



VOLUME 1, ISSUE 1

MARCH 9, 2012

SPOTLIGHT



Xuri Maurice Allen came aboard as Director of Admissions and Recruitment at the University of the Virgin Islands on October 1, 2010. Since then he has quickly adjusted to Caribbean life and has become a proud member of the UVI, Territory, and Eastern Caribbean

communities. Dr. Allen earned a Bachelor's degree in English and a Master's degree in Counselor Education from the University of Virginia, and a Ph.D. in Counseling and Counselor Education from the University of North Carolina at Greensboro. Among the institutions at which he has worked prior to UVI include: the College of William and Mary in Williamsburg, VA; Virginia Commonwealth University in Richmond, VA; St. Philip's College in San Antonio, TX; Thomas Nelson Community Col-

lege in Hampton, VA; and Winston-Salem State University in Winston-Salem, NC.

Dr. Allen has been an active member of many professional organizations and civic groups that facilitate, promote, and support academic achievement and attainment among students, especially students of African descent. Additionally, he is a member of several education honor societies and Kappa Alpha Psi Fraternity, Inc.

He and his wife, Dr. Carolyn Allen, are the proud parents of their eight-year old son, Saïid.

MESSAGE FROM THE VICE PROVOST

Greetings

The members of staff of the Access and Enrollment Services Office extend greetings to the University of the Virgin Islands Community. As we celebrate UVI's 50th birthday, it is fitting that we showcase the operation and functions of the Admissions, Registrar and Financial Aid Offices. These operations, although in existence from 50 years ago, primarily on the St. Thomas campus, have undergone dramatic changes in service delivery, from manual to technology-based processes. Therefore, we are pleased to mark our progress, and salute the commitment of the staff that have transformed and expanded our services. Please read and view the information contained within these few pages and give us your feedback. Your comments can only help us to move from good to great.

*Judith W. Edwin, Ed.D
Vice Provost Access and Enrollment Services*

DID YOU KNOW?

ADMISSIONS . . . Admissions/ Recruitment engaged in 92 new student recruitment and outreach activities in Academic Year 2010 – 2011? These activities consisted of 26 campus

tours, 22 formal admissions presentations, 19 school visits, 17 outreach presentations, and eight college/career fairs (including fairs in Anquilla, the British Virgin Islands, and Puerto Rico). **The Admissions web**

page now contains a link to view the Admissions/ Recruitment Calendar? New student recruitment and outreach activities in which UVI's Admissions Office participates are posted on

DID YOU KNOW?

the calendar to inform both external and internal constituents and especially prospective students – when and where Admissions/Recruitment will be present.

Customer service enhancements have been made to the online admissions application? Persons who complete the online admissions application can now enter high school and/or prior college information into the application via College Entrance Examination Board (CEEB) codes.

In addition Admissions/Recruitment now receives Graduate Record Examination (GRE) scores electronically.

Recruitment outreach efforts have extended to the Territory’s Hispanic Community in an effort to attract more Hispanic persons to the university? To date this academic year, Admissions/Recruitment staff members have sought prospective Hispanic students at two Hispanic cultural events on St. Croix and one event on St. Thomas. **New student recruitment efforts have included**

travel to Anguilla, Antigua, St. Lucia, Tortola, and the metropolitan Washington, DC area?

In addition to future recruitment within the Territory, upcoming Out-of-Territory recruitment travel will occur in Dominica, St. Kitts and Nevis. Moreover, follow-up recruitment visits are scheduled for St. Lucia and metropolitan Washington, DC.

Admissions/Recruitment outreach has been conducted with UVI Fine Arts Performances?

In 2011, Dr. Judith Edwin recruited in Antigua in October and St. Lucia in November during the Concert Band’s Eastern Caribbean performance and recruitment tour. In January 2012, Dr. Xuri Maurice Allen and Mr. Campbell Douglas conducted new student recruitment outreach at H. Lavity Stoutt Community College in Tortola before and after the UVI performances of the play “Old Story Time.”

College Level Exam Program (CLEP) St. Thomas

Dates: March 22, April 11, and April 17, 2012

Location: CATS computer lab (CA Building Room 123)

Registration: ACES Office
Cost: \$77/test to College Board and \$15 admin fee (pre

-pay UVI)

Payment: Check, money order, credit card (*No Cash*)

Test Time: 9:30 am

Contact: cmorris@uvi.edu

Identification: Current Driver’s License, State, Federal or Tribal ID, Naturalization Card, Certificate of Citizenship

College Level Exam Program (CLEP) St. Croix

Dates: March 15, 29 and April 12, 2012

Location: EVC (Room 304)

Registration: ACES Office

Cost: \$77/test to College Board and \$15 admin fee (pre-pay UVI)

Payment: Check, money order, credit card (*No Cash*)

Test Time: 8:00-11:00 am

Contact: fbarry@uvi.edu

Identification: Current Driver’s License, State, Federal or Tribal ID, naturalization Card, certificate of citizenship .

Submit Admissions Application

Fall 2012 Admissions Application Deadline: April 30, 2012

- Official High School or College Transcript
- Official Test Scores -Undergraduate , SAT or ACT -Graduate, GMAT or GRE Depending on Program
- Application Fee \$25.00

St. Thomas Contact Numbers

Admissions/Registrar

(340) 693-1160

Enrollment Services

(340) 693-2150

Financial Aid

(340) 693-1090

Business Services / Cashier

(340) 693-1437

St. Croix Contact Numbers

Registrar’s Office / Academic Services

(340) 692-4158

Financial Aid

(340) 692-4193

Business Office
(340) 692-4160

FINANCIAL AID

2012-13 New Verification Regulatory Requirements for Documentation

A new regulation mandates that applicants selected for **income verification must submit a 2011 Tax transcript** and not the standard 1040 tax return to his/her aid administrator.

Bona fide U.S. Virgin Islands residents who filed their taxes with the Virgin Islands Internal Revenue Bureau (IRB) must request an IRB transcript from the bureau. *Non Virgin Islands residents* who filed their taxes with the Federal Internal Revenue Service can use the IRS Retrieval tool available on the Free Application for Federal Student Aid (FAFSA) to retrieve their 2011 tax data or request an IRS transcript from Federal Internal Revenue Service office.

New untaxed documentation is required for verification.

Recipients of Supplemental Nutrition Assistance Program (SNAP) benefits formerly known as the Food Stamp Program must submit documentation from the Department of Human Services Food and Nutrition program office to his/her aid administrator.

Did You Know?

Financial Aid Outreach Activities – St. Thomas Campus

Tuesday, February 07, 2012
Seventh Day Adventist School
5:30 p.m. – 8:30 p.m.

Promoting the Financial Aid Office On-Campus

Monday, February 13, 2012
Cafeteria
11:00 a.m. – 2:30 p.m.

Financial Aid On-Line Workshop

Friday, February 17, 2012
UVI CAB Computer Lab, Rm 103
11:00AM -2:00PM

Promoting the Financial Aid Office Off-Campus

Tuesday, February 21, 2012
Ivanna Eudora Kean High School
9:00 a.m. – 12:30 p.m.

Financial Aid Outreach Activities – St. Croix Campus

Thursday, February 9, 2012
St. Croix Educational Complex High school PTSA
6:00PM -8:00PM

Promoting the Financial Aid Office on Campus

Monday, February 13, 2012
Student Activities Courtyard
11:00AM -12:30PM

Melvin H. Evans Center Library Terrace 3:30PM - 5:30PM

Financial Aid Night: “How to Pay for College”

Financial Aid Seminar, UVI
Tuesday, February 14, 2012
Great Hall, Rm. 134-136
6:00PM-8:00PM

Financial Aid Workshop

Wednesday, February 15, 2012
St. Croix Central High School PTSA
5:30PM-7:30PM

Financial Aid On-Line Workshop

Thursday, February 16, 2012
UVI Computer Lab, Rm 133
11:00AM -1:00PM

Financial Aid Scholarships

Application Deadline: March 1, 2012

Applications are available online at www.uvi.edu on the Financial Aid page.

Free Application for Federal Student Aid

Priority Deadline for Free Application for Federal Student Aid (FAFSA) March 1, 2012.

www.fafsa.gov

Our Promise is...

- To smile
- To greet everyone we meet
- To know our jobs and the university
- To treat your concern as our concern
- To follow up on everything
- To treat our co-workers as we would a customer
- To always remember that communication and courtesy matter

Our Mission is to...

- Work creatively, and diligently to obtain enrollment targets through recruitment and retention efforts
- Support the academic mission of the university while continually working toward enhancing students' success
- Value and respect others regardless of circumstances
- Become leaders on campus in the service area as well as a model for quality enrollment services

REGISTRAR

We have introduced a number of other online services in Banner Self-Service for the convenience of our students.

These services can be found on <http://banweb.uvi.edu>

Registration - the majority of students now register online.

Enrollment Verifications
Persons who have a US social security number can generate verification of attendance online.

Online & E-Transcripts
Students may complete and submit a transcript applica-

tion form online. Transcripts may be sent electronically for no extra charge.

Degree Evaluation The Curriculum Advising and Program Planning (CAPP) feature gives students access to an electronic outline of program requirements and assists with the preparation of class schedules.

Apply to Graduate
Students can now apply and make payment online for graduation. **The application deadline is March 15, 2012. (No paper applications will be accepted.)**

Our Services include.....

Admissions, Re-admissions and Re-matriculation
Coordination of Commencement Exercises
Financial Aid
International Student Services, F-1 Visas
Maintenance of Academic Records
Student Recruitment
Assisting with Registration of Classes
Student Information and Verification
CLEP
Transcripts/Academic Records
Veterans' Affairs Services

ACES RETREAT



In October 2011, the ACES staff traveled to St. John for its second annual retreat. Our day was filled with camaraderie, laughter and fun. We were treated to a history tour of the island led by former Professor of English and Languages Dr. Gilbert Sprauve. We explored the Annaberg Ruins, Cinnamon Bay, Hawksnest Bay, The Myrah Keating Clinic and The Virgin Islands National Park. We ended the day by visiting the St. John Academic Center where we were given words of encouragement by the Vice Provost, Judith W. Edwin.