

## WHAT MECHANISMS ARE IN PLACE FOR STUDENTS' CONCERNS?

Students may submit administrative complaints in writing to their Programme Coordinators at [corporate\\_edu@ucc.edu.jm](mailto:corporate_edu@ucc.edu.jm).

If students are unable to reach their lecturer within the scheduled times, they can advise their coordinator via email at [corporate\\_edu@ucc.edu.jm](mailto:corporate_edu@ucc.edu.jm).

## WHAT SUPPORT IS IN PLACE FOR ONLINE STUDENTS?

- Online support comes in three forms:  
Technical support regarding activation of your student account for student ID and printing of exam permits; email Programme Coordinator: [corporate\\_edu@ucc.edu.jm](mailto:corporate_edu@ucc.edu.jm)
- Technical support regarding connectivity into your live online classroom before, during or after class time, email Online Coordinator: [neil@thinkwebgroup.com](mailto:neil@thinkwebgroup.com)
- Students may submit general administrative requests to their Programme Coordinator at [corporate\\_edu@ucc.edu.jm](mailto:corporate_edu@ucc.edu.jm)
- If you have any further queries about our programmes or would like to register a group, **please call us at 876-906-3000 ext. 3999 and 4056 or email: [corporate\\_edu@ucc.edu.jm](mailto:corporate_edu@ucc.edu.jm)**

## CONTACT US:

CORPORATE EDUCATION DIVISION  
University of the Commonwealth Caribbean  
17 Worthington Avenue, Kingston 5, Jamaica  
Tel: 876-906-3000 ext. 3999 or 4056.  
Email: [corporate\\_edu@ucc.edu.jm](mailto:corporate_edu@ucc.edu.jm)  
Visit our website: [www.ucc.edu.jm](http://www.ucc.edu.jm)



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**UCC offers the most affordable certificate courses to optimise your career...**

"We recommend the Corporate Education for Executive Certificate Courses to anyone who will listen to us because,

**UCC they're the best!"**

## UCC CAMPUS RESOURCES

- **Library and Information Center**
- **The Campus Bookstore**
- **The Cafeteria** (options differ by Campus)
- **Security Helpdesk**

Corporate Education Division  
University of the Commonwealth Caribbean  
17 Worthington Avenue  
Kingston 5

## CERTIFICATE COURSES FREQUENTLY ASKED QUESTIONS (FAQS)



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CARIBBEAN (UCC)

**CORPORATE  
EDUCATION  
DIVISION**

## Grow your career at UCC

### TO APPLY FOR A CERTIFICATE COURSE:

- Submit your application with TRN and date of birth (year/month/day) along with a copy of one (1) Government issued photo ID to corporate\_edu@ucc.edu.jm
- Apply via the UCC website or drop off at the Corporate Education Office, UCC Main Campus, 17 Worthington Avenue, Kingston 5.
- To register groups of five (5) or more for scheduled courses or customized options, contact us directly.

### TO COMPLETE YOUR REGISTRATION:

- Submit your payment receipt for the course and registration fee to UCC Corporate Education
- Registration closes one week before the start date
- You will receive an email confirming registration and providing your access for online classes or class locations and course schedule.
- Remember to register early and check your email inbox and junk folders frequently for messages to reduce the risk of missing important updates.

### STUDY OPTIONS:

- The UCC Corporate Education provides access to continuing education via short courses/seminars, certificate and postgraduate certificate courses.
- UCC undergraduate and graduate students are restricted from completing any certificate course that is a required module in their curriculum map.
- Course presenters are certified industry experts with current experience in their field of knowledge.
- Classes are presented at the identified UCC campus Face-to-Face, Online or on a combined schedule.
- Live Online classes allow participants to fully interact with the facilitator and classmates in real time while studying from home, office or out of town.
- Register a group of five (5) or more and let us arrange customized training in office for your team.

## ACCREDITATION

- The University of the Commonwealth Caribbean is registered with and recognized by the University Council of Jamaica (UCJ), the official local/regional accreditation Body for Higher Education.
- Registration and recognition mean that UCC is accredited to offer academic, vocational, technical, and professional programmes and to confer awards ranging from certificates through to the graduate level.
- A student that registers through UCC Corporate Education and achieves a passing grade or higher for a UCC seminar/workshop, certificate course or postgraduate certificate course is awarded a certificate, university credits and additional benefits, where applicable.

### HOW DO THE PROFESSIONAL ON-DEMAND DIPLOMAS WORK?

- Students receive their instruction from faculty at affiliated institutions, including Harvard, the University of Toronto and more; accredited or regulated according to their specific jurisdiction.
- Register by clicking the diploma name and unit links on the UCC website for your selected diploma.
- Payments for diploma unit exams are made online directly to the affiliate institutions for online exams or directly to UCC for proctored exams on campus.
- Keep payment receipts and certificates awarded from affiliated institutions for unit exams completed online.
- Submit your documents to UCC Corporate Education with your request to be awarded the UCC Professional Online Diploma.



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### PAYMENT OPTIONS:

- Apply early and make payment in full or multiple partial payments at any time, in any amount, until registration and course fee is received in full prior to the start date.
  - Apply up to one week before the start date and pay in full or request a UCC payment plan.
  - Apply for third party student financing and submit approval to UCC along with your application.
  - Submit employer or other sponsor approval for payment in full or for part of the required fee
- Payments are accepted at any UCC campus from a debit or credit card. Cashiers will not accept cash payments exceeding \$2,000JMD. Personal checks are not accepted.
- Bank deposits or transfers can be made to UCC: NCB Savings Account # 431131218  
Branch: St. James Street, Montego Bay.
  - Submit a copy of all receipts as your proof of payment to corporate\_edu@ucc.edu.jm.