



Brown's Town Community College

BROWN'S TOWN
COMMUNITY COLLEGE

Founded 1975

STUDENT HANDBOOK



Creating Opportunities. Connecting Communities

Welcome to Brown's Town Community College

VISION

Empowering Lifelong Learning and Workforce Readiness

MISSION

Intentionally developing community via industry-based curricula, learner-centred, environmentally-friendly and technology-driven innovations.

CORE VALUES

- *Living in Harmony with the Environment*
- *Accountability*
- *Teamwork*
- *Trust*
- *Integrity*
- *Customer-Centricity*
- *Excellence*



Important Notice

Upon registering at Brown's Town Community College (BTCC) each student agrees to abide by all the policies and rules governing students and the operation of the College. Every effort has been made to ensure that the information provided in this document is accurate and up-to-date. However, BTCC reserves the right to make changes to the policies and procedures as well as information relating to admission, enrolment, applicable fees and any other matter.

Both new and returning students bear the ultimate responsibility for reading the handbook and following the academic policies and regulations of the College. The Student Handbook is made available to students via the College's website at www.btcc.edu.jm and students' iSIMS (Student Management System) accounts.

Students registered in programmes that are franchised from other institutions must also follow the guidelines outlined in the respective handbooks of those institutions.



Table of Contents

Chairman's Message	4	SECTION 4 – Academic Progression & Graduation	28-35
Principal's Message	5	Academic Progression	
SECTION 1 Overview of the College	6-16	Graduation	
History		SECTION 5 – Examinations	36-41
Governance		SECTION 6 – General Academic	42-47
Campuses & Academic Departments/Unit		SECTION 7 – Student Code of Conduct & Disciplinary Policy	48-63
Other Information		SECTION 8 – Student Support Services & Life on our Campuses.....	64-73
Accreditation		Safety & Security	
Covenant for Success		Cafeteria Services	
Social Outreach Programme		Sports & Recreation	
SECTION 2 – Admissions, Registration, Enrolment	17-21	Students' Union	
Application		Club & Societies	
Registration & Enrolment		SECTION 9 – General Information	74-78
Academic Periods		SECTION 10 – Queries.....	79-82
Registered Student		BTCC Life.....	83-84
Enrolment			
Deferral			
Withdrawal, Transfer			
SECTION 3 - Fee Payment & Student Financing	22-27		
The Fee Structure			
How to Pay Fees			
Penalties for Non-compliance with Fee			
Payment Agreement			
Refunds			
Options for Financing your Education			

Chairman's Message

Welcome Students.

On behalf of the Board of Management, I extend a warm welcome to both our new and returning students. Whether you are joining us for the first time or continuing your educational journey, you are a valued member of the Brown's Town Community College family. We are honoured to support you as you pursue your goals and aspirations.

As you begin this academic year, I encourage you to remember that success is not defined by the absence of challenges, but by how we respond to them. Obstacles and setbacks are a natural part of growth, and it is often through overcoming them that we discover our greatest strengths.

Our institution is a reflection of that principle. Across the campus, you will see ongoing improvements, including the installation of new roofs on several buildings. These works mark the beginning of a broader redevelopment journey focused not only on restoration, but also on growth and innovation. Our vision is to create modern learning environments equipped with the resources and technologies needed to prepare you for a rapidly changing world.

You are supported by a dedicated team committed to your success. Our faculty, administrative, and ancillary staff work together to provide high-quality instruction, guidance, and a safe, welcoming environment in which you can learn and thrive.

The Board of Management remains committed to strong governance, accountability, and continuous improvement as we work to ensure the highest quality educational experience for all students.

Together, we are building more than facilities; we are building futures. As our tagline reminds us, we remain committed to ***Creating Opportunities, Connecting Communities.***

Best wishes for a successful and rewarding academic year.

Christopher Charley J.P.
Chairman of the Board of Management



Principal's Message



Welcome to **Brown's Town Community College**, a higher education institution that is committed to "Empowering Lifelong Learning and Workforce Readiness".

At Brown's Town Community College, we are committed to fostering academic excellence and personal growth, offering a wide range of educational opportunities for individuals seeking to enhance their knowledge, skills, and attitudes. As an institution of higher learning, we take pride in providing diverse educational pathways, from Bachelor's Degrees to Occupational Associate Degrees and certification courses to cater to the needs and aspirations of our students. Our goal remains the same as it did from our inception in 1975: to empower you with the necessary tools and knowledge to thrive in a rapidly changing world.

Our mission at Brown's Town Community College is deeply rooted in a commitment to fostering a strong sense of community through industry-based curricula, learner-centred approaches in an eco-friendly and technology-driven environment that nurtures academic curiosity, critical thinking, and holistic growth. By doing so, we aim to produce academically competent graduates and socially responsible global citizens.

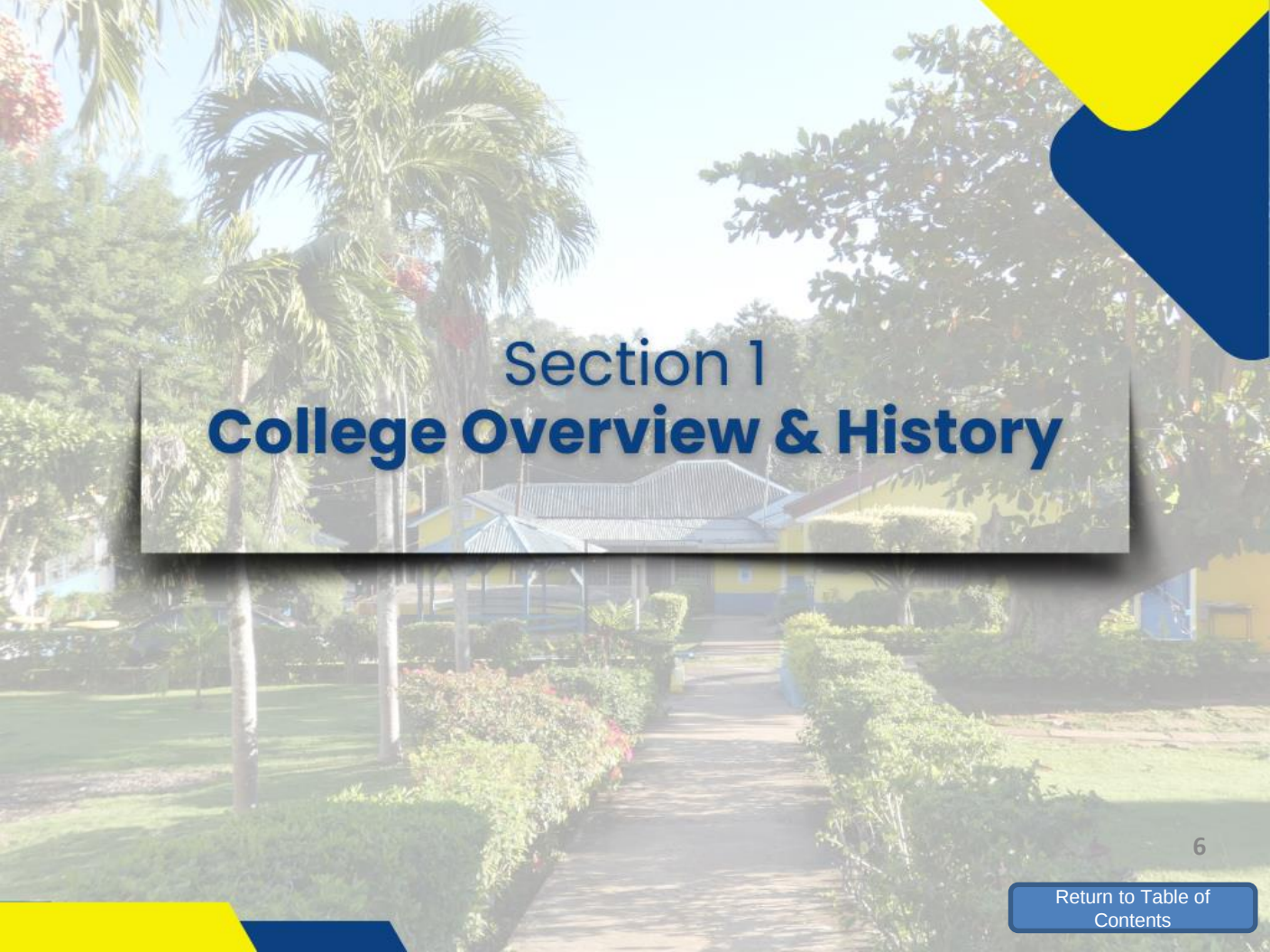
To achieve our mission, we have assembled a dedicated faculty and staff who are passionate about teaching and mentoring students. They bring their expertise, experience, and commitment to the

classroom to guide and support you in your educational journey.

As the premier tertiary education institution in St. Ann, we understand the importance of practical skills and experiential learning. Therefore, we actively foster partnerships with industry leaders, organizations, and the local community to provide valuable internship and work placement opportunities. These experiences help you bridge the gap between theory and practice, equipping you with real-world skills that are highly sought after in today's competitive job market.

As Principal, I am committed to upholding the values and principles that define our college. I encourage you to actively participate in our vibrant academic community, engage in extracurricular activities, and take advantage of the various student support services available to you. Together, let us embrace the transformative power of education and strive for excellence in all our endeavours. I look forward to witnessing your growth, achievements, and contributions as together we work on *Creating Opportunities, Connecting Communities*.

Claudeth Houghton,
Ed.M., BA Principal



Section 1

College Overview & History



College Overview

Brown's Town Community College is a government-owned institution and a member of the Community Colleges of Jamaica (CCCJ), the Association of Caribbean Tertiary Institutions (ACTI) and is registered with the Jamaica Tertiary Education Commission (JTEC) and the University Council of Jamaica (UCJ).

The College is committed to providing quality learning opportunities that meet the needs and expectations of our students as well as encourage innovation and the ongoing improvement of our educational environment. It ensures that its academic offerings are high quality and meet international standards. The undergraduate programmes offered by the College go through a rigorous review to achieve and maintain accreditation by the University Council of Jamaica (UCJ), the national accreditation body. Accreditation is a benchmark of excellence for the programmes offered.

In responding to the job market needs, the College introduced four new programmes between 2022 and 2023 in Agro-Processing & Business Management, Engineering, and Computing. For students who are desirous of pursuing a degree but do not meet the qualifications, we have introduced the Pre-Associate programme. The College has also introduced two Occupational Skill areas (Pathway 3), namely Food & Beverage Service and Fabrication, Welding & Pipework offered by City & Guilds for students desiring entry-level qualifications.

History

Brown's Town Community College was among the first three Community Colleges to be established in Jamaica in 1975. The College's first principal was Ambassador, the Honourable Burchell Whiteman, considered as one of the pioneers of the community college system, and who later served as Jamaica's Minister of Education, Youth and Culture from 1992 – 2002 and High Commissioner to the United Kingdom.

Brown's Town Community College's Main Campus is located in the Dry Harbour Mountains of St. Ann. The Main Campus stands on the property that once housed the Huntley Park Hotel which was later purchased by the Servite Nuns from Mr. George Thompson and developed into the Servite Convent Preparatory and High School. The adjoining property was eventually added to this purchase. A guest house, which became the staff quarters, was bought from one Miss Nunez. The land for the preparatory school was bought from Mr. DaCosta and the Quito Building was purchased from Mr. Archie Watt, who had built it in the 1940s. Father Charles Judah was instrumental in bringing the Servite Nuns to Brown's Town in 1953.



The Servite Convent High School was closed in 1973. The Preparatory School was handed over to the Government in 1978, and it now operates as Servite Primary School.

In 1975, the late Honourable Glen Owen (Former Principal of Mico), the Ministry of Education and Archdeacon Trefor Thomas (from the Anglican Church in Brown's Town) spearheaded discussions to combine all the sixth forms in the Brown's Town area. At the time, the High Schools in the area, namely, York Castle, St. Hilda's and Westwood, were finding it increasingly difficult to find teachers to teach advanced level subjects. There was also a need for a post-secondary institution as graduates from the high schools faced challenges finding jobs in the business and tourism sectors because of a lack of training and qualification.

Introducing the College

Governance

The Principal is the chief accountable officer who reports to the Board of Management and she is assisted by two (2) Vice Principals. Other Academic Managers include Deans, Heads of Schools, Programme Coordinators and Senior Lecturers. Administrative Managers include the Bursar, Registrar and the Human Resource, Marketing, Plant and Procurement Managers.

Faculties and Schools

The institution currently operates three campuses: the Brown's Town Campus referred to as the Main Campus which is also home to the College's main administrative offices, the Nursing Campus referred to as the Wesley Campus and the Technical Campus, otherwise known as the Discovery Bay Campus. The College also operates an Industrial Training Unit which operates from the Technical Campus.



FACULTIES

Starting in 2024-2025, the College began operating under four Faculties, namely:

- The Faculty of Health, Human, Pure & Applied Sciences
- The Faculty of Business & Computing
- The Faculty of Construction & Engineering
- BTCC Academy & Corporate Education

Each Faculty is headed by a Dean.

FACULTY of Health, Human, Pure & Applied Sciences

This Faculty is responsible for providing education in health, human sciences and various scientific disciplines, preparing students for careers in healthcare, social work, scientific research and related fields and/or for transfer to other higher education institutions.

Three (3) Schools fall under the Faculty:

- The School of Nursing & Allied Health
- The School of Humanities & Social Sciences
- The School of Pure & Applied Sciences

Introducing the College (cont'd)

The School of Nursing & Allied Health

In the 2026-2027, all students except Year 4 Bachelor Nursing students will be based at the Main Campus in Brown's Town. Year 4 students will remain for a limited period at the Wesley Campus, located in St. Ann's Bay. Programmes offered include:

- Bachelor of Science in Nursing (UWI)
- Associate of Applied Sciences in Assistant Nursing (CCCJ)

The School of Humanities & Social Sciences

The School of Humanities and Social Sciences is highly regarded for developing and delivering programmes that impact communities, cultivate passion and connect people. The School works with external partners to enable students to apply their learning to real-world challenges. This School also houses a number of the general education (including Communication, Psychology, Foreign Language) curriculum for all undergraduate programmes at the College.

The programme offerings in this School include:

- Bachelor of Science in Social Work (CCCJ)
- Associate of Science in Social Work (CCCJ)



The School of Pure & Applied Sciences

The programmes in the School of Pure & Applied Sciences are designed to assist students to achieve their highest potential so that they will contribute to the scientific, moral and ethical growth of society. The programmes prepare students for employment or transfer to programmes such as medicine, nursing and forensic science, meteorology, environmental virology in other higher education institutions.

This School also has responsibility for delivering the Math and Math-based courses across the College.

The programme offerings in this School include:

- Associate of Science in Environmental Studies (CCCJ)
- Associate of Science in Agro-Processing & Business Mngmt (CCCJ)

Introducing the College (cont'd)

The Faculty of Business & Computing

This Faculty offers comprehensive education and training in business, hospitality and tourism, informational technology, and computing. It aims to equip students with the skills and knowledge needed for successful careers in the dynamic fields of business, hospitality, and technology and for transfer to other higher education institutions.

There are three (3) Schools within this Faculty, namely:

- The School of Business & Entrepreneurship
- The School of Hospitality & Tourism
- The School of Computing

The School of Business & Entrepreneurship

This School provides high-quality, innovative and practical-rich programmes that prepare students to become successful entrepreneurs, business owners, and managers. Programmes offered include:

- Bachelor of Science in Business Administration (CCCJ)
- Bachelor of Business Administration - Years 1 & 2 (UTech)
- Associate of Science in Business Administration (CCCJ)

The School of Hospitality & Tourism

This School prides itself on delivering first-class education and hands-on training in hospitality and tourism programmes that will prepare students to meet the demands of the hospitality and tourism sectors.

Programmes offered include:

- Bachelor of Science in Hospitality & Tourism Management (CCCJ)
- Associate of Science in Hospitality & Tourism Management (CCCJ)
- Associate of Applied Science in Culinary Arts (CCCJ)
- Associate (Occupational) in Restaurant Operations

The School of Computing & Information Technology

This School prepares students for innovative careers in technology-related fields. The programmes offered weave industry recommendations and current trends to ensure students obtain the skills and knowledge to stay at the forefront of technology.

- Bachelor of Science in Computing - Years 1 & 2 (UTech)
- Associate of Science in Management Information Systems (CCCJ)



Introducing the College (cont'd)

Faculty of Construction & Engineering

This Faculty seeks to equip students with the skills to effectively conceptualise, design and develop and manage projects. Each programme combines strong theoretical foundations with practical, hands-on and real world focus to prepare students for the workplace and higher studies.

There are two Schools in this Faculty:

- The School of Construction
- The School of Engineering



The School of Construction

This School provides comprehensive education and training in the planning, design and management of construction projects. Students gain expertise in areas such as construction technology, structural engineering and project management. The curriculum is designed to equip students with the knowledge and skills needed to excel in a dynamic and evolving field. The School offers the following programmes:

- Associate of Applied Science in Architectural & Construction Technology (CCCI)
- Associate (Occupational) in Construction Site Management (CCCI)

The School of Engineering

This School offers cutting-edge education in engineering. The programmes offered aim to cultivate future leaders in engineering who are prepared to make meaningful contributions to their fields. The following programmes are offered:

- Associate of Science in Engineering (CCCI)
- Certificate/Diploma in Applied Electrical Engineering (City & Guilds)

Introducing the College (cont'd)

BTCC Academy & Corporate Education

The BTCC Academy facilitates the delivery of a diverse portfolio of programmes that span the vocational, professional and post-secondary fields. The courses and customised programmes provide learners with the practical and ready-to-use skills needed for early and mid-career professionals and that suit their career interests and goals. Customised programmes may be delivered on-site or offsite.

There are two departments within the BTCC Academy & Corporate Education, namely:

- Pre-College
- Corporate Education

The programme offerings within the **Pre-College** Department include:

- Pre-Associate (with a concentration in various disciplines)
- Pre-University (CAPE)
- Continuing Education (CSEC subjects)
- Enriched Continuing Education (a combination of CAPE and CSEC subjects)

The programmes within the **Corporate Education** Department include:

- Post-Secondary Certificate in General Studies
- Basic Computing
- Supervisory Management
- Blueprint Reading
- Occupational Health & Safety
- Other customised courses



The Covenant for Success

Learning Agreement



The College enters into a contractual agreement with all students and the administration through the instrument of the **Covenant for Success**. This is a document that is binding on students, staff and administration of the College. It is divided into three parts namely, the College's Covenant, the Lecturers' Covenant and the Students' Covenant. Together, they set out specific guidelines and parameters within which all parties are to operate, to ensure that the teaching-learning experience is of the highest quality. The document does this by outlining what is expected of the parties covered by the agreement, and by outlining preventative and corrective measures that can be taken by each party, as these relate to breaches of the stipulated procedures and guidelines. Annually, all members of the Community College participate in an official signing of the Covenant.

The Student's Covenant

I am responsible for my education. While others may help me, my success will depend primarily upon what I do to become successful. If it is to be, it is up to me.

Furthermore, I promise I will ...

- work hard to succeed. This includes attending **ALL** classes and devoting a great deal of time to reading, studying and doing out-of-class assignments. I will spend at least two hours on outside preparation for each hour of the time spent in class.
- value time, attend in-person and online classes on time, and set priorities for the use of time.
- attend **at least 90% of my classes** whether they are held in-person or online.
- attend all professional development meetings and assemblies whether held in-person or online.
- set positive, specific and measurable goals and I will visualize myself in possession of them.
- be an active learner; I will ask questions and seek help as often as needed.
- be honest and maintain the highest level of integrity.
- show respect to all members of the learning community.

- resolve conflicts peaceably and avoid fighting inside and outside of the College at programme sites or in the online environment.
- behave respectfully without arguing and cooperate when a staff member gives direction or makes a request.
- adhere to the **dress code** for both in-person and online classes.
- take responsibility for my personal belongings and respect other people's property.
- refrain from bringing weapons, illegal drugs, controlled substances and alcohol to school.
- refrain from using personal possessions that are disruptive in my classes.
- do and submit assignments and coursework on or before the due date.
- be prepared with appropriate materials and assignments for all classes.
- discuss my progress with my lecturers and professional development advisors on a regular basis.
- take responsibility for ascertaining times and dates for examinations and assignments.
- register for all my courses within the stipulated registration period.
- honour all my financial obligations to the College in a timely manner.
- undertake attendant cost where tuition is paid by the Government.

The Covenant for Success

Learning Agreement



The Lecturers' Covenant

These statements form the basis of an agreement between the lecturers and the students to ensure that the teaching-learning experience is of the highest quality.

- I will have high expectations for each student and will not accept mediocrity.
- I will encourage each student to become all that he or she is capable of becoming.
- I will value time, start and end classes on time and set priorities for the use of time.
- I will respect students and value their immense potential. I will not label or place limitations on them about the goals they are willing to work hard to achieve.
- I will respect differences among students and encourage them to learn from their differences.
- I will be enthusiastic about my work. I will go out of my way to stay current in my field and find creative ways to teach my subject/course in a manner that is interesting and relevant to my students.

The College's Covenant

These statements form the basis of an agreement between the College and the students to ensure that the teaching-learning experience is of the highest quality.

- We will provide you with course outlines and relevant information about your programme of study.
- We will provide qualified faculty who will attend classes and will ensure that you are meaningfully engaged if they are to be absent.
- We will provide you with access to relevant student support services including counseling and advice, learning support, career guidance and Students' Union.
- We will provide you with the necessary resources and facilities that will enhance the teaching-learning experience to the maximum sustainable extent.
- We will provide you with the opportunity to appraise your lecturers each semester.
- We will publish a general timetable by the first day of classes.
- We will publish an examination schedule at least two weeks before the start of examinations.

Social Outreach Programme



All students (except those groups listed below) are required to participate in a Social Outreach Programme. This programme seeks to promote social and individual responsibility among students and consists of a variety of opportunities that complement the classroom experience. It is designed to contribute to the growth of the individual in becoming a more informed citizen. The College encourages a co-operative spirit of goodwill within the campus community and a long term commitment to leadership and quality service within the community.

Each student is required to complete **forty (40) hours** of approved community service in his/her **first semester** of study. Students who fail to do this must complete fifty (50) hours by August 31 of their first year. Submission of a written report is mandatory.

The following student groups are exempt:

- Continuing Education
- Enriched Continuing Ed
- UTECH
- UWI Nursing



Section 2

Admissions, Registration, Enrolment

Application, Registration & Enrolment

Application

Applications for admissions to the College are generally accepted between January and July, EXCEPT for the Bachelor of Science in Nursing for which applications are generally accepted between October and mid January. Late applications are also accepted by the College for undersubscribed programmes.

All applicants must submit a completed application form with all the required documents; some groups may be invited to attend an interview conducted by College officials. Applications are accepted online (at btcc.edu.jm) as well as in-person at our Main Campus.



Enrolment & Registration

Each student accepted to pursue a programme of study at the College and those who have met the criteria for promotion must **select the courses** for the semester on the student management system, iSIMS, during the registration period each semester. This is the first step in the registration process. A student is officially registered only after completing all the required steps in the registration process. **These are the other steps involved in completing the registration process:**

- Select the payment plan (plans vary depending on the student's programme choice).
- Pay online at Paymaster or the Main Campus using a debit/credit card.
- Click the Registration tab on iSIMS within the stipulated registration period. *Late registration attracts a penalty.*

New students will receive a registration package via email containing the following:

- An offer (conditional, provisional, OR full acceptance) letter which indicates the programme of study, applicable fees, registration schedule and the date for orientation and start of classes.
- Medical and insurance forms and student declaration form.

Students who do not register within the prescribed registration period must visit the Registry to be manually registered after showing proof of fee payment.

Application, Registration & Enrolment



English Language Proficiency Test (ELPT)

All new students (except the UTech Jamaica, UWI students and students with Grade 1 in CSEC English or a Grade 1 or 2 pass in CAPE Communication Studies) will be required to sit an ELPT before the start of classes or as early as possible within the first weeks of the semester. **CCCJ students** who fail the test will be required to register for a one-semester foundation course in English; other groups will be assigned to the Writing Lab.

Student ID Cards

All registered students are issued with an Identification Card which is valid for one year. Students are required to show their IDs to security to gain access to the Main Campus, libraries and internal and external examinations. IDs are to be worn at ALL times.

Academic Periods

The College operates a 12-month academic year beginning in August/September and ending July/August of the following calendar year. The academic year consists of three academic periods, namely:

- Semester 1 - August/September to December
- Semester 2 - January to May/June
- Summer - June to August

Deferral

This occurs when a student, after receiving an offer for a place in a programme of study at the College, indicates on the confirmation of acceptance form sent with the offer letter, that he/she will defer his/her studies.

An applicant who has been approved for a deferral will be guaranteed a place for the next academic year only if the matriculation requirements have not changed and if the programme has met the minimum cohort size. Having received approval for a deferral, at least two months before the start of the academic period in which the applicant is due to commence, he/she must notify the Registrar in writing, advising of his/her intention to take up the place in the programme/course. The place is held in the programme/course for which the offer was originally made and as such if a different programme/course is being requested, a new application will be required.

Application, Registration & Enrolment

Withdrawal or Leave of Absence

This is where a student **formally** removes him/herself from a programme/course of study. There are a number of reasons, often personal, sometimes financial that can lead to a student deciding to discontinue his studies. Where he/she wishes to take a break from his/her studies, it will mean that the student is requiring "Leave of Absence".

When a student finds it necessary to leave the College before the end of a semester, the student must initiate an official withdrawal or request a **Leave of Absence** by following these steps:

- Discuss the decision to withdraw with the Head of School.
- Complete the required **Leave of Absence /Withdrawal Form** and submit this to the Registrar. The student will be required to state (a) the reason for the withdrawal (b) if he/she is desirous of re-admission in another academic year.
- Return all College property including ID card.

The Registrar will adjust the student's status on iSIMS after written documentation has been submitted to the Registrar. If fees have been paid in full, the student **MAY** be entitled to a refund of a portion of the fee (see **Refund Policy**). The withdrawal/leave becomes effective on the date the Registrar received the request. Students are encouraged to abide by this guideline as they may remain liable for a larger amount of the tuition fee than might otherwise be required.

Ceasing to attend classes or informing a lecturer of the decision to discontinue **does not** constitute an official withdrawal/leave of absence. Responsibility for official withdrawal or leave of absence rests with the student. Students who do not comply with the above will be deemed to have abandoned the programme.

Refunds will be made under the College's **Refund Policy**.

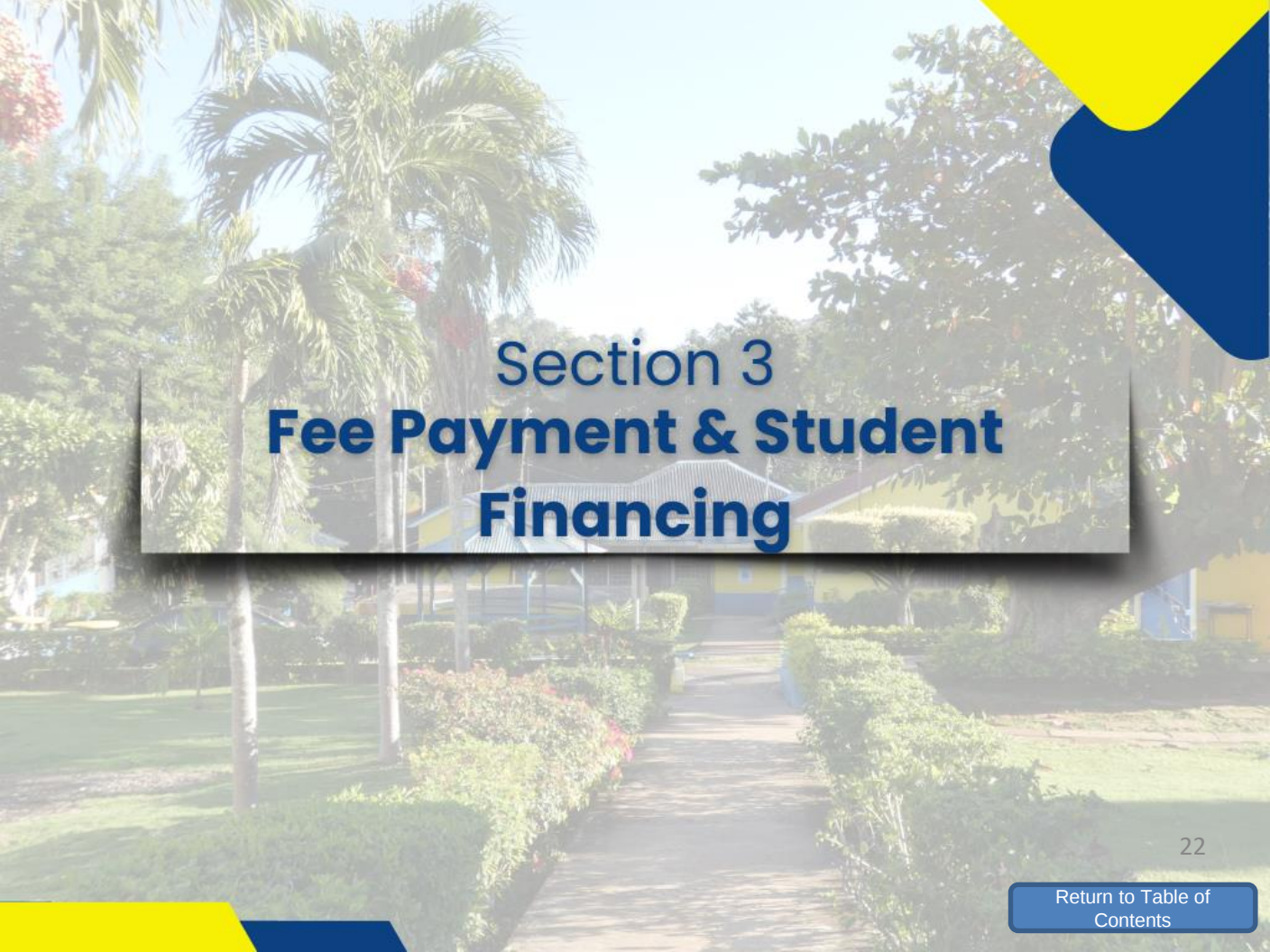
Application, Registration & Enrolment

Transfer

This is where a student formally requests permission to be placed in a different programme of study. This is usually done at the beginning of the academic year or the start of a new academic period (semester for some programmes). The request is made using the College's Transfer Request Form and submitted for approval to the Head of School/Dean of the Faculty for the programme being requested.

Once approval has been granted, the form must be submitted to the Registry for the adjustments to be made on iSIMS.





Section 3

Fee Payment & Student Financing

Fee Payment & Student Financing

The Fee Structure

Tuition and fees are reviewed each academic year and are approved by the Ministry of Education, Skills, Youth & Information. While the fees are deemed to be correct at the time of publication, they are subject to change at any time during the year. Tuition and fees may be a combination of the following:

- Tuition: this is the portion of fees that is charged for teaching and examinations.
- Franchise Fees (applicable to CCCJ, UTech Jamaica, UWI and other partners' programmes): these are fees charged and payable to the institution from which the programme is franchised.
- Auxiliary Fees: these are fees not directly related to teaching and examinations but must be paid by all students. These fees include registration, JamCopy tariff, Student Welfare Fund, and Insurance.
- Other fees may be applicable (e.g. Team Jamaica and First Aid). Students are required to pay all relevant/applicable fee components.

Some programmes may require additional fees for certain activities. For example, the Bachelor of Science in Nursing students must pay an Indexing Fee to the Nursing Council.



How to Pay Fees

Tuition and fees are due and payable in full before registration for a programme *unless* the student has selected a payment plan. The existence of a commitment to pay tuition by an external agency does not necessarily guarantee receipt of payment; the student is ultimately liable for all fees due and payable and as such where the donor/organization/agency does not pay, the student will be required to pay all outstanding fees on demand.

Payment Methods

Payments may be made by manager's cheque, debit or credit card (Master Card/VISA), ABM deposit, or online via bank transfer or iSIMS.

The following also applies:

- Card payments **only** are acceptable at the College's Administrative Office in Brown's Town.
- Payments may be made at any Paymaster outlet or online via iSIMS.
- Payments can also be made via bank transfer: Full-time and Part-time students must transfer funds to NCB#711471324.
- To confirm payment, students must send a scanned copy of the receipt via email to accounts@btcc.edu.jm.

Fee Payment & Student Financing

All students who are NOT paying the applicable tuition and fees in FULL via manager's cheque or card payment before registration must select the relevant payment plan to verify the initial fee to be deposited. **As soon as the minimum deposit payment is made and applied to the student's account**, students are expected to proceed to register for courses on iSIMS. This includes students receiving scholarships, bursaries, grants, or funds from the Students' Loan Bureau (SLB) and students approved for Earn & Study.

Students who miss the registration deadline must visit/contact the Registry to be manually registered.

For students awaiting disbursement of funds from organizations/agencies, such funds can only be acknowledged in the payment agreement if a **written commitment** is given by the organization /agency to pay a *specific* amount by a *specified* date. This written commitment must be in its original form and must be addressed to the College.



The following exceptions currently exist:

- Students' Loan Bureau (SLB) recipients: Only students with a **Loan Status of "D"** verified by information received by the College directly from the SLB will have the loan acknowledged in the payment agreement.
- PATH, JAMVAT, NYS and Sixth Form Pathway Programme (SFPP) beneficiaries: Verification sent directly to the College via a list will be used instead of a specific letter of commitment.

SLB recipients and beneficiaries of discounts, scholarships, bursaries, grants, Earn & Study etc. must pay the excess of the amount received or to be received, **before** registration. Monies received on behalf of students will only be allocated according to the terms and conditions stipulated by the funder.

Fee Payment & Student Financing

Penalties for Non-Compliance with Fee Payment Agreement

In addition to existing payment terms the following applies to all students:

1. Until all amounts due and owing are paid in full (inclusive of applicable charges), the College may withhold the student's grades, transcripts, and/or other credentials, and prohibit the student from registering for any subsequent periods, sitting examinations and/or participating in activities organized for students.
2. If full payment is not made within 21 days from the demand date, the College may also cancel the student's registration, remove or bar the student from attending classes and/or sitting examinations, and retain all monies received.
3. The College will be forced to use all available measures to collect outstanding fees. The names of students who fail to comply with the fee payment agreement may be sent to an internal/external debt collector.

Refunds

Students may be granted a refund of tuition fees if they withdraw from a course/programme or request a leave of absence. The request must be made in writing to the office of the Registrar for verification and further submission to the office of the Bursar. Any refunds being made will be in accordance with the following schedule:

- Seven (7) days after the official close of registration → 95% of Tuition payments made
- 14 days after the official close of registration → 85% of Tuition payments made
- 21 days after the official close of registration → 80% of Tuition payments made
- 30 days after the official close of registration → 75% of Tuition payments made
- After 30 days → No Refund

Where fees are paid in part, the amount to be refunded will be calculated on the amount remaining. The appropriate form should be completed and the student's copy of the payment voucher/receipt given (for the payment being refunded) is to be attached. A student who is expelled from the College for academic or disciplinary reasons will not be entitled to any refund of fees.

Fee Payment & Student Financing

Refunds (Cont'd)

Refunds of overpayments on tuition fees are applicable **ONLY** when it is verified that applicable fees have been paid.

In the case of a self-financing surplus, fees are refunded once all fees are paid in **FULL** for the academic year/period of study. If a student wishes to have the surplus remain on his/her account as an initial deposit on the following year's fees or duration of the study, that surplus or any portion remaining will be applicable for a refund at the end of the study.

A surplus due to grants, scholarships, or sponsors (e.g. the Student Loan Bureau, Ministry of Finance, etc.) is **NOT** eligible for refunds. The policy is that such funds are returned to the entity. Where a student requests a refund of fees paid by a sponsor, that student must obtain written communication from the sponsoring entity authorizing such a refund.

Refunds are processed within 21 days after submission of all relevant details (e.g. proof of payments, banking details, etc.)

Penalties for Non-Compliance with Fee Payment Agreement

All tuition fees must be paid **BEFORE** payments are accepted for external examinations (CAPE, CXC, etc.)



Fee Payment & Student Financing

Options for Financing your Education

In addition to personal funds, there are a number of sources from which students may access financial assistance to fund their education. These include:

Scholarships, Grants & Bursaries

Some companies offer educational assistance to the children of their employees. The form it takes will vary from company to company. Assistance is also available from some companies and the Government; in some cases, it is restricted to particular areas of study. Under the Government's Sixth Form Pathway Programme (SFPP), eligible students also qualify for grants.

Students' Loan Bureau (SLB)

Students pursuing tertiary level programmes - Associate and Bachelor degrees (e.g. UTech, UWI, CCCJ) who qualify, will be able to borrow the full cost of their tuition fees from the Students' Loan Bureau to finance their studies.



Jamaica Values and Attitudes (JAMVAT)

The Jamaica Values and Attitudes Programme was launched by the Government of Jamaica in 2001. Successful applicants are assigned to work in different organizations for 200 hours. Students participating in this programme will get the following benefits:

- A percentage of tuition fee credited to their fee account at the College (See JAMVAT Guidelines)
- Possibility of employment at placement site after completion of the programme.

National Youth Service (NYS) Summer programme

This is a government-funded programme which offers paid employment during the summer.

Earn & Study Programme

This programme facilitates on campus employment for students. Work is scheduled so that there is minimal interruption to students' academic work. All students have the option to work in Semester 1 or Semester 2 and students who are not in their final year of study can opt to work during the summer. No student is allowed to work in multiple semesters of any one academic year.



Section 4

Academic Progression & Graduation

Academic Progression & Graduation

Academic Progression

Requirements for Promotion

Each programme of study has its own conditions for promotion. A student must therefore satisfy the general conditions of each programme. To be eligible for promotion, the student must meet the following basic requirements:

- Students will be promoted if they are academically eligible for the next year of the programme.
- Students must pass all required examinations in order to qualify for promotion.
- Only students who are in good financial standing with the College will be eligible for promotion.
- Under special circumstances, some students are accepted into the first year of a two-year programme without full matriculation. These students must take and pass any outstanding subject(s) before they can be promoted, even if they have completed the first year with honours. Evidence of success in the subject(s) **must** be submitted to the Registrar.

At its discretion and where the policy does not contravene the policy of the College's partners/franchisors, the Academic Board *may* conditionally promote to the first semester of the second year, a student who has failed to meet all the matriculation requirements, if there is clear evidence that the student would have met them if hindering circumstances had not been present (e.g. illness during an examination or death of an immediate relative). Such students must meet all matriculation requirements by the end of the first semester of the programme's second year.

Principal's Honours List

The Principal's Honours list has been established to honour the academic achievements of students and to give recognition to those students who have attained academic distinction among their peers. Students who have earned an overall grade of at least A (or equivalent GPA) are recognized by placement on the Honours List. This is recorded on the students' permanent file. It is hoped that such special recognition will provide an additional incentive for achievement-driven students to excel in their programme of study.

Academic Progression & Graduation



Re-Sit and Re-Do

There is a re-sit policy in place for students registered in some programmes including the CCCJ Associate and Bachelor Degree programmes. This is applicable to returning students who have failed a course. Details of the re-sit policy are available in the relevant governing body's programme handbook.



Academic Probation

A student is placed on academic probation whenever his/her combined average falls below the minimum passing grade. In addition, students who have a passing average, but have failed core subjects may be placed on academic probation. This is an indication that the student's performance is below the standard expected and he/she will be asked to discontinue the programme if there is no improvement at the end of the academic year under review. This will be recorded on the student's permanent file.

Generally, students remain on probation until the end of the semester when the probation takes effect. Students on probation are advised to meet with their Professional Development Advisor (PDA), the Academic Advisor and Guidance Counsellor for consultation and advising.

Academic Progression & Graduation

Graduation

The College offers a variety of programmes that are franchised and/or executed in collaboration with other Higher Educational Institutions and/or professional bodies. In all such cases, the requirements of both the College and the partner institution must be satisfied before an award is granted.

It is the student's responsibility to ensure that all required documentation is submitted to the Registry. Failure to fulfil this responsibility will result in the student being ineligible to graduate. Graduands are usually notified via email, invited to indicate their intent to graduate and thereafter informed of the particulars of the event.

The College's Graduation and Awards Ceremony is held in November each year. Graduation is not automatic. In order for a student to qualify for graduation, the following must be satisfied:

- All academic and non-academic requirements for the programme of study.
- Successful completion of Social Outreach Programme. This includes submission of a written report.
- All other obligations to the College, to include but not limited to the return of College property and payment of all applicable fees.

Grading System

The Grading System

The College operates with many partners in executing available programmes and applies the grading scheme of the franchising institution. Outlined here is a summary of the applicable grading schemes. Students are required to reference their programme handbooks for further details on the grading policies that apply to their respective programme. Some grading schemes do not have an applicable Grade Point Weighting and as such Not Applicable (N/A) has been entered in the Grade Point column for these programmes.

<i>Pre-University Programmes (CXC) CAPE</i>			
Criteria For Promotion	Grading Scheme		
	Letter Grade	Grade Point	% Scale
Must pass two (2) core subjects in addition to Communication/ Caribbean Studies in external examinations and attain a minimum average of 50% on internal examinations.	A	N/A	75-100
	B+	N/A	70-74
	B	N/A	65-69
	C+	N/A	60-64
	C	N/A	50-59
	D	N/A	40-49
	E	N/A	30-39
	F	N/A	0-29

Grading System



Certificate Programmes			
Criteria For Promotion	Grading Scheme		
	Letter Grade	Grade Point	% Scale
Must pass ALL subjects in external examinations and attain a minimum average of 50% on internal examinations. Students must also satisfy any other applicable requirement for their specific programme.	A+	N/A	97-100
	A	N/A	91-96
	A-	N/A	85-90
	B+	N/A	78-84
	B	N/A	71-77
	B-	N/A	65-70
	C+	N/A	60-64
	C	N/A	55-59
	C-	N/A	50-54
	D	N/A	0-49

CCCJ Bachelor's and Associate Degree Programmes (Effective September 2014)			
Criteria For Promotion	Grading Scheme		
	Letter Grade	Grade Point	% Scale
Must satisfy the requirements of the Council of Community Colleges of Jamaica (CCCJ).	A	4.00	90-100
	A-	3.67	80-89
	B+	3.33	75-79
	B	3.00	70-74
	B-	2.67	65-69
	C+	2.33	60-64
	C	2.00	55-59
	C-	1.67	50-54
	D+	1.33	45-49
	D	1.00	40-44
	U	0.00	0-39

Grading System



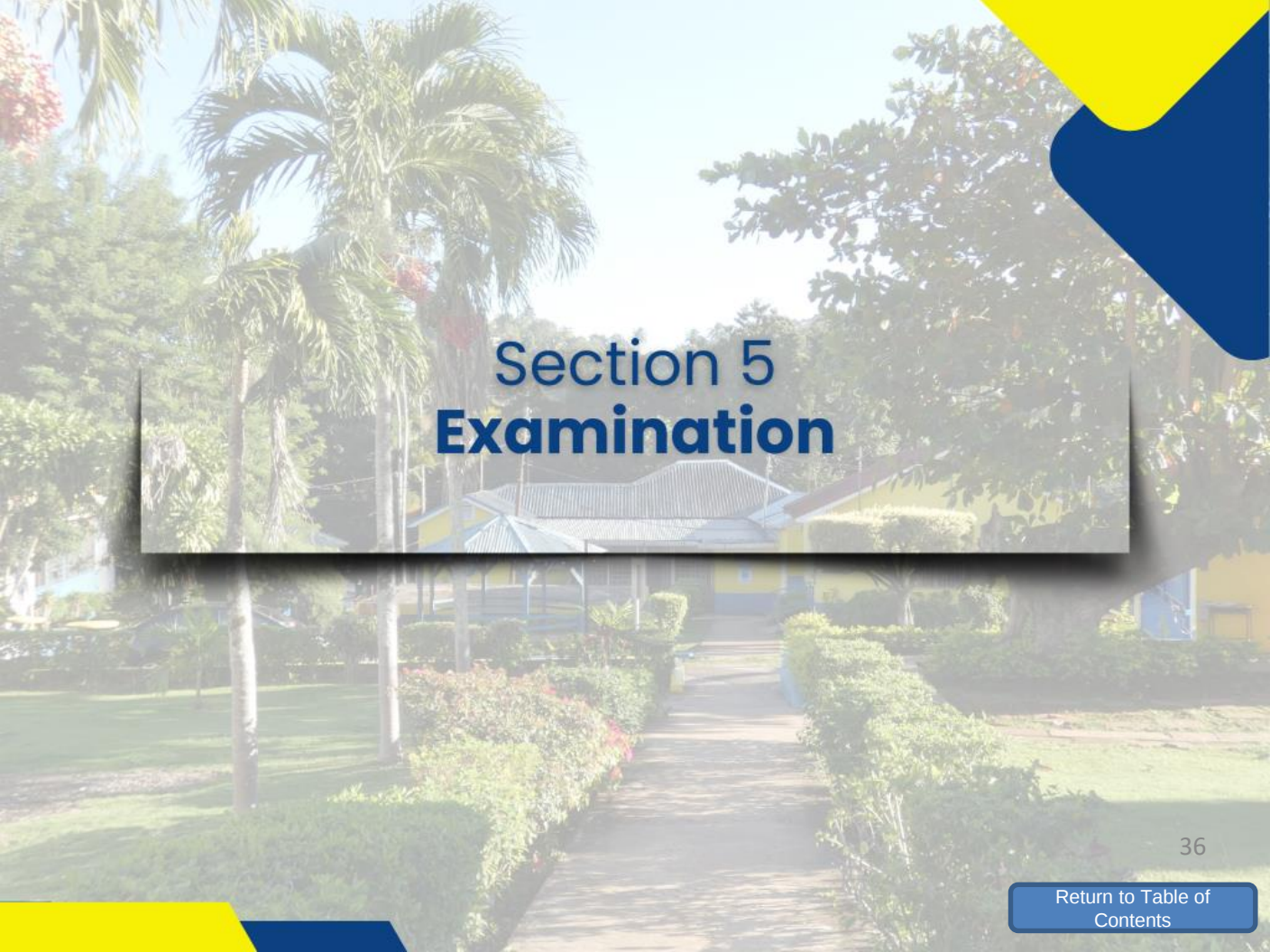
<i>UTech Programme</i>			
Criteria For Promotion	Grading Scheme		
	Letter Grade	Grade Point	% Scale
Must meet the requirements of the University of Technology, Jamaica.	A	4.00	90-100
	A-	3.67	80-89
	B+	3.33	75-79
	B	3.00	70-74
	B-	2.67	65-69
	C+	2.33	60-64
	C	2.00	55-59
	C-	1.67	50-54
	D+	1.33	45-49
	D	1.00	40-44
	D-	0.67	35-39
	U	0.0	0-34
	AB	0.0	Absent
	P	-	Pass
	F	-	Fail

Criteria For Promotion	Grading Scheme		
	Letter Grade	Grade Point	% Scale
<i>UWI Programmes</i>			
Must satisfy the requirements of the University of the West Indies. Student Nurses must also meet the requirements of the Nursing Council of Jamaica.	A+	4.30	90-100
	A	4.00	80-89
	A-	3.70	75-79
	B+	3.30	70-74
	B	3.00	65-69
	B-	2.70	60-64
	C+	2.30	55-59
	C	2.00	50-54
	F1	1.70	45-49
	F2	1.30	40-44
	F3	0.00	0-39

Grading System



City & Guilds			
Criteria For Promotion	Grading Scheme		
	Letter Grade	Grade Point	% Scale
Must pass ALL subjects in external examinations and attain a minimum average of 55% on internal examinations.	A+	N/A	95-100
	A	N/A	90-94
	A-	N/A	80-89
	B+	N/A	75-79
	B	N/A	70-74
	B-	N/A	65-69
	C+	N/A	60-64
	C	N/A	50-59
	C-	N/A	45-49
	D	N/A	40-44
	E	N/A	0-39



Section 5 **Examination**

Examinations

External Examinations

These are examinations that are managed and/or moderated by entities external to the institution. Such examinations include CXC and City and Guilds.

Students are expected to pay the registration and course fees to be entered for these examinations. The dates and fees are shared with students via iSIMS, Professional Development (PD) sessions and during assemblies as soon as they have been communicated by the respective examination bodies.

For all the examinations noted above, students **must** return payment vouchers to the College.

Internal Examinations

These are examinations that are conducted by the College and/or our Franchise partners such as CCCJ, UTech and UWI. The franchise partner determines whether the examination will be administered as a face-to-face or an online examination.

Internal examinations are also held for students registered for CXC, NCTVET/NVQJ, NCTVET/CVQ, City and Guilds at the end of each semester.



Examination Schedule

In addition to coursework, that is, tests, assignments, presentations etc., which form an integral part of the evaluation requirements, official examinations are held during specified times during the academic year. The schedule is generally as follows:

Semester 1	December
Semester 2	April/May
Summer	August

Each student must check the General Examination Timetable and the drafts posted on iSIMS and report any problems such as clashes, and omissions to **Registry** within three (3) days of the posting of the timetable.

The College usually produces draft timetables and then a final one. Students must check the timetable intermittently for changes which may be posted **even after a final timetable is produced**. Only students who are financially cleared and have satisfied all other requirements will be allowed to sit examinations.

Examinations

Examination Card

Each student must have a valid Examination Card and College Identification Card at each examination sitting which must be presented to the exam coordinator/invigilator before entering the exam room for in-person examinations. The examination card must be prominently displayed on the desk during the exam.

For online examinations, to ensure you are the student taking the exam, you will be asked to authenticate your identity. Alternatively, students may access selected online exams using the Safe Exam Browser configuration.

Digital Exam Card

Students will be able to download and print their examination cards within the prescribed window of time allowed. Students must ensure that their cards reflect the examinable subjects/courses for which they are registered. The presence of any written information on exam cards, except exam title, date and time will be seen as an attempt to cheat. Only financially cleared students will be able to download their cards.

Examination Receipts

An exam receipt is issued to each student in return for an examination script at the end of the in-person examination. This



will be the only proof that the examination script has been submitted. For online examinations, an uploaded exam to the Moodle site or the approved exam email address is proof of submission.

Regulations for Internal Examinations (In-Person)

1. Students must be seated in the exam room at least 15 minutes before the start of the exam.
2. Students should not write anything on the examination card. Any other writing on the examination card will be seen as an intent to cheat.
3. Students should write their ID numbers (not their names) distinctly on the cover of all answer booklets and/or separate sheet of paper handed in.
4. No student will be allowed to sit the examination if he/she is not wearing the correct uniform; **the college polo shirts are not allowed during exams.** (This applies to full-time/day students.)
5. Part-time students must be appropriately attired for exams.
6. Students will not be admitted to an examination later than 30 minutes after the start of the examination except with the permission of the Vice Principal, Academic Affairs. These students will not be granted extra time to complete the examination.

Examinations

Regulations for Internal Examinations (In-Person) – cont'd

7. Students will not be allowed to leave the examination room and return to complete the examination except in cases of emergency. Any student leaving the room to go to the restroom must be accompanied by an invigilator.

8. Students who are permitted to leave before the end of the examination **must not** leave scripts or examination materials on the desk, but **must** hand them to the invigilator.
9. Jackets, hats, headbands, handbags, books, and other items e.g. removable covers of calculators must be left in the designated area/bag room.
10. All cellular phones **MUST** be turned off and left in bags outside of the exam room or in the bag room. Cell phones are not allowed on the desk/table or in the possession of students in the examination room. **The College will not accept responsibility for any personal belongings lost or misplaced in the examination room or bag room.**
11. Students can download and print their examination card within the allotted window of time if the original card is lost or misplaced. There must be no communication whatsoever between/among students during an examination.
12. There must be no communication whatsoever between/among students during an examination.
13. A student must not directly or indirectly give assistance to any other student or allow any other candidate to copy from or otherwise use his/her papers.
14. No borrowing or lending is allowed during the examination. Each student must ensure that he/she has the necessary pens, pencils, mathematical instruments, etc. Any student who attempts to borrow or lend may be asked to discontinue the examination.
15. While in the examination room, students must comply with the instructions of the invigilators. Any candidate who is considered by an invigilator to be disruptive during an examination may be required to withdraw from the examination.
16. At the end of the time allocated, all students should stop writing or make any amendments when instructed to do so by the invigilators.
17. If a student is ill, he/she must report to the College nurse who will assess the case and decide whether the candidate is able to finish the examination. Necessary action will then be taken.
18. Students must adhere to all Disaster Risk Management /safety protocols, including hand sanitization and mask wearing as required.

Examinations

Procedures and Sanctions - Academic Misconduct in Tests/Exams

The following represent some of the sanctions outlined in the College's Academic Fraud Policy.

If a candidate is suspected of cheating in an examination, the following are to be taken:

1. The circumstances should be carefully noted and documented by the invigilator and all supporting evidence confiscated.
2. The candidate should be warned, but allowed to complete the examination.
3. A written statement shall be requested from the candidate at the end of the examination.
4. The supervisor shall make a formal report to the Coordinator of Examinations as soon as possible after the alleged infringement.
5. The Exam Coordinator, upon receiving the report shall constitute an Inquiry Panel, chaired by the Coordinator, the respective Head of School and a student representative, to investigate the circumstances surrounding the allegation of misconduct.
6. The findings and sanctions recommended by the Inquiry Panel shall be in accordance with categories of penalties as laid out by the College governing academic misconduct.



7. If the student does not attend the investigation and does not offer a satisfactory reason for non-attendance, such a student may be disqualified from all examinations set during the examination period.

A letter will also be placed on the student's file.

If the fraud is discovered by the lecturer during marking, the lecturer is required to report the matter to the Head of School who will make a formal report to the Exam Coordinator.

If a student has been found to be engaged in cheating or plagiarism, the following disciplinary actions may be taken:

1. Grade adjustment: lowering of test, assignment or exam grade.
2. Course Failure: failure of the student in the course where the misconduct occurred.
3. Discretionary Sanctions: repeat of the assignment or test/additional assignment determined by subject/course lecturer.
4. The rules and penalties/sanctions of the examining body will supersede internal penalties.

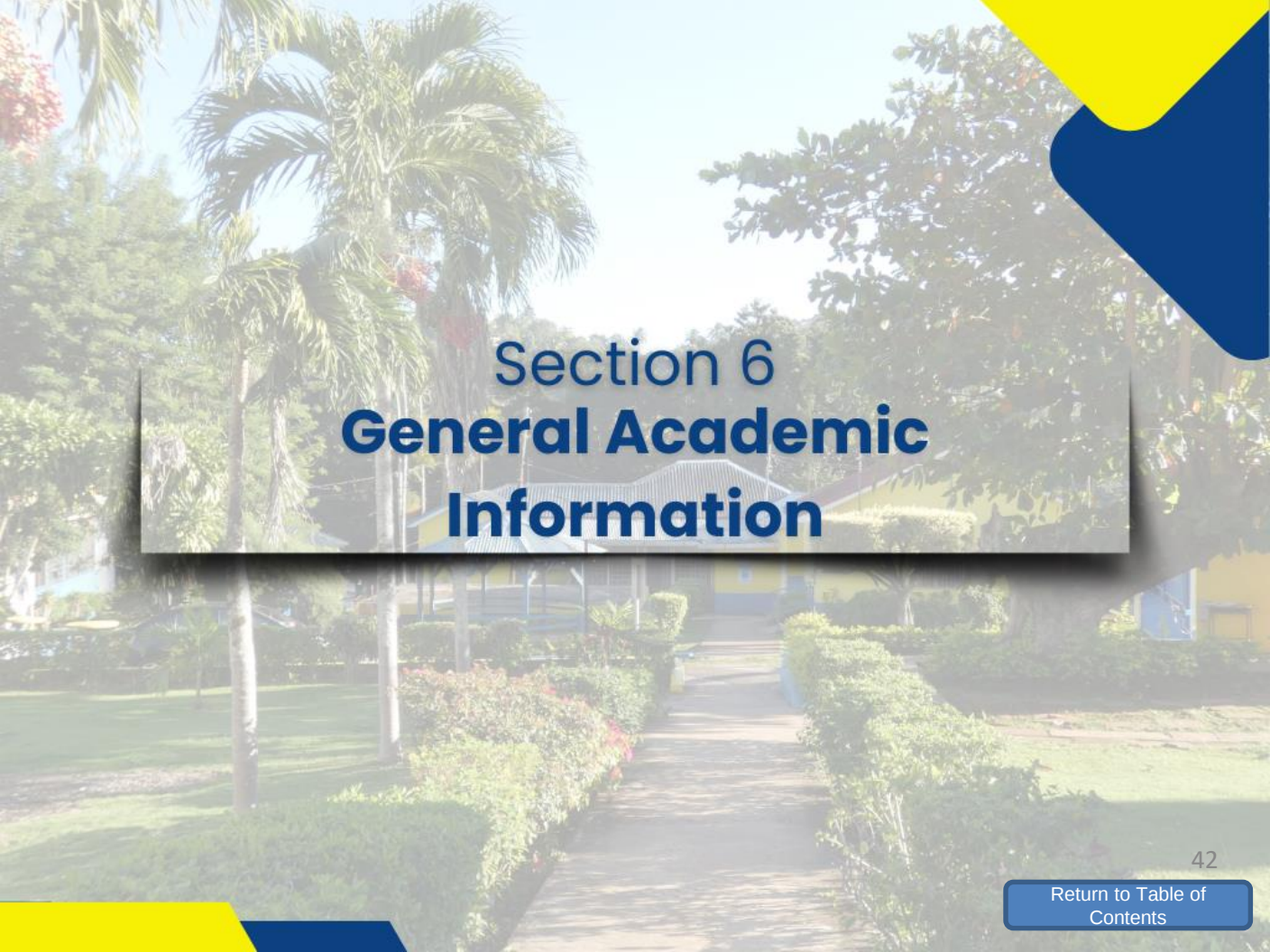
Examinations

ABSENCE FROM EXAMINATION

1. A student who is unable to write an examination at the end of the semester because of illness or other extenuating circumstances (e.g. close family bereavement) must inform the Registry in writing as soon as possible. For students who are ill, a medical certificate must be provided by the candidate within two (2) days from the date of the examination in which the performance of the student is affected.
2. Students who absent themselves from an examination without medical or other valid reasons stated in writing to the Registrar will automatically receive a failing grade.
3. Students registered in franchised programmes must also follow the Guidelines outlined in the relevant Student Handbook.

HARDWARE REQUIREMENTS FOR ONLINE EXAMINATION

1. Windows 10 or 11 (64-bit only) OR macOS 10.15 (Catalina) or higher
2. Processor: Intel or AMD, 2 GHz+
3. Storage: At least 200 MB of free disk space
4. Memory: Minimum 4 GB RAM (8 GB recommended)
5. Webcam and Microphone (internal or external)
6. Minimum Upload Speed: 1.5 Mbps
7. Stable wired or strong Wi-Fi connection (avoid mobile hotspots due to instability)



Section 6

General Academic Information

General Academic

Attendance/Punctuality

Class attendance is considered essential to the academic success of students at the College as there are many learning opportunities between faculty members and students and between one student and other students in the online or in-person classroom.

Students must check on iSIMS for the times and locations of their classes. Students have the responsibility to attend ALL classes and to actively engage in all learning opportunities provided. Students are expected to arrive for class on time and to **remain** for the scheduled period for the class out of respect for both lecturer and fellow students. Late arrival causes disruption to other class members as well as the lecturer.

Each lecturer will maintain an attendance record of students doing franchised programmes (CCCJ, UTech, UWI, etc.). Beneficiaries of the government's grants under the Sixth Form Pathway Programme are to be mindful of and guided by the attendance rules stipulated by these institutions. Each student must accept responsibility for all absences. A student who presents his/her lecturer with adequate reason for an absence may be given an opportunity to make up the work missed.



The responsibility for initiating the request to make up class work missed is vested in the student.

Generally, the following applies to all students:

- Students have the responsibility to inform their subject/course lecturer whenever possible, in advance, of an absence or lateness that is caused by circumstances beyond their control.
- Students must submit a **medical certificate** for absence of three or more consecutive days. The certificate must be submitted to the College Nurse who will inform the Registrar, the relevant Head of School, and Vice Principals.
- Students are responsible for all class work or tests missed regardless of the reasons for their absence.
- Students who are absent in excess of **two (2) consecutive weeks** and who fail to inform the College are deemed to have abandoned the course, and must apply for re-entry to the College.
- A lecturer can enter a mark of absence in the register for a student who arrives to a class 30 minutes.

General Academic

Academic Advisement

Students are required to assume responsibility for their own learning. To assist students in accepting this responsibility, faculty members are assigned as advisors to groups of students. Academic advisement is facilitated through advisement sessions which are held on the second and fourth Tuesday of every month. Additional academic advisement may be given by the Professional Development Advisors, the Head of School or Programme Coordinators.

CXC Internal/School Based Assessments (SBA)

The Caribbean Examination Council (CXC) is replacing the traditional take-home SBA for non-practical CSEC and CAPE subjects with supervised Paper 032 exams effective 2027. For practical subjects, the following apply:

Procedure

1. The student must consult with the subject lecturer in conceptualizing and formulating the study.

2. Drafts of sections of the SBA must be presented to the subject lecturer for comments and assessment at agreed stages of the preparation process. Grades which will form part of the students' internal college grade will be assigned to each section of the SBA.
3. The completed SBA must be submitted to the subject lecturer for marking by the agreed deadline and a receipt is to be issued upon submission. Late submissions **will only be graded at the discretion** of the subject lecturer who is not obliged to accept such assignment.



General Academic

Student Assessment/Deadlines

Assessment is an essential component of the learning process which serves to encourage student learning, make judgements about student achievements and monitor the effectiveness of the learning environment.

Students must observe deadlines for the submission of all internal assessments (SBAs, assignments etc.) The only exceptions may be serious illness and family or personal emergency which should be reported to the lecturer on or before the submission date.

Penalty for late submission of assignments is 5% per day within a period not exceeding 5 days.

Coursework and exam grades for each student are entered on iSIMS each semester. Assessment of students is done through a combination of coursework including portfolios, presentations, speeches, projects, case studies, in class and out of class essays, laboratory exercises, written examinations and other similar pieces. The coursework mark on the grade sheet is usually drawn from at least three pieces of work. An exam grade by itself, no matter how good, is not an isolated grade and cannot be used for probation, dismissal or to assist promotion. It is therefore important that students complete all coursework tasks.



Students are required to meet the deadlines established by the lecturer. Generally, coursework must be submitted by the **5th, 8th and 12th week of each semester**. If there are extenuating circumstances preventing the student from submitting the assignment on the due date, the lecturer **MAY** allow an extension of the deadline.

Students must submit the work in the manner and format specified by the lecturer. Students are **expected to submit assignments via Moodle** unless their lecturers request physical copies of their work. Leaving an assignment under the lecturer's door or handing it to the lecturer while on the corridor, is not considered to be an appropriate submission. If the assignment gets mislaid or lost, there is no recourse for the student and the assignment will be considered as not having been submitted. ***Poor quality work will receive a failing grade.***

Academic performance of students is evaluated using the grading system for each programme.

General Academic

Use of Electronic Devices

Students will be required to have computers to access their class materials and do online quizzes or assessments posted on Moodle, the Learning Management System. For online classes, students are **forbidden** to record the voice or image of the instructor without the consent of the person being recorded or photographed.

All cellular phones and electronic devices must be turned off during in-person lectures, assemblies and in other campus function/activities where their use would cause a distraction to the learning environment. However, lecturers may include the use of the cell-phone and other electronic devices **as part of their instruction**.

Cell phones and electronic device use is prohibited during all testing and assessment activities. The ringing of a cellular phone during a class or other organized activity is rude, disruptive and irritating for fellow students and the lecturer. It is unacceptable to send or reply to text messages, or pretend to leave a class for an emergency in order to respond to a call or message. Students caught doing this may be asked to leave the class.

Refer to the **Guide for Online Student Conduct & Expectations** for more information on how to use the electronic devices for online classes.



Cancellation of Programme/Course

The delivery of any programme or course is dependent on a number of factors. The College reserves the right to cancel or defer any programme or course which is undersubscribed, non-viable or for which adequate resources are not available.

Request for Academic Records

A transcript is an official permanent record of a student's academic performance. A student's record and the information contained therein are the property of the College and are treated as private and confidential. Transcripts or other information about a student will not be released to third parties without the written permission of the student; neither will such information be released by telephone. Official transcripts are sent directly to designated employers or institutions upon the student's request and after payment of the required fee.

All requests for written documents including transcripts, progress reports, status and embassy letters are to be made using iSIMS. Transcripts are prepared within 10 and 15 working days. Transcripts given to students will be considered "unofficial" and may not be accepted by the receiving agency as a true record. The College reserves the right to withhold transcripts and other records for students who fail to meet their financial obligations.

General Academic

Course & Lecturer Evaluation

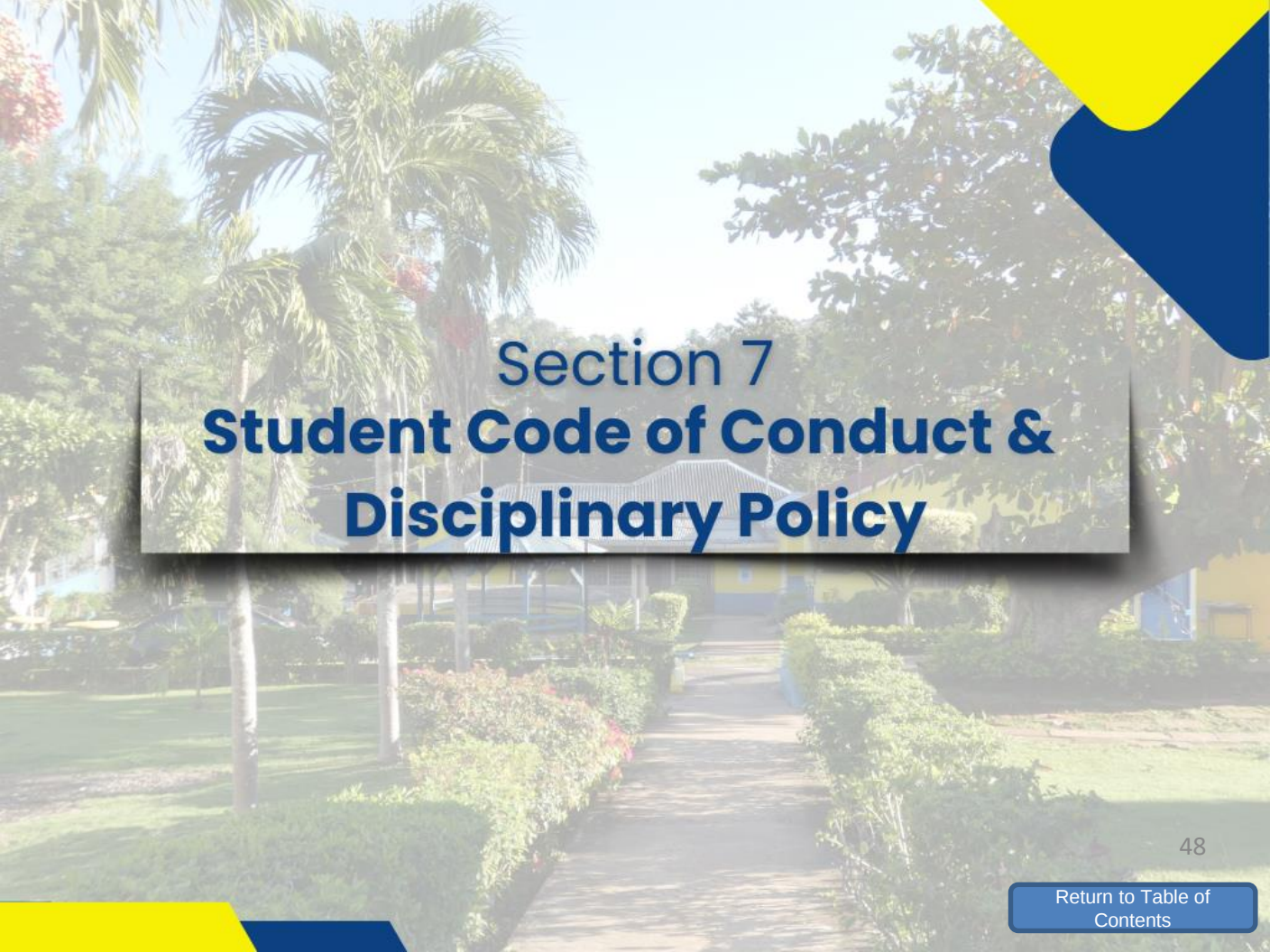
BTCC uses fair and consistent evaluation of its courses and lecturers to ensure that students are being taught at the highest standards.

At least once per semester, students will be required to anonymously complete a lecturer/course evaluation form which is returned to the Office of the Vice Principal, Academic Affairs. The responses are analyzed and the results shared at the highest level to determine what improvement strategies may be necessary and what best practices can be shared.

College Rights

The College reserves the right to make changes as required to programme offerings, academic policies, and other rules and regulations governing students to be effective as determined by the College. The changes will cover current and former students. The College authorities, bearing in mind the interests of the students and the College, will interpret these policies.





Section 7

Student Code of Conduct & Disciplinary Policy

Student Code of Conduct

Student Code of Conduct

The purpose of the Brown's Town Community College's Code of Conduct is not only to regulate student behaviour; but also to educate students on their rights and responsibilities as members of the student body. BTCC also wishes to promote student understanding of the balance between individual privileges and college responsibilities, as well as provide everyone in the college community with a safe learning environment conducive to student learning and success.

Students' Rights and Responsibilities

Students have a right to:

- Expect the College to provide lecturers who have the knowledge and teaching skills in relation to their course of instruction;
- Proper and impartial evaluation of their performance;
- Be provided with course outlines which include schedule of assignments and performance evaluation criteria;



- Be informed at the beginning of the course of the requirements regarding attendance and punctuality;
- Be provided with the resources and services that support instruction and student life;
- Receive their grades within a reasonable time frame;
- Be provided with feedback on the programmes and services offered;
- A healthy and safe environment.

BTCC expects students to:

- Set their own personal development goals and take responsibility for their own learning;
- Attend punctually 90% of their classes;
- Complete and hand in assignments on or before the date due without reminders;
- Spend at least two (2) hours in private study for each hour of lecture;
- Participate in the learning process by asking questions and seeking clarification;
- Strive for excellence in their studies and seek to achieve high academic standards in all their courses;

Student Code of Conduct



- Familiarize themselves with the content of the Student Handbook and be knowledgeable of and abide by the policies and procedures given;
- Show respect to others and the rights of others in the College community;
- Comply with verbal and/or written directions of the College staff and administration;
- Respect the freedom to teach and the freedom to learn;
- Develop and display values and attitudes which are wholesome and desirable;
- Adhere to the established dress code of the institution;
- Adhere to the social media and artificial intelligence policies of the institution;
- Protect the reputation of their peers and the institution;
- Refrain from engaging in activities which may endanger others in the enjoyment of their rights or in their pursuit of knowledge;
- Take advantage of the support services and programmes available to them;
- Protect College property/equipment;
- Keep the College environment clean; and,
- Meet all financial obligations to the College.

Student Code of Conduct

Academic Misconduct

As a community college, BTCC strives to instill and foster intellectual honesty and integrity. Academic misconduct refers to academic dishonesty or fraud. It includes acts which have the effect of unfairly promoting or enhancing one's academic standing or assisting someone in the pursuit of such an end.

Effective evaluation of students' work can only take place in an environment in which intellectual honesty is respected. Academic dishonesty includes, but is not limited to inappropriate giving or receiving of help during tests and plagiarism. Acts of academic dishonesty are serious matters, which subvert the integrity and credibility of the educational process. The College will, therefore, initiate action to discipline students who engage in acts of academic dishonesty. Academic misconduct includes, but is not limited to cheating on tests, assignments or examinations which may include:

- copying or attempting to copy from another individual during tests or examinations;
- receiving an answer to a question from another student or communicating answers to another student during a test or examination; this includes allowing other students to copy from one's exam paper during tests/examinations;

- 
- possessing/using any unauthorized materials/devices during tests/examinations;
 - having prior knowledge of the content of tests/examination papers and using same in these assessments;
 - changing, attempting to change or falsifying an academic record;
 - helping another student to carry out any of the above acts;
 - submitting work which the student previously submitted in another course;
 - submitting someone else's work (with or without minor alterations) as your own, also referred to as plagiarism, i.e. the use of words or ideas of others, without crediting the source or presenting oneself for another candidate for the purpose of taking a test/examination or allowing oneself to be represented by another for same; or, directly or indirectly giving assistance to another candidate during a test/examination.

Student Code of Conduct

Plagiarism

Plagiarism is the inclusion of someone else's intellectual effort or property (published or unpublished) including words, ideas and data as one's own work. When a student submits work for assessment which includes the words, ideas or data of others, the source must be acknowledged through complete, accurate and specific references, and if verbatim statements are included, quotation marks should be used as well. Each student is responsible for ensuring that his/her work does not involve plagiarism. Ignorance of plagiarism or other rules is not a mitigating circumstance. Brown's Town Community College, like the rest of the academic world, takes a serious view of plagiarism.

Examples of plagiarism include, but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source;
- Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words without acknowledgment of the source;

- Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source;
- Copying another student's essay/ test answers;
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own;
- Working together on an assignment, sharing the computer files and programmes involved, and then submitting individual copies of the assignment as one's own individual work;
- **Falsification:** Forging signatures on official documents, changing or attempting to change official academic records or providing false information.

Further details on the College's position on academic fraud can be found in the Academic Fraud Policy.



Student Code of Conduct

Acceptable Use of Artificial Intelligence (AI)

The College promotes the fair use of artificial intelligence (AI) in assessments. This will involve the following:

- Students must submit their own work. If there is any doubt that the submitted work does not represent the student's own efforts, the student may be asked to demonstrate comprehension (e.g. an oral defence, a rewriting exercise) of their material to ensure compliance with integrity standards.
- If AI is used, the student must clearly reference the AI software and the prompt used, the date of the generation in the body of the their work and in the bibliography.
- Students must respect privacy and data security by not entering personal, sensitive or confidential information.
- Students must ensure their use of AI tools complies with the academic fraud policy.



Lecturers will discuss the appropriate use of AI, including its limitations. AI use will fall within one of four areas on a spectrum:

- No use
- Use only when/as directed
- Use free in certain cases
- Use freely in all cases.

The College uses plagiarism-detection software. However, AI-generated content is not consistently or reliably detectable by such tools. A such, allegations of AI misuse will not be solely based on detection software reports but will require substantive academic evidence. Plagiarised or AI-plagiarised works may result in further action, including disciplinary actions, being taken by the College. This will be based on the syllabus and evidence (student inability to discuss work).

Student Code of Conduct

Non-academic Misconduct

Non-academic misconduct includes, but is not limited to matters related to the College's property and students' behaviour on and off the campuses. These include:

1. Unauthorized possession of weapons (knives, ice picks, scissors etc.) on the campuses;
2. Possessing, using, selling or distributing any type of illegal drugs on the campuses;
3. Possessing and/or consuming alcoholic beverages on the campuses;
4. Playing dominoes, board/card games during the period timetabled for classes;
5. Excessive noise: Playing radio and other electronic devices at a volume which interferes with classes, College offices or other campus activities or making other noise which is disruptive to others who may be engaged in serious work;
6. Smoking on the College campuses;
7. Disrupting classroom activities by using cellular phones or other electronic devices;
8. Posting notices and advertisements on notice boards without the approval of the Vice Principal, Administration;
9. Using the College's name and/or logo without the approval of the Principal's Office;
10. Unauthorized possession of College property or the property of a member of the College community;
- 11. Not attending tutorials and assemblies;**
12. Repeated absenteeism and/or lack of punctuality
13. Tendering forged documents to the College;
- 14. Not wearing the correct/prescribed uniform to College;**
15. Unauthorized entry or occupation of a private work area;
16. Any other conduct that disrupts the normal operations of the College or is deemed to be unsatisfactory or dangerous to the reputation of the College.



Student Code of Conduct

The College Uniform

BTCC places great emphasis on setting high standards in dress and deportment as the appearance of students is considered very important. While generally, all students are expected to dress smartly, more specifically they are expected to wear the designated uniform to classes and to College functions where this is a requirement.

Males

Pants

- Should be dress pants styled and **worn at the waist**
- Must be either navy blue, black or khaki (no sheen and absolutely **no jeans**)
- Must be loosely fitted
- Only black or brown belts should be worn with pants
- Hair must be neatly combed/groomed and acceptable in a professional setting

Females

Pants

- Colour must be either sky blue or khaki (not white or cream)
- Must be loosely fitted
- Must NOT be made with spandex material

Skirts

- Colour must be either sky blue or khaki (not white or cream)
- Must be knee length and loosely fitted
- Must NOT be made with spandex material.

Footwear

- Practical working shoes (black or brown) are required. **NO slippers are allowed.**
- Female nursing students are required to wear white duty shoes.



Student Code of Conduct

The College Uniform cont'd

Other Uniform Guidelines

- Under shirts with printed slogans and/or coloured vests are NOT allowed.
- **No other shirt should be worn over the college shirt/jacket.**
- No shirt should be seen protruding below the College shirt or at the sleeves.
- The College shirts/blouses should **not** be tucked into skirts or pants.
- The College polo shirts are to be worn on designated days ONLY.

If a student is unable to attend school in uniform, he/she must:

- Provide a note to the Vice Principal, Administration, explaining the variation to uniform and period for which this condition will exist.
- Report to the Vice Principal, Administration, before the start of the first class to obtain a uniform exemption and produce it at the start of every class for the period of exemption.

The temporary alternative wear are white blouse/shirt and black skirt/pants. No T-Shirt is allowed.



Breaches of the Uniform Code

In addition to any deviation from the guidelines, the following are considered breaches of the College Uniform Code:

- Earrings for Males
- Multiple earrings in any one ear (*only one pair of earrings is allowed; one in each ear*)
- Large earrings for females
- Nose rings, tongue rings, rings on the eyebrow or cheeks etc.
- Skirts above the knee
- Tight pants (pants must be tailored with adequate room)
- Coloured shoes
- Coloured belts
- Brightly coloured hair
- Brightly coloured hair accessories
- Coloured and patterned socks
- Slippers
- T-Shirt as uniform
- Hats, Tams, or Caps

Student Code of Conduct

Behavioural Offences

The Code of Conduct listed below applies specifically to student behaviour on all of the campuses or at any College function. The list is not exhaustive and could also include student conduct off campus that affects the College, students, and staff and/or impacts the learning environment.

- a. Conduct which is disrespectful, disorderly, lewd, or indecent on the College premises or at College functions/activities;
- b. Conduct that constitutes a danger to the personal safety of any member of the College community;
- c. Use of abusive, offensive or obscene language;
- d. Playing of loud music on the College property;
- e. Disruption of teaching or other College activities;
- f. Physical or verbal abuse of any one on the College premises, in a virtual classroom meeting or at College activities or College-sponsored events;
- g. Failure to comply with the legitimate directions/requests of an employee of the College or officer of the Student Union;



- g. Any conduct likely to cause physical, mental or psychological injury to other persons;
- h. The possession or use of any potentially harmful implement or substance which endangers the life of self or others;
- i. Use, possession or distribution of alcoholic beverages and/illegal narcotics/drugs on the campuses or at College-sponsored events.

Property Offences

- a. Littering, defacing, destroying or damaging College property;
- b. Unauthorized use of College equipment and facilities;
- c. Unauthorized removal of furniture/equipment from classrooms;
- d. Disposal of garbage in unauthorized areas.

Student Code of Conduct

Sanctions for Misconduct

When the conduct of a student is called into question, a meeting of the Inquiry Panel or Disciplinary Committee will be held to decide appropriate ways of dealing with the issue. The student in question has the right to present his/her case to the committee in person and also take students as witnesses.

The College reserves the right to take disciplinary action whenever a student acts contrary to or violates the code of conduct of its partner institutions.

The following sanctions can be administered for violations of the Student Code of Conduct. Sanctions can include, but are not limited to the following:

- **Warning:** An oral or written letter of reprimand to the student that he/she has violated the College Code of Conduct.
- **Counselling:** Referral to the Guidance Counsellor to determine if there are underlying problems.
- **Community Service:** Student may be required to complete a specified number of hours of service to the community.

- **Loss of privileges:** Loss of privileges is the denial of special privileges for a designated period of time. Violation of any conditions or campus regulations during the period of sanction may result in far more serious disciplinary action, such as suspension or expulsion.
- **Removal:** A student may be removed from a class or an office by a lecturer/staff member with the assistance of security services, if necessary.
- **Disciplinary Probation:** Exclusion from participating in certain extracurricular activities for a period of time, including but not limited to holding a Student Union office.
- **Restitution:** Reimbursement for damage to equipment/property.
- **Suspension:** Exclusion from attending the College as a student for a definite period.
- **Dismissal:** Termination of student status for an indefinite period.

Student Code of Conduct

OFFENCES AND SANCTIONS

Each student is expected to be fully acquainted with all the policies (including the Sexual Harassment Policy and the Harassment and Bullying Policy) rules and regulations of the College and is expected to be in compliance with them. The prescribed behaviours outlined are not an exhaustive list, but represent types of student misconduct that are common on college campuses.

In the table, the offences are itemized and sanctions indicated. All offences that warrant a suspension or expulsion will be taken before the Inquiry Panel or the Disciplinary Committee for a hearing.



Roles & Functions of the Disciplinary Committee

The Disciplinary Committee's primary purposes are to address breaches of conduct, enforce institutional standards and recommend appropriate actions to maintain discipline and uphold ethical behaviour.

The Disciplinary Committee reviews and investigates allegations of misconduct, makes decisions based on evidence and in line with the institutional policies for the UWI, UTech Jamaica, CCCJ, City & Guilds, NVQJ and the Nursing Council of Jamaica and recommends disciplinary actions to the Principal.

Recommendations for punitive actions may range from the lesser or lighter sanctions such as community service, warning, restitution or withdrawal of a privilege or the more punitive sanctions such as suspension or expulsion. If the offence committed constitutes a breach of the laws of Jamaica, the case will be referred to the police.

Student Code of Conduct



	OFFENCES	SANCTIONS
1	Furnishing false information to the College	Expulsion, referral to the police, revocation of certification
2	Forgery, alteration or misuse of College documents, records or identification	Expulsion, referral to the police, revocation of certification
3	Interference with, obstruction of, or disruption of the teaching or learning process, administration or any other authorized College activity	Suspension
4	Acts of academic dishonesty, including but not limited to, cheating, tampering, fabrication, plagiarism or assisting others in acts of academic dishonesty	Application of the relevant examination regulations

Student Code of Conduct



	OFFENCES	SANCTIONS
5	Violation of the College's policies against unlawful harassment and discrimination	Suspension/Expulsion
6	Causing injury or physical harm to or abusing any member or guest of the College community	Expulsion, referral to the police
7	Theft	Expulsion, referral to the police
8	Defacing or damaging any College property or the property of any member or guest of the College community	Suspension/expulsion
9	Unauthorized entry into or use of College facilities	Expulsion, referral to the police

	OFFENCES	SANCTIONS
10	Violation of the College laws on College-owned or controlled property or at any College-supervised function	Expulsion, referral to the police
11	Possession, distribution or use of illegal drugs on College property or at College-sponsored activities or events	Expulsion, referral to the police
12	Use of alcohol on College property or at College-sponsored activities or events resulting in inappropriate behavior	Suspension/expulsion
13	Possession or use of illegal firearms, explosives, dangerous chemicals or other dangerous weapons on College property or at College sponsored activities	Expulsion, referral to the police

Student Code of Conduct



	OFFENCES	SANCTIONS
14	Acts or threats of intimidation, harassment or bullying	Suspension/expulsion
15	Attempting, soliciting, assisting or inciting to perform an act which violates the code of conduct	Suspension/expulsion
16	Failure to comply with the direction of College officials acting in the performance of their duties	Suspension/expulsion
17	Failure to comply with the uniform code of the institution	Suspension/expulsion
18	Making false report of a fire, bomb threat or other dangerous condition; failing to report a fire	Suspension/referral to the police

	OFFENCES	SANCTIONS
19	Tampering with the election of any College-recognized student organization	Suspension/expulsion
20	Attempting to represent the College, any recognized student organization or any official College group or agent without the explicit prior written consent of the College's administration	Suspension/expulsion
21	Use of computing, Internet facilities to defame fellow students, workers, the College or other stakeholders	Suspension/expulsion

Student Code of Conduct



	OFFENCES	SANCTIONS
22	Use of computing facilities to interfere with the normal operation of the College computing system	Suspension/expulsion
23	Releasing or exchanging of information and/or codes that are detrimental to the Brown's Town Community College environment, equipment and/or property	Suspension/expulsion
24	Conduct which instigates fights or involvement in fights	Suspension/expulsion
25	Involvement in fights with a Brown's Town Community College lecturer, staff, administrator, agent or visitor	Suspension/expulsion/ referral to the police

	OFFENCES	SANCTIONS
26	Engagement in lewd, indecent, or obscene behaviour on or off College-owned property or at a College-sponsored or supervised function or on social media	Suspension/expulsion
27	Rape, sexual harassment, sexual assault or threat of an assault upon a student or member of the College community on College property or at a College-sponsored or supervised function	Expulsion, referral to the police
28	Wilful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board or the College	Suspension/expulsion
29	Formation of gang or involvement in gang related activities.	Expulsion, referral to police.

Student Code of Conduct

Student Grievance Procedure

Students have the right of appeal against any sanction applied by lecturers or other officials at the College. In all cases, due process must be carried out and students must follow the procedures laid out for dealing with such issues. The student should take the following steps to resolve any perceived grievance with a faculty member.

- | | |
|--|--|
| Step 1 | The student should first meet with the |
| the | faculty member to discuss the |
| perceived | issue and attempt to resolve same. |
| Step 2 | If the student is unable to resolve |
| the issue | with the faculty member, the matter |
| should | be reported to the class advisor. |
| Step 3 | If Step 2 fails, the matter can then |
| be | reported in writing to the respective |
| Head | of School. |
| Step 4 | If after meeting with the Head of |
| School, the | problem has not been resolved to the |
| satisfaction of the student, the matter should be referred | |
| to the | respective Vice Principal. |



A student who receives a grade which he/she believes to be unfair or incorrect may contest the grade within five (5) working days of receiving the grade by doing the following:

1. Notify the lecturer immediately upon receiving the grade. The lecturer should then review the assignment/test for which the disputed grade was received with the student.
2. The student should be given an explanation as to how the grade received was determined.
3. If the student is dissatisfied with the outcome of the review, he/she may make a formal report of the matter to the Head of School/Campus Director.
4. The Head of School/Campus Director will then meet with the relevant lecturer and the student to review the assignment/test and seek an amicable solution.
5. If there is still no resolution to the situation then the case should be referred in writing to the Faculty Dean.
6. If there is still no resolution, the matter should be referred in writing to the Vice Principal, Academic Affairs.

Students registered in franchised programmes must also follow the Guidelines outlined in the relevant Student Handbook.



Section 8

Student Services

Student Services

Introduction – Student Services

Brown's Town Community College caters to the holistic needs of its students. The programmes of the Student Services Division are designed to provide students with the opportunities outside the classroom that are expected to stimulate social and cultural awareness, physical well being, intellectual expansion and spiritual and moral growth.

The College believes that students should be given the opportunity to develop their unique talents and attain their specific goals. Each person is treated by the College as a person of worth, value and an important member of the community. Students are encouraged to take advantage of the services offered by the Student Services Division in addressing day-to-day issues such as those related to time management, relationships and other personal challenges that may develop into obstacles to the achievement of their academic goals.



Orientation

Orientation activities are scheduled during the first week of the academic year and all students are required to attend.

Orientation for first year students is usually held over a two-three day period and provides new students with the opportunity to get acquainted with the facilities, their lecturers, advisors and with each other. New students also get the opportunity to get valuable information about the institution. Orientation may also be held as a virtual event.

Through participation in orientation, students will:

- Learn about the academic behaviour and expectations at the College;
- Connect to College resources; and
- Develop a sense of personal responsibility for learning.

Student Services

The Student Union

The Student Union Executive (SUE) is the official body for student representation at the College. Each campus at the College has its own Student Union Executive which serves as the primary voice for students' issues and concerns. The Student Affairs Officer assists in coordinating the activities of the Student Union on all three campuses and each campus has a student liaison officer who advises his/her respective executive members how to organize campus activities. The Union's executive includes the president, treasurer, secretary, sports coordinator, public relations officer and cultural and entertainment chairperson who are all elected by the student body.



The Student Union Executive also works closely with the elected class representatives. The Student Union Executive is governed by a constitution and is authorized to make rules for its internal management, the election of officers and other matters requiring regulation.

The main objective of the Student Union Executive is the advancement and promotion of unity and fraternity among members of the student body. To assist in the meeting of this objective, all incoming union executive members are required to take part in leadership training sessions. The leadership training sessions are designed to assist the team to perform their tasks successfully.

Class Representatives

Class representatives assist in monitoring and enhancing the flow of information to and from students to other areas of the College community. Class representatives are the direct link between course groups, lecturers and administration. They take the responsibility for communicating the students' problems, views and suggestions to the relevant personnel.

Student Services

Sports

The College offers a variety of competitive and recreational sporting activities. The intramural and intercollegiate sporting activities are coordinated by the College's Sports Coordinator and Sports Liaison Officer with the assistance of the Student Union Sports Coordinators.

Students are able to compete at the intercollegiate level in various sporting activities including football, netball, cricket and athletics. Our recreational sporting activities include table tennis, volleyball and badminton. Interested students are able to learn the rudiments of each sport thus enriching their College sporting experience.

Intramural activities offer some diversity as they include football, netball, badminton as well as a sports quiz competition component to include students who do not have an interest in the physical aspect of the intramural competitions.

During periods of national emergencies, sporting activities will be reduced given the limitations under the Disaster Risk Management Act.

Intercollegiate sporting activities include:

- Division Two Football Competition
- Junior League Netball Competition
- Intercol 50 Over and 20/20 Competitions
- CCCJ Track and Field
- Intercol Track and Field Championships

Non-intercollegiate sporting activities include:

- Badminton Training Programme
- James Walsh Classic Badminton Tournament
- Table Tennis (Recreational)
- Brown's Town Community Football League
- Intramural Football, Badminton and Netball Competitions
- Annual Sports Day and Cheerleading Competitions



Student Services

Clubs, Societies and Organizations

The College facilitates a number of clubs, societies and organizations as co-curricular activities on our campuses but, not all groups function on all campuses. Through the Student Affairs Unit, the College also facilitates students starting new groups based on their interest. All new clubs MUST be approved by this unit.

Students are encouraged to participate in at least one co-curricular activity as it helps with the development of leadership skills, discipline and loyalty. Co-curricular activities are also very important especially when trying to impress recruiters, or scholarship, bursary, college/university donors.

Existing Clubs, Societies and Organizations at BTCC are as follows:

Debating Club

This club caters to students who have a keen interest in public speaking. The club participates in debating competitions outside of the College as well as organizes competitions within the College.

Drama Club

The club participates in local, national and regional competitions.

Math Club

Students who are interested in Mathematics and Science subjects are usually interested in this club.

Modern Languages Club

The Modern Languages Club focusses on exploring the application, use and associated cultural norms of modern languages, in particular, Spanish and French. The club explores the languages in speech, music, dance etc.

Optimist Club

This club is sponsored by the Optimist Club of Brown's Town and is part of the wider network of Optimist Clubs. As a service club, each year the group executes at least one (1) major community service project.

Tech Club

This group operates on the Technical Campus and focusses on exploring developments in Engineering, Architecture, Information Technology and Computer Science.

UCCF and UCAM

The University and Colleges Christian Fellowship (UCCF) and the University and College's Apostolic Ministry (UCAM) are two of the longest standing student organizations at the College. They cater to the spiritual development of the students. Their activities include worship and prayer sessions as well as concerts.



Student Services

Health Club

The Health Club was established by a group of students to address the concern regarding the lack of awareness that was being displayed by many students towards their own health and wellness. In collaboration with the Guidance Counsellors and the Ministry of Health, members of the club are trained as peer counsellors who assist students in dealing with issues relating to sex education, coping skills for college as well as stress relief techniques.

The College Choir

Brown's Town Community College Choir is the premier school choir in St. Ann having won numerous Jamaica Cultural Development Commission (JCDC) medals over the years for outstanding achievement in music. The choir is made up of a diverse group of students who strive for one goal: to share with others their passion for singing.

The choir performs in the JCDC Festival Competition as well as at various religious and civic functions across Jamaica. Auditions usually begin in September and students with a passion for music are encouraged to be a part of the choir.

Young Entrepreneurship Society

This society comprises mainly students studying business; however, other students with an interest in business are also members and actively participate in the activities. The group focusses on exploring the nature and operation of businesses and more specifically entrepreneurship.

Club Fest

This is an intra-college club competition which allows each club to display the skills and talents of their members in the areas of speech, drama, music, dance, culinary skills, fashion designing and booth decoration.

Employment Readiness Expo

The College hosts an Employment Readiness Expo annually for students who will be moving into the world of work. Students take advantage of mock job interviews, tips on writing resumes and cover letters and dressing for the workplace.

Projects and Infrastructure Club

The Club was founded in the Academic Year 2022-23 by Year 1 students pursuing the Associate of Applied Science in Architecture & Construction (ADACT) programme. The Club's primary objectives are trifold: to carry out repairs to the infrastructure on the Technical Campus, assist with reducing the cost of labour for projects and provide an avenue for students to develop their architectural and construction skills.

Student Services

Professional Development Sessions

Professional Development Sessions (formerly known as Tutorials) are held on the second and fourth Tuesday of every month and are meetings which allow for closer relationships to be developed between faculty and students. At the beginning of each academic year, each programme group is assigned a professional development advisor (PDA) who helps to monitor the students' progress. In these sessions, the PDA identifies personal as well as group problems and seeks appropriate interventions as early as possible. These sessions require compulsory attendance.

Counselling Services and Career Development

The College's Guidance Counsellors provide counselling programmes and services to help students to deal effectively with any emotional, social or academic problems they may experience while at the College. The Guidance Counsellors are committed to the need for confidentiality in the student/counsellor communication. Career counselling is done by the counsellors and this provides students with the skills necessary to help them make wise career choices. Group counselling is done as necessary and students benefit academically and otherwise from motivational and educational talks done by invited guest speakers.



Individual counselling is done to help students develop more confidence in making decisions and behaving more responsibly. This also helps students to make better choices and understand themselves better. Training is also done for peer counsellors who assist in identifying other students with problems/issues and direct them to the Guidance Counsellors.

The Guidance Counsellors also provide students with information on scholarships available and opportunities to enrol for summer jobs abroad.

Student Health Services

The clinic on the Main Campus is operated by a Registered Nurse who takes care of both staff and students, attending to, and giving advice on matters relating to health and wellness. Staff and students at the Technical campus are provided with similar services by another Registered Nurse. Emergencies, chronic illnesses and other ailments are dealt with on a daily basis. Referrals to dentists, ophthalmologists, hospitals and health centres are done as needed. Generally, students are accompanied to the hospital, family doctor or home when necessary. The nurse confers with the Guidance Counsellor, students, parents and lecturers, and makes recommendations concerning health and home conditions to improve students' well being.

Student Services

Health Insurance

All students registered at the College are required to purchase the Student Health Insurance Plan.

Safety and Security

There is 24-hour security presence to ensure the safety and security of persons on all campuses. Additional security is provided by security officers who are directly employed by the College. Officers monitor the gates on the main campus and conduct foot patrols on the campuses to ensure the security of both people and property.

Housing/Boarding

The College does not provide boarding facilities for students. However, students commuting long distances from the College are made aware of the boarding/rental facilities which are in proximity to each of the campuses by way of advertisements on notice boards. The College does not inspect the accommodations that are advertised on notice boards. Students are, therefore, responsible for carefully inspecting and selecting the accommodation and the surrounding areas to ensure their own comfort and safety.



Student Services

SUPPORT SERVICES FOR STUDENTS

The College provides a number of facilities to improve the quality of service to students and also to the wider community.

Computer Labs and Internet Access

There are two fully equipped computer labs at the Brown's Town Main and Technical campuses.

The provision of Internet access via the computer labs, the libraries and wireless hotspots on the three campuses allows access to several information resources and databases to students. Students are reminded to abide by the guidelines governing use of the Computer Labs and the Internet or risk losing the privilege to use them. In the case of online exams, students who wish to use the computer or internet facilities are required to contact support@btcc.edu.jm to make a booking (3 days' notice).



Science Laboratories

There are two Science Labs and a Clinical Skills Lab at the Brown's Town Main Campus, and Electronic and Technical labs at the Technical Campus. These labs provide facilities for teaching, research and experiments.

Food Laboratory

There is a fully equipped Foods Lab on the Brown's Town Main Campus available to students registered in the Hospitality and Culinary Arts programmes. Work has commenced on establishing a second Foods Lab.

Student Services

Library Facilities

Generally, the libraries on our campuses offer a wide range of information resources and services that support, complement and enhance the teaching/learning process. *However, due to Hurricane Melissa, we have lost a number of print titles. The College is the process of replacing these print resources as well as expanding our electronic resources.*

Reference circulation, inter-library loan services, computer, tablets, Internet and database access as well as audio-visual service for faculty and students are also provided. Photocopying, printing and binding services are also available. Sessions are organized with students each year to provide information on how to use the online and other resources.

Use of the library is subject to adherence to the following rules and regulations:

- Students must produce their ID when required by authorized library personnel.
- Bags and parcels are not allowed in the libraries but should be left in the areas provided. The College does not accept responsibility for the loss or damage of these articles, however caused.



- Silence is required in the library at all times. Students causing disruption will be required to leave the library.
- The removal of any material from the library must be authorized and documented.
- The use of cellular phones is strictly prohibited.

Opening hours at the libraries are as follows:

Brown's Town Main Campus:

8:00 a.m. – 4:30 p.m. Monday - Thursday

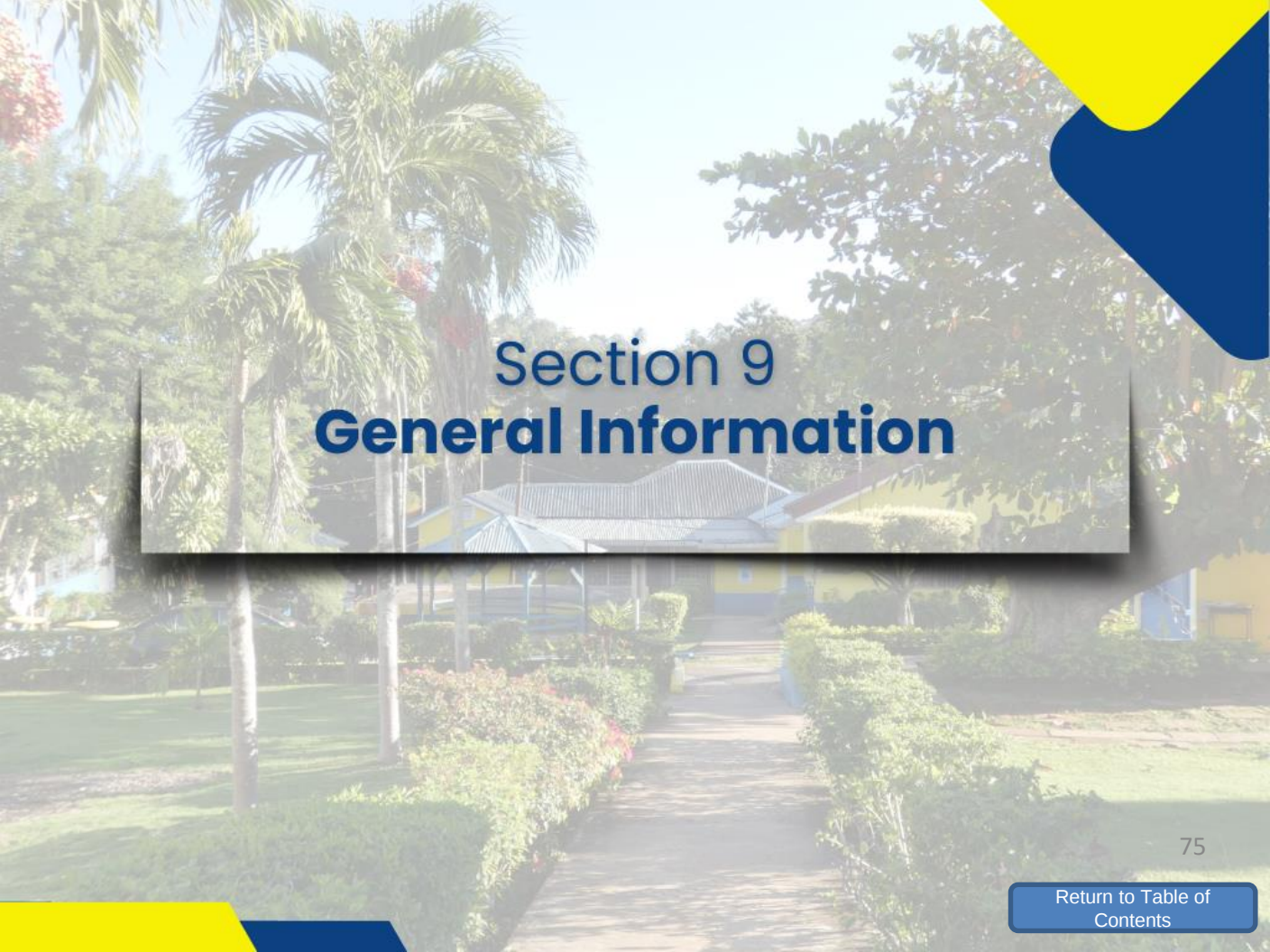
8:00 a.m. – 4:00 p.m. Friday

Technical Campus

9:00 a.m. – 5:00 p.m. Monday - Thursday

8:30 a.m. – 4:00 p.m. Friday





Section 9

General Information

General Information

Keeping Connected

Students have a responsibility to keep themselves informed about their academic programmes and other campus issues. BTCC is committed to using the available technology to enhance communication among members of the college community and has provided the support necessary to help students get and stay connected to faculty, fellow students, and the staff of the College. iSIMS is being used as the platform for communicating with students about college activities, timetables, grades, financial information. Moodle is the platform used for course content (assignments, tests, video/audio class recordings) for both online and face-to-face classes.

Student Gmail Account

Each student is provided with a Google Gmail account, and all email from the College is sent to this address. This includes any email sent from iSIMS or Moodle. Students are required to **use this College-generated email at all times** to communicate with all members of the College community.

Change of address/telephone number

To update an address or telephone number or other biographical data, students must go online at iSIMS and make the change on their Student Profile.



Identification Cards

The IT Office generates ID cards for students who are fully registered and/or have obtained financial clearance. Students may be denied access to some services at the College if they are not able to present a valid ID.

Strategies for Succeeding at BTCC

Most students who enrol in college are grounded in their high school experiences and this can create challenges for students because of the differences in the environments and demands between high school and college. To make the transition smooth, students need to be aware of how different their time in college will be from what they have previously experienced in high school. At college:

- Instruction is mainly by lecture and classes meet less frequently and for fewer hours per week.
- Reading assignments complement but do not necessarily duplicate lectures.
- Class discussions are often aimed at developing critical thinking skills.
- The library is a critical resource for all students who wish to succeed.
- Independent reading and studying are necessary for success.

General Information



Strategies for Succeeding at BTCC (cont'd)

- Students must be responsible for managing their own time and interest in learning often must be generated by the student.
- Exam questions are often more difficult and students are required to write more essays in exams.
- Attendance with participation in class is vital and taking good notes is important.
- There is an increased workload as an entire course may have to be completed in 10 - 13 weeks.
- Students must recognize the need for and initiate requests for additional assistance with their work.

Non-Traditional Students

Re-entering the educational system as an adult can be a daunting and sometimes challenging experience. Through proper planning, students can accomplish much with minimum effort. The following are some strategies that will help both recent high school graduates and non-traditional students to succeed at Brown's Town Community College.

- **Take responsibility** for your learning. Your lecturers will serve as guides and mentors.
- **Motivation** is one of the keys to success. At the community college, there is less 'spoon feeding'. Set your goals to keep you motivated.

- **College work will be more challenging than work in secondary school.** The ability to think critically is very important to your success at BTCC. You will be required to apply critical thinking and problem solving skills to your work.
- **Prepare for each class as though there will be a pop quiz.** Schedule a review session immediately after your classes (5-30 minutes) whenever possible. Use this time to edit and summarize your notes. You can also look over any assignments that were given and begin to plan when and how to do them. Preparing for class tells you what will be taught and reviewing your notes will refresh your memory about what has been covered.
- **Read each course outline carefully.** Course outlines give information on topics to be covered, teaching/learning objectives, required textbooks, schedule of tests and assignments and grade allocation. It is your responsibility to read your course outlines carefully and understand what is expected of you.
- **Be on time for each class.** Getting to class late interrupts the lesson/lecture and puts you at a disadvantage. When you are early for class, you will know exactly what material was covered in each class.

General Information



- **Ask questions.** If the lecturer says something that you do not understand, **do not be afraid to ask for clarification.** Chances are there are other students in the class who do not understand.
- **Seek assistance.** If you are experiencing difficulties in any of your courses, seek help from the lecturer early. Do not wait until it is too late when you have failed a course!
- **Make use of the available College resources.** The library on each campus is one resource which is often underutilized by students. Try to get to know the librarian and the library staff who are usually quite eager to help you to find material that contributes to your success.
- **Get to know your Professional Development Advisor (PDA) and attend all Professional Development sessions.** You will be able to get assistance to guide you towards achieving your goals and making your life at BTCC a rewarding one.
- **Establish a routine study time and study in groups.** Schedule regular study time at the beginning of each semester and try to make this a routine. This will help you to stay focussed and disciplined. In addition, find a good place to study and find study partners who can point out things that you may have overlooked.
- **Do not procrastinate.** At BTCC, you will be given some assignments which have to be completed over an extended period. In spite of the time period given to complete the assignment, start working on it immediately. The assignment may take longer than you expect so do not leave it for the last minute. The lecturer also expects you to spend time completing the assignment. Use the assignment schedule provided in the Student Handbook to keep track of the due date.
- **Keep a 'To Do List'.** Keep the items in priority order. Break major projects into small pieces and tackle them one at a time. Study difficult and/or complex material first. Leave routine and more mechanical tasks for last.
- **Make a schedule and stick to it.** The best way to ensure that you will have enough time to meet your goals in each course is to plan for it. Develop an understanding of your best concentration time and arrange your schedules so that you have study time during your peak hours. Remember that 'study' includes many different tasks. When your lecturers talk about the need to study, they mean you should read/review material in preparation for class, complete all homework, and review class notes.

Frequently Asked Questions (FAQ)



1. Do I need a College ID?

A student ID is required to gain access to the main campus and certain other services on the campuses and to all examinations.

2. Can I get financial assistance to pay for my studies?

Financial assistance is available through grants and scholarships. The College also provides students with payment plans, and opportunities for on campus and overseas employment are provided through the Student Services Division.

3. How do I keep informed about college-related matters?

Students are required to make frequent checks on iSIMS to access information on College-related matters including activities, timetables etc.

4. Are computers available for students to do assignments?

Computers are available in the computer labs on all the campuses for use by students. Students are also able to print and get their assignments bound at a minimal cost.

5. Is there a penalty for students not paying their fees on time?

If you are unable to complete the payment of your tuition fees or to honour the fee payment plan, you must inform the Accounts Department in writing. Students who fail to meet their financial obligation may be barred from classes and exams.

Additionally, the College will withhold documents including transcripts and status letters and the student will not be allowed to graduate.

6. Is provision made by the College for a student experiencing academic difficulties?

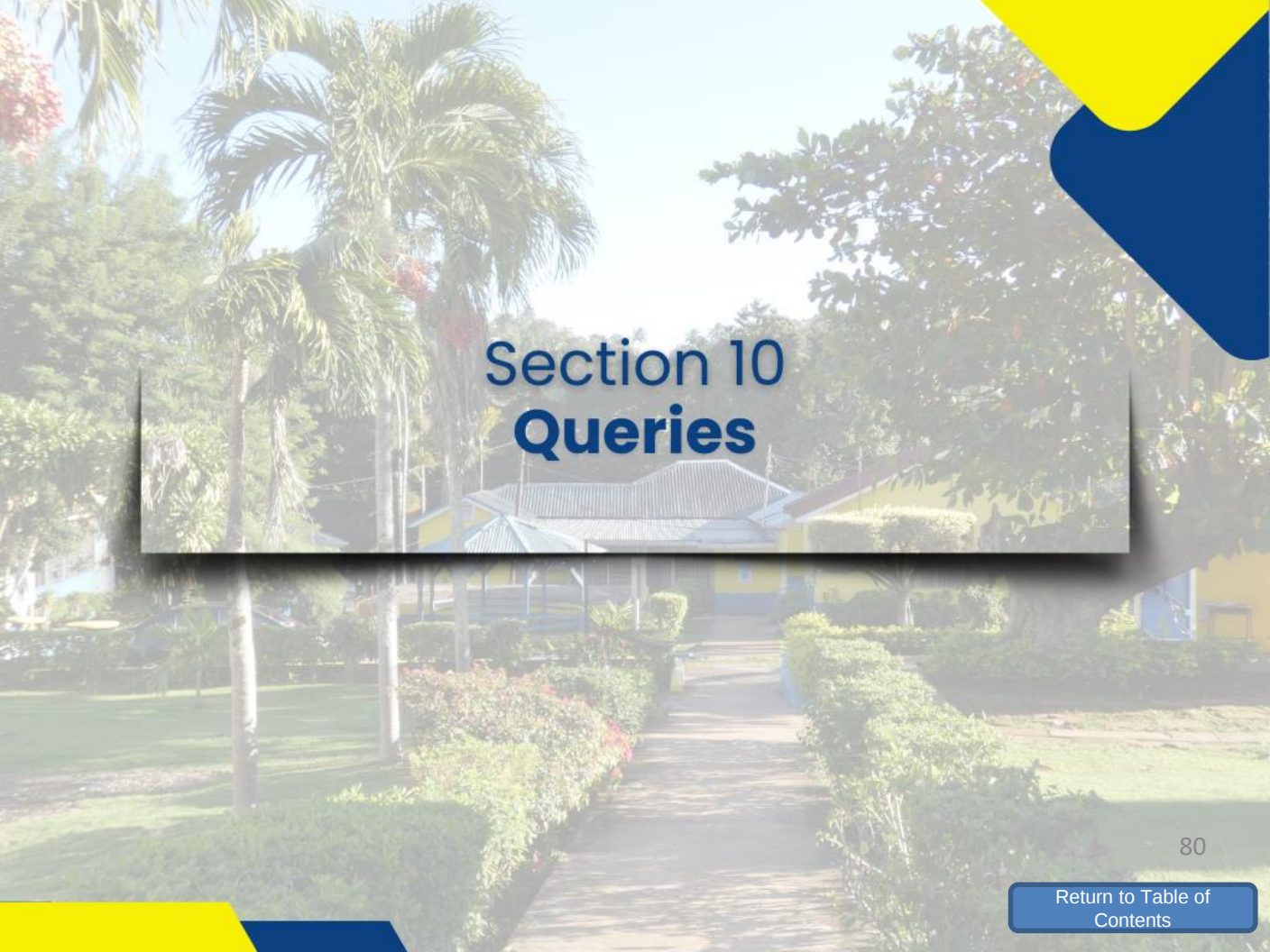
The student is required to first speak with the subject lecturer. Another option is to make an appointment to discuss the problem with the Academic Advisor and/or the Guidance Counsellor.

7. Are students entitled to a refund if they decide to withdraw from the College?

The College has a Refund Policy in place for students who wish to withdraw from the College. (Non-attendance at classes or notification to the subject lecturer does not constitute official withdrawal).

8. What should students do if they are having problems with a lecturer or other college employees?

The first option is to address the concern with the individual in question. If this does not resolve the situation, the matter should be escalated to the Professional Development Advisor (PDA), then the Head of School and then to the relevant Vice Principal.

The background of the slide is a photograph of a school building with a corrugated metal roof and yellow walls. A paved path leads from the foreground towards the building, flanked by green hedges and several tall palm trees. The scene is set in a sunny, outdoor environment.

Section 10 Queries

Have a Question?

Type of Query	Email Address	Contact Numbers
Registration, Transcripts, Deferral & Graduation Queries etc.	registry@btcc.edu.jm (or Campus Administrator if your campus is the Technical or Nursing Campus)	876-352-9610 (WhatsApp), 876-507-7951 (WhatsApp), 876-550-9828 (WhatsApp), 658-220-4301, 658-220-4293, 658-220-4297
Tuition Costs, Payment Plans, Payment Methods and Refund Queries etc.	accounts@btcc.edu.jm (or Campus Administrator if your campus is the Technical or Nursing Campus)	876-352-9610 (WhatsApp), 876-573-0558 (WhatsApp), 658-220-4296
Student email, iSIMS, Moodle, Hardware and Software Queries etc.	support@btcc.edu.jm (or Campus Administrator if your campus is the Technical or Nursing Campus)	658-220-4243
School of Humanities and Social Sciences/ Programme Queries	Mrs. Naomi Lynch, Head of School, Humanities and Social Sciences naomi.bailey@btcc.edu.jm	876-352-9610 (WhatsApp), 658-220-4221
School of Business & Entrepreneurship/ Programme Queries	Mrs. Sandra Brown-Ferrigon, Head of School, Business & Entrepreneurship sandra.ferrigon@btcc.edu.jm	876-352-9610, 658-220-4508, 876-889-0806

Have a Question?

Type of Query	Email Address	Contact Numbers
School of Pure & Applied Sciences/ Programme Queries	Miss Kawana Lindsay, Head of School (Acting), kawana.lindsay@btcc.edu.jm	658-220-4300
Nursing Campus/Faculty of Health, Human, Pure & Applied Sciences/Programme Queries	Dr. Donna Bunnaman, Nursing Campus Director & Dean, Faculty of Health, Human, Pure & Applied Sciences donna.bunnaman@btcc.edu.jm	658-220-7771
Technical Campus/ Programme Queries	Mr. David Green, Technical Campus Director/Dean, Faculty of Construction & Engineering david.green@btcc.edu.jm	658-220-4233
BTCC Academy & Corporate Education/ Programme Queries	Mrs. Verona Maxwell, Dean verona.maxwell@btcc.edu.jm	876-352-9610 (WhatsApp), 658- 219-4170, 658-220-4253
Clubs and Societies, Community Outreach and all Non-Academic Queries	student.affairs@btcc.edu.jm (or Campus Administrator if your campus is the Technical)	658-220-4229, 658-220-4509

Have a Question?

Type of Query	Email Address	Contact Numbers
Personal Counselling and Career Guidance Queries	Mrs. Theresa Stewart-Harrison Guidance Counsellor (Main Campus) theresa.stewart@btcc.edu.jm	658-220-4302
	Mrs. Caula Greenwood-Wright Guidance Counsellor (Nursing and Technical Campuses) caula.greenwood-wright@btcc.edu.jm	658-220-4303
Health and Wellness Queries	Mrs. Nolliean Green College Nurse (Main Campus) nolliean.green@btcc.edu.jm	658-220-4232
	Mrs. Leonie Morris-Miller College Nurse (Nursing and Technical Campuses) leonie.miller@btcc.edu.jm	658-220-4234
Book and Equipment Rental, Printing and Photocopying Queries etc.	print@btcc.edu.jm (or Campus Administrator if your campus is the Technical Campus)	658-220-4225

BTCC Life



BTCC Life



References

Contract signing: <https://www.piqsels.com/en/public-domain-photo-jziaf>

Community Service hands: <https://pxhere.com/en/photo/1452799>

Student registering: <https://unsplash.com/photos/EI50ZDA-l8Y>

Graduate: <https://www.pxfuel.com/en/free-photo-qwiwc/download>