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Greetings & congratulations on your university admission! Your decision to attend UVI puts you in the company of scholars, statesmen, and scores of professionals who are proud graduates of this institution. The staff of the Information & Technology Services (ITS) component welcomes you. ITS is your one-stop center for access to many of the resources and services that you need for academic success at UVI. You will meet our staff when you visit the Library and ITS Service Desk, receive training in the use of learning resources, take a videoconference course, or use the computer labs.

This booklet is your brief guide to ITS services and resources that support learning, both inside or outside the classroom. During your academic career at UVI, you will be using resources such as: myCampus Portal, the gateway to many of the tools and services introduced here, the Blackboard Learning Management System to access course materials on the web, Library databases with access to eBooks and full-text articles in journals or magazines, and classrooms equipped with technology to enhance your presentations and allow real-time communication with faculty and students on the remote campus. Take time to explore the resources and to acquire the skills for using tools that are critical for success in your educational program.

You may contact us by visiting the service desk at your Library, by calling the Helpdesk at 693-1466, or through email to helpdesk@uvi.edu. Let us know when you need assistance or have a suggestion that would enrich your learning experience.

Best wishes for success in your studies at UVI!

Information & Technology Services

A full text version of this handbook is available at:
http://library.uvi.edu

The Information and Technology Fee
This fee is used to support information technology infrastructure for instruction and research and to support improvements that directly benefit students such as internet access and computer labs. Income from this fee is also used to support the renewal and replacement of academic equipment and library books. The fee is applied generally and not percentages to a specific area.
Computers are essential tools for study and teaching. In addition to general lectures, faculty will use a variety of technology options to increase opportunities for you to learn the concepts presented in courses. Therefore, computer literacy skills are essential for effective learning. Computing resources available on campus include:

**Computer labs** are located in key spots around campus. To log on to a computer in a computer lab you will need to enter your username (your student ID number) and password (the default password is the first letters of your first and last name and the last six digits of your student ID number). (See page 26 for list of labs and hours)

**TIP:** Purchase a USB jump/flash drive to store your files.

**Microsoft computer applications,** including word processing, are available on computers in all the labs. The Microsoft Office Suite is available for download through the myCampus portal (mycampus.uvi.edu).

**An Acceptable Use Policy** governs the conduct of students using computers on campus. Please observe these guidelines, which are posted in all computer labs and on the UVI website. *(View Acceptable Use Policy Here)*

**Videoconference rooms** allow distance learning between the St. Croix and St. Thomas campuses, St. John Academic Center, and to St. Kitts and St. Martin for simultaneous presentation in classes, meetings, and programs.

**TIP:** For effective videoconferencing, speak into the microphone at all times to ensure that remote participants can hear you.

**Smart classrooms** are equipped with computing and projection equipment to enable presentations from multimedia sources and to enable live connections to the Internet. These facilities are located in several areas across each campus.

**TIP:** For successful presentations in smart classrooms, contact the Helpdesk at 693-1466 or via email at helpdesk@uvi.edu to request training.
PCounter

Information & Technology Services has implemented a Print Management Solution system in all public computer labs.

What is PCounter?
PCounter is a print management software package that controls printing access to all public computer labs on both campuses and manages print jobs.

How do I log on?
You will be prompted for your login information in order to use a computer in the lab. Your account is used to track your printing and determine the balance of your funds available for printing.

How do I find my user name and password?
Your username is your student ID number, which can be found on your student ID and on your registration receipt. Your default password is the first letter of the first and last name of the student, plus the last six digits of the student's ID.

What is the cost of printing?
You are given $40.00 in your PCounter account at the beginning of each semester. This will allow you to print up to 400 pages. Each time a page is printed, $0.10 for black and white or $0.50 for color will be deducted from your initial balance of $40.00. Once the $40 is expended, you will have to add funds to your account in order to print additional documents.

Helpdesk 693-1466 or helpdesk@uvi.edu
myCampus Portal

**UVI Portal (mycampus.uvi.edu)**

Students of the University community now have the opportunity to access secure information seamlessly through the myCampus Portal. It can be accessed directly through http://mycampus.uvi.edu or by going to www.uvi.edu and selecting myCampus at the top right of the website. Once there, log in using your UVI ID number and password.

The portal is secure and the information contained within myCampus is only available to current members of the UVI family – students, faculty and staff. It provides a single access point for Blackboard, Banweb (BUCSS), the UVI calendar of events, and other information communities. It allows students to create user profiles, publish profile photos and to communicate with friends within the University. Get familiar with the portal, your one stop for UVI resources and information.

**http://mycampus.uvi.edu**

Helpdesk 693-1466 or helpdesk@uvi.edu
Resetting your password on myCampus

You may reset your domain password via the My Account panel on myCampus. In order to reset your password on the portal your security questions must be set in advance. To create your security questions:

- Login to myCampus with your UVI ID number and password
- Click Menu in the upper right hand section of the page and select My Account
- Select Update Password Reset Questions from the menu on the left. You will be prompted to enter five security questions and answers; ensure that you create secure questions and answers that you will remember.
- Click Save

Once you’ve setup your security questions, you will be able to reset your password by clicking on Forget Password or Reset Password on the myCampus login screen.

Setting up myMessages on myCampus

Messages sent through the myMessages feature of the portal can be delivered via email, available on login in the portal or via SMS to a cell phone. Through the messages tab of the My Messages portlet on the main page of the portal, you can set your delivery preferences. All are currently listed but you can uncheck whichever you do not want, leaving your preferred selected.

In order to receive SMS messages, you must enter your cell phone number in your account. Do this by clicking on Menu, then My Account. Click on SMS on the right side of that screen and enter your cell phone number in the appropriate format. Note, each provider has it’s domain specified as follows:

- ATT = number@mms.att.net
- SprintPCS = number@messaging.sprintpcs.com
- Verizon = number@vtext.com
- T-Mobile = number@tmomail.net
- Innovative = number@mms.innovativevi.net
- Choice = number@choice.mmsspix.com

Helpdesk  693-1466 or helpdesk@uvi.edu
Blackboard is an online learning system that University faculty can use to deliver all or part of a regularly scheduled University course. If the instructor is using Blackboard, students can find information about courses, such as announcements, course documents, syllabi, presentations, or links to other websites. Communication tools are also available including email, discussion boards, live chat, blogs, wikis and podcasts.

**How do I access the Blackboard website?**
You may access the website by logging in to the myCampus portal at http://mycampus.uvi.edu.

**How do I log on to Blackboard?**
Your user name is your UVI ID number, and your password will be the same as your domain password.

**What should I do if I forget my password?**
You may reset your password via the My Account panel on myCampus.

**How do I change my email address in Blackboard?**
Your email address in Blackboard is automatically set to your myuvi.net email address. This address cannot be changed however, you can forward your myuvi.net email to the personal account of your choice. (Instructions on forwarding your email can be found on pg. 16)

http://mycampus.uvi.edu

Helpdesk 693-1466 or helpdesk@uvi.edu
Computer Requirements for Blackboard

Use a compatible, properly configured browser when working with Blackboard.

- **Recommended PC Operating Systems**:
  - Windows 2000
  - Windows XP
  - Vista is not fully compatible

- **Recommended Mac Operating Systems**:
  - 10.3 or higher

- **Compatible Browsers for the PC**:
  - Internet Explorer 6.x and 7
  - Netscape 7.1x or Higher
  - Firefox 1.x, 2

- **Compatible Browsers for the Mac**:
  - Safari 2.x with 10.4 OS
  - Safari 1.3 with 10.3 OS
  - Firefox 1.x or Higher
  - Netscape 7.1x or Higher

- **Other Browser Requirements/Settings**:
  - Enable/update Java
  - Enable Cookies
  - Turn off Pop-Up Blockers
  - Clear Cache regularly

- **Other system recommendations**:
  - Memory: Minimum 64 MB RAM, 1 G of free disk space
  - Processor speed: 150 MHz or higher
  - Internet connection: 56 K modem or better
  - Monitor: minimum 800 x 600 resolution
  - You may need to disable or add in exceptions for the following:
    - spyware detection software, virus protection software, firewall software/hardware
  - Microsoft Office 97 or higher
  - Adobe Acrobat Reader
  - Windows Media Player
  - QuickTime
  - Real Player

- **http://blackboard.uvi.edu helpdesk**: x1466
- **http://helpdesk.uvi.edu**

**Troubleshooting Blackboard**

**Why don’t I see all of my courses listed in Blackboard?**

Not all instructors use Blackboard for their coursework. Ask your professor if he/she will be using Blackboard during the semester. Confirm with your instructor that you are on the class roster in Blackboard.

**Why are there classes listed on my Blackboard page that I am not enrolled in?**

There are courses on Blackboard that contain all current students, for example ‘UVI Student Announcements’ and ‘UVI Student Government Association’. You may receive occasional email from these courses to keep you up to date on UVI happenings. Older courses in which you were previously enrolled remain on the Blackboard servers for up to one year after the end of a course. After this time, courses are archived and removed. You may ‘hide’ older courses by clicking on the ‘edit pencil’ icon to the right of the ‘My Courses’ list.

**Can I access Blackboard from my iPhone?**

Yes, search for ‘Blackboard Mobile Learn’ and add it as a free application to your iPhone or iPad.

**http://mycampus.uvi.edu**

Helpdesk 693-1466 or helpdesk@uvi.edu
In order to ensure that Blackboard functions properly, your computer should meet the following requirements:

**Hardware Requirements:**

*PC:* 1Ghz+ processor, 1024x768 monitor, 56k modem (broadband/ADSL recommended)

*Mac:* G4 or newer, 1024x768 monitor, 56k modem (broadband/ADSL recommended)

**Settings:**
Cookies and JavaScript/active scripting enabled, turn off popup blockers

**Platform and browser combinations:**

**Windows Users**
- Win XP, Vista or Win 7
- IE 8 or 9 Firefox or Google Chrome
- Java 1.5+ Plug-in
- Use other OS's/browsers at your own risk: they are not supported by Blackboard.

**Mac Users**
- Mac OSX 10.6 or 10.7
- Safari 4.0, 5.0 or 5.1 or Firefox 2 or 3
- Safari 5.0 and 4.0 are not supported with MAC OSX 10.7
- Java 1.5+ Plug-in
Library Resources and Services

Selected Collections
The Library on the Albert A. Sheen Campus, and the Ralph M. Paiewonsky Library on the St. Thomas campus are gateways to educational materials and services that enhance and support teaching and learning. Resources include paper books, eBooks and iPads, periodicals, and other electronic resources. Books are arranged by subject according to the Library of Congress classification system. Materials available include:

General Collections include books that are available to be checked out of the library. The check-out period for students is two weeks. If you would like to request that a book be added to our collection, please see a librarian.

eBooks are available for checkout from your UVI Libraries. Check out eBooks on your personal laptop, or using an iPad from the Library for convenient access.

Special Collections of books, periodicals, photographs, maps, and pamphlets related to the Virgin Islands and the wider Caribbean are housed separately. On St. Croix the Special Collection includes the Ralph DeChabert Collection of Virgin Islands historical material. The Paiewonsky Library includes a Caribbean Collection as well as the Melchior Center for Recent Virgin Islands History. In order to manage, preserve, and secure the collections the stacks are closed to the public — staff will retrieve requested materials for you.

Periodicals are continuous publications such as magazines, journals, or newspapers. They provide current scholarly information on a topic. Use periodicals to keep abreast of current developments on topics of interest.

Subscription Databases allow you to access citations, abstracts, and the full-text of articles published in periodicals online. Articles included in the databases are from a variety of periodicals, including popular magazines, newspapers, and peer-reviewed, scholarly journals.

Interlibrary Loan is a free service that UVI Libraries offer that allows you to obtain books and articles from participating libraries throughout the United States and other libraries across the world. Keep in mind, though, that it may take a while for your requested materials to arrive. Start your research early! You can place an Interlibrary loan (ILL) request using the form available on the libraries’ website. (Click HERE for ILL forms)
Policies and Services

- Your library privileges expire at the end of each semester and will be automatically renewed when you begin your next semester.

**TIP:** Ask about alternative borrowing options when you are no longer enrolled as a student.

- Most items, except equipment, reserve materials, special collection materials, and periodicals, are loaned out for two weeks and may be renewed if no one else has requested them.

- When the library is closed, books may be returned via the book-drop outside the library door and to the ITS Service Desk when the library is open. All other items must be returned to the ITS Service Desk.

- On the St. Thomas campus a self-checkout machine allows you to checkout books by scanning your barcode. Once your transaction is complete you may print or email yourself a receipt which lists the materials borrowed and the return date. All other items must be checked out at the ITS Service Desk.

- Fines are charged for items returned late and must be paid before additional loans are permitted.

- Cell phones may be used for **TEXT** communication only in the libraries or computer labs. Set phones to **vibrate** while in the library. If you must answer a call, please step outside.

- Eating is not allowed in the libraries. Drinks are allowed in approved containers (i.e. bottles with covers or cups with screw tops).

- Students are asked to speak quietly and show respect for the needs of others.

- A photocopier available for student use is located near each library’s entrance/exit. Photocopies are $0.10 for black and white.

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**http://mycampus.uvi.edu**

Helpdesk 693-1466 or helpdesk@uvi.edu
FAQs (Frequently Asked Questions)

Where can I learn how to find information in the library?
Ask a librarian—individual reference service is available for students. You may contact a librarian to make an appointment, visit the Reference Desk, or stop by the ITS Service Desk (in the library) to be directed to a librarian. Additionally, you should receive library instruction in at least one of your classes.

Why do I need the Library when there is so much information on the Internet?
The Internet is a wonderful tool, but incomplete in its coverage. In addition to purchasing subscriptions to resources on the web, libraries in the U.S. and V.I. spend over $700 million annually on books and other materials. Use the libraries’ web page to identify both print and electronic resources.

FYI: The library has subscription access to databases that provide articles, often full-text, online. You can only access these databases through the libraries’ website.

What if I need help connecting to UVI Library resources from my home computer?
You may access library databases from your home computer by using your student ID number and password when prompted. Call the Helpdesk: 693-1466 or email helpdesk@uvi.edu if you need assistance.

How can I find out what books & periodicals are in the Library?
To identify and find books, periodicals and other library resources, use the online catalog. The catalog shows the holdings of both St. Croix and St. Thomas campus libraries. Search by author, title, keyword, or subject.

What if the items that I want are not available in my library?
Use the "Place hold" feature in the catalog to indicate the items you want from the other campus library. Additionally, you may request items that are not in either library by completing the online request form available on the website. Allow enough time for this process — journal articles may be faxed or emailed, but books may take a couple weeks to arrive.
Media Equipment
ITS provides equipment, facilities and other resources to aid you in your use of media for learning. Whether you need to watch DVDs, give a presentation in class, use a laptop, or access the internet using wireless, we have the solutions.

Equipment that can be checked out from the library includes laptops, iPads, multi-media projectors, camcorders, and digital cameras. Equipment is loaned for four hours for campus use only; these resources are provided to support your learning environment and cannot be checked out overnight. There is a high demand for laptops and projectors. iPads and Kindles are loaned for one week. To ensure that the devices are available when needed, contact the ITS Service Desk (x4130 STX, x1367 STT). (See page 15 for a full list of items available for checkout)

Wireless access points are available across both campuses. When accessing the WIFI you will be prompted to enter a username and password, these are the same as your domain login.

Classroom Equipment is available for use on presentations. Contact the Helpdesk to schedule the use of portable systems for computing and projection in classrooms that are not pre-equipped and to find out if your classroom is wired for Internet access.

Student IDs are issued by the Campus Operations office in St. Thomas and Student Affairs office in St. Croix. ID cards are provided at Access and Enrollment Management Services in St. Thomas and the Student Affairs office in St. Croix—show your receipt to verify enrollment.

TIP: Your ID card is required in order to check out items from the library. Your ID number is needed to access library resources, including library databases, from off-campus.

Helpdesk 693-1466 or helpdesk@uvi.edu
# Media Equipment and Facilities

## Media Equipment Available for Checkout on STT

<table>
<thead>
<tr>
<th>Media Equipment</th>
<th>Media Equipment</th>
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<tbody>
<tr>
<td>Overhead Projectors</td>
<td>Digital Cameras</td>
</tr>
<tr>
<td>Laptops</td>
<td>DVD Camcorders</td>
</tr>
<tr>
<td>iPads</td>
<td>Voice Recorders</td>
</tr>
<tr>
<td>Kindles</td>
<td>Cd/Cassette player</td>
</tr>
<tr>
<td>Easel/Chalkboard</td>
<td>Headphones</td>
</tr>
<tr>
<td>Projector Screens</td>
<td>Speakers</td>
</tr>
<tr>
<td>PA System</td>
<td>SD Card Readers</td>
</tr>
<tr>
<td>Extension Cords</td>
<td>Laser Pointer/Clicker</td>
</tr>
<tr>
<td>Calculators</td>
<td></td>
</tr>
</tbody>
</table>

## Media Equipment Available for Checkout on STX

<table>
<thead>
<tr>
<th>Media Equipment</th>
<th>Media Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculators</td>
<td>Laptops</td>
</tr>
<tr>
<td>Cassette Recorders</td>
<td>Overhead Projectors</td>
</tr>
<tr>
<td>Digital Cameras</td>
<td>SD Card Readers</td>
</tr>
<tr>
<td>Digital Video Cameras</td>
<td>Slide Projectors</td>
</tr>
<tr>
<td>Digital Voice Recorders</td>
<td>Speakers</td>
</tr>
<tr>
<td>DVD Players</td>
<td>Tripods</td>
</tr>
<tr>
<td>Extension Cords</td>
<td>Turning Point Clickers</td>
</tr>
<tr>
<td>Headphones</td>
<td>VCR Players</td>
</tr>
<tr>
<td>Internet Cables</td>
<td>Webcams</td>
</tr>
<tr>
<td>iPads</td>
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</tr>
</tbody>
</table>

Helpdesk 693-1466 or helpdesk@uvi.edu
Communications at UVI

Student email accounts
While attending the University of the Virgin Islands, you will be provided an email account at the “students.uvi.edu” domain. Your email address will be in the format of your firstname.lastname@students.uvi.edu. It is however important that you update your BUCSS/Banweb account with an email address and cell phone number of your choice. The email and cell phone number supplied in BUCSS/Banweb will be used to provide you with official UVI emergency communication. All other regular communications, including Blackboard and general announcements, will be sent to your student.uvi.edu address.

FAQs (Frequently Asked Questions)

What is a UVI email account on Office 365
The accounts provided to students through Office 365 are unique to UVI, ending in @student.uvi.edu, this signifies a relationship with UVI. Office 365 provides access to Microsoft Office, enterprise-grade email, web conferencing, and file sharing; all from anywhere with a mailbox capacity of 25GB.

Will students automatically get a UVI email account?
Yes. These are assigned to you once you have applied for admission to the university.

Helpdesk 693-1466 or helpdesk@uvi.edu
Student email accounts FAQ (cont.)

How do I access my UVI email account?

- You can access your student email account by logging on to myCampus and clicking on the Office365 icon or by going directly to http://portal.microsoftonline.com and logging in. If you receive the fsuviad pop-up, enter your 9000 number as the username and your domain password.

How do I forward mail from myuvi.net to another email account?

1. Go to your Office365 account and sign in
2. Click Options ➔ See All Options in the upper-right corner of the page
3. Select Forward your e-mail from the menu on the right
4. Enter desired forwarded email address
5. Click Start Forwarding

Why do I have to use my UVI email and not my personal email?

The email address provided to you by UVI is the only email address that will be used for official university communication. You will be responsible for checking your myuvi.net email or you can have it forwarded to your personal email if you would prefer by following the steps above.
Digital Signage
There are several digital display monitors across campus that are regularly updated with announcements and other pertinent information. The monitors are located in key areas across campus such as the library, cafeteria and computer labs.

Internet Access
Students may access the Internet by using computers in any of the computer labs. Wireless access is available across campus on both the St. Thomas and St. Croix campuses.

Students also have network access available in the dorm rooms through which they can connect to the Internet. Access is automatic—you do not have to request service. Please NOTE that the installation of unmanaged wireless routers, switches, and hubs on the UVI network is prohibited. If these devices are visible on the network, your access will be revoked.

Connecting to Wireless in Your Dorm
Depending on which dorm you live in on campus, you will be connecting to one of five SSIDs. Please see the legend below.

<table>
<thead>
<tr>
<th>Dormitory</th>
<th>Wireless SSID</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Hall</td>
<td>UVIDormSecure</td>
</tr>
<tr>
<td>East Hall</td>
<td>UVIDormSecure</td>
</tr>
<tr>
<td>South Dorms</td>
<td>UVIDormSecure</td>
</tr>
<tr>
<td>North Dorms</td>
<td>UVIDormSecure</td>
</tr>
<tr>
<td>Middle Dorms</td>
<td>UVIDormSecure</td>
</tr>
<tr>
<td>Faculty East</td>
<td>UVI_SecureWIFI</td>
</tr>
<tr>
<td>FF – St. Croix</td>
<td>UVI_Dorm_WIFI</td>
</tr>
<tr>
<td>HH - St. Croix</td>
<td>UVI_Dorm_WIFI</td>
</tr>
<tr>
<td>DD - St. Croix</td>
<td>UVI_Dorm_WIFI</td>
</tr>
<tr>
<td>BB - St. Croix</td>
<td>UVI_Dorm_WIFI</td>
</tr>
</tbody>
</table>

Helpdesk 693-1466 or helpdesk@uvi.edu
Connecting to Wireless in Your Dorm (continued)

Once you have successfully connected to a campus SSID open your web browser and you will then be redirected to a login screen. Username = 9XXXXXXX (Student ID#).

Helpdesk 693-1466 or helpdesk@uvi.edu
Connecting to Wireless in Your Dorm (continued)

If your username/password is incorrect you will receive the following message.

Authentication Failed.

Either the username and password are invalid, or service is unavailable at this time

Try Again

Contact the network administrator if you do not have an account

Once you have been granted access, you will receive the following message.

Authentication Success.

You now have network access.
Click the disconnect link below to end this session.

Disconnect

This means you are connected to the wireless network and can now surf the web.
**Telephones**

Cellular telephones must be silenced while in the learning environments, including classrooms and the library. Students who reside in the dorms are provided with telephone service. You do not need to request this service, for the telephone lines in the dorm rooms will be active at the beginning of the semester. In order to reach a student in the dorm by phone on STX call (340) 778-1620. On STT call (340) 776-9200. When the auto attendant answers, dial the dorm room extension followed by #.

**Computer Labs and Hours**

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Croix NW 120</td>
<td>24/7</td>
</tr>
<tr>
<td>St. Croix NW 131</td>
<td>Mon-Fri (check schedule)</td>
</tr>
<tr>
<td>St. Croix NW 133</td>
<td>Same as Library hours</td>
</tr>
<tr>
<td>Center for Student Success</td>
<td>8:30 am to 10:00 pm Mon—Fri</td>
</tr>
<tr>
<td>St. Thomas Paiewonsky Library</td>
<td>Same as Library hours</td>
</tr>
<tr>
<td>St. Thomas Student Study Lab</td>
<td>24/7</td>
</tr>
<tr>
<td>St. Thomas Business Building</td>
<td>Same as library hours</td>
</tr>
</tbody>
</table>

Helpdesk 693-1466 or helpdesk@uvi.edu
What is BUCSS?

**BUCSS** (Banner Utilization Central for Self Service OR also referred to as BANWEB) is the interface that allows users to access UVI’s management information systems. For students this includes registration, financial aid and student records. It is essential that you keep your contact information (e.g. cell/home telephone numbers and email address) up to date in BUCSS. Once you are logged on, verify and update your personal information by clicking on the “Personal Information” tab.
Choose the Student Services and Financial Aid link to get to the Registration link to begin the online registration process.

All registration activities originate at the registration menu. You must first choose the term for which you are registering by clicking on Select Term. This will direct all your activities to the selected term. After selecting the appropriate term, you will be taken back to the registration menu.
Registration

You may check your registration status by clicking on that option from the registration menu. This screen gives you details about your eligibility to register for the selected term. When finished reviewing, click on the menu button on the top right of the screen to go back to the registration menu.

Choosing to Register or Add/Drop Classes option will display the semester for which you will be registering. Please note that each screen has instructions about what to do for each step of the process. Also, before choosing your classes, be sure that you have carefully discussed your options with your advisor to ensure that you are taking classes necessary for your degree program. Please refer to the online catalog and course descriptions for course information including prerequisites. You can either enter CRNs (course reference #s) directly or perform a search.

You may look-up classes to add. The class search screen allows you to conduct as narrow a search as you desire. Selecting a subject is the minimum requirement.

Helpdesk 693-1466 or helpdesk@uvi.edu
Registration (continued)

Review carefully the list of courses retrieved after searching. You can choose the one that best fits your schedule. Take special notice of the campus where the course is being offered. C represents the St. Croix campus while T represents the St. Thomas campus.

<table>
<thead>
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<th>Instructor</th>
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<tr>
<td>10033</td>
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<td>Intro to Micro-Economics</td>
<td>TR</td>
<td>09:30 am-10:45 am</td>
<td>35 1 34</td>
<td>Dat T Malheiros</td>
<td>03/01-12/20</td>
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<td>Hansana Solomon</td>
<td>02/01-12/20</td>
<td>TED 103</td>
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<td>Hansana Solomon</td>
<td>02/01-12/20</td>
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After selecting the appropriate course, use the appropriate buttons to either Register or to Add the class to your worksheet, and continue searching. If you change your mind after having clicked on Register for a particular class, you may web drop it by clicking on the drop down box in the action field and choosing Web Dropped.

Registration Fee Assessment

The Registration Fee Assessment screen shows your charges for the term.

When you have completed the registration process, it is very important that you click on the Exit button to properly close the program. This will eliminate others’ ability to work in your record.

Helpdesk 693-1466 or helpdesk@uvi.edu
The St. John Academic Center (STJAC) provides students from St. John the opportunity to attend UVI classes via videoconference (VC) technology, without leaving the island. STJAC is equipped with highly interactive state-of-the-art classrooms that connect St. John students to instructors and students on the St. Thomas and St. Croix campuses.

Students have access to a study room, library, computers, academic resources and the Internet. In addition to the four classrooms, all of the amenities of the campus libraries, including electronic and print resources, a small computer lab with wireless network capabilities and private areas where students can meet with instructors, counselors or advisors.

Individual and group study spaces are available for students to collaborate with other university students, in person or via technology. Students at the Academic Center have the same access to all network resources as those on St. Thomas and St. Croix campuses. Students have access to a librarian and technology assistance full time.

STJAC 693-1585 or stjac@myubi.net
The St. John Academic Center is equipped to deliver select UVI classes for fall, spring and summer sessions. STJAC staff will assist you in working with the deans to schedule courses to best meet your needs. See the current offerings for all UVI classes, including VC and online classes, [http://libguides.uvi.edu/stjac](http://libguides.uvi.edu/stjac) Stay informed about Center news and events on Facebook: [http://www.facebook.com/uvistjac](http://www.facebook.com/uvistjac).

The St. John Academic Center also provides the community access to Cooperative Extension Service (CES), Small Business Development Center, and events sponsored by UVI and groups in the community.

For more information:

Phone: 693-1585

Email: stjac@myuvi.net

Visit: The Marketplace 3rd floor, Cruz Bay, St. John.

Website: [http://libguides.uvi.edu/stjac](http://libguides.uvi.edu/stjac)

Facebook: [https://www.facebook.com/uvistjac](https://www.facebook.com/uvistjac)
LIBRARY HOURS

Monday - Thursday  8:00a – 10:00p
Friday           8:00a – 8:00p
Saturday        10:00a – 5:00p
Sunday          1:00p – 8:00p

The libraries are closed during University holidays.
The libraries are open from 8:00a - 4:30p Monday through Friday when classes are not in session.

COMPUTER LABS AND HOURS

St. Croix NW 120  24/7
St. Croix NW 131  Mon-Fri (check schedule)
St. Croix NW 133  Mon-Fri (check schedule)
St. Croix Center for Student Success Lab (CSS)  Mon-Fri (check schedule)
St. Thomas Paiewonsky Library  Same as library hours
St. Thomas 24/7 student lab  24/7
St. Thomas Business Building  Same as library hours

IMPORTANT CONTACT INFORMATION

ITS Helpdesk       (340) 693-1466
Library website   helpdesk@uvi.edu
ITS Service Desk/Library (STX) (340)692-4130
ITS Service Desk/Library (STT) (340)693-1367
St. John Academic Center (340)693-1585
myCampus Portal    http://mycampus.uvi.edu
Blackboard         http://mycampus.uvi.edu
BUCSS (Banweb)     http://mycampus.uvi.edu

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Information & Technology Services
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