



# 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.**

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)

- **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.
  - o [lmentore@usc.edu.tt](mailto:lmentore@usc.edu.tt) or [mbrown@usc.edu.tt](mailto:mbrown@usc.edu.tt)

**COURSE SELECTION DAILY TIME SCHEDULE (MAIN CAMPUS)**

The Course Selection Time Schedule below provides students with the academic advisors daily google meeting sessions. Monday to Thursday there are seven (7) Course Selection sessions. Students are required to select a preferred session and log-in at the time listed in the table below.

Course Selection Sessions	Google Room Open Time	Students log-in Time	Google Room Close Time	Session End Time
#1.	9:00AM	09:00AM – 09:05AM	09:05AM	09:55AM
#2.	10:00AM	10:00AM – 10:05AM	10:05AM	10:55AM
#3.	11:00AM	11:00AM – 11:05AM	11:05AM	11:55AM
#4.	12:00Noon	12:00Noon – 12:05PM	12:05AM	12:55PM
<b>1:00PM – 2:00PM LUNCH TIME</b>				
#5.	2:00PM	2:00PM – 2:05PM	2:05PM	2:55PM
#6.	3:00PM	3:00PM – 3:05PM	3:05PM	3:55PM
#7.	4:00PM	4:00PM – 4:05PM	4:05PM	4:55PM

**COURSE SELECTION & ACADEMIC ADVISORS INFORMATION (MAIN CAMPUS)**

All 1<sup>st</sup> & 2<sup>nd</sup> year students are **required** to contact their specific 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.



**SCHOOL OF SCIENCE TECHNOLOGY & ALLIED HEALTH**

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

**SCHOOL OF NURSING**

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

**SCHOOL OF SOCIAL SCIENCES**

Academic Advisor: Mrs. Lois 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

**SCHOOL OF BUSINESS & ENTREPRENEURSHIP**

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

**SCHOOL OF EDUCATION & HUMANITIES**

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

**SCHOOL OF THEOLOGY & RELIGION**

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

**COURSE SELECTION & ACADEMIC ADVISORS INFORMATION  
(EXTENSION CAMPUSES)**

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**

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

**ANTIGUA CAMPUS**

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

**BARBADOS CAMPUS**

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

## **GUYANA CAMPUS**

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

## **TOBAGO CAMPUS**

Academic Advisor: Renee Christopher

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

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

Office Contact: 6622241 ext. 2301

## **ST. LUCIA**

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

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