REGISTRATION PROCEDURES
NEW STUDENTS

The following steps are involved in Registration:
1. Payment of fees at any branch of the Bank of St. Lucia prior to the registration date.
2. Collection and completion of Registration Forms at students’ respective Division or Department.
3. Academic and financial clearance, processing of I.D. card, and final sign-off by designated staff members in the Laboratory 1 and 3.

PAYMENT OF FEES
1. Prior to your registration date, all fees must be paid at any branch of the Bank of St. Lucia.
2. Deposit slips must be completed in Triplicate – one copy remains at the Bank and you must keep the other two copies.

DAY OF REGISTRATION
AT DIVISION / DEPARTMENT
1. Report to your Division or Department with the following:
   - letter of offer from the College
   - the original and one copy of your CXC results slip;
   - one certified copy of your birth certificate;
   - two legible copies of the Bank of St. Lucia deposit slip;
   - black or blue ink pen.
2. Collect a Registration Form which must be completed in black or blue ink with assistance from a member of staff.
3. Ensure that the course codes, course titles and number of credits are correctly entered for Semester One.
4. Obtain approval for the courses you have chosen by having your advisor insert the appropriate course section and place his/her initial in the space provided.
5. The Registration Form must then be signed by you and an assigned lecturer.
6. Before leaving your Division or Department, check to make sure that your Registration Form has been correctly completed, advisors have initialed the courses chosen, you and the assigned lecturer have signed the form, and all information has been legibly printed on all four copies of the Registration Form.
7. Proceed to Laboratory 3 to enrol in the courses which have been approved and signed off by a staff member.
8. Proceed to the Laboratory 1, upstairs the Science Block for continuation of Registration.

LABORATORY ONE
1. Read carefully the chart which shows the direction in which Registration will continue.
2. Proceed to the first station (Verification) and present your Registration Form to staff for verification.
3. Proceed to the next station (Finance) and present your completed and signed Registration Form and two legible copies of Bank of St. Lucia deposit slip to the Finance officers for financial approval.

Please note the following:
If you were unable to pay the total amount of fees, you may make arrangements for an approved Tuition Installment Plan with the Bursar.

If you are accessing a bank loan, you must attach the loan approval letter. This letter should state the amount of the loan and the date on which your fees would be available.

If you are waiting to receive a scholarship, bursary, or financial assistance from the College/Institution, you must attach a letter from the scholarship, bursary, or financial assistance provider. This letter should state the amount and the date on which it would be made available to you.
4. Proceed to the final station (Sign Off) where staff of the Registry will do the final sign-off.
5. You should now have in your possession:
   - the pink copy of your Registration Form.
6. Proceed to the Laboratory Three (3) located downstairs the Science Block where the photograph for your I.D. Card will be taken.

Your Registration is now complete. Best wishes in your studies.