

OFFICE OF THE
REGISTRAR



UNIVERSITY *of the*
SOUTHERN CARIBBEAN

2024

Graduation Information Guide

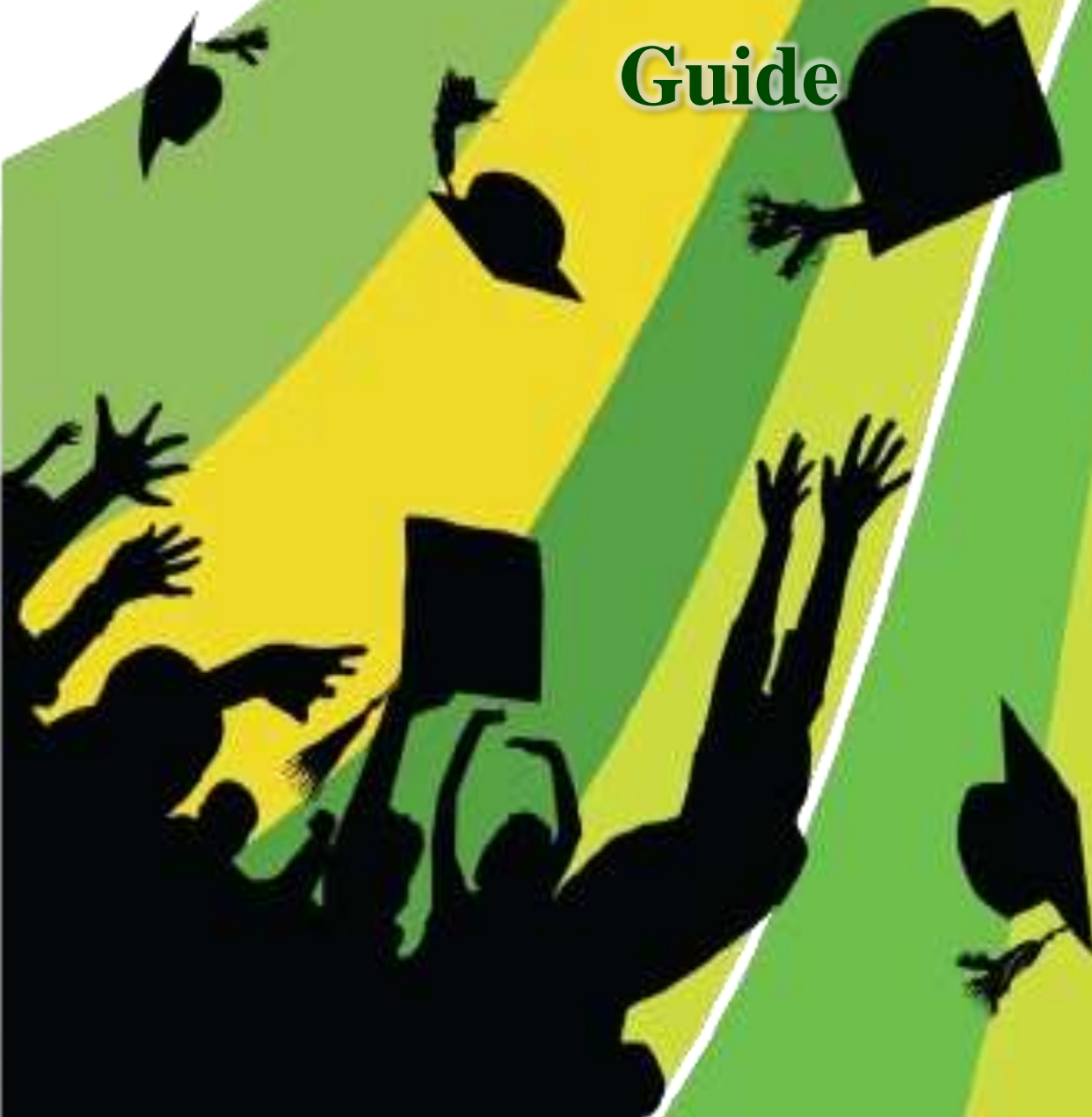


Table of Contents

2024 GRADUATION EXERCISES	3
DECEMBER 2023 CONFERRAL	3
GRADUATION EXERCISES	3
GRADUATION FEE	4
STAY CONNECTED	5
USC MEMORABILIA (KENTE CLOTH, MEDALLIONS ETC.)	5
GRADUATION PORTRAITS	5
SERVICES AVAILABLE	6
TRANSPORTATION.....	6
ACCOMODATION.....	6
FOOD SERVICE	7
GENERAL INFORMATION	7
Commencement Tickets	7
Admission of Children.....	8
Ushers.....	8
General Seating.....	8
General Parking.....	8
Special Parking.....	8
Photography	9
Public Facilities.....	9
INFORMATION FOR GRADUATING STUDENTS	10
ACADEMIC HONORS	10
COMMENCEMENT REHEARSAL.....	10
REGALIA DISTRIBUTION AND RETURN	10
ACADEMIC ATTIRE.....	12
COMMENCEMENT ATTIRE	12
GRADUATING IN ABSENTIA	13
CEREMONY DETAILS AND INSTRUCTIONS.....	14
Consecration – <i>virtual service</i>	14
Baccalaureate – <i>face to face</i>	14
Commencement – <i>face to face</i>	14
Procession Formation.....	15
Seating	15
Receiving Your Diploma	15
Ceremony Etiquette	15
LETTERS OF COMPLETION.....	16
DIPLOMA DISTRIBUTION	16
Graduation 2024 Calendar of Events and Deadlines	18



2024 Graduation Information Guide

2024 GRADUATION EXERCISES

The University of the Southern Caribbean will host its 2024 Graduation Exercises on **June 28– June 30, 2024.**

DECEMBER 2023 CONFERRAL

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 2024 graduation procedures and processes are applicable.

GRADUATION EXERCISES

Consecration Service – *Virtual Service* (YouTube link to be provided)
Friday June 28, 2024, 7:00pm

Baccalaureate – *face to face*
Saturday, June 29, 2024, 10:30am
ALL Graduates to assemble by 9:30am @ the Student Lounge located on the ground Floor of the Administration Building.
Guests to be seated by 10:00am@ University Auditorium, USC Main Campus

Commencement – *face to face*
Sunday, June 30, 9:00am
ALL Graduates to assemble by 7:30am @ the Administration Building (Specific room assignment TBD).
Guests to be seated by 8:30am@ University Auditorium, USC Main Campus.
Guest will NOT be allowed to enter during the processional.



PRE-GRADUATION INFORMATION

GRADUATION FEE

The Graduation fee is \$1,100.00TT. Graduation fees are a standard part of university graduation exercises globally. The graduation fee covers a range of costs including but not limited to diplomas, diploma holders, transcripts, regalia, photos, and other administrative and processing costs. The deadline for payment of the graduation fee is **Wednesday June 26, 2024.**

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



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 June 2024 Graduation WhatsApp Group:** <https://chat.whatsapp.com/IeTVcC9UZfc3uuQRjUbFLu>

USC MEMORABILIA (KENTE CLOTH, MEDALLIONS ETC.)

Kente cloth and medallions are available for purchase from the University Bookstore. Please click on the link below to view available items, price and to place your orders.

<https://docs.google.com/forms/d/1m9gYxHGK8wSJyZJmfWyV9c2qKXOy8RoRk3StkqSvRw/edit>

Should you need to contact the USC Bookstore, please contact Mrs. Rosalind Hazelwood via email at bookstore@usc.edu.tt or phone at 1(868) 662-2241 ext. 2902/2905. Please note that the Deadline is 30th April, 2024.

GRADUATION PORTRAITS

The Graduation Portraits, a cherished tradition overseen by the Associate Student Body (ASB), is a pivotal moment for capturing the essence of your academic journey. To secure your spot, please utilize the provided link to book your preferred dates and packages.

Below are the scheduled dates for the respective campuses:

- Main Campus: March 18th - 21st, 2024
- South Campus: April 8th & 11th, 2024
- Main Campus (*additional dates*): April 29th - 30th, 2024
- Extension Campus: June 26th, 2024
- Tobago Campus: *Dates to be announced*

We highly recommend Main Campus students to secure early booking, as later dates are subject to limited availability. It's imperative to adhere to your booked date and time to facilitate the smooth orchestration of this event, accommodating the substantial number of graduating students. Further information on the photo packages and pricing would be provided at a subsequent date.



SERVICES AVAILABLE

TRANSPORTATION

Off-campus transportation will be available to students and their guests at a cost. The cost of the airport service one-way is as follows:

- Student - \$60.00
- Non-Students TT \$80.00

The cost of the airport service two-way (round trip) is as follows:

- Student - \$120.00
- Non-Students TT \$160.00

To request transportation please click the following link:

<https://form.jotform.co/42884579749882>

For person wanting to rent vehicles, the University is affiliated with the following companies:

1. Autoplus cars Rentals - Contact # 297-3651
2. NL Auto Car Rentals - Contact # 728-9682
3. Europcar - Contact # 621-2159

NB: The companies information supplied are for information purposes and the University is not responsible for making any rental arrangements on behalf of the renter.

ACCOMMODATION

On-campus accommodation will be available at the Timothy Greaves and Ladies Residence Halls. Free accommodation will be provided for graduating students. Accommodation for all other guests is \$20.00US per night.

For further information, please contact 662-2241 ext. 4500 or 4102 or charlesann@usc.edu.tt or merritttd@usc.edu.tt or make your direct bookings of rooms by clicking [Residence Halls Accommodation Request Form for Graduation Weekend 2024](#). **Please note that the deadline for reserving a room is May 31st, 2024.**



FOOD SERVICE

The Food Service Department will offer the following food options throughout the graduation weekend.

Saturday 29 June, 2024

Dine-in Experience Includes 3-course semi buffet menu and live entertainment.

Cost: \$150.00TT per person.

Sunday 30 June, 2024

Graduate Snack Boxes – Free (No order required)

Guests Snack Boxes - \$60.00TT

Please click [HERE](#) to place your orders. Deadline for order – Friday, 31st May, 2024

GENERAL INFORMATION

Commencement Tickets

Each graduate will receive **two tickets** for the Commencement ceremony. All seating is by general admission. All guests attending the ceremony **MUST** have a ticket (graduates do not need a ticket). Tickets will be distributed by the Registrar's Office along with graduation regalia. Tickets admit one individual. However, seats will not be reserved for individuals arriving thirty (30) minutes after the start of the programme. Guests are strongly encouraged to present their ticket/invitation at the door for reserved seating at the Commencement ceremony.

The University is not responsible for lost or misplaced tickets. Replacement tickets will not be available. The selling or buying of University Commencement tickets is strictly prohibited. Please be cautious of offers to sell or buy Commencement tickets. Tickets hold no official resale value. Commencement tickets are solely for the purpose of allowing the friends and relatives of graduating students to attend the ceremony. All unwanted tickets should be returned to the Records Office if a graduate or guest(s) no longer plans to attend University Commencement.



Admission of Children

All children need tickets unless a child is small enough to be held on the lap of an adult during the event.

Ushers

Ushers will be at all entrance and exit points to assist guests with seating and to give directions and assistance in other areas. Please follow their lead to ensure that the ceremonies flow smoothly and all guests are satisfied. The ushers have been trained to take special care of you at the graduation ceremonies. If you have any questions or needs, please direct them to an usher nearest to you.

General Seating

There is designated handicapped seating at the University Auditorium, however, availability is limited. We ask that families with special needs arrive an hour and a half in advance of the ceremony and liaise with an usher. In order to accommodate everyone with accessibility needs, only one guest per person with special needs will be allowed to sit in the designated area during the ceremony.

General Parking

There are general parking spaces on the campus and its surroundings. These areas are as follows:

1. Northern Car Park north of the Auditorium
2. Forde Library Car Park located north of the Library
3. Southern Car Park located on the Royal Road Maracas south of the Community Hospital Medical Clinic
4. Community Hospital Medical Clinic Car Park locate on the compound of the Community Hospital Medical Clinic
5. Campus Blvd. South between Main Drive and old Linda Austin Hall

Parking attendants will be available to direct you to a spot.

Special Parking

Individuals with family members who have special needs may drop off in front of the University Auditorium. Please see your nearest USC usher or parking attendant upon arrival.



Photography

A University photographer will be taking photos as graduates walk across the stage at the Commencement ceremony. Graduates will receive one printed photo upon collection of/mailed with their degree. Personal picture-taking can be done before or after the ceremony. While we recognize that getting a picture in the moment is important, parents and well-wishers should remain seated. Please show discretion when taking pictures and do not block others or aisles.

Public Facilities

There are restrooms located in and around the University Auditorium. Please ask your nearest usher to direct you to the one closest to you.



OFFICE OF THE REGISTRAR 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.

COMMENCEMENT REHEARSAL

There will be one rehearsal for Graduation at the University Auditorium, USC Main Campus.

Date: **Wednesday, June 26, 2024**

Time: 4:00pm to 6:00pm

Graduates to assemble by 3:15 pm

The graduation seating chart will be published on June 21, 2024

REGALIA DISTRIBUTION AND RETURN

Before collecting regalia, all students must;

1. Receive financial clearance
2. Receive Charge Slip (from student finance office)
3. Read, Fill and submit the Regalia Contract. Click [HERE](#) to access the **Regalia Contract**.
Note. You would be required to upload your Charge Slip when submitting this contract.

Regalia will be distributed from the Gown Room located downstairs the Administration building.

List of Regalia items to be returned at the same location

- ✓ Gown
- ✓ Hood
- ✓ Honor Stole (*where applicable*)
- ✓ Charge Slip



Note: *Late fees will be in effect - \$50.00 per day after Tuesday, July 04th, 2024, for any missing item.*

Regalia	Dates	Time
Distribution of Regalia	Monday 24th June, 2024	8:30 am – 6:00pm
	Tuesday 25th June, 2024	8:30 am – 6:00pm
	Wednesday 26th June, 2024	8:30 am – 12:00 noon 6:00pm – 7:00pm
Return of Regalia	Sunday 30 June, 2024	For 1 hour after the commencement ceremony
	Tuesday 2nd July, 2024	8:30am – 5:00pm



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. Graduation caps are **not** to be decorated.
- c. The graduation gown should fall midway between the knee and ankle (mid-calf).
- d. Tassels are usually worn on the right side and shifted to the left upon conferral of degrees.
- e. Flowers and jewelry should not be worn on the academic gown.
- f. 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/>

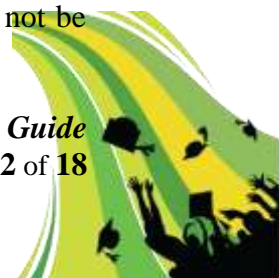
NB: Complete academic regalia is required to participate in both ceremonies. (Baccalaureate and Commencement).

COMMENCEMENT ATTIRE

Male - Black trousers, Black dress shoes and light-colored dress shirt (tie optional) no bow ties allowed.

Female - Black **comfortable** shoes, a lightweight dress, blouse or skirt. Dress/skirt length should not exceed the hem of the robe. In the event that trousers are worn by females they should be black.

USC's dress code in effect (No jewelry except wedding bands and watches). Please note that the dress code will be strictly enforced. Graduands not adhering to the stated dress code will **not** be permitted to march.



Arrival and Vesting of Graduates

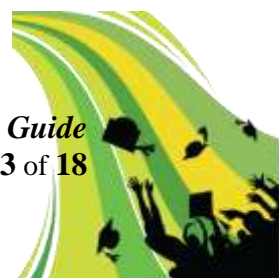
Graduating students must arrive **one-and-a-half hours** before graduation commencement for registration and vesting.

N.B. Graduands are advised to walk with at least six safety pins and two hair clips to hold your hood and cap in place.

Registrar's Office staff will be on hand to assist students with the proper fitting of the academic hood and other attire issues.

GRADUATING IN ABSENTIA

Attendance at the Commencement is mandatory (except with approved absentia form). The request to Graduate in Absentia form must be submitted by students who are unable to attend the commencement ceremony scheduled for Sunday, June 30, 2024. The absentia fee is **\$900.00TT**. The deadline for payment of the absentia fee is **Friday, May 17, 2024**. In order to successfully submit this form, proof of payment must be attached. Persons who fail to submit the form by the stipulated deadline will be required to pay the full graduation fee of \$1,100.00TT. Persons graduating in absentia will receive their graduation cap and tassel along with their diploma, which will be distributed from July 31, 2024. To access the Absentia Form, please click the link below: <https://forms.gle/osAo6DWXjfbvwEzDA>



CEREMONY DETAILS AND INSTRUCTIONS

The University of the Southern Caribbean understands the significance of completing this educational milestone in our student's life journey. Thus, our graduation exercises seek to allow students the opportunity to embrace, appreciate and celebrate this accomplishment, not just in a few hours of a single day but over a three (3) day period.

Consecration – *virtual service*

As a Seventh-day Adventist institution, importance is placed on holistic education. The Consecration service is intended to help the graduand focus their attention on consecrating their lives to Christ as this journey comes to an end and others begin.

Friday, June 28, 2024, 7:00 pm (YouTube link to be provided)

Baccalaureate – *face to face*

Traditionally, a baccalaureate service is a religious worship service held by a university for its graduating class, their families and friends in celebration of the completion of higher education. Throughout the service, graduates and their families and friends are offered a more intimate opportunity to pause and reflect on this milestone.

Saturday, June 29, 2024, 10:30 am

ALL Graduates assemble by 9:30 am @ the Student Lounge located on the ground Floor of the Administration Building. Guests are to be seated by 10:00 am @ University Auditorium, USC Main Campus

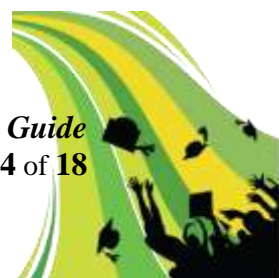
Commencement – *face to face*

The Commencement Ceremony is an academic exercise in which diplomas are conferred upon graduates. It is the official process by which the University confers degrees on the graduating class upon the completion of /fulfilling all academic requirements. At this ceremony, all graduates and participating faculty must wear official academic attire.

Sunday, June 30, 2024, 9:00am

ALL **Graduates to assemble** by 7:30am @ the Administration Building (Specific room assignment TBD).

Guests to be seated by 8:30am@ University Auditorium, USC Main Campus



Procession Formation

Graduating students are expected to be dressed and waiting in line at formation. Please be on time. Graduands are required to be present at both the Baccalaureate and Commencement exercises.

Seating

All candidates will march from the Administrative Building to the University Auditorium. They will then be guided to the front where their seats will be located on the left and right. A seating chart will be posted for viewing.

Receiving Your Diploma

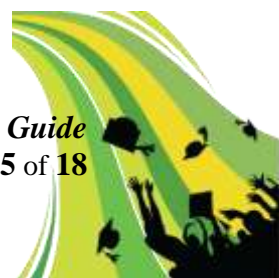
Candidates will be given their name cards on Sunday for the Commencement exercise. Your School Dean will instruct you to stand at the appropriate time for the presentation of diplomas. You will rise according to your schools. To receive diplomas, the candidates on the front row will move towards the left of the platform and give their name cards to the Registrar's Office personnel standing closest to the Dean. After each name is called, the candidate will move towards the President who will present their diploma jackets. Candidates are to return to their seats and be seated. After all candidates are presented by the Dean, candidates would be asked to stand and face the audience for a round of applause.

Ceremony Etiquette

At USC the distribution of diplomas is a quick and orderly process. Kindly adhere to the following guidelines:

- Make sure that when you show pride for your graduate, friend or colleague that you aren't drowning out the recognition of another. *Life's milestones deserve everyone's full attention.*
- Turn off your cell phones and resist the urge to text until the entire ceremony is over.
- Remain in your seat until the last students receive their diplomas so that they feel properly acknowledged.
- Men should remove their graduation caps during the school song, National Anthem and prayer. Guests are asked to mute or lower the volume of their cellular phones.

FINAL GRADUATION LIST: Date to be announced.



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 **Wednesday, July 31, 2024**. 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.

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



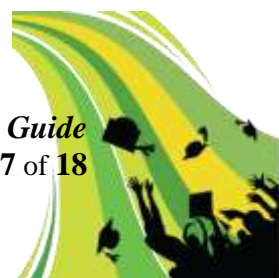
The request for mailing of diplomas must be submitted in writing. The letter/email must include the following (along with proof of payment) to the Records Office (transcripts@usc.edu.tt):

- 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.

NB: Please note that your diploma can only be released if you have Financial Clearance.



Graduation 2024 Calendar of Events and Deadlines

Events	Dates
Deadline - Request to Graduate in Absentia	May 17, 2024
Deadline – To place food service orders	May 31 st , 2024
Regalia Distribution & Collection	June 24-26, 2024 @ 8:30am – 6:00pm (24 & 25 th) and 8:30am – 1pm (26 th)
Deadline – Payment of Graduation Fee	June 26, 2024
Graduation Rehearsal	June 26, 2024 @ 3:15pm – 5:30pm
Graduation Mixer	Last day of Class 11th April.
Consecration Service – <i>Virtual Service</i> (YouTube link to be provided)	June 28, 2024 @ 7:00pm
Baccalaureate – <i>face to face</i>	Saturday, June 29, 2024 @ 10:30am
Dine-in Experience	Saturday, June 29, 2024 @ 1:30pm
Evening of Tribute – <i>face to face</i>	Saturday, June 29, 2024 @ 6:00pm
Commencement – <i>face to face</i>	Sunday, June 30, @ 9:00am
Regalia Return	Sunday, June 30, 2024 (1 hr. after commencement) OR Tuesday July 2nd, 2024
Diploma Collection	From July 31 st , 2024

To attach this calendar to your google calendar click the link below:

<https://calendar.google.com/calendar/u/0?cid=Y19mYjMzOTA0ZWE5NTUwZmViYjFkYTdjNmU2MWM2NGUxMTM5MjMyMzQ4MjFiNWJjN2NkMTQwZDk1NGI0YmZkMmYyQGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20>

