LEARNING RESOURCES @ UVI

COMPUTERS & LABS

myCAMPUS

BLACKBOARD

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MEDIA EQUIPMENT

COMMUNICATIONS

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ASSESSMENT

A STUDENT GUIDE
Spring 2016

University of the Virgin Islands

Information & Technology Services

UNIVERSITY of the VIRGIN ISLANDS

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WELCOME

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; and taking surveys to assist UVI in planning and development, . 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 supplement the cost of renewal and replacement of academic equipment and library books. The fee is applied generally and not percentages to a specific area.

Computers & computing resources

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 letter of your first and last name and the last six digits of your student id number).   (See page 28 for list of labs and hours)

 TIP: *Use your available cloud space in Office 365 to store your files. (See page 16)*

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.*

Computer Lab Printing

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 your first and last name, plus the last six digits of your student ID number.

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. The balance remaining in your PCounter account does not rollover to the next semester. Think before you print!

myCampus Portal

UVI Portal (mycampus.uvi.edu)

Students of the University community may 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.

New Students: Your login will be your UVI ID number (9XXXXXXXX), and your default password will be the first letter of your first name, first letter of your last name and the last six digits of your UVI ID number. Then set your security questions in advance to enable self-service for resetting your 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

myCampus Portal

Resetting your password on myCampus

You may reset your domain password via the Student Reset Password link under the student Launchpad. 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 on the student update security questions link under the student Launchpad.

- 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 *Forgot Password* or *Reset Password* on the myCampus login screen. The Helpdesk is unable to reset passwords by phone or email. If you are unable to reset your password by clicking on the reset or forgot password link on my campus, you will need to visit the front desk of the library with a valid picture ID to have your password reset.

Setting up myMessages on myCampus

Messages sent through the Compose Message feature of the portal can be delivered via email, available on login in the portal or via SMS to a cell phone. Through the Preferences 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 options selected.

In order to receive SMS messages, you must enter your cell phone number in your account. Do this by clicking on Edit Profile, in the top right corner menu options right beneath your name, then Account Settings in the blue menu bar. Locate Mobile No. on the account Settings panel in the middle of the 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.mmspix.com

What is Blackboard?

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.

Blackboard Learn is designed with the student in mind.

• Global navigation puts your grades and assignments at your fingertips

• Updates and notifications keep you informed of due dates and events

• Collaborative spaces keep you in touch with your academic community

Mobile capabilities let you learn on your terms—anywhere, anytime

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

Thereafter, click on the Blackboard icon in the Student Launchpad in Quick-Launch Navigation panel on the left of the home page.

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

How do I change my email address in Blackboard?
Your email address in Blackboard is automatically set to your Office 365 email address, student@students.uvi.edu. This address cannot be changed however, you can forward your Office 365 email to the personal account of your choice. (Instructions on forwarding your email can be found on pg. 17)

Helpdesk 693-1466 or helpdesk@uvi.edu

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' in the App, Google and Windows Store. Install and open the app. Thereafter, search for the University of the Virgin Islands. Your classes will appear within the app; however, you will only see the course, if your instructor has made his/her class available to students.

http://mycampus.uvi.edu

Helpdesk 693-1466 or helpdesk@uvi.edu

Computer requirements for Blackboard 9.0

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 of 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. At the Paiewonsky Library The Caribbean Collection includes 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 of the UVI Libraries 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)

Library Resources and Services

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.*

- **LibAnswers** allows you to send us a question or to search a knowledge base of frequently-asked questions [FAQ] to get the answers you need. On UVI web pages, look for the text box with the blue button that says "Ask" or "Ask Us".

- 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 ONLY 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.

- 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.

- Snacks but not meals are allowed in the libraries. Drinking beverages is 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 in study areas.

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

http://mycampus.uvi.edu

Library Resources and Services

FAQs (Frequently Asked Questions)

Where can I learn how to find information in the library?

Ask a librarian! You may contact a librarian to make an appointment, visit the Reference Desk, use the ASK button or click on LIBGUIDES on the Libraries' webpage, 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 access these databases through the libraries' website or myCampus Portal.

What if I need help connecting to UVI Library resources from my home computer?

You may access library databases through myCampus Portal 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 ILL 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.

(Click HERE for ILL forms)

STX Library: 692-4130   STT Library: 693-1367

Media Equipment and Facilities

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, Widow surface tablets, 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 over-night. There is a high demand for laptops and projec-tors. 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 devices 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. See WIFI directions on page 18.

Classroom Equipment is available for use in 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 ac-cess.

Student IDs are issued by logging 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.

Your picture IDs can be picked up at the Student Affairs Office.

Media Equipment and Facilities

Media Equipment Available for Checkout on STT

Calculators	Laptops
Cd/Cassette player	Laser Pointer/Clicker
Digital Cameras	Overhead Projectors
DVD Camcorders	PA System
Easel/Chalkboard	Projector Screens
Extension Cords	SD Card Readers
Headphones	Speakers
iPads	Voice Recorders
Kindles	

Media Equipment Available for Checkout on STX

Calculators	Laptops
Cassette Recorders	Overhead Projectors
Digital Cameras	SD Card Readers
Digital Video Cameras	Slide Projectors
Digital Voice Recorders	Speakers
DVD Players	Tripods
Extension Cords	Turning Point Clickers
Headphones	VCR Players
Internet Cables	Webcams
IPads	Window Surface Tablets

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 @students.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.

Communications at UVI

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   in the Student Launchpad in the QuickLaunch Navigation panel on the left of the home page. If you receive the fsuviad pop-up, enter your 9000 number as the username and your domain password.
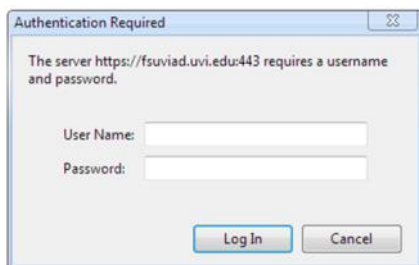
The email address provided to you by UVI is the only email address that will be used for official university communication. You will be responsible for checking your Office 365 email or you can have it forwarded to your personal email, steps below.

How do I forward mail from Office 365 to another email account?

1. Go to your Office365 account and sign in
2. Click **Gear Wheel icon** on the top of the screen, on the right of your name
3. Select **Options**
4. Select **Account**
5. Select **Forward your e-mail** from the menu on the right
6. Below **Forwarding (Forward my email to),** enter desired forwarded email address
7. Click **Start Forwarding**

Is there somewhere online that I can save my assignments, research papers, etc?
Yes, you do. Students OneDrive accounts allow 1TB of cloud storage. To access OneDrive, log into your Office 365 email account and click on the OneDrive tab in the blue bar at the top of your screen. You will have the ability to create "new" online Microsoft Office documents (Word, Excel, PowerPoint and OneNote). You can also upload documents by clicking on upload to upload your documents. Please note that you cannot upload existing folders with content. You can however, transfer existing documents within a folder to OneDrive. Your files will be accessible from anywhere once you have internet access.

Communications at UVI

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.
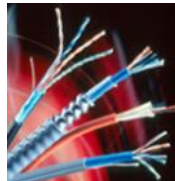
Connecting to Wireless

Connecting to your dormitory or anywhere on campus is easy. All users simply select BucsWifi, and login with your UVI username and password. Once you have successfully connected to the BucsWifi SSID. Username = 9XXXXXXXX (Student ID#). Password= Domain Password

Mac: Windows:

Once connected you are free to roam around campus with out re-authenticating on to the network. If you have tried entering and re-entering your domain credential, and it keeps prompting for login credentials. Please contact the helpdesk to assist in login on to the network. Please remember that your Domain Credentials passwords expires every 120 days. Once your password expires please remove the Wireless profile on your machine, and re-authenticate back on to BucsWifi. This will then save your new Domain credential password for the next 120 days of automatic logins to the network.

Communications at UVI

Telephones

Cellular telephones must be silenced while in the learning environ-
ments, including classrooms and the library. Students who reside in
the dorms are provided with telephone service. You do not need
to request this service, 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 #.
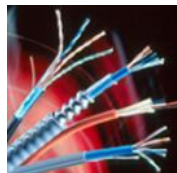
Computer Labs and Hours

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

Helpdesk 693-1466 or helpdesk@uvi.edu

University of the Virgin Islands

Personal Information Student Financial Aid Faculty Services Employee **WebTailor Administration** Finance

Search [   ] [Go]   ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

NOTICES

ATTENTION ALL STUDENTS AND EMPLOYEES - Please update your contact information and your vehicle registration information!!! Your personal **EMAIL ADDRESS, CELLULAR PHONE NUMBER**, and **VEHICLE REGISTRATION INFORMATION** MUST be updated in the Personal Information tab. Completing your contact information is necessary, especially in cases of emergency. Your vehicle registration information is necessary in order to be assigned a parking permit to be used on campus.

REGISTRATION PAY BY CREDIT CARD

ENROLLMENT DEPOSIT PAY BY CREDIT CARD

PRINT SCHEDULE/BILL

Personal Information - UPDATE NOW!!!
Update or insert Cellular Phone Number; update or insert email address(es); update or insert vehicle registration information; update marital status; review name or social security number change information; change your PIN; customize your directory profile.
Student and Financial Aid
Register for classes. **Pay for classes using Credit Card.** Review your account history. View your academic and Financial Aid records.
Faculty and Advisors
Enter Grades and Registration Overrides. View Class Lists and Student Information
Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, I04 data.
WebTailor Administration
Customize the Web pages for your institution; Update user roles.
RELEASE: 8.5.2

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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.
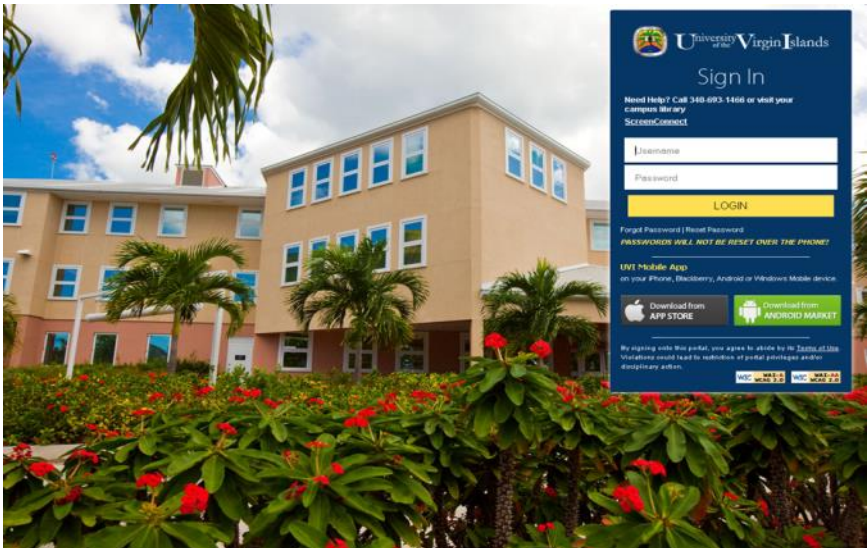

BUCSS

Helpdesk 693-1466 or helpdesk@uvi.edu

How do I log on?

You may log in through the portal at http://mycampus.uvi.edu. Your user ID is your student identification number and the password is the same as your domain login. Click the **B** Banweb icon on the Student Launchpad in the QuickLaunch Navigation panel on the home page.

Registration

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

Select Term

Check Your Registration Status

Register or Add/Drop Classes

Look-up Classes to Add

Student Schedule by Day & Time

Student Detail Schedule

Registration Fee Assessment

http://mycampus.uvi.edu

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 the 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.

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.

	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Day (s)	Time	Cap	Act	Rem	Cap	Act	Rem	Instructor	Date	Location
	10653	ECO	221	N	C	3.00	Intro to Macro-Economics	TR	05:30 pm-06:45 pm	35	1	34				Dale T Mathews	03/01-12/20	EVC 303
	10094	ECO	221	1	T	3.00	Intro to Macro-Economics	MW	05:30 pm-06:45 pm	35	0	35				Hossana Solomon	03/01-12/20	SCI 207
	14299	ECO	221	A	T	3.00	Intro to Macro-Economics	MWF	10:00 am-10:50 am	25	0	25				Hossana Solomon	03/01-12/20	TED 103
	10654	ECO	222	N	C	3.00	Intro to Micro-Economics	TR	07:00 pm-08:15 pm	30	0	30				Simon B Jones-Hendrickson	03/01-12/20	EVC 303
	10096	ECO	222	1	T	3.00	Intro to Micro-Economics	MW	07:00 pm-08:15 pm	35	0	35				Hossana Solomon	03/01-12/20	SCI 207
	10095	ECO	222	A	T	3.00	Intro to Micro-Economics	TR	02:30 pm-03:45 pm	35	0	35				Hossana Solomon	03/01-12/20	BUS 103

Economics — -- Section -- / --Cross List--

[Register] [Add to WorkSheet] [Class Search] [Reset]

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.

Total Credit Hours:		3.00
Detail Code	**Description**	**Amount**
RTPF	Property Fee Fall- STT	$20.00
RTRF	Registration Fee Fall-STT	$20.00
RTTF	Technology Fee Fall - STT	$25.00
TTF2	Tuit Parttime UGRes-Fall STT	$273.00
	Total Charge:	**$338.00**

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.

St. John Academic Center (STJAC)

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, students have access to 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 networked resources as those on St. Thomas and St. Croix campuses. Students have access to a librarian and technology assistance full time.

St. John Academic Center (STJAC)

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 that best meet your needs. See the current offerings for all UVI classes, including VC and online classes, http://libguides.uvi.edu/stjac Stay informed about Center news and events on Facebook: 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

      Facebook: https://www.facebook.com/uvistjac

The University of the Virgin Islands (UVI) and University of Sint Maarten (USM) have undertaken a collaborative venture to establish a presence of UVI at USM. Students enrolled in UVI courses through UVI@USM, are governed by most of the ITS policies and programs described in this student booklet. With the receipt of network credentials, UVI@USM students have immediate access to resources accessible through the portal. Also check the Libraries web page: http://library.uvi.edu, for available online research guides and other resources.

Additional resources and services to be delivered through the USM Library facilities are being developed. Access to UVI Librarians is currently available through LibAnswers, the UVI Libraries email system for research and reference support. To access LibAnswers, go to: http://library.uvi.edu, to see the ASK US search box. You may look for answers in the popular topics, or type your question in the search box to submit an email question. Your email will be answered within 24-hours. Just ASK US!

ASK US at—http://uvi.libanswers.com

Greatness by DESIGN—Accreditation and Assessment

Accreditation is an approval of schools, colleges and universities by nationally recognized professional associations or regional accrediting bodies.

The University of the Virgin Islands is accredited by Middle States Commission on Higher Education (MSCHE). As a MSCHE requirement, UVI is engaged in a two and one half year self study project for reaffirmation of accreditation called GREATNESS BY DESIGN, to achieve goals in the UVI Pathways to Greatness strategic plan.

The 2017 MSCHE Decennial Self Study Process is providing the opportunity for UVI to evolve into an institution where every action is supported by data and a deliberate utilization of resources. The next MSCHE evaluation visit for UVI is scheduled for 2016-2017.

The Office of Institutional Research & Planning (IRP) invites student participation for the following surveys as part of required activities for accreditation. Students who complete the surveys may be eligible for raffle prizes.

The Cooperative Institutional Research Program Freshman Survey (CIRP) is administered in collaboration with the University of Los Angeles; Higher Education Research Institute (HERI) to first-time freshmen and transfer students with assistance from FDS instructors on both campuses during the first three weeks of classes. The instrument collects extensive information that allows for a snapshot of what incoming students are like before they experience college.
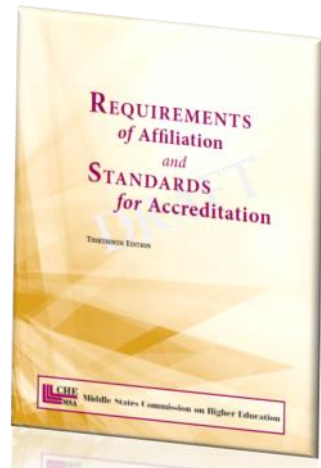
Greatness by DESIGN—Reaffirmation of Accreditation

National Survey of Student Engagement (NSSE) is administered bi-annually in collaboration with the Indiana University Bloomington (IUB). The IUB Institutional Review Board (IRB) governs the NSSE project.

NSSE reports compare student responses on amount of time and effort put into their studies and other educationally purposeful activities; and how the institution deploys its resources and organizes the curriculum and other learning opportunities.

Beginning College Survey of Student Engagement (BCSSE) – pronounced "Bessie", will provide an estimate of how students entering college spent their time in high school and how they expect to be engaged in educationally effective practices in college and will be a credible source of information to guide institutional improvement.

Interfaith Diversity Experiences & Attitudes Longitudinal Survey (IDEALS) is part of a longitudinal study directly assessing interfaith engagement/service and student outcomes related to interfaith learning. This longitudinal survey will be administered in collaboration with the IDEALS Team/North Carolina State University - to a sample of first-year university students (date to be established) There will be follow up surveys in Spring/Summer semesters and Spring 2019.

Greatness by DESIGN 693-1460 or greatnessbydesign@uvi.edu

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
	helpdesk@uvi.edu
Libraries' website	http://library.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

University of the Virgin Islands
Information & Technology Services