

**Course Registration Form: SPRING 2020**

Please note carefully the process of Registration:

**Step 1**- Seek academic advisement from the Programme Coordinators regarding the number and title of courses you are required to complete.

**Step 2**- Proceed to make the payment due using either Option A, Option B or full payment.

**Reminders**

* Payments should be made between November 10, 2019 and January 11, 2020.
* *Selecting* a course does not constitute *Registration*
* Only **fully registered** students will be included on course registers.
* Registration is **not complete** until the student obtains financial clearance from SFS.
* Absolutely **no** student will be registered after the Late Registration/Add/Drop period Jan 25, 2020.

**Completing the Form**

1. Online or face-to-face Student completes the fillable *Course Registration Form* saves it as: *Student ID#, space, first name space, last name* eg. “**9838938 John Doe”**
2. Submit form viaemail to: [advisement@ucc.edu.jm](mailto:advisement@ucc.edu.jm)
3. Use email subject as: *Student ID#, space, first name space, last name* eg. “**9838938 John Doe”**

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| **Course Selection Approval** | | |
| **Semester:** |  | **Student ID#:** |
| **Student Name:** |  | |
| **Programme:** |  | **Group Year:** |
| **GPA:**  *(Not applicable*  *to new students)* |  | **Full-Time/Part-Time**: |
| **Course Code:** | **Course Title:** | **Class Day & Time** |
| 1). |  |  |
| 2). |  |  |
| 3). |  |  |
| 4). |  |  |
| 5). |  |  |
| 6). |  |  |
| Recommendations: | | |
| Student Signature:  Date: | | |
| Approved by:  *Programme Coordinator/HOD* Date: | | |
| Discretionary Approved by: HOD/Dean:  *(As required)*  Date: | | |
| ***Course Registration Procedure, October 29, 2019*** | | |