



The Mico University College

2019-2020

UNDERGRADUATE ADMISSIONS & PROGRAMME INFORMATION

at a glance



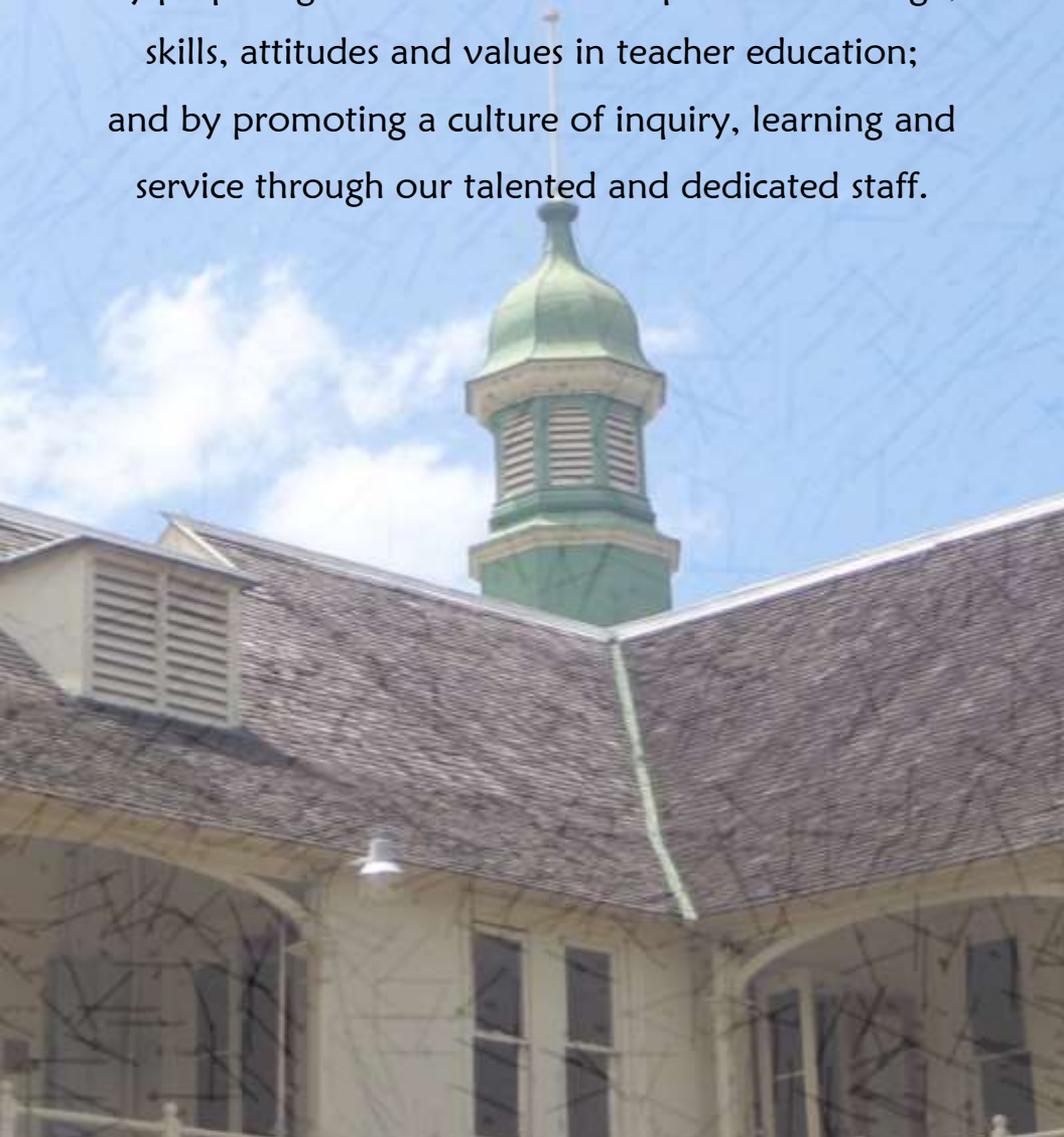
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MISSION STATEMENT

To support national and regional development through well-educated populations by preparing students with the required knowledge, skills, attitudes and values in teacher education; and by promoting a culture of inquiry, learning and service through our talented and dedicated staff.



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ABOUT US

The Mico has given sterling service in education for over 180 years and holds the enviable record of being the oldest teacher-preparation institution in the western hemisphere. Today, the institution has an academic staff of over 130, and a population of students numbering over 3000. The Mico was granted University College status by the Jamaican Parliament in July 2006 to offer undergraduate and graduate degree programmes. We also offer short courses, pre-university and post-diploma programmes.

Join us as we continue to blaze a trail of excellence in this technological age. We pride ourselves in equipping students with the knowledge, skills, attitudes and values; to be innovative and enquiring, to face challenges, to be prepared for the global market place and to be service-oriented.

The Mico offers programmes in several specializations at the Bachelor's level, the majority of which are Bachelor of Education (B.Ed.) programmes, that prepare teachers for Primary and Secondary levels of the education system. We offer programmes and courses part-time and fulltime with a variety of specialisations which may be accessed in the day or evening with summer.

There are three (3) Faculties from which students may elect to pursue a Bachelor's Degree:

- Education
- Humanities and Liberal Arts
- Science and Technology

The School of Continuing Studies and the Graduate School of Education also offer a number of courses and programmes at various levels. We also have several Centres which offer a range of services and provide critical research and educational support to the institution and the wider society.

To learn more about our undergraduate programmes, read this booklet carefully so that you can make the best selection.



MATRICULATION

To be admitted to a Bachelor's programme, the following general requirement must be satisfied.

- a) Applicants must be at least 17 years old in the year of acceptance to the programme.
- b) Applicants must have passes in at least 5 subjects at CSEC (grades 1 to 3) or C/NVQ II, including **English Language** and **Mathematics**, for which City & Guilds is also acceptable. [CSEC subjects are offered at the School of Continuing Studies at The Mico].
- c) Where candidates do not have these passes but have equivalent certifications, the equivalency will be assessed.
- d) Applicants must satisfy the specific programme requirements, to include passes equivalent to CSEC grades 1 and 2 in the area of study. Additional programme requirements are available through the Faculties or our website at themico.edu.jm/academics.
- e) Applicants with CAPE Units (grade 1 or 2) in the area of specialization, may apply for exemption from one or more courses.
- f) Applicants with qualifications above the minimum requirements from an accredited programme/institution, may apply for Advanced Placement.
- g) Applications with relevant experience may use this for matriculation under The Mico's policy on Prior Learning (themico.edu.jm/policies).

Learn more about general matriculation requirements at:

<https://themico.edu.jm/admissions>

For more about our programme specific requirements:

<https://themico.edu.jm/academics>

THE APPLICATION PROCESS

You may apply:

- online at themico.edu.jm for **FREE**, with no application fee, OR
- submit a paper-based application, with an application fee of JM\$500. Paper forms are available online at themico.edu.jm OR from our Admissions and Registration Unit for JM\$200.

SUBMIT EITHER ONLINE OR ON PAPER, NOT BOTH

1. Complete ALL sections of the application form. For sections that do not apply, please indicate N/A (Not applicable). **Incomplete applications will not be processed.**
2. Applications include certified (by JP) copies of supporting documents identifying the applicant:
 - Birth certificate
 - Deed poll / Marriage certificate (where applicable)
 - Picture identification (government issued ID or school ID)
 - One passport-size photograph (with your full name on the back)
 - Taxpayer number (e.g. TRN, SSN)
3. Applications include certified copies of supporting documents verifying qualification:
 - Examination certificates
 - Diploma / Degree / Certificate
 - Transcripts (for applicants with post-secondary certification)
4. Have two **written** recommendations (Minister of Religion, Justice of the Peace, Principal of last school, Employer, Snr. Police - above Inspector rank)
5. Non-Jamaican applicants require, additionally:
 - a passport (valid for at least 6 months after entry) with student visa (see also pica.gov.jm)
 - a valid, open, one year return ticket to country of origin
 - evidence of ability to meet financial obligations, including living expenses

Applicants awaiting examination results **MUST** submit certified copies of supporting documents to the Admissions and Registration Unit as soon as they are received.

Qualified applicants will be required to:

- do a Psychometric Test
- do an English Proficiency Test
- be interviewed
- submit a current and complete medical certificate and immunization card
Medicals are offered at The Mico University College, but may be done by your regular licensed medical practitioner.
- set up a student email account
- set up an electronic account on The Mico's student management system (SMS)
- obtain a student ID card

PROGRAMMES THAT ARE UNDERSUBSCRIBED MAY NOT BE OFFERED IN THAT ACADEMIC YEAR

Successful applicants may defer entry to the next offering of the programme, without having to reapply.

Completed applications may be scanned and uploaded with the supporting documents and photograph to apply@themico.edu.jm.

Original photographs (with your full name on the back) and recommendations should be submitted at the interview.

REGULAR APPLICATION PERIOD:

December – February

Late applications will attract a fee.

FEES

There are two fees related to Enrolment that must be paid before Registration is completed:

- **Tuition** – can be paid per academic year or per semester, at the start of the period. Payment plans are available.
- **Miscellaneous** – paid in full at the start of the academic year.

Residence and **Meals** attract additional fees.

Refunds: If a student withdraws from the programme, a portion of the **tuition** paid can be refunded up to 8 weeks into the semester.

Find fee information at: <https://themico.edu.jm/admissions/tuition-fees>

SCHOLARSHIPS, LOANS AND GRANTS

The Mico with the assistance of corporate/private donors offers scholarships for excellence in academics and sports through the Department of Student Services. Students are encouraged to explore financing options through private entities as well as SLB, JAMVAT, the Ministry of Education, Youth and Information, PATH, etc. (conditions apply).

RESIDENTIAL ACCOMMODATION

There are two halls of residence on the main campus (Mills and Glen Owen Halls) for male students and Errol Miller Hall for female students on Arnold Road, walking distance from the campus. Facilities are shared and include basic amenities.

Interested persons are required to complete an application form and return it to the Admissions & Registration Unit by **March 31**. Boarding forms should be accompanied by a passport-size photo (with full name on the back).

The cost covers two (2) meals and accommodation. A plan *without* meals is also available upon request. The cost for Boarding is available on the website.

Learn more at: <https://themico.edu.jm/admissions/student-accomodation>.

STUDENTS WITH SPECIAL NEEDS

The Mico offers a supportive environment for students with impairments or medical conditions by providing reasonable accommodation to those with proper supporting documentation. Students are required to indicate accommodation required at time of application and also to submit a *Declaration of Disability Form* available online or through the Admissions & Registration Unit.

Learn more about accommodation for special needs at:

<https://themico.edu.jm/mymico/handbooks>

UNDERGRADUATE DEGREE PROGRAMMES

All programmes are accredited or approved by the University Council of Jamaica (UCJ)

Each undergraduate programme is normally offered across eight semesters (4 academic years) however, students who attend only evening classes will also have classes in the summer session (May – August).

All teacher-preparation programmes have a Practicum component, including phases in which student-teachers are immersed into the regular school setting. The final phase, commonly called Teaching Practice, is for 3 to 4 months, so this is offered only in the day at an educational institution. **Evening students are advised to secure the time for practicum with their employers.**

The information below is current at the time of printing. As the institution reviews its programme offerings each year, please check the *themico.edu.jm* or email register@themico.edu.jm for updates and specific matriculation requirements.

FACULTY (Programme)	CLASS SCHEDULE	
	DAY	EVENING
FACULTY OF EDUCATION (B.Ed.)		
Early Childhood Education	✓	✓
Primary Education	✓	✓
Physical Education (Secondary)	✓	
Special Education	✓	✓ ¹

FACULTY OF HUMANITIES & LIBERAL ARTS (B.Ed., except for B.Sc. Guidance and Counselling)		
Business Studies	✓	✓
Guidance and Counselling	✓	✓
History and Culture	✓	✓
Institutional Management & Leadership	✓	✓
Language and Literacy	✓	✓
Language and Literature	✓	✓
Library and Information Studies ²	✓	
Music	✓	
Social Studies	✓	✓
Visual Arts	✓	

FACULTY OF SCIENCE & TECHNOLOGY (B.Ed.)		
Computer Science	✓	
Family and Consumer Science	✓ ³	
Geography & Environmental Studies	✓	
Industrial Technology	✓	
Mathematics	✓	✓ ⁴
Science (Biology, Chemistry OR Physics)	✓	

¹ Normal duration for part-time evening is 5 years

² Programme currently under review

³ Plus summer programme for diploma-trained teachers

⁴ Normal duration for part-time evening is 5 years

OTHER PROGRAMMES

POST DIPLOMA PROGRAMMES

- **POST-DIPLOMA DEGREE PROGRAMMES**

Number of credits = minimum 66

Number of Semesters = 5 (or 2 years)

Requirement: A Teaching Diploma** or an equivalent qualification in the area of specialization. However, some applicants may be required to do pre-requisite courses and/or additional credits. **Fees are charged per credit.**

Practicum is included in each programme. The student is responsible for his/her placement.

Classes are held weekday evenings and weekends. Each academic year includes a **Summer session** (May – August). During the period (**July ONLY**) classes are held Monday – Friday in the day as well as evenings and weekends.

****Transcripts required.**

PROGRAMMES OFFERED BY THE SCHOOL OF CONTINUING STUDIES

The **School of Continuing Studies (SCS)** offers a number of products and services including Professional Short Programmes & Courses; Post-Secondary Programmes; and Pre-University Programmes. Some Programmes & courses are offered in collaboration with the Ministry of Education and are offered tuition-free to those who are accepted based on set criteria. Some miscellaneous fees may still apply which gives the student access to various campus services including the library, IT facilities, sports and healthcare.

Learn more about the offerings of the School of Continuing Studies at <https://themico.edu.jm/academics/continuing-studies>

See more on the pages that follow.

PROGRAMMES OFFERED BY THE SCHOOL OF CONTINUING STUDIES

Note: All programmes/courses listed below are available subject to demand.

Target	Matriculation Requirements	Prog/Course Duration	Details of Programme/Course(s) Offered
Professional Development Short Courses			
These short courses are open to anyone wishing to expand their knowledge and skills in any of the areas on offer.	None	7-15 weeks/45 hrs Saturday or Sunday Day/Evening	<ul style="list-style-type: none"> - Coaching for Classroom Teachers - Comprehensive Reading to Promote Learner Literacy - Critical Thinking Skills for Teachers - Differentiated Instruction for Meaningful Learner Engagement - Geographical Information System (GIS) for Teachers/Practitioners in Social Sciences - Human Exceptionalities for Practitioner Decision Making - Information Technology Integration in the Practice of Education - Logistics & Events Planning for Client Satisfaction - Personal Development for Professional Enhancement - Project Management for Cost Containment and Effectiveness - Robotics & Education to Promote Creative Problem Solving - SPSS In Quantitative Research Analysis - STEM Methodology for Classroom Adaptability - The Art of Public Speaking (Voice & Speech) - Therapy Intervention & Enhanced Skills for Individuals with Special Needs

Target	Matriculation Requirements	Prog/Course Duration	Details of Programme/Course(s) Offered
Professional Development Short Programmes			
Short programmes are designed for individuals wishing to expand their knowledge and skills.	Professional certification/secondary level education certificate	135-450 hrs	<ul style="list-style-type: none"> - General Introduction to Special Education - Primary & Secondary Teacher Enhancement Training-PSTET - Professional Certificate in Tour Guiding - Professional Orientation into Teaching
Overseas tertiary students and members from community groups	Registered tertiary students/ active community group members	120 hrs	<ul style="list-style-type: none"> - Study Abroad Jamaican Cultural Heritage Immersion Programme (with classroom & field authentic experiences).
Occupational Associate Degree Programme <i>Offered through the Ministry of Education - Centre for Occupational Studies (COS)</i>			
<p>Persons wishing to develop technical vocational competences.</p> <p><i>This programme is fully sponsored by the Ministry of Education and is therefore free for those entering with CAP certification (however a miscellaneous fee is payable). Applicants entering with CSEC only pay full tuition plus misc.</i></p>	<p>Applicants should have passes in at least 4 CSEC subjects (or equivalent which may include NCTVET/HEART Level 2 or CAP Level 2)</p> <p>All candidates will be interviewed and sit diagnostic tests in Mathematics & English.</p>	<p>2 years</p> <p>Monday – Friday</p> <p>Day Classes</p> <p><i>(Some classes may extend into the evening i.e., after 5pm)</i></p>	<p>Specializations:</p> <ul style="list-style-type: none"> - Business Process Outsourcing (BPO) - Meat, Poultry & Seafood Fabrication <p>Opportunities:</p> <ul style="list-style-type: none"> - Involve in portfolio / competency assessment; - Have industry based field experience/internship; - Engage in a project, mentoring & volunteerism

Target	Matriculation Requirements	Prog/Course Duration	Details of Programme/Course(s) Offered
Career Advancement Programme (CAP) <i>Offered in collaboration with the Ministry of Education</i>			
<p>Students who have completed secondary and have not matriculated to post-secondary education.</p> <p><i>This programme is fully sponsored by the Ministry of Education and is therefore free to accepted students.</i></p>	<p>Applicants should be between 16-18 years and have passes in at least 1 CSEC subject (or equivalent which may include SSC/CCLSC). A diagnostic test is required if no subject passes.</p> <p>All candidates will be interviewed.</p>	<p>One year</p> <p>Monday - Saturday</p> <p>Day Classes</p> <p><i>(Some classes may extend into the evening i.e., after 5pm)</i></p>	<p>Programmes Offered:</p> <ul style="list-style-type: none"> - Commercial Food Preparation (Cake Baking & Decorating - Level 2) - Digital Animation (Level 2) - Customer Engagement (Level 2) <p>Opportunities:</p> <ul style="list-style-type: none"> - Re-sit CSEC Mathematics and English (at no cost, for those with grade 4 passes) - Pursue City & Guilds Math and English Language (Stages 2&3) - Pursue NCTVET Levels 1 and 2 - Have sessions in Entrepreneurship, Personal Development, Civics, Research & Information Technology, Sports and Arts. - Gain industry-based experiences

Target	Matriculation Requirements	Prog/Course Duration	Details of Programme/Course(s) Offered
Pre-University Programme			
<p>The Pre-University Early Childhood Programme is for persons desirous of entering any of the early education and the special education programmes at the bachelor's degree level.</p> <p>The Pre-University Men's Programme (PUMP) is specifically for men desirous of entering any bachelor's degree programme in teaching</p>	<p>Applicants should be at least 17 years with passes in at least 3 CSEC subjects (or equivalent City & Guilds - Level 2).</p> <p>NCTVET Level 1-3 certification is also accepted for the Early Childhood Programme.</p> <p>All Applicants will be interviewed.</p>	<p>One year Monday – Saturday Day & Evening Classes</p>	<p>Programmes:</p> <p>Courses are aligned with the secondary education curriculum (CSEC & CAPE levels).</p> <p>Pre-University Early Childhood Programme also consists of introductory Early Childhood Education Courses</p> <p>Pre-University Men's Programme (PUMP) also includes mentorship; entrepreneurship , technical vocational experiences; fieldtrips</p>

In an effort to attract males who do not qualify for the four-year degree programme, The Mico University College offers a Pre-University Men's Programme (PUMP). This one year (day/evening) programme prepares students in those qualifying courses and orientates them into the fundamentals for entry into a degree programme of choice as well as the teaching profession. There is strong mentorship in this programme.

PUMP Programme qualifies students to go into Early Education or the Secondary Programme.

CAPE and CSEC

These courses are for anyone desirous of gaining passes at the CSEC and CAPE levels. There are no matriculation requirements for these courses. They run for one year with day and evening classes (Monday – Saturday, some classes may be held on Sundays).

Others CSEC/CAPE subjects may be available based on demand.

CAPE subjects offered:

- Animation & Games Design
- Digital Media
- Management of Business
- Computer Science
- Information Technology
- Accounting
- Caribbean Studies
- Entrepreneurship
- Communication Studies

CSEC subjects offered:

- Human & Social Biology
- Physics
- Mathematics
- English A
- Principles of Accounts
- Social Studies
- Principles of Business
- Information Technology

City & Guild subjects offered:

- Mathematics – Stage 3
- English Language – Stage 3
- Customer Service – Stage 3

Workshops

We also offer a number of empowerment workshops that target educators, parents, guidance counsellors and student prefects.

Help Me To Grow	Assists parents, children and teachers to cope and assist with transitioning into high school.
Putting On The Full Armour	Hone parenting skills by using practical and interactive ideas.
My Five Star School	Assists stakeholders in schools to significantly raise the bar in their respective areas.
My Five Star Classroom	Educators will raise the bar significantly through their soft skills and pedagogical practices.
The Best Form Teacher Ever	Assists form teachers and grade supervisors to develop soft-skills and offer good pastoral care.
The Master Teacher In You	Hone all skills in young teachers to help them to be their best.
Young Leaders	Develop and implement those softer skills in our young and vibrant leaders in schools.

Also offered:

- Robotics & the Teacher
- Games Design, Animation, Digital Media etc.
- Support for Teaching in the PEP Environment
- Support for Literacy and Numeracy Learning Engagement
- CXC CSEC Reported problem areas

SERVICE & LEADERSHIP

The Mico also offers a number of extra-curricular opportunities for service, leadership including sports, clubs and societies. We have a vibrant student population that engages in community development, athletics, and the arts as well as leadership and outreach activities.

Learn more about our offerings and find where you belong:

<https://themico.edu.jm/mymico/clubs-and-activities>

CENTRES

Our Institution has specialized centres with research in key areas providing critical services in fields which are lacking in support across the region. These game changing initiatives formalize and define the strategies in their respective fields and are the standard bearers in Child Care, Early Childhood, Youth Counselling, Mathematics and Research.

<p>CCEMaT Caribbean Centre Of Excellence In Mathematics Teaching</p> <p><i>Formed in collaboration with the University of Plymouth (UK) CCEMaT aims to improve the quality of mathematics education in Jamaica and the wider Caribbean.</i></p>	<p>ITER The Institute of Technological and Educational Research</p> <p><i>The research arm of our institution, ITER delves into educational research of local, regional and national import.</i></p>
<p>The CARE Centre The Mico Child Assessment and Research in Education Centre</p> <p><i>Formed in collaboration with the GOJ and the Netherlands Govt., the Centre was established to provide special education services to children with learning challenges.</i></p>	<p>The INAFCA Museum The Indian, African and Caribbean Museum</p> <p><i>One of the largest and most significant collections of Indian, African and Caribbean artefacts in the entire Caribbean. Also documenting The Mico history.</i></p>

Learn more about our Centres at: <https://themico.edu.jm/centres>

USEFUL RESOURCES

Our website is filled many useful resources. Learn more about our programmes, centres, degrees and campus offerings. Visit themico.edu.jm.

ADMISSIONS & REGISTRATION

Find out more about our admissions process, application requirements and costs for tuition, and accommodation.

➔ themico.edu.jm/admissions

PROGRAMMES & FACULTIES

The Mico offers programmes across three faculties and a number of schools and centers. Learn more about the degrees and courses you can pursue to achieve your educational dreams.

➔ themico.edu.jm/academics

SCHOLARSHIPS & FINANCIAL AID

Get the chance of a lifetime to earn a scholarship for your studies. Each year, The Mico University College offers many scholarships to recognize academic achievement.

➔ themico.edu.jm/admissions/scholarships

INSTITUTIONAL POLICIES & FORMS

Your success is important to us. Take your time to read our policies and how they impact you. Also download our forms to make requests or access any of our services.

➔ themico.edu.jm/policies





DO IT WITH THY MIGHT

Find us on your favourite platform!

