



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

UCC Students Help Desk
Tel: 876-906-3000

Spring 2022

NB: When dialing the Regional campuses extensions you have to dial them twice.

Step 1: Dial extension

Step 2: Recording will play saying "welcome"

Step 3: After hearing the recording re-dial the extension.

Department	Extension	CUG Mobile No.	Contact Email	Hours of Operation
Aeorion - Student Management System (SMS) (Registry Department)	Ext. 4072 Ext. 3956	876-322-1178	smsadministrator@ucc.edu.jm smsofficer@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30 pm
BSc. in Business Administration- 1st and 2nd year	Ext. 3918	876-322-2397	Programme Coordinator Mrs. Kimean Wray-Yuan busprogrcoordinator3@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30 pm
BSc. in Business Administration-1st and 2nd year	Ext.3996	876-322-4656	Programme Coordinator Mrs. Trecia Johnson-Henry businessprogrcoordinator2@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30 pm
BSc. in Business Administration- 3rd and 4th year	Ext. 4043	876-548-0352	Programme Coordinator Mrs. Shelley Thompson-Taylor staylor@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30 pm
<ul style="list-style-type: none"> ▪ BSc. in Accounting ▪ BSc. in Financial Management 	Ext.4039	876-822-7254	Senior Programme Coordinator Ms. Pamela Thomas pthomas@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30 pm
<ul style="list-style-type: none"> ▪ BSc. in Marketing ▪ BSc. in Logistics and Operations Management 	Ext. 3996	876-322-4656	Programme Coordinator Mrs. Trecia Johnson-Henry businessprogrcoordinator2@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30 pm
<ul style="list-style-type: none"> ▪ BSc. in Human Resource Management ▪ BA. Media & Communications 	Ext. 4040	876-548-0502	Programme Coordinator Ms. Noyoland Williamson nwilliamson@ucc.edu.jm	Mondays-Fridays : 8:30 am-4:30 pm
BSc. in Information Systems Management (ISM)	Ext. 4043	876-548-0352	Programme Coordinator Mrs. Shelley Thompson-Taylor staylor@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30 pm

BSc. in Tourism & Hospitality Management	Ext. 3992	876-548-0536	Programme Coordinator Ms. Carissa Beckford tourismcoordinator@ucc.edu.jm	Mondays-Fridays : 8:30 am-4:30pm
<ul style="list-style-type: none"> ▪ BSc. in Social Work, ▪ BSc. in Applied Psychology ▪ BSc. in Criminology and Criminal Justice 	Ext.4023	876-822-7254	Programme Coordinator Ms. Jodi Ann Antoine genstudiesprogrcoord@ucc.edu.jm	Mondays-Fridays: 8:30 am-4:30pm
<ul style="list-style-type: none"> ▪ BSc. in Information Technology ▪ BSc. in Networking with Cyber Security 	Ext. 3937	876-548-0629	Programme Coordinator Ms. Winsome Bennett itprogrammeofficer@ucc.edu.jm	Mondays-Fridays: 8:30 am-4:30pm
Bachelors of Laws & Certificate in Law University of London (UOL)	Ext.4025	876-320-7981	Programme Coordinator Mrs Maxine Watts mmwatts@ucc.edu.jm	Mondays-Fridays: 8:30 am-4:30pm
Corporate Education Division Helpdesk: cedhelpdesk@ucc.edu.jm	Ext. 3999 Ext. 4032 Ext. 4056 Ext. 4058	876-315-8218	Programme Coordinator Ms Schana Beckford corporateedcoordinator@ucc.edu.jm Programme Officer Ms Shantell Creary corporateedprogoff2@ucc.edu.jm Tuition Payments payments@ucc.edu.jm	Mondays-Fridays: 8:30 am-4:30pm
Customer Service Live Chat: ucc.edu.jm	Ext.4061	876-322-5153	customerserofficer@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30pm
Helpdesk: 24 Hours Help Desk		876-906-3509		24 Hours help desk
IS&T Department	Ext. 3983 Ext. 3984 Ext. 3985 Ext. 3986	876-801-3091 876-322-3157 876-822-6909 876-822-6982 876-316-9286	smssupport@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30pm
K-13 ASc. Business Administration	Ext. 3938	876-548-0099	Programme Officer Ms Shevel Hylton busprogrammeofficer@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30pm

K-13 ASc. Information Technology	Ext.		Programme Officer	Mondays- Fridays : 8:30 am-4:30pm
Library & Information Centre	Ext. 3987 Ext. 3988 Ext. 3989 Ext. 4073	876-796-7866	asklibrary@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30pm
Online Department	Ext. 4007 Ext. 4008 Ext. 4009 Ext. 4010 Ext. 4018	876-347-5829 876-322-5920 876-339-1099 876-322-1988		Mondays- Fridays : 8:30 am-4:30pm
Helpdesk: ucconline@ucc.edu.jm				
Regional Campus- Montego Bay mobay@ucc.edu.jm	Step 1: Dial extension Step 2: Hear "welcome" Step 3: Re-dial extension Ext. 2301 Ext. 2302 Ext. 2303 Ext. 2304	876-337-9835	Campus Manager jcraig@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30pm
Regional Campus- May Pen maypen@ucc.edu.jm	Step 1: Dial extension Step 2: Hear "welcome" Step 3: Re-dial extension Ext. 2101 Ext. 2102 Ext. 2103	876-322-2327 876-322-3306	Campus Manager maypenmanager@ucc.edu.jm Regional Recruitment Advisor regionalrecruitmentadvisor@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30pm
Regional Campus- Ocho Rios uccochorios@ucc.edu.jm	Step 1: Dial extension Step 2: Hear "welcome" Step 3: Re-dial extension Ext. 2401 Ext. 2402 Ext. 2403 Ext. 2404	876-795-0983 876-337-9800	Campus Manager ochorrioscampusmanager@ucc.edu.jm Programme Coordinator ochoriosprogrcoordinator@ucc.edu.jm ; ochoriosprogrofficer@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30pm
Regional Campus- Mandeville mandeville@ucc.edu.jm ;	Step 1: Dial extension Step 2: Hear "welcome" Step 3: Re-dial extension Ext. 2202 Ext. 2203	876-906-3000	Campus Manager fblair@ucc.edu.jm ; Programme Officer mandevilleprogrofficer@ucc.edu.jm Administrative Assistant manvadminassistant@ucc.edu.jm	Mondays- Fridays : 8:30 am-4:30pm
Student Financial Services Department		876-321-0969 876-339-1113 876-334-1332 876-334-1016 876-334-0948		Mondays- Fridays : 8:30 am-4:30pm
Helpdesk: sfshelpdesk@ucc.edu.jm				

UCC Academy ucca@ucc.edu.jm	Ext.3950 Ext.4071 Ext.4055 Ext.4000 Ext.4000 Ext.4112 Ext.4113	876-548-0443 876-548-0099 876-548-0282	snrregionaldirector@ucc.edu.jm uccaprogofficer2@ucc.edu.jm ucca@ucc.edu.jm	Mondays-Fridays: 8:30 am-4:30pm
Registry Department	Ext.3952 Ext.3955 Ext.3957	876-319-2970 876-209-3713	records@ucc.edu.jm registry@ucc.edu.jm	Mondays-Fridays: 8:30 am-4:30pm
Student Communication Chat Groups				
Telegram Group:	<i>Student Group: https://t.me/joinchat/HQ0ad1E1UWPdikKJ</i>			Bachelor & Associates Group
Telegram Group:	<i>Student Group: https://t.me/joinchat/TfB2bBzox5LAc-3VJjBuhQ</i>			OAD / CAP Group
Telegram Group:	<i>Student Group: https://t.me/joinchat/VjuEHztW5jM0GxqR</i>			TAD Group
<i>Updated February 10, 2022</i>				