



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

Student Course Registration Procedure

October 2019, Last Revised November 2025

Spring Semester 2026

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



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


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Contact:	Associate Vice President for Academic Affairs
Appendices:	<ul style="list-style-type: none"> ▪ Appendix IA- Course Registration Form- ASc and BSc ▪ Appendix IB- Course Registration Form- K23 & K24 ▪ Appendix II - Online Payment Methods ▪ Appendix III- Payment Option ▪ Appendix IV- Registration Flow Chart
Related Policies/Procedures:	<ul style="list-style-type: none"> ▪ 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: Prof. Sheilah Paul Associate Vice President for Academic Affairs Signature:  Date of Revision: November 5, 2025	APPROVED BY: UCC President Name: Professor Colin Gyles UCC President Signature: Date of Revision:

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Spring Semester 2026

Course Registration Procedure

October 2019, Revised November 2025
(Synchronous 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 December 20, 2025 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 classes online and others face-to-face at the designated campus location during the semester period.**
- 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.

K23 Students- Students *admitted Fall 2023 on MOEY scholarship* are K23 students. **MUST complete all courses for the ASc. degree programme in Spring 2026. Please engage with your Programme Coordinator if you have failed any courses.**

R13 Students- Students who began as K23 (*admitted Fall 2023*) 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. You must complete by Spring 2026. Please engage with your Programme Coordinator if you have failed any courses.

K24 Students- Students (*Fall 2024 admitted students on MOEY scholarship*) please engage with your Programme Coordinator **BEFORE** making class selections for Spring 2026. **Any year one courses failed or not completed may not be available. You are expected to complete the programme in Spring 2026.**

K25 Students- K25 (Fall 2025 admitted students on MOEY scholarship) check with your Programme Coordinator to ensure you select the correct classes for in Spring 2026 (course and class section). 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- 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 Spring 2026.**

Form Upload- 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. **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 **November 16, 2025 and December 20, 2025.**
- **Normal Registration Period (Option B):** Payments should be made between **November 16, 2025 and January 7, 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 **January 7, 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 **January 24, 2026.**

New Students Registration

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 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)
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 period.**
11. Complete the *Course Registration Form (CRF)* and upload it to the *Student Registration Request Form (SRRF)* 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)*.
14. **Complete Registration with SFS-** Moodle 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 (Spring), 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 **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** 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 (CRF)** 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 (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 complete all courses for the ASc. degree programme in Spring 2026. 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 in Spring 2026 (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 may not be available and you are expected to complete in Spring 2026.**
- **K25 (Fall 2025 admitted students on MOEY scholarship) check with your Programme Coordinator to ensure you select the correct classes for in Spring 2026 (course and class section). 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 (**Spring Semester 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, K23, K24 and K25
- 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 – Spring Semester 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 Spring 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 period.**
- Complete the ***Course Registration Form (CRF)*** with the available courses for in Spring 2026 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 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 December 20, 2025 (Option A).** Selecting a course does not constitute Registration.
- Payments for **(Option B)** should be made between **November 16, 2025 and January 7, 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 **January 24, 2026 (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 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)				
Semester: Spring 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 <ul style="list-style-type: none"> ▪ 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 Spring 2026</i> https://ucc.edu.jm/document/course-registration-procedure				



Course Registration Form – Spring Semester 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 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 during 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 Spring Semester 2026. **Pay attention to course code and course name. Note: K23 /K24/K25 (Fall 2023/2024/2025 admitted students), and R13 (Fall 2022 admitted students but incomplete) - check with Programme Coordinator before selecting courses for Spring 2026.**
- Complete the *Course Registration Form (CRF)* with the available courses for Fall Semester 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 December 20, 2025 (Option A).** Selecting a course does not constitute Registration.
- Payments should be made for **Option B** between **November 16, 2025 and January 7, 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 **January 24, 2026 (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 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 th Form Pathway- R13, K23 and K24 (Form must be saved as Microsoft Word format)				
Semester: Spring 2026	Final semester Comments: Y/N	Student ID#:	Campus: (Mandatory for all students)	Student Tel#:
Student Name:				
Programme:				
Advisor/Coordinator:				
GPA: (Not applicable to new students)		Overall Credits Completed: (Add all the relevant credits earned under the various sections on the Programme Check)	Full-Time/Part-Time:	
Course Code:		Course Title:	Class Day, Time & Campus	
1).				
2).				
3).				
4).				
5).				
Recommendations:				
Data Protection Act <ul style="list-style-type: none"> ▪ 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:(As required)			Date:	
<i>Course Registration Procedure, October 2019, Revised Spring 2026</i> https://ucc.edu.jm/document/course-registration-procedure				

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



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

- Payments should be made between **November 16, 2025 and January 7, 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)*** 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)***.

**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)				
Semester: Spring 2026	Final semester Comments: Y/N	Student ID#:	Campus: (Mandatory for all students)	Student Tel#:
Student Name:				
Programme:				
Advisor/Coordinator:				
GPA: (Not applicable to new students)		Overall Credits Completed: (Add all the relevant credits earned under the various sections on the Programme Check)		Full-Time/Part-Time:
Course Code:	Course Title:		Class Day, Time & Campus	
1).				
2).				
3).				
4).				
5).				
6).				
7).				
8).				
Recommendations:				
<p>Data Protection Act</p> <ul style="list-style-type: none"> ▪ 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:				
<i>Course Registration Procedure, October 29, 2019, Revised Spring 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 is sent to sfs@ucc.edu.jm or your Campus Representatives.



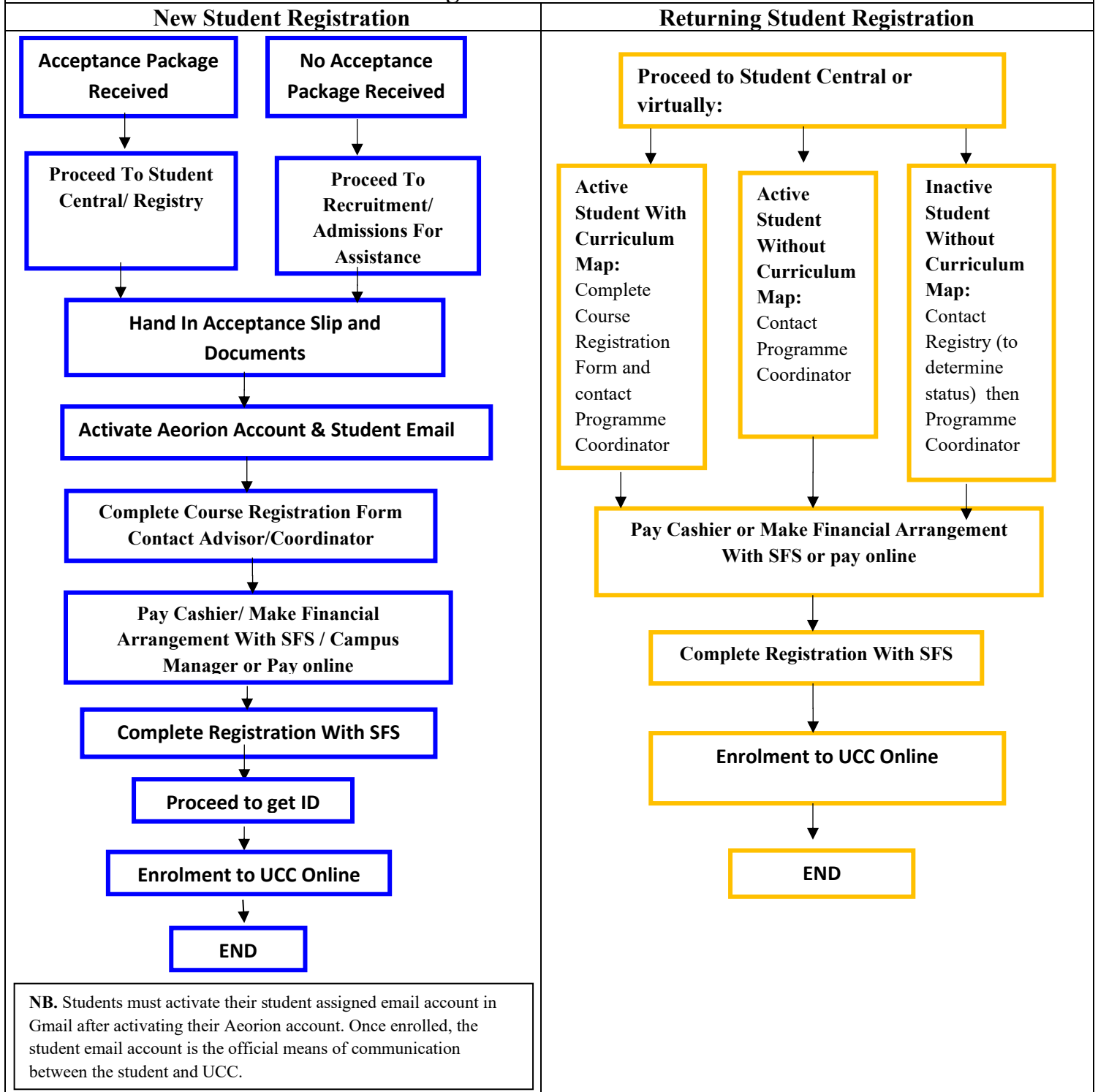
Tuition Payment Options- Spring 2026 Semester

		New and Returning student may choose any of the two (2) payment options. Spring 2026	
		OPTION A	OPTION B
Deposit Required	<p>NEW STUDENTS Pay in full for 3 or more courses including Foundation modules plus miscellaneous fee and receive a 15% discount on the tuition cost only.</p> <p>RETURNING STUDENTS: Pay in full for 3 or more 3- credit courses and receive a 10% discount on tuition only.</p> <p>NEW and RETURNING STUDENTS (Commonwealth) Pay in full for 3 or more 3 credit courses and receive a 10% discount.</p> <ul style="list-style-type: none"> Discount is not applicable to the Spring 2026 Pro- rated Miscellaneous fees of \$15,000.00 for the three groups above. NB. Miscellaneous fee is nonrefundable after the commencement of classes. 		<p>NEW STUDENTS 30% deposit of Total Course Cost + Miscellaneous Fee pro-rated (\$15,000) to get registered.</p> <p>RETURNING STUDENTS: 30% deposit of total course Cost plus pro-rated miscellaneous fee of \$15,000.00 where applicable eg. Returning from Leave of Absence.</p> <p>NB. Miscellaneous fee is nonrefundable after the commencement of classes.</p>
Registration Period	<p>November 16, 2025 – December 20, 2025 for returning student November 16, 2025 – January 7, 2026 for new student</p>		December 21, 2025 – January 7, 2026
Financing Arrangement	100% Financing Available Through External Providers	Commit to complete registration by selecting courses and paying in full.	<p>Commit to complete registration by selecting courses and paying balance remaining using preferred financial arrangement (loans, scholarship, commitment letter etc).</p> <p>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</p>
Repayment Deadline		All amounts must be paid by Dec. 20, 2025 for returning students and Jan. 7, 2026 for New students	Remaining 70% must be paid in three monthly instalments: (Jan. to March. 2026 on the 28 th of each month). Unfilled commitments will result in financial holds/restrictions to your account.
Late Registration Period	No Late Registration allowed for this group.		January 11, 2026 – January 24, 2026 (Courses should have been selected on Aeorion prior to the close of normal registration January 7, 2026.
Late Registration Fee	(No Late Registration allowed for this group)		\$3,500.00

Add/Drop Period	January 11, 2026- January 24, 2026 (Add/Drop allowed). Courses should have been selected in Aeorion and Registered on or before December 20, 2025 for returning student and January 7, 2026 for new students.	Jan. 11, 2026 – Jan. 24, 2026. (Add/ drop allowed. Courses should have already been selected in Aeorion prior to January 7, 2026. Students will NOT be facilitated for initial course selection during this period.)
NB: Students' Loan Bureau (SLB) loan is available for students who are not paying in full. Please be advised that guarantors are no longer required to access funding from the SLB.		



Registration Flowchart



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