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

UNIVERSITY OF THE COMMONWEALTH CARIBBEAN
Fostering Leadership & Innovation

Course Registration Form –Spring 2027

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 2027.
- Complete the ***Course Registration Form (CRF)*** with the available courses for Spring 2027 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 ll or at a UCC Campus and complete registration with Student Financial Affairs **(SFS)**.

- Payments should be made between **November 15, 2026 and January 6, 2027**
- 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

a. This form must be completed and uploaded to the ***Student Registration Request Form (SRRF) portal link*** 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) portal link***.

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 (OAD) **(Form must be saved as Microsoft Word format)**				
Semester: Spring 2027	**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:				

Data Protection Act

- **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: