



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

Student Course Registration Procedure

October 2019, Last Revised June 2026

Fall Semester 2026

**Academic Affairs Division
Undergraduate Programmes
(Synchronous / Asynchronous; Online / Blended Modality)**

 UNIVERSITY OF THE COMMONWEALTH CARIBBEAN <i>Fostering Leadership & Innovation</i>	University of the Commonwealth Caribbean Policy Approval and Revision Form	
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Contact:	Associate Vice President for Academic Affairs	
Appendices:	▪ Appendix IA- Course Registration Form- ASc and BSc ▪ Appendix IB- Course Registration Form- R13 & K25/26 ▪ Appendix IC- Course Registration Form- Pre-Associate, Diplomas & Occupational Associate Degrees (OAD) ▪ Appendix II - Online Payment Methods ▪ Appendix III- Payment Option ▪ Appendix IV- Registration Flow Chart	
Related Policies/Procedures:	▪ Student Handbook ▪ Academic Advisement Policy & Procedure	
Position(s) Responsible for Adherence to Policy:	Associate Vice President for Academic Affairs, Finance Director, Deans, Registrar, Examinations Manager, Campus Managers, Student Financial Service (SFS), SMS Administrator, Lecturers, Programme Coordinators	
APPROVED BY: UCC Academic Council Name: Professor Sheilah Paul Associate Vice President for Academic Affairs Signature:  Date of Revision: July 3, 2026		APPROVED BY: UCC President Name: Professor Colin Gyles, CD UCC President Signature: Date of Revision:

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Fall 2026

Course Registration Procedure

October 2019, Revised June 2026

(Synchronous/ Asynchronous Online & Blended Modality)

Registration Steps

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: Course Selection and Advisement

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

- Using your Curriculum Map, select your courses in AEorion **BEFORE August 14, 2026 for early registration. Please check your assigned campus list first**, if you are not seeing your courses then go to the uconline 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 class meetings online and others face-to-face at the designated campus location during the semester session.
- Full-Time students are allowed to take a **MINIMUM** of 12 credits in a semester. Note: You must complete 30 credits for the **academic year** to maintain this status.

R13 Students- Students who began as K24 (*admitted Fall 2024*) but are incomplete, must withdraw from the K programme and apply for the traditional ASc degree programme, as the MOEY scholarship has ended.

K25 Students- Students (*Fall 2025 admitted students on MOEY scholarship*) are required to please engage with your Programme Coordinator **BEFORE** making class selections for Fall 2026.

K26 Students- K26 students (*Fall 2026 admitted students on MOEY scholarship*) must check with your Programme Coordinator to ensure you select the correct classes for Fall 2026 (course and class section). K26 (intake Fall 2026) must complete any failed

first year courses during Summer 2027. **Students assigned to the Kingston campus, should check the Kingston listing first for scheduled classes.**

UCC ASc and BSc- UCC traditional undergraduate ASc and BSc students, please use your curriculum map to select courses in AEorion as per the order of display. **Check your campus listings first for available classes.** Thereafter, check the UCC Online campus listing

Course Registration Form (CRF)- 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 titled: **IMPORTANT ADVISORY: Registration for Fall 2026.**

Form Upload- Ensure you select **ONLY** the form for your degree programme. Complete the *Course Registration Form (CRF)* for your designated group: <https://ucc.edu.jm/document/course-registration-form> and upload it to the *Student Registration Request Form (SRRF) portal link* received from 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.**

Form Approval- Your Coordinator will advise you when the form is approved.

Step 2: Payment

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 **July 5, 2026 and August 14, 2026.**
- **Normal Registration Period (Option B):** Payments should be made between **August 15, 2026 and September 2, 2026.**

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 **September 2, 2026** (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 **September 19, 2026.**

New Students Registration

1. Students are required to contact their Programme Coordinator for academic guidance once they have received their acceptance packages and follow the instruction outlined in their package.
2. Students who have not received an acceptance letter should contact the Admissions Unit at uccadmissions@ucc.edu.jm or the Recruitment and Enrolment Department for assistance.
3. Submit the Placement Offer Acceptance Slip and if you have been required to submit other supporting documents these are to be sent to the Admissions Unit (uccadmissions@ucc.edu.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. 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 during the semester session.**
11. Complete the **Course Registration Form (CRF)** and upload it to the **Student Registration Request Form (SRRF)** portal link received from 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) portal link**.
14. **Complete Registration with SFS-** Moodle Learning Management System account creation and enrolment for fully registered students begins two weeks before the start of the semester and continues daily through the end of the Add/Drop period. During this time, students can expect their course dashboards to be updated within 24 hours after completing registration.

New students should be reminded that active student email accounts are required to receive their Moodle access credentials. **Students are prohibited from sharing course access links to other students.**

Returning Students Registration

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 during 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*)

Course Selection/Registration

1. **AEorion-** In AEorion, go to “Register for Classes” and select "Begin/Continue Registration" and select the Year (2026), Semester (Fall), Undergraduate and Location. For location: Check your assigned campus listing first for available face-to-face classes. In searching for your designated campus, search 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 **UCC Online**, 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 during the semester period.
2. Contact your Advisor/Programme Coordinator/Campus Representatives to confirm that your ***Course Registration Form (CRF)*** has been approved.
Full-Time students are allowed to take a MINIMUM of 12 credits per semester.
Note: You must complete 30 credits for the academic year to maintain this status.
3. Proceed to the Cashier to pay or make financial arrangement with SFS/Campus Manager or make payment online.
4. 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.
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.

Please note carefully:

- **Students must not share or use another student's Curriculum Map.**
- **K24 (Fall 2024 admitted students) check with your Programme Coordinator as your MOEY Scholarship has ended. Please engage with your Programme Coordinator if you have failed any courses and make arrangements to join the Traditional ASc degree programme.**
- **K25 (Fall 2025 admitted students) check with your Programme Coordinator to ensure you select the correct classes for in Fall 2026 (course and class section). Students assigned to the Kingston campus, should check the Kingston listing first for scheduled classes.**
- **K26 (Fall 2026 admitted students on MOEY scholarship) check with your Programme Coordinator to ensure you select the correct classes for in Fall 2026 (course and class section). K26 Students (intake Fall 2026) must complete all first-year courses by Summer 2027. Students assigned to the Kingston campus, should check the Kingston listing first for scheduled classes.**
- 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

Based on the Tuition Fee structure (**Fall 2026**), 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

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.

ID Card Processing and Collection

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

Email Activation

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

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: Form- Course Registration- Associate and Bachelor Degree
- Appendix 1B: Form- Course Registration- 6th Form Pathway, R13 and K25/K26
- Appendix 1C: Form- Course Registration- Certificates, Pre-Associate, Diplomas & Occupational Associate Degrees
- Appendix II- Tuition Payment Methods
- Appendix III- Payment Options
- Appendix IV- Registration Flow Chart (Schematic representation of the Registration Process)



Course Registration Form – Fall 2026

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 **Fall 2026** **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 during the semester session.**
- Complete the [Course Registration Form \(CRF\)](#) with the available courses for Fall 2026 then upload the CRF to the ***Student Registration Request Form (SRRF)*** portal link. 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 in a semester (4 x 3-credit courses). Note: You must complete 30 credits for the academic year.**
- 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 August 14, 2026 (Option A).** Selecting a course does not constitute Registration.
- Payments for **(Option B)** should be made between **August 15, 2026 and September 2, 2026**
- 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 **September 19, 2026 (Option B).**

Completing the Registration Form

- a. This ***CRF*** must be completed and uploaded to the ***Student Registration Request Form (SRRF)*** portal link received from 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)*** portal link.

**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)				
Semester: Fall 2026	Final semester Comment: Y/N	Student ID#:	Campus: <i>(Mandatory for all students)</i>	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:				
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: <i>Programme Coordinator/HOD</i>			Date:	
Discretionary Approved by: HOD/Dean: <i>(As required)</i>			Date:	
<i>Course Registration Procedure, October 2019, Revised Fall 2026</i> https://ucc.edu.jm/document/course-registration-procedure				



Course Registration Form – Fall 2026

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 ASc 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 Summer Session.
- **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 during the semester session.**
- 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 Fall 2026. **Pay attention to course code and course name.**
Note: K25/K26 (Fall 2025/2026 admitted students), and R13 (Fall 2024 admitted students but incomplete) - check with Programme Coordinator before selecting courses for Fall 2026.
- Complete the ***Course Registration Form (CRF)*** with the available courses for Fall 2026 then upload the ***CRF*** to the **Student Registration Request Form** portal link. **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 August 14, 2026 (Option A).** Selecting a course does not constitute Registration.
- Payments should be made for **Option B** between **August 15, 2026 and September 2, 2026**
- 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 **September 19, 2026 (Option B).**

Completing the Registration Form

- a. This form must be completed and uploaded to the ***Student Registration Request Form (SRRF)*** portal link received from 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)*** portal link.

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

Course Selection Approval- 6 th Form Pathway- R13 and K25/K26 (Form must be saved as Microsoft Word format)				
Semester: Fall 2026	Final semester Comments: Y/N	Student ID#:	Campus: <i>(Mandatory for all students)</i>	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:				
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: <i>Programme Coordinator/HOD</i>			Date:	
Discretionary Approved by: HOD/Dean: <i>(As required)</i>			Date:	
<i>Course Registration Procedure, October 2019, Revised Fall 2026</i> https://ucc.edu.jm/document/course-registration-procedure				

Appendix 1C: Form- Course Registration- Certificates, Pre-Associate, Diplomas & Occupational Associate Degrees (OAD)



Course Registration Form – Fall 2026

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 Fall 2026.
- Complete the ***Course Registration Form (CRF)*** with the available courses for Fall 2026 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 and complete registration with Student Financial Affairs (SFS).

- Payments should be made between **July 5, 2026 and September 2, 2026**
- 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)*** ***portal link*** received from 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)*** ***portal link***.

**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 (OAD) (Form must be saved as Microsoft Word format)				
Semester: Fall 2026	Final semester Comments: Y/N	Student ID#:	Campus: <i>(Mandatory for all students)</i>	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).				
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:				
<i>Programme Coordinator/HOD</i> Date:				
Discretionary Approved by: HOD/Dean: <i>(As required)</i> Date:				
<i>Course Registration Procedure, October 29, 2019, Revised Fall 2026</i> https://ucc.edu.jm/document/course-registration-procedure				



Tuition Payment Methods

1. Aeorion Account

After logging on (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 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

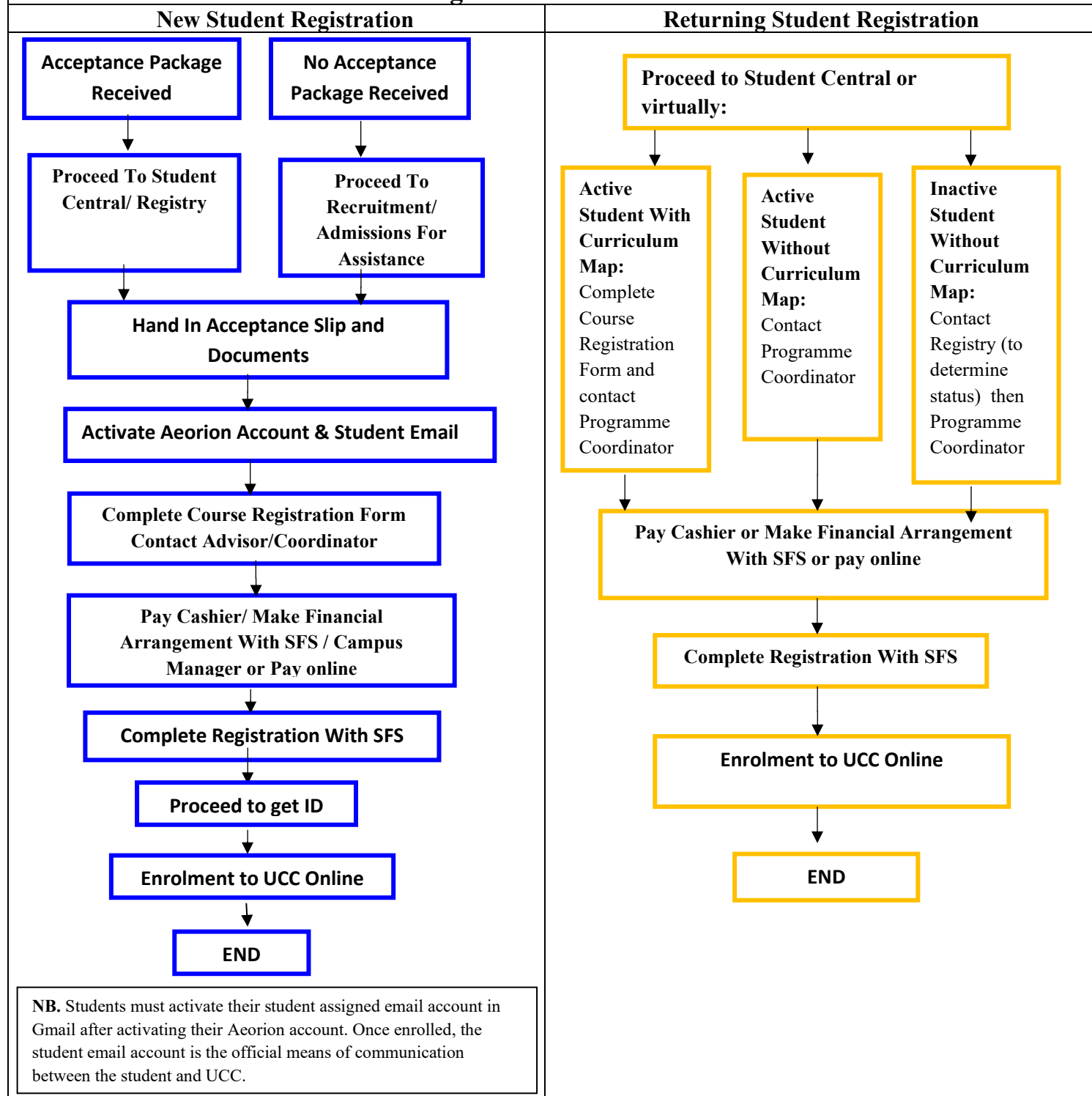
Proof of Payment

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 or your Campus Representatives.
3. Proof of payment should be uploaded to the *Student Registration Request Form (SRRF) portal link*.

 UNIVERSITY OF THE COMMONWEALTH CARIBBEAN Fostering Leadership & Innovation		
Payment Option – Fall Semester 2026		
	New and Returning students may choose any of the two (2) payment options.	
	OPTION A	OPTION B
Deposit Required	NEW STUDENTS & STUDENTS RETURNING FROM LEAVE OF ABSENCE: Will receive a 10% tuition discount for the 2026 Fall Semester only, whether payment is made in full during early or normal registration. This is applicable to three (3) credit courses. Discount is not applicable to the Miscellaneous fees of \$21,000.00. RETURNING STUDENTS: Pay in full for 3 or more 3 credit courses and receive a 10% discount. RETURNING STUDENTS (Commonwealth): Pay in full for 3 or more 3 credit courses and receive a 5% discount.	NEW STUDENTS & STUDENTS RETURNING FROM LEAVE OF ABSENCE: 30% of Total Course Cost + Miscellaneous Fees of \$21,000.00. RETURNING STUDENTS: 30% of Total Course Cost plus Miscellaneous Fees of \$21,000.00.
Registration Period	July 5, 2026 – September 2, 2026 - NEW STUDENTS July 5, 2026 – August 14, 2026 - RETURNING STUDENTS	July 5, 2026 – September 2, 2026
Financing Arrangement	100% Financing Available Through External Providers	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). 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 dates of September 28, October 28 and November 28, 2026.
Repayment Deadline	All amounts owed must be paid by September 2, 2026 for New students to benefit from the discount.	Unfulfilled commitments will result in financial holds/ restrictions to your account.
Late Registration Period	No Late Registration allowed for this group.	September 5 - 19, 2026. (Courses should have been selected in AEorion by September 2, 2026).
Late Registration Fee	(No Late Registration allowed for this group)	\$3,500.00
Add/Drop Period	September 5 - 19, 2026 (Add/Drop allowed but No course selection is allowed. Courses should have been selected in Aeorion on or before September 2, 2026.	September 5 - 19, 2026 (Add/drop allowed. Courses should have already been selected in AEorion before September 2, 2026. Students will NOT be facilitated for initial course selection during this period.)
Accelerated Synchronous Programme	Students will pursue 2 courses per cycle. Course cost is US\$290.00 each. Students are required to pay in full to get registered.	Start dates, Jan., March, May, July, Sept., Nov.

Registration Flowchart



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