



UNIVERSITY *of the*  
SOUTHERN CARIBBEAN

# 2025

## Graduation Information Guide



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# 2025 Graduation Information Guide

## 2025 GRADUATION EXERCISES

The University of the Southern Caribbean will host its 92<sup>nd</sup> Graduation Exercises on **May 16 – May 18, 2025**.

## DECEMBER 2024 CONFERRAL

December 2024 graduates will also have the opportunity to participate in the May 2025 Graduation Exercises. Students who are interested in this offer will be required to pay the difference in the graduation fee for May 2025 (\$600.00TT). Interested persons would be required to express their interest via the application form <https://forms.gle/aVAnNpJNgKGiJH8fA>. Once approval is granted, all other May 2025 graduation procedures and processes are applicable.

## GRADUATION EXERCISES

Consecration Service – *Virtual Service* (YouTube link to be provided)  
Friday May 16, 2025, 7:00pm

Baccalaureate – *Face to face*  
Saturday, May 17, 2025, 10:30am  
Guests to be seated by 10:00am@ University Auditorium, USC Main Campus

Commencement – *Face to face*  
Sunday, May 18, 9:00am  
**ALL Graduates to assemble by 7:30am @ the Administration Building** (Specific room assignments - to be published).

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

**Guests 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, May 14, 2025.**

### **PAYMENT OF GRADUATION FEES**

Students can make Graduation Payments 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. Extension Sites – Online payments via AEORION using Visa Debit/Credit Card or Linx 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. Students' email - USC email domain only
3. Graduating Class WhatsApp Group - **Join May 2025 Graduation WhatsApp Group:** <https://chat.whatsapp.com/Kbt1NaWkbTL1e6sfzCZ3AE>

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

Kente cloth and medallions are available for purchase from the University Bookstore. Use the link below to order these memorabilia. The cost for memorabilia is not included in your graduation fee.

Please note: the deadline for payment is **February 28, 2025**. This deadline will **not** be extended due to the need to source the kente cloth internationally and allow the local company sufficient time to prepare the medallion.



[https://docs.google.com/forms/d/11N9pYZbs\\_\\_0j3R9JqdJ3LVzfQeU2nXIYqkr556WwsTg/edit](https://docs.google.com/forms/d/11N9pYZbs__0j3R9JqdJ3LVzfQeU2nXIYqkr556WwsTg/edit)

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.

### ***Important Disclaimer to Note:***

*Please note that timely ordering is crucial due to strict time constraints. As long as you meet the deadline, we will make every effort to ensure your memorabilia is delivered on time.*

*As these items are personalised, there will be NO REFUND.*



## **GRADUATION PORTRAITS**

The Graduation Portraits, a cherished tradition overseen by the Associated 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 10th - 13th, 18th, 2025
- South Campus: March 26th & 27th, 2025
- Main Campus (*additional dates*): *Dates to be announced*

We highly recommend Main Campus students secure early booking, as later dates are subject to limited availability. It is 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. The cost for photos is not included in your graduation fee.

Portraits Booking form contact - [asb@usc.edu.tt](mailto:asb@usc.edu.tt) or [asbvp@usc.edu.tt](mailto:asbvp@usc.edu.tt)

As part of the graduation process, all students from our **extension campuses** are required to submit a **passport-size photo** for official records. Kindly take a **clear, recent passport-size photo** and upload it using the link provided below. In uploading your photo, ensure that it is labelled with your name and place it in the school that you are a part of.

**Link to Upload: Portraits Upload form for Extension Campus -**  
<https://usc.edu.tt/usc-class-of-2025-graduation-portrait-upload/>

**Deadline:** March 31<sup>st</sup>, 2025

Please ensure that your photo meets the following requirements:

Clear, high-quality image

White or neutral background

Formal attire



## **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 persons 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 company's contact posted above is for information purposes only, 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 from May 16<sup>th</sup> to 19<sup>th</sup>, 2025. Accommodation for all other guests is \$15.00US per night.

For further information, please contact 662-2241 ext. 4500 or 4102 or [charlesann@usc.edu.tt](mailto:charlesann@usc.edu.tt) (Dean, Ladies' Residence Hall) or [merritttd@usc.edu.tt](mailto:merritttd@usc.edu.tt) (Dean, Men's Residence Hall) or make your direct bookings of rooms by clicking [Residence Halls Accommodation Request Form for Graduation Weekend 2025](#). **Please note that the deadline for reserving a room is April 11th, 2025.**



## **FOOD SERVICE**

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

### **Saturday May 17, 2025**

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

Cost: \$180.00TT per person.

### **Sunday May 18, 2025**

Graduate Snack Boxes – Free for all graduands

Guests Snack Boxes - \$70.00TT

Please click [HERE](#) to place your orders. Deadline for order – Friday 4th April, 2025

## **GENERAL INFORMATION**

### **Commencement Tickets**

**Each graduate will receive two (2) Tickets for the Commencement ceremony.** All seating is by general admission. **All guests attending the ceremony MUST have a ticket (graduands do not need a ticket).** Tickets will be distributed by the Registrar's Office along with graduation regalia. Tickets admit one individual. Seats will not be reserved for individuals arriving thirty (30) minutes after the start of the programme. Guests are strongly encouraged to present their Tickets 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 the Commencement Exercise.***

### **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. The ushers have been trained to take special care of you at the graduation ceremony. Please follow their lead to ensure that the ceremony flows smoothly and all guests are satisfied. If you have any questions or needs, please direct them to an usher nearest to you.

Note. During the Commencement Ceremony, **guests will NOT be allowed to enter during the processional**, and **after the Commencement Ceremony has started guests will be PERIODICALLY ushered into the available seats.**

### **General Seating**

Ushers will guide guests to their designated seating in the Auditorium. Once the Main Auditorium reaches full capacity, guests will be directed to the Overflow area for additional seating.

There is designated seating for persons with disabilities or individuals with special needs at the University Auditorium, however, availability is limited. We ask that families with special needs notify the Registrar's Office and arrive **an hour and a half** in advance of the ceremony in order to liaise with an usher. 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 south of the Community Hospital Medical Clinic
4. Community Hospital Medical Clinic Car Park located on the compound of the Community Hospital Medical Clinic
5. Campus Blvd. South between Main Drive and old Linda Austin Hall
6. Kennedy Arts Centre
7. VIP Parking at Social Sciences Building

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. **Drivers with special needs will be accommodated at the Social Sciences carpark.**

### **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.



## **INFORMATION FOR GRADUATING STUDENTS**

### **ACADEMIC HONORS**

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

- Cum Laude denotes a cumulative GPA of 3.50-3.74
- Magna Cum Laude denotes a cumulative GPA of 3.75-3.89
- Summa Cum Laude denotes 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, May 14, 2025**

Time: 4:00pm to 6:00pm

**Graduates are to assemble by 3:15 pm in the LH Classrooms on the Ground Floor of the Administration Building**

### **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/Collar
- ✓ Honor Stole (*where applicable*)
- ✓ Charge Slip



**Proxy Collection** - Students can also have someone collect regalia 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.

**Note:** Late fees will be in effect - \$50.00 per day after Tuesday, May 20th, 2025, or for any missing item.

Regalia	Dates	Time
Distribution of Regalia	Monday 12th May, 2025	8:30 am – 6:00pm
	Tuesday 13th May, 2025	8:30 am – 6:00pm
	Wednesday 14th May, 2025	8:30 am – 12:00 noon <b>Please note, no regalia will be distributed after this time.</b>
Return of Regalia	Sunday 18th May, 2025	For 1 hour after the commencement ceremony
	Tuesday 20th May, 2025	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. **To maintain the integrity and uniformity of our graduation ceremony, all students must wear university-approved regalia.** The academic regalia consists of a cap, gown, hood/collar, 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 the Commencement Ceremony.**

## **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.

Please take note that USC's dress code policy remains in effect (No jewelry except wedding bands and watches). **Personalized, non-approved attire, including but not limited to custom**



**stoles/sashes (aside from the kente sash), unapproved cords, or non-regalia accessories are not permitted while marching or crossing the stage.** 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**

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

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

## **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, May 18, 2025. The absentia fee is **\$900.00TT**. The deadline for payment of the absentia fee is **Friday, April 4, 2025**. 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 May 26, 2025. 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, May 16, 2025, 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, May 17, 2025, 10:30 am*

Guests are to be seated by 10:00 am @ University Auditorium, USC Main Campus. Graduands are **NOT** required to wear regalia for the Baccalaureate service.

### **Commencement – *face to face***

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

*Sunday, May 18 2025, 9:00am*

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

**Guests to be seated by 8:30am in the University Auditorium, USC Main Campus**



## **CEREMONY INSTRUCTIONS**

### **Procession Formation**

Graduands are expected to be dressed and seated in 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 Administration Building to the University Auditorium. They will then be guided to the reserved area at the front where their seats are located on the left and right. A seating chart will be posted for viewing.

### **Receiving Your Diploma - Commencement Ceremony**

Candidates will be given their name cards on Sunday before 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 graduate receives 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: May 9, 2025**





## **POST GRADUATION INFORMATION**

### **LETTERS OF COMPLETION**

Letters of completion are available to all May 2025 Candidates.

1. In order to receive a Letter of Completion, students must receive financial clearance and academic 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 your Letter of Completion  
<https://forms.gle/ingnihoC5iw1e1rm6>

### **DIPLOMA DISTRIBUTION**

Official diplomas will be made available for collection at the Records Office from **Monday, May 26, 2025**. 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** - 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.

<b>Destination</b>	<b>Approximate Cost (TT)</b>
United States of America (USA) and Canada	\$600.00TT
United Kingdom (UK)	\$680.00TT
Caribbean Islands except for Jamaica & Nevis	\$380.00
Guyana	\$480.00
Jamaica and Nevis	\$850.00

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):

- 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 2025 Calendar of Events and Deadlines

Events	Dates
Deadline - Request to Graduate in Absentia	April 4, 2025
Deadline – To place food service orders	April 4, 2025
Regalia Distribution & Collection	<i>Distribution</i> -May 12-13, 2025 @ 8:30 am – 6:00 pm May 14, 2025 @ 8:30 am – 12:00 noon
Deadline – Payment of Graduation Fee	May 14, 2025
Graduation Rehearsal	May 14, 2025 @ 3:15pm – 6:00pm
Graduation Mixer	TBA
Consecration Service – <i>Virtual Service</i> (YouTube link to be provided)	Friday May 16, 2025 @ 7:00pm
Baccalaureate – <i>face to face</i>	Saturday, May 17, 2025 @ 10:30am
Dine-in Experience	Saturday, May 17, 2025 @ 1:30pm
Evening of Tribute – <i>face to face</i>	Saturday, May 17, 2025 @ 4:00pm
Commencement – <i>face to face</i>	Sunday, May 18, 2025 @ 9:00am
Regalia Return	<i>Return</i> - May 18, 2025 (up to 1 hour after Graduation) <b>Or</b> May 20, 2025
Diploma Collection	From May 26, 2025

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

<https://calendar.google.com/calendar/u/0?cid=Y19jNGVmOTUyYjU4Y2E0ZmJiYTFjZTBjYjc0MGZmOTk0NzUyZDA3ZTRmY2QyZGFIODZmNGVmNzUzYmIwN2IxYWVRhQGdyb3VwLmNhbgVuZGFyLmdvb2dsZS5jb20>

