



THE MICO UNIVERSITY COLLEGE

GRADUATE SCHOOL OF EDUCATION

Registration Guidelines – Semester I 2020/2021 (All Students)

The registration steps for Semester 1, 2020/2021 are below.

1. Pay your fees. Fees may be paid on Campus via debit or credit card. They may also be paid at Sagicor Bank. You may pay in-branch or by bank transfer. Ensure that you clearly write your name and ID number on the voucher. The banking information is below:

Bank : Sagicor Bank
Account Name: Mico Evening College
Account # : 5500908035
Branch : New Kingston
Swift Code : SAJAJMKN
Currency : J\$
Type : Current Account

If you are the recipient of a loan or scholarship, go to Step 2.

2. Apply for Financial Clearance by completing the form that is available at the following link:
NOTE: Be prepared to upload your payment receipt or evidence of the loan or scholarship status.

<https://forms.gle/Rtzk32onntVjGfky9>

The form is restricted to **Mico Email accounts** only so please ensure that you sign into your Mico email account **before accessing the form** to avoid any random errors.

3. Select your Courses on Aeorion. To do this, you will need your ID# and your Aeorion password that was created when Aeorion was activated.

- a. Open a web browser
- b. Type in the URL: <https://aeorion.themico.edu.jm/>
- c. Use your ID number and password to log in
- d. Once you are logged into the system, click “*Register for Classes*”
- e. Select the year, semester, schedule and campus [2020, Semester 1, Graduate School, Main Campus]
- f. Select the tab “Begin Registration” and you will see Step 1 highlighted
- g. In order to select each course, you will first use the search feature to bring up the course details. Type the course name or course code in the search bar.
- h. If the course has only one section, (i.e. one group) then click “Reserve.” If the course is offered in several sections, find the section that you intend to attend and click “Reserve.” Repeat the process until you have reserved all the courses you listed on the Registration Form.
- i. Click “Continue to Next Step.” You will now be at Step 2
- j. Scroll to the bottom of the page and click “Continue to Next Step.” This should take you to Step 3.

NOTE: If you are unable to move beyond Step 3 and you have made the requisite payment and submitted your receipt, it means your account is awaiting financial clearance. The Finance Department continuously processes the clearance. Recheck the page after a few days for the update and move to Step 4. Email queries to myregistration2020@themico.edu.jm

- k. If you already have financial clearance, you will be able to continue to Step 4 and you will be duly registered; your name is on your facilitators’ class list.

5. Sign into Mico’s e-Campus and self-enroll into your courses (as per the Timetable provided by your Course Coordinator and/or the Graduate School).

- a. Open a web browser
- b. Type: ecampus.themico.edu.jm/
- c. Click Google
- d. Enter your Mico email address and password. Note that only your Mico email address can be used to gain access to the e-Campus. If you receive an error message, ensure that your Mico email address is added to your personal Gmail profile and try again.
- e. Click the Site Home button. It is the icon of a house that is located on the left of the page in the blue ribbon.
- f. Locate the Search Courses section and use it to find the individual courses by name or course code. Ensure that you match the lecturer’s name and the semester with the information on your timetable. If the course has only one group, click “Access.” If the course is offered to several groups, find the group by the information on your timetable, click “Access” and self-enroll into the course. Repeat the process until you have enrolled into all of the courses on your Timetable.