



# UNIVERSITY *of the* SOUTHERN CARIBBEAN

Maracas Royal Rd. St. Joseph, Trinidad  
Student Advisement Center (SAC)  
**1st & 2nd Year Students Notice**

## REGISTRATION

Registration is a compulsory procedure for a student who is desirous of receiving credits for courses and meeting his/her graduation requirements. A student should plan to register during the period assigned for registration on the official academic calendar, and great care should be taken to follow all procedures in the registration process as outlined. Registration is not official until all sections of the registration process have been completed, including financial arrangements.

## AEORION / USC EMAIL / E-LEARN

AEORION – USC’s online course selection portal.

E-Learn – USC’s virtual classroom portal.

USC Email -The University of the Southern Caribbean assigns a Gmail account to all accepted students to be used for the duration of the student’s university life

Students are required to activate their AEORION portal; activate their USC email address; and register their E-Learn access. **This process must be completed before proceeding to the Course Select process with the academic advisor via the google meeting links below.**

The attached **YouTube** link provides a step-by-step video tutorial to all students for the following processes:

- **AEORION Activation**
- **Student USC Email**
- **Course Selection**
- **Removing a Course**
- **Paying via Credit Card**
- **Dropping a Course**
- **Resetting USC email** – open browser and go to [www.elearn.usc.edu.tt](http://www.elearn.usc.edu.tt) and reset email

[https://www.youtube.com/watch?v=Fz6DUqBcq2M&list=PLi\\_OORmMjuQ20qkuXoYWtWRQRMZk3xOp](https://www.youtube.com/watch?v=Fz6DUqBcq2M&list=PLi_OORmMjuQ20qkuXoYWtWRQRMZk3xOp)

- **Transfer Credits - Students** who are holders of a certificate from an accredited university or have CAPE certificates, **are responsible** for notifying the USC Transfer Credit office using the listed email addresses and attention one of the names listed.
  - o [transfercredits@usc.edu.tt](mailto:transfercredits@usc.edu.tt)
  - o Attention Mrs. Lystra Mentore / Mrs Myrtle Browne

## **COURSE SELECTION MAIN CAMPUS: ONLY**

Course selection at all campuses shall be held virtually via the google meeting link just under your academic advisor's name. Course Selection days and times with your academic advisor via google meeting are available on Mondays to Thursdays from 8:30AM – 12:30PM and 1:30PM – 4:30PM. Fridays are from 9:00AM – 11:30Noon.

All new students are **required** to join their academic advisor for course selection using the specific advisor's **Google Meet** link. For the TOBAGO students a phone, cell number and email address are provided for your academic advisor. Academic advisors are available to provide career guidance and course selection guidance. The QR Codes can be used when contacting the academic advisor to request information.

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## **SCHOOL OF SCIENCE TECHNOLOGY & ALLIED HEALTH**

- Nursing
- Biology
- Computing
- Family & Consumer Sciences
- Nutrition & Dietetics
- Premedical Studies

### **ACADEMIC ADVISOR: Mrs. Kathleen Lewis**

Google Meeting ID: Join with Google Meet <https://meet.google.com/whv-yxgp-qgn>

Email Address: [lewisk@usc.edu.tt](mailto:lewisk@usc.edu.tt)

Office Contact: 6622241 ext. 1603

QR Code:



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## **SCHOOL OF SOCIAL SCIENCES**

- Behavioural Sciences
- Psychology
- Social Work
- Criminology & Criminal Justice

### **ACADEMIC ADVISOR: Mrs. Baynes**

Google Meeting ID: Join with Google Meet <https://meet.google.com/pwu-kmve-sbj>

Email Address: [baynes\\_lois@usc.edu.tt](mailto:baynes_lois@usc.edu.tt)

Office Contact: 6622241 ext. 1600

QR Code:



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**SCHOOL OF BUSINESS & ENTREPRENEURSHIP**  
**SCHOOL OF EDUCATION & HUMANITIES**  
**SCHOOL OF THEOLOGY & RELIGION**

- Accounting; Economics; Finance; Marketing; Management; Human Resource; Hospitality & Tourism
- Primary Education; Elementary Education; English; History; Music Education
- Theology

**ACADEMIC ADVISOR: Mrs. Nicole Ottley**

Google Meeting ID: Join with Google Meet <https://meet.google.com/hdh-jvtg-kht>

Email Address: [nottley@usc.edu.tt](mailto:nottley@usc.edu.tt)

Office Contact: 6622241 ext. 1602



QR Code:

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**COURSE SELECTION & ACADEMIC ADVISORS INFORMATION**  
**EXTENSION CAMPUSES: ONLY**

All 1<sup>st</sup> & 2<sup>nd</sup> year students are required to contact their specific campus director or academic advisor using the **Google Meet** link listed below. Academic advisors are listed by assigned academic school/s and are available to provide career guidance and course selection.

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**SOUTH CAMPUS**

- **ALL DEGREES**

Academic Advisor: Mrs. Chamela Huyghue-Hamilton

Google Meeting ID: Join with Google Meet <https://meet.google.com/cgp-wend-dyz>

Email Address: [huyghue@usc.edu.tt](mailto:huyghue@usc.edu.tt)

Office Contact: 6622241 ext. 2333



QR Code:

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**ANTIGUA CAMPUS**

- **ALL DEGREES**

Academic Advisor: Mrs. Susanna Gore

Google Meeting ID: Join with Google Meet <https://meet.google.com/odv-sbwz-vbo>

Email Address: [gores@usc.edu.tt](mailto:gores@usc.edu.tt)

Office Contact: 6622241 ext. 2340/41



QR Code:

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## **BARBADOS CAMPUS**

### **- ALL DEGREES**


Academic Advisor: Mrs. Shernelle Fullerton

Google Meeting ID: Join with Google Meet <https://meet.google.com/nmk-byno-xaw>

Email Address: [shernelle\\_fullerton@usc.edu.tt](mailto:shernelle_fullerton@usc.edu.tt)

Office Contact: 6622241 ext. 2325/26



QR Code: 

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## **GUYANA CAMPUS**

### **- ALL DEGREES**


Academic Advisor: Mrs. Mignon Maynard-Sancho

Google Meeting ID: Join with Google Meet <http://meet.google.com/nnp-srsw-gwm>

Email Address: [maynard@usc.edu.tt](mailto:maynard@usc.edu.tt)

Office Contact: 6622241 ext. 2351



QR Code: 

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## **ST. LUCIA**

### **- ALL DEGREES**


Academic Advisor: Mrs. Cecilia Inglis-Leon

Google Meeting ID: Join with Google Meet <http://meet.google.com/cfq-xnna-acq>

Email Address: [inglis-leon@usc.edu.tt](mailto:inglis-leon@usc.edu.tt)

Office Contact: 6622241 ext. 2376



QR Code: 

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## **TOBAGO CAMPUS**

### **- ALL DEGREES**

Academic Advisor: Mrs. Vernris Simon-Frederick

Email Address: [vernris@usc.edu.tt](mailto:vernris@usc.edu.tt)

Office Contact: 612-4872 Ext 2300

Cell: 471-7302

Contact Time During Registration: - 9:00AM - 5:00PM

Contact Time After Registration: - 9:00AM - 7:00PM

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*Executive Director: Student Advisement Centre*

*University of the Southern Caribbean*

*Tel: (868) 662 - 2241 Ext. 1600*

*Email: baynes\_lois@usc.edu.tt*

*Updated, February, 2024.*