



THE MICO UNIVERSITY COLLEGE

GRADUATE SCHOOL OF EDUCATION

Registration Guidelines – Semester III, 2022/2023 (All Students)

Please note the registration/start-up dates for Semester III, 2022/2023.

Dates	Registration/Start-up Activities
May 18, 2023	Meeting of Graduate Students
May 18 – June 4, 2023	Registration: e-Campus Enrolment
May 22, 2023	Teaching Begins
May 29 – June 9, 2023	Registration: Application for Financial Clearance
June 3 – June 9, 2023	Registration: Course Selection on Aeorion
June 9, 2023	Registration Closes
June 12 – June 16, 2023	Late Registration

The Registration activities are below.

1. 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 [2022, Semester 3, 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.

- 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, 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 studentfinance@themico.edu.jm. **Receipts for subsequent payments should also be sent to studentfinance@themico.edu.jm.** Ensure that you include your ID#, the year and the semester.

- k. When you have received financial clearance, you will be able to continue to Step 4 and you will be duly registered on Aeorion; your name is on your facilitators’ class list. Note that the Institution reserves the right to deregister students if their account has an outstanding balance.
2. Pay your fees (tuition and/or miscellaneous). Fees may be paid on campus via debit or credit card or at Paymaster locations in Jamaica (preferred). For Paymaster, the account number is your ID#. Fees may also be paid via Sagicor Bank. You may pay in-branch or by bank transfer. Ensure that your name and ID number are clear on the receipt(s). 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 require another payment method, contact studentfinance@themico.edu.jm

If you are the recipient of a loan or scholarship or if you have already paid your fees in full, go to activity 3.

3. Apply for Financial Clearance. Use the link on the University College’s website to apply. The website’s url is <https://www.themico.edu.jm>
- NOTE: Be prepared to upload your payment receipt(s) or evidence of the loan or scholarship status.

4. Sign in to Mico’s e-Campus and register for your courses (as per the Timetable provided by your Programme Coordinator and/or the Graduate School).
 - a. Open a web browser
 - b. Type: ecampus.themico.edu.jm/
 - c. Click Google. It is located under the notation ‘Click below to log in using your Mico email address and password.’
 - 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 registered for all of the courses on the Timetable.

Other Important Dates

July 31, 2023 : Teaching Ends
August 4, 2023 : Assessment Ends