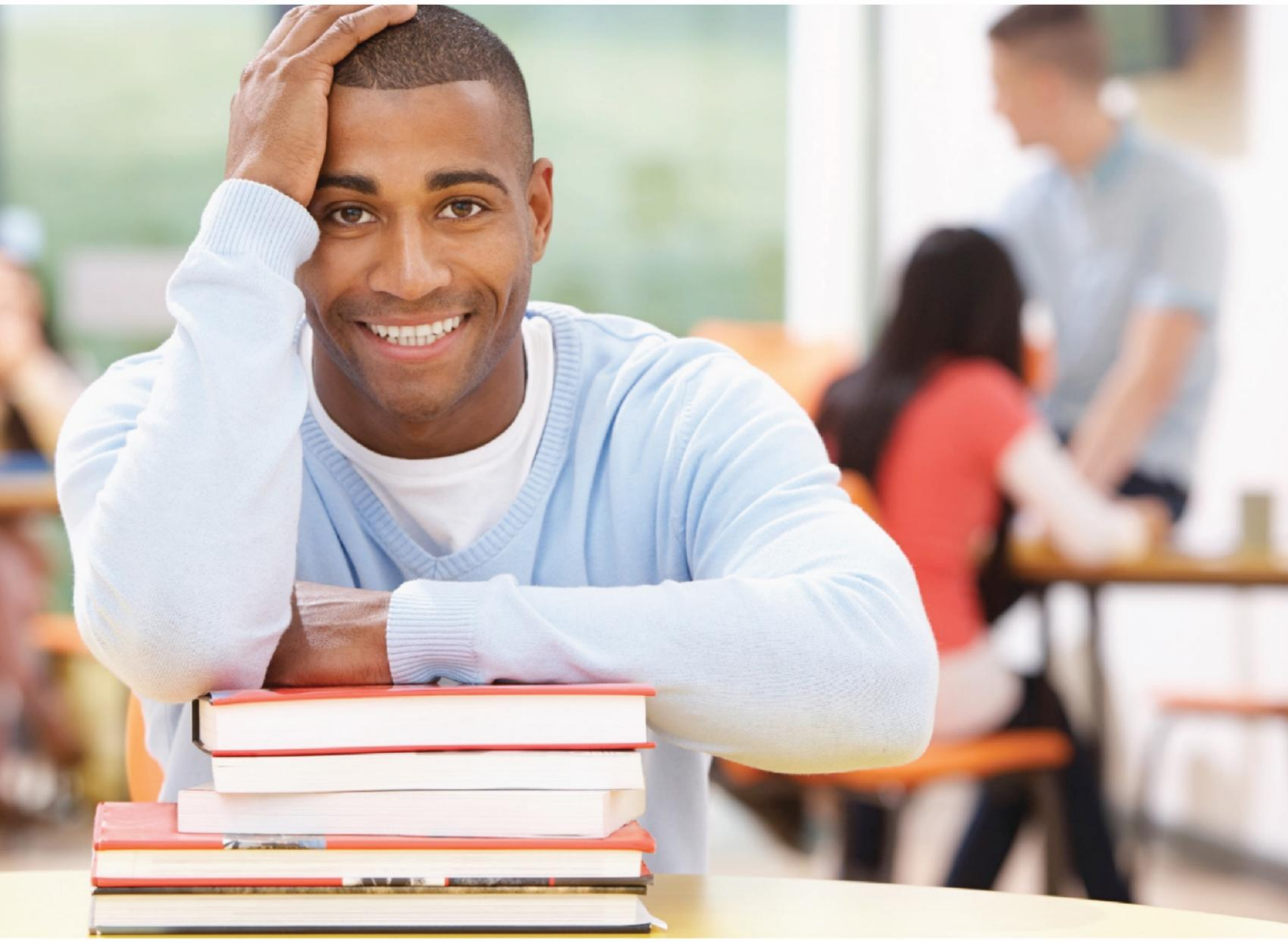
UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC)

Fostering Leadership & Innovation



STUDENT HANDBOOK

2017 - 2018

Table of Contents

Important Notice 8

Introduction 8

History 8

UCC Vision Statement 8

UCC Mission Statement 8

UCC's Recognition and Accreditation 8

ACADEMIC ADVISING 9

UNDERGRADUATE ADMISSION AND ENTRY REQUIREMENTS 12

- General Admission Requirements 12
- Unconditional Admissions 12
- Basic and Prerequisite Skills Requirement 13
- Basic Competence Courses: English, Mathematics and Accounts 13
- English 13
- Mathematics 13
- Accounts 13
- **Conditions for Transfer between Programmes** 14
- Non-English Speaking Candidates 14
- Program Completion Timeframes 15

APPLICATION & ADMISSION PROCESS 16

- Standard Application Process 16
- Categories of Admission 16
- a. Full Acceptance: 16
- b. Conditional Acceptance (Class 1): 16
- Conditional Acceptance (Class 2): 16
- c. Conditional Acceptance (Class 3: Mature): 16
- Notification of Admission 17
- General Information 17

EQUIVALENCE OF EXAMINATIONS 18

S 19

STUDENT ENROLLMENT & REGISTRATION REGULATIONS 19

Acceptance 19
Student Identification Number 19
Student Identification Card 19
Registration Process/System 19
REGISTRATION PROCESS (ADDITIONAL INFORMATION) 20
Co-requisite Courses 20
Pre-requisite Courses 20
Course Load 20
Elective Courses 20
Attendance Policy 20
Academic Probation 21
Advanced Standing: Transfer Credits & Exemptions 21
Applicable Guidelines 21
Criteria for Acceptance of Credits 22
Procedure for applying for Transfer Credits/ Exemptions 23
ACADEMIC POLICIES & REGULATIONS 24
Change in Registration Status 24
Leave of Absence 24
Withdrawal from a Programme 24
Cancellation of Registration for a Semester 25
Resumption of/Re-entry to a Programme 25
TUITION FEE STRUCTURE AND 26
PAYMENT PLAN OPTIONS - ACADEMIC YEAR 2017 26
Foundation Courses 26
Tuition Fee Structure (UCC Online – Jamaica) 26
UCC Online (Jamaica - Undergraduate) 27
Foundation Courses 27
Tuition Fee Structure (UCC Online – Regional/Caribbean) 27
Foundation Courses 27
Miscellaneous Fees (UCC Online – Jamaica, Caribbean/Regional & Extra-Regional) 27
University of London (Certificate of Higher 29
Education in Common Law) 29
Association of Chartered Certified Accountants (ACCA) 29

Fee Payment 29
UCC Online (Applicable Scholarships) 31
Caribbean Students (Applicable Discounts) 31
CEMBA/CEMPA & UCC-MBA Tuition 32
Tuition Fee Refund Policy 32
EXAMINATION POLICY 34
SECTION A: General Examination Regulations 34
Administration of Examinations 34
SECTION B: Guidelines and Conduct of Examinations 35
Students' Responsibilities and Conduct during 35
Examinations (This applies to both students sitting exams on-campus or in the online exam room) 35
Absence from Examinations 37
Student Academic Misconduct 38
Procedural Rules 39
Regulations Concerning Coursework 39
SECTION C: Review/Re-mark of 40
Examination Scripts 40
Lost Examination Scripts 41
Determination of Letter Grade: Associate and 42
Bachelors' Degrees 42
Determination of Letter Grade: Masters' degrees 43
SECTION D: Official Pass Lists 44
SECTION E: Requirements for Awards 44
Transcripts 45
GRADUATION POLICY 46
Annual Commencement Ceremony 46
Intention to Graduate Form 46
Graduation in Absentia 46
December Conferral of Degrees: Completion of Study in the Summer Semester 46
STUDENT APPEALS, BEHAVIOURAL AND ETHICAL STANDARDS 48
Academic Council 48
Matters Related to Examinations or Course 48
Grades 48

Errors and Corrections 48
Regulations on Student Discipline 49
Non-Payment of Fees 49
Attendance 49
Dress Code 49
Full-Time Students – Dress Code 50
Use and Care of UCC Property and Premises 50
Rights and Responsibilities of Student 51
Organizations 51
Events Requiring Approval 51
Fund Raising 51
Parking and Use of Motor Vehicles 51
Library and Information Resource Center 52
Role 52
Services 52
Ebook Central Database 53
Other resources: 53
Computer Labs 53
Classrooms 53
Cafeteria 54
Gambling, Substances and Weapons 54
Academic Matters 54
Sexual Harassment 55
Dealing With Misconduct (Minor and Major 55
Offences) 55
Medical Assistance 57
STUDENTS RIGHTS & RESPONSIBILITIES 58
Code of Conduct 59
Academic Honesty 59
Plagiarism and the Consequences of Plagarism 60
Consequences of Plagiarism 60
Avoiding Plagiarism 61
Reference: 61

Respect for the Law 61
Respect for Self and Others 61
Student Governance 62
Composition of the Students Executive Council 62
Elections 62
UCC ONLINE FREQUENTLY ASKED QUESTIONS 63
GRADUATE STUDIES 66
GRADUATE PROGRAMME ADMISSION REQUIREMENTS 66
GENERAL INFORMATION 69
APPENDIX 1 74
APPENDIX 1 74
Aeorion Student Management System Login and Registration Instructions 74
First Time Users – Activate your Account Steps 74
After Login 76
To Register for Classes 76
Adding/Dropping a Course after Registering 83
GLOSSARY OF TERMS 86

Message from the Executive Vice President

Dear UCC Students,

As the largest privately held, non-affiliated tertiary education institution in Jamaica, the University of the Commonwealth Caribbean (UCC) is committed to the best practice benchmarks of collaboration with each student, in sustained work towards the development of his or her critical thinking, effective communication, acquisition of substantial professional knowledge, and effective use of technology and information.

In the course of this educational journey, you will need to learn to analyze, evaluate, synthesize and apply information, in a credible and effectively articulated manner.

You will need to assimilate, interpret and articulate the results of your information searches, as well as your thoughts, feelings, attitudes and beliefs.

Throughout the course of your UCC experience, each student is expected to act in an ethical manner, with integrity and increasing professionalism, and is encouraged to develop a passion for lifelong learning.

At the University of the Commonwealth Caribbean, teachers and learners work together to develop eventual graduates who are informed citizens, with local, community, global and environmental awareness, appreciating diversity and pluralism, who are driven to meet or exceed the expectations of their professional colleagues.

Should you be a new or continuing student, you will meet and work with exceptional faculty members who wish to encourage your success in self-development.

Whether you are a current or a prospective student, I encourage you to review the University's website, as well as the contents of this Handbook, which provides details concerning UCC's policies and regulations concerning student affairs, constituting a basis upon which you can prepare for an exciting and enriching educational journey.

Parents and other relatives will also find this Student Handbook helpful, in the course of providing the family support that is essential in enabling the transformation of a freshman student into an accomplished graduate, who makes all University of the Commonwealth Caribbean community members and stakeholders proud.

I look forward to meeting and interacting with as many of you as possible, and wish you a wonderful academic year of 2017.

Professor Bernadette Warner (PhD),
Executive Vice President of Academic Affairs, Internationalization and Online Programmes
University of the Commonwealth Caribbean

Important Notice

This UCC Students Handbook (Undergraduate Studies) is intended to assist readers in understanding the policies and procedures of the institution. It contains general information, regulations, guidelines and academic procedures pertinent to each student. It is therefore important that students familiarize themselves with its content as you are bound by the policies contained herein.

The UCC reserves the right to make changes to the policy provisions and content of this booklet without prior notice.

Introduction

The University of the Commonwealth Caribbean (UCC) serves the educational needs of qualified persons and those of employers seeking quality programmes leading to professional advancement and a competent work force.

UCC provides flexibility in programme delivery and scheduling. Students may enroll as full-time or part-time, with a choice of modalities ranging from face-to-face, online or blended, and may choose schedules that include Early Bird, Day-Time, Week-Day evenings, and Sundays. UCC offers a range of academic degree programmes at the Bachelors and Masters levels as well as professional and customized executive training and short courses to individuals and organizations.

In recognition of the needs of the discerning learner, UCC applies a personalized approach to all students during their academic journey, with the goal of ensuring the success of all students. All students have access to a dedicated programme Coordinator who advises each student regarding course selection, academic progression and retention.

History

UCC was established in 2004 as a result of the amalgamation of two tertiary education institutions - the Institute of Management Sciences (IMS), and the Institute of Management & Production (IMP). The University has developed its programmes and courses in response to the requirement for new and improved teaching and learning strategies in Jamaican tertiary education. The programme(s) selected will provide challenging, multi-dimensional experiences which prepare individuals for the highly competitive business world.

UCC Vision Statement

The University of the Commonwealth Caribbean seeks to provide broad-based educational opportunities through partnerships, flexible delivery modes and financing, in an environment where high standards, truth, respect and the dignity of the person are emphasized.

UCC Mission Statement

The University of the Commonwealth Caribbean is committed to preparing young ladies and gentlemen to become exceptional business and community leaders, innovators, and scholars in a caring and intellectually stimulating academic environment, where all persons are valued, respected and challenged to embrace excellence, integrity and social responsibility.

UCC's Recognition and Accreditation

UCC is recognized by, and registered with, the University Council of Jamaica (UCJ) as a University College, with the authority to award academic degrees up to the Masters level. The university has been awarded international institutional accreditation by the UK-based Accreditation Services for International Colleges and Universities (ASIC). All academic programmes at UCC are fully accredited, or are in process of accreditation, by the UCJ.

ACADEMIC ADVISING

The pursuit of an academic programme can be challenging. The expected outcomes are critical, particularly given significant investments of time and money on the part of our students. UCC recognizes that an effective academic support structure is essential for the success of most students. That is why we offer our students academic guidance and counseling. Academic advising is designed to help students, as they prepare to enroll, by providing general as well as personalized information on programs of study and support services.

You should consult with an Academic Advisor, usually the Programme Coordinator, before registering for any course. This is particularly recommended for students on academic probation and those entering with exemptions or advanced standing. Our Campus staff members are always ready to speak with you.

For current and prospective students, the list of Academic Advisors available for consultation is available below. Students may be guided by the academic calendar to schedule appointments closer to the registration period. Information regarding courses available for selection and registration will be available via the Student Management System (Aeorion), at least four weeks prior to the start of each semester or teaching period. Registration period dates can be secured from the Academic Calendar.

Savanna la Mar Campus

Hazel Graham
Campus Manager
Room #10 United Church Hall Building,
Beckford Street, Savanna la Mar
Contact: 1-876-955-4761
or sav@ucc.edu.jm

Legardo Dillion
Programme Officer
Contact: savprogramofficer@ucc.edu.jm

Montego Bay Campus

Jerry Craig
Campus Manager
16 East Street, Montego Bay
Contact: 1-876-940-2025/ 1-876-665-4050
or mobay@ucc.edu.jm

Nethlyn Parkinson
Programme Coordinator
Contact: 1-876-940-2025 or
mobay@ucc.edu.jm

Petagaye Jones
Programme Officer
Contact: 1-876-940-2025 or
mobay@ucc.edu.jm

May Pen Campus

Patricia Jarman
Campus Manager
3 Chapleton Road, May Pen
Contact: 1-876-986- 9273 or
maypen@ucc.edu.jm

Programme Officer
Contact: 1-876-986-9273 or
maypenprogofficer@ucc.edu.jm

Mandeville Campus

Michelle Smith
Campus Manager
Mandeville Center
3½ Caledonia Road
Mandeville
Contact: 1-876-625-5408/1-876-625-2602
or mandeville@ucc.edu.jm

Faith Blair
Programme Officer
Contact: 1-876-625-5408/1-876-625-2602 or
mandeville@ucc.edu.jm

Ocho Rios Campus
Keisha Schooler
Campus Manager
99 Main Street, Ocho Rios
Contact: 1-876-974-4071
or ochorios@ucc.edu.jm

Crystal Hinds
Programme Coordinator
Contact: 1 876-974-4071
or ochoriosprogrcoordinator@ucc.edu.jm

Worthington Avenue Campus
Damion Malcolm
Programme Coordinator
UCC Online
17 Worthington Avenue
Contact: 1-876-665-4009
or ucconlineofficer@ucc.edu.jm

Nichole Dixon-Jacobs
Programme Coordinator
UCC Online
Contact: 1-876-655-4007
or ucconline@ucc.edu.jm

Kadia Hylton-Fraser

Programme Manager
International Office
Contact: 1-876-665-4010
international2@ucc.edu.jm

Maxine Watts
Programme Coordinator
Department of Law
17 Worthington Avenue
Contact: 1-876-665-4025 or
mwatts@ucc.edu.jm

Roosevelt Lewars
Programme Coordinator
Department of General Studies and Behavioural Sciences
17 Worthington Avenue
Contact: 1-876-665-3996
or rlewars@ucc.edu.jm

Keri-Ann James
Programme Coordinator
Department of Graduate Studies
Worthington Avenue Centre
17 Worthington Avenue
Contact: 1-876-665-4049
or gradstudiescoordinator@ucc.edu.jm

Oxford Terrace Campus
Noyoland Williamson
Programme Coordinator
Department of Business Administration
Contact: 1-876-665-4040
or nwilliamson@ucc.edu.jm

Pamella Thomas
Programme Coordinator
Department of Business Administration
Contact: 1-876-665-4039
or pthomas@ucc.edu.jm

Carissa Beckford
Programme Coordinator
School of Tourism & Hospitality Management
Contact: 1-876-665-3992
or tourismcoordinator@ucc.edu.jm

Denver Smith
Programme Coordinator
Department of Business Administration
16 Oxford Terrace
Contact: 1-876-665-4041
or dsmith@ucc.edu.jm

Shelley Thompson-Taylor
Programme Coordinator
Department of Business Administration
16 Oxford Terrace
Contact: 1-876-665-4043
or staylor@ucc.edu.jm

Academic Calendar

The UCC educational experience is designed to meet the demands of the dynamic socioeconomic environment in which it operates. The Academic Calendar is organized in such a way to reflect our understanding of the support needed to cultivate and sustain you in your progress with us.

The Academic Calendar is based on a trimester system, including Fall, Spring and Summer sessions. The calendar shows the start and end dates for each mode of study for each semester—Early Bird, Day, Evening and Sunday— along with the expected registration and examination periods. Students are required to register for each trimester.

Access to the Academic Calendar for 2016-2017 will be granted to all students via the official UCC Gmail, student accounts, and the UCC website.

Class Hours

The instructional hours assigned for the various study options are as follows:

Early Bird - Monday - Thursday - 7:00am -8:30am
Day - Monday –Thursday **- 9**:00am **-** 4:30pm
Evening - Monday – Thursday – 5:30pm - 8:30pm
Sunday - 8:30am- 6:50pm
Online - Monday – Thursday - 6pm – 10pm
Saturday - 7pm – 10pm
Sunday - 9am – 10pm
(Online classes are anytime between these hours)

Course Allocation

A standard full-time study load is usually a minimum of fifteen (15) Credit Hours or five (5) courses per regular semester, amounting to 30 credit hours (10 courses) per academic year. Students are encouraged to progress through their programme during the special Summer Semester.

A standard part-time study load is a minimum of nine (9) Credit Hours or three (3) courses per regular semester.

Students electing to change their prescribed programme of study, the mode of study or campus must have formal approval from the Head of Department and the Registry. The required request form must be completed for approval.

N.B. At all times the University of the Commonwealth Caribbean reserves the right to discontinue the offering of a course or programme.

Optional Modality

There may be occasions when a class offered via the traditional face- to-face mode cannot proceed, due to the low registration of students. In such instances students may be offered the option of completing the course via UCC Online modality. However, this will be dependent on scheduling and availability.

UNDERGRADUATE ADMISSION AND ENTRY REQUIREMENTS

The University of the Commonwealth Caribbean (UCC) will consider applications from all persons, irrespective of race, gender, religion or creed, national or ethnic origin, or range of abilities to all its programmes and activities, with all the rights and privileges generally accorded or made available to students of the University.

The Physically Challenged

Persons who are physically challenged will be considered for special admission on the basis of the requisite facilities being in place to ensure their safety, comfort and general well-being.

Other Disabilities

Persons with other disabilities will be considered for special admission on the basis of the requisite facilities being in place to accommodate their needs and ability to meet course requirements.

General Admission Requirements

The University reserves the right to determine policies for entry to all its programmes and will make its own determination as to the credits that are Transferable from other duly registered institutions and accredited programmes. UCC also reserves the right to deny admission to any applicant and to change the entrance requirements without prior notice.

Unconditional Admissions

To be unconditionally admitted to degree programmes of UCC, individuals should comply with the application and admissions requirements. The minimum standard for general admission against which all applications are assessed requires passes in

five (5) subjects at the Caribbean Secondary Education Certificate (CSEC) General Proficiency Level, or the Ordinary Level of the General Certificate of Education (GCE) or at grades I, II, III or A, B, C, respectively. Subjects must include English Language and Mathematics. A CSEC pass at level 3 must have been obtained in or subsequent to June 1998. City & Guild pass at stage III, National Vocational Qualification (NVQ), and Caribbean Vocational Qualification (CVQ) Level II

Persons applying to pursue programmes in the Department of Business Administration must have a passing grade in CSEC/GCE Accounts (CSEC I, II, III and GCE A, B, C).

International students are required to possess at minimum a High School Diploma, or Certificate of Equivalency / Proficiency/ International Baccalaureate (IB) or other international qualification (in which a minimum Grade Point Average of 2.5 or 70% has been achieved in at least five subjects including **Mathematics** and **English**.

Students who have attained qualifications from recognized tertiary institutions may also be admitted to programmes of study at UCC. The possession of an associate degree or diploma does not guarantee automatic entry to the upper level (Year 3) of a UCC programme.

In order to determine advanced standing, prior qualifications will be assessed to determine their equivalence and relevance to the UCC prescribed programme to which candidates have applied. For example, a teachers' diploma will not guarantee acceptance with advanced standing by UCC to pursue a degree programme unless the courses/credits indicated on the official transcript are relevant. Specific courses or credits pursued as part of other programmes prior to the application to UCC may be accepted, even though the entire programme of study may not be.

NB. Credits used for entry to the institution will

not be considered for exemptions and/or advanced standing.

Applicants with prior post-secondary and/or tertiary qualification(s) are required to present transcripts for assessment indicating all previous academic work. Applicants requesting transfer credit for prior post-secondary education must have their former institutions submit official transcripts so that the award of transfer credit(s) may be determined.

Applications for a particular semester may be accepted only through to the end of the late registration period defined for that semester.

Students are notified of their admission to their programme of choice in writing. Students who are granted Advanced Placement will also be notified in writing.

Each applicant must be at least 17 years of age, as evidenced by his/her birth certificate, on the first day of classes. Students below this age may be admitted if they satisfy the general admission requirements and their parents/wards certify their approval of the same.

The language of instruction at the University is English. Students whose first language is not English will be required to demonstrate English Language proficiency.

Basic and Prerequisite Skills Requirement

All students must demonstrate basic competence in foundation Mathematics and English. Evidence of basic skills proficiency is generally provided through the attainment of appropriate scores on the CSEC, GCE, City & Guild, NVQ and CVQ examinations in English and Mathematics.

Basic Competence Courses: English, Mathematics and Accounts

Students who have not satisfied this requirement may complete foundation courses in English and Mathematics during their first academic semester of degree studies. UCC has developed two courses that cover the CSEC syllabi and for which successful completion provides proof of basic competence in the subject areas. These courses are:

- English for Academic Purposes
- Core Mathematics

The following passes may be considered in determining a candidate's application for advanced standing:

English

- Applicants with passes in Communication Studies in the Caribbean Advanced Proficiency Examination (CAPE) Level I.
- Applicants with an Associate or Bachelor's degree with a major in English.
- Applicants who have successfully completed a minimum of six credits in English in an Associate or Bachelor's degree.
- Applicants who have successfully completed a minimum of six credits in English in a Diploma.

Mathematics

- Applicants with passes in Mathematics in the Caribbean Advanced Proficiency Examination (CAPE) Level I.
- Applicants with an Associate or Bachelor's degree with a major in Mathematics.
- Applicants who have successfully completed a minimum of six credits in Mathematics in an Associate or Bachelor's degree.
- Applicants who have successfully completed a minimum of six credits in Mathematics in a Diploma.

Accounts

Students who have not completed CSEC Accounting or its equivalent at Grades I, II or III, will be required to do the Fundamentals of Accounts non-credit course in the first semester. UCC has developed this course that covers the CSEC syllabus and for which successful completion provides proof of basic competence in the subject area.

- Fundamentals of Accounts

Students may be exempted from this course under the circumstances outlined below:

- Applicants with passes in Accounts CSEC/GCE with grades I or II or A and B respectively.
- Applicants with passes in A-Level

Accounts or in the Caribbean Advanced Proficiency Examination (CAPE) Level I.

- Applicants who have successfully completed a minimum of six credits in Accounting in an Associate or Bachelor's degree.
- Applicants who have successfully completed a minimum of six credits in Accounting in a Diploma.

Credits used for entry to the institution may not used and hence, will not be considered for exemptions and/or advanced standing in a programme of study being pursued by a student.

Conditions for Transfer between Programmes

Students are advised to apply for transfer into a new programme by the end of their first year, after consulting with their academic advisor and HOD. Both Heads of Department need to approve any such application. Students who do not satisfy the requirements of the proposed new programme will not be granted approval.

Associate Degree – Terminal Degree

Applicants for undergraduate programmes of study are encouraged to apply for bachelor's degree programmes. Students enrolled in the bachelors programmes may, under special circumstances, pursue a planned course of study that leads to the award of an associate degree after two years. Students who plan to exit with an Associate's degree after two years must apply to their Heads of School by the end of their second semester of study. Only students, who apply for associate degrees by the end of the second semester of their study, will be considered for the conferral of associate degrees.

Non-English Speaking Candidates

The language of instruction at UCC is English. Applicants whose first language is not English will be required to demonstrate English Language proficiency, through the completion of an approved English testing regime such as, the Test of English as a Foreign Language (TOEFL) or success in UCC's English as a Second Language Level 5.

A mark of 550 in the TOEFL Test, at a time not exceeding two years since the exam, will be recognized as equivalent to an acceptable CSEC/GCE pass in English Language. For more information concerning the TOEFL Test, visit TOEFL on the web at http://www.teofl.org/ or write to: T.O.E.F.L., Box 899-R, Princeton, New Jersey 08541, USA.

All costs related to the TOEFL Test must be borne by the candidate. UCC reserves the right to request candidates to complete its own English Language Proficiency Test in addition to the TOEFL Test.

Post Secondary or Tertiary Studies

Non-English speaking candidates who have successfully completed at least **two** years of full-time study in an assessable qualification at a recognised university or other post-secondary institution where the sole language of instruction and assessment was English, may not be required to undertake a standardized language test if they can provide a statement or certificate issued by the Registrar (or equivalent) of that institution confirming this.

- The statement or certificate must be on official headed paper, and must be the original document.
- The study must have been completed no more than **two years** prior to the commencement of the UCC programme.

Alternatively, if the applicant's studies were undertaken more than two years prior to the commencement of the programme at UCC, the student may meet UCC's English Language Proficiency requirements provided:

- **Satisfactory completion of a degree or other assessable post-secondary qualification of a minimum duration of three full-time years (or** equivalent) at an institution where the sole language of instruction and assessment was English, and
- The student resided in a predominately English-speaking country[1] since graduation. The

candidate will need to provide proof of residency with your application for admission.

These include: American Samoa, Australia, Bahamas, Barbados, Belize, Botswana, Canada, Fiji, Gibraltar, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Singapore, Solomon Islands, South Africa, The

Gambia, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia, Zimbabwe.

Program Completion Timeframes

The maximum permissible time-frame to complete a programme is the prescribed programme duration, plus a period not exceeding an additional three (3) academic years. An academic year is normally defined as two full academic semesters.

- The maximum permissible timeframe for completion of the UCC Associate Degree is five (5) academic years.
- The maximum permissible timeframe for completion of the full Bachelor's Degree programme is seven (7) academic years.

- Where the maximum permissible timeframes have been exceeded, individuals wishing to pursue programmes at UCC will be required to apply to the institution (new applicant rules apply), and credits that were previously completed will not apply.

- Where an individual is re-applying within the timeframe, but with more outstanding credits than the remaining time would normally allow for programme of study completion, approval will not be granted for such a re-application. Therefore candidates will be required to apply anew to the institution, and new applicant rules will apply.

APPLICATION & ADMISSION PROCESS

Standard Application Process

Applicants are required to:

a. Complete the UCC Official Application Form (online or paper) related to programme option.

b. Submit a recent (within 6 months of application) passport sized photograph.

c. Pay processing fee where applicable.

d. Provide certified copies of academic qualifications. (Where preliminary results slips are submitted, official transcripts must be requested from the Overseas Examination Commission.)

e. Submit certified copy of Birth Certificate.

f. Submit certified copy of Marriage Certificate (where applicable).

g. Submit certified copy of name change documents (where applicable).

h. Submit certified copy of divorce related documents (where applicable).

Categories of Admission

Applicants may be accepted in one of the following categories:

a. **Full Acceptance:** Applicants who have fully satisfied the Standard Admission Process with the minimum of five (5) CSEC/GCE/CAPE (including the mandatory English Language and Mathematics) subjects for degree programmes.

b. **Conditional Acceptance (Class 1):** Applicants to degree programmes who possess a minimum of Four (4) CSEC/GCE/CAPE subjects, and who have not fully satisfied the Standard Admission Requirements, may be admitted in this category with the requirement to successfully attain the additional basic qualification, and/or submit outstanding documents stipulated in the Provisional Acceptance Letter within the first year of the programme. Failure to do so will prevent the student progressing in his/her academic programme beyond the first year, as these requirements are pre-requisites for advancement to the second year of study. Additionally, academic awards (degrees) will not be granted if the conditions stipulated in the Provisional Acceptance Letter are not completely met by the students.

Conditional Acceptance (Class 2): Students who have successfully completed four CSEC/GCE subjects, including Mathematics and English, may complete matriculation into the degree programme by earning a passing grade in Fundamentals of Accounts, during the first semester of enrollment. Failure to do so will prevent the student progressing in his/her academic programme beyond the first year, as these requirements are pre-requisites for advancement to the second year of study. Additionally, academic awards (degrees) will not be granted if the conditions stipulated in the Provisional Acceptance Letter are not completely met by the students.

c. **Conditional Acceptance (Class 3: Mature):** Applicants who have not fully satisfied the Standard Admission Requirements may be accepted via the Mature Candidate Route and granted admission on the basis of:

i. Possession of alternative academic or professional qualifications.

ii. Minimum age requirement of 25 years.

iii. Minimum of five years' work experience in a field related to their proposed programme of study. Exceptions may be made if an applicant has significant work experience in a field other than the proposed area of study.

iv. An interview may be conducted by the relevant Academic Department.

v. Review of documents submitted in support of the application:

- Resume/Curriculum Vitae
- Employment Verification Letter including perspectives on performance.
- Three (3) Professional Reference Letters
- Mature Entry Supplemental Form

All applicants will receive written notification of provisional acceptance for admission. The stipulated conditions for provisional admission, in the case of mature students, must be satisfied by the completion of the first year of study. Failure to do so will prevent the student progressing in his/her academic programme beyond the first year, as these requirements are pre-requisites for advancement to the second year of study. Additionally, academic awards (degrees) will not be granted if the conditions stipulated in the Provisional Acceptance Letter are not completely met by the students.

Notification of Admission

Notification of provisional admission may be delivered electronically, if an email address was provided by the applicant, or via hard copy through the mail.

Applicants will be contacted to collect their admissions package at an office of the Institution. The Admissions Package generally consists of the following documents:

1. Acceptance Letter
2. Acceptance Confirmation
3. Enrollment Contract
4. Tuition Structure
5. Aeorion Registration Instruction
6. Email Activation Instructions
7. Student Loan Information
8. Student Handbook

General Information

Registration for Semester: Students are required to register each academic semester, as they progress through their programmes of study. UCC provides substitute courses for the mandatory English and Mathematics basic matriculation. Students without these basic qualifications at the time when they wish to matriculate are required to enroll and successfully complete the UCC substitutes during the first semester of study within which they are offered.

UCC develops agreements with selected high schools that allow for fifth-form students with demonstrated strong academic potential to register simultaneously for at least two introductory first year subjects at the University, and to earn credits, if successful, while preparing for their CSEC/GCE examinations.

Special tuition scholarships may be awarded to students in the Advanced Placement Programme to encourage meritorious students who apply. Continuing students may elect to pursue either face-to-face, online, or any combination of courses at the University. This Advanced Placement opportunity is available through all the Regional and Kingston Campuses in Jamaica.

EQUIVALENCE OF EXAMINATIONS

The following General Certificate of Education Boards are deemed to be acceptable as awarding equivalent subject passes at Advanced level (A-Level) or Ordinary Level (O-Level)

- The University of Cambridge
- The University of London
- The Oxford & Cambridge Schools of Examination Board
- The University of Cambridge Schools Examination Syndicate
- The Associated Examination Board
- The International General Certificate of Secondary Education

Examination	Accepted grade	Equivalent Exam	Equivalent
GCE Ordinary Level	Grades A-C	CSEC General Proficiency	
Bahamas General Certificate of Secondary Education (BGCSE)	Grades A-C	CSEC General Proficiency	Grades 1 or 2
City & Guilds	Stage III English Language and Mathematics	Required to complete UCC's English Language and	Pass
University of Technology Official Exams	Grades A-C in the English Language/ Mathematics Exam	Required to complete UCC's English Language and Mathematics	Pass
NCTVET/NVQJ	Level II English Language and Mathematics	CSEC Level 3	Pass
CVQ	Level II English Language and Mathematics	CSEC level 3	
RSA Examinations	Stage II subjects	GCE 'O' Level	Grade C
RSA Examinations	Stage III subjects	GCE 'A' Level	Grade D/E
Test of English as a Foreign Language (TOEFL TEST)	Mark of 550	CSEC pass in English Language	
IELTS (International English Language Testing System)	6.0 (minimum of 5.5 on all sub-tests)	CSEC pass in English Language	

Note: An applicant is free to accept or reject the decisions of the Admissions Committee in relation to offers of admission. However, this choice must be made before enrollment, since all who register will be deemed to have accepted all the policies and regulations of the University of the Commonwealth Caribbean (UCC).

STUDENT ENROLLMENT & REGISTRATION REGULATIONS

Integral to student enrollment and registration are rules and regulations which demand strict adherence on the part of students. Students are expected to be fully acquainted with all published policies, as they will be responsible for compliance with these policies. Any violation is subject to the UCC taking specific actions.

In order to successfully fulfill the degree requirements for any programmes within the timeframe established by the Institution, students are expected to act on the advisement given, to avoid any disruption to their academic schedule. Students should also be mindful of the environment in which they function and ensure that they act in a responsible manner:

- Make informed choices regarding courses and programmes;
- Provide documentation in support of petitions and other requests;
- Maintain good grades in their performance of each course, adhere to stated regulations governing course registration, leave of absence, re-admission, add/drop and withdrawal; and,
- Dress in a manner in keeping with the stipulations under the heading Dress Code below.

In all circumstances and in all instances a student is personally responsible for the course and satisfactory progress of his/her education. Accordingly, please ensure that you are aware of and comply with all institutional regulations.

Acceptance

No applicant is officially accepted to any programme until he/she has received a formal letter of acceptance from the Admissions Department and the student has returned the signed acceptance slip, and signed and submitted the Conditions of Enrollment to the Department.

Student Identification Number

Each student is assigned a unique identification number in the Aeorion Student Management System; this is clearly indicated in the Letter of Admission. This number is placed on the identification card which is issued to all incoming students and should be quoted on all correspondence from you to the institution. The number must also be used on exam scripts and projects.

Student Identification Card

Each student is issued with a student identification card which portrays his/her photograph, name, student identification number, programme of study and the expected date of completion. This identification card is required for the student to gain entry to classes, the library and computer laboratories, and to sit official examinations (including mid-module and End of Module).

Registration Process/System

Students should meet with their academic advisors prior to selecting and registering for courses via the Aeorion Student Management System.

Registration is a continuation of the Academic Advising and Enrollment processes. Dates pertaining to the registration periods are published in the Academic Calendar. Students are required to register for each semester (Fall, Spring and Summer Sessions as desired) to secure their place in a course. Registration is not complete until financial clearance is obtained from Student Financial Services (SFS).

REGISTRATION PROCESS (ADDITIONAL INFORMATION)

Co-requisite Courses

Conditional acceptance may require that a candidate successfully complete co-requisite courses. These co-requisite courses (e.g. Core Mathematics or English as a Second Language for non-native English speakers) must be pursued concurrently with the main programme of study. All programmes must be completed within the approved time frame as stated in the Letter of Admission.

Pre-requisite Courses

Students are required to take and pass the pre-requisite courses as notified and required to progress through their programmes of study. An example of a pre-requisite course is Academic Writing I, which must be successfully completed prior to a student being allowed to pursue Academic Writing II.

Course Load

- A normal semester's course load for a full-time student is fifteen credits or five (5) three- credit courses.
- A normal semester's course load for a part-time student is normally nine credits or three (3) three-credit courses.
- Students who wish to carry fewer or additional courses must participate in academic advisement and make a formal application through the relevant Head of Department.

Elective Courses

An elective module is a module offered by a department that is open to selection by students from outside that department. It is not the same as a compulsory module, which is a module required for a particular programme of study.

Please note that it may not always be possible to grant your request to undertake an elective module because of timetabling or other constraints.

The institution has identified non-compulsory modules within each of their programmes of study that a student may replace with elective modules. The number of modules that may be replaced in this way is six credits two modules (2) of a programme. The Programme Coordinator is the contact for students wishing to take electives in that department.

Students are required to complete the required application form to apply for an Elective module. If you are planning to take more than one elective module, you will need to fill in a separate form for each.

Please follow the steps below to complete the process:

1. Complete the information about your chosen module in **Section 1**, in consultation with your Programme Coordinator and filling in all the parts of the table.
2. Take the form to the department offering your chosen module.
3. Obtain in-principle agreement in **Section 2** for your place on the chosen module, from the departmental contact.
4. Discuss your proposals with your Programme Coordinator and obtain a signature in **Section 3** to confirm approval of your request.
5. Your Programme Coordinator will then ***post*** a copy of the form to the department offering the elective module, for entry onto your academic record and hand you a copy of the signed form with the confirmation of your amended programme of study.

Attendance Policy

All students are expected to attend at least 75% of the prescribed contact hours/sessions of a module/course. This includes persons pursuing courses via UCC Online. A register is taken at each session (or as in the case of UCC Online, student access is recorded). Frequent lateness will be recorded and assessed in light of the attendance criteria. Students should notify the institution (through the relevant Programme Coordinator/ Campus Manager) in writing, in advance of the start of a module of any predictable or unavoidable absence, in which case, a penalty may not be applicable. Each case will be reviewed on its own merit.

Where a student has been absent from a scheduled class or classes a letter of explanation must be sent to the Programme Coordinator or Student Services Officer **no later than seven (7)** working days after the absence. Where the absence is work-related, a letter on the company's letterhead, signed by a manager/ senior officer, is required. Failure to comply will result in the student being barred from sitting end of module examinations in that module/ course, if the minimum 75% requirement is not maintained.

NB: It is the student's responsibility to obtain information and copies of material covered while absent from lecture sessions or tutorials.

Academic Probation

Students must demonstrate satisfactory academic progress towards the completion of their programmes. The institution reserves the right to ask any student below the minimum GPA of 2.0 to be placed on academic probation. Any student who failed at least two courses or (6 credit hours) in an academic period will be placed on academic probation.
All students on academic probation shall be limited to a maximum 6 credit hours course load per semester. The probationary period is a maximum of two semesters. Students must earn a minimum GPA of 2.0 in each semester of Academic Probation until their Academic Good Standing status (that is, where the probationer's overall GPA is a minimum of 2.0) is restored.

Students placed on academic probation may be required to attend special guidance sessions as arranged by the Academic Department to which they are assigned.

If the student's GPA remains unsatisfactory after the probationary period has lapsed the student may be placed on "Academic Suspension". Suspended students may not be allowed to enroll in classes for at least one semester and any financial aid may be affected.

Advanced Standing: Transfer Credits & Exemptions

UCC students/applicants may be able to accelerate their individual programme of study with advanced standing credit which may be earned in a number of ways. All courses taken at other institutions will be evaluated to determine their eligibility for UCC credit.

Advanced standing is available through the transfer of credits. This occurs when applicants have prior tertiary education as certified by the submission of an official transcript(s) which is evaluated as per established institutional standards.

A **complete exemption** is awarded with full credit in cases where a student is granted Advanced Standing from UCC courses because the student has already passed courses in other programmes at the UCC or passed courses of similar content at other recognized institutions. Students are not required to take replacement courses.

In the case of a **partial exemption**, students may be advised to complete an alternative UCC course, in order to satisfy the credit requirements of their programme of study. This may occur for candidates who have completed special programmes of study, such as the Caribbean Advanced Proficiency Examination (CAPE), GCE Advanced Level examinations, or in the case of some professional programmes.

For both ***advanced standing*** and ***partial exemption*** applicants are normally required to have official transcripts of their grades or official certification forwarded to the Registrar, University of the Commonwealth Caribbean, for evaluation before acceptance into the programme can be granted and they may also be requested to provide course syllabi and outlines of courses previously pursued.

Candidates may use qualifications earned at other recognized and approved institutions for the following purposes:

- Exemptions from courses within a UCC degree programme.
- Transfer of Credits or Advanced Standing for courses within a UCC degree programme.

Applicable Guidelines

1. A maximum of 50% transfer credits may be accepted in order to complete a UCC degree programme.
2. Persons with non-UCC credentials who are seeking entry to the final two years of a UCC

baccalaureate programme are required to possess course credits or a completed relevant tertiary qualification, composed of at least fifty percent (50%) relevant/transferable credits from a recognized tertiary institution. However, an applicant has to complete the minimum credit hours established for the specific UCC bachelor's degree (between 121 and 127 credit hours) he/she is pursuing. The applicant thus has to complete the difference between the credits awarded (transfer of credits) and the credits required to complete the programme of study.

3. Students who receive advanced standing must complete at least 50% of the total credit load (whether Associate or Bachelor's) of the UCC degree in order to qualify for the conferral of same. Thus, no more than 50% of the degree credit load may be accepted by way of transfer of credits.

4. Individuals granted 50% relevant/ transferable credits may be granted Conditional Acceptance into year three of a bachelor's degree programme. However, students who have to complete pre-requisite courses must successfully conclude them before proceeding to the final year of their programme (year four). All prerequisite courses are specified in the acceptance letter and must be completed within the approved timeframes.

5. If an applicant has 25% credits transferred into a UCC programme, he/she may be registered in the second year of a degree programme, subject to the approval of the Registrar.

6. Individuals who have not completed a programme at another recognized tertiary institution, and who submit a transcript in support of an application for advanced standing are subject to scrutiny on three grounds:

- The timeframe from the commencement of programme at the previous institution to the time of application to UCC.
- Credits may be accorded for relevant/ transferable courses further to detailed assessment of an official transcript and will be granted in the case of grades at the level of C or above.
- Up to 50% relevant/transferable credits may be accorded.

Credits used for entry to the institution may not used and hence, will not be considered for exemptions and/or advanced standing in a programme of study being pursued by a student.

Criteria for Acceptance of Credits

The Transfer of Credits process will not award credit for courses:

- where the student earned below a grade of (50%)
- that the point value for each course less than the minimum of 2.0
- that are remedial or offered at the pre-tertiary level
- that are designated with less than 3 credit hours
- that are non-academic in nature (e.g. recreational, etc.)
- completed at a non-registered institution or in a non-recognized/accredited programme.

For a credit to be accepted, in the judgment of the University, it must fulfill the following criteria:

- Have been completed at an accredited institution
- Be relevant to the prescribed programme.
- Be equivalent or similar in content to the prescribed course.
- Be equivalent in contact hours.
- In order for the Registrar's Office to thoroughly evaluate requested transfer credit, information about programme or institutional accreditation, course work level, grading scales, and units of credit earned must be available. This information is generally included on the transcript key of an official transcript. If some or all of the required information is not printed on the transcript, students may be contacted for additional clarification or documentation. Please note that transfer credit can only be awarded for courses with final grades posted, and that all information included in the official transcript must match the transfer credit evaluation request form.

Limitations on Transfer Credits

For applicants who possess up to 50% transferable credits, the credits may be accepted for courses at any level of the programme where there are equivalent courses.

Procedure for applying for Transfer Credits/ Exemptions

Candidates applying for (a) transfer credits, or (b) course exemptions must complete the Request for Transfer Credits/Exemption Form:

Requests must be supported by official transcripts of grades and relevant course outlines; these should be forwarded, under official cover, to the Registrar, University of the Commonwealth Caribbean.

All documents must be received within the first two weeks of the official commencement of the semester. Requests will not be processed until after official transcripts of grades, relevant course outlines and any other required documents are received.

An exemption for Advanced Standing award means that a student is not required to take the applicable course in the curriculum, and will receive the related credits. This may occur because the course content was already, covered recently, as documented by the student's transcripts - for instance, in the required breadth and depth, as part of a previous qualification.

Please note: The decision of the UCC concerning Advanced Standing or exemptions is final.

Change in Registration Status

Changes in registration status require approval of the Registrar or Head of Department. This applies to the following changes in status:

a. Mode of study
b. Programme of Study
c. Academic Campus

Leave of Absence

A student who for good reason wishes to be absent from an academic programme for one academic semester (not counting a summer session) but not exceeding two academic semesters must apply for Leave of Absence by submitting the **Request for Leave of Absence Form** in duplicate (alternatively, for online students, documents must be sent via email) to their Campus Manager or Programme Coordinator, after recommendation for approval by the Head of Department; the Registry will respond formally to indicate approval of the request.

Leave of Absence from a programme should normally be for one semester or up to a maximum of one academic year. On expiration of the leave of absence period, if the student wishes to have his/her leave of absence extended due to extenuating circumstances, he/she must apply to the Registrar through the Aeorion SMS process. A Leave of Absence extension may be applied for and be granted twice.

The total period for a Leave of Absence, including all extensions applied for and granted, may not exceed two (2) academic years. A student who fails to resume his/her studies at the appointed time after the specified leave of absence extension period will be deemed to have withdrawn from or abandoned the programme.

Students wishing to rejoin a programme must submit an Application for Re- admission Form at least two (2) weeks prior to commencement of the course. A processing fee is applicable.

In all instances the student applying (or re- applying) for a Leave of Absence will receive formal communication that provide details relating to the terms and conditions governing his/her leave from the programme.

Withdrawal from a Programme

A student seeking to discontinue his/her studies for a period in excess of two years or on a permanent basis must apply to withdraw from the programme. Students who withdraw from a programme must re-apply to the institution to seek re-entry.

A student wishing to withdraw from a programme of study must complete a ***Programme Withdrawal Form*** (in duplicate) and submit it to the Registrar or authorised officer for approval, after discussion with the relevant Programme Coordinator or Campus Manager. Forms are available at all UCC Campuses and online.

The date on which the withdrawal request is received by the Programme Coordinator or Campus Manager will be used as the withdrawal date for computing any refund in accordance with the Institution's current tuition refund policy. Where no request for programme withdrawal is received in writing, the student is deemed to have abandoned the programme of study.

Unofficial withdrawal results in100% forfeiture of tuition and grades of 'F', as applicable, will be recorded for the semester's grades. When an 'unofficially' withdrawn student wishes to resume or re-enter the programme he/she is required to submit a new application, pay the tuition fee applicable at the time of the application, and will be subject to all the

requirements applicable to new students entering the institution.

In all instances relating to Withdrawal from or abandonment of a programme the student will receive formal communication that details the institution's applicable policy and regulations and the impact on the student.

Cancellation of Registration for a Semester

Students who wish to cancel their registration for a given semester must use the Leave of Absence process. No record of attendance will be made on the student's transcript for the given semester. The last day for complete cancellation by any student is the end of the **Add/Drop** period. Students (not including international students) receiving permission for complete cancellation of registration will receive a full tuition refund minus the required deposit.

Resumption of/Re-entry to a Programme

For a student to be re-admitted to a programme, he/she must complete, and submit the ***Re-Admission Application Form to the Registrar by the end of the Late Application Period*** for the relevant semester with the appropriate fee being paid at the time of submission.

Students who are re-accepted into the programme will be subject to any increased tuition fees applicable at the time of re-entry.

Note: payment of the re-entry fee is not a guarantee of acceptance. Re-admission Forms are available at all UCC campuses and outreach offices.

Students who wish to resume their studies after expiry of their leave of absence should note that course availability may vary semester-by-semester. Because programme requirements may change periodically, an academic advisor will assess the re-admitted student's academic record to determine if an alternative plan of study is required. Alternative plans may result in additional coursework requirements and tuition obligations. Where a student has withdrawn from a programme and at the time of resumption the previous course is no longer available, the University will endeavor to make available a substitute course.

TUITION FEE STRUCTURE AND PAYMENT PLAN OPTIONS - ACADEMIC YEAR 2017

The following defines the applicable tuition and other fees applicable during the 2017 academic year for undergraduate students pursuing UCC degrees. The information is divided into three Parts: Part A details information to persons pursuing programmes by the traditional face to face mode of delivery to students at any of the campuses in Jamaica.
Part B presents information for persons pursuing studies via UCC Online. Part C offers information for persons pursuing programmes via UCC Online but who are resident throughout the Caribbean.

Tuition Fee Structure (On-Campus Students- Jamaica)

Tuition costs are determined by the number of credits completed for the programme. Generally, a degree programme requires the completion of a particular number of credits, spread over a number of modules, typically three (3) credits per module/course (there are some modules which account for one (1), five (5), and six (6) credits). Please check with the Registry and/or your Programme Coordinator for the number of credits required to complete your degree, and the number of credits applicable to each of the modules in your programme.

The cost per credit for the Academic Year 2017-2018 is Ten Thousand Dollars (J$10,000.00)
This cost is subject to change at the beginning of each academic year, and is an all inclusive cost covering:

- Basic Tuition
- Identification Cards (first issue only) Note the following indicative figures for tuition:

a. A typical three (3) credit module costs Twenty Seven Thousand Dollars (J$30,000.00).
b. The total cost for a Sixty Four (64) credit programme is Five Hundred and Seventy Six Thousand Dollars (J$640,000.00).

Although the cost per credit is subject to change each Academic Year, students may negotiate a fixed cost for the duration of the programme by paying in advance. Please refer to the Discounts in section 4 below for further details.

Foundation Courses

The Tuition Fee for students pursuing the non-credit courses (English for Academic Purposes, Fundamentals of Accounting, and Core Mathematics) via the face-to-face mode for the Academic Year 2017-2018 is Eighteen Thousand Dollars (J$18,000.00).

This fee is separate and apart from the Tuition Fees payable for credits/modules in the Degree Programme, and is payable in accordance with the fee payment policy outlined below.

Tuition Fee Structure (UCC Online – Jamaica)

The cost per credit for UCC Online modules in the Academic Year 2017-2018 will be Ten Thousand Dollars (J$10,000.00) cost is inclusive of the following:

- Basic Tuition
- Identification Card (first issue only)

Note the following indicative figures for tuition:

UCC Online (Jamaica - Undergraduate)

a. Given the cost for one credit as above for UCC Online modules a typical three (3) credit module costs Thirty Thousand Dollars (J$30,000.00).

b. By way of example, the total cost (tuition fees only) for a sixty four (64) credit associate degree programme is six hundred and forty thousand Jamaican dollars (J$640,000.00). Note: One credit goes towards UCC 101 at a cost of J$10,000.00 and US$100.00.

Foundation Courses

The Tuition Fee for students pursuing the non-credit courses (English for Academic Purposes, Fundamentals of Accounting, and Core Mathematics) for UCC Online students is Fifteen Thousand Dollars (J$15,000). This fee is separate and apart from the Tuition Fees payable for credits/modules in the Degree Programme, and is payable in accordance with the fee payment policy outlined below.

Please read Section below for other applicable fees for UCC Online students.

Tuition Fee Structure (UCC Online – Regional/Caribbean)

The cost per credit for UCC Online modules in the Academic Year 2017-2018 remains at One Hundred United States Dollars (US$100.00). *This cost is inclusive of the following:*

- Basic Tuition
- Identification Card (first/renewed only)

Note the following indicative figures for tuition:

a. A typical three (3) credit module costs Three Hundred United States Dollars (US$300.00).

b. The total cost (tuition fees only) for a Sixty Four (64) credit associate degree programme is Six Thousand Four Hundred United States Dollars (US$6,400.00).

Foundation Courses

The Tuition Fee for students pursuing the non-credit courses (English for Academic Purposes, Fundamentals of Accounting, and Core Mathematics) for UCC Online students is One Hundred and Fifty United States Dollars (US$150.00). This fee is separate and apart from the Tuition Fees payable for credits/ modules in the Degree Programme, and is payable in accordance with the fee payment policy outlined below.

Miscellaneous Fees (UCC Online – Jamaica, Caribbean/Regional & Extra-Regional)

a. Proctor Fee (End-of Module) UCC ONLINE STUDENTS (CARIBBEAN/ REGIONAL & EXTRA-REGIONAL ONLY)

UCC Online students outside of Jamaica are required to pay US$36.00 per 3-credit module (or US$12.00 per credit) for proctoring services from ProctorU to accommodate their online End-of-Module Exams each semester. This fee will be included in the module/course fee and replaces the US$100 examination fee previously charged. This fee is paid directly to ProctorU.

b. Information Technology Fee (UCC ONLINE STUDENTS - CARIBBEAN/ REGIONAL & EXTRA-REGIONAL ONLY)

Caribbean and extra-regional UCC Online students are required to pay a fee of US$10.00 per semester for information and communication technologies. This enables the provision and maintenance of the Aeorion Student Management System and Adobe Connect services.

c. 24/7 Tutorial Support Fee (ALL UCC ONLINE)

To ensure that UCC Online students have the support they need to succeed, UCC Online through Smarthinking, will provide 24/7 access to highly trained online tutors who help students improve their problem-solving and writing skills and help them

strengthen their content mastery. Students are required to pay Thirty United States Dollars (US$30.00) or J$3,600.00 per semester for tutorial support services.

This fee is paid directly to Smarthinking.

d. JAMCOPY License Fee (All UCC Registered Students, Including Online)

To allow students to have access to, and legally reproduce extracts of copyright material published in print - books, periodicals and journals, a license fee is charged by the Jamaican Copyright Licensing Agency (JAMCOPY).

All UCC Online students are required to pay a fee of Ten United States Dollars or J$1,200 (payable at the beginning of the academic year or upon acceptance of an offer from UCC in Spring or Summer).

This fee is paid directly to JAMCOPY.

e. Personal Accident Insurance (All UCC Registered Students, Including Online)

Students are required to pay One Thousand Dollars (J$1,000.00) each academic year to access the Personal Accident Insurance policy provided. This fee is payable at the beginning of the academic year (or upon acceptance of an offer from UCC, for students commencing programmes in the Spring Semester or Summer Sessions each academic year).

This fee is paid directly to Sagicor Insurance Company.

f. Other Fees (All UCC Registered Students, including Online) In order for students to benefit from optimal service delivery in a number of areas, given the standards and regulations which guide UCC, the institution requires students to pay a total of Six Thousand Eight Hundred Dollars (J$6,800.00). This fee covers the following provision of services:

- Information and communication technologies: this enables the provision and maintenance of the Aeorion Student Management System, computer labs, and wireless services.
- Library and Information services: this enables students to access the EBSCO electronic database, as well as the maintenance of the Library Software Management System.
- Student Sports and Cultural Development activities.

Miscellaneous Fees (6d, 6e, 6f) total J$9,000 for Jamaica-based online students. This is an annual fee.

g. Graduation Fee (UCC ONLINE - JAMAICA & REGIONAL/EXTRA-REGIONAL and FACE-FACE)

The amount payable by online students is Five Thousand Jamaican Dollars ($5,000). Regional and Extra-Regional Students are required to pay US$100.00. This is a non- refundable fee that contributes to the production of transcripts and certificates. It becomes payable upon submission of your application for graduation. The fee is required regardless of the student's participation or lack of participation in the commencement ceremony.

* Please refer to the relevant section of the Student Handbook for details regarding the Graduation Policy.

h. Incidental Fees

Incidentals (e.g. application fees, repeat module, transcripts, alternative examinations, photocopying, certificate copies, etc.) are charged separately. A schedule of Incidental Service Fees is available from the Student Financial Services (SFS) Unit and your Programme Coordinator.

i. Registration Fees

Students are required to register each term for the modules they intend to sit. This registration includes Course

Selection on the Student Management System (SMS), payment of the relevant amount charges and fees, and financial clearance from Student Financial Services, and is to be completed on or before the closure of the Registration Period each term as per the Academic Calendar.

Students who fail to comply with the Registration deadline each term will incur a Late Registration Fee of Three Thousand Five Hundred Dollars (J$3,500.00). The Late Registration Fee for Caribbean students (and UCC Online students outside of the Caribbean) is Fifty United States Dollars (US$50).

University of London (Certificate of Higher Education in Common Law)

The UCC tuition fee for the University of London (UOL) Certificate of Higher Education in Common Law is **Sixty Eight Thousand One Hundred and Thirty Three Dollars (J$68,133.00)** for each of the four (4) core modules, and **Twenty Four Thousand Seven Hundred and Fifty Dollars (J$24,750.00)** for the English for Legal Professionals. The total cost is therefore **Two Hundred and Ninety-Seven Thousand Two Hundred and Eighty Two Dollars (J$297,282.00).** The miscellaneous fee is **Nine Thousand Dollars ($9,000.00).** This cost is subject to change at the beginning of each academic year, and is an all inclusive cost covering:

- Tuition
- Identification Cards

University of London (Bachelor of Laws)

The UCC tuition fee for the University of London (UOL) Bachelors of Law (LLB) is as follows:

Category 1 modules - **Sixty Eight Thousand One Hundred and Thirty Three Dollars (J$68,133.00) each.**

Category 2 modules - **Sixty-Eight Thousand One Hundred and Thirty Three Dollars (J$68,133.00) each.**

The miscellaneous fee is **Nine Thousand Dollars ($9,000.00). This is an annual fee.**

During the process of Academic Advisement the students will be guided regarding the categorization of modules. The fees cover:

- Tuition
- Identification Cards

Although the cost per credit is subject to change each Academic Year, students may negotiate a fixed cost for the duration of the programme by paying in advance. The UOL designates an additional $25.00 as a continuing registration fee.

Association of Chartered Certified Accountants (ACCA)

Students pursuing the ACCA programme will be required to pay portion of fees in British Pounds (£). These include an initial registration fee to ACCA (currently at £79) and an annual subscription fee (currently at £95). ACCA Exam Fees are charged per module and are currently £78 for modules F1 – F3 and £105 for modules F4 – F9.

Fee Payment

a. Full Semester Payment

Students are required to pay for the total credits for which they have selected each semester/session, on or before the close of registration each semester/session as per the Academic Calendar**.**

For students sourcing funds through scholarships, Students' Loan Bureau (SLB) or through loans from recognized financial institutions (including the UCC partners listed in section 3b. below) or their employers, a commitment letter from the organization must be presented to the SFS Unit (or Campus Manager for Rural campuses) by the end of the Registration Period each semester, as indicated in the Academic Calendar. The commitment letter must indicate the amount of funding approved, and the proposed date of payment.

Students are encouraged to make

appropriate arrangements regarding such commitments early.

Students may pay for more than one semester/session in advance, and receive fee discounts. Refer to the Fee Discount at Section 4 below for further details.

Failure to comply with the deadline for payment or submission of commitment letters will result in a Late Registration Fee of Three Thousand Five Hundred Dollars (J$3,500.00).

b. Tuition Financing

The UCC has partnered with financial institutions to facilitate flexible, affordable monthly payment plan options for students. The partner institutions are:

i. National Commercial Bank (Jamaica) Limited (NCB)

ii. City of Kingston Cooperative Credit Union

iii. First Heritage Cooperative Credit Union

iv. Jamaica National Building Society

v. ISP Finance

All these institutions offer loan products specially designed for UCC students, with fast processing time, low interest rates and minimal processing fees*.

Please contact the Student Financial Services Unit or your Campus Manager for further details.

Conditions apply

c. Scholarships

Face-to-Face Undergraduate Programmes Scholarships on tuition fees only are applied to accounts (face-to-face programme) if payment is made for 10 or more modules in full in advance, as per the following schedule:

Years (At Least)	Modules (At Least)	Credits (At Least)	Cost	Discount Rate (%)	Discount Value	Discounted Fee
1	10	30	300,000.00	5.00%	15,000.00	285,000.00
2	20	60	600,000.00	7.50%	45,000.00	555,000.00
3	30	90	900,000.00	10.00%	90,000.00	810,000.00
4	40	120	1,200,000.00	12.50%	150,000.00	1,050,000.00

UCC Online (Applicable Scholarships)

Scholarships on tuition fees only are applied to accounts of students pursuing courses via UCC Online if payment is made for 10 or more modules in full in advance, as per the following schedule:

Years (At Least)	Modules (At Least)	Credits (At Least)	Cost	Discount Rate (%)	Discount Value	Discounted Fee
1	10	30	300,000.00	5.00%	15,000.00	285,000.00
2	20	60	600,000.00	7.50%	45,000.00	555,000.00
3	30	90	900,000.00	10.00%	90,000.00	810,000.00
4	40	120	1,200,000.00	12.50%	150,000.00	1,050,000.00

Caribbean Students (Applicable Discounts)

Students may pay for the programme that they plan to pursue prior to the commencement of the programme of study IN FULL prior to the start of classes/instruction, by first Registration Date as per the Academic Calendar. Fees would be locked in for the duration of the programme, and subject to discounts as indicated below:

Associates Degrees	Bachelor's Degrees
US$5,920.00 at the start of the programme (Discount of 7.5%)	US$11,200.00 at the start of the programme (Discount of 12.5%)

N.B. Invoices provided for extended periods will reflect applicable discounts.

d. Tuition & Non-Tuition Fees for International Students

CEMBA/CEMPA & UCC-MBA Tuition

CEMBA - US$12,500 Face-to-Face

CEMBA-US$11,250 Online

CEMPA - US$12,500 Face-to-Face

CEMBA – US$11,250 Online

UCC-MBA – US$11,500 Face-to-Face

*** All Fees are Subject to change**

A **US$250 non-refundable** deposit is required upon acceptance to the programme. Payment of the balance can be paid in installments in accordance with the Approved Payment Schedule. **Participants who leave the Programme receive no refund**. All cheques should be made payable to the University of the Commonwealth Caribbean.

N.B. Interim payments should be negotiated with the Student Financial Services Department until loans are finalised.

FLORIDA INTERNATIONAL UNIVERSITY (FIU) GRADUATE PROGRAMMES TUITION

FIU PROFESSIONAL MBA – US$21,000

FIU MSc. CURRICULUM & INSTRUCTION – US$13,600

FIU MSc. ENGINEERING MANAGEMENT – US$19,500

TUITION FEE REFUND POLICY

Refunds will only be processed where:

1. A programme/module is cancelled by the University after a student has paid fees;
2. A student completely withdraws from his/her programme of study;
3. Payments that have been made beyond the FULL programme fee for persons still enrolled in a UCC Programme.

Subject to the provisions above, refunds will not be processed for students still enrolled in a UCC programme, where additional tuition will become due prior to completion of programme of study.

Students are therefore encouraged to ensure that they pay the correct amount for tuition, less any available discounts or scholarships, as such amounts will be applied to future terms and not refunded.

PROGRAMME/MODULE CANCELLATION

The UCC reserves the right to cancel a scheduled programme/module if the registration is insufficient to meet the minimum class size requirements. In such instances, all monies already paid will be refunded.

STUDENT WITHDRAWAL

New Students

A new student may cancel his/her enrollment

contract, provided UCC is notified by the end of the Add/Drop period for the first Semester/Academic Session. In such cases the UCC will retain the non refundable deposit only, and any other funds paid will be refunded in full.

New Students withdrawing from the programme of study in the first semester AFTER the close of the Add/Drop period, **irrespective of attendance**, will be charged the tuition payable for any modules for which the student registered for the semester/academic session. Any funds remaining on the students account thereafter will be refunded, subject to an Administrative Fee of J$3,500.00.

Returning Students

If the participant withdraws after the close of the Add/Drop period, **irrespective of attendance**, the UCC will retain the tuition payable for any modules for which the student registered for the semester/academic session. Any funds remaining thereafter will be refunded, subject to an Administrative Fee of J$3,500.00.

Note: Students applying for a Leave of Absence or Deferral are not eligible for refunds. Any monies paid for tuition will be held and applied to the student's account on return.

Application for Refunds are to be submitted in writing using the official Request for Refund Form available from the Receptionist at the Main Campuses in Kingston or the Regional Campuses. The Form must be accompanied by copies of the receipts for payments made.

EXAMINATION POLICY

The UCC expects all students to engage in the pursuit of academic excellence. Basic principles of honesty and integrity must be adhered to. Students are responsible for knowing what standards govern the UCC community and to comply with these standards.

The institution aims at making examinations fair to students by ensuring that every examination set is valid, reliable and appropriate to the academic level of the programme, in keeping with the course outline developed to international standards and approved for respective programmes.

Note: Students are expected to plan travel and vacation arrangements carefully so as to be able to observe pre-determined examination schedules.

SECTION A: General Examination Regulations

Administration of Examinations

1. Reporting directly to the Registrar the Examinations Unit will be responsible for the administration of all examinations in accordance with the established policies and procedures recommended by the Examinations Committee and approved by the Academic Council.
2. An examination shall be administered by means of any one or more of the following:
   i. Written
   ii. Oral
   iii. Practical
   iv. Practicum
   v. Coursework (Which shall include written in-course tests, practical work, dissertations, essays, projects as approved by the Examinations Committee as appropriate.)
3. The examination period for all examinations (Mid-Module and End of Module) shall be stated in the Academic Calendar which is issued to all students on an annual basis.
4. The final examination schedules shall be approved by the Examinations Unit.
   i. A final examination timetable in respect of written examinations shall be published at least five (5) weeks before the series of examinations begin for undergraduate programmes and at the beginning of the term for graduate degrees.
   ii. An electronic copy of the schedule will also be forwarded to the campus managers and programme coordinators/ officers in order for them to send it to the students' group accounts or whichever appropriate electronic medium is being used at the time to disseminate information to students.
   iii. Any changes in dates after publication shall be brought to the attention of candidates by means of additional notices placed on Aeorion, the UCC Website and posted on the official Notice Board at each location at which classes are conducted. Candidates will also be informed of such changes via the officially established student communication medium. Only in extenuating circumstances will any such change be made less than one (1) week prior to the commencement of the series of examinations.

SECTION B: Guidelines and Conduct of Examinations

Students' Responsibilities and Conduct during

Examinations (This applies to both students sitting exams on-campus or in the online exam room)

5a. It is the responsibility of each candidate to ensure that he/she is fully registered and financially cleared by each mid semester.

b. The UCC takes no responsibility for any inconvenience caused to students who do not comply with the time line in Regulation #5 (a).

6. It is the responsibility of each candidate to ascertain the dates and times of the examination(s) for which he/she is registered.

7. Candidates who are absent from an examination owing to a mis-reading of the timetable shall be liable to the normal penalties for absence from an examination, which is a failing grade 'F'. They will have to repeat the module.

8. Candidates shall print the Examination Permit by the stated deadline announced before the commencement of each series of examinations.

9. Any candidate who fails to comply with Regulation #8 shall not be permitted to sit exams.

10. Candidates should be seated in the exam room fifteen (15) minutes before the advertised time of any examination.
Candidates shall be admitted up to one hour after the start of the examination. Candidates arriving late shall not be allowed extra time nor will be exempted from the application of the stated rules of the examination as read.

11.i. Candidates will not be permitted to sit the examination without a valid UCC Photo ID and Examination Permit.

ii. Candidates should neither mark nor write on their exam permit. This is a breach of regulation and may result in a grade of 'F' being assigned to the exam.

iii. The required documents will be checked at the entry to the exam rooms. If there is any violation, candidates will not be permitted to enter.

iv. The examination permit, photo ID must be prominently displayed on the desk during the exam.

12.i. Candidates are required to deposit all unauthorized material including bags, briefcases, folders, clipboards, pencil & glasses cases, pagers, cellular telephones, electronic tablets, alarm watches, earphones, notebooks and scrap paper at the place provided for this purpose before the start of each examination. Where a candidate fails to comply with this regulation, he/ she will be deemed to be in breach of the regulations governing academic misconduct. A written report detailing the breach shall be submitted to the Examinations Unit Manager who shall report the matter to the Examinations Committee or authorized representatives.

ii. Cellular phones and other unauthorized electronic devices must be turned off and placed in bags or handed to the invigilator on duty in the room. Ringing cellular phones or phones on the person shall be held until the end of the exams. The invigilator must label the cellular phone by using a UCC Exam Seal and writing the candidate's name and identification number.

13. Any candidate who fails to comply with Regulation # 12 may be regarded as attempting to cheat and if so, an inquiry shall be conducted as provided under Regulation # 43 of the examination policy.

14. Excepting for documented Religious reasons (letter on official letterhead signed by the leader of the religious community), candidates are not allowed to wear head gears – e.g. hats, caps, scarves, tams, berets, bandeaux, headbands while in the examination room.

i. The candidate who because of religious reasons wishes to wear any form of head gear/head wear during the sitting of an

exam is required to make the headgear/ head wear subject to inspection by authorised personnel. This should be done in the presence of the student in a private area, prior to entry to the examination room.

15. While in the Examination Room, candidates are required at all times to comply with the instructions of the Chief Invigilator and/or Assistant Invigilators. Failure to comply may result in the candidate being disqualified from the examination. Disorderly behaviour may result in the candidate being expelled from the Examination Room. In such cases the Chief Invigilator shall write a report to the Examination Committee.

16. The Chief Invigilator should not permit Candidates to leave the examination room during the first hour of the examination except in extenuating circumstances. In this case an invigilator must accompany him/her throughout the period of absence. (In the case of the online student, the student will not be allowed any breaks from the exam room once the exam has commenced.)

17. Candidates who leave the examination room shall not be readmitted unless throughout the period of their absence they have been continuously under the supervision of a responsible member of staff or invigilator.

18.i. Candidates are required to supply themselves with all the necessary equipment for the exam e.g. pens, pencils, rulers, erasers, and the usual geometrical instruments.

ii. No books, papers, printed or written document or pictures or any unauthorized aid or equipment including pagers, cellular telephones, hand-held computers OR ANY ELECTRONIC OR COMMUNICATION DEVICES maybe taken into or be received in an examination room by any candidate, except as specifically permitted by the Examinations Committee and stated in the rubric of the question paper.

iii. Electronic calculators may be used in examination rooms where this is stated in the examination paper but only silent, cordless, non-programmable calculators may be used.

iv. Unless otherwise permitted, all examinations shall be written in permanent ink, preferably blue or black.

v. Candidates are not permitted to use correction fluid in the examination. In the event of an error a clear line is to be drawn through the relevant section.

19. Candidates shall not begin to write until permission is given by the Chief Invigilator at the appointed time. There shall be no writing whatsoever prior to such permission except where the Chief Invigilator gives permission ahead of the start time of the examination for the candidates to fill in the data required on the cover of the answer book.

20. Candidates shall write their identification numbers and not their names, distinctly at the top of the cover of every answer book and/or separate sheet of paper which is handed in. Candidates shall not write their names anywhere on the answer book or supplementary answer sheet (s).

21. Where an extenuating circumstance arise that affects the student's physical well-being during an examination, the student may be granted permission to sit an alternate exam. Where the student chooses to continue the exam he/she must take full responsibility for the result.

22. THE USE OF SCRAP PAPER IS NOT PERMITTED. All rough work must be done in the answer book provided.

23.i. Any writing, drawings or other work found with a candidate during an examination other than in his/her answer book or supplementary answer sheet provided by the examination department shall be regarded as an attempt to cheat.

ii. A candidate shall not write anything on the examination permit/card.

24.i. A candidate shall not break, tear, soil or otherwise deface or mutilate the answer booklet or any item provided for his/her use in the examination room.

ii. A candidate shall not pull the answer booklet apart. If this is done the invigilators are to seize the pieces and replace them with a new booklet. The candidate is to be warned that he/she should not repeat such behaviour as this might lead to his/her suspension from completing the examination. No extra time will be allowed for this.

25. A candidate must not directly or indirectly give assistance to any other candidate, or permit any other candidate to copy from or otherwise use his/her papers.

26. A candidate must not directly or indirectly accept assistance from any other candidate or use any other candidate's papers.

27. A candidate shall not remove from the examination room any material supplied other than the question paper. The prohibition shall apply also to multiple choice and true/false papers and answer sheets.

28. Candidates shall not engage in any form of communication in the examination room with other candidates while (i) the rules are being read, (ii) an examination is in progress.

29. At the end of the time allocated, all candidates shall stop writing when instructed to do so by the Chief Invigilator and shall ensure that all answer sheets are in order and seals affixed.
Each candidate shall be required to sign the examination register next to his/her identification number and name. The candidates shall not leave their desks until an Invigilator has collected their sealed scripts and/or examination material and they have signed the register; the invigilator then signs each student's examination permit.

30. Candidates who are permitted to leave before the end of the examination period must not leave scripts or other examination material on their desks, but must hand them in to the Chief Invigilator or an assistant invigilator and sign the register.

31. Any action deemed to be an infringement of the examination policies set out in this document shall be referred to the Manager, Examinations Unit, who shall if necessary arrange a meeting of the Examinations Committee which shall review the issue and make recommendations.

32. Candidates found guilty of any examination breach/irregularity or attempts thereof by the Examination Committee may be subjected to any of the following disciplinary actions:
   a. Warning
   b. Assigned a fail (F) and required to repeat module
   c. Suspension for a maximum one (1) academic year
   d. Expulsion from the Institution
   e. Expulsion with expunging of academic record
   f. Repeat offenders must repeat all other modules taken within the exam session.
   g. Plagiarism- apply penalties in reference to Plagiarism Policy.

Absence from Examinations

33. It is expected that students will take all Examinations at the specified time and place as prescribed by the University, except in the following circumstances:
   i. Personal illness
   ii. Work emergency
   iii. Family emergency

   In case, appropriate document must be submitted to the Campus Manager/ Programme Coordinator before the date of the examination or within seven (7) days of the date of the specific examination, in cases where it was not possible to submit it before the examination. Only in very exceptional circumstances will consideration be given for a certificate received after this period.

34. Any student who, having registered for a course and examination, fails to take the examination without the required submission (of # 33 above) shall be deemed to have failed the examination unless the Academic Council on the recommendation of the Examinations Committee shall approve otherwise. A fail in the End of Module Exam automatically translates to a failure of the module.

35. A student may miss a scheduled official UCC

examination through participation in an approved UCC activity, National event, job-related or any other circumstances, which will be assessed on a case by case basis by the Head of Department. Prior approval must be sought from the exam committee a minimum of four (4) weeks prior to the examination (s) in question. It is the responsibility of the student to inform, in writing, the Dean of School or Heads of Department, so that appropriate alternative arrangements can be put in place.

36. The Dean of School, Heads of Departments and Campus Managers shall convey the information as communicated in item #33 to the Examination Committee for consideration. The Examinations Committee shall not take cognizance of illness or other circumstances which has not been referred to them by the aforementioned. The Examination Unit reserves the right to recommend student to authenticate the validity of claim stated on the medical certificate.

37. An Alternate Examination may be offered where extenuating circumstances beyond the control of the student affects his/her performance and/or attendance at an examination. This will be determined by the Examinations Committee.

38. No candidate shall be admitted to any examination unless he/she has satisfied all the requirements of the prescribed course of study.

39. Any Undergraduate candidate who has been absent from classes for a prolonged period during the teaching of a particular course for any reason other than illness or whose attendance at prescribed lectures, classes or tutorials has been less than the mandatory 75%, or who has failed to submit essays or other exercises set by his/her lecturers may be barred from taking the relevant examinations conducted by the institution.

40. Graduate students are required to attend a minimum of 50% of sessions in a module.

Student Academic Misconduct

41. Student academic misconduct consists of any type of immoral, unethical or unprofessional behaviour that is not in accordance with accepted moral or professional standards and is therefore contrary to UCC students' rules and regulations.

42. Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include:
    - Plagiarism: The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
    - Fabrication: The falsification of data, information, or citations in any formal academic exercise.
    - Deception: Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
    - Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
    - Bribery or paid services. Giving certain test answers for money.
    - Sabotage: Acting to prevent others from completing their work. This includes: cutting pages out of library books or willfully disrupting the experiments of others.
    - Professorial misconduct: Professorial acts that are academically fraudulent equate to academic fraud.

43. All acts of academic dishonesty are serious matters which subvert the integrity and credibility of the educational process and specifically apply to:
    a. Final theory, oral or practical examinations;
    b. Mid-module examinations, all tests, assignments, oral and practical examinations related to course work and projects.
    c. Other forms of academic misconduct (as detailed below)

UCC will, through the Examination Committee,

initiate action to discipline students who have engaged in any act of academic dishonesty including fraud or unethical behaviour.

The evaluation of essays, projects, laboratory reports, presentations, tests and examinations is central to the educational process both as guidance to the student and as a means of maintaining appropriate standards of quality assurance for accreditation purposes. The requirement is that all academic exercises submitted for evaluation and course credit are the product of the student's individual effort, except in the case of group projects approved by the lecturer.

Procedural Rules

44.i.If a candidate is suspected of cheating in an examination, the following sequence of steps should be adhered to:

a. The Chief Invigilator or lecturer in the case of mid-module should carefully note and document the circumstances and all supporting evidence excluding answer booklet confiscated;

b. The candidate shall be warned, but allowed to complete the examination;

c. A written statement shall be requested from the candidate at the end of the examination;

d. Both invigilators or lecturer shall at the end of the examination provide a detailed written statement of the misconduct as well as confiscated supportive evidence to be handed overto the Head of the Examination Unit.

e. The Head of the Examination Unit shall conduct preliminary investigations into the matter and submit a written report of the findings (including all the evidence) to the Executive Vice President, Academic Affairs and the Registrar within 5 working days;

f. A meeting of the Examinations Committee should then be convened to discuss the incident, findings and the action to be taken.

ii. In other forms (coursework related) of academic misconduct, the following will apply:

a. The circumstances should be carefully noted and documented and all supporting evidence secured;

b. The matter shall be reported to the HOD;

c. The Head of Department (HOD) shall warn the student in writing that he/she may have committed a breach of the University's Regulations governing academic misconduct The letter should indicate the regulation breached and the misconduct;

d. The student shall be requested to submit a written response on receipt of the letter;

e. The HOD shall immediately conduct an investigation into the matter and submit a written report of the findings, including all evidence to the Executive Vice President for Academic Affairs and copied to the Head of the Examination Unit within 5 working days.

f. The Executive Vice President, Academic Affairs in collaboration with the HOD and the Examination Unit Head will determine if there is a case. If there is, it shall be referred to the Examination Committee for deliberations.

Regulations Concerning Coursework

45. Methods of coursework assessment contributing to the final mark for a course shall be specified in the course outline for each course which is given to students at the beginning of the course. It is expected that lecturers will discuss the assessment methods with their students during the first class.

a. When a lecturer has more than one group doing the same module, a different mid-module exam must be administered to each group. The only exception allowed is where the HOD grants permission for all the groups to sit a common mid-module exam on the same day and at the same time.

b. Where there is a scheduled mid-module examination as part of the course work all students are required to sit the said examination. If a student fails to sit such an examination, a written explanation justifying reasons including providing evidence (where applicable) for his or her absence must be submitted to the lecturer and copied to the Programme Coordinator of the respective Campus within three (3) days after the date of

the specific examination. All documentation and agreement must be sent to the Registry for inclusion on the student file.

c. If the reason (s) given is justified the lecturer will facilitate the student by way of a new examination or course work that will assess the competency levels of the student to meet the learning outcomes of the missed examination.

d. In cases where the reason given is not deemed valid by the lecturer and Programme Coordinator the student will receive zero (0) for the examination. The student can appeal the decision in writing to the relevant Dean of School. Where the student is still aggrieved after the meeting with the Dean, the student has the option to further appeal to the examination committee.

SECTION C: Review/Re-mark of Examination Scripts

46. A student who wishes to challenge a failing grade of his/her End of Module Examination or major Course Work **which values at least 60% or (60 & over) of the total assessment of the course,** should complete and submit the Student Grade Query/Review/Re-mark Form to the Programme Coordinator /Officer or Campus Manager. This form should be submitted within two (2) weeks of the posting of the grades. Posting of grades refers to the date the Institution publishesthe grades as finalized.

i. In submitting the Student Review/Re-mark Form the student may request:

a. To have his /her script reviewed

Note: The review process does not include a go through with the student.

or

b. To have his/her script(s) re-marked

Note: Section V, 46 Script Review/Re-mark applies to students who have failed courses

Students who pass a course do not have the option to request a review / re-mark

47. The student who wishes to have his / her script reviewed /re-marked will be required to pay a fee as prescribed by the University.

48. i. The student who fails a course may opt for his/her script to be re-marked and is required to complete the form no later than two (2) weeks after the posting of the grades or within **seven** (7) days after a review is done and submit same to the Programme Coordinator/ Officer or the Campus Manager.

ii. The posting of grades refers to the date the Institution publishes the grades as finalized. The student is to be advised of the Review/ Re-mark outcome by the Programme Coordinator/Officer, Campus Manager.

49. Where a re-mark is requested, the Manager of the Exam Unit shall select a new and independent Examiner from the panel of internal Examiners approved by the Academic Council.

50. The new Examiner(s) no later than seven (7) working days after receiving the script(s) shall return the re-marked script(s) with a written report and where applicable, signed mark sheets to the Manager, Examinations Unit.

51. In the case of the re-marking of a script under Regulation (51), the mark of the new and Independent Examiner shall be regarded as the final mark.

52. Re-marking shall not apply to coursework which counts for 60% or less of the total assessment of the course and when such coursework consists of more than one piece, none of which individually exceeds 40% of the total assessment. Where a single piece of coursework counts for more than 40% of the total assessment, re-marking shall be allowed for that piece. This re-mark must be done within the time specified for submission of coursework.

53. The Exam Unit should submit official response of the re-mark to the Dean of School and the Head of Department concerned.

54. The Manager, Examinations Unit shall, if

necessary, update all records of the affected student with that of the remark score (mark sheet on UCC All / Exam Work drive / Aeorion). Noting where possible, the date, the update was put into effect.

55. The Examinations Committee shall make a comprehensive report to the Executive Vice President for Academic Affairs, copied to the Academic Dean and the Heads of Departments, in cases where scripts have been re-marked and amended.

Lost Examination Scripts

56. In cases where it is verified that a candidate has taken an examination, the results of same have not been declared and his/her end-of-module script/ coursework cannot be found, the relevant candidate shall be permitted one of the following options:

    a. Completing a substitute Examination, the form to be authorized by the Chairman of the Examinations Committee.

    b. Writing the next scheduled examination in the course (e.g. a Supplemental or Repeat examination), and abiding by the grade obtained there from.

    c. Awarded 50% on exam.

    d. Receive a grade comprised of the average of the coursework or the minimum passing grade.

57. In cases where a re-mark has been requested within the time specified and the relevant script cannot be retrieved, the Candidate shall be permitted one of the following options:

    - Be awarded the minimum pass mark if the original mark fell within five (5) marks of the pass mark.
    - Receive a grade comprised of the average of the coursework.

58. **No supplemental re-sit is allowed.**

59. Failed Course Work

The School/Department has an assessment policy indicating how coursework is treated. Please see the School/Department handbook.

60. Determination of Final Percentage Score: Associate and Bachelors' Degrees

Course Work ******	**EOM (Final Exams)**	**Final %**	**Letter Grade**
Complete and submit all course work assignments including mid-module.	0-49%	-	F
Complete and submit all course work assignments including mid-module.	DNS	-	F (DNS) (see Reg. 68)
Complete and submit all course work assignments including mid-module.	50 -100%	50 -100%	C - A
****Required pass mark is determined by School/ Dept.			

Key
DNS - Did not sit

61. The final grade is determined by the addition of the Course Work and the End of Module examination as follows:

    1. Student must attempt all components of the course work.
    2. Students must obtain at least 50% on the End of Module examination paper.
    3. When the Course Work and End of Module examination are added under

the guideline given in 1 & 2 it must add to a pass mark of 50% in order for a student to pass the course.

Determination of Letter Grade: Associate and Bachelors' Degrees

62. The student's overall letter grade and applicable quality points per credit hour will be determined by the following:

Letter Grade	Percentage Score	Quality Points Per Credit Hour	
A	90 - 100	4.00	Passing Grades
A-	80 - 89	3.67	
B+	75 - 79	3.50	
B	65 - 74	3.00	
B-	60 - 64	2.67	
C+	55 - 59	2.33	
C	50 - 54	2.00	
F	0 - 49	0.00	

63. A student who fails a course which is a prerequisite for another course in the next term(s) WILL NOT BE ALLOWED TO CONTINUE TO THAT COURSE.

64. All examination scripts are the property of UCC and will be retained for three (3) years.

Determination of Letter Grade: Masters' degrees

65. Masters' Degree Grading System

Percentage Score	Letter Grade	Quality Points per Credit Hour
90–100	A	4.00
80–89	A-	3.67
70–79	B+	3.33
60–69	B	3.00
0-59	F	0.00

To compute the GPA for the semester, each letter grade is converted to the grade point equivalent listed above. The GPA is then multiplied by the number of credits designated for the course i.e. three (3). The total number of GPA for all courses is then added and divided by the total number of credits attempted for each semester by the student. The result which is the Cumulative GPA is the sum of the total number of grade point equivalents for modules/courses attempted at UCC. An attempted course is one where a student receives a final grade which is one of the letter grades noted above (that is, A to F).

Where a module or course that is required to successfully complete a degree has been successfully repeated after an initial failure, then the passing grade is used to compute the cumulative GPA. The initial Failing grade, while remaining on the record will not impact the GPA. Please note that all courses attempted at UCC (whatever the final grade) will be listed and published in the official transcript prepared and submitted on behalf of students (via Official Document Requests).

Note: Only courses where a student earned a grade of A, B, C, D, and F are considered in the calculation of the GPA. The grade entries of INC or DNS are not considered in the calculation of a student's GPA.

Transfer courses accepted for Exemption or for Advanced Standing are not included in the calculation of GPA. These courses are noted on an official transcript with an asterisk (*).

SECTION D: Official Pass Lists

66. Internal examiners are required to produce the results of final examinations in the prescribed format, within two (2) weeks of the date of the end of module examination.

67. The Examinations Unit will ensure that examination results received from internal examiners are verified and approved by the internal vetting procedures and by external examiners, where applicable. A maximum of one (1) week is provided for this process.

68. The Examinations Unit will publish the official grades on Aeorion and UCC All. The official pass list, records percentage score received for coursework and the EOME as specified in the relevant course outlines. **The official pass list will be published within four (4) to six (6) weeks of the date of the examination.**

69. The official grade is considered published when results have been posted on Aeorion.

70.a. Students must make queries within two (2) weeks of the date of posting.

b. Request by the lecturer for a change of marks must be made before the end of the following semester and the application is subject to review by the Head of Department and Dean of School.

SECTION E: Requirements for Awards

71. A student will be eligible for an academic award only upon satisfactory completion of all requirements of the prescribed programme of study.

72. An academic award shall be deemed to be made on such date as the Academic Council, on behalf of the Board of Directors approves.

73. After the Chancellor on the recommendation of the Academic Council, has approved the pass lists, a certificate under the seal of the institution shall be delivered at a graduation ceremony.

74. All financial obligations to the institution must be fulfilled before an academic award is given.

75. Associate and Bachelors' degrees will be awarded with Summa Cum Laude, Magna Cum Laude, Cum Laude and Pass. Masters' degrees are awarded without Classification.

76. The quality of each student's achievement at the Associate and Bachelors' degrees shall be assessed by means of a system of grades and quality points, determined as follows:

a. Quality Points per Credit Hour (Undergraduate Programmes)

Letter Grade	Percentage Score	Quality Points Per Credit Hour
A	90 – 100	4.00
A-	80 – 89	3.67
B+	75 – 79	3.50
B	65 – 74	3.00
B-	60 – 64	2.67
C+	55 – 59	2.33
C	50 – 54	2.00
F	0 - 49	0.00

b. Class of Awards

GPA	DEGREE	DIPLOMA
3.68 - 4.00	SUMMA CUM LAUDE	DISTINCTION
3.51 - 3.67	MAGNA CUM LAUDE	HONOURS
3.01 - 3.50	CUM LAUDE	CREDIT
2.00 - 3.00	PASS	PASS
0.00 – 1.99	FAIL	FAIL

There is no Class of Degree designation for Masters' Degrees

Note: The quality of each student's achievement is assessed by means of the evaluation system of grades and quality points mentioned above.

Transcripts

Final grades for each module/course are recorded and preserved as part of the student's permanent record. Students grade in a given semester are released through the **Aeorion Student Management System.**

All requests for transcripts must be submitted via the institution's **Official Document Request (ODR) form**. The processing periods to receive a transcript is noted on the ODR. The relevant fees are stated on the UCC Miscellaneous Fees Schedule. No transcript will be issued for students, who are financially indebted, have other obligations to the institution or who have not fully satisfied admission requirements.

Official proof of payment of the required processing fee must be clearly visible on the ODR with each request. If this is not evident and certified the ODR request will not be honoured, and thus the application will be delayed. Each applicant is required to ensure that the ODR is properly completed and the relevant fee paid

GRADUATION POLICY

This policy applies to all persons who successfully complete UCC programmes leading to a Certificate, Diploma, Associate, Bachelor's or Master's degree.

Annual Commencement Ceremony

It is the policy of the University of the Commonwealth Caribbean (UCC), for the Chancellor of UCC to confer Academic Awards upon students who have satisfied all graduation requirements, at an annual Commencement Ceremony. This ceremony is normally held in July. If this date is changed the UCC community will be officially advised.

Students will only be eligible to receive their degrees/ diplomas (Awards), after the successful completion of all requirements of the **prescribed programme of study**, in accordance with the following regulations:

1. Attainment of a minimum Grade Point Average (GPA) of 2.0.
2. All academic requirements, including the achievement of the established number of programme credits, admissions and matriculation matters must be satisfactorily completed by June (the release of final grades associated with the Spring Semester) of the graduating year.

All eligible graduates are encouraged to participate in the academic procession. These include persons who would have completed all requirements including the Spring Semester examinations of the graduating year.

Intention to Graduate Form

Eligible graduates must complete an 'Intention to Graduate Form.' The final date for submission of 'Intention to Graduate' forms is announced by the Registrar in the graduating year. Early application is encouraged and is usually requested by November 30 of the year preceding the ceremony. All prospective graduands must apply in order to be considered for the conferment of awards at the annual July graduating ceremony.

Graduation in Absentia

Graduation in Absentia is not automatic and must be applied for on the designated form headed 'Request to Graduate in Absentia'. This form may be collected from the Student Services Coordinator or Officer or staff at the Regional Campuses as appropriate and must be approved by the Registrar or designate. Approval will only be granted for the following reasons (to be supported by documentary and verifiable evidence):

- Illness
- Death in the family
- Work obligations

December Conferral of Degrees: Completion of Study in the Summer Semester

Students, who satisfy the eligibility requirements, may receive their degrees in December. There is no ceremony in the December period therefore, such individuals will eligible to participate in the next annual Commencement Ceremony held in July of each year (or at a date established by the institution's administration).

Students are eligible to receive their degrees/ diplomas in December, after the successful completion of all requirements, in accordance

with the following regulations:

1. Attainment of a minimum Grade Point Average (GPA) of 2.0.
2. All academic requirements, including the achievement of the established number of programme credits, admissions and matriculation matters must be satisfactorily completed by August 30 of the graduating year.

Current degrees and Diplomas/Certificates will not be dated and issued outside of the two periods of July and December per year.

Awards will be conferred on duly enrolled students in their legal name as stated on the student's permanent record. Name changes must be supported by documentary evidence in the form of certified Deed Poll, Marriage Certificate, and Decree Absolute as is applicable. Such documentary evidence must form part of the enrolled student's permanent file in the Registry at the time of eligibility for the conferral of an award.

Note: Specific deadline dates pertaining to the details of the graduation ceremony, academic regalia, fees, rehearsals, invitations memorabilia etc. will be communicated to students by the Programme representative or Campus staff as appropriate, published on the University's website and will be posted on the notice boards.

Please note the following:

(a) In order for degrees to be issued to graduates, persons must satisfy: (i) All academic requirements (ii) All financial obligations (iii) All library obligations (iv) Pay Processing fee - (applicable for year of application)

(b) Degrees will be distributed at ALL UCC locations and may be collected at your respective campus.

If for any reason you do not qualify to receive your certificate at the scheduled certificate issuing exercise, you are required to complete another APPLICATION FOR CERTIFICATE form for participation in a subsequent period.

STUDENT APPEALS, BEHAVIOURAL AND ETHICAL STANDARDS

The University of the Commonwealth Caribbean facilitates a fully functioning student governance system. This includes the Students Union with its representative system of government at the national level, and at the level of the regional campuses. Additionally, each cohort or class is required to elect a Class Representative. Each academic year in the Fall trimester students are able to nominate candidates for the respective offices to the Student Executive Council of the Students Union. Elections are held on announced dates during the Spring trimester following a vigorous electoral campaign. The Council once elected sits for a one year term of office.

Each of the UCC Campuses throughout Jamaica facilitates the election of a Campus level Student Committee. These committees represent student interests at the regional campuses. They also are allowed representation on the national Student Executive Council.

The Students Executive Council nominates members to sit as representatives and the voices of the students on the governance and operational Committees of the institution.

Academic Council

The Academic Council serves as the policy- making and regulatory board for all UCC programmes and courses. A participant may submit a petition (in the form of a letter) to the Programme Coordinator/ Campus Manager regarding matters that may legitimately facilitate adjustments or discretions in his/her academic programme or course. This may be dealt with administratively. However, if a student is dissatisfied with the outcome of the administrative review, an appeal may be made to the Deputy President/Vice President of Academic and Student Affairs. If the student is dissatisfied with the outcome at this level, the matter be directed to the Academic Council. Council recommendations are made to the President of the University for approval.

Matters Related to Examinations or Course Grades

Students may submit written petitions related to grading or examination matters to the Chairman, Examination Committee through the respective Campus Manager or Programme Coordinator who will forward the petition.

Any student desirous of expressing concern regarding faculty and classroom or instructional matters should raise such matters with their Campus Manager or Programme Coordinator/Officer or the Head of the academic department in which their programme of study is located. They may do so individually or through their class representatives. If the matters are not satisfactorily dealt with, students may submit their concerns in writing to the Head of Department, or if the matter continues, to the Dean or Head of School, through their respective Programme Coordinator, or Campus Manager.

All petitions or requests will be dealt with in a timely manner. Each is treated on its own merit depending on the magnitude and circumstances of the case.

Errors and Corrections

Upon publication/release of course grades in a given semester through the Aeorion Student Management System, students should carefully review grades for any errors or omissions.

Should any corrections be necessary, this must be addressed within two (2) weeks of the publication of a grade. No alterations (except for those due to procedural and/or clerical errors on the part of the institution) can be made to the student's record, for queries received after two weeks. Should a student not be in good standing for any reason, he/she will be advised to consult with the Director of Student Affairs.

Regulations on Student Discipline

The Rules and Regulations for students, which follow, are intended to maintain the conditions necessary for learning and teaching, and to maintain the reputation and standing of the University of the Commonwealth Caribbean (UCC).

No student of the UCC shall:

a. Disrupt teaching, study, research, administrative work, or prevent any member of the University and its staff from carrying on his/her work, or act in any way likely to cause such disruption or prevention

b. Engage in the use of insulting or obscene language, or acts of insolence to members of the University community;

d. Engage in threatening violence to any student or member of the UCC staff or his/her property;

e. Engage in acts of lewd behaviour likely to be considered as sexual misconduct;

e. Engage in any conduct, on any of the UCC campuses, that is or is likely to be detrimental to the purpose and function of the UCC or likely to bring the University into disrepute.

f. Engage in any pranks, frolicking behaviour in work-shops, laboratories or classrooms. Any action likely to endanger the health, safety and welfare of other students or staff is strictly forbidden.

Non-Payment of Fees

Students who do not honour their financial obligations to UCC will be subjected to a financial hold on their accounts and may face the following additional sanctions / consequences:

i. Will be formally notified by the Student Financial Services department or their nominee

ii. Will not be allowed entry to classes, examinations (written/oral)

iii. Will not be afforded grade reports or any other services which are offered or to which they might be ordinarily entitled.

iv. Failure to comply will result in UCC debarring/ removing students from campuses/classes/ examinations

Attendance

Students shall be required to attend classes at the hours prescribed by the University and to be regular and punctual in their attendance. In particular:

a. Students shall be required to attain the prescribed percentage of attendance 75% in order to qualify for an award representing completion of studies from the University;

b. Students who have to be absent for extended periods must apply/express this in writing to the Head of Department of their programme of study or the course in which they are registered as applicable. Students must not absent themselves either before they have received a letter approving the request, or for days in excess of the period as may be authorized.

c. **Students who have been absent from classes for three to six sessions for any module without having submitted a medical certificate to the Head of Department through the** Programme Coordinator as is applicable shall be considered as having withdrawn from the UCC. These records will be placed on the student's permanent record with the Registry.

Dress Code

Students and teachers need to concentrate on the teaching/learning process. In order to ensure that students can focus on learning in the classroom, it is important to have as few distractions as possible. Changes in clothing trends will not override the dress code policy. While students have a right to wear

stylish clothes of their choice, they also have a responsibility to dress neatly and appropriately (including footwear for the lecture room, and examinations). **Underwear must not be visible.**

Students are expected to be well-groomed at all times. Personal grooming including but not limited to, combing, brushing, spraying, hair, and applying cosmetics is allowed only in restrooms and / or designated areas.

Note: Full-time day students are encouraged to wear the UCC Polo or Oxford shirts available from the UCC Campus Store to assist with being appropriately attired.

The following are not permitted:

• Clothing that exposes the torso or upper thighs, or excessive cleavage.

• Mini-skirts, midriff blouses, shorts or muscle shirts.

• Clothing which is not appropriately worn or not properly fastened or splits which are indecent.

- Garments such as boxer shorts and bloomers that were traditionally designed as undergarments may not be worn as outer garments.
- Bedroom/bathroom slippers
- Head coverings including, but not limited to, caps, hats and bandanas or scarves unless they are worn for bona fide religious or medical reasons.
- Curlers and other hair grooming aids.
- Wearing of sunglasses indoors unless a doctor's authorization is on file.
- Any articles of clothing or jewelry that may cause injury, including but not limited to, belts and bracelets with spikes, heavy link chains, and wallet chains.
- Wearing of headphones and ear buds in class is not permitted.

Full-Time Students – Dress Code

a. Students are expected to be neatly attired at all times. In addition, they are required to wear the mode of dress approved by the UCC for regular class sessions. This mode of dress consists of business/business-casual pieces such as: buttoned opaque shirts with sleeves, polo shirts (UCC polo shirts encouraged), tailored pants (or solid-colored jeans), knee-length opaque skirts, vests, light sweaters and jackets.

b. Departure from the prescribed mode of dress requires the permission of the Head of Department, Campus Manager or the Student Affairs Director.

c. While attending classes at UCC facilities or transacting business with the institution or its agents students are not permitted to wear baseball caps oversize or skin-fit clothing, tank tops with deep cuts, see through clothing, ripped clothing, navel breakers, pornographic prints, symbols promoting illicit behaviour or any other article of clothing deemed to be inappropriate by the UCC.

Use and Care of UCC Property and Premises

No UCC student shall:

a. Use either, the UCC name, logo, official stationery or the stamp of the Institution or that of any of its Divisions or Departments without the permission of the Dean or Head of School or Student Affairs Director.

b. Have access to any key of the UCC without the authority of the University as communicated directly or through the Academic Dean or Head of School or Student Affairs Director. In particular, under no circumstances must any key of the UCC be reproduced or duplicated or caused to be reproduced or duplicated by a student.

c. Every student shall be required to comply with the procedures prescribed from time to time for the cleanliness of the buildings, premises and grounds. In particular, students shall not contribute in any way to unsanitary or unclean conditions at the UCC.

d. Students must not damage or deface any property belonging to the UCC or property for which the University has responsibility; or remove without UCC permission any such property, or act in any way likely to cause damage to, or the defacing of, or the removal of such property.

Rights and Responsibilities of Student Organizations

a. The UCC is committed to the belief that individuals have the right and privilege to organize and participate in groups whose purposes center around the interests and goals of individual, professional, community and corporate advancement. Though student organizations are able to function on campus and enhance campus life, neither the Department of Student Affairs nor the University of the Commonwealth Caribbean assumes responsibility for organizations. UCC does not assume financial responsibility for such organizations.

b. A registered student organization and its members are responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of the "University of the Commonwealth Caribbean's Code of Conduct" and local laws. Registered student organizations will be held accountable for the action and behaviour of their members or guests at their functions.

c. All registered student organizations are required to have an advisor (who may be a UCC faculty or staff member). The responsibilities of the advisor are designated by the student organization itself, but often take the form of:

- Attending meetings and events
- Providing information on policies and procedures
- Co-signing all transactions
- Providing guidance and ideas upon request

Events Requiring Approval

Organizations are encouraged to organize programmes and events at the UCC. The following types of events need to receive approval in advance:

a. Commercial activities
b. Concerts
c. Films
d. Marches or parades
e. Outdoor and other major events
f. Rallies and demonstrations
g. Student social events
h. Sporting activities outside of those formally organized by the University

Fund Raising

Student organizations are permitted to sponsor fund raising activities. Only recognized and registered student organizations may sponsor a fund raising activity on campus and/or using institutional resources. Fund raising projects must receive the written approval of the Department of Student Affairs. By holding a fund raising event, the student organization assumes the full responsibility and liability for the event. Fund raising activities must be consistent with the policies of the UCC, and comply with all local laws and ordinances. The University's definition of an income-producing project is:

a. "Any project which produces income including that which involves the sale of tickets; any article of voluntary contribution."

b. Income-producing projects include, but are not limited to, bake sales, movies, dances, raffles, contributions, and sales of foods, beverages, or snacks.

All monies generated from fund raising events must be deposited in the organization's bank account through the UCC Accounting and Finance Office.

Support Services

Students are issued with a photographic Student Identification Card which should be presented when attending classes or seeking to access any of the institution's facilities or services. Senior UCC staff and security personnel are authorised to ask any person on the premises for their identification; as such, students should have their ID cards displayed on their persons at all times.

Parking and Use of Motor Vehicles

UCC provides adequate parking facilities at, or adjacent to, all campuses which it operates. Students may also need to present their ID cards to the parking attendants or security personnel assigned to these facilities. From time to time particular areas will be reserved for lecturers' parking and students are asked to comply with the instructions of the parking attendants.

While the institution takes reasonable precautions to safeguard its students, faculty, staff, and its property, nevertheless students are asked to be aware of their surroundings, particularly when traveling to and from the University or around the environs of the campuses.

a. Students who drive motor vehicles on campus are expected to do so with due care and attention.

b. Parking or driving is prohibited on grass plots, tree plots, construction areas, or any place that will mar the landscaping of the campus, create a safety hazard, or interfere with the use of the UCC facilities, unless so advised by the security on duty.

c. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid reason for violation of regulations.

d. All traffic and parking regulations must be obeyed at all times.

e. Loud music or loud noise from motor vehicles is strictly prohibited on the UCC campuses.

f. The UCC shall not be responsible for loss or damage to motor vehicles or any other private property.

Library and Information Resource Center

The mission of the UCC Library and Information Resource Center is to provide the faculty and the student body with relevant resource materials and to deliver these in an efficient manner, so as to effectively support the institutional and research programmes of the institution. The Library and Information Resource Center was established to bring together collections of books and non-book materials, which will support and enhance the programmes offered at the institution.

Role

The Library's role is to acquire, preserve, organize, and disseminate information to its users efficiently, reliably, and effectively.

Services

- Reference Service Desk and Online (by email to be addressed to asklibrary@ucc.edu.jm)
- Library Orientation
- Library Information Sessions on demand
- Computer Area with Internet Access
- Printing
- Loans
- General reading area.

Library Usage

All duly registered students and lecturers automatically acquire membership to the library. Students however must present a valid UCC identification and pass card in order to borrow materials from the library. All library users, whether students, or faculty will need to be registered with the library before any item can be borrowed.

a. The Library is available for use to any registered student of the UCC on the presentation of a valid UCC Identification Card.

b. Students using the Library are required to observe such rules as are approved for the Library and members of the Library Staff are empowered to require users of the Library to comply with such rules.

c. In general, however, the Library must at all times be regarded as a quiet place of study and investigation.

d. Food and beverage are strictly forbidden in the Library area.

e. The use of cell phones, Walkman, Discman, radios or any other personal audio visual systems in the Library is strictly forbidden.

a. The use of cell phones, and cameras or recording devices and apps in the Library is strictly forbidden. Cell phones should be muted once in the Library.

b. Walkman, Discman, radios, laptops, tablets or any other personal audiovisual systems are only accepted if they are contributing with a project or research and only to be used with headphones, ear pads or similar as long as its use doesn't disturb the patrons or quite environment of the Library.

Ebook Central Database

This database provides a wide variety of e-books for research purposes.

Ebook central is a product from ProQuest. It offers a variety of authoritative e-books that allow the patron to create and shelve his or her customized bibliography. Patrons may create citations in their documents, once they copy from this environment. It is user-friendly, easy to navigate, and available in several languages.

Other resources:

The Jamaica Gleaner and Daily Observer newspapers are available in hard and soft copies for use by all patrons. The newspaper should be accessed inside the library. For accessing the e-paper version, patrons should request from one of the UCC Library Officers. The Gleaner Archive provides access to articles dating back to the early 18th century.

Lecturers also deposit copies of lectures and any other relevant material which could enhance their students' studies.

For the Regional Campuses, a small collection of appropriate textbooks, mainly prescribed course texts, is available at each Campus.

For general enquiries, past papers request, project assistance, making an appointment to the Library please email to asklibrary@ucc.edu.jm

Extension of Loans, are done only by telephone or any consultation you may call the Library to 665-3987, 665-3988 or 665-3989.

While the following times are normal, the institution sets special hours of operation during the holidays and the early phases of academic periods. These are extended during examinations, and will be communicated via email to all stakeholders.

Mondays - Thursdays - 7:30 am. – 8:00 pm.
Fridays - 8:30 am. - 4:30 pm.
Saturdays - CLOSED
Sundays - 9:00 am. – 4:30 pm.

Computer Labs

a. Students using the computer labs are required to observe the rules as approved for the computer labs. Members of the Information Systems & Technology (IS&T) staff are empowered to require users to comply with such rules.

b. The computer labs are available for use to any registered student of the UCC on the presentation of a valid UCC Identification Card.

c. In general, however, the computer lab must at all times be regarded as a quiet place of study and investigation.

d. Food and beverage is strictly forbidden in the computer lab.

e. The use of cell phones, Walkman, Discman, radios or any other personal audio visual systems in the computer lab is strictly forbidden. Students are therefore not allowed to take such equipment into the computer lab.

f. Use computer resources lawfully and responsibly. No sitting in laps is allowed – the institution provides one (1) chair/seating arrangement per student.

g. Do not tamper with facilities and avoid any action that interferes with the normal operations of computers, networks and facilities;

h. Every student shall be required upon termination/deferral of his /her course or programme to return any property belonging to the UCC to the Dean/Head of School, Campus Manager, Programme Coordinator or Librarian, as the case may be.

i. A student who fails to return any property belonging to the UCC upon termination/ deferral of his/her course or programme may be debarred from accessing any services i.e. transcripts, letters, diplomas etc.

Classrooms

All classrooms are equipped with air conditioning units.

Note: Students are not to turn on or off, or adjust the air conditioning units.

All UCC locations are smoke free. Smoking is therefore not permitted on any of our premises.

Students are not to mark or deface the classroom walls or furniture.

Cafeteria

Cafeteria and refreshment services are provided at selected campuses. No alcoholic beverages are served at the cafeteria. ***Alcoholic beverages are not allowed on the compound.***

The Worthington Avenue facility operates within the following schedule:

Mondays to Thursdays - 8:30 a.m. - 7:30 p.m.
Fridays - 8:30 a.m. - 4:00 p.m.
Saturdays - CLOSED
Sundays - 8:30 a.m. – 4:00 p.m.

The other main campuses provide snacks and hot and cold beverages.

NB: While the above schedule is normative, the institution institutes special hours of operation during the holidays and the early phases of academic periods. These will be communicated via email to all stakeholders.

The Campus Store
A Campus Store is available on the Worthington Campus, and serves all UCC campuses or regional campuses.

Opening hours are:

Mondays to Thursdays 8:00 am – 7:30 p.m.
Fridays Closed
Sundays 8:00 am – 2:00 p.m.

NB: While the above schedule is normative, the institution institutes special hours of operation during the holidays and the early phases of academic periods. These will be communicated via email to all stakeholders.

NB: Students at the Regional Campuses will have their books and other stationary items delivered to them through the respective Campuses.

Gambling, Substances and Weapons

a. No smoking is permitted in any UCC building or any other areas on any campus.

b. No alcoholic beverage (except as required by formal instruction in approved courses, such as Bar Operations) is to be consumed or allowed on any UCC campus.

c. A student shall not, under any circumstance whatsoever, have in his/her possession, or cause to be used, possess, or sell illegal drugs and substances on the UCC premises. Violation of this rule will result in automatic suspension and possible expulsion.

d. Using or possession of firearms, explosives, dangerous chemicals or other weapons is forbidden on UCC campuses or within any of the UCC facilities. Violation of this rule will result in automatic suspension and possible expulsion from the UCC.

e. A student shall not engage in gambling, or knowingly be part of a group activity involved in gambling anywhere on the UCC compound. Violation of the rule will result in automatic suspension and possible expulsion.

Academic Matters

a. The Dean or Head of a School may refuse to allow any student to renew his/her attendance as from the beginning of any Semester on grounds of:
   i. The student's poor academic performance relating to a programme of studies.
   ii. Repeatedly failing to attend an exam without adequate reason.
   iii. Failure to enter for an examination after completing the normal course or for any other good cause.
   iv. An Alternate Examination where the student was absent from a scheduled exam without a valid reason.

b. In cases where a student has been denied attendance, he/she may appeal to the Disciplinary Committee against the decision of the Dean/Head of School, provided that a letter of appeal is submitted to the Disciplinary Committee within ten (10) days after the date of the letter from the Dean conveying the decision.

c. The decision will not be revoked until the Disciplinary Committee has reviewed the appeal.

d. Students who have been refused permission to renew their attendance at the UCC shall be deemed ineligible to write examinations for which the UCC is responsible to prepare students.

e. Students must ensure that they are familiar with the special procedures and requirements for coursework, regular examinations, alternative examinations, attendance and repeats as these apply at UCC and to their specific programmes.

f. The UCC reserves the right to approve academic programmes and timetables, and to control access to courses, programmes and individual classes.

g. It is the particular responsibility of students to ensure that the courses which they take are appropriate for their academic programme, involve as far as possible no timetabling conflicts, and collectively satisfy all the course and credit requirements of their programme.

Sexual Harassment

- Sexual harassment will not be tolerated at the UCC. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other physical or verbal conduct of a sexual nature including but not limited to: unwanted or inappropriate touching, or physical contact, verbal remarks of a sexually suggestive or derogatory nature, visual symbols, gestures, questions or sounds, distribution or display of written or graphic materials, sending of inappropriate e-mail messages of a sexual nature, or sexting, which can be interpreted as unacceptable by a reasonable person.

- It is recognized that sexual harassment may also occur between persons of the same or different gender and between students. Such conduct is therefore absolutely prohibited whether the perpetrators are faculty, staff or students of the UCC or contractors, workers, or other non-employees of the UCC who have reason to be on the UCC premises.

- Sexual harassment is regarded by the UCC as reprehensible, and particularly damaging, when it exploits the dependence and trust inherent in student/faculty, student/staff, or employee/supervisor relationships.

Dealing With Misconduct (Minor and Major Offences)

- Any breach of the Rules and Regulations of the UCC by a student constitutes misconduct and renders the student liable to disciplinary action. Misconduct shall not be excused on the grounds that the offender acted on behalf of, or on the instructions of any other persons or organization or was not aware of these rules and regulations.

- Misconduct can be of two types: minor misconduct (sometimes referred to as a minor offence) or major misconduct (sometimes referred to as a major offence). Major misconduct (major offences) may carry penalties of suspension or expulsion.

- Where a complaint is lodged against a student for misconduct, Dean of Undergraduate Studies or Programme Coordinator will investigate or cause the matter to be investigated and shall thereafter decide whether the misconduct constitutes a major or minor offence. The investigation of the matter shall include the scheduling of an interview with the student at which the student shall be informed of the complaint against him/her and shall be given an opportunity to be heard in his /her defense.

- In case of an offence, deemed to be a minor offence, the Head of the Disciplinary Committee shall determine the penalty to be imposed on the student. Such penalties might include, but not be limited to a written apology, restoration, or payment for restoration, or payment for restoration of UCC property, or loss of privileges (e.g. in the Library, Computer Laboratories).

- In the case of a major offence (i.e. offences requiring suspension or expulsion) the Dean/Head of School, Campus Manager or Programme Coordinator/Officer shall ensure that the complaint is put in writing and that the matter is referred to the Head of the Disciplinary Committee for action.

- Upon receipt by the Dean/Head of School, Campus Manager or Programme Coordinator/Officer of the written complaint, he/she may investigate the

matter further, and if the matter is deemed to be one which might be easily resolved, the Academic Dean may, along with the Disciplinary Committee, conduct an informal hearing and determine, on the basis of the evidence available, what penalty might be imposed, if any. Such penalties might include but are not be limited to:

i. A written apology
ii. Restoration or payment for restoration of property
iii. A fine,
iv. Loss of privileges
v. Suspension.

NB. The Disciplinary Committee (in conjunction with the Committee) shall recommend the action to be taken against a student. Where suspension or expulsion is recommended the same is reported to the Executive Vice President for Academic Affairs, who will review the recommendation and act accordingly or as deemed necessary and determine the period of suspension/expulsion.

- A suspension may be applied to a student for a period not exceeding ten (10) days in any one situation.
- A formal hearing shall be held for any offence considered to be a major offence.
- Where it is deemed that a formal hearing is required, the Academic Dean or Head of School, Campus Manager or Programme Coordinator shall advise the student in writing. The notice to the student should include the date, time and venue of the hearing. The notice should be sent a minimum of five (5) days prior to the hearing (exclusive of the date of the hearing).
- The Disciplinary Committee shall include a student representative appointed by the Students' Council.
- At the hearing, the student shall be entitled to be advised or represented by an advisor of his/her choice from within or without the UCC. The advisor may be a lawyer. However, the UCC must be informed of the name of the advisor in writing a minimum of three (3) working days prior to the scheduled date of the hearing. No hearing shall be set with less than five (5) days notice.
- The Disciplinary Committee shall report the outcome of its deliberations to the Dean/ Head of School or Campus Manager and shall recommend the penalty to be imposed, if any. In the case of a recommendation for suspension or expulsion this is reported to the Executive Vice President for Academic Affairs and copied to the officers just noted.
- In every case where a suspension or an expulsion penalty has been imposed on a student, the student may appeal to the Academic Council against the penalty, provided that a letter of appeal is submitted to the Executive Vice President for Academic Affairs within ten (10) days after the date of the letter conveying the decision.
- Any student expelled for disciplinary reasons shall not be entitled to receive any refunds and shall forfeit all fees and deposits.
- A student awaiting the outcome of a hearing that could lead to expulsion may be placed on suspension during the waiting period. The expulsion decision should be finalized before the end of a ten (10) day maximum suspension limit. Otherwise, approval of the President must be sought to extend the suspension, provided that the delay in arriving at a decision by the Disciplinary Committee is not caused by the student.
- The UCC reserves the right to refer matters of a criminal nature to the police, or to initiate litigation against any student breaking the laws of Jamaica, in any of the UCC facilities, or at any UCC event.
- Major misconduct includes, but is not limited to:

a. Conduct or action which may be considered a risk or danger to members of staff or other students.

b. Gross insubordination – disruption of classes, exams or continuous general misconduct.

c. Being on the UCC premises under the influence of alcohol or any other prohibited substance.

d. Destroying or damaging without lawful excuse, the property of the UCC.

e. Assaulting any member of staff or student, or explicitly threatening to do so.

f. Possession of alcohol or illegal drugs and substances at the University. The University reserves the right to conduct searches for such contraband among students and other stakeholders.

g. Smoking.

h. Provoking or instigating a fight, or fighting on the UCC premises or at any event sponsored by the UCC.

i. Use or possession of firearms, explosives, dangerous chemicals or other weapons.

j. Stealing or unlawful possession of UCC property or the property of another student or staff.

k. Removal of UCC property unless authorized in writing to do so.

l. Gambling anywhere on the UCC compound.

m. Engaging in acts of lewd behaviour or any other behaviour likely to be considered as sexual misconduct.

n. Sexual harassment of any kind or the deliberate filing of false accusations of sexual harassment.

o. Possession of any article made or adapted for use for causing injury or intended by the student for such use by him or her or by some other person.

p. Unauthorised use or tampering with or breaking into UCC computer and other facilities.

q. Persistent breach of UCC Rules and Regulations.

Medical Assistance

Registered UCC students may request health case advice and routine medical assistance at the approved Campus Health Clinic, which will maintain all medical records in accordance with the best practice standards of doctor-patient confidentiality. Students who are located at regional campuses may consult with a .health care professional at the Clinic by telephone, when practicable.

STUDENTS RIGHTS & RESPONSIBILITIES

The University of the Commonwealth Caribbean focuses on preparing persons for the world of work and entrepreneurship, and for others who are already working, facilitating the achievement of significant professional development goals. UCC is committed to providing all students with excellent educational and social experiences.

UCC is focused on:

- facilitating the development critical thinking, innovation, creativity, cooperation, and team competences
- preparing well-educated, informed, and productive citizens for Jamaica and the world
- providing an educational environment that is conducive to learning and social engagement
- offering a safe campus experience
- using technology to facilitate efficient and effective learning experiences
- delivering quality assured programmes through accessible locations, flexible modes, and affordable plans

UCC provides its educational opportunities through the following academic units:

- School of Business and Management
  - » Department of Business Administration
  - » Department of Tourism and Hospitality Management
- School of Technology and Mathematics
  - » Department of Information Technology
  - » Department of Mathematics
- School of Humanities and Law
  - » Department of Law
  - » Department of General Studies and Behavioural Sciences
- School of Medicine and Applied Health
- College of Graduate Studies

UCC is committed to offering programmes guided by and developed with reference to the principles of competence based education.

Academic programmes are relevant to, and shaped by the demands of the Jamaican economy, and the global environment. UCC recognizes the reality of rapidly changing career opportunities and technological advance, and accordingly the range of degrees and programme options reflects these realities.

UCC delivers its educational programmes at strategically located campuses throughout Jamaica, and via UCC Online. The institution's strategic plan looks toward the future and mandates the continued development and delivery of relevant degrees in selected areas consistent with national and global demands.

UCC will continue to collaborate with leading international universities to offer programmes where these satisfy the demands of Jamaican and international professionals.

UCC is committed to a programme of Edu-Tourism, whereby students will be recruited from other countries for study in Jamaica or with UCC Online and thus secure the benefits and cost advantages of doing so. The University continues to lay the foundation for future growth in this market.

UCC has made significant investments in plant and technology and will continue to do so. This development programme has been implemented in order to improve the learning environment for all persons (students, faculty and staff). We are committed to facilitating student centered processes and systems that meet the demands of all our clients in positive and meaningful ways. At the same time, we have very high expectations of our students and we wish for all to be aware of these.

Code of Conduct

The University of the Commonwealth Caribbean is committed to providing its students with an educational experience which prepares them to participate in a rapidly changing world, and to do so with a commitment to the highest moral and ethical standards. To achieve this, UCC has outlined a set of desired values and attitudes considered to be the foundation of intellectual and moral integrity in our future societal leaders. It outlines behaviour expected of its students.

As a member of the UCC community, students will:

- respect the institution's rules of conduct and its mission.
- respect the opinions and differences of all members of the UCC community.
- practice civility and avoid behaviour that undermines the normal functioning of the UCC.
- respect the rights and property of the UCC and its members.
- be diligent and honest in all personal and academic endeavours.

Note: All students enrolled at the institution, regardless of the programme affiliation, are expected to know and adhere to all rules and regulations of the institution.

Academic Honesty

It is expected that students will be responsible for the completion of their own academic work. The use of literature, notes, aids, or assistance from other sources should be clearly identified and appropriately acknowledged with respect to all course assignments and examinations. In addition, students are expected to use all resources, including books, journals, and computers only in legal and authorised ways.

They should also refrain from falsification of records, attend class as required, and participate in the educational processes and functions of the institution.

APA SYLE

Students at the University of the Commonwealth Caribbean are expected to write ALL papers using the APA (American Psychological Association) format. The American Psychological Association (APA) developed a set of standards that writers in the social

sciences follow to create consistency throughout publications. These rules address:

- Crediting sources
- Document formatting
- Writing style and organization

For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing) available in the university library and online. A quick online tutorial on the Basics of APA Style is available at www.apastyle.org/learn/tutorials/basics-tutorial.aspx.

Academic Integrity and Copyright

UCC demands a high level of scholarly behavior and academic honesty on the part of its students. Any assignment, test, paper, project or report submitted by you and that bears your name is presumed to be your own original work that has not previously been submitted for credit in another course unless you obtain prior written approval to do so from your lecturer.

In all assignments, or drafts of papers, you may use words or ideas written by other individuals in publications, web sites or other sources, but only with proper attribution. "Proper attribution" means that you have fully identified the original source and extent of your use of the words or ideas of others that you reproduce in your work for this course, usually in the form of a footnote or parenthesis. Failure to do so is Plagiarism and is considered a form of academic dishonesty.

Plagiarism and the Consequences of Plagarism

Plagiarism is a form of intellectual theft. If you fail to acknowledge your sources or make it appear that someone else's work is your own, you are guilty of plagiarism. The scholarly world operates by exchanging information and crediting the sources of that information. If you violate that process, you have committed a crime in the academic community. If you are having difficulty completing a paper on time, or need some additional help, or are unsure of how or where to document a source, please contact your lecturer or go to the librarian for help so you can avoid inadvertently or intentionally plagiarizing a source.

You will be charged with Plagiarism if you:

- Copy from published sources without adequate documentation.
- Intentionally or unintentionally appropriate the ideas, language, key terms, or findings of another without sufficient acknowledgment that such material is not your own and without acknowledging the source.
- Purchase a pre-written paper (either by mail or electronically).
- Let someone else write a paper for you.
- Reproduce someone else's project.
- Submit as your own someone else's unpublished work, either with or without permission
- Incorrectly cite or neglect to cite borrowed materials

Consequences of Plagiarism

- If the final work you submit—all of it—is not yours, it does not matter how you came by it. Charges of plagiarism are brought to the attention of Academic Affairs, which initiates an investigation that may lead to formal charges.
- The process for the investigation and adjudication of charges may be accessed at the Dean of Students' Office.
- Plagiarism is a serious offense that can result in a variety of sanctions (failure of the course in which the plagiarism occurred and suspension from UCC among them).

Appropriate Uses of Sources

A mark of strong academic writing is demonstrated when one appropriately identifies sources in his/her arguments and analyses. This practice is called **documentation**.
Guidelines for how to correctly cite materials used within your writing and assembling the list of works that you cite in your paper are available in

style manuals. Information from these style manuals can be accessed in UCC's Library & Information Centre

- Whenever you draw on another's work, you must specify what you borrowed, whether facts, opinions, or quotations, and where you borrowed them from.

Avoiding Plagiarism

- Contact your lecturer and honestly discuss a strategy for completing an assignment rather than risk humiliation and legal charges.
- Become thoroughly acquainted both with the various ways in which plagiarism is construed, and with sources of proper documentation.

Reference:

American Psychological Association (2009). *Publication manual of the American Psychological Association*, (6th Ed.). New York: American Psychological Association

See link provided to Perdue University site on the APA Format

http://owl.english.purdue.edu/owl/resource/560/01/

Respect for the Law

Students are expected to respect and obey all regulations of the UCC and all laws governing our country. Of particular importance is adherence to laws pertaining to theft, destruction/defacing of property, noise pollution, use of illegal substances; possession of unlicensed firearms and offensive weapons; threats against others and physical assault.

Breaches of the Law of the land will become the subject of a police matter.

NB: Smoking, drinking or the use of drugs/ illegal substances and weapons are not permitted on any of the UCC locations.

Respect for Self and Others

Students are expected to conduct themselves in a manner which exemplifies respect for people of all races, religious beliefs, and ethnic groups, and each student should adhere to his/ her personal values without unduly imposing them on others. At no time should students harass members of the UCC community or violate the privacy of other persons. Students should also conduct themselves in ways to protect themselves and others from contagious diseases.

The UCC reserves the right to impose appropriate disciplinary measures based on any student conduct that may be deemed to be adversely affecting the college community. In the case where a student behaves in an undisciplined and disrespectful manner, that student will be asked by the lecturer or administrator in charge to leave the lecture room. Furthermore, a disciplinary notification may be entered on such student's Permanent Record. Based on the nature of the violation, the Academic Council may impose any of the following disciplinary actions:

- **Reprimand** – (written or verbal) The University takes official notice that such actions are inappropriate and not in accordance with our community standards.
- **Suspension** - Separation from the institution for a specified period of time. The student must not attend classes and is banned from the grounds and facilities of the institution. This sanction is recorded on the student's academic transcript during the period of suspension. A student who is suspended from the institution is not eligible for tuition and/or registration fee reimbursement except as provided by the institution's rules and policies. A suspension for a specific infringement may be up to a period of ten (10) days. However, this may be extended or increased if the institution's officers deem the matter to merit same, but not necessarily the sanction of expulsion.
- **Expulsion** - Permanent separation from the

institution with no possibility of readmission. This sanction is recorded on the student's academic transcript permanently. The student may not attend class and is banned from the grounds and facilities of the institution. A student who is expelled from the institution is not eligible for tuition and/ or registration fee reimbursement except as provided by the institution's rules and policies.

Student Governance

The Mission of the University of the Commonwealth Caribbean Student Union is to:

- foster good relations between the administration, the students and the general public;
- to enhance the growth of students through social activities for a better learning environment;
- to maintain the awareness of the regulations of the institution;
- to plan, organize and support co-curricular activities and to foster a physical and social environment in which students can achieve their fullest potential in accordance with the educational and cultural standard of the College;
- to represent the voice of ALL students at the University of the Commonwealth Caribbean.

Composition of the Students Executive Council

The UCC Students Executive Council shall comprise of the Full Board which includes Class Representatives from each class, and the Executive. The Executive shall be comprised of the elected officers (as designated) such as President, Vice President, Secretary, Treasurer, Public Relations Officer, Entertainment and Sports Coordinator, Departmental Representatives and Regional Campus Delegates, nominated and elected by the student body.

Elections

Elections for the Student Council shall be held in all Campuses, with elections as published by the appropriate authorities. Officers elected shall serve for a term not exceeding one year. No person shall serve for more than two terms consecutively.

- Officers to be elected are President, Vice President, Secretary, Treasurer, Public Relations Officer, Entertainment and Sports Coordinator, Departmental Representatives and Campus Delegates.
- All students enrolled at a given UCC Campus may vote in that Campus' election.
- Voters must present a valid UCC ID in order to cast their ballots.

UCC ONLINE FREQUENTLY ASKED QUESTIONS

The UCC ONLINE degree programme responds to the growing number of students who are eager to earn university degrees but who require more flexibility than the traditional on-campus courses allow. The programme is an attractive alternative because you can:

- schedule course work around jobs and family responsibilities
- work independently
- acquire new skills and knowledge to compete in the workplace
- improve your lives through enriched learning experiences
- complete course work toward university degrees.

1. What is the UCC Online?

UCC Online is a distance learning vehicle which uses technology to deliver UCC's degree programmes. The programmes offered through UCC Online use the following models:

- Fully online (except for end-of-module examinations for students in Jamaica). Students in Jamaica sit their end-of-module exams at their respective UCC Campus.

- Hybrid model, that is, students have the option of selecting to pursue some of their courses online and other courses in the traditional face-to-face/classroom option. The Hybrid model is as is required from students in traditional UCC programmes.

2. How does the UCC Online mode of delivery work?

Students receive their instruction from lecturers via a web-based learning platform known as MOODLE.

- This platform allows students to view lecture content/notes, PowerPoint presentations, video and audio resources provided by lecturers. Lecture content is available from week one of the semester.
- Lecturers and students interact in (live) chat sessions and discussion fora (asynchronous).
- Chat sessions begin in the third week of the semester, are conducted via Adobe Connect and run for a minimum of 10 weeks during the Spring & fall semesters but 8 weeks in the Summer session. Chat sessions are a minimum of one hour each week and are conducted after work hours between Mondays and Thursdays, on Saturday nights and/or Sundays. Chat sessions are recorded by the lecturer and posted within 24 – 48 business hours. Participation in Chats is graded.
- Lecturers post their discussion questions (DQs) via the discussion forum in the first week of the semester. Students must respond to these questions and to the response of at least one classmate at the deadlines given. A minimum of five DQs is given for the semester. Participation is graded.
- Lecturers also provide self-assessment quizzes for students. These are not graded but they help students to check if they are familiar with the material.
- Students submit assignments and sit exams (mid-module) online from the comfort of their home or office computer.

3. **What degrees are offered at UCC Online?**

The UCC Online offers a Bachelor's degree in the following areas:

- Business Administration
- Information Technology
- Human Resource Management
- Marketing
- Business Administration (with major in Accounting or Financial Management)

4. **What will I need to take an online class?**

Generally, you'll need a computer with access to the Internet and an email account. High Speed Internet Connectivity (ADSL) with a minimum bandwidth of 2MB for online courses is best to handle online courses because these courses typically use/include video, audio and podcasts to deliver information.

Preparatory Sessions: Before starting your online classes each semester or teaching period, all students (new and returning) will be required to complete the scheduled Preparatory Session. This is meant to increase and improve your readiness for taking online classes during the semester.

5. **How do I apply for a UCC Online degree programme being offered at UCC Online?**

Visit the UCC website at ucc.edu.jm.

Applicants will then be contacted via email by a member of the Registry staff with relevant follow up and a decision on admission is usually made within a month or less.

6. **How do I get my textbooks and other course materials?**

Students will have to purchase the required textbooks via online bookstores, the Campus Store or traditional bookstores. Lecturers will send other course materials such as e-texts as necessary.

7. **How do I interact with course instructors/ lecturers?**

- Asynchronously – your interaction is not in real time. This allows you to participate according to your schedule and be geographically apart from the lecturer. This type of interaction usually takes place via email or message boards.
- Synchronously – your interaction is real time which means you will have to be online at scheduled class times using video conferencing or chat rooms. The scheduled times are usually after work hours and on Sundays.

8. **How many courses can I take per semester?**

The normal registration for part-time students is three courses per 14-week semester.

9. **Is the curriculum the same as that conducted in face to face sessions?**

Yes. All UCC students pursue the same courses and sit the same examinations as their counterparts across all centers irrespective of location throughout and the Caribbean. This is in keeping with the University's policy and is supported by the University Council of Jamaica (UCJ).

10. **How are exams given?**

End of Module Exams will be administered in a proctored setting at designated UCC Campuses. Where there is no designated campus, students will be asked to a find a reputable institution, such as a University in their country, to proctor the examinations; UCC will verify whether the institution is capable of proctoring the examination and if satisfied, will ask the related authorities to arrange for best practice proctoring. All other exams are administered online.

11. How do students submit assignments?

Assignments are submitted electronically via UCC Online (using Drop Box).

12. How are grades disclosed?

Coursework grades and grades for participation in Chat sessions and Discussion Questions are posted on Moodle. Final grades are published on UCC's student management system (SMS), Aeorion, which the student only can access using his username and password.

13. How can I pay for my online education at UCC?

You can pay for it yourself using UCC's very flexible payment options, see if your employer offers an education assistance programme, or seek scholarships and loans. Jamaican students can also visit the Student's Loan Bureau (SLB) for financial assistance as UCC is SLB-approved. Other grants are also available through your respective Governments. Financial aid deadlines are often much earlier than registration deadlines.

14. How do I pay my fees?

Students have the following options:

- **Online** using Visa, MasterCard or NCB Keycard using your Aeorion account - Simply go to www.aeorion.ucc.edu.jm, log into the student account using your Aeorion ID number, select the "Pay with Credit Card" link and follow the instructions.
- From your BNS accounts using **Scotia Online** - Log on to your Scotia Online account, select UCC as the payee under the bill payment section, enter your eight digit Aeorion student ID as the account number, then submit. Proceed to make payment.
- By manager's cheque or debit or credit card at the Cashier, UCC Campus locations (please be guided by the opening hours of each location).

(For details on transmitting funds by wire transfer, please call the UCC Student Financial Services office at 1-876-665-3000/665-3978-80) or write to sfs@ucc.edu.jm.

15. I'd like to earn a university degree. How long will it take me?

There are several factors to consider:

- The type of degree you are seeking (for example, associate or bachelor) and the number of credits required for that degree
- The number of credits you have already earned that will count toward your degree;
- The number of classes you're able take each semester.

Generally, however, to complete an associate's degree will take about 28 months; and a bachelor's degree will take about 52 months.

16. Does the UCC accept course credits from other institutions?

The UCC will accept a relevant transferablerable course taken at an accredited college as long as you earned a "C" or better. Evaluation of transcripts is done on official copies only.

17. The school wants an official transcript. How do I know if mine is official?

A signed transcript in a sealed envelope is considered official. It is usually sent directly from one Registrar's office to another. You may also request that official transcripts be sent to you in sealed envelopes, and they will remain official as long as you do not open them. You can hand them to the Registrar or enclose them with your physical application.

18. How do the online students receive certification?

- Students attending graduation receive their certificates at the ceremony.
- Students not attending graduation will receive their certificates in the mail.
- Students in the Caribbean may participate virtually or be invited to attend the annual ceremony in Jamaica.

UCC; Prior Learning Assessment (PLA) portfolio

GRADUATE STUDIES

GRADUATE PROGRAMME ADMISSION REQUIREMENTS

ADMISSION REQUIREMENTS – COMMONWEALTH EXECUTIVE MASTER'S PROGRAMMES (CEMBA-CEMPA)

In general, admission to the CEMBA/CEMPA programmes requires the following:

• A working knowledge of the English Language at the post-graduate studies level

• Successful completion of the Commonwealth Executive Management test (CEMAT) (where required) and submission of Prior Learning Assessment portfolio.

Bachelor's degree - GPA < 2.5

Minimum 5 years' working experience at the supervisory/managerial level; Commonwealth Executive Management Achievement Test (CEMAT) required.

Bachelor's degree - GPA > 2.5

3 years' working experience at the supervisory/managerial level; CEMAT & PLA waived.

Without a Bachelor's Degree

Significant managerial working experience required - at least 5 years in executive positions; other professional qualifications acceptable; CEMAT required; certain pre-requisite courses may be required to be taken at the required.

In selecting participants, the Admissions Committee considers the following:

• Demonstrated managerial experience and effectiveness

• Potential for significant growth

• Ability to contribute to the study team and class participation

• Ability to do graduate work

• Maturity and motivation

• Ability and willingness to make 24 months (part-time) or 12 months (full-time) commitment

Achievement Test (For applicants without a first degree and those with a degree but whose GPA is < 2.5)

The CEMAT is designed to provide an additional dimension of measurement for candidate selection for this rigorous and demanding programme of study.

The Achievement Test consists of four examinations with multiple choice questions designed to test applicants' capabilities in the following spheres:

- General Awareness
- English Language
- Quantitative Aptitude
- Reasoning

CEMAT Prep materials are available online upon payment of the CEMAT Examination Fee. Ask the Programme Director for details about CEMAT.

Validity of Admission

Candidates successfully completing the Admission Test (CEMAT) are eligible for admission in the year they pass the test or in the subsequent year. Registration for the programme shall be valid for five (5) years from the date of admission. If a candidate is unable to complete the Programme within 5 years, she/he must then re-register.

Prior Learning Assessment Portfolio

Applicants without Bachelor's degrees will be required to submit a portfolio consisting of documents relating to the following:

CAREER ACHIEVEMENT / EXPERIENCE / EFFECTIVENESS

• Performance assessments/appraisals and/or written commendations showing evidence of excellence in job performance, superior intellect/application/initiative, rewards/recognition for outstanding results

• Descriptions and demonstrations of involvement in special assignments or projects; team leadership; product improvement, design or development

• Evidence of promotions to positions of increasing responsibility

• Evidence of successfully conducting formal workshops/seminars/training sessions

• Evidence of successful participation in a formal work-related mentoring or management development programme

• Company/industry awards and citations

• Non-formal training – provision of signed certificates to validate attendance at career development/skills training workshop/seminars (minimum 16 hours per workshop/seminar)

• Significant business ownership – Articles and Memoranda of Association and financial statements (specifically for those seeking to pursue the EMBA).

COMMUNITY INVOLVEMENT / LEADERSHIP

- Leadership/Directorship/Board Chairmanship/Membership/Founding role in established/significant body, for example, civic organization, church, clubs/societies

• Founding role in organisation exhibiting sustainability beyond 3 years

• Selection by peers for commendation

• Community/National/International awards/recognition

• Membership in professional organisations or lobby groups

• Articles published about the applicant's accomplishments

ACADEMIC QUALIFICATIONS (NOT INCLUDING MATRICULATION REQUIREMENTS)

• Certification from university-level professional courses

AUTHORSHIP

• Book(s) published or contributed to

• Scholarly essays/articles written by applicant in journals

• Newspaper articles submitted by applicant

• Recognised involvement in research activity – published results

TESTIMONIALS

• Testimonials from highly-placed individuals in reference to applicant's character traits,

accomplishments, expertise, knowledge, experience, etc.

Required Academic Prerequisites

An applicant with a bachelor's degree in any discipline or a suitably qualified Mature Entrant may gain acceptance to the Commonwealth Executive Master's programme. However, CEMBA-CEMPA candidates without sufficient college-level background/competencies in Mathematics, Statistics, Accounting, and Economics will be required to complete one or more of the specific prerequisites for CEMBA-CEMPA modules as listed below:

CEMBA-CEMPA MODULES WHICH REQUIRE PREREQUISITES	**PREREQUISITES**
Quantitative Techniques (MTH604)	Mathematics and Statistics for Management Education
Operations Management (MGT606)	Mathematics and Statistics for Management Education
Financial Accounting and Management (FIN610)	Essentials of Accounting
Managerial Accounting – Information For Decision-Making (ACT611)	Essentials of Accounting
Economic Environment Of Business (BUS605)	Survey of Economics

CEMBA-CEMPA students may begin the programme before completing prerequisites, but must complete the appropriate prerequisite prior to registering for the module for which it is required. No credits are assigned to prerequisite courses.

Application documents will be assessed with respect to the need for prerequisites during the admission process. Once a student has been admitted, his/her transcript(s) will be reviewed to determine if he/she has satisfied the Mathematics, Statistics, Accounting, and Economics prerequisites; he/she will receive written notification from UCC's registry if one or more prerequisites have not been satisfied. The student must then register for the required prerequisite course(s).

Admission Procedure

Students are required to complete the formal application form, and submit along with the required application credentials and fees. Required materials include copies of your academic transcript, work certificates and a photograph. (See application checklist for more details and requirements).

GENERAL INFORMATION

Dr. Winston Adams.....wadams@ucc.edu.jm
Group Executive Chairman

Mrs. Geraldine Adams.....gadams@ucc.edu.jm
Deputy Executive Chairman

Professor Dennis J. Gayle.....executivechancellor@ucc.edu.jm
Executive Chancellor, Chairman, UCC Board of Directors; UCC Foundation

Professor Bernadette Warner..... academicaffairsevp@ucc.edu.jm
Executive Vice President for Academic Affairs, Internationalization and Online Programmes

Dr. Claudette Coote-Thompson.....assistantdean@ucc.edu.jm
Assistant Dean – Undergraduate Programmes

Mrs. Dianne Boyd..... dboyd@ucc.edu.jm
Director, College of Graduate Studies and Research

Ms. Jackie Thelwell.....jthelwell@ucc.edu.jm
Senior Director UCC Online/ International

Ms. Deanna Swaby.....dswaby@ucc.edu.jm
Head of School Business and Management
Acting HOD, Tourism and Hospitality Management

Mrs. Sonia Davidson.....businessadminhod@ucc.edu.jm
HOD, Business Administration and Management

Mr. Kevin Powell.....kpowell@ucc.edu.jm
HOD, General Studies and Behavioural Sciences

Ms. Adrienne Stokes.....astokes@ucc.edu.jm
HOD, Law

Dr. Peter Ndajah.....headofschoolofItandmath@ucc.edu.jm
Head of School, Information Technology and Mathematics

Ms. Natalie Rose..... nrose@ucc.edu.jm
Head of Department, Information Technology

Dr. Neville Graham .....nevgram@gmail.com
Dean, School of Medicine, Health and Applied Sciences

Mr. Tyrone Wilson.....tyrone@joinemedia.com
Coordinator, iCreate Institute

Mrs. Ana Peralta .....chieflibrarian@ucc.edu.jm
Chief Librarian

Ms. Paulette Bowen.....librarian@ucc.edu.jm
Librarian

Mr. Vincent Kelly .....vkelly@ucc.edu.jm
Manager, Information Services and Technology

Dr. Sophia Terrelonge .....studentaffairsdirector@ucc.edu.jm
Director, Department of Student Services

Ms. Eugenie Hewitt .....studentaffairsadmin@ucc.edu.jm
Administrator, Department of Student Services

Pastor Samuel Lewis.....samuellewis18@yahoo.com
Chaplin/Student Counsellor

Dr. Viviene Kerr.....universityregistrar@ucc.edu.jm
University Registrar

Ms. Anthea Thompson.....admissionsmanager@ucc.edu.jm
Acting University Admissions Manager

Ms. Linda Mathison .....lmathison@ucc.edu.jm
Manager, Examinations Unit

Ms. Roselyn Vassell.....rvassell@ucc.edu.jm
Supervisor, Student Financial Services Unit

Other Full-Time Faculty Members

Mr. Aubryn Smith .....mathlecturer@ucc.edu.jm
Full-Time Faculty

Mr. Neil Williams .....itlecturer@ucc.edu.jm
Full-Time Faculty

Mr. Rupert Mendez .....rmendez@ucc.edu.jm
Full Time Faculty

Dr. Michelle Black.....facultythm@ucc.edu.jm
Full-Time Faculty

Ms. Kimone Brown.....tourismlecturer2@ucc.edu.jm
Full-Time Faculty

Opening Hours for Main Offices

Mondays to Thursdays.....7:00 a.m. – 7:30 p.m.

Fridays.....8:30 a.m. - 4:30 p.m.

Saturdays.....**CLOSED**

Sundays.....8:00 a.m. – 4:00 p.m.

STUDENT FINANCIAL SERVICES & ACCOUNTS OFFICES

The Student Financial Services (inclusive of cashiering services) is located at 17 Worthington Avenue.

Opening hours are as follows:

Worthington Campus:

Mondays and Wednesdays.....7:00 a.m. – 7:30 p.m.

Tuesdays and Thursdays.....8:30 a.m. - 7:30 p.m.

Fridays.....8:30 a.m. - 4:30 p.m.

Saturdays.....**CLOSED**

Sundays.....8:00 a.m. – 4:00 p.m.

No cash transactions are allowed at any of the institution's locations.

Administrative Office
17 Worthington Avenue, Kingston 5
Phone: 876-665-3000 Fax: 876-960-7526

- Administration, Facilities, Planning and Operations Divisional Office
- Human Resource Department
- Accounts and Finance Office

Worthington Terrace Building

- Registry (Admissions and Records Units)
- College of Graduate Studies
- Marketing, Communication and Recruitment Department
- Examinations Department
- UCC Online

Campuses—Kingston
17 Worthington Avenue, Kingston 5
Phone: 876-665-3000 Fax: 876-968-1926
16 -24 Oxford Terrace, Kingston 5
Phone: 876-665-3000 Fax: 876-968-2948
34 Old Hope Road, Kingston 5
Phone: 876-665-3000 Fax 876-968-1296

Regional Campuses
Montego Bay Campus
16 East Street, Montego Bay:
Phone: 876-665-4050/940-2025/971-9653

Ocho Rios Campus
99 Main Street, Ocho Rios
Phone: 876-974-4071

Mandeville Campus
3½ Caledonia, Mandeville
Phone: 876-625-5408

May Pen Campus
3 Chapleton Road, May Pen
Phone: 876-986-9273

Savanna La Mar Campus
Room #10 United Church Hall Building,
Beckford Street, Savanna la Mar
Phone:876-955-4761

Email: direct@ucc.edu.jm or
Visit our website at: www.ucc.edu.jm

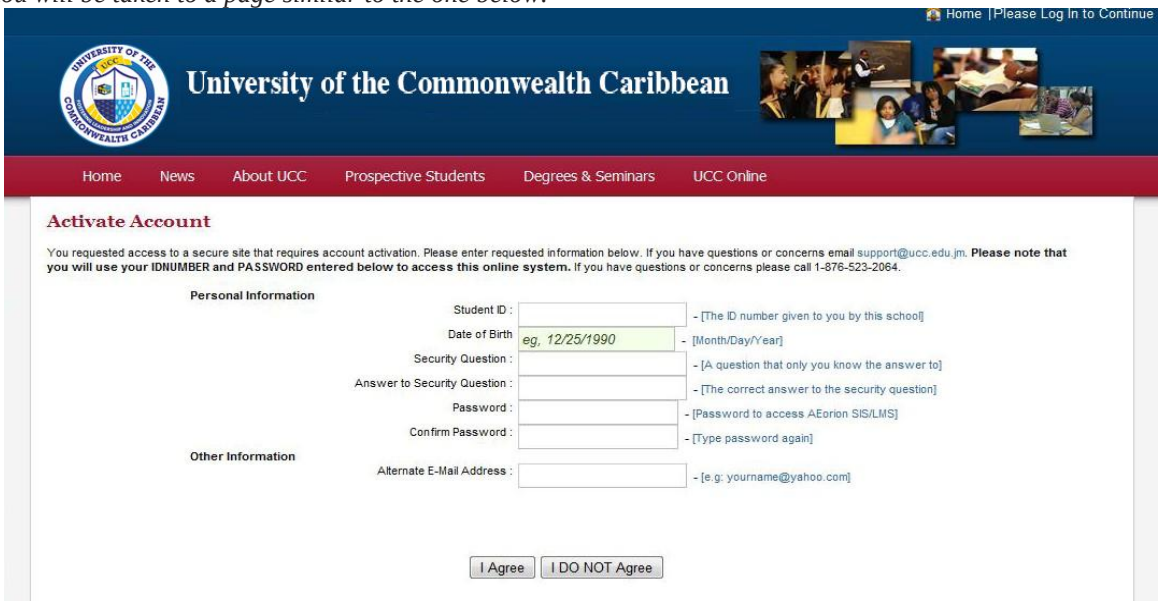
APPENDIX 1

Aeorion Student Management System Login and Registration Instructions

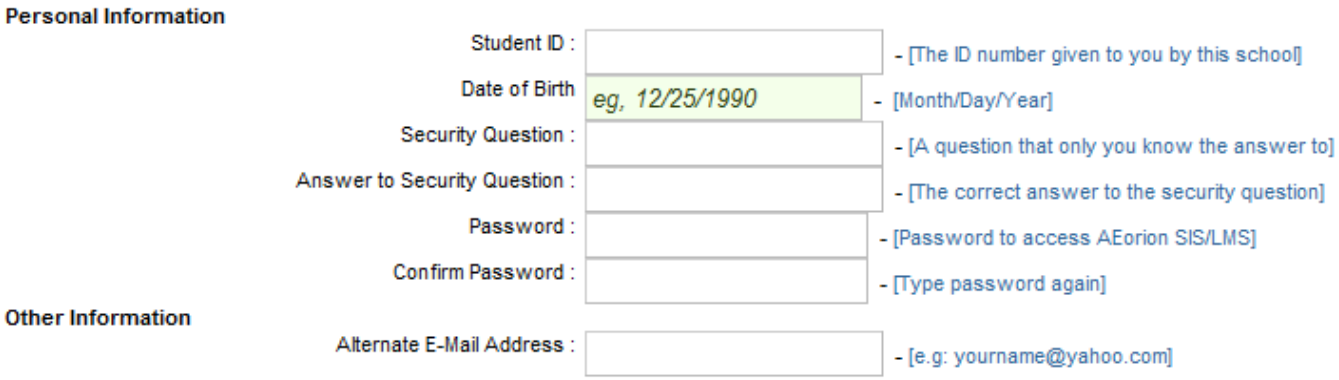
First Time Users – Activate your Account Steps

1. Open your Internet Browser and type the URL http://aeorion.ucc.edu.jm (Online help also available at Online Registration Instructions link)
2. Select the link Activate Online Account from Get Started on the page

3. *You will be taken to a page similar to the one below:*



You are required to enter requested information in the fields provided.



In the Student ID field type the ID number given to by the school **(this number should be eight digits e.g. 20010101),** your date of birth in the order of **month/day/year,** security question, answer to security question, a password, retype password in confirm password field, and alternate email address **(any email address that you currently use)**. This field is optional.

Please note that you MUST click on the Agree button in order to activate your account. You will then be presented with a congratulatory message, which is an indication that your account has been successfully activated.

Login Steps

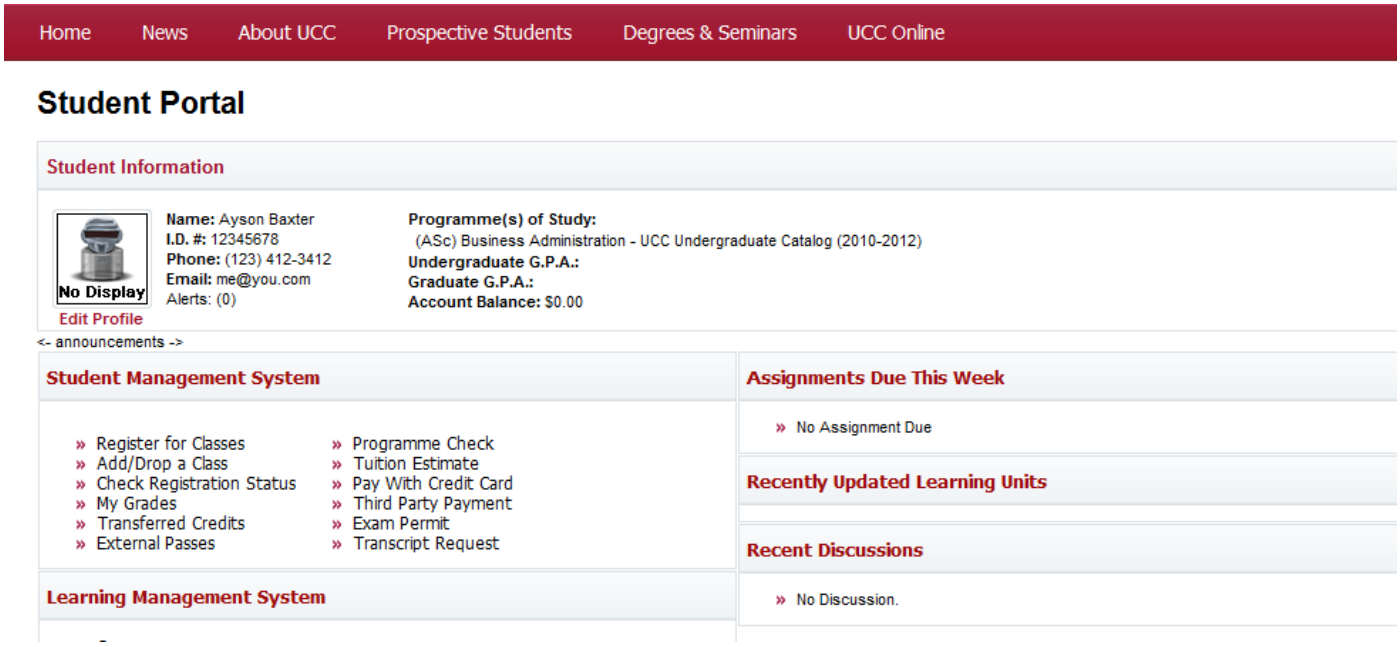
If your account has already been activated, you may access the Aeorion Student Management System (SMS) by following the instructions below. Connect to the Internet and then open any browser of your choice. Type the following URL in the address bar of your browser: http:// aeorion.ucc.edu.jm

A page similar to the one below will be display:

Enter user name (ID Number for Students e.g. 20010101) and password. You will then be required to click on the ***login button*** *or press the* ***enter key*** *to sign in.*

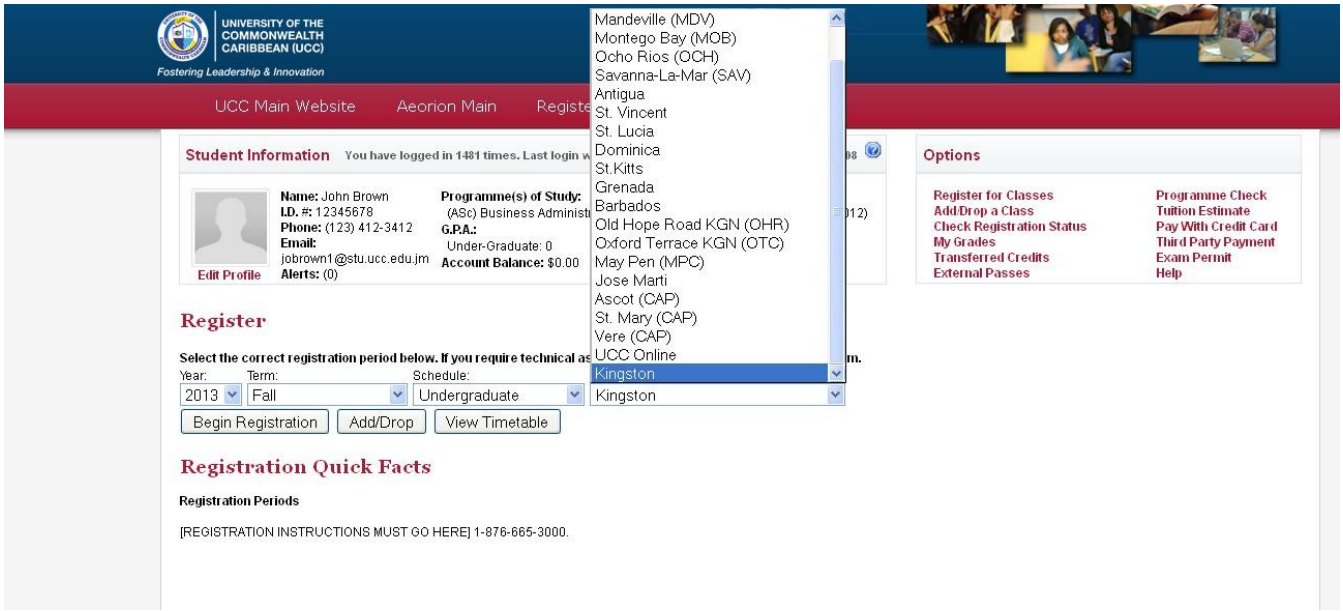
After Login

After you have successfully logged in, you will be taken to a screen similar to the one below. This screen will present to you various options so please select the one that is most appropriate to the action you wish to engage.



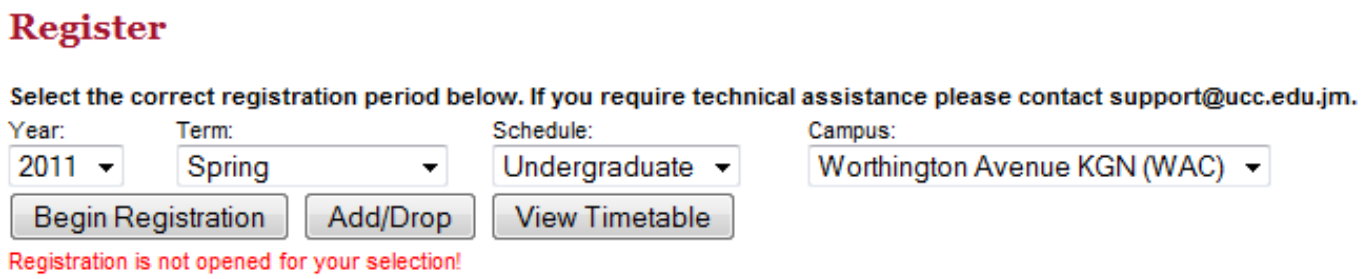
To Register for Classes

Under the student management system section, select the link Register for Classes to start your registration process. You need to then select **Year, Term, Schedule,** and **Campus.**



You will then be required to select the Begin Registration button to start the registration process.

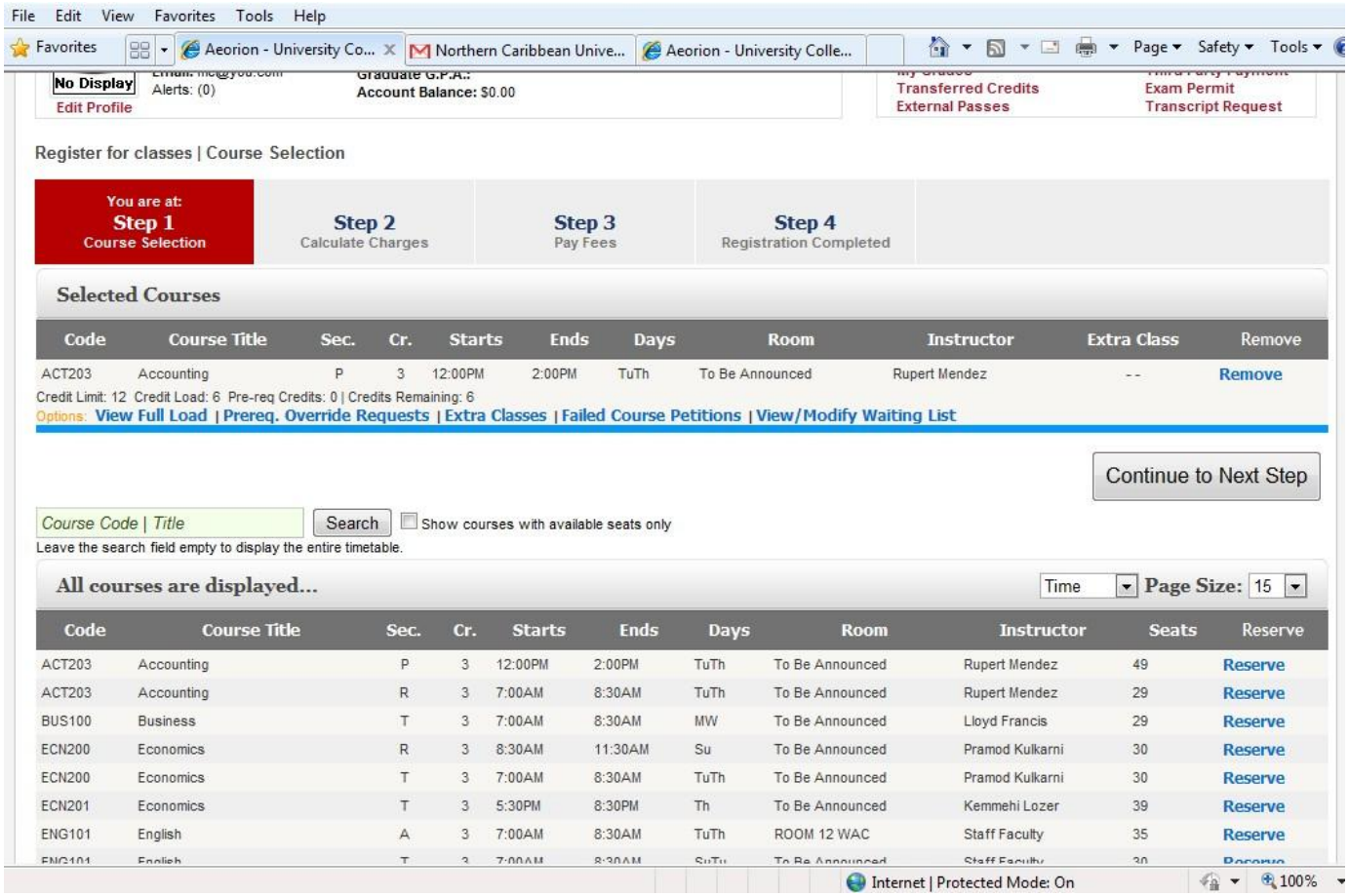
Please note that once the Begin Registration button is selected, the system will perform a series of checks to see if registration is open for the selected period. If registration has not yet been open, the system will display a message indicating the same.



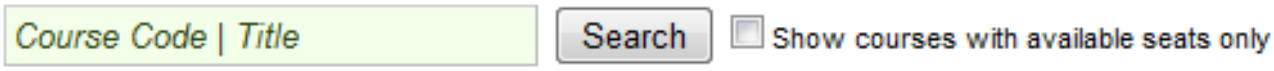
There are four (4) steps involved in the actual registration process:
Step 1. Course Selection, Step 2. Calculate Charges, Step 3. Pay Fees, and Step 4. Registration Completion.

Step One (Course Selection)

This step will present you with the list of courses available for the selected year and term. You cannot register for a class unless it is available



To see all available courses, leave the search field empty. To see courses with available seats only select the check box which indicates the same.

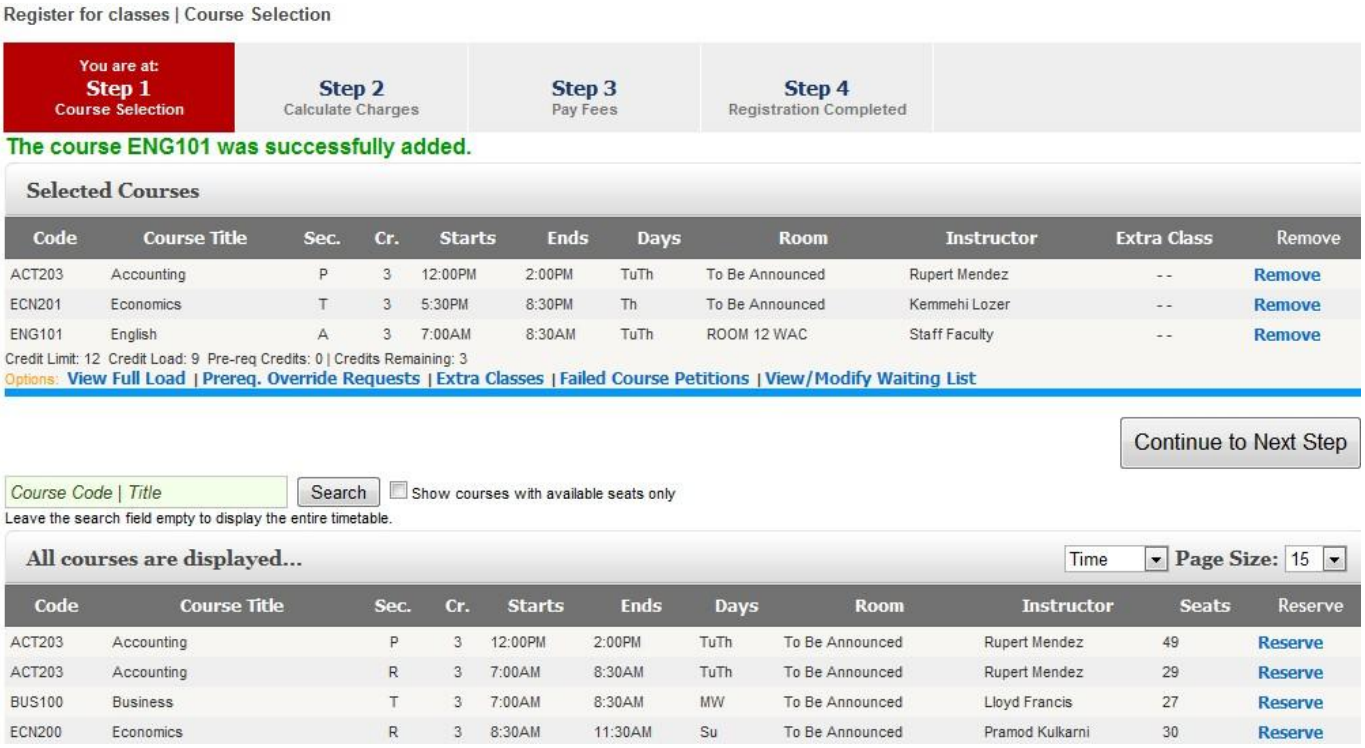


You may also filter the timetable by time to show all courses starting at a particular time (e.g. 5:30 pm). By selecting 5:30 PM from the selection box, all classes beginning at the selected time will be displayed.

Code	Course Title	Sec.	Cr.	Starts	Ends	Days	Room	Instructor	Seats	Reserve
ECN201	Economics	T	3	5:30PM	8:30PM	Th	To Be Announced	Kemmehi Lozer	39	Reserve
ENG104	English	T	3	5:30PM	8:30PM	W	To Be Announced	Staff Faculty	40	Reserve
ETH200	Ethics	T	3	5:30PM	8:30PM	M	To Be Announced	Peter Morris	40	Reserve
HOS201	Hospitality and Tourism	K	3	5:30PM	8:30PM	W	To Be Announced	Staff Faculty	30	Reserve
ITT102	IT	C	3	5:30PM	8:30PM	Tu	Room 3WAC	Staff Faculty	33	Reserve
ITT103	IT	E	3	5:30PM	8:30PM	M	ROOM 9 WAC	Staff Faculty	34	Reserve

Once you are satisfied with the course that you wish to take, you will be required to select the link titled Reserve to have this course added to your own personal schedule. You will be required to repeat this step for all classes you wish to take.

To deselect a course click on the link (remove) in the corresponding row. Please note courses can only be removed within Step One (Course Selection) where you can **click on the remove button.**



Code	Course Title	Sec.	Cr.	Starts	Ends	Days	Room	Instructor	Extra Class	Remove
ACT203	Accounting	P	3	12:00PM	2:00PM	TuTh	To Be Announced	Rupert Mendez	- -	Remove
ECN201	Economics	T	3	5:30PM	8:30PM	Th	To Be Announced	Kemmehi Lozer	- -	Remove
ENG101	English	A	3	7:00AM	8:30AM	TuTh	ROOM 12 WAC	Staff Faculty	- -	Remove

Code	Course Title	Sec.	Cr.	Starts	Ends	Days	Room	Instructor	Seats	Reserve
ACT203	Accounting	P	3	12:00PM	2:00PM	TuTh	To Be Announced	Rupert Mendez	49	Reserve
ACT203	Accounting	R	3	7:00AM	8:30AM	TuTh	To Be Announced	Rupert Mendez	29	Reserve
BUS100	Business	T	3	7:00AM	8:30AM	MW	To Be Announced	Lloyd Francis	27	Reserve
ECN200	Economics	R	3	8:30AM	11:30AM	Su	To Be Announced	Pramod Kulkarni	30	Reserve

As the courses are reserved, the message" The Course ENG101 was successfully added" will be displayed after each course is successfully added.

If you are trying to select a course that clashes with another course, the following message will be displayed, indicating which two courses are clashing.

The item you are trying to add clashes with the following:

Code	Course Title	Starts	Ends	Days	Clash Description
ITT101	IT	5:30PM	8:45PM	M	Clashes with a selected course

Close

After you have completed your course selection, click on the link "Continue to next step"

To move on to **Step Two (Calculate Charges)**

Step Two (Calculate Charges)

This step will display all the charges for the courses selected. Fees that may be manually selected by students will appear to the left and students may choose to add or remove these fees.

Register for classes | Calculate Charges

Step 1 Course Selection	You are at: Step 2 Calculate Charges	Step 3 Pay Fees	Step 4 Registration Completed

Selected Courses - View/Modify

Code	Course Title	Sec.	Cr.	Extra Class	Course Cost	Extra Class Charge	Other Charges	Total
ACT203	Accounting	P	3	No	$21,000.00		$0.00	$21,000.00
ECN201	Economics	T	3	No	$21,000.00		$0.00	$21,000.00
ENG101	English	A	3	No	$21,000.00		$0.00	$21,000.00

Semester Charges:

Credit Cost (local)	$63,000.00

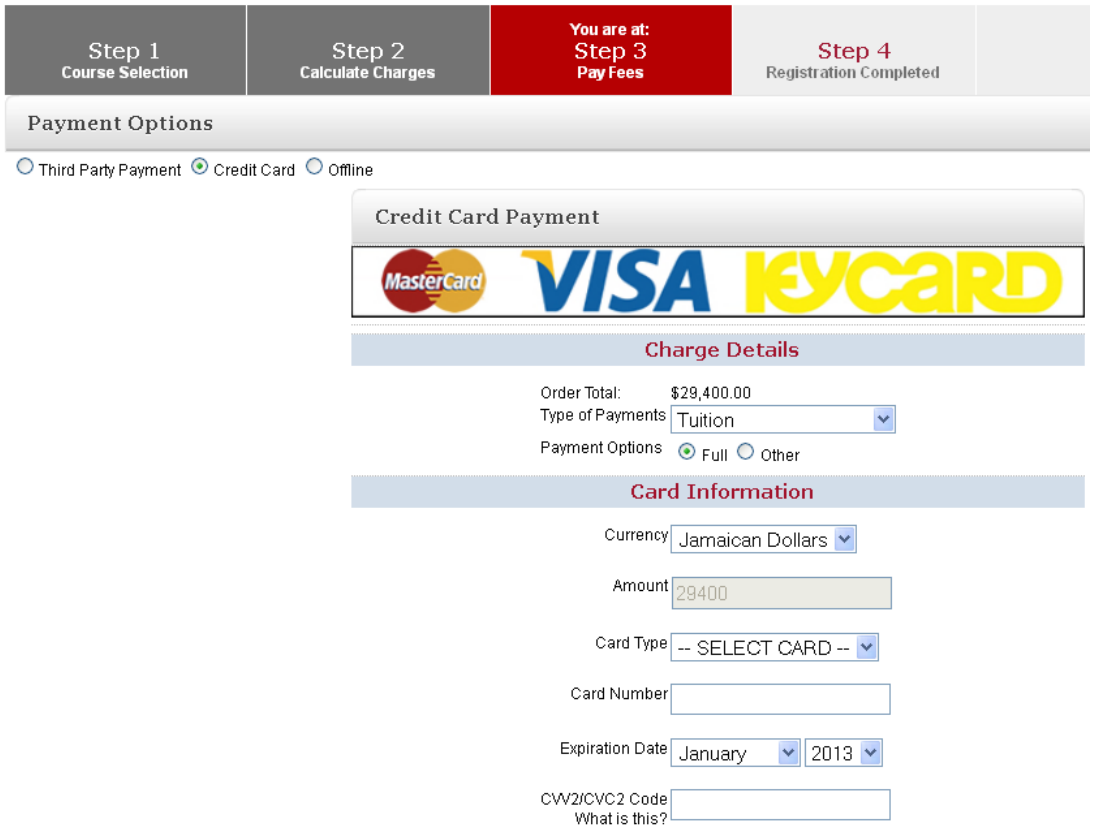
Total Charges: $63,000.0
Account Balance: $0.00

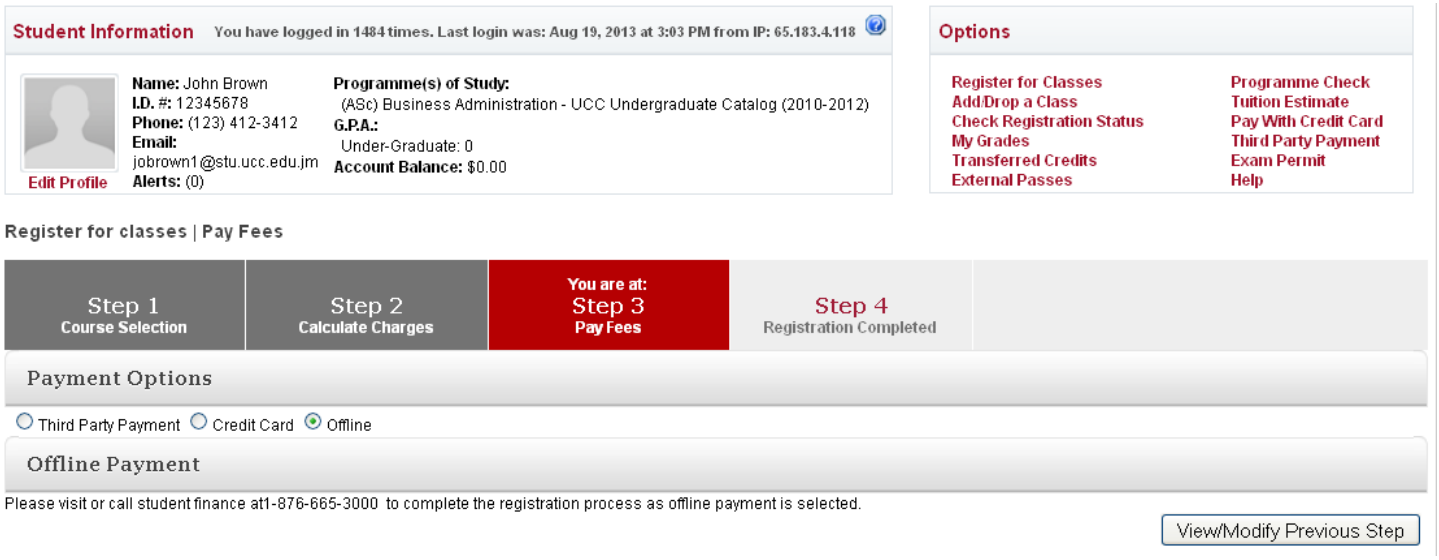
View/Modify Previous Step | Continue to Next Step

Step Three (Pay Fees)

You can Pay your tuition online or offline:

Credit card payment for 100% Tuition – Students may pay semester charges using a credit card online and automatically be registered for that semester/campus. Select the credit card check box and then proceed to make the payment by filling out the card info and billing information and then click **PAY NOW.**





Paying fees Online (Part Payment)

- **Credit card payment** – Students may pay a portion of the semester charges using a credit card online. Select Offline and Click the Pay with Credit Card to make online payments. PLEASE NOTE: If you use this method, you will still have to contact SFS to get registered.

Contact UCC Student Financial Services (SFS) Unit (email: sfs@ucc.edu.jm or 1-876-665-3978-80) to complete the registration process.

Paying Fees Offline

In addition to the ONLINE facility explained in Step 3, section 1 above, the following options are also available for paying fees.

i. FROM YOUR BNS ACCOUNTS USING SCOTIA ONLINE. Simply log on to your Scotia Online account, select UCC as the payee under the bill payment section, enter your eight (8) digit Aeorion student ID number as the account number, and then submit. You can then proceed to make the payment.

ii. AT ANY JAMAICA NATIONAL BUILDING SOCIETY (JNBS) BRANCH ISLANDWIDE. Payments can be made using the drop box facility only.

iii. AT ANY JN MONEY SHOP. Payments can be made in cash.

iv. AT THE CASHIER at each UCC campus. Acceptable payment methods are Credit Card, Debit Card or Manager's Cheque. (Acceptance of company cheques is subject to the approval of the SFS Unit). **CASH WILL NOT BE ACCEPTED AT OUR CAMPUSES FOR SETTLEMENT OF TUITION FEES.** For students attending campuses in Kingston, the Worthington Avenue campus is open:

- Mondays to Thursdays 7:00a.m. to 7:30p.m.
- Fridays 8:30a.m. to 4:30p.m.
- Sundays 8:00a.m. to 4:00p.m.

Students at rural campuses are to be guided by the normal opening hours for the campuses as advised by the Campus Managers.

v. PAYMENT PLAN: Students who are unable to make tuition payments for a semester in full may contact the Student Financial Services (SFS) Unit or their Campus Manager to discuss the tuition financing options available. The finalization of such arrangements is a requirement for the completion of the registration process each semester.

Step Four (Registration Completed)

1. If you have Step opted to pay in full online and be automatically registered, your registration will be marked completed. A confirmation will be displayed indicating all courses registered for and the total tuition cost and any applicable fees.

Step 1 Course Selection	Step 2 Calculate Charges	Step 3 Pay Fees	You are at: Step 4 Registration Completed

1 of 1 Find | Next

University of the Commonwealth Caribbean

You are Registered for the term:

2013 Fall Undergraduate Kingston

I.D.#: 12345678

Name: John Brown

Registered By: --Monday, August 19, 2013 5:00 PM

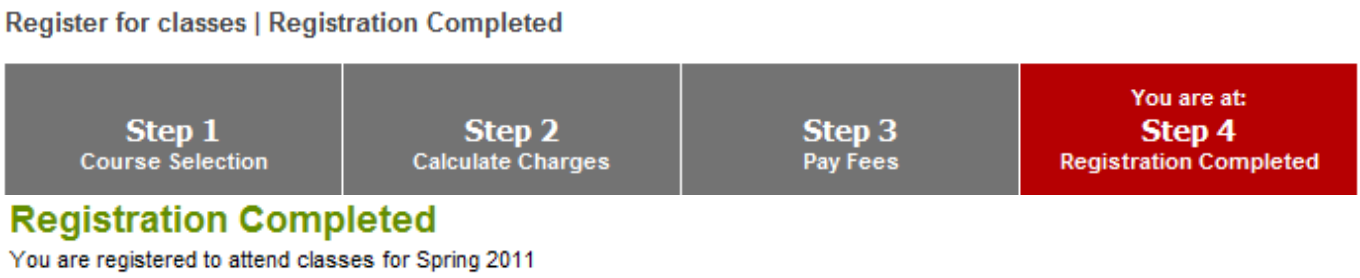
Generated: Monday, August 19, 2013 | 4:56:09 PM

Course Code	Course Title	Section	Credits	Start Time	End Time	Days
ACT100	Financial Accounting	D	3	3:40PM	6:50PM	Su

Accident Insurance	$1,000.00
Credit Cost (local)	$27,000.00
Jam Copyright	$800.00
Technology Fee	$600.00
Total	$29,400.00

Thanks for Choosing The University of the Commonwealth Caribbean. Have a Productive Semester !!!

2. After the UCC SFS Unit has verified your payment or established a payment plan for you, your registration will be marked complete. You will be provided with a receipt indicating all courses registered for and the total tuition cost.

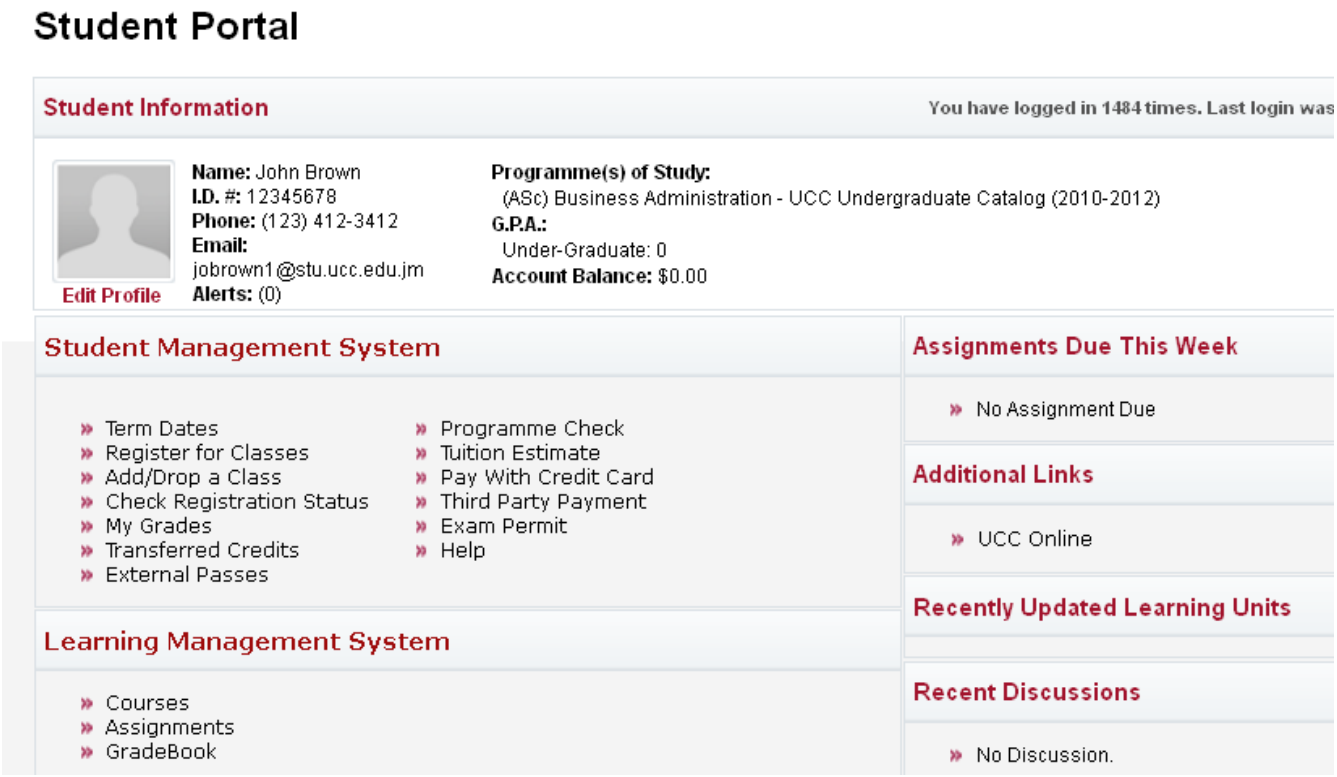


Students who opt to establish a payment plan agreement with the University, are required to make contact with SFS, who will complete the process for you. You will be provided with a receipt indicating all courses registered for and the total tuition cost.

Adding/Dropping a Course after Registering

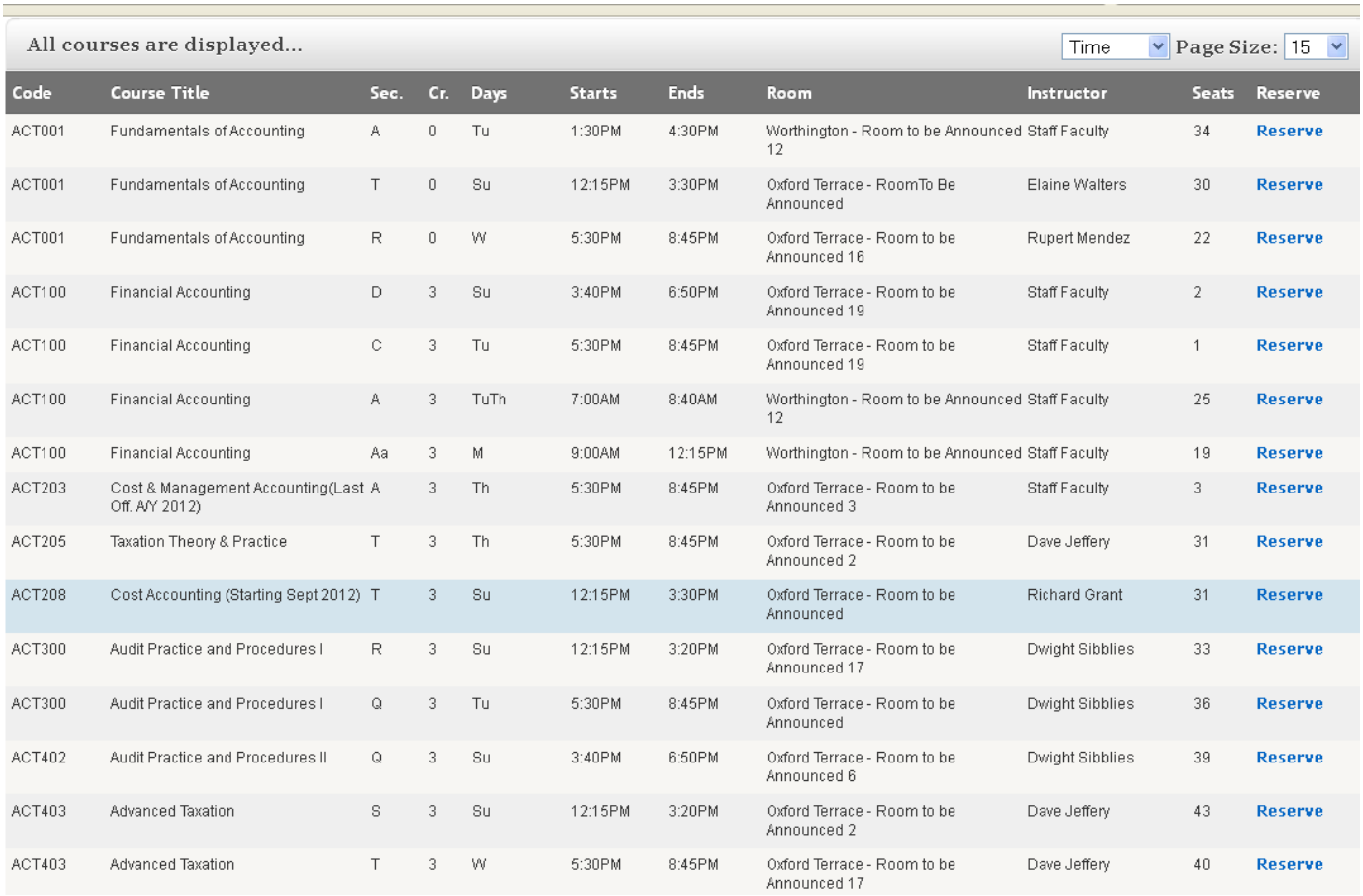
UCC facilitates the students who desire to add or drop a course after the initial registration has been done. The Add/Drop Period ends and the end of the first two weeks on the semester (except for summer session which is one week). A student who wishes to add or drop a course must complete the process in AEORION using the Add/Drop Feature. Formal approval is granted by
SFS. Students will not be obligated for tuition and other fees for courses dropped within the above specified time-frame.

From the student portal, select ***Add/Drop a Class***



Use drop down list to select the Year, Term, Schedule and Campus and then select the Add/Drop Button.

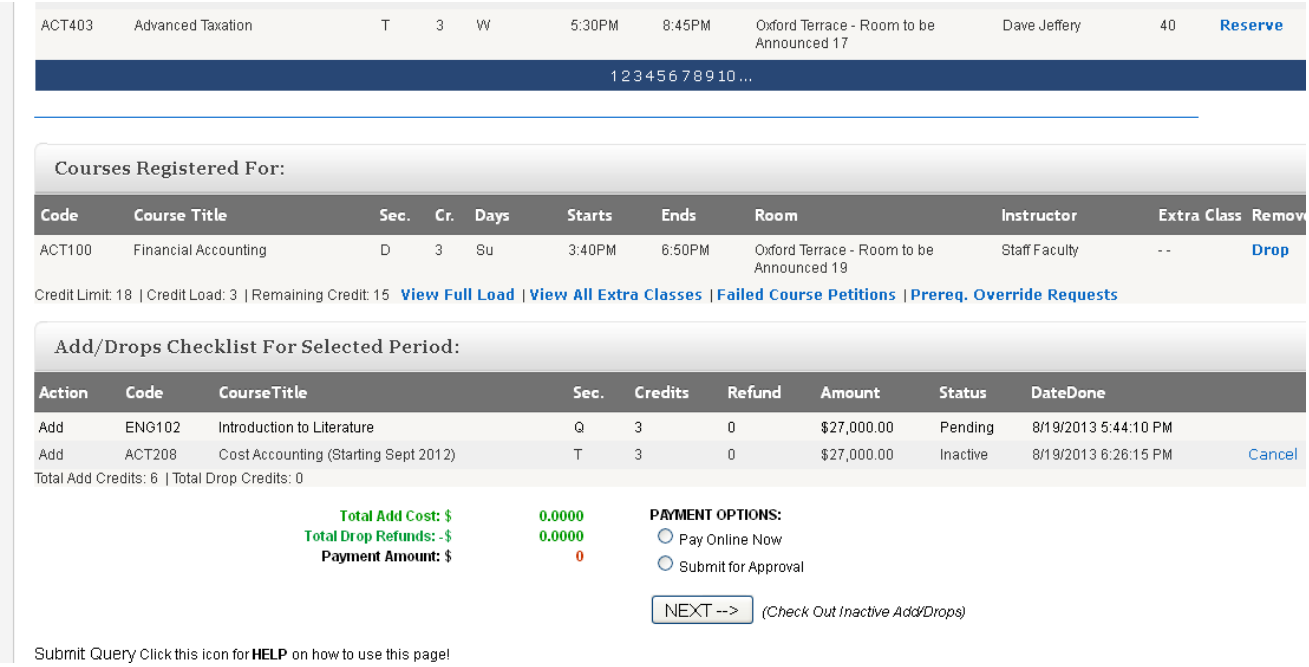
Once you are satisfied with the course that you wish to add, you will be required to select the link titled Reserve to have this course added to your own personal schedule. You will be required to repeat this step for all classes you to add. A confirmation will be displayed.



All courses are displayed... Time Page Size: 15

Code	Course Title	Sec.	Cr.	Days	Starts	Ends	Room	Instructor	Seats	Reserve
ACT001	Fundamentals of Accounting	A	0	Tu	1:30PM	4:30PM	Worthington - Room to be Announced 12	Staff Faculty	34	Reserve
ACT001	Fundamentals of Accounting	T	0	Su	12:15PM	3:30PM	Oxford Terrace - RoomTo Be Announced	Elaine Walters	30	Reserve
ACT001	Fundamentals of Accounting	R	0	W	5:30PM	8:45PM	Oxford Terrace - Room to be Announced 16	Rupert Mendez	22	Reserve
ACT100	Financial Accounting	D	3	Su	3:40PM	6:50PM	Oxford Terrace - Room to be Announced 19	Staff Faculty	2	Reserve
ACT100	Financial Accounting	C	3	Tu	5:30PM	8:45PM	Oxford Terrace - Room to be Announced 19	Staff Faculty	1	Reserve
ACT100	Financial Accounting	A	3	TuTh	7:00AM	8:40AM	Worthington - Room to be Announced 12	Staff Faculty	25	Reserve
ACT100	Financial Accounting	Aa	3	M	9:00AM	12:15PM	Worthington - Room to be Announced	Staff Faculty	19	Reserve
ACT203	Cost & Management Accounting(Last Off. A/Y 2012)	A	3	Th	5:30PM	8:45PM	Oxford Terrace - Room to be Announced 3	Staff Faculty	3	Reserve
ACT205	Taxation Theory & Practice	T	3	Th	5:30PM	8:45PM	Oxford Terrace - Room to be Announced 2	Dave Jeffery	31	Reserve
ACT208	Cost Accounting (Starting Sept 2012)	T	3	Su	12:15PM	3:30PM	Oxford Terrace - Room to be Announced	Richard Grant	31	Reserve
ACT300	Audit Practice and Procedures I	R	3	Su	12:15PM	3:20PM	Oxford Terrace - Room to be Announced 17	Dwight Sibblies	33	Reserve
ACT300	Audit Practice and Procedures I	Q	3	Tu	5:30PM	8:45PM	Oxford Terrace - Room to be Announced	Dwight Sibblies	36	Reserve
ACT402	Audit Practice and Procedures II	Q	3	Su	3:40PM	6:50PM	Oxford Terrace - Room to be Announced 6	Dwight Sibblies	39	Reserve
ACT403	Advanced Taxation	S	3	Su	12:15PM	3:20PM	Oxford Terrace - Room to be Announced 2	Dave Jeffery	43	Reserve
ACT403	Advanced Taxation	T	3	W	5:30PM	8:45PM	Oxford Terrace - Room to be Announced 17	Dave Jeffery	40	Reserve

You can also choose to drop any subject that you have already registered for. These will be displayed in the Courses Registered For. Select Drop to apply for removal this subject.



ACT403	Advanced Taxation	T	3	W	5:30PM	8:45PM	Oxford Terrace - Room to be Announced 17	Dave Jeffery	40	Reserve

1 2 3 4 5 6 7 8 9 10 ...

Courses Registered For:

Code	Course Title	Sec.	Cr.	Days	Starts	Ends	Room	Instructor	Extra Class	Remov
ACT100	Financial Accounting	D	3	Su	3:40PM	6:50PM	Oxford Terrace - Room to be Announced 19	Staff Faculty	- -	Drop

Credit Limit: 18 | Credit Load: 3 | Remaining Credit: 15 View Full Load | View All Extra Classes | Failed Course Petitions | Prereq. Override Requests

Add/Drops Checklist For Selected Period:

Action	Code	CourseTitle	Sec.	Credits	Refund	Amount	Status	DateDone	
Add	ENG102	Introduction to Literature	Q	3	0	$27,000.00	Pending	8/19/2013 5:44:10 PM	
Add	ACT208	Cost Accounting (Starting Sept 2012)	T	3	0	$27,000.00	Inactive	8/19/2013 6:26:15 PM	Cancel

Total Add Credits: 6 | Total Drop Credits: 0

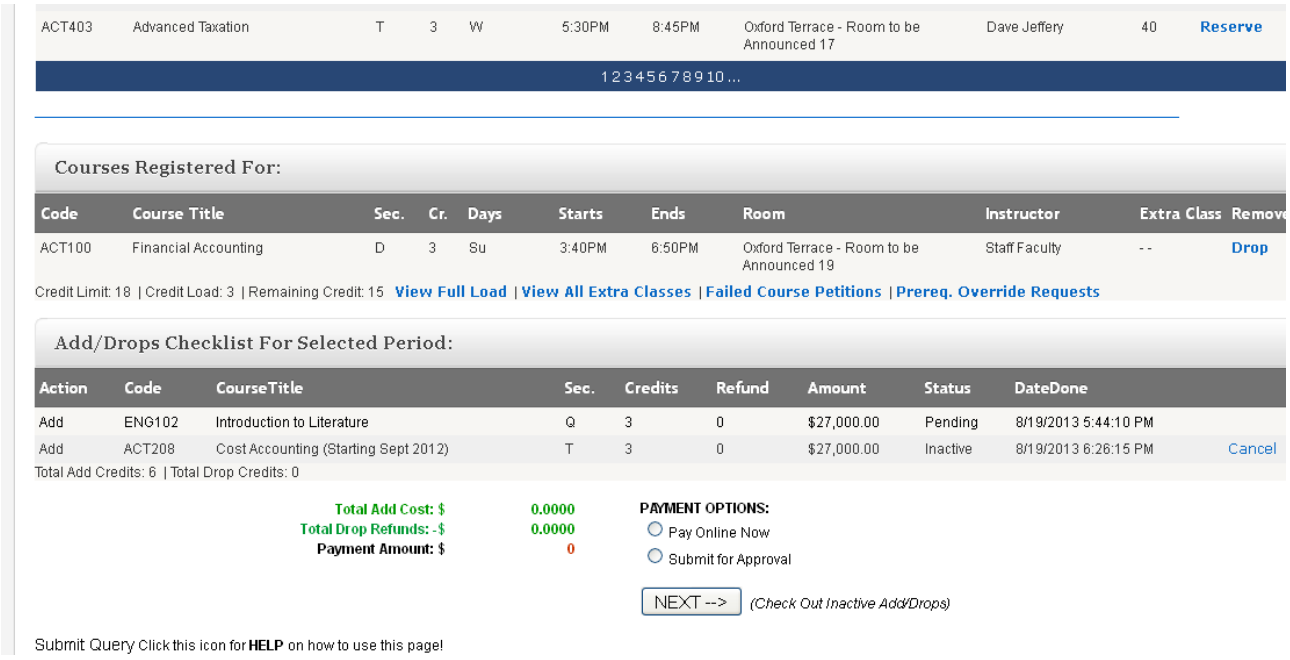
Total Add Cost: $ 0.0000
Total Drop Refunds: -$ 0.0000
Payment Amount: $ 0

PAYMENT OPTIONS:
Pay Online Now
Submit for Approval

NEXT --> (Check Out Inactive Add/Drops)

Submit Query Click this icon for HELP on how to use this page!

Once selected you will get a prompt that confirms that the subject has been added or dropped to your ***add drop checklist***. Further, you will also need to select from PAYMENT options, the **Submit for Approval** Checkbox and then click ***NEXT*** to submit to SFS for approval.



ACT403	Advanced Taxation	T	3	W	5:30PM	8:45PM	Oxford Terrace - Room to be Announced 17	Dave Jeffery	40	Reserve

1 2 3 4 5 6 7 8 9 10 ...

Courses Registered For:

Code	Course Title	Sec.	Cr.	Days	Starts	Ends	Room	Instructor	Extra Class	Remov
ACT100	Financial Accounting	D	3	Su	3:40PM	6:50PM	Oxford Terrace - Room to be Announced 19	Staff Faculty	- -	Drop

Credit Limit: 18 | Credit Load: 3 | Remaining Credit: 15 View Full Load | View All Extra Classes | Failed Course Petitions | Prereq. Override Requests

Add/Drops Checklist For Selected Period:

Action	Code	CourseTitle	Sec.	Credits	Refund	Amount	Status	DateDone	
Add	ENG102	Introduction to Literature	Q	3	0	$27,000.00	Pending	8/19/2013 5:44:10 PM	
Add	ACT208	Cost Accounting (Starting Sept 2012)	T	3	0	$27,000.00	Inactive	8/19/2013 6:26:15 PM	Cancel

Total Add Credits: 6 | Total Drop Credits: 0

Total Add Cost: $ 0.0000
Total Drop Refunds: -$ 0.0000
Payment Amount: $ 0

PAYMENT OPTIONS:
Pay Online Now
Submit for Approval

NEXT --> (Check Out Inactive Add/Drops)

Submit Query Click this icon for HELP on how to use this page!

Once the request has been successfully submitted the follow message will be displayed:
Transaction was successful.

Please note: Any request that has a status of Inactive has not been submitted to SFS for approval. It has to be submitted and updated to a status of ***Pending*** before SFS will be able to approve it.

GLOSSARY OF TERMS

Academic Year: means the period covering the three academic periods (fall, spring and summer) commencing respectively in September, January and of May of consecutive calendar years. UCC operates a fully functioning trimester system.

Advanced Placement: means admission to selected first year introductory courses for credit, for an achievement-oriented student who is simultaneously completing fifth form courses leading to CSEC.

Academic Probation: means a probationary condition where students whose cumulative GPA falls below 2.0 are put on a semester's academic probation during which time they must maintain good academic standing raising their cumulative GPA to at least 2.0 at the end of the probationary term.

Academic Suspension: Students on academic probation who do not raise their cumulative GPA at the end of the probationary term are put on academic suspension or may be dismissed.

Add/Drop: This policy defines the timeframe for students to make changes to their class schedule. The allowable timeframe for adding or dropping courses is within the first two (2) weeks of the commencement of classes.

Advanced Standing: may be granted to students who provide evidence of equivalent credit courses completed in other programmes at UCC or at another recognized tertiary institution. The amount of advanced standing credit that is granted towards a UCC bachelor degree will be subject to the graduation requirements of the lower level or years three (3) and four (4) of the degree.

Attempted Hours: means credit hours for which the student has earned a grade. The grade F counts as attempted hours.

Bachelor of Science -Lower Level: means the first two years of a UCC Bachelors degree.

Bachelor of Science Upper level: means the third and fourth years of a UCC Bachelors degree. Students who successfully complete the full programme of study are awarded the Bachelor of Science (B.Sc.) degree.

Course: means a discrete portion of a programme of study with a distinct name, alpha- numeric code and credit value.

Credit: Students given credit for a course do not have to take that course or replace that course with another one in order to complete their programme of study.

Deferral: means request to take up a programme offer at a later date.

Earned Hours: Credit hours that the student has passed with a grade of C or higher.

Enrollment: means enrollment in course(s) or a programme after fees and applicable charges have been paid.

Exemption: Students exempted from a course do not have to take that course. **However, they must replace that course with another one in order to satisfy the credit requirements of their programme of study.**

Full-time student: means a student carrying a semester's course load of fifteen credits or five 3-credit courses.

Fee: includes any amount payable under a stated policy, statute or rule.

Grade point: means the numerical value assigned to a letter grade received in a course multiplied by the number of credit hours awarded for the course.

Grade Point Average (GPA): is a quantitative measure of a student's performance and is the average obtained by dividing the sum of the grade points by the total number of credits attempted.

Grade value: means the numerical value assigned to a letter grade.

Leave of Absence: means discontinuation of studies for a period not exceeding one (1) year.

Matriculation: means the process by which a candidate earns the right to commence undergraduate study at the University by way of satisfying the institution's entrance or admission requirements.

Maximum Permissible Programme Completion Timeframe: The normal programme completion timeframe (as stated in the calendar) plus three (3) academic years.

Prior Learning Assessment: means a series of options through which students may have the learning they have acquired outside of UCC classes evaluated to determine whether it is equivalent to UCC's level of learning. The options may include:

i. Challenge Examination

ii. Portfolio Examination

iii. or Portfolio Assisted Assessment.

Part-time Student: means a student carrying a semester's course load of nine (9) credits or three (3) credit courses.

Pre-requisite: means a course that must have been previously passed to be able to enroll on, or pursue another course.

Student Service Officer: means staff member responsible for the academic delivery and administration of a particular programme of study

Withdrawal: means discontinuation of studies for a period in excess of one academic year.

Term: means academic delivery period commencing in September, January and May respectively of each academic year.

Transfer Credit: means credit earned at another recognized tertiary institution which has been accepted towards a student's programme of study at UCC.

Elective(s): course (s) outside of a mandatory category from which a student may choose to fulfill the credit hour requirements necessary to complete a specific degree. Students are encouraged to seek advisement from their Programme Coordinator or Campus Manager before selecting electives.