Tuition & Fees

Full-time Tuition	Fees excluded	Fees Included
Resident	\$ 2095.00	\$ 2373.00
Non-resident	\$ 6285.00	\$ 6563.00
Full-time Fees (Resident and Non-resident)		
Student Activities	\$20	
Student Association	\$20	
Medical Insurance	\$28	
Health Services	\$40	
Registration	\$30	
Property	\$50	
Technology	\$90	
Late registration	\$75 (applied during late registration)	
Orientation	\$90 (applied to first semester only)	
Part-time Tuition		
Resident	\$140	
Non-resident	\$420	
Part-time Fees (Resident and Non-resident)		
Registration	\$30	
Property	\$50	
Technology	\$90	
Health Services	\$40 (fall and spring semesters only)	
Student Activities	\$20 (fall and spring semesters only)	
Graduate Tuition		
Resident	\$350	
Non-resident	\$700	
<i>Graduate Fees are the same as part-time fees</i>		
Room and Board Charges		
Single room	\$1803.00	
Double room	\$1387.00	
Meal Plan per Year		
Board Charge Plan A	\$5780.00	
Board Charge Plan B	\$4050.00	
Commuter Charge Plan A	\$2640.00	
Commuter Charge Plan B	\$1320.00	

** Subject to Change by University Administration*



Clubs & Organizations

ORGANIZATION

Black History Committee: Responsible for planning and implementing programs of Black Culture Awareness during Black History Month celebrations.

Alpha Kappa Alpha, Rho Xi Chapter: Designed to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women to promote a progressive interest in college life and to be of service to all mankind.

Golden Key International Honour Society: Help members and UVI Community realize their full potential based on three pillars: Academics, Leadership and Service.

Psi Chi National Honor Society in Psychology: Shall encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in Psychology, and to advance the Science of Psychology.

Queens Committee: Responsible for the solicitation of contestants, and the planning of the entire program for selection of the queen and the selection of Miss UVI.

Social & Cultural Committee: Responsible for creating social solidarity cultural awareness among the student body. Additionally, responsible for programming, sponsoring, and encouraging recognized organizations on campus to sponsor a variety of cultural and social activities during the academic year. Moreover, it's the coordinating committee for all Student Government Association social and cultural activities.

Sports Committee: Initiates programs and encourages greater student participation in intercollegiate and intramurals athletics.

Student Government Association: The official representative of the student body. The organization assist students by providing opportunities for each student to participate in activities which develop and realize individual potential and leadership skills and aiding in a meaningful interpretation of the concept of the university community.

UVI Tourism & Hospitality Organization: Appoints students with the hotel, tourism, and food industries and identify where each students' interest might be in the field, to foster a high standard of professional conduct among men and women engaged in the hotel, tourism and food industries, and to support members in their career goals in the hotel, tourism, and food industries by facilitating network and resources for off-campus job searches.

Zeta Phi Beta, Inc.: Originated to improve services within our communities, sisterly love amongst members, provides educational and scholarship opportunities, support and encouragement on campus activities, and affords mentorship for women.

Kappa Gamma: Provides effective management strategies to the UVI's clubs/organizations; while assisting with improving their performance, developing improvement plans, promoting and encouraging participation by all students of the University by marketing all programs and activities.

CLUBS

Brothers with a Cause: Pioneered programs of an educational, cultural, social, spiritual and intellectual nature for males in the Virgin Islands.

Math Boosters: The organization aims at promoting a deeper appreciation for mathematics. Also, it advances the enthusiasm and performance in mathematics among students.

Arteneers: Interacts with the community through art and also allows members to express themselves using artistic mediums.

Simply Dynamic Bucs Squad: Promotes team spirit with intentions on encouraging the Virgin Islands community to join UVI to further their education.

Salsa Club: Promotes diversity and cultural awareness by exposing students to Latin dance.

Psychology Club: Focuses on student interest in the study of psychology and/or any other related fields; to enhance students' knowledge and awareness concerning humanistic, physical and mental societal behaviors as they relate to psychology; to give students increased exposure to current solutions to community issues, local and worldwide.

UVI Table Tennis Association: Organizes a cohesive recreational activity that can be used intra island, national and international competition.

Residence Hall Association: Promotes student unity while residing in the Residence Halls. Fosters school spirit by providing fun educational activities which students can participate in and fundraising activities to benefit the Albert A. Sheen Residence Halls.

Student Nurses Association: Assumes the responsibility of contributing to nursing education in order to provide for the highest quality healthcare, to provide programs representative of fundamental and current professional interest and concerns, and to aid in the development of the whole person, his/her professional role, and his/her responsibility for the healthcare of people from all walks of life.

Outlaw Dance Crew: Advocates unity among UVI students, and provides an alternative dance outlet for all UVI students to express their creativity and love for performing.



University of the Virgin Islands

Albert A. Sheen Campus

About UVI

The University of the Virgin Islands (UVI) lies in the heart of the beautiful Caribbean. Although UVI is located in one of the most popular vacation spots in the world, it offers far more than just sun, sand, sea and palm trees.

The UVI experience is uniquely multi-cultural, international, entrepreneurial and intellectually stimulating. UVI provides a vital and exciting environment for educating future leaders of the global 21st century community.

- Founded in 1962, UVI is a public, co-ed, land-grant HBCU in the United States Virgin Islands (USVI). Approximately 2,500 students are enrolled on the two campuses: the Albert A. Sheen Campus on St. Croix and the St. Thomas campus. The institution offers 38 undergraduate degree programs and seven graduate degree programs across its five colleges and schools.
- In a tropical climate, UVI students enjoy indoor and outdoor activities year round. Student entrepreneurs are rewarded with startup funds. STEM students present their research locally, nationally, and internationally. Internships give students hands-on field experience. Student clubs and organizations offer students the opportunity to lead, work as a team, network and serve the community. Career counseling and job search assistance is available for all UVI students.
- UVI also enriches the community by offering arts and entertainment for the territory. If you have a flair for theater and the arts, the Reichhold Center for the Arts stages world-class performances by international entertainers. The Sports and Fitness Center serves as host for the renowned Paradise Jam Basketball Tournament that attracts NCAA Division I teams and supporters to the USVI. UVI fans traditionally wear UVI's school colors of blue and white at sports events. The Buccaneer mascot is promoted at UVI athletic events and on UVI paraphernalia available for purchase from the campus bookstores.
- UVI boasts more than 7,000 alumni who excel as physicians, attorneys, judges, politicians, university administrators, teachers, nurses and many other professionals. Among the many accomplished former UVI students are two Rhodes Scholars and a Pulitzer Prize winning journalist.



University of the Virgin Islands

Albert A. Sheen Campus

Notes