



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

# **Course Registration Procedure,**

**October 29, 2019, Last Revised March 2022**



**Summer 2022**

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



**University of the Commonwealth Caribbean  
Policy Approval and Revision Form**

<b>Policy/Procedure Title:</b>	Course Registration Procedure (For Student)
<b>Policy/Procedure Number:</b>	AAC-10-2019
<b>Date Developed/Revised:</b>	October 2019, Revised July 2020, Oct 2020, Mar 2021, Jul 2021, Oct 2021, Mar 2022
<b>Date Approved by Academic Council:</b>	November 6, 2019, Revised March 25, 2022
<b>Date Approved by UCC President:</b>	November 6, 2019, Revised March 25, 2022
<b>Date of Next Revision:</b>	Fall 2022
<b>Contact:</b>	Dean, Undergraduate Studies
<b>Appendices:</b>	<ul style="list-style-type: none"> <li>▪ Appendix I - Course Registration Form</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>	Programme Coordinator, Lecturer, SMS Administrator, Student Financial Service (SFS) Examinations Manager, Heads of Department (HOD), Dean, Registrar and the Associate Vice President of Academic and Students' Affairs (AVPASA)
<p><b>APPROVED BY:</b> <b>UCC Academic Council</b></p> <p>Name: Dr. Yvonne Dawkins, Associate Vice President for Academic and Students' Affairs</p> <p><b>Signature:</b> </p> <p><b>Date of Revision:</b> March 25, 2022</p>	<p><b>APPROVED BY:</b> <b>UCC President</b></p> <p>Name: Professor Dennis J. Gayle, University President</p> <p><b>Signature:</b> </p> <p><b>Date of Revision:</b> March 25, 2022</p>



Summer 2022

## Course Registration Procedure

October 29, 2019, Revised March 2022  
(Synchronous & Blended Modality)

### Registration Steps

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Student must seek academic advisement from the 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 policies.

Please note carefully the process for Registration:

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

- Using your Curriculum Map, select your courses in AEorion **BEFORE May 17 2022.**
  - **K13** (*Fall 2020/Spring 2021 admitted*) and **K21** (*Fall 2021 admitted students*) **please engage with your Programme Coordinator BEFORE making class selections.**
  - **K13 students** (*Fall 2020/Spring 2021 admitted*) **MUST COMPLETE ALL COURSES FOR THE DEGREE PROGRAMME IN SUMMER 2022.**
- Complete the Course Registration Form: <https://ucc.edu.jm/document/cour-registration-form>. (See Appendix I.)
- Email Form to [advisement@ucc.edu.jm](mailto:advisement@ucc.edu.jm) and copy your Programme Coordinator or Regional Campus Representative (as appropriate). **Ensure the form is named with your student ID number and name ( first, last) as enrolled in AEorion**
- Alert your Programme Coordinator by phone or email and discuss selections for approval
- 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. Payment confirmation should be emailed to [sfshelpdesk@ucc.edu.jm](mailto:sfshelpdesk@ucc.edu.jm) or to the Programme Coordinator or Campus Representative.

- Payments should be made between **March 27, 2022 and May 17, 2022 (Option B)**
- 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.
- Normal registration (closes May 17, 2022 (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.**
- **No** student will be registered after the Late Registration/Add/Drop period closes **May 28, 2022 (Option B).**

## New Students Registration

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1. Students who received an Admissions Package should proceed to student central or contact the Admissions Unit in the Registry at: [uccadmissions@ucc.edu.jm](mailto:uccadmissions@ucc.edu.jm)  
**OR**
2. Students who did not receive an acceptance package should proceed to the Recruitment and Enrolment Department or send email to: [support@ucc.edu.jm](mailto:support@ucc.edu.jm)
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).
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. Complete the Course Registration Form and submit to [advisement@ucc.edu.jm](mailto:advisement@ucc.edu.jm) and copy your Programme Coordinator/Campus Representatives for approval.
11. Your Advisor/Programme Coordinator will advise you when the form is approved.
12. Proceed to the Cashier to pay or make financial arrangements with SFS or pay online.
13. **Complete Registration with SFS.**

## Returning Students Registration

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1. Proceed physically to Student Central or virtually:
  - **Active Students with Curriculum Map**- Complete Course Registration Form and contact your Programme Coordinator for advisement and then select courses in Aeorion.
  - **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.**
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 Approved Requests Drop Box and completes Registration.
4. Proceed to renew Student ID if expired (*See Student ID below*)

## Course Selection/Registration

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1. **AEorion**- In AEorion, go to “Register for Classes” and select "Begin/Continue Registration" and select the Year, Semester, Undergraduate and Location [for example - UCConline, Kingston, Montego Bay (MOB)]. 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.**

**For Summer 2022 – Campus to be selected is ‘UCCONLINE’ or KINGSTON, based on the course offerings. Some face-to-classes may be scheduled if the public health protocols allow.**

2. Contact your Advisor/Programme Coordinator/ Campus Representatives to confirm that your Course Registration Form has been approved
3. Proceed to Cashier to pay or make financial arrangement with SFS or make payment online
4. SFS/Cashier verifies the courses in the AEorion, checks for the approved *Course Registration Form* in the Approved Requests Drop Box and completes Registration.
5. **Adjustments-** All adjustments to the Course Registration Form must be approved by your Programme Coordinator/ Campus Representatives.
6. **Course Changes-** A student wishing to change courses during the registration period will be required to complete a new Course Registration Form, seek advisement and receive approval.

**NB. Students must not share or use another student’s Curriculum Map.**

**K13 (Fall 2020/Spring 2021 admitted students) and K21 (Fall 2021admitted students) check with your Programme Coordinator to ensure you select the correct classes for Summer 2022 (course and class section). K13 (Fall 2020/Spring 2021 admitted students) STUDENTS MUST COMPLETE ALL COURSES FOR THE DEGREE PROGRAMME IN SUMMER 2022.**

## Tuition Fee Payment

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When making payment to SFS students must show evidence of programme advisement and a completed Course Registration Form.

1. Students paying in full proceeds (*physically or virtually*) to the Cashier or make payment online. *Cashier uses Advisement Portal or accesses the approved Course Registration Form in the Approved Requests drop box 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 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 Approved Requests Drop Box and completes Registration.

## Student ID

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See Student ID Procedure: <https://ucc.edu.jm/document/student-id-procedure>

**Digital Identification-** To limit physical presence and visits to main campus, the University has been issuing digital student Identification Cards since Summer 2020. To apply for your digital Identification Cards students are required to upload a digital photograph and a digital signature using your finger on your cell phone/touch screen device or a mouse if using a laptop/desktop. When your application is approved your Digital ID will be sent via email. Students should store their digital IDs on an accessible device.

**Delivery and Collection-** Students will be advised by the Department of Students Affairs when they will be able to come in and collect the physical copy of the ID.

Students are required to provide an official form of identification to pick up printed student ID and persons collecting an ID on behalf of a student must present a notarized permission letter.

- **Worthington Campus-** IDs are processed and made available for pickup on Tuesdays and Thursdays between 9:00 am and 6:30 pm at the front desk. (During Covid-19 restrictions please collect ID from the Security Post)
- **Regional Campus-** Regional students retrieve IDs at the Regional Campus or contact their

Campus Representatives.

- **Online and International Students-** ID Access Cards are sent via courier or postage and the wait time is dependent on the delivery method. In the interim, the IS&T Department will email a soft copy ID within 3-5 business days of an email notification.

## **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**

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**Students should only complete registration for courses after advisement.** The University 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 1- Course Registration Form

Appendix II- Online Payment Methods

Appendix III- Payment Option

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

# Appendix 1- Course Registration Form



**UNIVERSITY OF THE  
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*Fostering Leadership & Innovation*

## Course Registration Form – Summer 2022

Please note carefully the process for Registration:

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

- Using your Curriculum Map, select your courses in AEorion, pay attention to course code and course name.
  - **K13 (Fall 2020/Spring 2021 admitted students) and K21 (Fall 2021 admitted students), check with Programme Coordinator before selecting courses for Summer 2022.**
  - **K13 (Fall 2020/Spring 2021 admitted students) students MUST COMPLETE ALL COURSES FOR THE DEGREE PROGRAMME IN SUMMER 2022.**
- Complete the Course Registration Form and email to [advisement@ucc.edu.jm](mailto:advisement@ucc.edu.jm) (ensure the form is named as follows: Student ID number - Student name, as enrolled in AEorion)
- Alert your Programme Coordinator by call or email and discuss selections for approval
- 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 and complete registration **with SFS**. Payment confirmation should be emailed to [sfshelpdesk@ucc.edu.jm](mailto:sfshelpdesk@ucc.edu.jm) or to the Programme Coordinator/Campus Representative.

- Payments should be made between **March 27, 2022 and May 17, 2022 (Option B).**
- **Early Registration closes on April 30, 2022 (Option A).** Selecting a course does not constitute Registration.
- 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 28, 2022 (Option B).**

### Completing the Registration Form

- a. This form must be sent via EMAIL to [advisement@ucc.edu.jm](mailto:advisement@ucc.edu.jm) to engage 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** eg. “9838938 John Doe”.
- f. Send email subject as: **Student ID#, First name, Last name** eg. “9838938 John Doe”
- g. Submit the completed form via email to: [advisement@ucc.edu.jm](mailto:advisement@ucc.edu.jm).

**NO OTHER DOCUMENT SHOULD BE SENT TO THIS EMAIL ADDRESS**

Course Selection Approval (Form must be saved as Microsoft Word format)			
Semester: Summer 2022	Student ID#:	Campus:	Student Tel:
Student Name:			
Programme:			
Advisor/Coordinator:			
GPA: <i>(Not applicable to new students)</i>		Overall Credits Completed: <i>(Add all the relevant credits earned under the various sections on the Programme Check)</i>	Full-Time/Part-Time:
Course Code:	Course Title:	Class Day, Time & Campus	
1).			
2).			
3).			
4).			
5).			
Recommendations:			
Student Signature:			

	Date:
Approved by: <i>Programme Coordinator/HOD</i>	Date:
Discretionary Approved by: HOD/Dean: <i>(As required)</i>	Date:
<i>Course Registration Procedure, October 29, 2019, Revised Mar 2022</i> <a href="https://ucc.edu.jm/document/course-registration-procedure">https://ucc.edu.jm/document/course-registration-procedure</a>	






### Online Payment Methods

1. **Aeorion** - Payment can be made using a credit card.  
After logging on, select the “pay with credit card” tab (located to the right of the screen) and follow the steps.
  - payment is denominated in Jamaican dollars
  - follow the steps below guided by the screenshots to make complete payment.
  
2. **National Commercial Bank**  
NCB ONLINE - For students with a 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.

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 [sfshelpdesk@ucc.edu.jm](mailto:sfshelpdesk@ucc.edu.jm) or your Campus Representatives.
3. Proof of payment is sent to [sfshelpdesk@ucc.edu.jm](mailto:sfshelpdesk@ucc.edu.jm) or your Campus Representatives.

## Appendix III – Payment Options

		 <b>UNIVERSITY OF THE COMMONWEALTH CARIBBEAN</b> <small>Fostering Leadership &amp; Innovation</small>	
		<b>New and Returning student 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>            Pay in full for 3 or more 3 credit modules and receive a 15% discount. Discount is not applicable to the Miscellaneous fees of <b>\$15,000, pro-rated for \$4,666.67 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>            40% of Total Module Cost + Miscellaneous Fees of <b>\$15,000, pro-rated for \$4,666.67 for Summer Semester.</b></p> <p><b>RETURNING STUDENTS:</b> 40% of Total Module Cost</p>	
<b>Registration Period</b>	March 27, 2022 – April 30, 2022	May 1, 2022 – May 17, 2022	
<b>Financing Arrangement</b>	<b>100% Financing Available Through External Providers</b>	Commit to complete registration by selecting courses and paying in full.	Commit to complete registration by selecting courses and paying balance remaining using preferred financial arrangement (loans, scholarship, commitment letter etc). <b>Please see an SFS agent if there are challenges accessing external financing. Finance charge of 12% is applicable if payment is not made by the due date of June 28, 2022</b>
<b>Repayment Deadline</b>		All amounts owed must be paid by April 30, 2022.	Remaining 60% must be paid by June 28, 2022 Unfilled commitments will result in financial holds/ restrictions.
<b>Late Registration Period</b>	No Late Registration allowed for this group.	May 18, 2022 – May 28, 2022 (Courses should have been selected in Aeorion <b>before</b> May 17, 2022). <b>Partial tuition payments are not allowed during this period.</b>	
<b>Late Registration Fee</b>	(No Late Registration allowed for this group)	\$3,500.00	
<b>Add/Drop Period</b>	May 18, 2022 – May 28, 2022  (Add/Drop allowed but No Late Registration is allowed. Courses should have been selected in Aeorion and Registered on or before April 30, 2022)	May 18, 2022 – May 28, 2022  (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>	



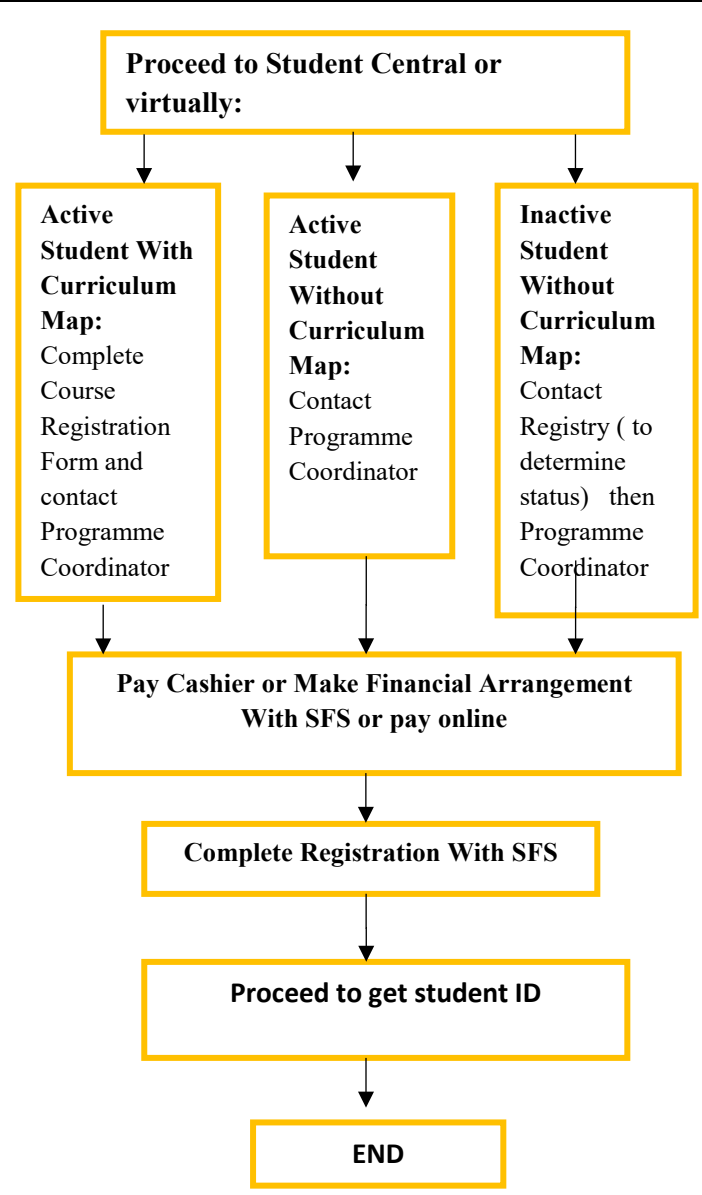
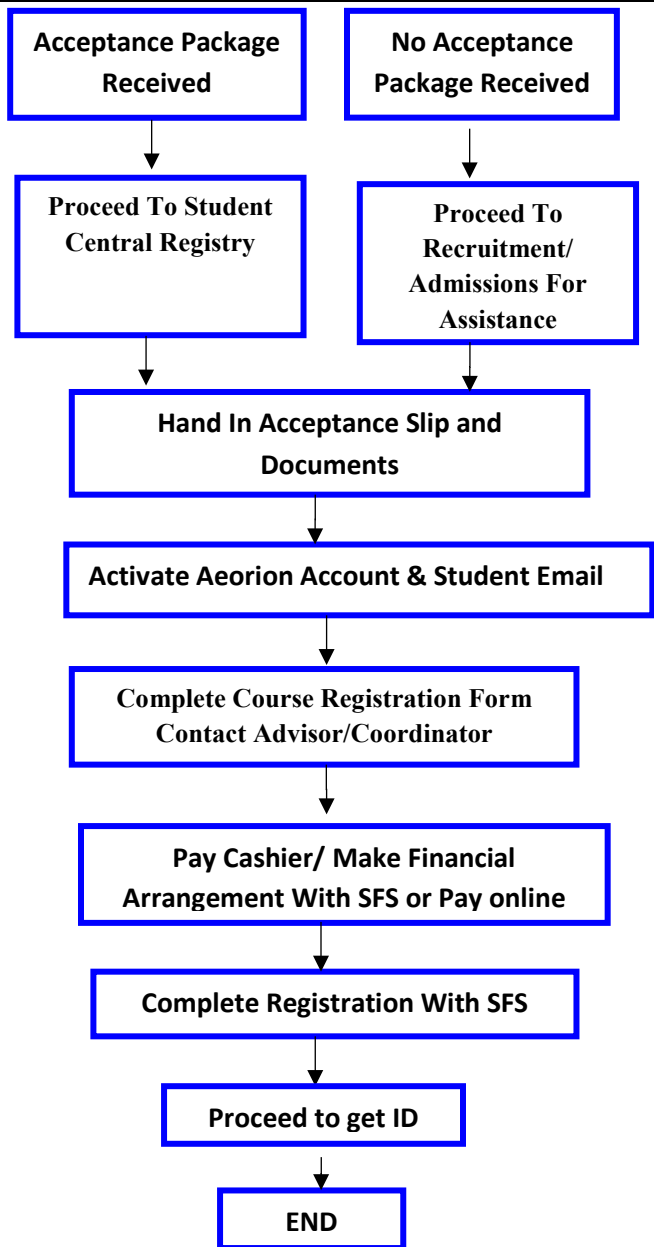
# Appendix IV- Registration Flow Chart



## Registration Flowchart

### New Student Registration

### Returning Student Registration



**NB.** Students must activate their student assigned email account in Gmail after activating their Aeorion account. Once enrolled, the student email account is the official means of communication between the student and UCC.

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