REGISTRATION PROCEDURES
NEW & CONTINUING STUDENTS

WHAT IS REGISTRATION
Registration is the formal process of becoming a student of the Sir Arthur Lewis Community College (SALCC), enabling you to attend lectures, receive tuition, sit exams, use the library and other facilities, and be a member of the SALCC Students Council. In order to attend a class at SALCC, a student must first register for the course. Registration involves a series of steps that a student must follow to officially register for a course.

WHAT REGISTRATION MEANS
A student is deemed to have registered for a course when his/her financial obligations to the College have been fulfilled. Registration for a course constitutes registration for the College’s examinations in that course.

HOW TO REGISTER
ALL STUDENTS are required to register online. This means that students can register from anywhere, either on-campus or off-campus, simply using a computer with internet access between the designated dates of the registration period.

WHERE TO REGISTER
You may register using any PC with Internet access either at home, at an on-campus computer lab or at any internet café. We encourage you to use off-campus facilities to avoid long queues and unnecessary delay at the on-campus computer labs.

THE FOLLOWING STEPS ARE INVOLVED IN REGISTRATION:
1. Collection and completion of Registration Forms at students’ respective Division or Department
2. Academic Advising
3. Payment of fees at any branch of the Bank of St. Lucia (A/C# 904120789) prior to the end of the registration period
4. Financial clearance
5. Processing of I.D. card

RULES TO FOLLOW
- All students are required to register per semester.
- All students are required to register by the end of the 1st week of the every semester.
- Late registration and change in registration (Drop/Add) shall be permitted up to the end of the 2nd week of the each semester on payment of a late registration/change in registration fee.
- Late registration and changes in registration after the deadline date may be facilitated only in exceptional circumstances at the discretion of the Registrar. APPROPRIATE FEES APPLY.

PENALTIES FOR NON-PAYMENT OF FEES
Un-enrolment of Students for Non-Payment of Fees

New Students
New students will have their offer withdrawn and will be required to submit a new application for admission within the application period for entry at a future date if they have not paid all fees and/or in cases where there is no arrangements with the Finance Department by:
- the last working day of September for Semester I,
- the last working day of February for Semester II,
- the last working day of June for Summer sessions.

CONTINUING STUDENTS will be placed on a Compulsory Leave of Absence if they have not paid all fees and/or in cases where there is no arrangements with the Finance Department by:
- the last working day of September for Semester I,
- the last working day of February for Semester II
- the last working day of June for the summer session.

NEW AND CONTINUING STUDENTS who have paid all fees but NOT registered by the end of the official registration period would be required to seek the approval of their respective Dean/Co-ordinator and complete a Change in Registration form (DROP/ADD). APPROPRIATE FEES APPLY.

NOTE: Registration will not be permitted after that registration period (up to the end of week 2) without the approval of the Dean/Co-ordinator. Additional late registration fees will be imposed.

Any student with outstanding fees from the previous Semester will not be permitted to register for courses in the following Semester until these outstanding fees have been settled with the Finance Department.
REGISTRATION PROCEDURE
To assist you in the registration process, we have structured the registration process into 5 easy steps.

REGISTRATION PERIOD
AT DIVISION/DEPARTMENT
1. Report to your Division or Department with the following:
   ➢ letter of offer from the College (New Students Only)
   ➢ the original and one copy of your CXC results slip (New Students Only);
   ➢ one certified copy of your birth certificate (New Students Only);
   ➢ 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 the current Semester.

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 accurately completed,
   ➢ advisors have initialed the courses chosen,
   ➢ you and the assigned lecturer have signed the form,
   ➢ all information has been legibly printed on all four copies of the Registration Form.

STEP 1: ATTEND ACADEMIC ADVISING
a. Consult your Division/Department for the Academic Advising schedule information for
   Students, for dates and locations of your advising sessions.

b. SEMESTER 1 - All students must attend your Divisional Orientation and Academic
   Advising session.

c. SEMESTER 2 - All students must attend Academic Advising session.

STEP 2: ENROLL INTO COURSES
To access the online registration go to secure area at http://sms.salcc.edu.lc/studsect.cfm
Your Student ID is your 9-character student registration ID number quoted in your acceptance letter, and your
default password is your date of birth in the format MMDDYY (You will be prompted to change your default
password on your first time login). Login to the Portal, CLICK ON the REGISTRATION Tab and register
for your courses as per your academic advisement.

You can register online wherever there is a stable and secure internet connection or you can visit one of
the computer labs on campus designated for online registration.

At the BEGINNING of each academic year you are required to register for all Semester 1 courses.
Registration for Semester 2 courses takes place at the beginning of Semester 2 normally in January of each
year.

Check CAREFULLY to ensure that the courses for which you registered online are listed on your registration
form completed at academic advising. Make sure you register for the correct section of a course.

Change in Registration: Students are allowed to make changes in registration (Drop/Add) without penalty
during the normal registration period (Up to the end of Week 1). Once the normal registration period has
ended, there will be a fee applied for any changes in registration.

STEP 3: PAYMENT OF FEES
1. Prior to the end of the registration period, all fees must be paid at any branch of the Bank of St. Lucia
   (A/C# 90412078).

2. Deposit slips must be completed in Triplicate – one copy remains at the Bank and you must
   keep the other two copies.

3. Your name, SALCC Student ID number and Division must be entered on the bank deposit slip.

4. The College will not be responsible when payments by students cannot be identified on the Bank Statement
due to lack of information.
Please note:
  ➢ Appropriate payment arrangement must be made with the Bursar in cases where all fees or part thereof cannot be made.

**STEP 4: OBTAIN FINANCIAL CLEARANCE**
Check online for financial clearance *five (5) working days* after registration by logging on to SONISWEB’s Student Portal website at [http://sms.salcc.edu.lc/studsect.cfm](http://sms.salcc.edu.lc/studsect.cfm) Login, Select ‘Financial’ Tab ‘Ledger’ Tab and verify that your payment has been applied to your account for the current Semester.

If you have not received financial clearance after five (5) working days, visit the Finance Department, First Floor, Administration Building.

**STEP 5: OBTAIN YOUR SALCC ID CARD**
Financial clearance is required for the issuance of a new SALCC ID Card. Once you have received financial clearance, visit the ITS Department on the date designated for ID cards for your department.

**SEMESTER 1**
New ID cards are only issued to NEW/Re-Entry Students ONLY. Continuing students - If you received financial clearance your SALCC Student ID Card is automatically revalidated.

**SEMESTER 2**
If you registered in Semester 1 and received financial clearance, after registration in Semester 2 your SALCC student ID card is automatically revalidated.

Students requiring SALCC ID cards for Semester 2 must visit the ITS Department. You must obtain financial clearance in order to obtain a SALCC Student ID.

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

Beverley Josie
REGISTRAR

8th August 2016