



# December Conferral 2023



## Graduation Information Guide



DECEMBER 2023 CONFERRAL..... 3

GRADUATION FEE..... 3

PARTICIPATION IN THE JUNE 2024 COMMENCEMENT EXERCISE.....4

STAY CONNECTED.....4

REGALIA COLLECTION AND RETURN..... 4

PHOTOGRAPHY..... 5

    Graduation Portrait Guidelines for Off-Campus Students..... 5

USC MEMORABILIA (KENTE CLOTH, MEDALLIONS ETC.).....6

INFORMATION FOR GRADUATING STUDENTS.....6

    Academic Honors..... 6

    Academic Attire.....6

LETTERS OF COMPLETION.....7

DIPLOMA DISTRIBUTION..... 7

TRANSCRIPTS.....9



# **December 2023 Conferral Information Guide**



## **DECEMBER 2023 CONFERRAL**

The University of the Southern Caribbean will virtually host its 2023 Conferral exercise on **December 03, 2023 at 10:00am**. (YouTube Link to be provided).

## **PRE-GRADUATION INFORMATION**

### **GRADUATION FEE**

The December Conferral fee is **\$500.00TT**. The Conferral fee is a standard part of university graduation exercises globally. The conferral fee covers a range of costs including but not limited to diplomas, diploma holders, transcripts, and other administrative and processing costs. The deadline for payment of the graduation fee is **November 28th, 2023**.

### **PAYMENT OF GRADUATION FEES**

Students can make Graduation Payment via the following methods:

**1. Payments through AEORION – Visa Debit/Credit Card Payments:**

- i. Log on to Aeorion. --> Go to Finance --> Select Pay with Visa Debit or Credit Card.
- ii. Enter card details and billing information.
- iii. Select Pay Now.
- iv. Payment confirmation is sent to the email provided.

**2. USC Cashier**

Monday – Thursday – 8:30 am – 5:00 pm

Friday – 8:30 am - 12:00 noon

**3. International Wire Transfers - (USD) Payments:** i. RBC Royal Bank, Eastern Main Road, St Augustine Bank of New York, 48 Wall Street, NY, NY, USA. ABA# 021-000-018 to credit A/C # 890-0016-329 in the name of RBC Bank T&T Ltd. For further credit to A/C # 1000 180 103 16573, Swift Code –RBTTPX in the name of University of the Southern Caribbean.

**4. Extension campus payment –** Online payments via AEORION using Visa Debit/Credit Card or Lynx payments at Campus office

## **PARTICIPATION IN THE JUNE 2024 COMMENCEMENT EXERCISE**

December 2023 Conferral participants will also have the opportunity to participate in the 2024 Graduation Exercises. Students who are interested in this option will be required to pay the difference in the graduation fee for June 2024 (\$600.00TT). Interested persons would be required to express their interest via the application form <https://forms.gle/EHXd8ovJag8h5rj97>. Once approval is granted, all other graduation June/July 2023 graduation procedures and processes are applicable.

## **STAY CONNECTED**

Graduation updates will be disseminated via the following platforms:

1. The university website - <https://usc.edu.tt/graduation/>
2. USC email (Student Email)
3. Graduating Class WhatsApp Group - **Join December 2023 Graduation WhatsApp Group:** <https://chat.whatsapp.com/BvYoBliahv3CH0075ZG2k4>

## **REGALIA COLLECTION AND RETURN**

**Regalia Collection** - Students will collect regalia in the **Student Lounge** upon arrival for their photo session.

**Regalia Return** - Students will have the option of returning the regalia immediately after the photo session or keeping it and returning it no later than November 06, 2023. Should you take the second option, kindly be reminded of the following:

1. The regalia **must** be returned on/before November 06, 2023 between 8:30AM and 4:30PM at the **Registrar's Office Assistant**, Location - *Downstairs Administration Building. Two (2) doors after the white iron gate.*
2. Note// Someone can return your regalia on your behalf.
3. A late fee of \$50.00TT for each day after November 06, 2023 will be charged. Your transcript and diploma will **NOT** be released until the entire fee is paid.
4. Regalia must be returned without such damage as rips, tears, stains, burns, **makeup**, additional hems or other alterations on any item.

5. In the event of any damage as stated in No. 4, an assessment of the damage will be done and the relevant charges will be applied. Your transcript and diploma will **NOT** be released until the fee is paid.

Before collecting regalia, all students must read, fill and submit the Regalia Contract. Click [here](#) to access the **Regalia Contract**.

## **PHOTOGRAPHY**

Portraits for the Class of 2023's December Conferral will be captured on **November 1 & 2, 2023** from **8:30am to 5:00pm** each day in the Student Lounge on USC's Main Campus in Maracas, St. Joseph for Main and South Campus students. Graduands will be required to book their portrait appointments by visiting **[usc.edu.tt/graduation](https://usc.edu.tt/graduation)**. Graduands are to be robed in regalia for these portraits.

- **Date:** November 1 & 2, 2023
- **Time:** 8:30am to 5:00pm each day
- **Venue:** Student Lounge, Main Campus, Maracas, St. Joseph
- **Dress Code:** Regalia (USC Dress Code will be observed)
- **To Book, Visit:** [usc.edu.tt/graduation](https://usc.edu.tt/graduation)

### **Graduation Portrait Guidelines for Off-Campus Students**

Undergraduate and Graduate Students currently located outside of Trinidad, are asked to submit a portrait for use in the virtual December Conferral Ceremony 2023.

#### **Guidelines are as follows:**

- **Wardrobe:** Students are required to wear a solid black top and adhere to the university's dress code.
- **Specifications:** Portraits should be taken on a white or plain colored background.
- **Submission Link:** <https://forms.gle/tHZw9sUQ19m2mBBN6>
- **Submission Deadline:** Monday, November 6, 2023 at 4:00pm.

## **USC MEMORABILIA (KENTE CLOTH, MEDALLIONS ETC.)**

Kente cloth and medallions are available for purchase from the University Bookstore. Please visit the bookstore to make your purchase of the Kente Cloth and click on the link below to order your choice of medallion.

<https://forms.gle/MRnKU53BKMwmh1WL9>

Should you need to contact the USC Bookstore, please contact Mrs. Rosalind Hazelwood via email at [bookstore@usc.edu.tt](mailto:bookstore@usc.edu.tt) or phone at 1(868) 662-2241 ext. 2905.

## **INFORMATION FOR GRADUATING STUDENTS**

### **Academic Honors**

Undergraduate academic honors will be announced when the names are read during the Commencement Ceremony:

- Cum Laude honors is a cumulative GPA of 3.50-3.74
- Magna Cum Laude is a cumulative GPA of 3.75-3.89
- Summa Cum Laude is a cumulative GPA of 3.90 or above
- Graduate students do not receive academic honors

#### **\*Graduation Disclaimer:**

*Documents and written pronouncement of academic honors designation and completion will only be deemed final and valid when they bear the official stamp, seal and signature of the President of the University of the Southern Caribbean and the President of the Board of Trustees.*

### **Academic Attire**

Preparing to march to "Pomp and Circumstance" requires wearing the traditional graduation cap and gown. Your academic dress will depend on the degree you will be receiving. The academic regalia consists of a cap, gown, hood, tassel and honor stole (if applicable).



Here's how to wear your cap and gown:

- a. The graduation cap is worn flat on the head, parallel to the floor. The front point of the cap should be centered on the forehead.
- b. The graduation gown should fall midway between the knee and ankle (mid-calf).
- c. Tassels are usually worn on the right side and shifted to the left upon conferral of degrees.
- d. Flowers and jewelry should not be worn on the academic gown.
- e. Gowns can be accessorized with specific regalia like stoles, honor cords, kente cloth, and medallions in keeping with the traditions of the school.

*See Video of Vesting of Candidates:*

<https://usc.edu.tt/academic-and-commencement-attire/>

## **PRE & POST GRADUATION INFORMATION LETTERS OF COMPLETION**

Letters of completion are available to all December Conferral Candidates.

1. In order to receive a Letter of Completion, students must receive financial clearance.
2. A shared document between the Office of Student Finance and the Office of the Registrar will be regularly updated to indicate students who have received financial clearance.
3. Please click the link to apply for Letter of Completion  
<https://forms.gle/ingnihoC5iw1e1rm6>

## **DIPLOMA DISTRIBUTION**

Official diplomas will be made available for collection at the Records Office from **Monday, December 11, 2023**. Diploma collection will be subject to financial clearance from the Ministry of Education and/or the University of the Southern Caribbean. Diplomas can be delivered (TTPost or FedEx) or collected in person.

## OFFICE OF THE REGISTRAR

**Trinidad & Tobago Delivery - TTPOST** - The cost of the delivery must be covered by the student. The cost of mailing via TTPost is \$50.00TT.

**International Delivery - FedEx** - Due to COVID-19, mailing rates tend to fluctuate and can only be provided closer to the date of dispatch. Please see below for the estimated FedEx rate for various islands/territories.

Destination	Approximate Cost (TT)
United States of America (USA) and Canada	\$500.00TT
United Kingdom (UK)	\$550.00TT
Caribbean Islands except for Jamaica & Nevis	\$350.00
Guyana	\$400.00
Jamaica and Nevis	\$450.00

Any other territory, please inquire using the email [transcripts@usc.edu.tt](mailto:transcripts@usc.edu.tt)

The request for **mailing of diplomas** must be submitted in writing. The letter/email must include the following (along with proof of payment) to the Records Office ([transcripts@usc.edu.tt](mailto:transcripts@usc.edu.tt)):

- Your Name, USC ID Number, Personal Phone Number (preferably mobile), Degree Earned, Complete address (no P.O. Boxes) to which the diploma is to be mailed and students' signature

**In-person Collection** - Diplomas can also be collected from the Records Office. **Hours of Operation:** Monday – Thursday 9:00 am – 12:30 pm and 1:30 pm – 4:30 pm and Friday – 9:00 am – 11:30 am.

**Proxy Collection** - Students can also have someone collect diplomas on their behalf. A **signed authorization** letter and proof of person (National ID Card or Passport) must be presented to the Records Officer. The authorization letter can be emailed in advance but **MUST** have a signature.





## **TRANSCRIPTS**

All students will receive a free transcript with their diploma. Should additional copies be required please click [here](#) to access our transcript request form. A nominal fee of \$30.00TT/\$5.00US is required per transcript. For further information regarding transcripts, please email [transcripts@usc.edu.tt](mailto:transcripts@usc.edu.tt).

### **NOTES:**

Diplomas and transcripts can only be released after the receipt of Financial Clearance.

*At the University of the Southern Caribbean, the  
last business day for the year 2023 is  
**December 19, 2023.** We look forward to  
serving you for the new year from January 02,  
2024.*

