

## Online Registration Process for New and Returning Students

New Incoming Students	Returning Students
Ensure that all outstanding documents for your application have been submitted to the Registry department. Documents may be emailed to <a href="mailto:registry@emc.edu.jm">registry@emc.edu.jm</a>	Ensure that all outstanding fees for the 2019/2020 academic year are paid in full. Students will not be allowed to register for the new academic year 2020/2021 if they have fees outstanding.
Students who are awaiting CSEC subjects must submit them to the Registry department within three (3) weeks of the results being published by the Caribbean Examination Council (CXC).	The Registry department will email students (college email) giving instructions on the changes that have been implemented for the registration process on the Aeorion SMS, along with instructions of additional methods of payment for fees. This information will also be uploaded to the College website at <a href="http://www.emc.edu.jm">www.emc.edu.jm</a>
An email will be sent from the Registry department to all new incoming students bearing their College assigned Student Identification number, College assigned email address, instructions on how to register for Semester One 2020 classes on the Aeorion Student Management System (SMS) and instructions on how to make payment. <b><u>Note: Once you have registered as a student, the Registry will only communicate with you using your assigned college email address.</u></b>	The Administrators of each School (Visual Arts, Music, Drama, Dance, Arts Management and Continuing Education and Allied Programmes) will contact students and provide them with detailed information on the online teaching and learning modality.
The Office of Student Services will contact students regarding Orientation 2020.	
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