

## UCC Students Help Desk

**Tel: 876-906-3000**

Department	Extensions	CUG Mobile#	Contact Email	Hours of Operation
Department of Student Affairs	Ext.: 3994	876-319-3913; 876-542-4023;	<a href="mailto:studentaffairsdirector@ucc.edu.jm">studentaffairsdirector@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b>
	Ext.: 3997		<a href="mailto:studentaffairsadmin@ucc.edu.jm">studentaffairsadmin@ucc.edu.jm</a>	Mon-Thurs: 8:30 am-5:30 pm
	Ext.: 4063	876-788-0263	<a href="mailto:studentaffairsstudentworker@ucc.edu.jm">studentaffairsstudentworker@ucc.edu.jm</a>	Sundays: 8:30 am-4:00 pm
IS&T	Ext.: 3986	876-322-6961;	<a href="mailto:smssupport@ucc.edu.jm">smssupport@ucc.edu.jm</a>	Mon-Thurs: 8:30 am-7:00 pm
	Ext.: 3985	876-822-6909;		Sundays: 8:30 am-5:30 pm
	Ext.: 3983	876-322-2980		
UCC Online	Ext.: 4007	876-822-6838;	<a href="mailto:uconlineofficer@ucc.edu.jm">uconlineofficer@ucc.edu.jm</a>	Mon-Thurs: 7:30 am-7:00 pm
	Ext.: 4008	876-322-5920;	<a href="mailto:uconlineofficer2@ucc.edu.jm">uconlineofficer2@ucc.edu.jm</a> ;	Sundays: 7:30 am-6:00 pm
	Ext.: 4009	876-802-5891	<a href="mailto:uconline@ucc.edu.jm">uconline@ucc.edu.jm</a>	
			<a href="mailto:uconlinecoordinator@ucc.edu.jm">uconlinecoordinator@ucc.edu.jm</a> ;	
		<a href="mailto:uconlinedirector@ucc.edu.jm">uconlinedirector@ucc.edu.jm</a>		
Aeorion	Ext. : 4072	876-322-1178	<a href="mailto:smsadministrator@ucc.edu.jm">smsadministrator@ucc.edu.jm</a>	Mon-Thurs: 8:30 am - 5:30 pm
				Fridays: 8:30 am - 4:30 pm
				Sundays: 8:30 am - 4:00 pm
Student Financial Services (SFS)	Ext. : 3978	876-347-5829	<a href="mailto:sfs@ucc.edu.jm">sfs@ucc.edu.jm</a>	<b><u>Staff on Campus</u></b>
	Ext.: 3979	876-321-0969		Mon-Friday: 9 am- 4:00 pm
	Ext.: 3980	876-339-1099		
	Ext.: 4078	876-822-6959		<b><u>Staff By Phone/Email:</u></b>
				Mon-Thurs: 8:30 am- 5:30 pm
			Fridays: 8:30 am - 4:30 pm	
			Sundays: 8:00 am - 4:00 pm	
Programme Coordinators	Ext: 3992	876-548-0536	Tourism & Hospitality Management	<b><u>Staff By Phone/Email:</u></b>
			<a href="mailto:tourismcoordinator@ucc.edu.jm">tourismcoordinator@ucc.edu.jm</a>	Mon and Tues: 8:30 am-5:30pm
				Wednesday: 10:00 am - 7:00pm
<b>Staff on Campus</b>				Thursdays 7:00 am - 4:00pm

<b>Monday-Friday</b>				Fridays: 8:30 am - 4:30 pm
<b>9:00am- 4:00pm</b>				1st Sundays: 8:30 am - 4:00 pm
	Ext.: 4039	876-822-7254	Business Administration <a href="mailto:pthomas@ucc.edu.jm">pthomas@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b> Tues-Thurs: 8:30 am -5:30 pm Mondays: 10:00 am - 7:00 pm Fridays: 8:30 am - 4:30pm 1st & 5th Sundays: 8:30 am-4:00pm
	Ext.: 3996	876-548-0282	Marketing <a href="mailto:Businessprogrcoordinator2@ucc.edu.jm">Businessprogrcoordinator2@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b> Mon - Tues: 8:30 am - 5:30 pm Wednesdays: 9:00 am- 6:00 pm Thursday: 10:00 am - 7:00 pm Fridays: 8:30 am - 4:30 pm 4th Sunday- 8:30 am - 4:00 pm
	Ext.: 4037	876-548-0629	Information and Technology <a href="mailto:itprogrammeofficer@ucc.edu.jm">itprogrammeofficer@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b> Mondays: 7:00 am - 4:00 pm Tuesdays : 10:00 am - 7:00 pm Wed-Thurs: 7:00 am - 4:00 pm Fridays: 8:30 am - 4:30 pm 3rd Sundays- 8:00 am - 4:00 pm
	Ext.: 4041	876-548-0246	Business Administration <a href="mailto:dsmith@ucc.edu.jm">dsmith@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b> Tuesdays: 9:00 am - 6:00 pm Mondays: 10:00 am - 7:00 pm Wednesdays: 10:00 am - 7:00 pm Thursdays 10:00 am - 7:00 pm Fridays: 8:30 am - 4:30 pm 2nd Sundays- 8:30 am - 4:00 pm
	Ext.: 4043	876-548-0352	Business Administration <a href="mailto:businessprogrcoordinator@ucc.edu.jm">businessprogrcoordinator@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b> Mondays: 7:00 am - 4:00 pm Tuesdays: 10:00 am - 7:00 pm Wed -Thurs: 8:30 am - 5:30 pm Fridays: 8:30 am - 4:30pm 3rd Sunday: 8:30 am - 4:00 pm

	Ext.: 4040	876-548-0502	Human Resource Management <a href="mailto:nwilliamson@ucc.edu.jm">nwilliamson@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b> Mondays: 9:00 am - 6:00 pm Tuesdays: 8:30 am- 5:30pm Wednesdays: 7:00 am - 4:00 pm Thursdays: 10:00 am- 7:00 pm Fridays: 8:30 am- 4:30 pm 4th Sunday: 8:30 am - 4:00 pm
	Ext.:4025	876-320-7981	Department of Law <a href="mailto:mmwatts@ucc.edu.jm">mmwatts@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b> Mon-Thurs: 8:30-5:30 pm Fridays: 8:30- 4:30 pm 1st & 3rd Sun: 8:30 am- 4:00 pm
	Ext.: 4023	876-805-5147	General Studies & Behavioural Sciences <a href="mailto:genstudiesprogrcoord@ucc.edu.jm">genstudiesprogrcoord@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b> Monday: 8:30 am - 5:30 pm Tuesdays: 7:00 am - 4:00 pm Wednesday: 10:00 am -7:00 pm Thursdays: 9:00 am - 6:00 pm Fridays: 8:30 am - 4:30 pm 1st Sunday: 8:30 am - 4:00 pm
	Ext.4039	876-548-0466	Business Administration <a href="mailto:busprogrcoordinator3@ucc.edu.jm">busprogrcoordinator3@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b> Mon and Tues: 8:30 am -5:30 pm Wednesday: 9:00 am - 6:00 pm Thursdays: 10:00 am -7:00 pm Fridays: 8:30-4:30 pm 4th Sunday: 8:30 am - 4:00 pm
Region- Montego Bay	Ext.: 4050 Ext.: 4052	876-337-9835	<a href="mailto:jcraig@ucc.edu.jm">jcraig@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b> Mon-Thurs: 12:00 - 9:00 pm Saturdays: 6:00 pm-9:00 pm Sundays: 8:30 am-6:30 pm
Region- May Pen	Ext.: 4090	876-322-2327; 876-322-3306	<a href="mailto:maypenprogofficer@ucc.edu.jm">maypenprogofficer@ucc.edu.jm</a>	<b><u>Staff By Phone/Email</u></b> Mon-Thurs: 10:00 am- 9:00 pm Sundays: 9:00 am- 4:30 pm
			<a href="mailto:regionalrecruitmentadvisor@ucc.edu.jm">regionalrecruitmentadvisor@ucc.edu.jm</a>	Mon- Thurs: 8:30am- 5:30pm

Region- Ocho Rios	Ext.: 4082	876-795-0983;	<a href="mailto:uccochorios@ucc.edu.jm">uccochorios@ucc.edu.jm</a> ; <a href="mailto:ochorrioscampusmanager@ucc.edu.jm">ochorrioscampusmanager@ucc.edu.jm</a> ;	<b><u>Staff By Phone/Email:</u></b>
	Ext.: 4084	876-337-9800	<a href="mailto:ochoriosprogrcoordinator@ucc.edu.jm">ochoriosprogrcoordinator@ucc.edu.jm</a> ;	Mon-Thurs: 11:00 am-8:00 pm
			<a href="mailto:ochoriosprogrofficer@ucc.edu.jm">ochoriosprogrofficer@ucc.edu.jm</a>	Sundays: 9:00 am-4:00 pm
Region- Mandeville		876-906-3000 press 5 and 5; 876-337-9793;	<a href="mailto:mandeville@ucc.edu.jm">mandeville@ucc.edu.jm</a> ;  <a href="mailto:msmith@ucc.edu.jm">msmith@ucc.edu.jm</a> ; <a href="mailto:fblair@ucc.edu.jm">fblair@ucc.edu.jm</a> ; <a href="mailto:mandevilleprogrofficer@ucc.edu.jm">mandevilleprogrofficer@ucc.edu.jm</a> ;	<b><u>Staff By Phone/Email:</u></b>  Mon -Thurs: 11:00 am- 8:00 pm Fridays: 10:00 am- 3:00 pm
Library	Ext. : 3987 Ext.: 3989	876-796-7866	<a href="mailto:asklibrary@ucc.edu.jm">asklibrary@ucc.edu.jm</a>	<b><u>Staff By Phone/Email:</u></b> Mon-Thurs: 8:30 am- 5:30 pm Fridays: 8:30 am- 4:30 pm
Corporate Education	876-906-3214; 876-906-3216;	876-315-8218 876-548-0503 876-805-5135	<a href="mailto:corporate_edu@ucc.edu.jm">corporate_edu@ucc.edu.jm</a>	<b><u>Staff on Campus</u></b> Mondays and Wednesday: 9:00am-4:00 pm  <b><u>Staff By Phone/Email:</u></b> Mon-Thurs: 8:00 am-8:00 pm Friday: 8:30 am-4:30 pm Sunday 9:00 am- 6:00 pm
UCCA 876-999-0213	Ext.: 3971 Ext.: 3950 Ext.: 4071 Ext.: 4055 Ext.: 4000	876-319-2967; 876-321-2647; 876-339-0128 876-548-0443	<a href="mailto:uccapincipal@ucc.edu.jm">uccapincipal@ucc.edu.jm</a> ; <a href="mailto:principalecap@ucc.edu.jm">principalecap@ucc.edu.jm</a> <a href="mailto:ecapmanager@ucc.edu.jm">ecapmanager@ucc.edu.jm</a> ; <a href="mailto:uccamanager@ucc.edu.jm">uccamanager@ucc.edu.jm</a> <a href="mailto:ecapadminassistant">ecapadminassistant</a>	Mondays - Fridays: 8:00 am - 8:00 pm
Registry	Ext.: 3952 Ext.: 3955 Ext.: 3957	876-802-4572; 876-319-2970; 876-322-2980	<a href="mailto:universityregistrar@ucc.edu.jm">universityregistrar@ucc.edu.jm</a> ; <a href="mailto:recordssupervisor@ucc.edu.jm">recordssupervisor@ucc.edu.jm</a> ; <a href="mailto:admissionssupervisor@ucc.edu.jm">admissionssupervisor@ucc.edu.jm</a>	Mon-Thurs: 8:30 am - 5:30 pm Fridays: 8:30 am - 4:30 pm
Live Chat- General	Ext.: 4061	876-322-5153	<a href="mailto:customersservicerep@ucc.edu.jm">customersservicerep@ucc.edu.jm</a>	Mon-Thurs: 8:30 am - 5:30 pm Fridays: 8:30 am - 4:30 pm
Live Chat- SFS	Ext.: 3979	876-618-7430	<a href="mailto:balance.statement.sfs@ucc.edu.jm">balance.statement.sfs@ucc.edu.jm</a>	Mon-Thurs: 8:30 am - 5:00 pm Fridays: 8:00 am - 4:00 pm
<b><i>Updated July 10, 2020</i></b>				