



**UNIVERSITY OF THE  
COMMONWEALTH  
CARIBBEAN**  
*Fostering Leadership & Innovation*




# **Student Course Registration Procedure**

**October 2019, Last Revised March 2025**

**Summer Session 2025**

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**Academic Affairs Division  
Undergraduate and Graduate Studies  
(Synchronous Online/Blended Modality)**

 <b>UNIVERSITY OF THE COMMONWEALTH CARIBBEAN</b> <small>Fostering Leadership &amp; Innovation</small>	<b>University of the Commonwealth Caribbean Policy Approval and Revision Form</b>
<b>Policy/Procedure Title:</b>	Student Course Registration Procedure
<b>Policy/Procedure Number:</b>	AAC-10-2019
<b>Date Developed/Revised:</b>	October 29, 2019, Revised July 2020, Oct 2020, Mar 2021, Jul 2021, Oct 2021, Mar 2022, July 2022, Oct 2022, Mar 2023, Jul 2023, Mar 2024, July 2024, Nov 2024, Mar 2025
<b>Date Approved by Academic Council:</b>	November 6, 2019, July 14, 2022, Oct 28, 2022, Mar 28, 2023, Oct 2023, Nov 2023, March 22, 2024, July 5, 2024, Nov 2024, Mar 2025
<b>Date Approved by UCC President:</b>	November 6, 2019, July 14, 2022, Oct 28, 2022, Mar 28, 2023, Oct 2023, Nov 2023, March 22, 2024, July 5, 2024, Nov 2024, Feb 2025
<b>Date of Next Revision:</b>	Fall 2025
<b>Contact:</b>	Associate Vice President for Academic Affairs
<b>Appendices:</b>	<ul style="list-style-type: none"> <li>▪ Appendix IA- Course Registration Form- ASc and BSc</li> <li>▪ Appendix IB- Course Registration Form- K23 &amp; K24</li> <li>▪ Appendix II - Online Payment Methods</li> <li>▪ Appendix III- Payment Option</li> <li>▪ Appendix IV- Registration Flow Chart</li> </ul>
<b>Related Policies/Procedures:</b>	<ul style="list-style-type: none"> <li>▪ Student Handbook</li> <li>▪ Academic Advisement Policy &amp; Procedure</li> </ul>
<b>Position(s) Responsible for Adherence to Policy:</b>	Associate Vice President for Academic Affairs, Finance Director, Deans, Registrar, Examinations Manager, Campus Managers, Student Financial Service (SFS), SMS Administrator, Lecturers, Programme Coordinators
<b>APPROVED BY:</b> <b>UCC Academic Council</b>  Name: Dr. Sheilah Paul Associate Vice President for Academic Affairs  Signature:   Date of Revision: March 21, 2025	<b>APPROVED BY:</b> <b>UCC President</b>  Name: Professor Colin Gyles UCC President  Signature:  Date of Revision: March 21, 2025



## Summer Session 2025

### Course Registration Procedure

October 2019, Revised March 2025

(Synchronous Online & Blended Modality)

#### Registration Steps

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Student must seek academic advisement from Programme Coordinators regarding the number and title of courses you are required to complete and to discuss the selected courses and any alternate courses to be taken.

**Academic Advisement-** Is a collaborative process between the student and an academic advisor to discuss course selection, academic progression and academic policies.

Please note carefully the process for Registration. Please identify the category relevant to you below:

**Step 1:** Follow the steps below to select courses and seek academic advisement:

- Using your Curriculum Map, select your courses in AEorion **BEFORE May 2, 2025 for early registration. Please check your assigned campus list first, if you are not seeing your courses then go to the ucconline campus list. Some Online classes will be restricted to overseas and regional campus students. Your request for such classes can only be selected in AEorion by a Coordinator or Campus Manager. Hybrid classes will have some classes online and others face-to-face at the designated campus location for the semester period.**
- Full-Time students are allowed to take a MINIMUM of 12 credits per semester.
- **K23 students (*admitted Fall 2023 on MOEY scholarship*) MUST have completed all courses for the ASc. degree programme in Spring 2025. Please engage with your Programme Coordinator if you have failed any courses.**
- **R13 students. Students who began as K22 (*admitted Fall 2022*) but are incomplete, must have applied for transfer to the R13 group. R13 students in this cohort are repeating courses from the ASc degree. MOEY scholarship has ended. Please engage with your Programme Coordinator if you have failed any courses.**
- **K24 (*Fall 2024 admitted students on MOEY scholarship*) please engage with your Programme Coordinator **BEFORE** making class selections for Summer. Any year one courses failed or not completed must be registered for in Summer 2025.**
- **UCC traditional undergraduate ASc and BSc students, please use your curriculum map to select courses in AEorion as per the order of display. Check the campus listings first for available classes. Thereafter, check the ucconline campus listing**

- Complete the *Student Registration Request Form (SRRF)* according to the instructions. To access the form for your programme, **check your inbox for an email from [studentaffairs@ucc.edu.jm](mailto:studentaffairs@ucc.edu.jm) titled: IMPORTANT ADVISORY: Registration for Summer Session 2025.**  
Ensure you select **ONLY** the form for your programme.
- Complete the *Course Registration Form (CRF)* for your designated group: <https://ucc.edu.jm/document/course-registration-form> (see Appendix I) and upload it to the *Student Registration Request Form (SRRF)* received from [studentaffairs@ucc.edu.jm](mailto:studentaffairs@ucc.edu.jm). **Ensure the *Course Registration Form (CRF)* is named with your student ID number and name (first, last) as enrolled in Aeorion.**
- Your Coordinator will advise you when the form is approved.

**Step 2:** Proceed to make payment using the online payment methods in Appendix II or at a UCC Campus using either Option A or Option B (Appendix III). Then complete registration with SFS or UCC Campus. Payment confirmation should be uploaded to the previously completed Registration Form.

- **Early Registration Period (Option A):** Payments should be made between **March 23, 2025 and May 2, 2025.**
- **Normal Registration Period (Option B):** Payments should be made between **May 3, 2025 and May 21, 2025.**

**Please note carefully:**

- Selecting a course does **not** constitute complete registration
- Registration is **not complete** until the student obtains financial clearance from SFS.
- Only **fully registered** students will be included on course registers.
- Normal registration **closes May 21, 2025** (Option B)) is the period designated on the academic calendar for **ALL** students to register.
- Add / Drop is the period designated on the academic calendar for students to add and drop courses. **No new course selections can be made in the period, unless approved by the Dean.**
- **No** student will be registered after the Late Registration/Add/Drop period closes **May 30, 2025.**

## New Students Registration

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1. Student are now required to contact their programme coordinator for academic guidance once they have received their acceptance packages and follow the instruction outline in their package.
2. Students who have not received an acceptance letter should contact the Admissions Unit at [uccadmissions@ucc.edu.jm](mailto:uccadmissions@ucc.edu.jm) or the Recruitment and Enrolment Department for assistance.
3. Submit Acceptance Slip and if you have been required to submit other supporting documents these are to be sent to the Registry ([registry@ucce.du.jm](mailto:registry@ucce.du.jm))
4. Activate your Aeorion account by logging onto the UCC website and clicking on **Aeorion SMS** (on the left).
5. Select Account Activation and follow the instructions. You will see your UCC Gmail (Student Email Address) under “My Info” in Aeorion.
6. Activate student email account in Gmail (*See steps below*)
7. If you are experiencing issues activating your UCC Gmail account, kindly email your name, student ID number and Date of Birth to our IS&T Department at [smssupport@ucc.edu.jm](mailto:smssupport@ucc.edu.jm). Please add the subject “Problem activating UCC Gmail”.
8. Proceed to get Student ID (*See Student ID below*)

9. Contact your Advisor/Programme Coordinator (<https://ucc.edu.jm/document/help-desk-information>) for guidance on selecting courses and Curriculum Map.
10. **Some Online classes will be restricted to overseas and regional campus students. Your request for such classes can only be selected in AEorion by a Coordinator or Campus Manager. Hybrid classes will have some classes online and others face-to-face at the designated campus location for the semester period.**
11. Complete the *Course Registration Form (CRF)* and upload it to the *Student Registration Request Form (SRRF)* received from [studentaffairs@ucc.edu.jm](mailto:studentaffairs@ucc.edu.jm).
12. Your Advisor/Programme Coordinator will advise you when the form is approved.
13. Proceed to the Cashier to pay or make financial arrangements with Student Financial Services (SFS) or pay online. Upload proof of payment to the *Student Registration Request Form (SRRF)*.
14. **Complete Registration with SFS. (Students receive access to their classes on Moodle only when registration is complete, including finalization of tuition payment)**

## Returning Students Registration

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1. Proceed to Student Central (physically or virtually):
  - **Active Students with Curriculum Map-** Complete *Course Registration Form*, then select courses in Aeorion and contact your Programme Coordinator for advisement.
  - **Active Students without Curriculum Map-** Contact your Programme Coordinator, get advisement, receive your curriculum map and complete *Course Registration Form*/Select courses in Aeorion.
  - **Inactive Students with or without Curriculum Map-** Contact the Registry to ascertain status for readmission. On approval, contact your Programme Coordinator for Advisement, Curriculum Map and complete *Course Registration Form*/Select courses in Aeorion
  - **You will be advised when the *Course Registration Form* is approved.**  
**Check your assigned campus listing first for available classes.** Thereafter, check the uconline campus listing  
**Some Online classes will be restricted to overseas and regional campus students. Your request for such classes can only be selected in AEorion by a Coordinator or Campus Manager. Hybrid classes will have some classes online and others face-to-face at the designated campus location for the semester period.**
2. Proceed to the Cashier to pay or make financial arrangements with SFS or make payment online. (See Appendix II).
3. SFS/Cashier verifies the courses in the Aeorion, checks for the approved *Course Registration Form* in the appropriate Drop Box for a specific programme and completes Registration.
4. Proceed to renew Student ID if expired (*See Student ID below*)

1. **AEorion-** In AEorion, go to “Register for Classes” and select "Begin/Continue Registration" and select the Year (2025), Semester (Summer Session), Undergraduate and Location.  
For location: Check your assigned campus listing first for available face-to-face classes. You may select from the campuses: **Kingston, MPC for May Pen, MDV for Mandeville, MOB for Montego Bay and OCH for Ocho Rios**. Thereafter, you may check the campus listing for **uconline**, to see other available classes. Select your courses, based on the course code and name of the course on your curriculum map and the day/class time convenient to you.  
**Pay careful attention to course codes when selecting classes.**  
**Some Online classes will be restricted to overseas and regional campus students. Your request for such classes can only be selected in AEorion by a Coordinator or Campus Manager. Hybrid classes will have some classes online and others face-to-face at the designated campus location for the semester period.**
2. Contact your Advisor/Programme Coordinator/Campus Representatives to confirm that your *Course Registration Form* has been approved.
3. **Full-Time students are allowed to take a MINIMUM of 12 credits per semester.**
4. Proceed to Cashier to pay or make financial arrangement with SFS/Campus Manager or make payment online.
5. SFS/Cashier verifies the courses in the AEorion, checks for the approved *Course Registration Form* in the appropriate programme-specific drop box using the Student Advisement, Registration & Enrolment portal, and completes Registration.
6. **Adjustments-** All adjustments to the *Course Registration Form (CRF)* must be approved by your Programme Coordinator/ Campus Representatives.
7. **Course Changes-** A student wishing to change courses during the registration period will be required to complete a new *Course Registration Form (CRF)*, seek advisement and receive approval.

**Please note carefully:**

- Students must not share or use another student's Curriculum Map.
- **K23 (Fall 2023 admitted students)** check with your Programme Coordinator as you **MUST** have completed all courses for the ASc. degree programme in Spring 2025. Please engage with your Programme Coordinator if you have failed any courses.
- **K24 (Fall 2024 admitted students)** check with your Programme Coordinator to ensure you select the correct classes for Summer Session 2025 (course and class section). Students assigned to the Kingston campus, should check the Kingston listing first for scheduled classes. Any year one courses failed or not completed must be registered for in Summer 2025.
- **K22 (Fall 2022 admitted students still in the system)** **SHOULD** have completed the ASc degree. You should apply for transfer to the traditional ASc degree programme.
- Some UCC programmes are no longer designated as 100% online, and as such, courses will be offered in a 'blended' Programme offering (fully face-to-face or some classes face-to-face +some online = hybrid).

## Tuition Fee Payment

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Based on the Tuition Fee structure (**Summer Session 2025**), kindly verify the amount by reviewing the cost of the modules selected on the Student Management System.

When making payment to SFS/Campus Manager, students must ensure there is evidence of programme advisement through a completed **Course Registration Form**.

1. Students paying in full proceed to the Cashier/Campus Manager to pay or make payment online. *Cashier uses Advisement Portal or accesses the approved in the appropriate programme-specific drop box using the Student Advisement, Registration & Enrolment portal as evidence of advisement.*
2. Students paying in full on Aeorion online can complete their registration online. **Advisement/approved Course Registration Form is still a requirement.**
3. Students doing a payment plan should pay the required deposit and miscellaneous fee if applicable and proceed to SFS or the Campus Representatives.
4. SFS/Cashier verifies the courses in the AEorion Advisement Portal or on the **Course Registration Form** in the appropriate programme-specific drop box using the Student Advisement, Registration & Enrolment portal, and completes Registration.
5. A SFS Representative/Campus Manager verifies the courses on the Aeorion portal, and completes the Registration for the student. A payment plan is then done for any balance owed by the student.

## Student ID

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Students are assigned a unique Student Identification (ID) Number in the AEorion Student Management System. This number is placed on the identification card which is issued to all incoming students, and should be quoted on all correspondences from the student to the Institution. Students are not required to pay for the first issued ID as the cost is included in the course. See Student ID Procedure at this link: <https://ucc.edu.jm/document/student-id-procedure>  
feedback policy

- **Kingston Students-** Students should visit the IS&T department
- **Regional Students-** Contact their respective regional campus to request their IDs by filling out the ID Request Form.
- **Online and International Students-** Will request their ID by filling out the ID request form and submit it along with a passport size photo to the Student Affairs Officer's email address- [studentaffairs@ucc.edu.jm](mailto:studentaffairs@ucc.edu.jm)
  - NB. All required fields must be completed, including a physical or digital copy of the student's signature.

## Email Activation

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After the student activates their Aeorion account, a student email address (Gmail) is automatically generated by the system with the same password that the student used to activate their Aeorion account. The student should now use the email address displayed on Aeorion and follow the instructions below to log into their UCC Student Email:

1. Go to GMAIL to sign-in (*Ensure no other Gmail account is opened*)

2. Enter your student email address taken from Aeorion
  3. Enter your password (This is the same password the student created to activate their Aeorion Account)
  4. Accept the Terms and Conditions
- NB.** Students having an issue should email: [smssupport@ucc.edu.jm](mailto:smssupport@ucc.edu.jm)

## **Disclaimer**

**Students should only complete registration for courses AFTER advisement.** The Institution only takes full responsibility for advisement given by your designated Academic Advisors and Programme Advisors (Programme Coordinators, Campus Representatives).

If a student chooses to disregard the academic advice given, he/she should accept full responsibility for any additional cost incurred or additional time taken to complete his / her course of study.

## **Appendices**

Appendix 1A- Course Registration Form- Bachelor's and Associate Degree

Appendix 1B- Course Registration Form- 6th Form Pathway, R13, K23 and K24

Appendix II- Online Payment Methods

Appendix III- Payment Option

Appendix IV- Registration Flow Chart (Schematic representation of the Registration Process)



## Course Registration Form – Summer Session 2025

Please note carefully the process for Registration:

**Step 1:** Follow the steps below to seek academic advisement and select courses:

- Complete the **Student Registration Request Form (SRRF)** according to the instructions. Ensure you select **ONLY** the Google Form for your programme. While completing the **SRRF**, you will be prompted to download the **Course Registration Form (CRF)** for the Semester.
- Using your Curriculum Map as a guide, search AEorion for your outstanding courses being offered in Summer Session 2025. **Check your assigned campus listing first for available courses.** Pay attention to **course code** and course name. Thereafter, you may check the uconline campus listing for available courses.
- **Some Online classes will be restricted to overseas and regional campus students. Your request for such classes can only be selected in AEorion by a Coordinator or Campus Manager. Hybrid classes will have some classes online and others face-to-face at the designated campus location for the semester period.**
- Complete the **Course Registration Form (CRF)** with the available courses for Summer Session 2025 then upload the CRF to the **Student Registration Request Form (SRRF)**. Ensure the **CRF** is named as follows: **Student ID number - Student name as enrolled in AEorion.**
- **Full-Time students are allowed to take a MINIMUM of 12 credits per semester (4 x 3-credit courses).**
- Your Coordinator will advise you when the form is approved.
- Return to AEorion and select **ONLY** the approved courses for the designated campus location.
- Please note, there is **NO** need to email your **Course Registration Form** to Advisement or Programme Coordinators.

**Step 2:** Proceed to make payment using the Online payment methods in Appendix II or at a UCC Campus using either Option A or Option B and complete registration **with SFS**. Proof of payment should be uploaded to the **Student Registration Request Form (SRRF)** previously submitted.

- **Early Registration closes on May 2, 2025 (Option A).** Selecting a course does not constitute Registration.
- Payments for **(Option B)** should be made between **May 3, 2025 and May 21, 2025**
- Registration is **not complete** until the student obtains financial clearance from SFS.
- Only **fully registered** students will be included on course registers.
- **No** student will be registered after the Late Registration/Add/Drop period which closes **May 30, 2025 (Option B).**

### Completing the Registration Form

- a. This **CRF** must be completed and uploaded to the **Student Registration Request Form (SRRF)** received from [studentaffairs@ucc.edu.jm](mailto:studentaffairs@ucc.edu.jm) before engaging with your Advisor/Programme Coordinator (even if you are making full payment via an online method).
- b. ALL students should complete this **Course Registration Form** in its entirety.
- c. Save the form in Microsoft Word format, **NO OTHER FORMAT WILL BE PROCESSED.**
- d. Save the Form as: **Student ID# First-name Last-name** (e.g., 98389383 John Doe).
- e. Upload the completed form to the **Student Registration Request Form (SRRF)** **ONLY THIS DOCUMENT AND PROOF OF PAYMENT CAN BE UPLOADED TO THE**

### STUDENT REGISTRATION REQUEST FORM (SRRF)

Course Selection Approval- Associate and Bachelor Degrees (Form must be saved as Microsoft Word format)			
<b>Semester:</b> Summer 2025	<b>Final semester</b> Comment: Y/N	<b>Student ID#:</b>	<b>Campus:</b> (Mandatory for all students)
<b>Student Name:</b>		<b>Student Tel#:</b>	
<b>Programme:</b>			
<b>Advisor/Coordinator:</b>			
<b>GPA:</b> (Not applicable to new students)		<b>Overall Credits Completed:</b> (Add all the relevant credits earned under the various sections on the Programme Check)	<b>Full-Time/Part-Time:</b>
<b>Course Code:</b>	<b>Course Title:</b>	<b>Class Day, Time &amp; Campus</b>	
1).			
2).			
3).			
4).			
5).			
<b>Recommendations:</b>			
<b>Data Protection Act</b> <ul style="list-style-type: none"> <li>▪ <b>Purpose-</b> The purpose of the data is to correctly process course registration for students to include but not limited to research, communication and data analysis.</li> <li>▪ <b>Data Use-</b> To identify the number and title of courses required to complete a programme and to discuss the selected courses and any alternate courses to be taken.</li> <li>▪ <b>Data Retention-</b> Student records are retained for seven (7) years after graduation then scanned. Digital copies are kept in our archives and physical copies destroyed. In the case of a student appeal, records are kept for 1 year after appeal. The digitised student file is retained indefinitely.</li> </ul>			

- **Consent-** The UCC respects your privacy. As an institution, we are committed to ensuring that all data collected and retained are secured and solely used in UCC. Accordingly, we request your consent for collecting and processing your data. Your signature represents your consent.

Student Signature:

Date:

Approved by:

Programme Coordinator/HOD

Date:

Discretionary Approved by: HOD/Dean: (As required)

Date:

Course Registration Procedure, October 2019, Revised March 2025  
<https://ucc.edu.jm/document/course-registration-procedure>



## Course Registration Form – Summer Session 2025

Please note carefully the process for Registration:

**Step 1:** Follow the steps below to seek academic advisement and select courses:

- Complete the **Student Registration Request Form (SRRF)** according to the instructions. Ensure you select **ONLY** the Google Form for your programme: EITHER Business & Tourism OR Information Technology OR Paralegal Studies. While completing the Google Form, you will be prompted to download the **Course Registration Form** for the Semester.
- **Some Online classes will be restricted to overseas and regional campus students. Your request for such classes can only be selected in AEorion by a Coordinator or Campus Manager. Hybrid classes will have some classes online and others face-to-face at the designated campus location for the semester period.**
- Contact your Programme Coordinator/Campus Representative for advisement regarding your outstanding courses. Using your Curriculum Map as a guide, search AEorion for your outstanding courses being offered in Summer Session 2025. Pay attention to **course code** and course name.  
**Note: K23 /K24 (Fall 2023/2024 admitted students), and R13 (Fall 2022 admitted students but incomplete) - check with Programme Coordinator before selecting courses for Summer Session 2025.**
- Complete the **Course Registration Form (CRF)** with the available courses for Summer Session 2025 then upload the **CRF** to the **Student Registration Request Form**. **Ensure the CRF is named as follows: Student ID number - Student name as enrolled in AEorion.**
- Your Coordinator will advise you when the form is approved.
- Return to AEorion and select **ONLY** the approved courses for the designated campus.
- Please note, there is **NO** need to email your **Course Registration Form** to Advisement or Programme Coordinators.

**Step 2:** Proceed to make payment using the Online payment methods in Appendix II or at a UCC Campus using either Option A or Option B and complete registration **with SFS**. Proof of payment should be uploaded to the **Student Registration Request Form** previously submitted.

- **Early Registration closes on May 2, 2025 (Option A).** Selecting a course does not constitute Registration.
- Payments should be made for **Option B** between **May 3, 2025 and May 21, 2025**
- Registration is **not complete** until the student obtains financial clearance from SFS.
- Only **fully registered** students will be included on course registers.
- **No** student will be registered after the Late Registration/Add/Drop period which closes **May 30, 2025 (Option B).**

### Completing the Registration Form

- a. This form must be completed and uploaded to the **Student Registration Request Form (SRRF)** received from [studentaffairs@ucc.edu.jm](mailto:studentaffairs@ucc.edu.jm) before engaging with your Advisor/Programme Coordinator (even if you are making full payment via an online method).
- b. ALL students should complete the **Course Registration Form** in its entirety.
- c. The Course Registration Form is available for download from the UCC website.
- d. Save the form in Microsoft Word format, **NO OTHER FORMAT WILL BE PROCESSED.**
- e. Save the Form as: **Student ID# First-name Last-name** (e.g., 98389383 John Doe).
- f. Upload the completed form to the **Student Registration Request Form (SRRF).**

**ONLY THIS DOCUMENT AND PROOF OF PAYMENT CAN BE UPLOADED TO THE STUDENT REGISTRATION REQUEST FORM**

Course Selection Approval- 6 <sup>th</sup> Form Pathway- R13, K23 and K24 (Form must be saved as Microsoft Word format)				
<b>Semester:</b> Summer 2025	<b>Final semester Comments:</b> Y/N	<b>Student ID#:</b>	<b>Campus:</b> (Mandatory for all students)	<b>Student Tel#:</b>
<b>Student Name:</b>				
<b>Programme:</b>				
<b>Advisor/Coordinator:</b>				
<b>GPA:</b> (Not applicable to new students)		<b>Overall Credits Completed:</b> (Add all the relevant credits earned under the various sections on the Programme Check)		<b>Full-Time/Part-Time:</b>
<b>Course Code:</b>		<b>Course Title:</b>		<b>Class Day, Time &amp; Campus</b>
1).				
2).				
3).				
4).				
5).				
<b>Recommendations:</b>				
<b>Data Protection Act</b> <ul style="list-style-type: none"> <li>▪ <b>Purpose-</b> The purpose of the data is to correctly process course registration for students to include but not limited to research, communication and data analysis.</li> <li>▪ <b>Data Use-</b> To identify the number and title of courses required to complete a programme and to discuss the selected courses and any alternate courses to be taken.</li> </ul>				

- **Data Retention**- Student records are retained for seven (7) years after graduation then scanned. Digital copies are kept in our archives and physical copies destroyed. In the case of a student appeal, records are kept for 1 year after appeal. The digitised student file is retained indefinitely.
- **Consent**- The UCC respects your privacy. As an institution, we are committed to ensuring that all data collected and retained are secured and solely used in UCC. Accordingly, we request your consent for collecting and processing your data. Your signature represents your consent.

Student Signature:

Date:

Approved by:

*Programme Coordinator/HOD*

Date:

Discretionary Approved by: HOD/Dean: *(As required)*

Date:

*Course Registration Procedure, October 2019, Revised March 2025*  
<https://ucc.edu.jm/document/course-registration-procedure>

# Appendix 1C - Course Registration Form- Certificates, Pre-Associate, Diplomas & Occupational Associate Degrees



UNIVERSITY OF THE  
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## Course Registration Form – Summer Session 2025

Please note carefully the process for Registration:

**Step 1:** Follow the steps below to seek academic advisement and select courses:

- Complete the ***Student Registration Request Form (SRRF)*** according to the instructions. Ensure you select ONLY the Google Form for your programme, i.e Certificate, Diploma in Business Administration, Allied Health Care, Business Process Outsourcing (BPO), Construction Site Management, Logistics & Supply Chain Management or Renewable Energy Technology. While completing the Google Form, you will be prompted to download the ***Course Registration Form*** for the Semester.
- Contact your Programme Coordinator/Campus Representative for advisement regarding your outstanding courses. Using your Curriculum Map as a guide, search AEorion for your outstanding courses being offered in Summer Session 2025.
- Complete the ***Course Registration Form (CRF)*** with the available courses for Summer Session 2025 then upload the ***CRF*** to the ***Student Registration Request Form***. **Ensure the *CRF* is named as follows: Student ID number - Student name as enrolled in AEorion.**
- Your Coordinator will advise you when the form is approved.
- Return to AEorion and select ONLY the approved courses for the designated campus.
- Please note, there is NO need to email your ***Course Registration Form*** to Advisement or Programme Coordinators.

**Step 2:** Proceed to make payment using the online payment methods in Appendix 1l or at a UCC Campus and complete registration with Student Financial Affairs (SFS).

- Payments should be made between **March 23, 2025 and May 21, 2025**
- Registration is **not complete** until the student obtains financial clearance from SFS.
- Only **fully registered** students will be included on course registers.

### Completing the Registration Form

- g. This form must be completed and uploaded to the ***Student Registration Request Form (SRRF)*** received from [studentaffairs@ucc.edu.jm](mailto:studentaffairs@ucc.edu.jm) before engaging with your Advisor/Programme Coordinator (even if you are making full payment via an online method).
- h. ALL students should complete the ***Course Registration Form*** in its entirety.
- i. The Course Registration Form is available for download from the UCC website.
- j. Save the form in Microsoft Word format, **NO OTHER FORMAT WILL BE PROCESSED.**
- k. Save the Form as: **Student ID# First-name Last-name** (e.g., 98389383 John Doe).
- l. Upload the completed form to the ***Student Registration Request Form (SRRF)***.

### ONLY THIS DOCUMENT AND PROOF OF PAYMENT CAN BE UPLOADED TO THE STUDENT REGISTRATION REQUEST FORM

Course Selection Approval- Certificates, Pre-Associate, Diplomas & Occupational Associate Degrees (Form must be saved as Microsoft Word format)				
<b>Semester:</b> Summer 2025	<b>Final semester</b> <b>Comments:</b> Y/N	<b>Student ID#:</b>	<b>Campus:</b> (Mandatory for all students)	<b>Student Tel#:</b>
<b>Student Name:</b>				
<b>Programme:</b>				
<b>Advisor/Coordinator:</b>				
<b>GPA:</b> (Not applicable to new students)		<b>Overall Credits Completed:</b> (Add all the relevant credits earned under the various sections on the Programme Check)		<b>Full-Time/Part-Time:</b>

Course Code:	Course Title:	Class Day, Time & Campus
1).		
2).		
3).		
4).		
5).		
6).		
7).		
8).		

Recommendations:

**Data Protection Act**

- **Purpose-** The purpose of the data is to correctly process course registration for students to include but not limited to research, communication and data analysis.
- **Data Use-** To identify the number and title of courses required to complete a programme and to discuss the selected courses and any alternate courses to be taken.
- **Data Retention-** Student records are retained for seven (7) years after graduation then scanned. Digital copies are kept in our archives and physical copies destroyed. In the case of a student appeal, records are kept for 1 year after appeal. The digitised student file is retained indefinitely.
- **Consent-** The UCC respects your privacy. As an institution, we are committed to ensuring that all data collected and retained are secured and solely used in UCC. Accordingly, we request your consent for collecting and processing your data. Your signature represents your consent.

Student Signature:  
Date:

Approved by:  
Programme Coordinator/HOD Date:

Discretionary Approved by: HOD/Dean: (As required) Date:

*Course Registration Procedure, October 29, 2019, Revised Mar 2025*  
<https://ucc.edu.jm/document/course-registration-procedure>



### Online Payment Methods

#### 1. **Aeorion Account**

After logging on ([www.aeorion.ucc.edu.jm](http://www.aeorion.ucc.edu.jm)), select the “Pay with Credit Card” tab located to the right of the screen, and follow the steps. Payment is denominated in Jamaican dollars.

#### 2. **National Commercial Bank**

NCB ONLINE - For students with an NCB Account and who have activated the online banking feature, they can add UCC as a bill. From the drop-down menu select University College of the Caribbean and enter the UCC ID# as the account number, **for customer name: enter student's name** and in the Remarks section, state what the payment represents.

#### 3. **Bank of Nova Scotia**

BNS ONLINE - For students with a BNS Account and who have activated the online banking feature, they can add UCC as a bill. From the drop-down menu select IMS and enter the UCC ID# as the account number, **for customer name: enter the student's name** and in the Remarks section, state what the payment represents.

#### 4. **Jamaica National Bank**

MONEY SHOPS - Students (Except ECAP students) paying cash can do so at the JNB/Money Shop and should use their UCC ID# as the account number. Please be advised that a service charge will apply.

*Please note that for persons in and around the Corporate Area, JNB advises that they should use the Money Shops.*

#### 5. **JN LIVE/JNB Online**

For students with a JNB Account and who have activated the online banking feature, they can add UCC as a bill. From the drop-down menu select University College of the Caribbean/UCC and enter the UCC ID# as the account number, **for customer name: enter the student's name** and in the remarks section state what the payment represents.


#### 6. **Cashier**

**Cash is not accepted.** At the Cashier and at our Regional Campuses, students can pay with debit or credit cards. Worthington Avenue Campus opening hours are Mondays to Fridays 8:30am to 4:30pm

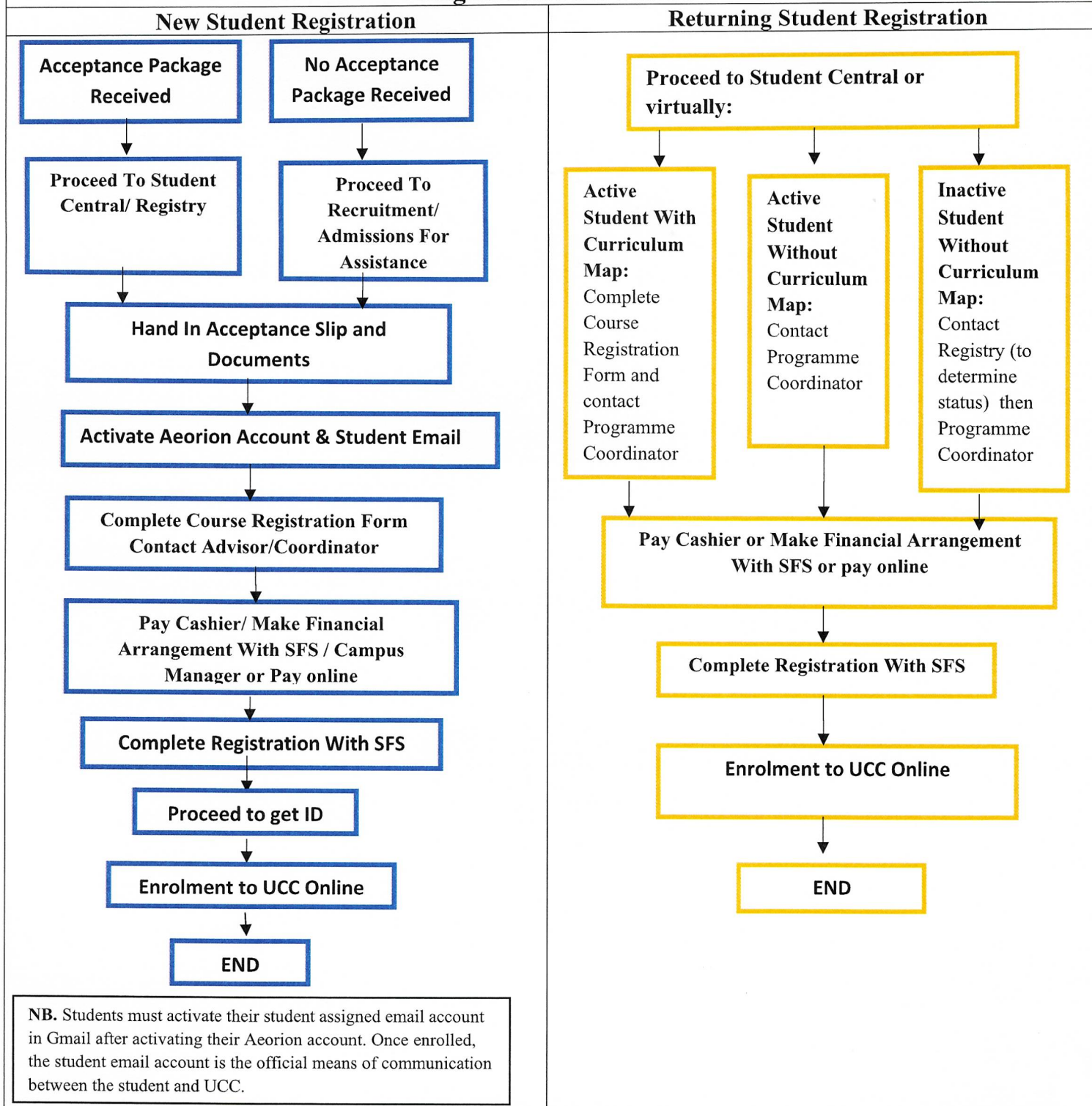
### **Proof of Payment**

To prevent delays in response, students should ensure:

1. Your student ID number, programme of study and telephone number are included in all emails.
2. Individual financial and registration matters are sent to [sfs@ucc.edu.jm](mailto:sfs@ucc.edu.jm) or your Campus Representatives.
3. Proof of payment is sent to [sfs@ucc.edu.jm](mailto:sfs@ucc.edu.jm) or your Campus Representatives.

<div style="text-align: center;">  <b>UNIVERSITY OF THE COMMONWEALTH CARIBBEAN</b>  <small>Fostering Leadership &amp; Innovation</small> </div>		
<b>Payment Option – Summer Session 2025</b>		
<b>New and Returning students may choose any of the two (2) payment options.</b>		
	<b>OPTION A</b>	<b>OPTION B</b>
<b>Deposit Required</b>	<p><b>NEW STUDENTS &amp; STUDENTS RETURNING FROM LEAVE OF ABSENCE:</b> Will receive a 10% tuition discount for the 2025 summer semester only, whether payment is made during early or normal registration. This is applicable to foundation, or three (3) credit modules.</p> <p>Discount is not applicable to the Miscellaneous fees of <b>\$20,000, pro-rated for \$6,333.33 for Summer Semester.</b></p> <p><b>RETURNING STUDENTS:</b> Pay in full for 3 or more 3 credit modules and receive a 10% discount.</p> <p><b>RETURNING STUDENTS (OECS):</b> Pay in full for 3 or more 3 credit modules and receive a 5% discount.</p>	<p><b>NEW STUDENTS &amp; STUDENTS RETURNING FROM LEAVE OF ABSENCE:</b> 30% of Total Module Cost + Miscellaneous Fees of <b>\$20,000, pro-rated for \$6,333.33 for Summer Semester.</b></p> <p><b>RETURNING STUDENTS:</b> 30% deposit of Total Module Cost</p>
<b>Registration Period</b>	March 23 – May 02, 2025	May 03– May 21, 2025
<b>Financing Arrangement</b>	<p><b>100% Financing Available Through External Providers</b></p> <p>Commit to complete registration by selecting courses and paying in full.</p>	<p>Commit to complete registration by selecting courses and paying balance remaining using preferred financial arrangement (loans, scholarship, commitment letter etc).</p> <p><b>Please see an SFS agent if there are challenges accessing external financing. Finance charge of 7% is applicable if payment is not made by the due date of July 28, 2025</b></p>
<b>Repayment Deadline</b>	All amounts owed must be paid by May 02, 2025, to benefit from the discount.	Remaining 70% must be paid by July 28, 2025. Unpaid commitments will result in financial holds/ restrictions placed on your account.
<b>Late Registration Period</b>	No Late Registration allowed for this group.	<p>May 25, 2025 – May 30, 2025 (Courses should have been selected in Aeorion by May 02, 2025). <b>Partial tuition payments are not allowed during this period.</b></p>
<b>Late Registration Fee</b>	(No Late Registration allowed for this group)	\$3,500
<b>Add/Drop Period</b>	<p>May 25, 2025 – May 30, 2025 (Add/Drop allowed but No Late Registration is allowed. Courses should have been selected in Aeorion and Registered on or before May 02, 2025)</p>	<p>May 25, 2025 – May 30, 2025 (Add/ drop allowed. Courses should have already been selected in Aeorion. Students will NOT be facilitated for initial course selection during this period.) <b>Partial tuition payments are not allowed during this period.</b></p>

## Registration Flowchart



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