



**UNIVERSITY OF THE  
COMMONWEALTH  
CARIBBEAN (UCC)**

*Fostering Leadership & Innovation*

# **Student Identification Procedure June 2020**

**Last Revised June 25, 2021**

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**Graduate and Undergraduate Programmes**



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

<b>Policy/Procedure Title:</b>	Student Identification Procedure
<b>Policy/Procedure Number:</b>	AAI-06-2020
<b>Date Revised:</b>	June 2020, Revised June 2021
<b>Date Approved by Academic Council:</b>	June 25, 2021
<b>Date Approved by Executive Council:</b>	August 3, 2021
<b>Date of Next Revision:</b>	June 25, 2023
<b>Contact:</b>	Senior Director, College of Graduate Studies Dean, Undergraduate Studies Director, Department of Student Affairs
<b>Appendices:</b>	Student ID Request Form
<b>Related Policies/Procedures:</b>	
<b>Position(s) Responsible for Adherence to Policy:</b>	IS&T Supervisor and Manager, Programme Coordinators, Lecturers, Heads of Department (HOD), Head of Schools (HOS), Registrar, Dean, Director, Administration and Student Services Senior Director, and the Associate Vice President of Academic Affairs (AVPAA)
<b>APPROVED BY: UCC Academic Council</b>	<b>APPROVED BY: UCC Executive Council</b>
Name: Dr. Yvonne Dawkins, Associate Vice President, Academic and Students' Affairs	Name: Professor Dennis J. Gayle, University President
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date:</b> June 25, 2021	<b>Date:</b> August 3, 2021



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## **Student Identification Procedure June 2020 Last Revised June 25, 2021**

**Student Identification Number-** Students are assigned a unique Student Identification (ID) Number in the Aeorion Student Management System and this is clearly indicated in the Letter of Admission. 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 University.

**Student Identification Access Card-** Only registered students are issued a UCC Student ID Access Card which portrays the student's photograph, name, student identification number, programme of study and the expected date of completion.

### **Degree Programmes**

Students pursuing undergraduate and graduate programmes are issued UCC Student ID Access Cards.

### **Certificate Courses**

- Students pursuing undergraduate degree modules as a certificate course are issued ID numbers through Aeorion but they are not issued a UCC ID Access Card.
- Students pursuing Corporate Education Certificate Courses are also assigned student ID numbers through Aeorion but they are not issued a UCC ID Access Card.
- Students pursuing customized training or an external certificate programme through a UCC licensee, franchisee or other educational partner are assigned student ID numbers through Aeorion, but they are not issued a UCC ID Access Card.

**Purpose of Student Identification-** The student identification number and the ID Access Card are used for:

- **Entry-** The ID Access Card is used to enter classes, to use the library, access computer labs, and for admission sit examinations including Mid Semester Assessment (MSA) and End of Semester Assessment (EOSA).
- **Learning-** The ID number is used by students to select courses, add/drop courses, view notes, upload E-Journals, print exam permits and communicate with lecturers.
- **Assessment-** The ID number is required to print exam permits, must always be placed on all assignments, including when uploading assignments, quizzes, projects exams and to download unofficial grade report.
- **Payment-** The student ID number is used as the Student Account Number when making

online payments.


- **Access Services:** The Student ID will give students access to discounts and services from external partners and companies.

### Processing Cost

- **First ID-** Students are not required to pay for the first issued ID as the cost is included in the course. Students will be notified via email (from: [studentids@ucc.edu.jm](mailto:studentids@ucc.edu.jm)) when the ID is completed. Students should collect their student ID two weeks after add/drop.
- **Replacement ID-** The cost to replace lost or stolen Student ID Access Cards is \$1,000.00 (Caribbean and Non-Jamaica students) and International students pay US\$10.00. The payment is made online or at the Cashier. When the ID is completed students are notified via email from [studentids@ucc.edu.jm](mailto:studentids@ucc.edu.jm).

### Processing Identification

- **First ID-Online/International Students-** Newly enrolled online or international students should complete the Student ID Request Form/Student Application Form with the information below then scan and email to: [studentids@ucc.edu.jm](mailto:studentids@ucc.edu.jm).
  1. **Name-** Student's full name
  2. **ID Number-** Student's ID Number
  3. **Programme-** The Programme of Study
  4. **Picture-** Passport size picture (*Taken according to Photo Specification Requirements below*)
  5. **Signature-** Students will be required to sign their signature (identical to that of your Application Form).

<b>Student ID Request Form/Student Application Form</b> (The request is sent after the end of Add/Drop)	
 <b>Picture</b>	<b>Name:</b>
	<b>ID No.</b>
	<b>Programme:</b>
	<b>Signature:</b> (The signature should not touch the lines)

- **First ID-Students On Campus-** Newly enrolled students on campus should visit the IS&T Department to have their photograph taken, provide items 1-3 above, sign the Student ID Request Form/Student Application Form and wait for the card to be issued. Students taking pictures on campus should observe the Photo Specification Requirements below.
- **Replacement ID-** The payment receipt along with the student's name and identification number should be sent to the IT Department at: [studentids@ucc.edu.jm](mailto:studentids@ucc.edu.jm) for the ID to be reprinted. Students who pay in person at the Worthington Campus Cashier will have their ID printed by the IS&T Department on the same day.

**Processing Timelines-** IDs are processed within 3-5 business days. When the ID is completed students are notified via email from [studentids@ucc.edu.jm](mailto:studentids@ucc.edu.jm)

**Delivery and Collection-** Students are required to provide an identification to pick up printed Student ID and persons collecting an ID on behalf of a student must provide a notarized permission letter signed by the student.

- **Worthington Campus-** IDs are processed and made available for pickup on Tuesdays and Thursdays between 9:00 am and 6:30 pm at Front Desk. (During COVID-19 restriction please collect ID from the Security Post)
- **Regional Campus-** Regional students should collect IDs at Regional Campus or contact their Campus Managers.

**Online and International Students-** Student ID Access Cards are sent via courier or postage with duration of delivery dependent on chosen method of delivery. An interim soft copy ID will be issued via email by the IS&T Department within 3-5 business days of email notification.

### **Processing Digital Identification**

Digital Identification- To limit physical presence and visits to UCC's main campus, digital Student Identification Cards has been issued since Summer 2020. To apply for your digital Student Identification Cards students are required to upload and submit a digital photograph and a digital signature using their finger on their 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.

**Photo Specification Requirements-** When applying for a UCC Student ID you must provide one (1) photo according to these specifications:

#### **Physical Photo**

- In color
- 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head. View the Photo Composition Template for more size requirement details.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Uniforms should not be worn in your photo, except religious clothing that is worn daily
- Must be printed on photo quality paper

#### **Digital Photo**

- In color
- Taken within the last 6 months to reflect your current appearance
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open

#### **Resolution, Print Size, and Quality**

- Submit a high resolution photo that is not blurry, grainy, or pixelated.
- The correct size of a passport photo is:
  - 2 x 2 inches (51 x 51 mm)
  - Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head
- Printed on matte or glossy photo quality paper
- Do not digitally change the photo
- You cannot submit a damaged photo with holes, creases, or smudges.

#### **Pose and Expression**

- Have a neutral facial expression or a natural smile, with both eyes open.
- Face the camera directly with full face in view.

#### **Photo Attire for All Pictures**

- **Uniforms-** Uniforms should not be worn in your photo, except religious clothing that is worn daily.
- **Head covering-** Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
- **Headphones-** Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
- **Glasses-** If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo.
  - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)
  - Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.