

REGISTRATION  
**GUIDEBOOK**  
*Start your Journey in Excellence*



UNIVERSITY of the  
SOUTHERN CARIBBEAN  
*Beyond Excellence*

**OFFICE OF THE  
REGISTRAR**  
[www.usc.edu.tt](http://www.usc.edu.tt)





UNIVERSITY of the  
SOUTHERN CARIBBEAN



1ST SEMESTER 2024-2025

# REGISTRATION GUIDEBOOK

*Start your Journey in Excellence*



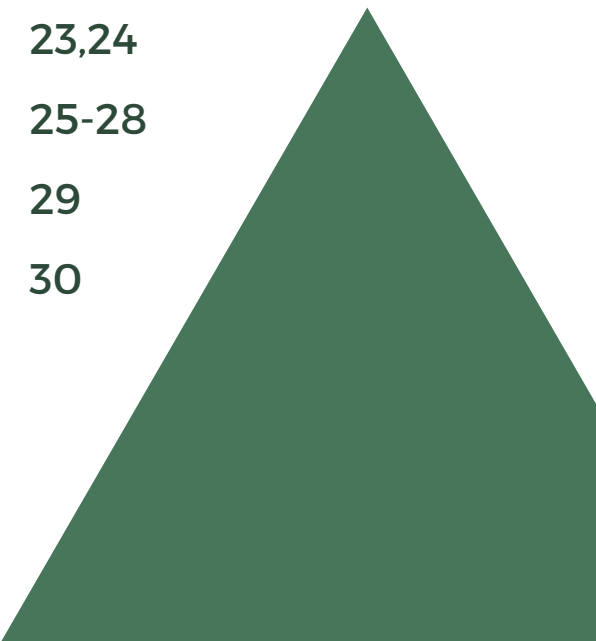
[www.usc.edu.tt/new-students/](http://www.usc.edu.tt/new-students/)



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# GRADUATING CLASS 2028

WHEN THAT TIME COMES VISIT [USC.EDU.TT/GRADUATION/](https://usc.edu.tt/graduation/) FOR MORE DETAILS.



THE  
*Tassel*  
WAS WORTH  
THE  
*Hassle*

# MY YEAR PLAN 4

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Program: \_\_\_\_\_

Total Program Credits: \_\_\_\_\_

Total Program Cost: \_\_\_\_\_

## First Year

1st Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

2nd Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

3rd Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

1st Year Goals (Totals)		
# of Courses	Financial Payment Amt.	# of Credits

## Second Year

1st Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

2nd Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

3rd Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

2nd Year Goals (Totals)		
# of Courses	Financial Payment Amt.	# of Credits

## Third Year

1st Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

2nd Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

3rd Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

3rd Year Goals (Totals)		
# of Courses	Financial Payment Amt.	# of Credits

## Forth Year

1st Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

2nd Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

3rd Semester Goals		
# of Courses	Financial Payment Amt.	# of Credits

4th Year Goals (Totals)		
# of Courses	Financial Payment Amt.	# of Credits

# WELCOME MESSAGE



## Colwick Wilson, PhD President

Congratulations on making the wise decision to study at the University of the Southern Caribbean. You beginning your studies in September, 2024, makes you a presumptive member of the Class of 2028. You therefore belong to a special class that is destined to be remembered. Spare no opportunity to do remarkable things during your time here. Our rich, all-rounded education fosters not only academic excellence but also personal growth, encouraging you to exceed your potential - *"Beyond Excellence."* Welcome to the community of students and distinguished alumni of this great institution.

## Administrators



**Len Archer, PhD**  
Provost



**Barbara Reynolds, PhD**  
VP, Planning &  
Development



**Onesi LaFleur, MAPTh**  
VP, Student Services &  
Enrolment  
Management



**Terry John, MAPTh**  
VP, Spiritual  
Development &  
Church Pastor



**Lena Caesar, PhD**  
Associate Provost



**Esther Cedeno**  
Chief Account (Ag.)

# WELCOME TO USC

# Meet our Staff

We are thrilled to extend a warm and enthusiastic welcome to each and every one of you as you embark on an exciting journey at USC. Congratulations on taking this significant step towards your academic and personal growth!

As you step onto our campus, you're not just joining an institution; you're becoming a part of a vibrant community dedicated to fostering learning, innovation, and lifelong friendships. This is where you'll encounter diverse perspectives, engage in thought-provoking discussions, and develop skills that will shape your future. Feel free to ask questions, seek guidance, and never underestimate the power of curiosity. This is your time to shine, explore, and make your mark on our university's legacy.

## School Deans



**Sherri-Lyn Legall, MBA**  
Dean (Interim),  
School of Business &  
Entrepreneurship



**Loverne Jacobs-Browne, PhD**  
Dean, School of  
Education & Humanities



**Emmanuel Antwi, PhD**  
Dean, School of  
Science, Technology &  
Allied Health



**Susan Chand, PhD**  
Dean, School of  
Social Sciences

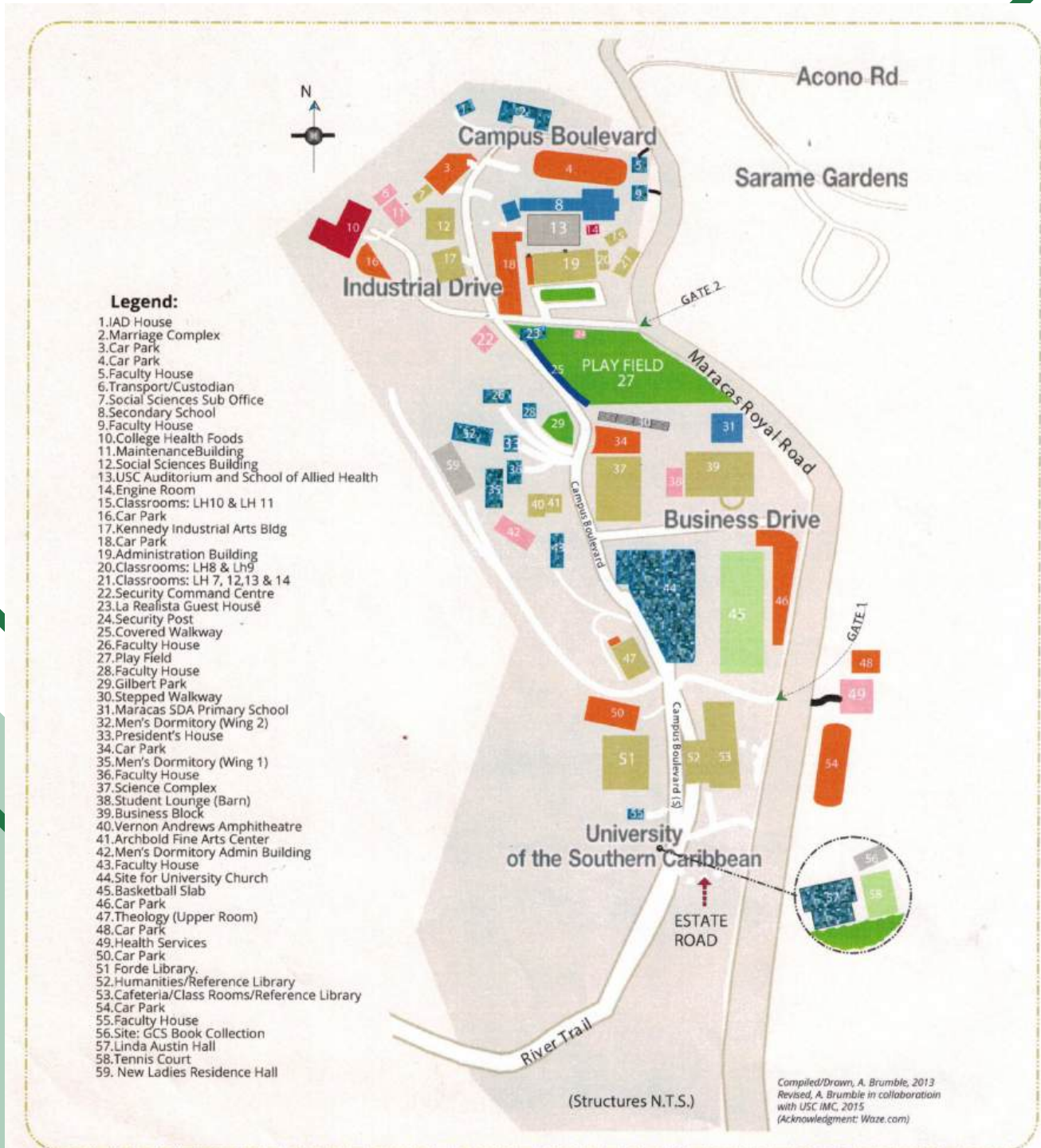


**Fazadudin Hosein, PhD**  
Dean, School of  
Theology & Religion



**Genevieve Boucaud, PhD**  
Dean, School of  
Distance Education

# UNIVERSITY MAP



**Colour Code:**

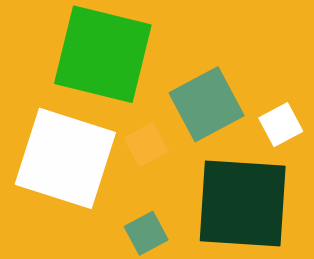
Academic Areas  
Offices/Service Centres  
Residential

Car Park  
Outdoor Games  
Schools (Pri & Sec)

Industry/Services  
Recreational  
New Constructions



# CAMPUS RESOURCES



## Sports & Fitness

The Sports and Physical Education Department goal is to “Build Your Body for a Better Life”. SPED aims to provide a quality physical fitness facility aided by professional staff, giving customers the best option in fitness and training. Our trained, courteous and competent staff is here to give you all the assistance you require to meet your training needs

Come join our Gym!


Visit our Gym located at the northern end of the Industrial Arts Centre


Pick a Sport

At USC you can join any of our sporting teams.


### SPORT AND PHYSICAL EDUCATION DEPARTMENT


 LeRoy Pierre

 pierre@usc.edu.tt

 (868) 662-2241 Ext. 1250


### GYM CONTACT

 sped@usc.edu.tt


 (868) 662-2241 Ext. 1251/1252


## Campus Safety & Security

The University's Security Department ensures that order and safety are maintained on campus at all times. Staffed with constables, corporals and sergeants to the maintain of order and safety on campus.

 **Operating Hours: 24hrs per day**

 **Location :**  
**Building Behind La Realista Guest House**

 **security@usc.edu.tt**

 **(868)-662-2241 Ext 1141, 1144**

*Our services include:*

- Ensuring student safety
- On and Off campus patrols
- Conducting investigations
- Acting in emergencies
- Lost & Found
- Mobile Unit
-  **(868)-743-2146**

# USC'S

## *Mission*

The University of the Southern Caribbean seeks to transform ordinary people into extraordinary servants of God to humanity through a holistic tertiary educational experience.

## *Vision*

A Seventh-day Adventist University fully reflecting the character of God through spiritual, intellectual, physical, social and cultural development.

## *Biblical Text*

And Jesus increased in wisdom and stature, and in favour with God and man. - Luke 2:52 (KJV)

## *School Song*

In the quest for knowledge and dignity,  
With our hearts aflame we have come;  
Called to serve the Church and society,  
We will join our hands as one.  
As we foster friendship and unity,  
Our identity we'll maintain;  
God before us, our goals in focus,  
Great achievements we will attain!

### Refrain:

Beyond excellence, toward the light!  
In truth and loyalty, we'll do the right.  
To always honour our alma mater  
Our beloved USC!  
Our beloved USC!

## *Motto:*

**Beyond Excellence**

# YOUR FIRST-YEAR *Experience*



Within your First-Year, as a Freshman, we will help you become familiar with University Life. You would learn common terms and acronyms use on campus by your peers and the staff. Here are a few:

## Common Terms & Acronyms

### **GPA**

Stands for grade point average. This is a reflection of your academic achievement at school. The GPA is updated after each term's grades are finalized and reported. A low GPA can lead to academic probation and can jeopardize financial aid.

### **Course Code**

A Course Code is a 5-digit alphanumeric code that is generated and assigned to the courses created by your institution. Course codes describe and organize courses in a way that can be easily understood by both colleges and students.

### **Add/Drop Period**

A grace period at the beginning of each semester during which you can decide to add or drop a course with no penalty.

### **Prerequisite**

Many college classes must be taken sequentially – in a certain order, from lower to higher level. A prerequisite is a course a student must complete before taking another specific course. E.g. Calculus 1 is a prerequisite to Calculus 2 – a student can't take the latter without having passed the former.

### **Transfer Credits**

Credits that can be transferred from previous school and applied towards your current degree/programme

### **Credit/s**

A form of measurement most universities use to indicate the weight a course worth. Each degree has a number of credits needed to be completed. Each course has a various credit amounts.

### **Aeorion**

Aeorion is our Student Management System that collects and manages our students personal and academic information

### **Midterms**

Exams that occur in the middle of a quarter or semester to test a student's grasp of topics covered in a course up to that point. Midterms are typically weighted more heavily than other tests and coursework, but not as heavily as finals.

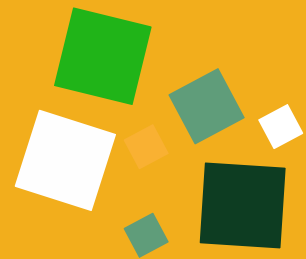
### **Dean of School**

The person in charge of a university department (School). Is the authorized individual, in charge of student affairs and activities for your specific school.

### **Transcript**

A transcript is an overview of a student's academic progress – it includes names and grades for all completed courses, their GPA and their total credit hours.

# CAMPUS RESOURCES



## Health & Wellness

The Health & Wellness Centre is a fully functioning General Practice (GP) clinic serving the campus family and the wider community. Serious Illness must be reported immediately to the Health and Wellness Centre. Our Centre offers many Clinic Services to our Students, Staff and General Public.



Scan to view more information on our Health and Wellness Centre

## Counselling Department

### DIRECTOR



-  Sheneece Phillip
-  [counsellingservices@usc.edu.tt](mailto:counsellingservices@usc.edu.tt)
-  (868) 662-2241 ext. 1172/1174
-  (868) 751-2855
-  @Usc.cd
-  (868) 742-0018
-  @Usc.cdi

## USC Bookstore & Thrift Store

In the bookstore, you'll find a number of textbooks for various classes during the designated term.

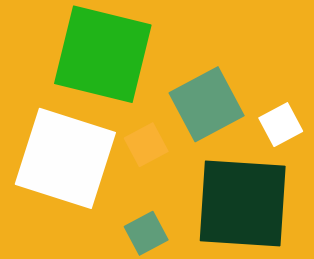
*Our services include:*

- Book-binding
- Laminating
- Photocopying
- Printing
- Stationery items and supplies
- USC merchandise

-  **Location:**  
Lower level of the Business Block
-  **Operating Hours:**  
Mon. -Thur. 9 am to 5 pm
-  [bookstore@usc.edu.tt](mailto:bookstore@usc.edu.tt)
-  (868) 662-2241 ext. 2905



# CAMPUS RESOURCES



## Religious & Spiritual Life

Our students are encouraged to embrace a lifestyle that supports the harmonious development of the mental, physical and spiritual health of the individual. Our students are also encouraged to develop personal and moral integrity and adhere to the dress, health and moral codes of the institution.

Below are some activities provided to help develop our students spiritual life:



- Chaplaincy
- Mission outreach
- Student ministries
- Week of Prayer
- Chapel

USC DRESS CODE



Click to see more information on [USC Spiritual Life](#)

### VICE PRESIDENT




 Ps. Terry John  
 johnt@usc.edu.tt

### CHAPLAIN

 Mr. Lloyd Jacott  
 jacottl@usc.edu.tt  
 (868) 662-2241 ext. 4052

### ADMINISTRATIVE ASSISTANT CHAPLAIN

 Mrs. Joyce Laltoo  
 jlaltoo@usc.edu.tt  
 (868) 662-2241 ext. 1173

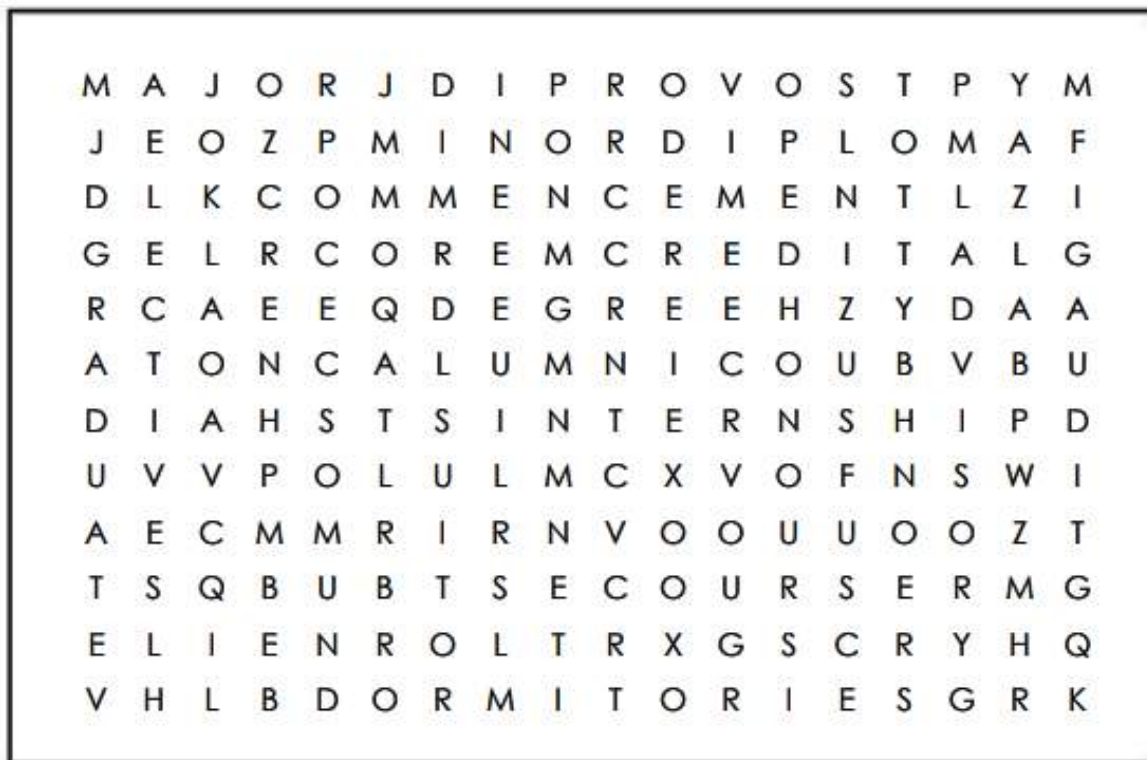
 Mrs. Rachel Sealy  
 rsealy@usc.edu.tt  
 (868) 662-2241 ext. 1170

# ACTIVITY

# WORD SEARCH

BELOW ARE SOME TERMS THAT YOU SHOULD FAMILIARIZE YOURSELF WITH

## Category: University Life



Find the following words in the puzzle.  
Words are hidden → ↓ and ↘ .

ADVISOR  
ALUMNI  
AUDIT  
COHORT  
COMMENCEMENT  
CORE  
COURSE  
CREDIT

DEAN'S LIST  
DEGREE  
DIPLOMA  
DORMITORIES  
ELECTIVES  
ENROL  
GRADUATE  
HONOURS

INTERNSHIP  
LAB  
LECTURER  
MAJOR  
MINOR  
PROVOST

# YOUR FOUR YEAR *Journey*

Each program would have its own specified requirements and timelines, however there are general steps you need to complete as part of your degree.

## Basic Steps Towards Completing Your Degree

### CREDITS

**NOTE:** The number of credits are an estimate and relative to each programme. Also not taking Minors into consideration



### Senior Credits (97+)

1. Fill out Graduation Contract.
2. Ensure all requirements are completed



### Junior Credits (65-96)

1. Transfer Credits placed on transcript
2. Fill out Intention to Graduate Form
3. Complete all required petitions
4. Review Audit, sent from Academic Auditor.



### Sophomore Credits (33-64)

1. Declare Emphasis
2. Change of Program (If required)
3. Ensure Regular Status



### Freshman Credits (03-32)

1. Ensure demographic data is accurate
2. Submit CXC/CSEC CERTIFICATES (If applicable)
3. Apply for Transfer Credits (If applicable)

# CAMPUS RESOURCES

## Residence Life



### ON-CAMPUS DINING

#### USC Cafe

- Location :** Administration Building
- Operating Hours:** 8am- 7pm
- Available Options:** Juices, snacks, daily lunches and breakfast. The cafe also offers fries, salads and other small items

#### Caribbean Health Foods

- Location:** Behind the Industrial Arts Building
- Operating Hours:** 8am-5pm
- Available Options:** vegetarian breakfasts, lunches, pastries, burgers, fries etc.

#### Snack shop

- Location:** Downstairs the Business block
- Operating Hours:** 10 am-6:30 pm during regular semesters and 10 am-5 pm in the summer.
- Available Options:** various beverages, varied snacks, aloe pies, grilled cheese sandwiches, sada roti etc.

#### USC Food Services

- Location:** Downstairs the School of Graduate Studies.
- The USC Food services caters to dormitory students and provide two meal plans. 1) 2 meals per day 2) 3 meals per day. All university dormitory students must have a meal plan, which is charged as a package.**

### HOUSING

#### University dormitories

Inquire about our dormitories. The following accommodation options are available:

- **Ladies Residence Hall**
- **Timothy Greaves Hall for Men**
- **Married Students Complex**

#### Community Housing

Community housing options are available for students, such as married students with families and others who qualify.



### TRANSPORTATION AT USC

USC offers a FREE Shuttle Service to and from Curepe for all students! You can find the shuttle service at the front of the administrative building

Hours of Operation: 7:30am - 9:30pm .

See more [USC Transportation Page](#)



# CAMPUS ACTIVITIES

THERE ARE MANY ACTIVITIES THAT YOU AS  
NEW STUDENT CAN GET INVOLVED IN

## CONFERENCES

*Normally held  
during each Semester  
1st & 2nd Semester*



PORTRAITS  
OF EXCELLENCE  
AWARDS  
PORTRAITS  
OF  
EXCELLENCE

*Normally held Annually  
2nd Semester*



music

*Normally have many events  
throughout the Academic  
Year*



INTERNATIONAL  
STUDENTS  
WEEK

*Normally held Annually  
2nd Semester*



USC  
OLYMPIAD

*Normally held Annually  
2nd Semester*

# NEXT STEPS

**DATES & TIMELINES OF IMPORTANT EVENTS ARE KEY TO YOUR SUCCESS AT USC.**

Below are important dates & Timelines that you must take note during your First Semester

**AUG  
26-30**

## Orientation

Attend and participate in Orientation Activities

**AUG 26 -  
SEP 29**

## Registration Period

Log in to Aeorion, register and select your courses you will be doing during your first Semester. Use the [Class Schedule 2024-2025](#) & [Financial Information Guide](#).

**SEP 02**

## Classes Begin

Attend your class. Ensure that you know the right the time & location of your classes.

**SEP 09**

## Library Orientation

Be present to learn services, spaces & resources offered by the university library. Visit [Library Online](#).

**SEP 16**

## Last Day to Add a Course

**SEP 23**

## Last Day to Complete Registration

**SEP 30**

## Last Day to Drop or Withdraw with Refund

**OCT 14-16**

## Mid-Semester Examinations

**OCT 17-19**

## Mid-Semester Break

**OCT 21**

## Classes Resume

**NOV 28**

## Last Day of Classes

**DEC 02-13**

## Final Examinations



[Click or Scan to see the Academic Calendar](#)

**Page 9**

# REGISTRATION STEPS

NOW THAT YOU'VE COMPLETED ORIENTATION,  
WHAT'S NEXT?

ALL USCIA NS HAVE TAKEN THE PATH FROM APPLICANT TO  
STUDENT BY COMPLETING THE FOLLOWING REGISTRATION STEPS

**STEP 1**

## Get Registration Information

Know your Student ID number, email, login and registration dates & deadlines.

**STEP 2**

## Go to Academic Advising

Seek academic advice from you advisor, so that you would choose your courses effectively

**STEP 3**

## Select courses on AEORION

When logging in to your Aeorion, use your Class Schedule and your four year plan when picking courses

**STEP 4**

## Submit application for Student Permit

This applies only to Non-TT students. See the [International Students page](#) for more information.

**STEP 5**

## Register for GATE

GATE funding is currently available ONLY for undergraduate students who are nationals of Trinidad & Tobago. For more information see [GATE page](#)

**STEP 6**

## Receive & Maintain financial and/or GATE clearance

Pay close attention to your financial status. Financial issues, please contact your assigned Financial Advisor. If you are NOT financially cleared you may be asked to drop courses. See the [Fees & Funding page](#) for more information

**STEP 7**

## Attend Your Courses

Check for your name on your class attendance register when you attend you classes. Ensuring your name is on the class attendance registration is one way to verify your registration was successfully completed

**SCAN FOR**

STUDENT REGISTRATION  
ISSUE FORM



If you have any issues during your registration process  
click or scan & fill out [Student Registration Issue Form](#)

# CAMPUS ACTIVITIES

THERE ARE MANY ACTIVITIES THAT YOU AS A  
NEW STUDENT CAN GET INVOLVED IN



## ACADEMIC CLUBS



Academic clubs are usually geared toward your area of study. These type of clubs can bolster your professional network and connect you with leaders in your field.

- USC Honour Society
- Behavioural Science
- Education Club
- English Honour Society - Alpha Gamma Nu
- History Club
- Natural Sciences Club - Gnostai
- Computer Science Club - Virtua



## NATIONAL CLUBS



Nationality clubs are dedicated to building community for students of the same background and culture. This can help you as a new student to understand University life much quicker.

- Bajan Club
- Dominican Club
- French Club
- Guyanese Club
- Vinada Club (St. Vincent & Grenada)
- Hispanic Club
- North Carib Club
- T&T Club
- St. Lucia Club

## INTEREST GROUPS

Interest clubs are usually formed with student who shared a similar interest outside of academics.

- Ministerial Association
- Day Students' Club
- Uniformed Clubs
- USC Drama MAG
- Marriage Complex
- Drama MAGS
- Sports Clubs
- Ladies Club
- Youth Choir
- Colporteurs' Club
- Men's Club
- Prayer Warriors

# TOP TEN TIPS FOR FIRST YEAR STUDENTS



## 1. STAY ORGANIZED

It's extremely important to remember to stay organized.



## 6. BACKUP FILES

There is nothing worse than having your laptop broken down in the middle of finishing your unsaved essay or losing a whole file of documents. Back up your files.

## 2. MAKE DEADLINES



Get a calendar, whether it be an app or paper diary, keep track all your deadlines, exams, group meetings and school events.

## 7. KEEP CALM & CARRY ON



Relax. It's not the end of the world. You might not get an "A" on all your courses. Maybe miss a class, due to an incident. Keep calm & think of a way forward move on with Life. It's really okay.

## 3. STUDY FIRST, 'LIME' LATER



It's easy to get caught up in the social life university has to offer. Know when to say "No." There will be plenty more "Limes" in the future

## 8. GET CORRECT INFO.



Many student do or make wrong steps simply cause they do not ask the right persons. Seek advice from your University Staff & Representatives.

## 4. TAKE GOOD NOTES



Different lecturers will have new and different teaching styles. Find a note taking system that works best for you

## 9. GET INVOLVED



There is no better way to learn and excel at school than by getting involved! At USC there are many clubs, teams, activities & events for you to join. Maybe you'll want to be a part of the ASB

## 5. NEVER.EVER. PLAGIARIZE



Learning how to write is one of the core skills you will be developing at university. Learn how to cite sources properly & develop your own writing routine.

## 10. MAKE FRIENDS, MAKE MEMORIES



You're going to be spending a lot of time at the University. Your experience here is boosted when you actively try to make friends along the way.

# REGISTRATION STEPS

## AEORION / USC EMAIL / E-LEARN

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.

**AEORION** USC's online course selection portal.

**E-LEARN** USC's virtual classroom portal.

**USC EMAIL** USC's communication portal.

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\\_OORmMjuQ20qkuXoYWtWRQRMZkB3xOp](https://www.youtube.com/watch?v=Fz6DUqBcq2M&list=PLi_OORmMjuQ20qkuXoYWtWRQRMZkB3xOp)



If you have any issues during your registration process click & fill out [Student Registration Issue Form](#)

Main Campus

# STUDENT ADVISEMENT

The Student Advisement Centre (SAC) provides an integrated approach to student advisement and development through consistent and quality advice to students.

Academic advisement is available via google meeting on:

Monday to Thursday 9:00 – 12:30PM and 1:30PM – 5:00PM.

Friday 9:00AM – 12:00 Noon.

## ACADEMIC ADVISOR FOR YOUR 1ST & 2ND YEAR

Note your Advisor changes once you are in your 3rd Year.

### SCHOOL OF

#### BUSINESS & ENTREPRENEURSHIP; EDUCATION & HUMANITIES; THEOLOGY & RELIGION

**Academic Advisor:** Mrs. Nicole Ottley

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

**Office Contact:** (868) 662-2241 ext. 1602

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

### SCHOOL OF

#### SCIENCE, TECHNOLOGY & ALLIED HEALTH; NURSING

**Academic Advisor:** Mrs. Kathleen Lewis

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

**Office Contact:** (868) 662-2241 ext. 1603

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

### SCHOOL OF

#### SOCIAL SCIENCES

**Academic Advisor:** Mrs. Lois Baynes

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

**Office Contact:** (868) 662-2241 ext. 1600

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



**Lois Baynes, MA**  
Executive Director,  
Student Advisement Centre

# CALCULATING YOUR

# GPA

Cumulative GPA is computed by dividing the sum of the earned grade points by the total graded credits attempted in the whole period of study.

**YOUR ACADEMIC STATUS IS BASED ON YOUR CUMULATIVE GPA**

**GPA FORMULA**  

$$\frac{\text{Total Quality Points}}{\text{Total Credit Hours}} = \text{GPA}$$

*Here's an Example*

Term: 1st Sem 2022-2023					
FDNT110	Basic Food Prep	2	A	8.00	
RELT100	God & Human Life	3	A-	11.01	
REAC130	Special Activities	1	B	3.00	
	<b>ATT (Attempted)</b>	<b>ERN (Earned)</b>	<b>HRS</b>	<b>PTS</b>	<b>GPA</b>
<b>TERM:</b>	6.00	6.00	6.00	22.01	3.66
<b>CUM:</b>	6.00	6.00	6.00	22.01	3.66
Term: 2nd Sem 2022-2023					
BCHM125	Bio Chem for Nurses	4	F	0.00	
COMM104	Communication Skills	3	A	12.00	
ENGL125	Academic Writing I	3	B+	9.99	
	<b>ATT (Attempted)</b>	<b>ERN (Earned)</b>	<b>HRS</b>	<b>PTS</b>	<b>GPA</b>
<b>TERM:</b>	10.00	6.00	10.00	21.99	2.20
<b>CUM:</b>	16.00	12.00	16.00	44.00	2.72

*Your Turn...* 😊

[Online GPA Calculator](#)

Term: 1st Sem 2022-2023					
BIOL107	Concepts of Envio Sc	3	A		
MATH165	College Algebra	3	B-		
PEAC110	Personal Physical Fitness	1	C		
	<b>ATT (Attempted)</b>	<b>ERN (Earned)</b>	<b>HRS</b>	<b>PTS</b>	<b>GPA</b>
<b>TERM:</b>					
<b>CUM:</b>					
Term: 2nd Sem 2022-2023					
SPAN101	Converstaional Spanish	3	B+		
FDNT230	Nutrition	4	A		
CPTR100	Intro to Computer Tools	3	A-		
	<b>ATT (Attempted)</b>	<b>ERN (Earned)</b>	<b>HRS</b>	<b>PTS</b>	<b>GPA</b>
<b>TERM:</b>					
<b>CUM:</b>					

*Academic Honors Categories*

**Dean's List**  
GPA: 3.50

at least 12 credits one semester

**Provost List**  
GPA: 3.74 - 3.99

at least 28 credits two full semesters

**President's List**  
GPA: 4.00

at least 28 credits two full semesters



# CALCULATING GPA GRADE POINT AVARGE

Throughout your University Life, GPA is a metric or calculation used to determine your academic performance over a specific period. At USC, your GPA is ranked on a 4.0 scale.

## QUALITY POINTS

Reference for calculating  
Your GPA



Grade	Hours/Credits	Points
<b>A</b>	5	20.00
	4	16.00
	3	12.00
	2	8.00
	1	4.00
<b>A-</b>	5	18.35
	4	14.68
	3	11.01
	2	7.34
	1	3.67
<b>B+</b>	5	16.65
	4	13.32
	3	9.99
	2	6.66
	1	3.33
<b>B</b>	5	15.00
	4	12.00
	3	9.00
	2	6.00
	1	3.00
<b>B-</b>	5	13.35
	4	10.68
	3	8.01
	2	5.34
	1	2.67

Grade	Hours/Credits	Points
<b>C+</b>	5	11.65
	4	9.32
	3	6.99
	2	4.66
	1	2.33
<b>C</b>	5	10.00
	4	8.00
	3	6.00
	2	4.00
	1	2.00
<b>C-</b>	5	8.35
	4	6.68
	3	5.01
	2	3.34
	1	1.67
<b>D</b>	5	5.00
	4	4.00
	3	3.00
	2	2.00
	1	1.00
<b>F</b>	5	0.00
	4	0.00
	3	0.00
	2	0.00
	1	0.00

# Extension Campuses **STUDENT ADVISEMENT**

The Student Advisement Centre (SAC) provides an integrated approach to student advisement and development through consistent and quality advice to students.

Academic advisement is available via google meeting on:

Monday to Thursday 9:00 – 12:30PM and 1:30PM – 5:00PM.

Friday 9:00AM – 12:00 Noon.

## **SOUTH CAMPUS**

**Academic Advisor:** Mrs. Chamela Huyghue-Hamilton

**Email Address:** huyghue@usc.edu.tt

**Office Contact:** (868) 662-2241 ext. 2333

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



## **TOBAGO CAMPUS**

**Academic Advisor:** Ms. Renee Christopher

**Email Address:** christopherre@usc.edu.tt

**Office Contact:** (868) 662-2241 ext. 2301

**Google Meeting ID:** <https://meet.google.com/tmt-trgo-uaw>



## **ANTIGUA CAMPUS**

**Academic Advisor:** Ms. Susanna Gore

**Email Address:** gores@usc.edu.tt

**Office Contact:** (868) 662-2241 ext. 2340/2041

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



## **BARBADOS CAMPUS**

**Academic Advisor:** Mrs. Shernelle Fullerton

**Email Address:** shernelle\_fullerton@usc.edu.tt

**Office Contact:** (868) 662-2241 ext. 2323/ 2326

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



## **GUYANA CAMPUS**

**Email Address:** guyana@usc.edu.tt

**Office Contact:** (868) 662-2241 ext. 2351

**Google Meeting ID:** <https://meet.google.com/nnp-srsw-gwm>



## **ST. LUCIA CAMPUS**

**Academic Advisor:** Mrs. Cecila Inglis-Leon

**Email Address:** inglis-leon@usc.edu.tt

**Office Contact:** (868) 662-2241 ext. 2376

**Google Meeting ID:** <https://meet.google.com/cfq-xnna-acq>



# UNDERSTANDING FINANCE



**Brent Marshall, MBA**  
Director, Student Finance

## ONLINE REGISTRATION PROCESS

- Step 1.** Select Classes (Please consult the with your Adviser)
- Step 2.** Complete [GATE Application](#) (GATE funded students only)
- Step 3.** Financial Clearance - await clearance by financial advisor



**Request a Letter/Statement of Fees** <http://tiny.cc/letterrequest>

## REGISTRATION CRITERIA

- 1. Student outstanding balance should be no more than TT\$1500.**
- 2. Completed GATE Application (GATE Students only) - Means test section must be completed.**

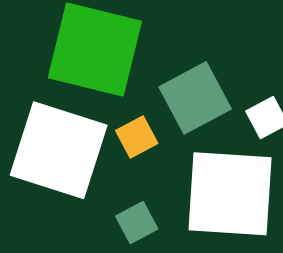
**Academic Period - September - August Semester - 1 Academic Year - 2024-2025**

## PAYMENT PLANS

Students will receive a payment plan for tuition fees and other compulsory fees, payable in four monthly installments for semesters one, two and three monthly installments for semester three, as stated below:

Payment Plan	Semester 1	Semester 2	Semester 3
1st Installment	August 30	December 30	April 28
2nd Installment	September 30	January 31	May 31
3rd Installment	October 31	February 28	June 30
4th Installment	November 30	March 31	

# ACADEMIC AUDITOR



PROVIDE AN ACCURATE ASSESSMENT TO STUDENTS OF  
THEIR PROGRESS TOWARD GRADUATION

## Your Academic Auditor



**School of  
Business &  
Entrepreneurship**

**Email:**

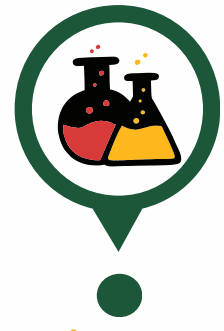
businessacademicauditor  
@usc.edu.tt  
Ext. 2214



**Education &  
Humanities**

**Email:**

edhumacademicauditor  
@usc.edu.tt  
Ext. 2208



**Science,  
Technology &  
Allied Health**

**Email:**

scitechacademicauditor  
@usc.edu.tt  
Ext. 2225



**Social  
Sciences**

**Email:**

socsciacademicauditor  
@usc.edu.tt  
Ext. 2211



**Theology &  
Religion**

**Email:**

theologyacademicauditor@  
usc.edu.tt  
Ext. 2205



**Department of  
Nursing**

**Email:**

nursingacademicauditor  
@usc.edu.tt  
ext.2207

# THE OFFICE OF THE REGISTRAR

“KEEPER OF THE ACADEMIC RECORD”

A CENTRAL ACADEMIC HUB WITHIN USC.



**Ayanna Antoine, MBA, MEd**  
University Registrar

## Our Services



### Administrative Services

- Student Letters (Status or GATE Letters)
- Withdrawals (Temporary or Permanent)



### Transfer Credit Services

- Transfer Credit Evaluation
- Degree Audit



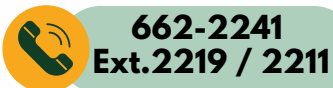
### Records Services

- Academic Petitions
- Transcripts
- Enrollment & Degree Verification
- Diploma Distribution
- Change of Program Request



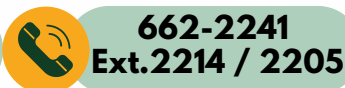
### Data Entry

- Grade Processing
- GPA Calculation/Verification



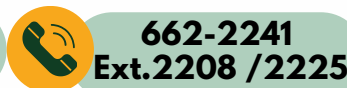
For General Inquires

[registrar@usc.edu.tt](mailto:registrar@usc.edu.tt)



For Transfers Inquires

[transfercredits@usc.edu.tt](mailto:transfercredits@usc.edu.tt)



For Diploma & Transcripts Inquires

[transcripts@usc.edu.tt](mailto:transcripts@usc.edu.tt)



[Click here for access to Student Forms](#)

STUDENT FORMS



# UNDERSTANDING FINANCE *(Payment)*

## PAYMENT OPTIONS

### 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 - 5:00pm

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 -RBTSTTPX 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.

**SCAN FOR**  
UNDERGRADUATE FINANCIAL  
INFORMATION  
SEMESTER I & II 2024-2025



# KNOW YOUR SCHOOLS

Below is a list of contacts the University Schools that you should know within your first year here :



## SCHOOL OF BUSINESS & ENTREPRENEURSHIP

- Business Drive
- [usc.edu.tt/sobe/](https://usc.edu.tt/sobe/)
- [schoolofbusiness@usc.edu.tt](mailto:schoolofbusiness@usc.edu.tt)
- 662-2241 exts. 2900/2902/2903



## SCHOOL OF EDUCATION & HUMANITIES

- Administration Building
- [usc.edu.tt/soeh/](https://usc.edu.tt/soeh/)
- [sookia@usc.edu.tt](mailto:sookia@usc.edu.tt)
- 662-2241 exts. 2400/2401



## SCHOOL OF SCIENCE, TECHNOLOGY & ALLIED HEALTH

- Science Complex
- [usc.edu.tt/science-technology-allied-health/](https://usc.edu.tt/science-technology-allied-health/)
- [lthomas@usc.edu.tt](mailto:lthomas@usc.edu.tt)
- 662-2241 ext. 2701



## SCHOOL OF SOCIAL SCIENCES

- Social Sciences Building, Opp USC Auditorium
- [usc.edu.tt/school-of-social-sciences/](https://usc.edu.tt/school-of-social-sciences/)
- [hlamotte@usc.edu.tt](mailto:hlamotte@usc.edu.tt)
- 662-2241 ext. 2601



## SCHOOL OF THEOLOGY & RELIGION

- The Upper Room
- <https://usc.edu.tt/star/>
- [blake@usc.edu.tt](mailto:blake@usc.edu.tt)
- 662-2241 ext. 2801



## SCHOOL OF GRADUATE STUDIES & RESEARCH

- Opposite the Forde Library
- [usc.edu.tt/sogsr/](https://usc.edu.tt/sogsr/)
- [wade-bowend@usc.edu.tt](mailto:wade-bowend@usc.edu.tt)
- 662-2241 ext. 1701



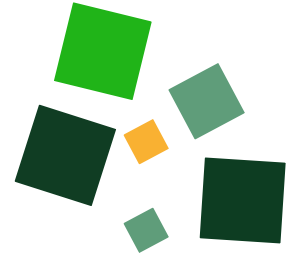
## DEPARTMENT OF NURSING

- Upstairs, Kennedy Arts Building
- <https://usc.edu.tt/bs-in-nursing/>
- [bairdt@usc.edu.tt](mailto:bairdt@usc.edu.tt)
- 662-2241 ext. 2711



## SCHOOL OF DISTANCE EDUCATION

- Upstairs Administrative Building
- [usc.edu.tt/distance-education/](https://usc.edu.tt/distance-education/)
- [distanceeducation@usc.edu.tt](mailto:distanceeducation@usc.edu.tt)
- 662-2241 ext. 2731/1651



# TEST YOUR KNOWLEDGE

## MATCH THE DEPARTMENTS TO THE SERVICES & ACTIVITIES THEY PROVIDE

### BY WRITING IN THE CORRESPONDING LETTERS TO THE SAYINGS

### Departments

### Student Sayings

- |  |   |
|--|---|
| a. Student Services Department   | 1. _____ "I forgot my login password & credentials"                             |
| b. Finance Department  | 2. _____ "I have a hold on my Aeorion account."                                 |
| c. Admissions Department   | 3. _____ "I would like to make copies of my assignment."                        |
| d. Office of the Registrar   | 4. _____ "I would love to get a USC cup & Sweater."                             |
| e. IT Department   | 5. _____ "I think some exercise before this class would do me well."            |
| f. University Library  | 6. _____ "I don't think this grade is correct."                                 |
| g. University Gym  | 7. _____ "I need to get my student ID."   |
| h. University Bookstore  | 8. _____ "I would like to get a GATE, withdrawal & a status letter."            |
| i. My Relevant School<br>( Business/Education/Sci.Tech/Soc.Sci/<br>Theology/ Graduate) | 9. _____ "I would like to get a letter for the Embassy &/ Immigration."         |
|  | 10. _____ "I need a letter giving my financial balance for this semester ."     |
|  | 11. _____ "I would like what order to choose my courses."                       |
|  | 12. _____ "I would to transfer credits from a previous course/programme I did." |

### MATCHING ACTIVITY

## DEPARTMENTS *Answers*

1.e, 2.b, 3.f/h, 4.h, 5.g, 6.i, 7.c, 8.d, 9.a, 10.b, 11.i, 12. d

