St. Joseph's Teachers' College

REGISTRY MANUAL

Document ID	Registry Department Policies and Procedures
Related Document	1. Teaching Practice Handbook of Regulations 2. Teachers Colleges of Jamaica Handbook of Regulations for Bachelor of Education 3. St. Joseph's Teachers' College Student Handbook
Date	July 2015
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Version	2
Responsible Officer	Registrar
Reference and Legislation	

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REGISTRY POLICIES AND PROCEDURES	Document No: SJTC/REG/001	Page 4 of 29
TITLE: REGISTRY GENERAL POLICES AND PROCEDURES	Revision No.: 00	Revision Date: 10 JULY 2017

The Registry is dedicated to sustaining, facilitating and promoting the Colleges' academic mission. To support the educational programs of St. Joseph's Teacher's College, the Registry seeks to ensure the integrity of student records and provide responsible stewardship and excellent service to our customers.

The Registry is committed to the seamless admission and enrolment of applicants. Applicants must be duly updated on the status of their application, and selection of successful applicants done in a timely manner through proper management of the entrance examination and interview process.

PURPOSE

The policy is applicable to all students and staff of the College as well as official documents/ records.

The policy is necessary for the guidance of prospective students to the College as it establishes the framework under which the Registry admits students to the College.

The policy aims to ensure that the Registry has the appropriate resources and support structure in place to enable it to perform according to the quality standards established by the College.

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TITLE: ADMISION AND REGISTRATION POLICIES AND PROCEDURES	Revision No.: 00	Revision Date: 10 JULY 2015

GENERAL INFORMATION

- Application Process spans the period December – August annually.

- Registration Process for new and returning students entering the up-coming semester takes place at the end of the August and December semesters.

- A preliminary entrance test and interview for each applicant is scheduled based on evaluation and acceptance of applications.

- The dress code for the Entrance Tests and Interviews is modest.

- Provisional acceptance is granted by the Principal, to applicants whose matriculation status or test scores do not meet admission requirements.

- All new and returning students must register for programmes and courses within the stipulated period for registration on ISIMS.

- Students are required to supply their current (temporary or permanent) address at enrollment and should notify the Registry immediately whenever there is a change of address.

- Students are not permitted to enter any examination at the College unless they have enrolled with the College and are compliant with their payment plan or made acceptable arrangements for the payment of tuition fees.

- A student who has outstanding payments to the College will not be enrolled or entered into any examination until the sum owed has been paid in FULL or unless an alternative arrangement for payment has been made to the satisfaction of the College.

- Students who are unable to accept the place granted to them for the academic year must submit a deferral letter to the Principal.

PENALTY FOR LATE REGISTRATION

- Any student who registers after the scheduled period will be charged an ADDITIONAL late registration fee of $1,500.

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<u>Admission to St. Joseph's Teachers' College—Bachelor of Education and Associate Degrees</u>

There are two options when applying for admission to St. Joseph's Teachers' College: online or walk-in.

<u>Steps to Apply Online</u>

1. Log on to the St. Joseph's Teachers' College website at <u>www.sjtc.edu.jm</u>
2. Click on "Admission" on the homepage.
3. Click on "Application Procedure" in the drop box.
4. Click on "Apply Now".
5. Complete all (7) sections on front page and click "continue"
6. Complete all other sections of application
7. Click "Submit Application".

<u>Steps to Walk-in application</u>

1. Go to the **Sr. Avril Chin Fatt Building** where you will purchase an application form at the cashier's office.
2. Complete the application form by filling in the required information.
3. Submit the application form along with original copies of the following documents to the Registry Department:
   - Birth Certificate
   - Academic Certificates: CXC, GCE, SSC Certificate
   - Marriage Certificate (if applicable)
   - Two Reference Letters

Associate Degree

Steps to Applying (Mature Entry)

The same methods (online and walk-in) apply to applicants of this category. However, these persons are required to present along with their academic certification (CXC, GCE, SSC) and other certificates (Birth, Marriage (if applicable) and a portfolio with the following information:

- Representative sampling of work over the last three (3) years prior to application.
- A written 500-word account of your life history and vision of your role in education.
- Documentation to confirm certificates/ awards obtained, e.g. on the job courses.
- Written recommendations from professional educator (s) and person (s) who have supervised you on your area of competence.

Please note that the application process is not completed until all required documents are submitted to St. Joseph's Teachers' College Registry Department.

Admissions & Registration Process for New Students

Preliminary Preparation

1. Ensure application Forms are printed and supplied to the Cashier located at the Sr. Avril Chin Fatt Building.
2. Print and copy Information sheet and Requirements for Admissions sheet to be given to applicants with the application form.

Collection & Processing of Applications (subject to implementation of ISIMS)

1. This will be done at the Registry
2. Applications are verified and sorted into the following groups: Full–Time Primary, Part-Time Primary, Full-Time Early Childhood, Part-Time Early Childhood, Advanced Standing Primary Education, Advanced Standing Early Childhood, and Pre-College.
3. All applications are further sorted into thirty-two (32) groups as per the agreed standard

Fully Qualified	**Full –Time Primary**, **Part-Time Primary, Full-Time Early Childhood, Part-Time Early Childhood, Part-Time Associate Early Childhood, Part-Time Advanced Standing Primary, Part-Time Advanced Standing Early Childhood, Pre-College**

Qualifying	**Full –Time Primary**, **Part-Time Primary, Full-Time Early Childhood, Part-Time Early Childhood, Part-Time Associate Early Childhood, Part-Time Advanced Standing Primary, Part-Time Advanced Standing Early Childhood, Pre-College**
Pending	**Full –Time Primary**, **Part-Time Primary, Full-Time Early Childhood, Part-Time Early Childhood, Part-Time Associate Early Childhood, Part-Time Advanced Standing Primary, Part-Time Advanced Standing Early Childhood, Pre-College**
Rejected	**Full –Time Primary**, **Part-Time Primary, Full-Time Early Childhood, Part-Time Early Childhood, Part-Time Associate Early Childhood, Part-Time Advanced Standing Primary, Part-Time Advanced Standing Early Childhood, Pre-College**

Categories of Entry

A. Fully Qualified – meets the existing requirements according to Teacher's

Colleges of Jamaica (TCJ).

MINIMUM ENTRY REQUIREMENTS
CSEC/GCE/SSC

- English Language

- Mathematics

- Social Science

- Natural Science

- and any other academic subject

   CSEC General - Grades 1, 2 & 3*

   GCE - Grades A, B or C

   SSC - Grades 4 & 5

- Grades 1& 2 in Mathematics is accepted for the B.Ed. Primary Education programme

- Grades 1, 2 & 3 in Mathematics is accepted for the B.Ed. Early Childhood Education programme

- Candidates seeking entry into the Early Childhood programme may also use the NCTVET level II qualification in Early Childhood as one of the 5 subjects required for matriculation.

SUBJECTS MUST INCLUDE THE FOLLOWING:

ENGLISH LANGUAGE

MATHEMATICS

A SCIENCE SUBJECT (Human and Social Biology, Biology, Chemistry, Integrated Science, Physics, Food and Nutrition, or any other science subject in this category)

A SOCIAL SCIENCE SUBJECT (Social Studies, History, Religious Studies, Geography, English Literature, Spanish, French or any other social science subject)

MATURE CANDIDATES:

30 years and older

5 years teaching experience at the Early Childhood level

CXC English Language and one other academic subject

*PRACTICAL BUSINESS SUBJECTS ARE NOT ACCEPTED

B. Qualifying – has five (5) subjects or more but not according to the established criteria

C. Pending – Is currently pursuing the relevant subjects for matriculation and awaiting results

D. Rejected- has not met any of the accepted standards for entry

1. Application forms entered on-line (via the website) are verified to ensure that all required fields are completed. Applicants are contacted to confirm matriculation status and are reminded to take in original certificates. The status of applicants is verified by the Vice Principal – Administration after which applicants are requested to attend entrance tests and interviews.

2. Accepted applicants are notified and packages with admission and enrolment materials are distributed accordingly. Packages provide information on registration and orientation dates, as well.

3. Important date checklist is prepared and submitted to the Registrar (for distribution to all parties employed to SJTC who are involved in the Registration and Admission Process)

Post Interview

1. Acceptance letters are drafted for Fully Qualified / Qualifying/ Pending and Provisional accepted students.

2. Provisional acceptance letters should indicate what subjects are outstanding and that they

3. Filing Clerk continually updates list of fully qualified and pending applicants and submit to the Assistant Registrar to reflect change in Pending status for applicants

4. For Fully Qualified and Qualified applicants - Upon return of receipt from the doctor and Registration Process Form stamped by the college nurse, the applicant should receive a registration package to include Registration and Orientation information for new students, Dress Code Information, Registration Form, Student Bank Information and relevant lodgment slip

5. Resident students to receive additional documents ie Personal Requisites for New Resident Students

6. Registration form to be signed and returned to cashier with registration fee - cashier to submit signed forms to the Assistant Registrar daily

7. Filing Clerk to compile deferral applicants list and submit to Assistant Registrar for verification. After verification packages are to be delivered to applicants

8. Final list of registered students should be compiled after the registration period and submitted to the Registrar

9. The Registrar will issue a Registration Card after student have fully completed the registration process. To receive registration cards students should present Registration Process Form appropriately stamped by all departments listed.

10. Pending applicants who have not met the requirements at the end of this process should be placed in assigned filing and retained for one year.

11. Verification of Registration Checklist forms to ensure all have been received and are appropriately completed.

12. All acceptance letters to be copied and placed on applicant's file. Medical forms and medical process document, Tuition and Administrative Fee Information and Registration Process Document to be attached to acceptance letters.

Admissions & Registration Process for Returning Students (To begin after exam grades are received)

1. Year 3 (Part- Time) students to collect package with Memorandum to Returning Students, Tuition and Administrative Fees, Dress Code Information, Registration Checklist and Lodgment Slip

    a. Dorm Students to receive Personal Requisites for Resident Students

2. Final Year (3rd Year Full-Time) and Year 4 (Part-Time) students to collect package with Memorandum to Returning Students. Medical Form and Registration Checklist – students to do medical examination before receiving additional documents including Lodgment Slip

    a. Resident Students to receive Personal Requisites for Resident Students

REGISTRY POLICIES AND PROCEDURES	Document No: SJTC/REG/006	Page 12 of 29
TITLE: TRANSCRIPT POLICIES AND PROCEDURES	Revision No.: 00	Revision Date: 10 JULY 2017

The transcript outlines the information documented on a St. Joseph's Teachers' College transcript request form and applies to academic achievements during study at the College. The information on a transcript is a true and authoritative record of a student's academic performance and achievements while enrolled at the College. The information on a student's transcript shall not be altered other than that which requires correction which is done by the designated authority.

PURPOSE:

The policy is applicable to past and present students of the College.

GENERAL INFORMATION

- All transcripts sent to the College as part of the application process become part of the College's official records and cannot be returned or transferred.

INFORMATION RECORDED ON AN ACADEMIC TRANSCRIPT

- Given and Family Names as well as names changed through marriage or deed poll
- Course Title, final grades assigned and associated credits
- Programme of study and year of enrollment
- Level of Award granted at the completion of the programme of study
- Courses and grades will be displayed in chronological order from the year of enrollment to the year the programme of study is completed
- All grades will be displayed including failing grades. Failing grades will not form part of the GPA calculations
- Grades are presented on transcripts after they have been finalized/ratified by the Joint Board of Teacher (JBTE)/Teachers Colleges of Jamaica (TCJ)

INFORMATION NOT RECORDED ON AN ACADEMIC TRANSCRIPT

- Award of scholarships or grants
- Non-Academic achievements
- Coursework Grades
- Information relating to administrative encumbrances (e.g. for non-payment of fees or improper retention/use of university resources)
- Reason(s) for course discontinuation

TRANSCRIPT PREPARATION – GENERAL INFORMATION

- Transcripts may be obtained only by official request using a Transcript Request Form which should be submitted to the Administrative Office. The form may be submitted in person or sent in via email and the requisite payment made.
- St. Joseph's Teachers' College accepts cash and debit/credit card transactions for transcript fee payment.
- Transcripts may be withheld if the individual has any outstanding financial obligations to the college.
- Processing cost for transcripts include:
  - ➢ $800 for processing time of 14 working days (local addresses only)
  - ➢ $1500 for processing time of 4 days
  - ➢ $1000 for transcripts to be mailed overseas
  - ➢ $400 for student copy of a transcript
  - ➢ Pre-payment is required
- Transcripts may be collected at the front desk of the Registry or mailed to the designated authority as specified by the individual. Transcripts are delivered in sealed envelopes and are not normally sent electronically

TRANSCRIPT PROCEDURES

- Transcript Request form is completed and submitted to the Cashier, and requisite payment made.
- Transcript request form submitted to the Registry for processing
- Transcript is prepared based on academic information on the file and submitted for signing
- Applicant takes in receipt and collects transcript / Transcript mailed to third party
- Additional mailing options will incur an additional fee, pre-payment is required

REGISTRY POLICIES AND PROCEDURES	Document No: SJTC/REG/009	Page 14 of 29
TITLE: GRADUATION POLICIES AND PROCEDURES	Revision No.: 00	Revision Date: 10 JULY 2017

PURPOSE:

The policy is applicable to students who have completed the course of study according to their programme and fulfilled the requisite matriculation requirements. It is necessary for the guidance of students through the graduation process.

GENERAL INFORMATION

- Graduation ceremonies are held November annually.
- Candidates who do not participate in the ceremony may collect their certificate four (4) weeks after graduation after confirmation has been received that certificates ae available and upon confirmation that they are eligible to receive the certificate
- Name changes must be submitted to the Registry two (2) months prior to the graduation date for this name change to be reflected on the certificate.
- If the original certificate is destroyed, a duplicate may be requested by completing the requisite form. There is a fee for the replacement certificate.

PREPARATION OF GRADUATION LIST FOR SJTC AND THE JOINT BOARD
PRELIMINARY PROCESSING OF GRADUATES STUDENT DATA

- Prepare master list of graduates indicating EQB status and courses completed/outstanding.
  Verify information on master list (Registry staff/ prospective graduates)

GRADUATION POLICY

It is the student's responsibility to satisfy all Teachers Colleges of Jamaica requirements described in the TCJ Handbook of Regulations for Bachelor of Education (Section D, Page 25-26). To receive a Diploma/Bachelor of Education Degree, a student must satisfy requirements

related to credits, grade point average, program of study, and courses. The College maintains these requirements in concordance with nationally recognized expectations of academic performance and achievement. Candidates should also have satisfied the normal matriculation requirements for entry as per the following:

- The Bachelor of Education programme - according to the TCJ Handbook of Regulations for Bachelor of Education (Page 19-22).
- The Diploma programme – according to the JBTE Regulations for Teacher Certification (Page 16 -19).

It is also the student's responsibility to ensure that all requirements for graduation are fulfilled in a timely manner. To assist in this, the Registry will periodically provide updates on matriculation status, while students will be able to view their academic progress on the Student Management System. The Registry certifies completion of College requirements and clears students for graduation with final authorization from the Vice Principal – Academic Affairs

GRADUATION PROCEDURE

Diploma in Teaching

PREPARATION OF DATA ON CAS SYSTEM AND PROCESSING OF REPORT

Use class list to prepare files on the CAS system by changing the status from active to graduate for students who had graduated the previous year.

    i.   Student Manager ⟹ Student Register ⟹ Status (graduated)

- Confirm correct school year is entered on the CAS system for all graduates ie year 3/year 4.

    i.   Student Manager ⟹ Student Register ⟹ The Year (1-4)

- Use Old CAS System to run report for graduates Year 3 (FT) and Year 4 (PT):

    i.   Student Manager ⟹ Grade Reports ⟹ By Course/Student #; Grade Year (3) ; Current Year (previous school year)

    ii.   Student Manager ⟹ Grade Reports ⟹ By Course/Student #; Grade Year (4) ; Current Year (previous school year)

    iii.   Go to C Drive, Cas Folder, Full grades to Retrieve file and verify for accuracy and completeness

- Submit listing to Vice Principal for further submission to the Joint Board (C-Drive, Cas, Excel file)

- Corrections to the report/listing are sent from the Joint Board to the Vice Principal – Academic Affairs which is then forwarded to the Registry
- Where necessary updates/corrections are made to the student records and the report/listing which is then re-sent to the Vice Principal- Academic Affairs for submission to the Joint Board
- Prepare Incomplete and EQB Listing to confirm graduates – Diplomas not printed for these students
- Students from previous years who were categorized as ineligible due to matriculation or course requirements may participate in current ceremonies after approval from the Principal.

Verification Processes
- Update student records prior to printing and submission of transcripts to the Vice Principal
- Check grade reports on students' files to confirm completion of courses/credits
- Prior to request from Joint Board for listing of graduates

Participants in the Process
- Vice Principal – Academic Affairs
- Registry personnel
- Joint Board personnel

<u>Bachelor of Education Degrees</u>
PREPARATION OF DATA ON ISIMS AND PROCESSING OF REPORT
- Prepare Master list of graduands indicating EQB status and courses completed/outstanding
- Verify information on Master list (Registry staff to contact prospective graduands
- Use class list to prepare excel listings of all prospective graduands to note the matriculation status and completion of courses as per the designated programme. Students to be contacted to confirm outstanding matriculation or courses so identified
- Ensure pre-requisites are completed where relevant for Degree with Advanced Standing students

- Ensure the correct spelling of student names on Student Management System (ISIMS) utilizing the students birth certificate
- Students confirmed as complete should be so designated on ISIMS (Training>> Update Student Status)
- List of completed students to be submitted to the Vice Principal of Academics to be uploaded to the Joint Board of Teacher Education (JBTE)
- List of completed students to be submitted to the JBTE along with unofficial student transcripts
- Certificates to be processed by the University of the West Indies and returned to the Registry via the JBTE (Page 31 ((h), Teachers Colleges of Jamaica, Handbook of Regulations for Bachelor of Education, Third Edition 2016)
  Certificates distributed to graduates from the Registry upon confirmation of financial clearance from the Bursary.

REGISTRY POLICIES AND PROCEDURES	Document No: SJTC/REG/011	Page 18 of 29
TITLE: REGISTRATION AND EXAMINATION CARD	Revision No.: 00	Revision Date: JULY 10, 2017

PURPOSE:

To guide Registry staff and all other stakeholders in the process and procedures necessary for the registration and examination processes within the Registry Department.

REGISTRATION CARD PROCEDURES

- Ensure all students are appropriately registered

- Registration amendments completed

- Inform student population about the collection of cards

- Registration cards printed for current and closed group students

- Registry stamp affixed on cards

- Prepare listing for signing by students upon collection of cards

- Cards issued to students and returned on deadline for submission

EXAMINATION CARD PROCEDURES

- Ensure all students are appropriately registered and registration amendments completed

- Obtain list of students who have failed course work for the semester from the Vice Principal of Academic Affairs.

- Obtain list of students with financial clearance from the Bursary

- Upload examination cards on ISIMS and review cards online to ensure courses with failed course work grades do not appear on cards (verify with list received from the Vice Principal of Academic Affairs)

- Examination Cards printed, and Registry stamp affixed at the back of cards

- Examination Cards signed by the Registrar

- Prepare listing for signing by students upon collection of cards

REGISTRY POLICIES AND PROCEDURES	Document No: SJTC/REG/012	Page 19 of 29
TITLE: PRACTICUM ELIGIBILITY PROCEDURE	Revision No.: 00	Revision Date: JULY 10, 2017

PURPOSE:

St. Joseph's Teachers' College registry will assess and prepare list of students eligible to participate in Practicum for the Placement Officer and to verify student registration. To prevent students who have not met the standard requirements from partaking in Practicum and to update students on their eligibility status.

PRACTICUM ELIGIBILITY

- Print list of students eligible for Practicum (2, 3, or 4)
- Identify and print list of students from previous year groups who may now be eligible and add to list of current eligible students
- Review student grade book to confirm student's eligibility based on pre-requisites
- Issue list to the relevant departments (Placement Unit)
- Prepare letters addressed to each student with outstanding pre-requisite(s) for Practicum 4- note course(s) outstanding on each letter
- Prepare letters for outstanding matriculation (Practicum 4)
- Letters to be distributed with returning student package

REGISTRY POLICIES AND PROCEDURES	Document No: SJTC/REG/013	Page 20 of 29
TITLE: AWARDS ELIGIBILITY PROCESS	Revision No.: 00	Revision Date: JULY 10, 2017

PURPOSE:

St. Joseph's Teachers' College registry will prepare list of students eligible to participate and receive awards at the St. Joseph's Valedictory function.

<u>AWARDS ELIGIBILITY</u>

- Go to the St. Joseph's Teachers' College website http://www.sjtc.edu.jm/sjtcedu/
- Select the ISIMS option
- Go to the reports option on ISIMS
- Select the tab "Registry Dashboard" then select the "Grades Reporting" option
- Select programme and semester according to the year group being considered
- Download excel listing derived and sort and extract letter grade(s) required
- Arrange report(s) in an appropriate format for submission

REGISTRY POLICIES AND PROCEDURES	Document No: SJTC/REG/014	Page 21 of 29
TITLE: RATIFICATION OF GRADE SHEETS	Revision No.: 00	Revision Date: JULY 10, 2017

PURPOSE:

To guide registry staff in the timely confirmation of grades on ISIMS.

RATIFICATION OF GRADESHEET PROCESS

- Grade sheets collected from the Vice Principal of Academics

- Grade sheets ratified within seven (7) working days of collection

- Ratification and filing records sheet signed by Registrar

- Grade sheets filed by the Data Entry Clerk within one (1) month of ratification

- Ratification and filing record sheet signed by Data Entry Clerk and confirmed by Registrar

REGISTRY POLICIES AND PROCEDURES	Document No: SJTC/REG/015	Page 22 of 29
TITLE: NAME CHANGE PROCESS	Revision No.: 00	Revision Date: JULY 10, 2017

PURPOSE:

To guide registry staff in processing requests for name changes by students. Students that fall in this category are those who have been married or divorced and wish to have their names changed to reflect these changes.

NAME CHANGE PROCESS ON ISIMS

- Student submits name change letter request to the Registry
- Student must submit deed poll, marriage certificate or a divorce decree where applicable
- Official documents and letter are reviewed by Registrar
- Request is signed off and passed on to the Data Entry Clerk
- Data Entry Clerk updates student(s) details

NAME CHANGE ON DEGREE

- Student pays the applicable fees
- Student submits name change letter and certificate reprint receipt of payment to the Registry
- Student must submit deed poll, marriage certificate or a divorce decree (where applicable)
- Official documents and letter are reviewed by Registrar
- Name change request is confirmed
- Memo sent to the Bursary requesting cheque payable to the Joint Board of Teacher Education (JBTE)
- Cheque received from the Bursary and sent with letter request to JBTE
- Degree reprinted by JBTE and returned to the College
- Degrees copied, filed and issued to student

REGISTRY POLICIES AND PROCEDURES	Document No: SJTC/REG/016	Page 23 of 29
TITLE: DISPOSAL OF APPLICATION POLICY AND PROCEDURE	Revision No.: 00	Revision Date: JULY 10, 2017

PURPOSE:

To guide registry staff in the retention and disposal of application forms for not qualified and not enrolled applicants over a five (5) year period.

DISPOSAL OF APPLICATION POLICY AND PROCEDURE

- Create excel sheet for applications each academic year (Name, telephone, email address, programme applied)
- Physical application forms are retained for one (1) year
- Applicants contacted after one-year period by telephone and email to confirm interest in enrolling in the College
- Disinterested applicants will be flagged in excel (if they should return Registry would be able to identify candidate and instruct that they would need to reapply).
- All disinterested applicants will be shredded July annually

Excel Sheet would maintain all records and annual correspondence sent out informing candidates of new academic year application period and general announcements

REGISTRY POLICIES AND PROCEDURES	Document No: SJTC/REG/017	Page 24 of 29
TITLE: STUDENT DEFERRAL AND RE-ENTRY PROCEDURE	Revision No.: 00	Revision Date: JULY 10, 2017

PURPOSE:

To guide students through the deferral and re-entry process at the College. Students deferral and/or reentry request are not automatically granted. The following procedures must be adhered to as follows:

STUDENT DEFERRAL PROCEDURE

Students should only request a deferral if it is necessary. Requesting a deferral will not result in the student losing their place in the programme. Prior to withdrawing from the programme a student must request a deferral from their programme of study.

1. Student must write a letter to the Principal requesting a deferral (deferrals are not automatic)
2. The Registry is informed by the Principal/Secretary of the response
3. If deferral is granted by the Principal, student must complete a deferral form at the Registry office
4. Student informed of period to return so that they can complete registration
5. Student calls or emails the Registry in the period to return

STUDENT REENTRY PROCEDURE

Reentry students refer to students who abandoned or took a break from their academic journey. These students have now returned to complete their programme. Classification for reentry students vary, at St. Joseph's Teachers' College re-entry applicants represent all students who discontinued their studies and have now returned to complete the programme.

The St. Joseph's Teachers' College Student Handbook (Programme Structure, page 16) states that an incomplete student is a student who has left the formal college system, the student will have five years to repeat any course(s) in which she/he has been referred or is incomplete. Students who seek to reenter the programme must complete the following process:

1. Reentry candidate must write a letter to the Principal requesting reentry into the College.

2. Principal assesses students request and provides response to the Registry

3. Vice Principal(s) and Registrar assess student's status for entry

- review length of student absence
- determine academic year of return
- students' academic progression/promotion based on student's grade point average (GPA)
- GPA 2.0 and above merits progression (Conditions of Passing, Handbook of Regulations (v) page 27)
- GPA below 2.0 student remains in the academic year last held prior to deferral/drop out
- Review Entry Qualification Bar (EQB) status and inquire if it has been met

4. Request financial status information from the Bursary

5. If candidate has an outstanding balance, arrangements and/or payments made with the Bursary prior to offertory letter being issued.

6. Where for any good reason, a teacher in training withdraws from the programme, and requests readmission, the student must complete the programme in accordance with the conditions enforced at the time of reentry. Where there have been significant changes in course/programme content, the candidate's transcript must be reviewed to determine whether any additional courses are necessary for the successful completion of the programme (Readmission of Previous Withdrawals, Handbook of Regulations, (d) page 24)

7. Registrar concludes assessment and informs student of his/her status

8. Re-Entry package is prepared by the Registry and issued to student

9. Student confirms acceptance by completing the registration process

10. Student registers for courses and commences classes

REGISTRY POLICIES AND PROCEDURES	Document No: SJTC/REG/018	Page 26 of 29
TITLE: STUDENT TRANSFER POLICY AND PROCEDURE	Revision No.: 00	Revision Date: JULY 10, 2017

PURPOSE:

To facilitate the smooth transfer of students to other institutions, where for good and proper reasons, a student seeks to be transferred.

STUDENT TRANSFER POLICY AND PROCEDURE

1. Student should write a letter to the Principal requesting a transfer. Letter should include reasons for request and the name of the school student wishes to be transferred
2. Principal assesses request and provides response to the Registry
3. If transfer request is not granted student will be informed accordingly
4. If transfer request is granted, the Registrar of the host College will send a letter to the requested institution to inform them of the request and confirm the requested institutions ability to facilitate the student
5. Confirmation received from receiving College
6. Student transcript is printed, signed, and student file copied and sent to the receiving college (Transfer to Another College, Handbook of Regulations, (c) page 24)
7. Students hard copy file is moved to Transferred and status changed on ISIMS
8. Grade sheets copied and sent to the receiving college

Appendix

ST. JOSEPH'S TEACHERS' COLLEGE
Deferral Request Form

Name: _____   Contact No.:_____

Academic Year: _____ Semester:_____   Student No.: _____

Email:_____

Programme: (tick one)	☐ EC ☐ Primary	☐ Associate	☐ Adv.EC	☐ Adv.PR	
Programme type: (tick one)	☐ Full Time ☐ Part Time				
Year Group: (tick one)	☐ Yr. 1	☐ Yr2	☐ Yr3	☐ Yr. 4	☐ Yr. 5

Reason for Deferral

☐ Financial   ☐ Health   ☐ Other_____

Proposed Date of Return_____

You will receive notification based on your proposed date of return. Please note that your return and year / group placement is dependent upon the assessment of your academic records. Please ensure that you acquire any outstanding CSEC subject(s) need to complete your matriculation. Please note also that your financial status will also determine your return to the college.

I have read and answered all aspects of this form to the best of my knowledge.

_____   _____

Signature of Applicant   Date

FOR OFFICE USE ONLY

Student will return to: ☐ Yr. 1   ☐ Yr2   ☐ Yr3   ☐ Yr. 4   ☐ Yr. 5

Financial Status: ☐ Approved   ☐ Not Approved   *Amount owing_____*

Comments:_____

_____

_____

Signature_____Date_____

16 Old Hope Road, Kingston 5; Tel: 1(876) 926-6659; Email: sjtcjamaica@hotmail.com

ST. JOSEPH'S TEACHERS' COLLEGE
Deferral Request Form

Name: _____ Contact No.:_____

Academic Year: _____ Semester:_____ Student No.: _____

Email:_____

Programme: (tick one)	☐ EC ☐ Primary ☐ Associate ☐ Adv.EC ☐ Adv.PR
Programme type: (tick one)	☐ Full Time ☐ Part Time
Year Group: (tick one)	☐ Yr. 1 ☐ Yr2 ☐ Yr3 ☐ Yr. 4 ☐ Yr. 5

Reason for Deferral

☐ Financial   ☐ Health   ☐ Other_____

Proposed Date of Return_____

You will receive notification based on your proposed date of return. Please note that your return and year / group placement is dependent upon the assessment of your academic records. Please ensure that you acquire any outstanding CSEC subject(s) need to complete your matriculation. Please note also that your financial status will also determine your return to the college.

I have read and answered all aspects of this form to the best of my knowledge.

_____   _____
Signature of Applicant   Date

FOR OFFICE USE ONLY

Student will return to: ☐ Yr. 1   ☐ Yr2   ☐ Yr3   ☐ Yr. 4   ☐ Yr. 5

Financial Status: ☐ Approved   ☐ Not Approved   *Amount owing_____*

Comments:_____

_____

_____

Signature_____Date_____

St. Joseph's Teachers' College
Transcript Request Form

ID# _____

Programme Pursued: ☐ Primary Education ☐ Early Childhood ☐ Diploma

☐ Part-Time ☐ Full-Time ☐ C.I.T.E. Degree ☐ Advanced Standing

PLEASE PRINT YOUR NAME:

Surname	Christian	Middle	Married Name

Year Entered College: _____ Contact Number(s): _____

Present Address: _____

_____

☐ To be collected ☐ To be mailed

Please Mail Transcript to: _____

_____

The fees are as follows: ☐ A cost of $800.00 for local addresses (14 working days)
☐ A cost of $1000.00 for overseas addresses (14 working days)
☐ A cost of $400.00 for student copies (extra $50 for mailing-14 working days)
☐ A cost of $1500.00 for Express Transcripts (4 working days) Local Addresses only

FOR OFFICIAL USE ONLY:
- Payment made for Transcript/Diploma/Degree ☐ Receipt # _____
- School fee balance cleared ☐ If not, amount outstanding_____

Date of Request: _____ Amount Paid: _____

*****Transcript(s) will not be processed until payment is received. After preparation transcript(s) are sent by registered mail, which takes approximately two (2) weeks to be delivered. ********